

*Texas CDBG-MIT*  
*Regional Mitigation Program*  
**COG Method of Distribution Guidance**



**Texas General Land Office**  
George P. Bush, Commissioner

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## 1. Introduction

Through the Regional Mitigation Program, Council of Governments Methods of Distribution (COG MODs), established in the State of Texas CDBG Mitigation (CDBG-MIT) Action Plan: Building Stronger for a Resilient Future, each Council of Governments (COG) region impacted by Hurricane Harvey in 2017 has been allocated funds for hazard mitigation projects.

The Texas General Land Office (GLO) encourages the prioritization of regional investments with regional impacts in risk reduction for hurricanes, tropical storms and depressions, flooding, wind, and other hazards to develop disaster-resistant infrastructure; upgrading of water, sewer, solid waste, communications, energy, transportation, health and medical, and other public infrastructure to address specific, identified risks; financing multi-use infrastructure; and green or natural mitigation infrastructure development.

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. Each COG will have an allotted time as designated in the COG's Performance Statement from the contract execution to develop a local Method of Distribution (MOD) for allocation of funds to units of local government (cities and counties) and Indian Tribes.

The COG MOD 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 remaining funds are to be allocated to address hazard mitigation needs in those counties that received a Hurricane Harvey presidential major disaster declaration (DR-4332) that the state has deemed State MID.

Each COG with a county that was included in the presidential major disaster declaration for Hurricane Harvey (DR-4332) will develop and submit to the GLO a regional mitigation MOD. The COG may not transfer responsibility for developing the MOD to another unit of local government.



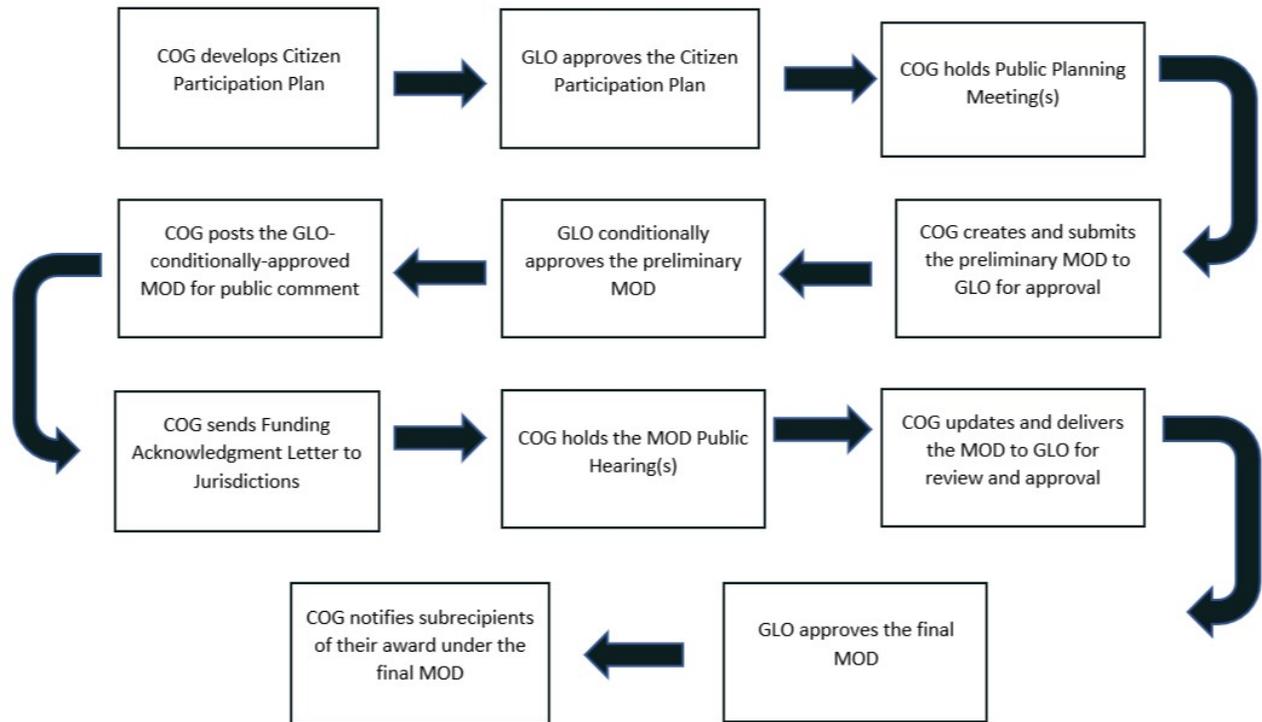
The table below identifies the amounts each COG is allocated in the Action Plan. The table outlines the budgets for HUD MID counties, the remaining State MID counties, and the amounts that must serve low- and moderate-income (LMI) populations.

**Table 1:** Regional Mitigation Program (Updated in APA1)

\* Contingent upon approval of the *State of Texas CDBG-MIT Action Plan Amendment 1*

Region	HUD MID Areas	State MID Areas	Total Allocation	LMI Amount (50% of Total)
AACOG	\$-	\$29,888,000.00	\$29,888,000.00	\$14,944,000.00
BVCOG	\$-	\$25,041,000.00	\$25,041,000.00	\$12,520,500.00
CAPCOG	\$25,125,000.00	\$27,128,000.00	\$52,253,000.00	\$26,126,500.00
CBCOG	\$149,509,000.00	\$30,038,000.00	\$179,547,000.00	\$89,773,500.00
CTCOG	\$-	\$6,769,000.00	\$6,769,000.00	\$3,384,500.00
DETCOG	\$127,970,000.00	\$33,572,000.00	\$161,542,000.00	\$80,771,000.00
GCRPC	\$42,649,000.00	\$37,668,000.00	\$80,317,000.00	\$40,158,500.00
HGAC	\$445,466,000.00	\$43,296,000.00	\$488,762,000.00	\$244,381,000.00
SETRPC	\$142,878,000.00	\$-	\$142,878,000.00	\$71,439,000.00
<b>Total</b>	<b>\$933,597,000.00</b>	<b>\$233,400,000.00</b>	<b>\$1,166,997,000.00</b>	<b>\$583,498,500.00</b>

Figure 2: MOD Development Flowchart



### 1.1. MOD Steps

Following the orientation meetings and execution of the Regional Mitigation COG MOD Program Contract with GLO, the steps for the development of the MODs are:

1. The COG submits Citizen Participation Plan to GLO for review and approval.

Each COG will develop and follow a citizen participation process. Adherence to the approved citizen participation plan is required for final COG MOD approval.

2. The COG conducts at least one (1) “Public Planning Meeting” public hearing.

A published notice of any public hearings as outlined in Section 3.11 is required prior to holding the hearings. Notices shall be published in all major regional newspapers, posted on the COG’s website, and provided to all eligible cities, counties, and other stakeholders in the region. Hearings must fully comply with the Texas Open Meetings Act, Chapter 551 of the Texas Government Code.

3. The COG submits a preliminary MOD to the GLO for review and approval.

Prior to making the preliminary MOD available for public comment, each COG will submit their preliminary MOD to the GLO for review and approval. During the drafting process COGs may request a waiver to lower the minimum amount allocated to any

local entity receiving funding. The waiver request must detail which jurisdictions are targeted for the lowered award amount and the rationale for lowering the award amount. That rationale must detail why a minimum award amount of \$1,000,000 is infeasible. Approval of the waiver request is at the discretion of the GLO.

COGs may also submit a waiver with justification to expand MOD eligibility to additional entities such as state agencies, special purpose districts, and port and river authorities. Additionally, COGs may submit a waiver to include 2015 and 2016 CDBG-MIT eligible areas. Approval of these waiver requests is at the discretion of the GLO.

4. The COG posts GLO-conditionally-approved preliminary MOD for public comment and conducts second public hearing; if necessary, the COG will update MOD based on public comments received.

The COG shall post the GLO-conditionally-approved MOD on the COG's website for public comment for no less than 15 calendar days. Each comment shall be responded to, and any changes made to the GLO-conditionally-approved MOD shall be noted in the response section for GLO review.

5. The COG sends out Funding Acknowledgment Letters to participating jurisdictions.

As part of the MOD development process, COGs must be in receipt of Funding Acknowledgment Letters from eligible jurisdictions indicating that those jurisdictions agree or decline to accept and utilize funds allocated through the GLO-conditionally-approved MOD. The COG is responsible for informing participating jurisdictions of their inclusion in the COG MOD allocation and for securing funding acknowledgment letters. The Funding Acknowledgment Letter shall include specific funding levels for participating jurisdictions, confirm participation in the Regional Mitigation Program and acceptance of any allocation resulting from the COG MOD, and be signed by the chief elected official of the jurisdiction or authorized designee. Funding Acknowledgment Letters are to be submitted with the MOD delivered to the GLO for final review.

6. The MOD delivered to the GLO undergoes final review and approval.

Upon completion, the GLO will review and provide final approval of MOD submission by each COG. All MODs will be wholly reviewed to ensure that each COG provides a detailed description of the methodology used to allocate and prioritize funds within their regions, as well as providing proper documentation of the MOD development process and adherence to the Citizen Participation Plan. If the MOD is not approved, the GLO will provide feedback and/or identify any issues with the MOD to the COG.

7. The COG will notify each jurisdictions of their award.

After receiving the final GLO-approved MOD, the COG will notify each jurisdiction of their award. Each jurisdiction must have a signed Funding Acknowledgment letter on file and will complete an application with the GLO.

## **2. Citizen Participation Plan**

The COGs must submit the Citizen Participation Plan to the GLO prior to the development of their MOD. Please note that this Citizen Participation Plan should be considered a working document and may change/evolve over the period of MOD development. The Citizen Participation Plan must include the following:

### **2.1. Outreach**

The Citizen Participation Plan must document and describe efforts to reach out to housing advocacy organizations, faith-based organizations, and other community groups. The COG must make efforts to bring non-elected members of the community into discussions regarding the MOD. For example, the COG could work with places of worship, schools, and other organizations. The COG may also utilize radio and television public service announcements.

The COG is encouraged to consult with local governments and departments including public housing authorities, floodplain administrators, public work departments, emergency managers, local hazard mitigation and city planners, and stormwater management branches. The COG is also encouraged to gather input from river authorities, conservation groups, historical preservation groups and other organizations that may have knowledge about needed mitigation efforts in the community.

The COG must contact and work with local organizations representing protected classes of individuals, as well as organizations interested in fair housing issues, to gain additional perspective on fair housing and civil rights issues in the COG. This exercise should also help the COG understand how the people they represent are affected by natural disasters. Approaches beyond simple written notification of public hearings are encouraged. For example, the COG could host a separate meeting with housing advocacy groups active in the region or visit local offices of civil rights groups. The COG could also pursue personal outreach by calling groups individually.

### **2.2. Accommodations**

The COG must reach out to and accommodate for Limited English Proficient (LEP) Persons and the organizations that serve them. As appropriate, the COG should consult the *Final Guidance to*

*Federal Financial Assistance Recipients Regarding Title VI, Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons*, published on January 22, 2007, in the Federal Register (72 FR 2732) and the GLO Language Access Plan. The GLO encourages the COG to pursue additional efforts to reach out to the public and accommodate LEP persons. The Citizen Participation Plan must include information regarding any additional meetings, hearings and workshops and other requests for public comment contributing toward the development of the MOD and include a list of those contacted and consulted in the development of the MOD.

### **2.3. Accessibility**

The COG must identify how it will accommodate the needs of any person with a disability, including holding in-person meetings in accessible facilities and making reasonable accommodations for in-person and/or virtual meetings/public hearings.

### **2.4. Citizen Participation Plan Instructions**

COGs will hold at least two public hearings and post the GLO-conditionally-approved MOD for comments for at least **15 days**. The meetings must be at a time and place convenient to the public and/or be held virtually.

At least one hearing will take place before the submittal of the preliminary MOD and will be a Public Planning Meeting. This meeting will include a discussion of the development of mitigation projects to lessen the impacts from future disasters; the amount of funding available to the COG; all eligible activities under the MOD; linking proposed activities to the mitigation needs of the region; proposed objective factors; and proposed funding options.

At least one hearing will be a MOD Public Hearing and will take place after the COG receives its GLO-conditionally-approved MOD and before it submits the MOD delivered to the GLO for final approval. This meeting will allow attendees to provide input on the MOD before its final submittal. During this time the COG will also post the MOD for public comment. The MOD will be made available on the COG website and must be made available for public inspection as a hard copy.

### **2.5. Public Planning Meeting Documentation**

The following documentation from the Public Planning Meeting(s) will be submitted with the preliminary MOD:

- i. Sign-in sheets from the meeting(s)
- ii. Agenda from the meeting(s)
- iii. Minutes from the meeting(s)
- iv. Comments from the meeting(s)
- v. Responses to comments from the meeting(s)
- vi. One (1) copy of the direct notice and a complete list of recipients
- vii. One (1) copy of the internet notice

- viii. One (1) copy of the published notice
- ix. The publisher's affidavit or a copy of the newspaper page with the posting

## **2.6. MOD Public Hearing Documentation**

The following documentation from the MOD Public Hearing(s) will be submitted with the MOD delivered to the GLO for final approval:

- i. Sign-in sheets from the meeting(s)
- ii. Agenda from the meeting(s)
- iii. Minutes from the meeting(s)
- iv. Comments from the meeting(s)
- v. Responses to comments from the meeting(s)
- vi. One (1) copy of the direct notice and a complete list of recipients
- vii. One (1) copy of the internet notice
- viii. One (1) copy of the published notice
- ix. The publisher's affidavit or a copy of the newspaper page with the posting

## **2.7. Public Comment Period Documentation**

The following documentation from the MOD Public Meeting(s) will be submitted with the MOD delivered to the GLO for final approval. Notification of the public comment period may be included in the MOD Public Hearing notices:

- i. All public comments received
- ii. COG responses to each comment

# **3. MOD Summary Form and Supporting Documentation**

As part of the MOD development, the COG is required to complete the COG MOD Summary Form, allocation summary and calculation worksheets, and provide supporting documentation.

## **3.1. HUD MID and State MID Allocations**

(Table 1)

The GLO has already set the HUD MID and State MID allocations for each COG. Additional areas within counties not explicitly cited as eligible may also become locations of CDBG-MIT funded activities if it can be demonstrated how the expenditure of CDBG-MIT funds in that area will measurably mitigate risks identified within an eligible area (e.g., upstream water retention projects to reduce downstream flooding in an eligible area). To deviate from these set allocations, please contact the GLO for guidance.

## **3.2. Funding Limits**

(Table 2)

Entities eligible for CDBG-MIT funding include units of local government (cities and counties) and Indian Tribes. During the drafting process COGs may request a waiver to lower the minimum

amount allocated to any local entity receiving funding. The waiver request must detail which jurisdictions are targeted for the lowered award amount and the rationale for lowering the award amount. That rationale must detail why a minimum award amount of \$1,000,000 is infeasible. Approval of the waiver request is at the discretion of the GLO. COGs will set their own maximum funding amount for entities.

### **3.3. Regional Risk Mitigation**

(Table 3)

The COG must describe how it will encourage the prioritization of regional investments with regional impacts in risk reduction for hurricanes, tropical storms and depressions, and flooding to develop disaster-resistant infrastructure. The COG should consider future conditions when developing these priorities, and protection of FEMA Community Lifelines through these projects is recommended. Regional investments are encouraged to address protections of critical actions, defined by HUD as those activities where even a slight risk of flooding would be too great, because of the potential loss of life or injury to persons, or damage to property.

### **3.4. Distribution Factors**

(Tables 4 & 5)

For the Regional Mitigation Program, the distribution factors developed by the COG must meet the following requirements:

- i. The COG must use a direct allocation technique based on objective, replicable, and verifiable data that accounts for vulnerable populations and potential impacts from future disasters to distribute funds. GLO will provide data that may be used. Examples of objective, verifiable data include:
  - a. Population;
  - b. LMI percentage for each entity based on HUD low- and moderate-income summary data (LMISD);
  - c. Social Vulnerability Index (SoVI) Data for the Harvey impacted counties;
  - d. National Flood Insurance Program (NFIP) repetitive loss data;
  - e. FEMA Public and/or Individual Assistance data; and
  - f. Comptroller information showing economic and financial impacts on units of general local governments (UGLGs).
- ii. The COG must identify the process and factors used to determine which jurisdiction will receive funds under the MOD. Any threshold factors used must be identified. For example, the COG may select the jurisdictions with the ten highest FEMA public assistance totals for inclusion with the MOD, or the jurisdictions with the 15 highest LMI percentages.
- iii. These distribution factors will be used in the calculation worksheet to determine the allocations made to each eligible entity.
- iv. Entities that have been allocated funds as a part of the GLO-conditionally-approved MOD will be sent Funding Acknowledgment Letters. All entities must return the Funding

Acknowledgment Letter signed by their chief elected official or authorized designee acknowledging their acceptance or declination of their allocation prior to the submittal of the MOD delivered to the GLO for final approval. The GLO recommends each entity officially involves their city council or county commissioners court or other governing body in the decision to accept or deny funds.

- v. COGs who have been allocated HUD MID and State MID funds will do separate calculations for each. All calculations must be shown in full in the submitted calculation worksheet(s).
- vi. Allocations to any entity selected by the COG must:
  - a. Meet or exceed a floor of \$1,000,000. A COG may request a waiver to lower the minimum amount. Approval of that waiver remains at the discretion of the GLO;
  - b. Match the total allocation amounts allocated to the COG listed in Table 1;
  - c. Meet all requirements set by the GLO; and
  - d. Must be rounded to the nearest hundred (\$100).

### **3.5. Eligible Activities**

(Table 6)

The COG may choose to limit the types of projects allowed or prioritized. The COG should select whether it wishes to limit grantees to specific project priorities or maintain all eligible activities.

- i. Flood control and drainage improvements, including the construction or rehabilitation of stormwater management systems;
- ii. Infrastructure improvements (such as water and sewer facilities, streets, provision of generators, removal of debris, bridges, etc.);
- iii. Natural or green infrastructure;
- iv. Communications infrastructure;
- v. Public facilities;
- vi. Buyouts or Acquisition with or without relocation assistance, down payment assistance, housing incentives, and demolition;
- vii. Activities designed to relocate families outside of floodplains;
- viii. Public service within the 15 percent cap (e.g., housing counseling, legal counseling, job training, mental health, and general health services);
- ix. FEMA Hazard Mitigation Grant Program (HMGP) cost share for CDBG-MIT eligible project;
- x. Economic development (assistance to businesses for the installation of disaster mitigation improvements and technologies; financing to support the development of technologies, systems and other measures to mitigate future disaster impacts; “hardening” of

commercial areas and facilities; and financing critical infrastructure sectors to allow continued commercial operations during and after disasters); and

- xi. Nonresidential structures must be elevated to the standards described in this paragraph or floodproofed, in accordance with FEMA floodproofing standards at 44 CFR 60.3(c)(3)(ii) or successor standard, up to at least two feet above the 100-year (or 1 percent annual chance) floodplain. All Critical Actions, as defined at 24 CFR 55.2(b)(3), within the 500-year (or 0.2 percent annual chance) floodplain must be elevated or floodproofed (in accordance with the FEMA standards) to the higher of the 500-year floodplain elevation or 3 feet above the 100-year floodplain elevation. If the 500-year floodplain or elevation is unavailable, and the Critical Action is in the 100-year floodplain, then the structure must be elevated or floodproofed at least 3 feet above the 100-year floodplain elevation. Critical Actions are defined as an “activity for which even a slight chance of flooding would be too great, because such flooding might result in loss of life, injury to persons or damage to property.” For example, Critical Actions include hospitals, nursing homes, police stations, fire station and principal utility lines.

### **3.6. Ineligible Activities**

- i. Emergency response services. Emergency response services shall mean 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;
- ii. CDBG-MIT funds may not be used to enlarge 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:
  - a. Register and maintain entries regarding such structures with the USACE National Levee Database or National Inventory of Dams;
  - b. Ensure that the structure is admitted in the USACE PL 84–99 Rehabilitation Program (Rehabilitation Assistance for Non-Federal Flood Control Projects);
  - c. Ensure the structure is accredited under the FEMA NFIP; and
  - d. Maintain file documentation demonstrating a risk assessment prior to funding the flood control structure and documentation that the investment includes risk reduction measures.
- iii. Funds may not be used to assist 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);
- iv. Buildings and facilities used for the general conduct of government (e.g., city halls, courthouses, and emergency operation centers);

- v. By law, (codified in the HCD Act 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;
- vi. 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;
- vii. 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
- viii. Incentive payments to households that move to disaster-impacted floodplains.

### **3.7. Covered Projects**

(Tables 7 & 8)

A Covered Project is defined as an 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-MIT, or CDBG). A covered project triggers the need for an action plan substantial amendment and 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 grantee’s 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).

### **3.8. Low- and Moderate-Income (LMI) Requirements**

(Table 9)

Develop a strategic plan to meet the 50 percent low- and moderate-income (LMI) benefit requirement. Please contact the GLO with additional questions.

### **3.9. Public Hearing Information**

(Tables 10, 11, 12 & 13)

COGs will hold at least one (1) public planning meeting prior to the creation of the preliminary MOD, as described in section 2 above. Direct and internet notices will be sent out or posted at least **5 days** prior to the meeting, and published notices will be posted at least **3 days** prior to the meeting.

COGs will also hold at least one (1) MOD Public Hearing for the GLO-conditionally-approved preliminary MOD and before the submittal of the MOD delivered to the GLO for final review, as described in section 2 above. Public Hearing notices will be sent out or posted at least **5 days** prior to the hearing, and published notices will be posted at least **3 days** prior to the hearing.

### **3.10. Public Comment Period**

(Table 14)

COGs will post the GLO-conditionally-approved preliminary MOD for public comment for a minimum of **15 days** as described in section 2 above. Notification of the public comment period may be included in the notices for the MOD Public Hearing.

### **3.11. Citizen Participation**

(Tables 15 & 16)

The COG will encourage Citizen Participation throughout the MOD creation process. To facilitate citizen input, the COG will provide interpretive services for persons with Limited English Proficiency and accommodate persons with access and functional needs, in compliance with the Americans with Disabilities Act (ADA).

### **3.12. Affirmatively Furthering Fair Housing (AFFH) Statement**

All subrecipients will certify that they will affirmatively further fair housing (“AFFH”) in their grant agreements and will receive GLO training and technical assistance in meeting their AFFH obligations. Additionally, all project applications will undergo AFFH review by GLO before approval. Such review will include assessment 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. Applications should show that projects are likely to lessen area racial, ethnic, and low-income concentrations, and/or promote affordable housing in low-poverty, nonminority areas in response to natural hazard related impacts.

### **3.13. COG Principal Contact Information**

(Table 17)

The COG must identify a principal contact and include their contact information.

### **3.14. Approval and Signatory Authority**

The completed MOD Summary Form in the MOD delivered to the GLO for final approval must be signed by an authorized signatory. The COG must also submit a signed resolution adopted by the COG Board authorizing submittal of the MOD delivered to the GLO for final approval. If the COG resolution will be submitted after the MOD deadline, the State will accept the MOD delivered to the GLO for final approval for review, and a conditional approval may be given pending submittal of the resolution.

## 4. Appendices

### 4.1. Appendix A: CDBG-MIT Counties by COG for Hurricane Harvey Impacted Area

<b>CDBG-MIT Eligible Counties</b>	<b>COG</b>	<b>CDBG-MIT Eligible Counties</b>	<b>COG</b>
Comal	AACOG	Tyler	DETCOG
Guadalupe	AACOG	Calhoun	GCRPC
Karnes	AACOG	DeWitt	GCRPC
Burleson	BVCOG	Goliad	GCRPC
Grimes	BVCOG	Gonzales	GCRPC
Madison	BVCOG	Jackson	GCRPC
Washington	BVCOG	Lavaca	GCRPC
Bastrop	CAPCOG	Victoria	GCRPC
Caldwell	CAPCOG	Austin	H-GAC
Fayette	CAPCOG	Brazoria	H-GAC
Lee	CAPCOG	Chambers	H-GAC
Aransas	CBCOG	Colorado	H-GAC
Bee	CBCOG	Fort Bend	H-GAC
Jim Wells	CBCOG	Galveston	H-GAC
Kleberg	CBCOG	Harris	H-GAC
Nueces	CBCOG	Liberty	H-GAC
Refugio	CBCOG	Matagorda	H-GAC
San Patricio	CBCOG	Montgomery	H-GAC
Milam	CTCOG	Walker	H-GAC
Jasper	DETCOG	Waller	H-GAC
Newton	DETCOG	Wharton	H-GAC
Polk	DETCOG	Hardin	SETRPC
Sabine	DETCOG	Jefferson	SETRPC
San Augustine	DETCOG	Orange	SETRPC
San Jacinto	DETCOG		

## 4.2. Appendix B: Checklists for Submission

### Citizen Participation Plan

- Completed citizen participation plan

### Preliminary MOD

- MOD Summary Form
- Allocation Summary and Calculation worksheet in Excel with intact formulas
- Public Planning Meeting documentation, including:
  - Sign-in sheets from the meeting(s)
  - Agenda from the meeting(s)
  - Minutes from the meeting(s)
  - Comments from the meeting(s)
  - Responses to comments from the meeting(s)
  - One (1) copy of the direct notice and a complete list of recipients
  - One (1) copy of the internet notice
  - One (1) copy of the published notice
  - The publisher's affidavit or a copy of the newspaper page with the posting
- Optional waiver(s)

### Final COG MOD delivered to the GLO for final review

- MOD Summary Form
- Allocation Summary Worksheet
- Calculation worksheet in Excel with intact formulas
- Evidence of adoption by the COG's executive committee or board
- Funding Acknowledgment summary documentation
- Signed Funding Acknowledgment Letters from each eligible jurisdiction
- Updated optional waiver(s)
- MOD Public Hearing Documentation, including:
  - Sign-in sheets from the meeting(s)
  - Agenda from the meeting(s)
  - Minutes from the meeting(s)
  - Comments from the meeting(s)
  - Responses to comments from the meeting(s)
  - One (1) copy of the direct notice and a complete list of recipients
  - One (1) copy of the internet notice
  - One (1) copy of the published notice
  - The publisher's affidavit or a copy of the newspaper page with the posting
- Notation of all updates made to the MOD in response to public comment (if applicable)

- Public Comment Period Appendix, including:
  - All public comments received during initial Public Planning Meeting(s), during the MOD Public Hearing Meeting(s), and during the Public Comment phase
  - Responses to each comment by phase

### 4.3. Appendix C: Documents for MOD Public Comment Posting

Document	Post online for viewing	Deliver to the GLO
MOD Summary Form	✓	✓
Allocation Summary Worksheet	✓	✓
Calculation Worksheet	✓	✓
Waivers for lowered minimum required funding level	✓	✓
Funding Acknowledgment Letter		✓
Public Planning Meeting documentation		✓
Sign-in sheets from the meeting		✓
Agenda from the meeting		✓
Minutes from the meeting		✓
Comments from the meeting(s)	✓	✓
COG responses to each comment received	✓	✓
Notation of updates made to the MOD in response to public comments	✓	✓
Funding Acknowledgment Summary		✓
One (1) copy of the meeting notice		✓
A complete list of meeting notice recipients		✓
One (1) copy of the internet notice		✓
A complete list of internet posting locations		✓
One (1) copy of the published notice		✓
A complete list of newspapers that published the notice		✓
The newspaper publisher's affidavit or copy of the newspaper page with the notice		✓

#### **4.4. Appendix D: Acronyms and Definitions**

**AACOG** – Alamo Area Council of Governments

**AFFH** – Affirmatively Furthering Fair Housing

**AMI/AMFI** – Area Median Family Income

**BVCOG** – Brazos Valley Council of Governments

**CAPCOG** – Capital Area Council of Governments

**CBCOG** – Coastal Bend Council of Governments

**CDBG** – Community Development Block Grants

**CDBG-DR** – Community Development Block Grants Disaster Recovery

**CDBG-MIT** – Community Development Block Grants Mitigation

**CDI** – Composite Disaster Index

**CFR** – Code of Federal Regulations

**COG** – Council of Governments

**CPP** – Citizen Participation Plan

**DETCOG** – Deep East Texas Council of Governments

**DR** – Disaster Recovery

**FEMA** – Federal Emergency Management Agency

**FR** – Federal Register

**GCRPC** – Golden Crescent Regional Planning Commission

**GLO-CDR** – Texas General Land Office-Community Development and Revitalization

**HCDA** – Housing and Community Development Act

**H-GAC** – Houston Galveston Area Council

**HMGP** – Hazard Mitigation Grant Program

**HUD** – United States Department of Housing and Urban Development

**LEP** – Limited English Proficiency

**LMI** – Low- and Moderate-Income

**LMISD** – Low- and Moderate-Income Summary Data

**MHMR** – Mental Health and Mental Retardation

**MID** – Most Impacted and Distressed

**MIT** – Mitigation

**MOD** – Method of Distribution

**NFIP** – National Flood Insurance Program

**PCMV** – Per Capita Market Value

**SETRPC** – South East Texas Regional Planning Commission

**SoVI** – Social Vulnerability Index

**UGLG** – Units of General Local Government

**USACE** – United States Army Corp of Engineers

**U.S.C.** – United State Code ***GLO-Conditionally-Approved MOD*** – A preliminary MOD submitted by the COG to the Texas Land Office that has been approved to be posted for public comment.

***HUD's Mitigation Definition*** – 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.

***MOD Public Hearing*** – A meeting held after the Texas General Land Office conditionally approves the preliminary MOD to allow attendees to provide input on the MOD before its submittal to the Texas General Land Office for final approval.

***Preliminary MOD*** – An explanation of funding distribution through the Regional Mitigation Program which is developed based on public input and objective factors that has not been conditionally approved by the GLO.

***Public Planning Meeting*** – A meeting with citizens, advocates, and local governments to discuss the development of mitigation projects to lessen the impacts from future disasters; the amount of funding available to the COG; all eligible activities under the MOD; linking proposed activities to the mitigation needs of the region; proposed objective factors; and proposed funding options.