



Texas General Land Office CDBG-MIT Regional Mitigation Program Application Guide

Published July 8, 2022



Table of Contents

I. Introduction	3
II. Regional Mitigation Program	6
General Steps to a Successful Application.....	6
III. QuickBase Access	8
IV. Regional Mitigation Program Application	9
QuickBase Application (Home Tab).....	9
QuickBase Application (General Tab).....	10
QuickBase Application (Duplication of Benefits Tab).....	19
Affirmatively Furthering Fair Housing - QuickBase Application (Fair Housing) Tab.....	22
QuickBase Application (Citizen Participation) Tab.....	26
QuickBase Application (Procurement) Tab	31
QuickBase Application (Activities) Tab	34
QuickBase Application (Project Information) Tab	37
QuickBase Application (National Objective) Tab	45
QuickBase Application (Environmental) Tab	55
QuickBase Application (Permits) Tab	59
QuickBase Application (Budget Activity Lines) Tab.....	60
QuickBase Application (Mitigation) Tab.....	71
Project Documentation	74
Application Completion and Submission.....	74
V. Additional Application Information	75
Record Retention	75
Conflict of Interest Procedures.....	75
False Information.....	75
Application Review Procedures	76
What if I Have Additional Questions?.....	76
VI. Abbreviations.....	77



I. Introduction

The United States Department of Housing and Urban Development (HUD) allocated \$4,301,841,000 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) and 86 FR 561 (January 6, 2021). 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 the 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) as amended outlines the use of funds, programs, eligible applicants, and eligibility criteria for these CDBG-MIT funds. The Action Plan divides the \$4,301,841,000 CDBG-MIT funds among 12 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: <https://www.hudexchange.info/sites/onecpd/assets/File/CDBG-State-National-Objectives-Eligible-Activities-Appendix-A.pdf>.

While CDBG-MIT funds shall not be used for programs and projects to provide emergency response services, funds may be used for mitigation activities to enhance the resilience of facilities used to provide emergency response services, provided that such assistance is not used for buildings for the general conduct of government.

The Regional Mitigation Program allocated funds to each Council of Government (COG) region impacted by Hurricane Harvey. The COGs developed a local Method of Distribution (MOD) for allocation of funds to local units of government, Indian tribes, COGs or other eligible entities allowed with approved waiver request from the GLO.



Regional Mitigation Program Process:

1. COGs developed a COG MOD through a public process.
2. GLO reviewed and approved respective MODs.
3. GLO released the application for eligible entities.
4. Eligible entities will apply for mitigation projects with the funds they were allocated.
5. GLO will review applications for project eligibility.
6. GLO will execute a contract between the GLO and the eligible entity implementing the project(s).

The Regional Mitigation Program allocation has a predetermined percentage of funds set to address hazard mitigation needs within the following HUD identified “most impacted and distressed” (MID) counties and ZIP codes:

Aransas, Brazoria, Chambers, Fayette, Fort Bend, Galveston, Hardin, Harris, Jasper, Jefferson, Liberty, Montgomery, Newton, Nueces, Orange, Refugio, San Jacinto, San Patricio, Victoria, Wharton Counties; 75979 (Tyler County), 77320 (Walker County), 77335 (Polk County), 77351 (Polk County), 77414 (Matagorda County), 77423 (Waller County), 77482 (Matagorda County), 77493 (Harris County), 77979 (Calhoun County), and 78934 (Colorado County)

The Regional Mitigation Program provides 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 or requested in writing from GLO.

This guide begins with a summary of the overall program criteria. Next, instruction for local project selection, documentation preparation, and application submittal are provided. This guide will contain instructions on completing the application through an application software module named QuickBase.



Throughout the Regional Mitigation Program Application Guide a computer icon will indicate program application specific actions to be taken in the QuickBase Application Module.



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.

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.

Page Intentionally Left Blank



II. Regional Mitigation Program

For application development applicants must consult their COG's Mitigation MOD to determine the following criteria:

- The entities allocated CDBG-MIT funds;
- The amount of CDBG-MIT funds allocated to eligible entities;
- The low- and moderate-income (LMI) benefit requirement amount identified for each entity;
- Project location requirements (HUD MID areas, State MID areas, etc.); and
- Eligible activities limitations, if applicable.

Any deviation from the criteria set by the applicant's COG MOD may delay application approval and/or result in application project ineligibility.

The final Mitigation MODs are located on the GLO recovery website here: <https://recovery.texas.gov/mitigation/programs/regional-mitigation/index.html>

General Steps to a Successful Application

QUICKBASE ACCESS

- Register with the QuickBase Application Module
- Application due dates are firm

PROJECT SELECTION

- Determine if the priorities consist of eligible activities as defined in the State Action Plan and local COG MOD.
- 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.
- 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 QuickBase Application Portal 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 QuickBase system will record your submission time and date. Application due dates and time are firm.
- Finally, all applicants must complete the application in its entirety. Thoroughness and clarity in application data is vital.

Page Intentionally Left Blank



III. QuickBase Access

An electronic application submitted using the QuickBase Application Module is required. Applicants must register for system access in advance

To complete the registration, access the following:

<https://dmsrecovery.quickbase.com/db/bscba9wra?a=nwr&originalQid=td&ifv=1>

It is VITAL that Applicants complete the QuickBase Application in its entirety and upload all documentation, as indicated in this guide. In addition, applicants are encouraged to include any additional documentation that supports the proposed project(s).

Once access is obtained, the applicant may begin an application by accessing the following:

<https://dmsrecovery.quickbase.com/db/bsa4jx7hz/be339201-0f9c-496c-b568-e4e2594e42c3?a=showpage&pageIdV2=078a078a-b042-4efe-ab8b-0d9526b53657>

Page Intentionally Left Blank

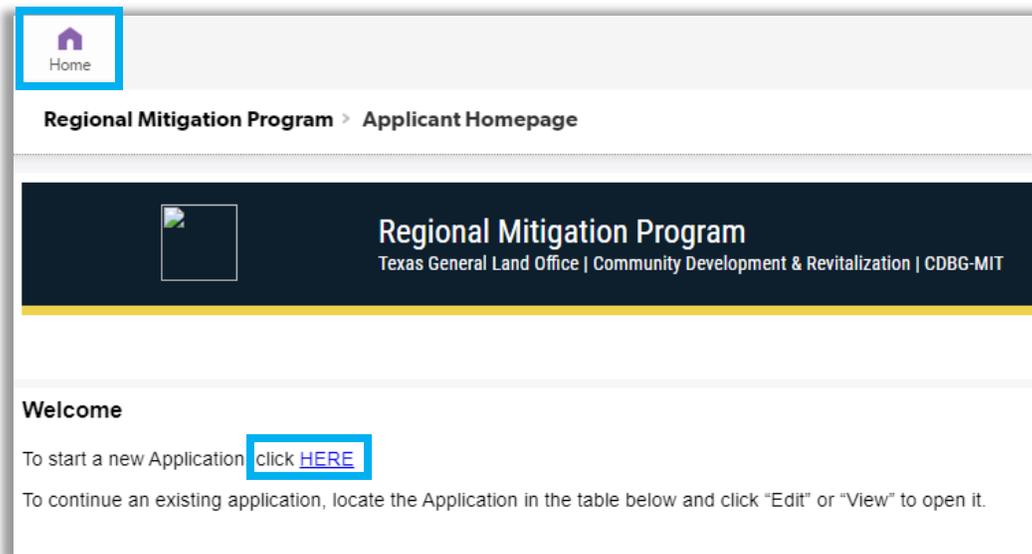


IV. Regional Mitigation Program Application

Applicants must apply for the full amount allocated through their approved local MOD.

QuickBase Application (Home Tab)

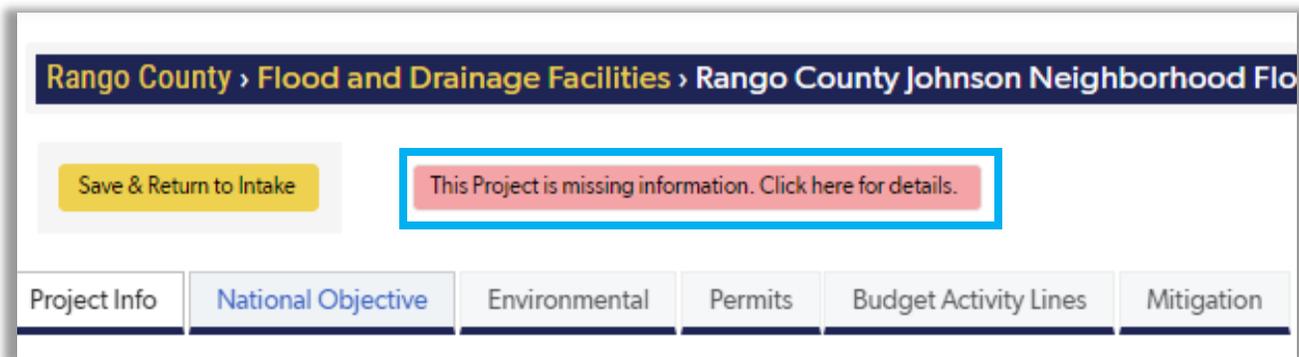
From the Home tab, the applicant will have the ability to create a new application by selecting the “Here” link.



The “Home” button will allow the applicant to return to the home page to view the active application and allow the applicant to edit the application. **Note:** The QuickBase Application Module will indicate the status of each application section as “Incomplete” or “Complete”.

The applicant should ensure all application sections are completed in their entirety. If a section is “Incomplete” the applicant should refer to the applicable section to understand the missing content.

Ref ID	Applicant Name	General	Activities	Duplication of Benefits	Fair Housing	Citizen Participation	Procurement	
2022-100037-RMP	Rango County	Complete	Complete	Incomplete	Complete	Complete	Complete	Edit Last edited on 05-25-2022



QuickBase Application (General Tab)

APPLICANT INFORMATION



Under the “General” tab of the application, the QuickBase application will begin with the entry of the applicant’s name, county, and the selection of a program. Applicants should know prior to accessing the QuickBase Application Portal which programs they are eligible for and how the proposed application fits the program. Applicants must select carefully to ensure application eligibility.

Applications from jurisdictions that were allocated funds for both HUD MID and State MID are required to submit an application under both HUD MID and State MID programs. Jurisdictions in which this applies, should contact cdr.mitigation@recovery.texas.gov.

The Program Options are:

- Regional Mitigation Program: AACOG – State MID
- Regional Mitigation Program: BVCOG – State MID
- Regional Mitigation Program: CAPCOG – HUD MID
- Regional Mitigation Program: CAPCOG – State MID
- Regional Mitigation Program: CBCOG – HUD MID
- Regional Mitigation Program: CBCOG – State MID
- Regional Mitigation Program: CTCOG – State MID
- Regional Mitigation Program: DETCOG – HUD MID
- Regional Mitigation Program: DETCOG – State MID
- Regional Mitigation Program: GCRPC – HUD MID
- Regional Mitigation Program: GCRPC – State MID
- Regional Mitigation Program: H-GAC – HUD MID
- Regional Mitigation Program: H-GAC – State MID
- Regional Mitigation Program: SETRPC – HUD MID

The applicant should continue to complete the “General” tab to include the



applicable Council of Government (COG), contact information, website, Employer Identification Number (EIN), Taxpayer identification Number (TIN), Unique Entity Identifier (UEI)*, Data Universal Numbering System (DUNS), and Sam.gov Registration Expiration Date.

***Note** more information concerning the location of or applying for the Unique Entity Identifier (UEI) can be found by visiting this link: <https://www2.ed.gov/about/offices/list/fofo/docs/unique-entity-identifier-transition-fact-sheet.pdf>



Next, the application will require the upload of a current print out of the Sam.gov Registration. To complete this action, select the “Add Document” button, choose the applicable file, name the document, and select “Save & Return to

Please upload a current printout of the SAM.gov registration.

Add Document

Rango County > Document

Document Type *
 Current Printout of SAM.gov Registration

Document *
 Choose File No file chosen

Document Name *

Document Description

Save & Return to Intake

The applicant will be required to indicate if they are applying in conjunction with or on behalf of another entity, and if the response to this question is “yes”, the applicant will be required to denote the entity in the response field. In addition, QuickBase will require the applicant to upload a Memorandum of Understanding (MOU), Interlocal Agreement, or other binding documentation clarifying the rights, roles, and responsibilities of all parties.

Is the applicant an eligible subrecipient applying in conjunction with or on behalf of another entity (non-city) within the county?

Yes

If yes, please indicate the name of the entity which is applying in conjunction with the eligible subrecipient.

City of Rango



The applicant will be required to indicate the amount of funding allocated by the approved COG MOD, identify whether the application is being submitted in conjunction with or on behalf of another entity, and address if the applicant is participating in the National Flood Insurance Program. If applying for less than the full amount the applicant is at risk of deobligating the remaining allocation.

How much funding was the applicant allocated by the approved COG MOD?

5,000,000.00

Is the applicant participating in the National Flood Insurance Program?

Yes



Lastly, the applicant will be required to indicate the fiscal year end date by indicating the month and day and upload the most recently completed Single Audit or Annual Financial Statement.

Fiscal Year End Date

Month: September

Day: 30

Please upload the most recently completed Single Audit or Annual Financial Statement.

Add Document

Full Report | Email | More ▾ 1 Document

Document Attached	Edit
Single Audit	Edit

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/documents/mitigation/programs/hazard-mitigation-grant/mitigation-local-certification.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.



To upload the completed Local Certification, please attach this document under the pertinent section of the “Applicant Information” Section:

Please upload the signed applicant certification form.

[Add Document](#)

Full Report | Email | More ▾ 1 Document

Document Attached	Edit
Signed Applicant Certification	Edit

APPLICATION CONTACTS



The applicant will be required to indicate the application contacts for the Contact Role indicated in the QuickBase contacts’ table. Select the “edit” button in the chart to populate the required data fields.

Application Contacts

Please provide contact information for the roles below.

Full Report | Email | More ▾ 5 Contacts

Contact Role	Organization	First Name	Last Name	Title	Phone	Email	
Chief Elected Official	Rango County	John	Smith	County Judge	(555) 555-5555	john.smith@rangoco.tx.gov	Edit
Grant Administrator	Texas Recovery	Mary	Stone	Grant Administrator	(555) 555-5555	mary.stone@TxRecovery.com	Edit
Primary Contact	Rango County	John	Smith	County Judge	(555) 555-5555	john.smith@rangoco.tx.gov	Edit
Authorized Representative	Rango County	John	Smith	County Judge	(555) 555-5555	john.smith@rangoco.tx.gov	Edit
Engineer	ABC Engineering	John	Doe	Lead Engineer	(555) 555-5555	john.Doe@ABC.com	Edit

Once the window appears, complete the required data fields, and press “Save & Return to Intake”, or “Next Contact” if another entry is required. **Note:** The window header will indicate the contact role.

Page Intentionally Left Blank



Chief Elected Official

Enter the contact info for your jurisdiction's Chief Elected Official

First Name

John

Last Name

Smith

Title

County Judge

Organization

Rango County

Phone

(555) 555-5555 ext.

Email

john.smith@rangoco.tx.gov

Save & Return to Intake

Next Contact

SF-424 QUESTIONS

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 penalties as noted on the SF-424 and disqualification from program eligibility.

The SF-424 form is available on the GLO website: <https://recovery.texas.gov/documents/mitigation/programs/hazard-mitigation-grant/form-sf-424-partially-prefilled.pdf>

To complete this section, the applicant will be required to indicate the applicant type, and application title.



Note: The application title should be specific to the application.
Example: Rango County Flood and Drainage Project.



Lastly, the applicant should indicate if they are delinquent on any federal debt and upload the completed and signed SF-424. The SF-424 should indicate the same DUNS number as previously entered in the QuickBase application under the “Applicant Information” section.

SF-424 Questions

Applicant Type

County

Application title should be specific to the application. Example: Rango County Flood and Drainage Project.

Application Title

Rango County Flood and Drainage Project

Is the applicant delinquent on any federal debt?

No

Please upload the completed and signed SF-424

[Add Document](#)

Full Report | Email | More ▼ 1 Document

Document Attached	Edit
SF-424	Edit

Page Intentionally Left Blank



QuickBase Application (Duplication of Benefits Tab)

FEMA COVERAGE



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 benefits does not occur. Thus, the applicant will be required to address any FEMA funding received or to be received associated with any part of the application.

FEMA Coverage

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 benefits does not occur.

Did you receive any FEMA funding?

Yes

Do you anticipate any FEMA funding?

No

Was the proposed project eligible for FEMA?

No

Provide all relevant FEMA Project worksheets, FEMA Project type, and evidence of funds committed/received/expended on the proposed project. Any project that sustained direct damage must have applied for FEMA Public Assistance clarifying the rights, roles, and responsibilities of all parties.

No documents found

Is the budget in this application funding for the nonfederal share of a FEMA project?

Yes

If yes, have funds been awarded?

Yes

If yes, please upload the award letter.

No documents found

If FEMA funds were received, explain why funds are needed above and beyond the FEMA funding.



If the applicant has received or is intending to receive funding from FEMA, the QuickBase application will require additional information to include relevant FEMA Project worksheets, FEMA Project type, evidence of funds committed/received/expended on the proposed project, and if applicable the FEMA award letter.

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 benefits does not occur. If the applicant had insurance coverage on the proposed project, the QuickBase application will require the applicant to indicate the associated responses.

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 benefits does not occur.

Did the applicant have insurance coverage on the proposed project?

Yes

Name of Insurance Company

Amount claimed/received for the project

If a claim was not filed, please explain below.

Explain why funds are required above and beyond the insurance funding.

Page Intentionally Left Blank



OTHER FUNDING



Any and all funds identified for use on any project proposed in an application must be fully disclosed. Thus, the applicant will be required to disclose any and all other funding being contributed to the project.

Other Funding

Any and all funds identified for use on any project proposed in an application must be fully disclosed. Make sure information is complete and matches the budget provided.

Has the applicant submitted a request to fund a part of or the whole project described in the application?

Yes ▾

Are local or other funds available to address the proposed project in whole or in part?

Yes ▾

Please upload a signed letter of commitment or resolution with funding amount and sources.

Add Document

Full Report | Email | More ▾ | 1 Document

Document Attached	Edit
Local Resolution	Edit



The applicant will also be required to disclose the source(s) and use(s) of non-CDBG-MIT funds, if applicable, in the Quick Base funding chart. To do so, select the “Edit” button.

Disclose source(s) and use(s) of non-CDBG-MIT funds (Each row is a funding source)

Add Other Funds

Full Report | Email | More ▾ | 2 Other funds

	Funding Source	Use of Funds	Amount		
	Local Funds	Acquisition	\$1,000.00	✓	Edit
	Local Funds	Construction	\$150,000.00	✓	Edit
TOT			\$151,000.00		



The applicant should denote the applicable “Funding Source”, “Use” and “Amount”. Such amounts should reconcile when developing the budget within the QuickBase application

Affirmatively Furthering Fair Housing - QuickBase Application (Fair Housing) Tab

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.

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). Applicants must be prepared to respond to such requests or others of a similar nature.

Well-developed strategies, actions, and citizen participation will expedite application and individual project reviews and, in-turn, promote prompt approval of applications.

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 – Childcare, 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

Page Intentionally Left Blank



To complete this section the applicant should denote what methods and criteria were used to prioritize the projects in the application, including affirmatively furthering fair housing, list associated fair housing activity completed or to be completed, and upload any pertinent documentation in the support of affirmatively furthering fair housing

Affirmatively Furthering Fair Housing

Any locality receiving CDBG-MIT funds must certify that it will affirmatively further fair housing. Identify the activities already achieved to affirmatively further fair housing, and those new activities to be undertaken if a CDBG-MIT award is made. Please also provide an estimate of when that activity will be complete. Localities should be aware that, in the event of funding, these fair housing efforts will be monitored. Other activities may be eligible, and the applicant may contact the GLO to determine eligibility.

What methods and criteria were used to prioritize the projects in the application, including affirmatively furthering fair housing?

	Name	Status	Date Initiated	To be completed by
Fair Housing Activity 1	<input type="text" value="Proclaim Fair Housing Month"/>	Planned ▼	<input type="text" value="03-01-2023"/> 🗓️	<input type="text" value="03-31-2023"/> 🗓️
Fair Housing Activity 2	<input type="text" value="Adopt Fair Housing Policy"/>	Completed ▼	<input type="text" value="05-01-2015"/> 🗓️	<input type="text" value="05-15-2015"/> 🗓️
Fair Housing Activity 3	<input type="text"/>	▼	<input type="text" value="mm-dd-yyyy"/> 🗓️	<input type="text" value="mm-dd-yyyy"/> 🗓️
Fair Housing Activity 4	<input type="text"/>	▼	<input type="text" value="mm-dd-yyyy"/> 🗓️	<input type="text" value="mm-dd-yyyy"/> 🗓️

Please upload any pertinent documentation in the support of Affirmatively Furthering Fair Housing.

Add Document

Full Report | Email | More ▼ | 1 Document

Document Attached | Edit

Fair Housing Policy Edit

QuickBase Application (Citizen Participation) Tab

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 or publisher’s affidavit and tear sheet.

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.

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.

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.”



To complete this section of the QuickBase application, the applicant should denote the start and end date in which the public comment occurred, and upload proof of public posting.

Citizen Participation

The streamlined requirements do not mandate public hearings but do require a reasonable opportunity (at least 14 days) for citizen comment and ongoing citizen access to information about the use of grant funds.

Did the applicant post the CDBG-MIT application for a minimum of fourteen (14) days?

Yes

When did your jurisdiction post the project for public comment?

Start Date 08-01-2022

End Date 08-15-2022

Please upload proof of public posting.

Add Document



Although, public hearings and resolutions to apply are not required, this section of the “Citizen Participation” tab allows the applicant to indicate the date a hearing was held, the date a resolution was passed, and the ability to provide documented evidence of such actions.



Although a public hearing is not required, if your jurisdiction held one, list the date and attach the supporting documents.

08-19-2022 📅

If a public hearing was held, please upload documentation in support to the public hearing.

Add Document

Full Report | Email | More ▾ 1 Document

Document Attached	Edit
Public Hearing	Edit

Although a resolution is not required, did your jurisdiction approve one?

Yes ▾

Enter the date the resolution was passed.

08-19-2022 📅

Upload a copy of the resolution.

Add Document

Full Report | Email | More ▾ 1 Document

Document Attached	Edit
Resolution to Apply	Edit

QuickBase
Application

(Procurement) Tab

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/> and should be uploaded to the application for each procurement that has occurred.



The applicant should utilize the “Procurement” tab’s “Procurement Information” section to upload such documentation.

Please upload any other pertinent professional services support documentation.

Add Document

Document Attached	Edit
-------------------	------

No documents found



For better detail regarding procurement methods and requirements, refer to: <https://recovery.texas.gov/grant-administration/procurement-contracts-guidelines/index.html>



The applicant should utilize the “Procurement” tab’s “Procurement information” section to indicate the status of completed and/or intended procurements for services related to engineering, grant administration, or environmental services. The QuickBase application has a predetermined chart indicating the most common types of procurements, and the applicant will be required to indicate each service’s status. To do so, select the “Edit” button on the corresponding service line item.

Procurement Information

Have services been procured for Engineering, Grant Administration, or Environmental Services?

Yes

Please indicate the status of each procured service.

Full Report | Email | More ▾ 3 Procurements

Vendor Type	Procurement Status	Vendor Name	Contact Phone	Contact Email	
Grant Administration	Procured	Texas Recovery	(555) 555-5555	mary.stone@TxRecovery.com	✓
Environmental	Procured	Texas Recovery	(555) 555-5555	mary.stone@TxRecovery.com	✓
Engineering	Procured	ABC Engineering	(555) 555-5555	John.Doe@ABCEngineering.com	✓

Each row in the table has an "Edit" button to its right.



Once the “Edit” button is selected, the applicant will have the ability to denote if the specific service will be performed in house, has been procured, or will be procured later. Note, the top banner will denote the applicable service.

If the applicant indicates a service will be performed in-house, the applicant will be required to indicate how the activity will be performed. (i.e., parks and recreation department, or city engineer, etc.)



Rango County > Vendor

Grant Administration

Please provide the current status of procurement(s) intentions for this vendor

Procured

In House
Procured
Procured Later

Contact Name
Mary Stone

Contact Phone
(555) 555-5555

Contact Email
mary.stone@TxRecovery.com

Save & Return to Intake

Grant Administration

Please provide the current status of procurement(s) intentions for this vendor

In House

If in house, how will this activity be performed?

Contact Name

Save & Return to Intake

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.

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.



Under the “Procurement Information” section of the “Procurement” tab, the applicant will be required to submit a complete FINANCIAL INTEREST REPORT with the application for each person/entity with a reportable financial interest. Include as appropriate for Grant Administration, Environmental, and/or Engineering. This form can be found at: <https://recovery.texas.gov/grant-administration/grant-implementation/infrastructure/index.html>

Are there any persons/entities with a reportable financial interest to disclose?

Yes

Submit a complete FINANCIAL INTEREST REPORT with this application for each person/entity with a reportable financial interest. Include as appropriate for Grant Administration, Environmental, and/or Engineering. This form can be found at <https://recovery.texas.gov/grant-administration/grant-implementation/infrastructure/index.html>

Add Document

Full Report | Email | More ▾ | 1 Document

Document Attached	Edit
Financial Interest Form	Edit

QuickBase Application (Activities) Tab

ACTIVITY

As indicated in the Introduction, the program has unique characteristics and regulations. Refer to the Mitigation Action Plan, along with any applicable amendments, on the GLO website at recovery.texas.gov and [local mitigation COG MOD](#) for specific program requirements.

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

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

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.

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



The applicant will be required to enter the DRGR activity as applicable for the associated proposed project. Multiple activities may be created as required to complete the proposed projects under the mitigation application. From the “Activities” tab, press the “Add Activity” button. Note, once the activity is created it can be edited by selecting the “Edit” button

Activity

[Add Activity](#)

[Full Report](#) | [Email](#) | [More](#) ▾ 1 Activity

DRGR Activity	Planned Activity Budget Amount	Edit
Flood and Drainage Facilities	\$3,000,000.00 ✓	Edit



Per the Mitigation Action Plan, there are multiple activities allowable under the Regional Mitigation Program. The applicant should indicate the applicable DRGR activity.



After the DRGR activity is created the applicant should indicate the “Planned Budget Amount” for the activity as a whole. When indicating the budget at the activity level, please ensure the total proposed budgeted amount(s) are reflective of the total projects accounted for under the activity level.

QuickBase Application (Project Information) Tab

PROJECT INFORMATION

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 and local mitigation COG MOD 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.

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.

GLO APPLICATION PROJECT DEFINITION

All proposed projects must support the overall mitigation *application* and meet one of the *CDBG-MIT national objectives*.

- *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 Regional Mitigation Program, Section 5.4.6.1 Connection to Identify Risk section of the Action Plan, hurricanes, tropical storms/ depressions, severe coastal/riverine flooding, are among the top risks to which Texas has the greatest exposure. Each proposed project must mitigate against one of these identified risks.



Once the activity has been selected, the applicant should add the project(s) that relate to the activity which was selected. The applicant should select the “Add Project” button. Note, once the project is created it can be edited by selecting “Edit”.

Project

[Add Project](#)

[Full Report](#) | [Email](#) | [More](#) ▾ 1 Project

Project Title	Project Type	Status	Total Budget
Flood and Drainage Facilities (1 Project)			
Rango County Johnson Neighborhood Flood Improvements	Flood and Drainage	Not yet started	\$3,151,000.00 ✓
TOT			\$3,151,000.00

[Edit](#)



Applicants are required to provide sufficient detail about the proposed project to identify the national objective, the population that will receive benefit, the estimated costs and materials needed, the projected schedule to completion, any potential environmental impact, and other details specific to the type of project involved. The applicant will be required to select the applicable DRGR activity associated with the project, project type, and assign a project title.

NOTE: For the project title, the spelling and capitalization together with any associated site number(s) identified in the application must be consistently used throughout the application to ensure clear identification of the full project scope, e.g., a project title of "Green Acres, Site 3" here should appear as “Green Acres, Site 3” at every other reference in this application. A reference to some other title such as "green acres subdivision" or “#3 Green Street” elsewhere in the application could cause delays in the eligibility review process.)

Project Information

Applicants are required to provide sufficient detail about the proposed project to identify the national objective, the population that will receive benefit, the estimated costs and materials needed, the projected schedule to completion, any potential environmental impact, and other details specific to the type of project involved. Please be thorough in completing this application to ensure a successful review.

NOTE: For the project title, the spelling and capitalization together with any associated site number(s) identified in the application must be consistently used throughout the application to ensure clear identification of the full project scope, e.g., a project title of "Green Acres, Site 3" here should appear as “Green Acres, Site 3” at every other reference in this application. A reference to some other title such as "green acres subdivision" or “#3 Green Street” elsewhere in the application could cause delays in the eligibility review process.)

DRGR Activity *

Flood and Drainage Facilities x ▾

Project Title *

Rango County Johnson Neighborhood Flood Impr

Project Type

Flood and Drainage

Select up to 20 choices



Next, the applicant should indicate if the project includes replacement or relocation of a facility (i.e., lift station, water treatment plant, etc.). If the answer to this question is yes, then the applicant will be required to indicate the plans for decommissioning the existing facility

Does this project include replacement or relocation of a facility (i.e., lift station, water treatment plant, etc.)

Yes

If yes, to the above, please indicate the plans for decommissioning the existing facility.



The applicant is required to provide a detailed description of the scope of work proposed. For proposed work involving a length of road, ditch, channel, etc., report the scope of the project in linear feet (lf).

Provide a detailed description of the scope of work proposed. For proposed work involving a length of road, ditch, channel, etc., report the scope of the project in linear feet (lf).

Rango County will complete flood and drainage improvements within Johnson Neighborhood. These improvements involve re-shaping existing roadside ditches and completed associated pavement repairs due to the re-shaping process. It is expected that a total of 4,300 LF of re-shaping will occur within the neighborhood.

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.

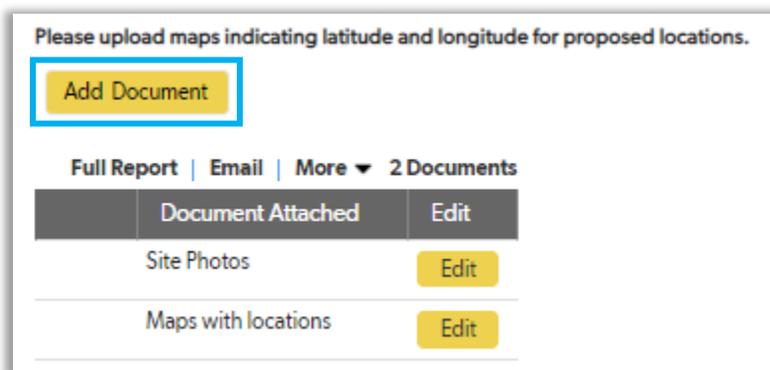
Example: -97.747471

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.

Next, the applicant should upload maps indicating the latitude and longitude for the proposed project locations.



The applicant will be required to upload maps indicating latitude and longitude for the proposed project locations.





Once project maps have been uploaded, the applicant should indicate a plan for the long-term funding and management of the operations and maintenance of the project. Note, the total proposed number of linear feet or total number of proposed public facilities will automatically populate based on the data entry at the project site level.

Describe a plan for the long-term funding and management of the operations and maintenance of the project.

The County will monitor the culverts to ensure they remain clear of debris. This is expected to cost \$15,000 annually

Total proposed number of linear feet
5890

Total number of proposed public facilities.



Under the “Project Information” the applicant should provide the proposed project schedule. To present the most accurate implementation schedule, please use April 1, 2023, as the start date to initiate the "Start-up Documentation" phase as this is an estimated date to initiate contract start. Note the future start date will be based on actual contract execution. The applicant should indicate a date for each applicable project schedule activity, as applicable, by selecting the “Edit” button.

PROJECT SCHEDULE

Applicants must provide a Project Schedule that represents the entire proposed scope of work.

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

Page Intentionally Left Blank



Please complete the proposed project schedule. In order to present the most accurate implementation schedule, please use April 1, 2023 as the start date to initiate the "Start-up Documentation" phase as this is an estimated date to initiate contract start. Note the future start date will be based on actual contract execution.

Full Report | Email | More ▾ 11 Project implementation schedules

Phase	Start	End	Duration	
Construction Activity Completion	10-01-2023	10-01-2023	0	Edit
Start-Up Documentation	11-01-2022	01-01-2023	2	Edit
Engineering Design	12-01-2022	08-01-2023	8	Edit
Environmental Review	12-01-2022	05-01-2023	5	Edit
Acquisition	06-01-2022	09-01-2022	3	Edit
Bid Advertisement	09-01-2022	11-01-2022	2	Edit
Contract Award	11-01-2022	12-01-2022	1	Edit
Construction NTP	12-01-2022	12-01-2022	0	Edit
Construction	12-01-2022	10-01-2023	10	Edit
Submit As-Builts/COCC/FWCR	10-01-2023	12-01-2023	2	Edit
Contract Closeout	12-30-2023	03-30-2024	3	Edit

Note, the phase will be reflected at the top of the window, and the "Previous Phase" and "Next Phase" button can be used to enter all applicable schedule activities.

Rango County > Flood and Drainage Facilities > Rango

Phase
Construction Activity Completion

Phase Start Date
10-01-2023

Phase Duration (Months)
0

Phase End Date
10-01-2023

Save & Return to Project Previous Phase Next Phase

PROJECT SITE



A required component of a complete application and as required for contracting, the applicant should indicate the project sites comprised within



the overall project. To do so, the applicant should select the “Add Project Site” button. Note, the project site may be edited by selecting the “Edit” button.

Add Project Site

Full Report | Email | More ▾ 5 Project sites

Project Site Title	Street Address		
Johnson Neighborhood (Site 1)	None	✓	Edit
Johnson Neighborhood (Site 2)	None	✓	Edit
Johnson Neighborhood (Site 3)	None	✓	Edit
Johnson Neighborhood (Site 4)	None	✓	Edit
Johnson Neighborhood (Site 5)	None	✓	Edit



Once the “Add Project Site” button is selected the applicant will be required to name the project site, and indicate the locations of the project site, and performance measures. For proposed work involving a length of road, ditch, channel, etc., use the approximate midpoint coordinates for latitude and longitude, but identify the entire length of the proposed work and the assigned site number on the project map. Identify these types of sites in the application by completing the On-From-To fields. For instance, if street improvements are occurring on Main Street and Main Street is intersected by 1st Street at the north, and 2nd Street at the south, you would enter Street Limits on Street as Main Street, From Street as 1st Street, and To Street as 2nd Street.

Project Site

Project Site Title
Johnson Neighborhood (Site 1)

Street Address
None

For proposed work involving a length of road, ditch, channel, etc., use the approximate midpoint coordinates for latitude and longitude, but identify the entire length of the proposed work and the assigned site number on the project map. Identify these type of sites in the application by completing the On-From-To fields. For instance, if street improvements are occurring on Main Street and Main Street is intersected by 1st Street at the north, and 2nd Street at the south, you would enter Street Limits on Street as Main Street, From Street as 1st Street, and To Street as 2nd Street.

Street Limits on Street
Mouton Street

From Street
Government Street

To Street
Capital Heights

Zip Code
78465

City
Rango

County
Rango

State
Texas

Latitude
30.443491

Longitude
-91.142507

Performance Measures
Linear Feet ▾

Provide the proposed number of linear feet.
690



ACQUISITION/UNIFORM RELOCATION ASSISTANCE (URA)



Under the project site, the applicant should denote any applicable acquisition activities, to include URA, that will occur at the particular site. The applicant should also indicate the proposed costs for acquisition and should ensure all acquisition budgeted amounts indicated at the project site level reconcile to the overall project budget.

Acquisition/Uniform Relocation Assistance

Does the project require acquisition of property, purchase of easements, relocation, or any other activity requiring compliance with URA outside the listed waived activities?

Yes

Has acquisition of the project site(s) been completed, in progress, or will need to be acquired?

To be Acquired

What type of acquisition will be required?

Involuntary

Describe the type and purpose of all acquisitions (easements, real property, etc.) associated with the proposed project. For acquisitions "Previously Acquired" or "Acquisition in Progress," include the date of acquisition, detailed information and supporting documentation

Right of way easements will be required to provide long term maintenance of the facilities

What is the planned number of parcels to be acquired?

2

What is the associated cost amount for this acquisition.

4,000.00

QuickBase Application (National Objective) Tab

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.



- The “Upper Quartile” or “Exception Criteria” exception for Low- and Moderate-Income Area Benefit Activities, HUD permits an exception for specific communities that are allowed to use a percentage that is less than 51 percent to qualify activities under the LMI area benefit national objective criteria. In these communities, activities must serve an area that contains a percentage of LMI residents that is within the upper quartile of all census block groups within its jurisdiction in terms of the degree of concentration of LMI residents.
- On September 28, 2020, HUD published Federal Register Notice 85 FR 60821. This notice established an “Upper Quartile” or “Exception Criteria” for the State of Texas for non-entitlement counties.

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.



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.

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 Area (City-Wide)
- LMI Area (County-Wide)
- LMI Housing Activity
- LMI Limited Clientele
- Enter the proposed number of Total Beneficiaries, and number of LMI Beneficiaries (% LMI Beneficiaries field will auto-calculate):



For UNM, select all that apply:

- UNM Area Benefit
- UNM Area (City-Wide)
- UNM Area (County-Wide)



Under the “National Objective section, the applicant will be required to indicate the total number of beneficiaries and provide the number of LMI beneficiaries. The application will select populate the percentage of LMI beneficiaries. If the percentage is less than 51.00% LMI, the applicant should indicate if they are a HUD exception grantee.

National Objective

Provide Total Number of Beneficiaries

Provide number of LMI Beneficiaries

Percentage of LMI Beneficiaries

Is the applicant a HUD Exception Grantee?

In addition, the applicant will be required to indicate the national objective to be met by the proposed project. Under the “National Objective” section. Indicate the response as it relates to the national objective being met. If the project meets an LMI National Objective, the applicant will be required to describe the activities that benefit low-and moderate-income people and the methods used to determine the beneficiaries.

Which HUD national objective does the project meet?

Describe activities that benefit low- and moderate-income people.

Method(s) used to determine the beneficiaries:



If the project is to meet the Urgent Need Mitigation (UNM) National Objective, the applicant will be required to justify as to how the project addresses the current and future risks as identified in the states Mitigation Needs Assessment of most impacted and distressed areas; and yield a community development benefit or will it result in a measurable and verifiable reduction in the risk of loss of life and property. In addition, the applicant will be required to provide documentation in regard to meeting the Urgent Need Mitigation (UNM)

Which HUD national objective does the project meet?

UNM

Does the proposed project addresses the current and future risks as identified in the states Mitigation Needs Assessment of most impacted and distressed areas; and yield a community development benefit or will it result in a measurable and verifiable reduction in the risk of loss of life and property?

In regard to meeting the Urgent Need Mitigation (UN-MIT) national objective, please upload documentation in support of the answer provided above.

Add Document

Document Attached Edit

No documents found

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.

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. **For further information:**

<https://recovery.texas.gov/mitigation/programs/regional-mitigation/index.html>

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.

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 recovery.texas.gov/ for detailed information on census and survey methods.

USE OF SURVEY DATA

For further information:

<https://recovery.texas.gov/mitigation/programs/regional-mitigation/index.html>

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 interviewer's 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. Refer to GLO for details regarding the required Survey Methodology and all associated forms.

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

The applicant will be required to indicate the method that was used to determine the beneficiaries, and provide associated beneficiary maps, census data (maps), LMISD (if applicable, and/or survey documentation. **Note:** 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.



What method was used for Beneficiary Identification?

Census (HUD LMISD) ▼

Provide a brief description of the beneficiary identification method used to determine this national objective and upload supporting beneficiary maps, census data, and/or survey documents. (Recommended 200 words)

Census tract was used as a significant number of households within the block group in which this project falls will benefit from the flood and drainage activities

Please upload supporting beneficiary maps, census data (maps), and LMISD data.

Add Document

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. The applicant should upload the most recent ACS 5-year estimate (DP05) and the Race and Ethnicity/Gender Calculator used to document the proposed beneficiaries.





In addition, the applicant will be required to indicate the benefiting household's race/ethnicity/ and gender in the chart provided in the application. Please note the totals indicated in this section should match the total beneficiaries indicated prior in the application.

Please provide the most recent ACS 5 Year Estimate DP05 and Race and Ethnicity/Gender Calculator used to populate the beneficiary demographic section above.

[Add Document](#)

[Full Report](#) | [Email](#) | [More](#) ▾ 3 Documents

Document Attached	Edit
Race/Ethnicity/Gender Calculator	Edit
Dp05	Edit
DP05	Edit

Male	Female	Total
560	594	1150

Full Report Email More ▾ 11 Demographics				
▼ Race and Ethnicity	# of Hispanic	# of Non-Hispanic	Total	
American Indian/Alaska Native	0	0	0	Edit
Asian	15	20	35	Edit
Black/African American	150	200	350	Edit
Black/African American and American Indian/Alaska Native	2	1	3	Edit
Native Hawaiian/Other Pacific Islander	0	0	0	Edit
Other multi racial	25	40	65	Edit
Some Other Race	23	15	38	Edit
White	324	120	444	Edit
White and American Indian/Alaska Native	50	10	60	Edit
White and Asian	100	55	155	Edit
White and Black/African American	0	0	0	Edit
TOT	689	461	1,150	

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. To indicate the benefiting census tracts and block groups the applicant should identify the census tract and block group(s) in which the

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

[Add Census Tract](#)

[Full Report](#) | [Email](#) | [More](#) ▾ 1 Census Tract

Census Tract	Block Groups		
17.00	Group 4	✓	Edit



project will take place by selecting the “Add Census Tract” button.



The applicant will be required to enter the census tract with two decimal places. If the proposed project falls in any block groups under the census tract, the applicant should select “yes”, otherwise the selection should be “no”. Complete each census tract window in its entirety.

Census Geographic Area Data - Identify the census tract an

Census Tract

Block Group 1

Block Group 2

Block Group 3



Lastly, the applicant will be required to indicate the elected delegation representing the individuals who fall within the proposed project benefit service area. **Note:** the applicant can select multiple districts as applicable.

U.S. Congressional District #

Texas Representative District #

Texas Senate District #

QuickBase Application (Environmental) Tab

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.



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

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-reservation>

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>

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>

IS THE PROPOSED PROJECT SITE LOCATED ON FEDERAL LANDS OR AT A FEDERAL INSTALLATION?

WHAT LEVEL OF ENVIRONMENTAL REVIEW IS LIKELY NEEDED FOR THE PROPOSED PROJECT SITE? SELECT FROM DROP DOWN OPTIONS.

- Categorical Exclusion
- Environmental Assessment
- Environmental Impact Statement

More information at [HUD Exchange](#)

PROVIDE A BRIEF NARRATIVE TO INCLUDE ANY ADDITIONAL DETAIL OR INFORMATION RELEVANT TO ENVIRONMENTAL REVIEW.

The applicant should upload the environmental exemption form for planning and administrative activities.

Environmental

What is the current status of the project?

Will the assistance requested have any negative impact(s) or effect(s) on the environment?

Is the proposed project likely to require an archaeological assessment?

Is the proposed site(s) listed on the National Register of Historic Places?

Is the project in a designated floodway or coastal high hazard area?

Is the project in a designated special flood hazard area or a designated wetland?

For projects in the 500 or 100 year floodplain: Does your project involve a critical action as defined in 24CFR55.2(b)(3)?

Is any project site located in a known critical habitat for endangered species?

Is any project site a known hazardous site?

Is any project site located on federal lands or at a federal installation?

Is any project site subject to or participating in Fixing America's Surface Transportation Act (FAST-41) (P.L. 114-94)?

What level of environmental review is likely needed for this project?

Provide any additional detail or information relevant to Environmental Review.

Please upload the Environmental Exempt Form for planning and administrative activities.

Full Report | Email | More ▾ 1 Document

Document Attached	Edit
Environmental Exemption Form	Edit



QuickBase Application (Permits) Tab



The applicant will be required to indicate if the project will require any federal, state, or other permits, approvals, or waivers to complete the proposed work. If the answer to this is “yes”, then the applicant must describe the type and purpose of each permit and its association with the proposed project and provide a copy of each permit if already executed.

Does the project require any federal, state, or other permits, approvals, or waivers to complete the proposed work?

Yes

If yes, describe the type and purpose of each permit and its association with the proposed project. Provide a copy of each permit already executed.

808 Permit

If copies of any required federal, state, or other permits, approvals, or waivers are available, please upload this evidence.

Add Document

Document Attached Edit

No documents found



The applicant will also be required to indicate if any type of ratified, legally binding agreement between the applicant and any other entity to provide continual operation upon completion is required. If the answer to this is “yes”, then the applicant must describe the type and purpose of each agreement and its association with the proposed project and provide a copy of each agreement already executed or drafted.

Does the project require any type of ratified, legally binding agreement between the applicant and any other entity to provide continual operation upon completion?

Yes

If yes, describe the type and purpose of each agreement and its association with the proposed project. Provide a copy of each agreement already executed or drafted.

Drainage District

Page Intentionally Left Blank



Lastly, for sewer and/or water facilities projects, the applicant must indicate if applicant currently holds the Certificate of Convenience and Necessity (CCN) for the target area proposed in the application. If the proposed project is a sewer and /or water facilities project, and the answer to this is “yes”, the applicant should upload the CCN. If CCN has not been received from the Public Utility Commission of Texas (PUC), provide a copy of the application. If a municipality does not currently hold a CCN, please upload a copy of the service area map.

For sewer and/or water facilities projects, does the applicant currently hold the Certificate of Convenience and Necessity (CCN) for the target area proposed in the application?

Yes

Upload CCN. If CCN has not been received from the Public Utility Commission of Texas (PUC), provide a copy of the application. If a municipality does not currently hold a CCN, please upload a copy of the service area map.

Add Document

Document Attached Edit

QuickBase Application (Budget Activity Lines) Tab

BUDGET/FUNDING DISCLOSURE

The Total Application Budget represents summary of all data provided for each Activity and/or Project.

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 3: 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.

If an application is submitted solely for housing-related activities which is limited to buyouts or acquisition with or without relocation assistance, down payment assistance, housing incentives, and demolition activities, project delivery costs 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.

Applicants must ensure that all budgeted CDBG-DR funds remain within the eligible caps. Any expenses in excess of the caps detailed above will not be eligible for payment from the CDBG-DR funds and must be paid with non-CDBG funds.

If third-party vendors have already been procured, applicants must ensure



the local file includes documentation to demonstrate compliance with 2 CFR 200.318–200.327 standards as previously indicated. Refer to Procurement Checklist available on 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/documents/mitigation/programs/regional-mitigation/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.

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 15 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 Acquisition

Provide the estimated amount of CDBG-MIT acquisition (real property, rights of way, etc.) funds required to complete the proposed project. Acquisition totals must be included on the MIT-Budget Justification of Retail Costs (formerly Table 2).

In addition, applications proposing to us CDBG-MIT funds for acquisition must comply with URA see “QuickBase Application (Project Information Tab)”



section for further information concerning URA.

INSTRUCTIONS 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.

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.

Page Intentionally Left Blank



FIGURE 2: EXAMPLE OF BUDGET JUSTIFICATION OF RETAIL COSTS

CDBG-MIT: Budget Justification of Retail Costs (Former Table 2)										
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.										
Applicant/Subrecipient:										
Site/Activity Title:										
Eligible Activity:										
Materials/Facilities/Services	\$/Unit	Unit	Quantity	Construction	Acquisition	Total				
	\$ -		0	\$ -	\$ -	\$ -				
	\$ -		0	\$ -	\$ -	\$ -				
	\$ -		0	\$ -	\$ -	\$ -				
	\$ -		0	\$ -	\$ -	\$ -				
	\$ -		0	\$ -	\$ -	\$ -				
	\$ -		0	\$ -	\$ -	\$ -				
	\$ -		0	\$ -	\$ -	\$ -				
	\$ -		0	\$ -	\$ -	\$ -				
	\$ -		0	\$ -	\$ -	\$ -				
TOTAL	\$ -		0	\$ -	\$ -	\$ -				
1. Identify and explain the annual projected operation and maintenance costs associated with the proposed activities.										
2. Identify and explain any special engineering activities.										
Seal				<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Date:</td> <td style="width: 50%;"></td> </tr> <tr> <td>Phone Number:</td> <td></td> </tr> </table> Signature of Registered Engineer/Architect Responsible for Budget Justification:			Date:		Phone Number:	
Date:										
Phone Number:										

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 –Dike/Dam/Stream-River Bank repairs
- 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 CDBG- 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.

Applicants are expected to present a thorough budget at the project 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. The applicant should indicate only a planned amount for the applicable budget activities within the provided table. To do so, select the “Edit” button



Comprehensive budget information will include:

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

Budget Activity Line Items						
Budget line items						
Full Report Email More ▾ 6 Budget line items						
Program Budget Code	CDBG-MIT Planned Amount	Other Funds	Total	Percent of Total		
Construction	\$2,400,000.00	\$150,000.00	\$2,550,000.00	80.9%	✓	Edit



All planned/requested amounts from the CDBG-MIT allocation should be indicated as applicable as well as any other funds being attributed to the budget activity line item.

Program Budget Code Construction

Planned/Requested Amount

Planned Other Funds Amount

[Save & Return to Project](#)



Once completed, the budget table will indicate the percentage of each budget line item over the requested amount for the project. The total amount of all project(s) entered for the activity should reconcile.

Full Report Email More ▾ 6 Budget line items						
Program Budget Code	CDBG-MIT Planned Amount	Other Funds	Total	Percent of Total		
Construction	\$2,400,000.00	\$150,000.00	\$2,550,000.00	80.9%	✓	Edit
Engineering	\$340,000.00	\$0.00	\$340,000.00	10.8%	✓	Edit
Grant Administration	\$230,000.00	\$1,000.00	\$231,000.00	7.3%	✓	Edit
Special Environmental	\$0.00	\$0.00	\$0.00	0.0%	✓	Edit
Environmental	\$10,000.00	\$0.00	\$10,000.00	0.3%	✓	Edit
Acquisition	\$20,000.00	\$0.00	\$20,000.00	0.6%	✓	Edit
TOT	\$3,000,000.00	\$151,000.00	\$3,151,000.00	100.0%		

Note: The “Activity” tab will provide a budget line summary of all project budgets entered for the associated activity, and the amounts should be in line with all established budgetary fee caps. The combined activities budget totals must equal the amount requested on the required Application for Federal Assistance SF-424 (SF-424).

Budget Line Summary

Total Engineering over Total Construction 14.17% Total Admin + Environmental over Total Amount Requested 8.00%

✓

Full Report | Email | More ▾

Program Budget Code	Planned/Requested Amount (tot)
Acquisition	\$20,000.00
Construction	\$2,400,000.00
Engineering	\$340,000.00
Environmental	\$10,000.00
Grant Administration	\$230,000.00
Special Environmental	\$0.00
Totals (6 groups)	\$3,000,000.00



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). **If an applicant believes the application includes a covered project, they should email cdr.mitigation@recovery.texas.gov**

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.

QuickBase Application (Mitigation) Tab

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.”



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.

MITIGATION NEED IDENTIFICATION:



Upon creation of the project, identify the specific risk the proposed project will mitigate against. Options will be:

- a) Severe Coastal Flooding
- b) Riverine Flooding
- c) Storms
- d) Tornadoes

DESCRIPTION:

Describe how the risk(s) selected are impacting the proposed project areas.

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.

Page Intentionally Left Blank



Applicants should answer all questions throughout this section of the application as it relates to the proposed projects mitigation efforts.

Mitigation Needs

The Disaster Impact provides the Applicant an opportunity to establish a link with a known hazard and provide a narrative as to how the community would be affected should no action be taken to mitigate against the threat.

Identify the specific risk the proposed project will mitigate against.

Severe Coastal Flooding

Select up to 20 choices

Describe as to how the proposed project addresses/mitigates against the current and future risks identified.

Provide information about how the proposed mitigation efforts integrate into the community's emergency and resiliency plans.

In the space provided, list documentation provided to support the identification of the threat or hazard and how it relates to potential impact.

Please provide documentation to the identification of the threat or hazard.

Add Document

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 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 Documentation

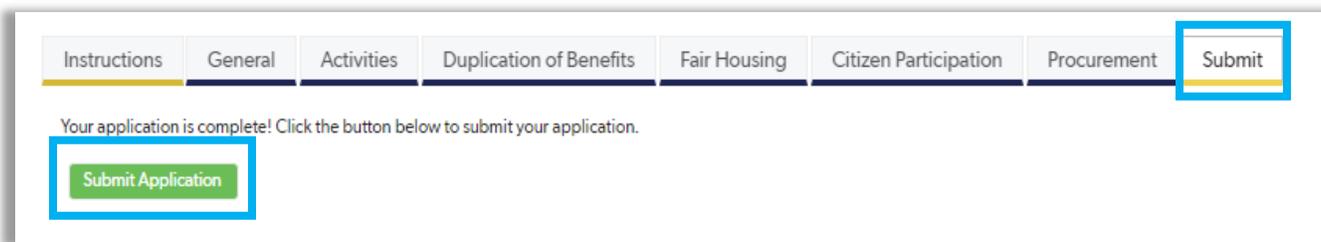
In addition to the completed application, each applicant must upload and submit the following documentation along with their application. These items help the GLO assess the applicant's eligibility, project eligibility, financial capacity, capacity to oversee and manage a CDBG-MIT funded contract, and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

TABLE 4: APPLICATION DOCUMENTATION

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 QuickBase Application Module to complete the application submittal.

The applicant should access the “Submit” tab of the application. **Note:** This tab will also indicate any outstanding actions that are required throughout the application.



The applicant will receive an email indicating that the application was successfully submitted and received by the GLO.

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

If the applicant wishes to view the submitted application, this can be completed by accessing the “Home” page and selecting “View”

Ref ID	Applicant Name	General	Activities	Duplication of Benefits	Fair Housing	Citizen Participation	Procurement	
2022-100037-RMP	Rango County	Complete	Complete	Complete	Complete	Complete	Complete	View Submitted on 05-26-2022

Congratulations!

Your Regional Mitigation Program Application has been submitted!



V. Additional Application Information

Record Retention

In accordance with federal regulations, all records relevant to the subrecipient's 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 the subrecipient 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:

- 1) Submission of applications by eligible applicants.
 - a. Each eligible entity must submit an application via the QuickBase Application Module prior to the application due date and time. The applicant should reference the application submission letter sent via email from the GLO for the applicable due date and time.
- 2) 2) Completeness and eligibility review.
 - a. Upon receipt of an application, 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.
 - 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.
- 3) 3) 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.

What if I Have Additional Questions?

Response will be provided via Frequently Asked Questions posted to the GLO website at: recovery.texas.gov/. Applicants needing additional assistance are encouraged to contact GLO at: CDR.mitigation@recovery.texas.gov.



VI. 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