STANDARD OPERATING PROCEDURES

LBAP RIGHT SIDE FUNDING OBLIGATION

November 04, 2022

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LBAP RIGHT SIDE FUNDING OBLIGATION

1. PURPOSE

This document provides instructions to Texas General Land Office CDBG-DR Local Buyout and Acquisition Program (LBAP) subrecipients on the required steps to obligate funding in the Texas Integrated Reporting Portal (TIGR). LBAP subrecipients must request obligation of funding in TIGR in order to be reimbursed for payment requests. To request obligation of funding for Right Side activities, subrecipients will need the following standard operating procedures to know how to access the *Right Side Documentation Checklist*, upload the *Right Side Documentation Checklist* and all corresponding documentation into TIGR, update *the Right Side Documentation Checklist*, request obligations in TIGR, and submit payment requests in TIGR.

2. PROCESS

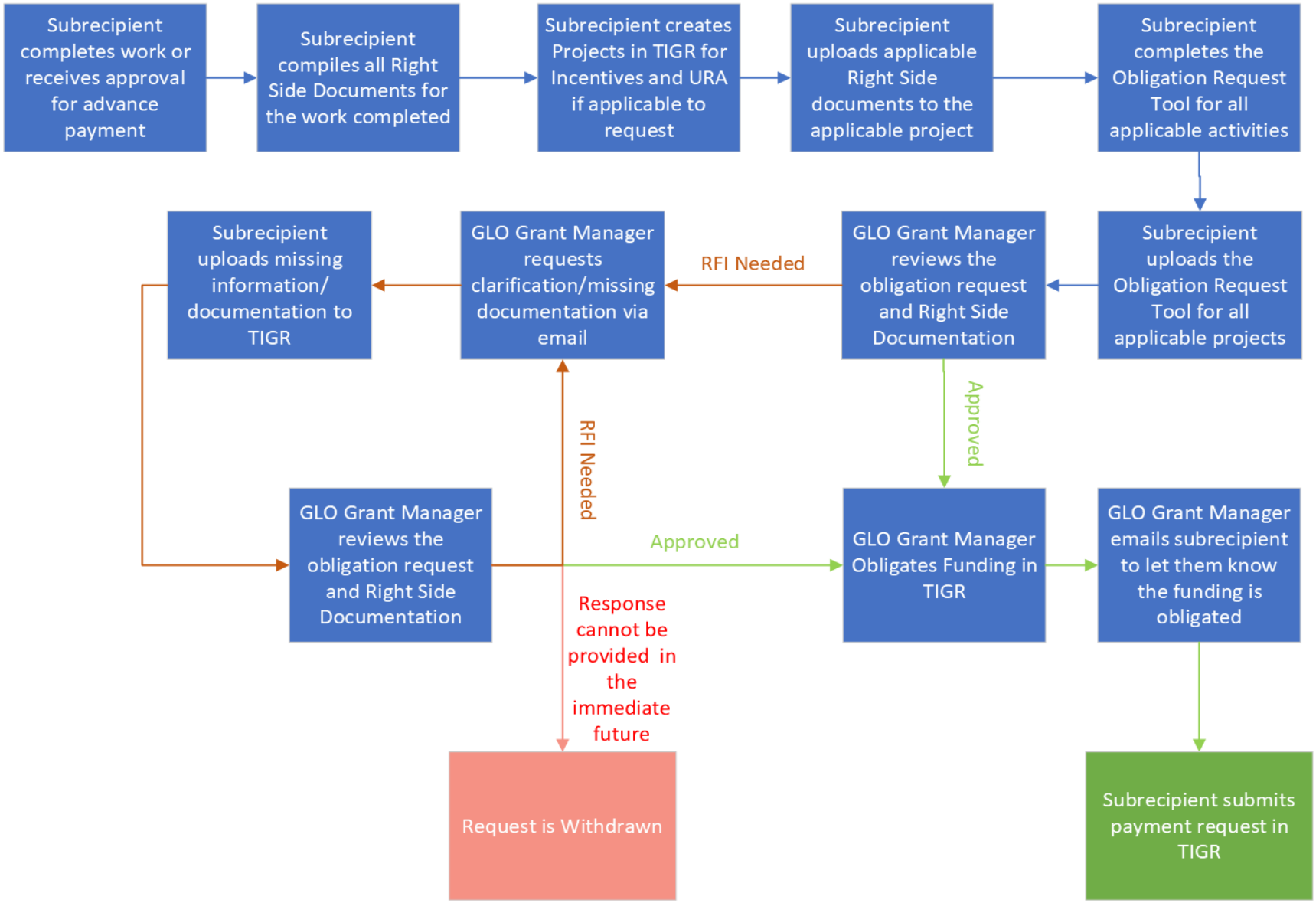
In order to request obligation of project costs, the subrecipient is required to submit an obligation request to the GLO. In order to review and approve the request, the GLO will require the Subrecipient to complete the *LBAP Obligation Request* form and upload the supporting Right Side documentation for the related project activity in TIGR.

Following the review and approval of the obligation request and associated Right Side documents, the GLO will obligate the requested funding in TIGR and inform the Subrecipient that payment can be requested for the proposed project costs.

See the LBAP Right Side Funding Obligation Workflow on the next page.

LBAP RIGHT SIDE FUNDING OBLIGATION

LBAP RIGHT SIDE FUNDING OBLIGATION WORKFLOW



3. RIGHT SIDE DOCUMENTATION CHECKLIST

Local Buyout and Acquisition Program subrecipients are required to have a complete file for all applicants to the program in the Left-side & Right Side format.

The Left-side of the file should include all required documents and information found in the Left Side Documentation Checklist that were required for documenting homeowner eligibility.

The Right Side file should contain all documents and information found in the *Right Side documentation checklist* that are required for documenting eligibility of all of all activities on the project such as the acquisition of the property, closings, demolition, incentives, URA, etc.

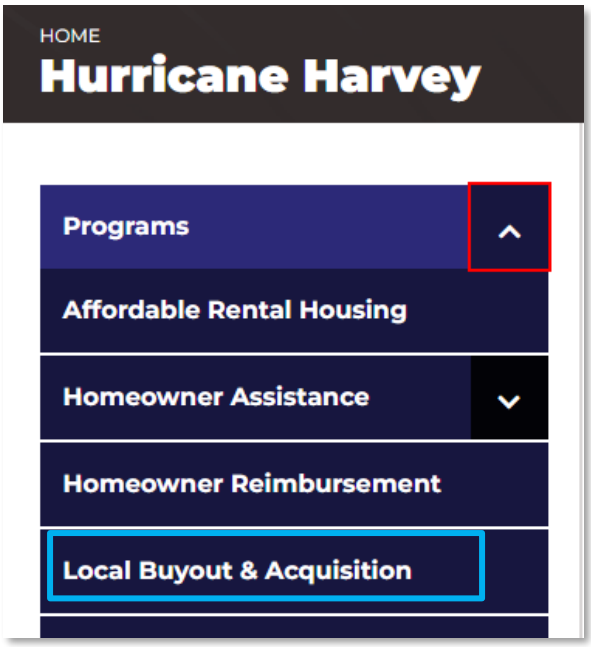
The Left & Right Side Documentation Checklists are located on the Texas GLO recovery website at Buyouts & Acquisitions (texas.gov).

The following instructions provide guidance on how subrecipients can access the Right Side Documentation Checklist (or you can use the link).

To navigate through the Texas GLO recovery website and find the *Right Side Documentation Checklist*, subrecipients should:

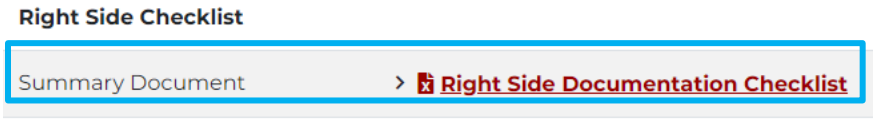
Step 1: Go to the Texas GLO recovery website Hurricane Harvey (texas.gov)

Step 2: Click on the Local Buyout and Acquisition tab



Step 3: Click on the GLO Buyout and Acquisition Program Resource Page located at the bottom of the webpage.

Step 4: Click on the *Right Side Documentation Checklist*



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Step 5: Complete the *Right Side Documentation Checklist*

Texas General Land Office
Community Development and Revitalization
CDBG-DR Buyout / Acquisition Program
Applicant Activity File
Voluntary Buyout/Acquisition
Right Side Documentation Checklist

Homeowner Name: Subrecipient Name:		TIGR Project #		
Street Name:				
City: County:		Zip Code:		

Program Type (Check one):	☐ **Voluntary Buyout**	☐ **Voluntary Acquisition**	
What activities and incentives are included? Select all that apply	Low to Moderate Housing (LMH) Low to Moderate Buyout (LMB)		
	Low to Moderate Housing Incentive (LMHI)		
	Urgent Need (UN)		
	Slum & Blight (SB)		

RIGHT SIDE DOCUMENTATION

All documentation should be filed thoroughly in the order identified below to ensure case clarity and file consistency. Some documents appear more than once in the list due to applicability of regulations. If the document has already been completed for another requirement it does not need to be completed again. Please note in the comments that it was already provided.

	Documentation Sections	GLO Form Name and/or Information	Included in file: Yes, No, NA	Comments
Summary Document:				
	Applicant Activity File Right Side Documentation Checklist	This Document completed and the file supported as the application process progresses.		
Property information:				
1	Documentation of Fair Market Value (FMV) determination	Provide Licensed Appraisal Report and Property Survey (if applicable)		
2	Documentation of Offer to Applicant	**GLO Form:** Voluntary Offer Letter to Homeowner (with Just Compensation Determination and Incentives Attachment if applicable) Provide evidence of delivery by certified or registered first class mail, return receipt requested, or a certification of hand delivery		
3	Receipt from Applicant of notification of closing process (utility disconnection requirements, how abandoned items will be addressed, resources) and Notice to Vacate	**GLO Form:** Vacate Notice		
4	Closing Documents on voluntary buyout/acquisition property	HUD 1 Settlement Statement		
		Contract for Sale		
		Proof of Payment		

Subrecipients should complete the *Right Side Documentation Checklist* to check-off and document that all required documentation is filed according to the requirements of the Voluntary Buyout and Acquisition Program.

All applicable sections of the checklist should be marked with a Yes, No, N/A, and a comment should be included for No or N/A documents describing why they are not in the file or not applicable.

Note: The request for obligation should only be for the applicable costs being requested at that time. Therefore, the *Right Side Documentation Checklist* items only need to be completed for Right Side documents that support those costs. The remaining items on the checklist that are not applicable for this request but will be requested at a later date should be marked N/A, and a comment should be input that they are not applicable to this request but will be submitted with a subsequent obligation request.

Once the *Right Side Documentation Checklist* is completed it should be uploaded into TIGR. See the following sections on how to upload documents in TIGR.

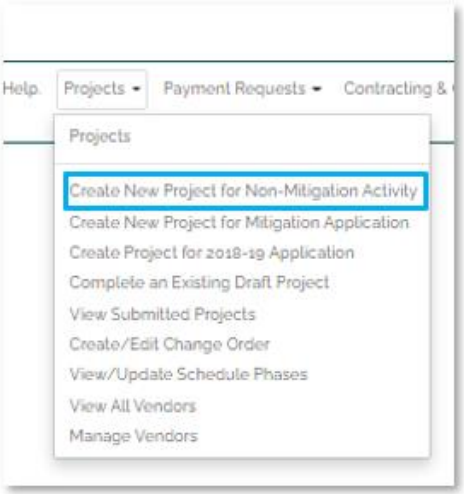
4. CREATING A PROJECT IN TIGR

After compiling the required Right Side documents for the upcoming obligation request, the subrecipient should create any new projects needed in TIGR for the activities that will be requested.

The buyout award, demolition, and soft costs can all be uploaded and requested under the original TIGR application ID. However, Relocation Assistance, Down payment Assistance, and Buyout Incentives will all need to be requested under their own new project in TIGR. Uniform Relocation Assistance will be included in the Relocation Assistance Project.

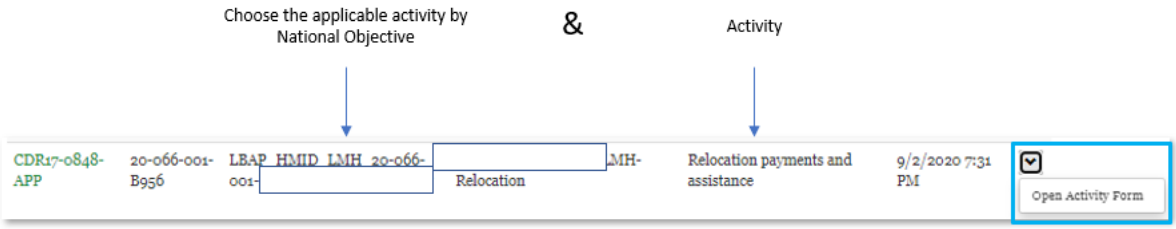
In order to create a project in TIGR Portal follow the following steps:

Step 1: Access the “Projects” tab and select “Create New Project for Non-Mitigation Activity.”

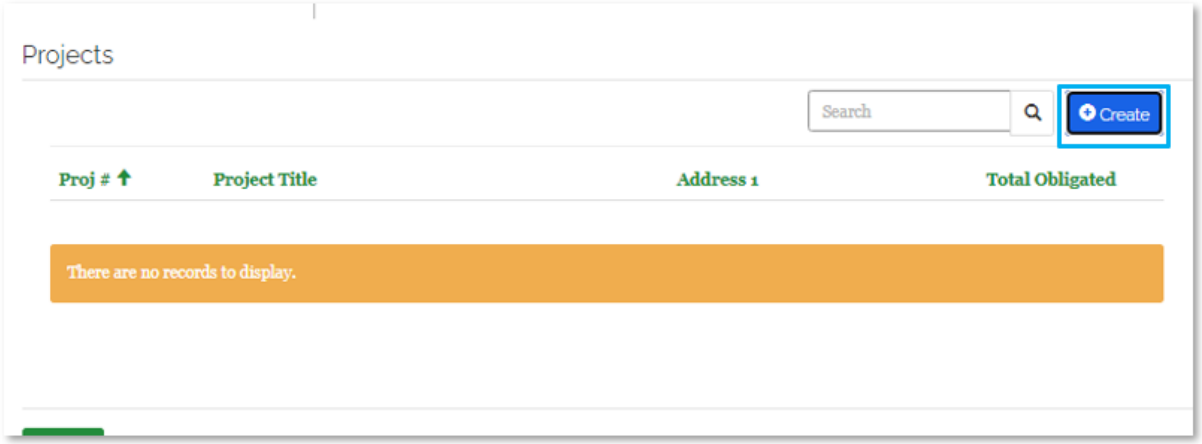


LBAP RIGHT SIDE FUNDING OBLIGATION

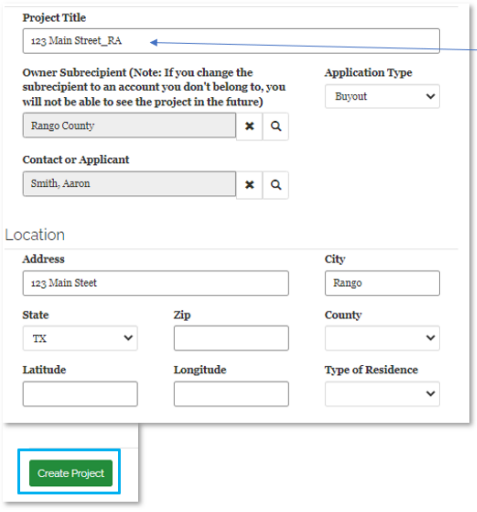
Step 2: Choose the applicable Activity# and Title and choose "Open Activity Form" under the corresponding drop-down.



Step 3: Once the project screen opens, select the "Create" tab.



Step 4: The applicant should name the Project Title using the street name of the primary buyout property, the (_) and then using the following acronyms based on the incentive type. Once completed, select "Create Project."

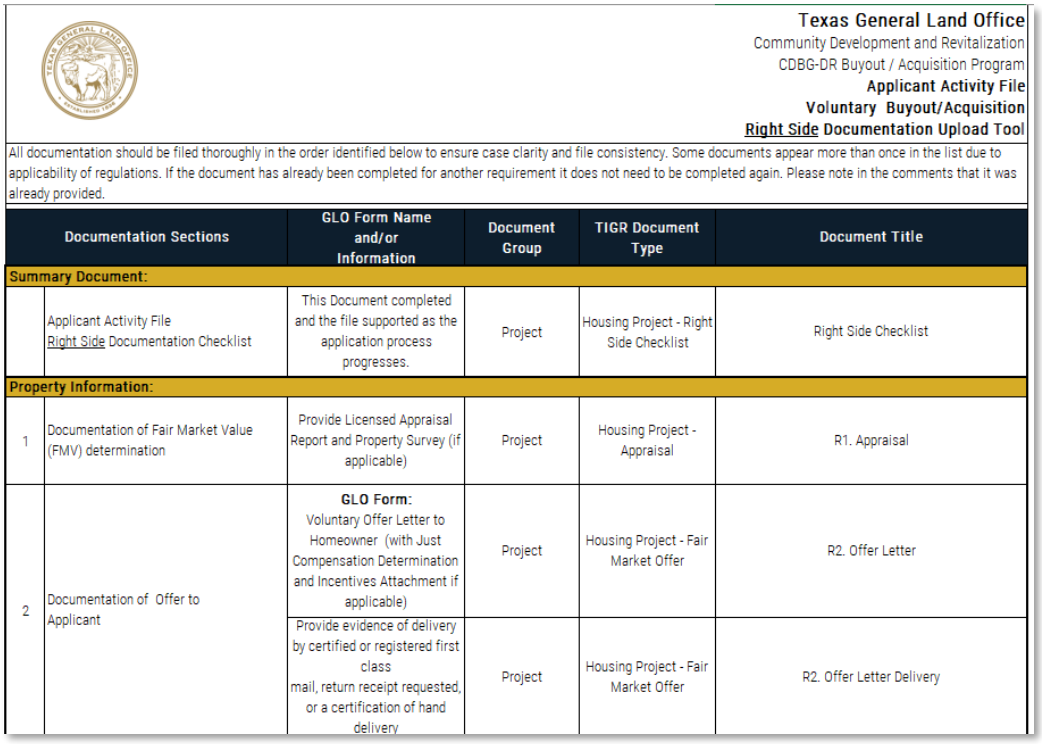


Activity	Project Title (Acronym)
Homeownership Assistance (Down Payment)	DA
Relocation Assistance	RA
Buyout Incentives	HI

5. RIGHT SIDE DOCUMENTATION UPLOAD TOOL

The Right Side Documentation Checklist and all applicable documentation must be uploaded in TIGR for GLO review prior to uploading and requesting obligation.

The GLO has created a Right Side Documentation Upload Tool to allow Subrecipients to understand how Right Side documents should be uploaded to the applicable project file in TIGR. Grant Managers should use the Right Side Documentation Tool as a reference.



Texas General Land Office
Community Development and Revitalization
CDBG-DR Buyout / Acquisition Program
Applicant Activity File
Voluntary Buyout/Acquisition
Right Side Documentation Upload Tool

All documentation should be filed thoroughly in the order identified below to ensure case clarity and file consistency. Some documents appear more than once in the list due to applicability of regulations. If the document has already been completed for another requirement it does not need to be completed again. Please note in the comments that it was already provided.

	Documentation Sections	GLO Form Name and/or Information	Document Group	TIGR Document Type	Document Title
Summary Document:					
	Applicant Activity File Right Side Documentation Checklist	This Document completed and the file supported as the application process progresses.	Project	Housing Project - Right Side Checklist	Right Side Checklist
Property Information:					
1	Documentation of Fair Market Value (FMV) determination	Provide Licensed Appraisal Report and Property Survey (if applicable)	Project	Housing Project - Appraisal	R1. Appraisal
2	Documentation of Offer to Applicant	**GLO Form:** Voluntary Offer Letter to Homeowner (with Just Compensation Determination and Incentives Attachment if applicable)	Project	Housing Project - Fair Market Offer	R2. Offer Letter
		Provide evidence of delivery by certified or registered first class mail, return receipt requested, or a certification of hand delivery	Project	Housing Project - Fair Market Offer	R2. Offer Letter Delivery

The tool includes a column for document sections. Each document section may have more than one required document in that section. (See the image below.) Subrecipients should make each document section a shell in TIGR in the applicable project and upload all corresponding documents to the shell.

For example, right side subsection two, “Documentation of Offer to Applicant” has two required documents “Offer Letter” and “Offer Letter Delivery”. The subrecipient will create a shell in TIGR for the Documentation of Offer to Applicant. In that shell both the Offer Letter and Offer Letter Delivery will be uploaded.

LBAP RIGHT SIDE FUNDING OBLIGATION

Property Information:					
1	Documentation of Fair Market Value (FMV) determination	Provide Licensed Appraisal Report and Property Survey (if applicable)	Project	Housing Project - Appraisal	R1. Appraisal
2	Documentation of Offer to Applicant	**GLO Form:** Voluntary Offer Letter to Homeowner (with Just Compensation Determination and Incentives Attachment if applicable)	Project	Housing Project - Fair Market Offer	R2. Offer Letter
		Provide evidence of delivery by certified or registered first class mail, return receipt requested, or a certification of hand delivery	Project	Housing Project - Fair Market Offer	R2. Offer Letter Delivery
3	Receipt from Applicant of notification of closing process (utility disconnection requirements, how abandoned items will be addressed, resources) and Notice to vacate	**GLO Form:** Vacate Notice	Project	Housing Project - Vacate Notice	R3. Vacate Notice
4	Closing Documents on voluntary buyout/acquisition property	HUD 1 Settlement Statement	Project	Housing Project - Fair Market Closing	R4. HUD Settlement Statement
		Contract for Sale	Project	Housing Project - Fair Market Closing	R4. Contract for Sale
		Proof of Payment	Project	Housing Project - Fair Market Closing	R4. Proof of Payment

In addition, the tool includes information on the Document Group, TIGR Document Type, and Document title. This information is needed to upload each document into TIGR and should be input in TIGR exactly as is seen in the tool.

Documentation Sections		GLO Form Name and/or Information	Document Group	TIGR Document Type	Document Title
Summary Document:					
	Applicant Activity File Right Side Documentation Checklist	*This Document completed and the file supported as the application process progresses.*	*Project*	*Housing Project - Right Side Checklist*	*Right Side Checklist*
Property Information:					
1	*Documentation of Fair Market Value (FMV) determination*	*Provide Licensed Appraisal Report and Property Survey (if applicable)*	*Project*	*Housing Project - Appraisal*	*R1. Appraisal*
2	*Documentation of Offer to Applicant*	***GLO Form:*** *Voluntary Offer Letter to Homeowner (with Just Compensation Determination and Incentives Attachment if applicable)*	*Project*	*Housing Project - Fair Market Offer*	*R2. Offer Letter*
		Provide evidence of delivery by certified or registered first class mail, return receipt requested, or a certification of hand delivery	*Project*	*Housing Project - Fair Market Offer*	*R2. Offer Letter Delivery*

6. UPLOADING DOCUMENTS IN TIGR

Prior to requesting obligation in TIGR, all associated Right Side documents for expenses should be uploaded to the applicable project by Subrecipients using the *Right Side Documentation Upload Tool*. These documents will be reviewed for compliance prior to approving the obligation request in TIGR.

For example, the items listed in the screenshot below are required to be uploaded (if applicable) to the project file documents to support payment of advancement of homeowner closing costs.

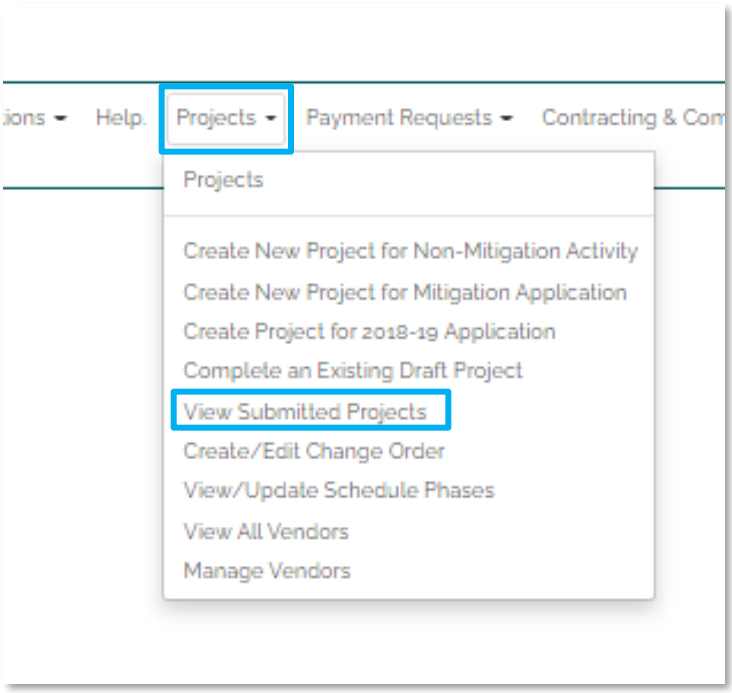
Buyout/Acquisition Closing	
	Draw for Fair Market Value Paid to Homeowner at Closing
	Licensed Appraisal Report and Property Survey (if applicable)
	Signed Voluntary Offer Letter to Homeowner
	Evidence of delivery of Offer Letter
	HUD 1 Settlement Statement
	Contract for Sale
	Evidence of delivery of Vacate Notice
	URA Compliance (see URA section below for required documents)

Note: The Right Side documents should be uploaded to the applicable project in TIGR. For example, the incentive documents should be uploaded to the incentive project. Refer to the *Right Side Documentation Checklist* for the documentation that should be uploaded to support each obligation.

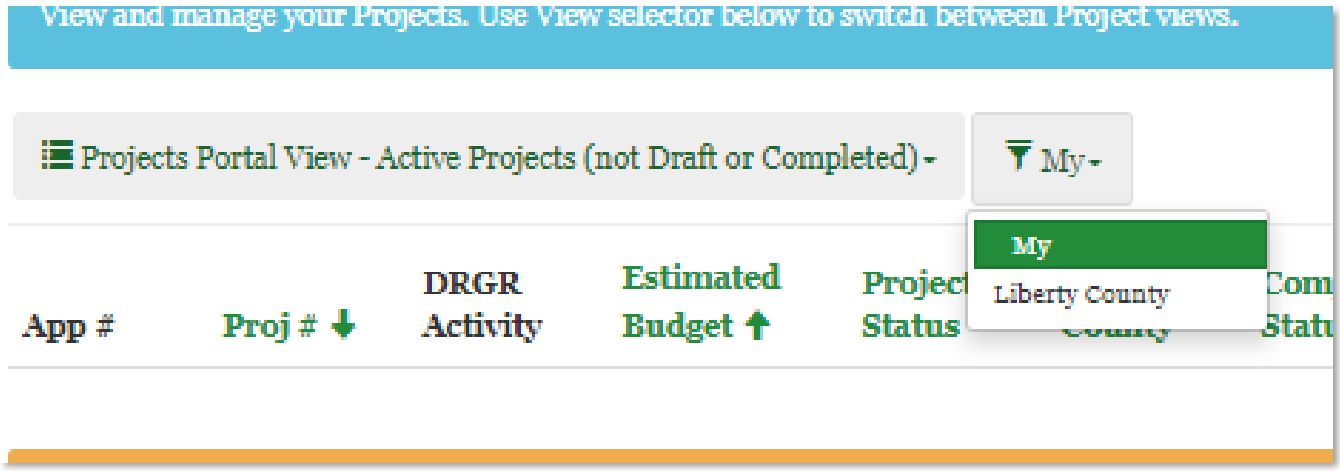
Upload documents into TIGR using the following steps:

LBAP RIGHT SIDE FUNDING OBLIGATION

Step 1: Go to the top of the screen in TIGR and select “Projects”, then “View Submitted Projects”.

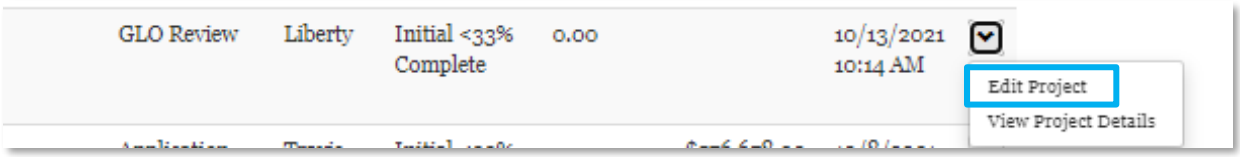


Step 2: Change the view to the applicable Subrecipient.

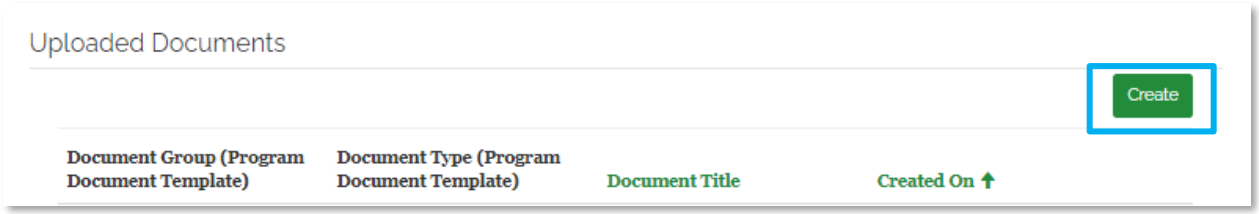


LBAP RIGHT SIDE FUNDING OBLIGATION

Step 3: Select the applicable project and change the drop down to "Edit Project".

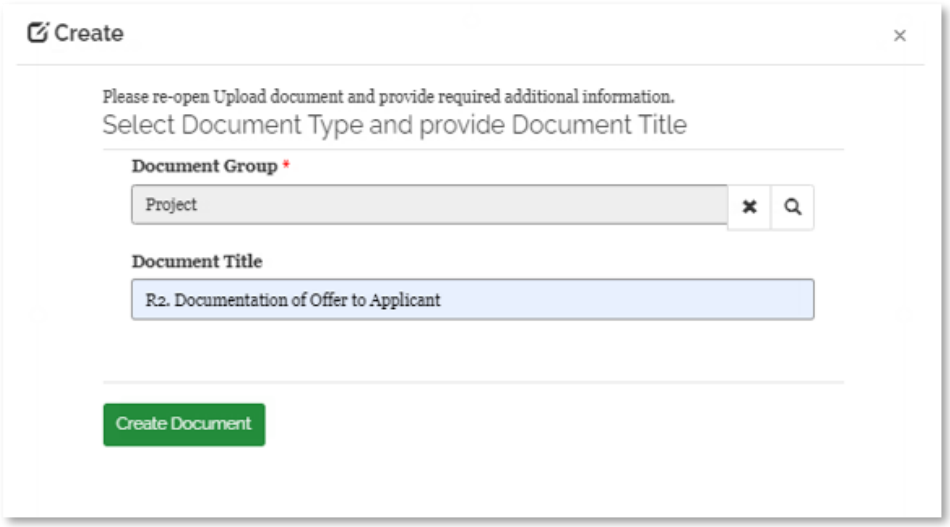


Step 4: Scroll towards the bottom of the page to the "Upload Documents" section and press the "Create" button.



Step 5: Input the Document Group

Once the Create Document Box has appeared, the subrecipient should input the Document Group and Document Title in order to create the Shell Document.



Input the document group by looking up the applicable Document Type for the corresponding Right Side sub-section on the *Right Side Documentation Upload Tool*. For Example, sub-section "Documentation of Offer to Applicant" requires Document type "Housing Project - Fair Market Offer"

	Documentation Sections	GLO Form Name and/or Information	Document Group	TIGR Document Type	Document Title
Summary Document:					
	Applicant Activity File Right Side Documentation Checklist	This Document completed and the file supported as the application process progresses.	Project	Housing Project - Right Side Checklist	Right Side Checklist
Property Information:					
1	Documentation of Fair Market Value (FMV) determination	Provide Licensed Appraisal Report a nd Property Survey (if applicable)	Project	Housing Project - Appraisal	R1. Appraisal
2	Documentation of Offer to Applicant	**GLO Form:** Voluntary Offer Letter to Homeowner (with Just Compensation Determination and Incentives Attachment if applicable)	Project	Housing Project - Fair Market Offer	R2. Offer Letter
		Provide evidence of delivery by certified or registered first class mail, return receipt requested, or a certification of hand delivery	Project	Housing Project - Fair Market Offer	R2. Offer Letter Delivery

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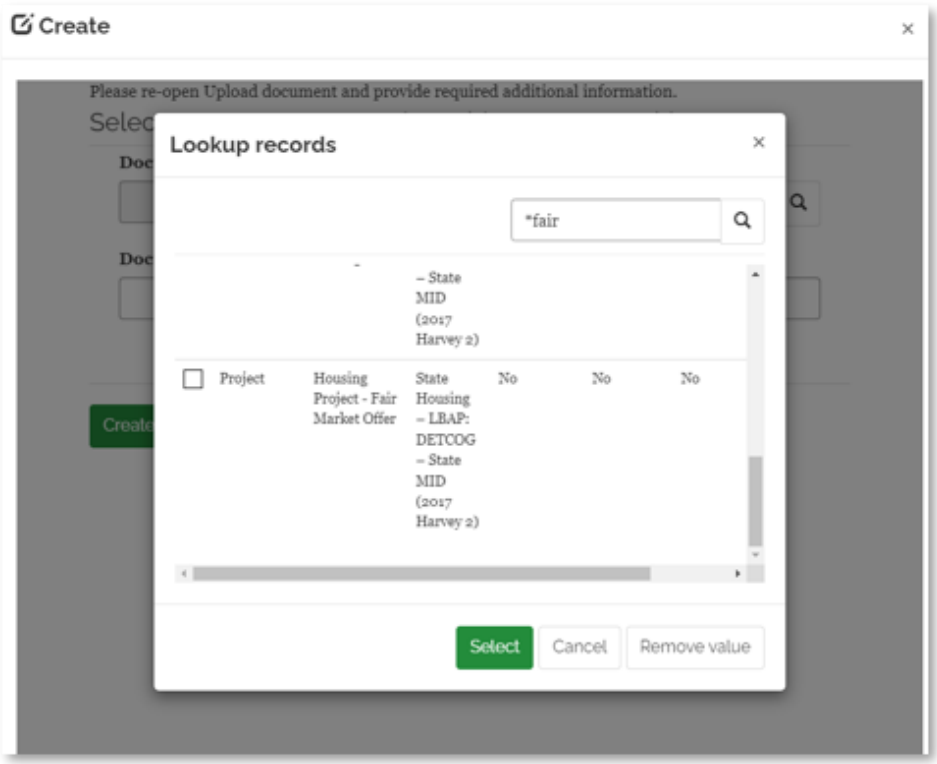
Therefore, in TIGR the subrecipient should type housing project – Fair Market Offer into the Document Template box or type any word from the document type with a * for example "*Fair" and search for housing project – Fair Market Offer.



Note: All Document Types must be typed exactly in the cell in TIGR for them to appear in the search results. Partial title may only be typed with a * in front of the words.

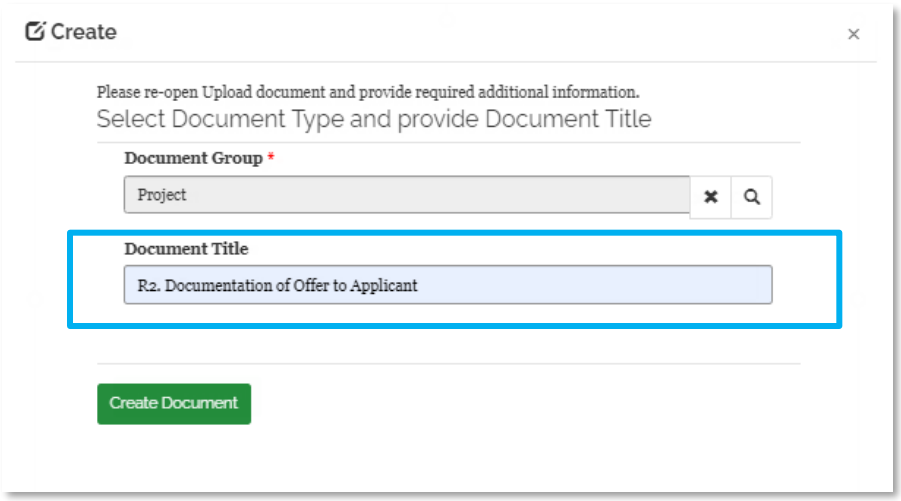
Step 6: Input the Document Title

Input the document title to finish creating the document shell. When naming the document shell, preface the sub-section name with R(document number). For example, "Documentation of Offer to Applicant" is right side line-item number two.

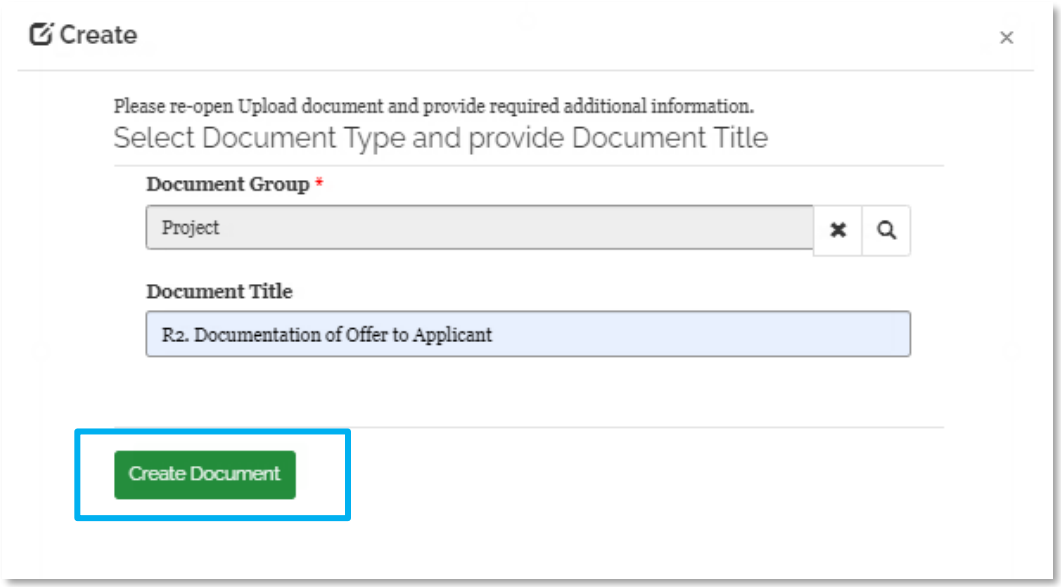
2	Documentation of Offer to Applicant	**GLO Form:** Voluntary Offer Letter to Homeowner (with Just Compensation Determination and Incentives Attachment if applicable)	Project	Housing Project - Fair Market Offer	R2. Offer Letter
		Provide evidence of delivery by certified or registered first class mail, return receipt requested, or a certification of hand delivery	Project	Housing Project - Fair Market Offer	R2. Offer Letter Delivery

LBAP RIGHT SIDE FUNDING OBLIGATION

Therefore, in TIGR the document title for the Shell Document should be “R2. Documentation of Offer to Applicant”



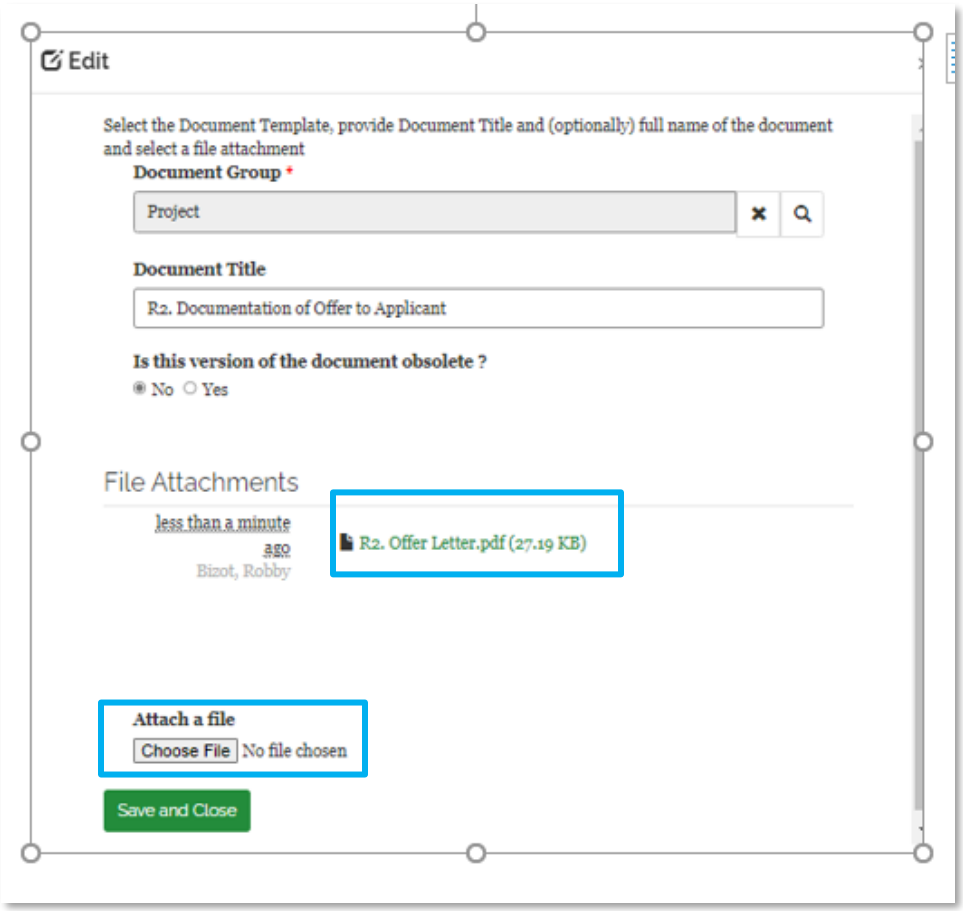
Step 7: Once completed, select “Create Document”



Step 8: Once the document shell is created, upload the applicable document(s) to the entry. The Subrecipient should use the naming convention provided on the *Right Side Documentation Upload Tool* when naming the document.

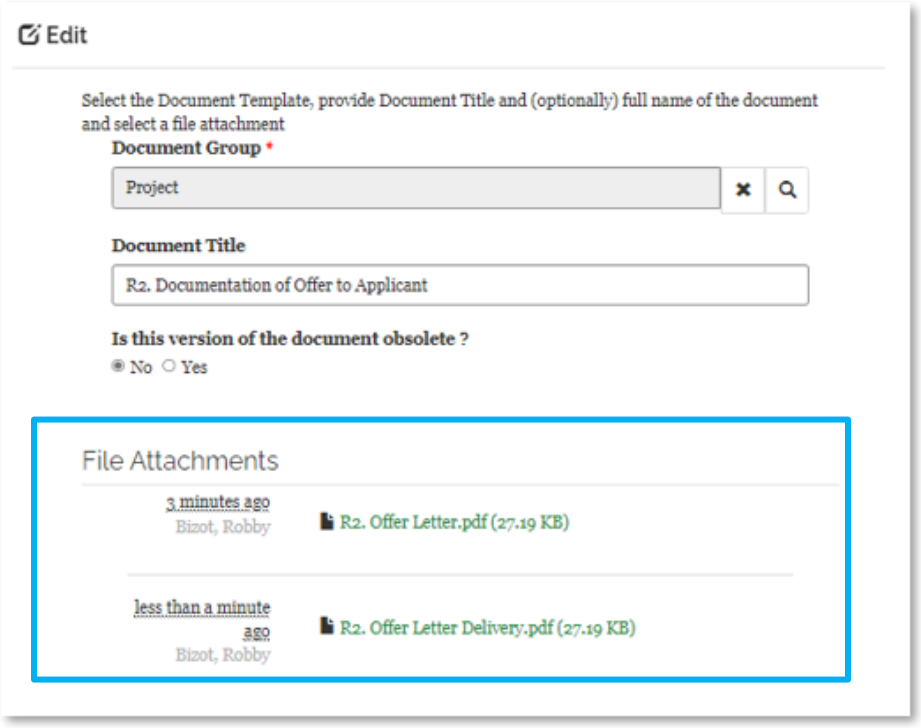
For example, as seen below the title for the Voluntary Offer Letter to Homeowner should be "R2. Offer Letter" Therefore the subrecipient should attach the file and title it "R2. Offer Letter".

2	Documentation of Offer to Applicant	**GLO Form:** Voluntary Offer Letter to Homeowner (with Just Compensation Determination and Incentives Attachment if applicable)	Project	Housing Project - Fair Market Offer	R2. Offer Letter
		Provide evidence of delivery by certified or registered first class mail, return receipt requested, or a certification of hand delivery	Project	Housing Project - Fair Market Offer	R2. Offer Letter Delivery

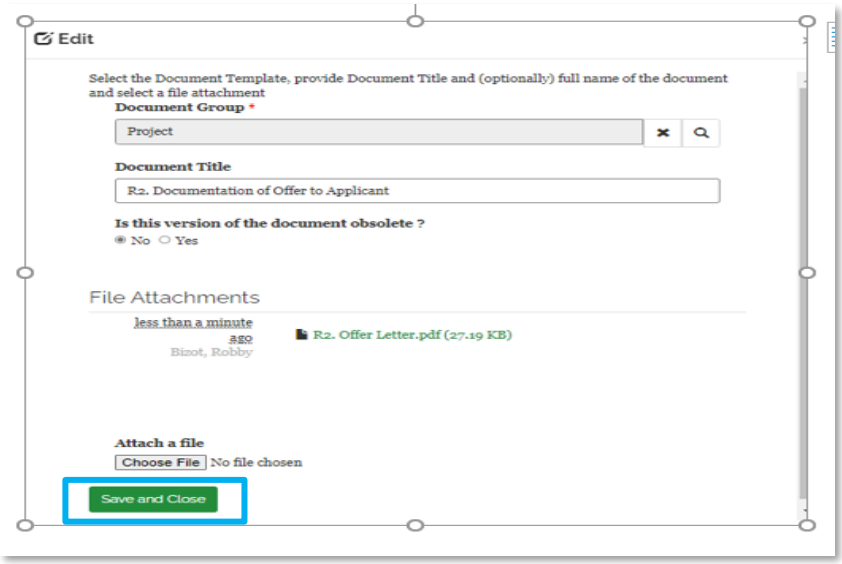


LBAP RIGHT SIDE FUNDING OBLIGATION

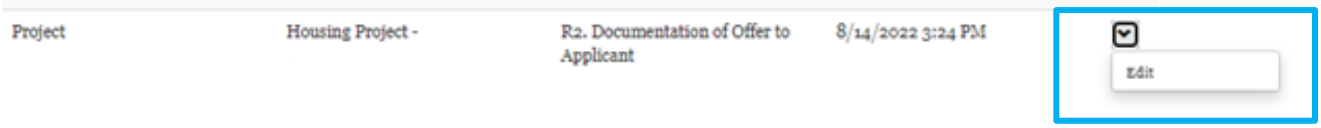
Step 9: For Document Sub-Sections that include multiple documents. All applicable documents for that subsection should be uploaded to that shell. After the 1st document is uploaded, select the "choose file" button again to upload the next document in the shell. The Subrecipient should add all required document for the sub-section.



Step 10: After completion of the upload, the applicant should "Save and Close"



*At any time, the Subrecipient can add documents to the shell by selecting the applicable document shell and selecting "Edit"



7. REQUESTING OBLIGATION IN TIGR

Once the *Right Side Documentation Checklist* and all applicable documentation for the obligation request has been uploaded correctly into TIGR, the Subrecipient is ready to request obligation of project costs ahead of payment. In order to request obligation of project costs, the GLO requires the Subrecipient to complete the LBAP Obligation Request form.

This form will be used by GLO to validate the necessity of projected project costs. This form should be used to request all related project cost obligations in TIGR. All obligations that are not ready to be requested should not be completed on the form at this time, a subsequent form will be submitted for subsequent obligations. This form should only be completed for one property address as funding is being requested to be obligated within TIGR. The appropriate TIGR App ID should be referenced under the corresponding section of the form to reference the individual project costs by activity. Such costs should be requested under the appropriate TIGR App ID and budgetary line item within the TIGR portal.

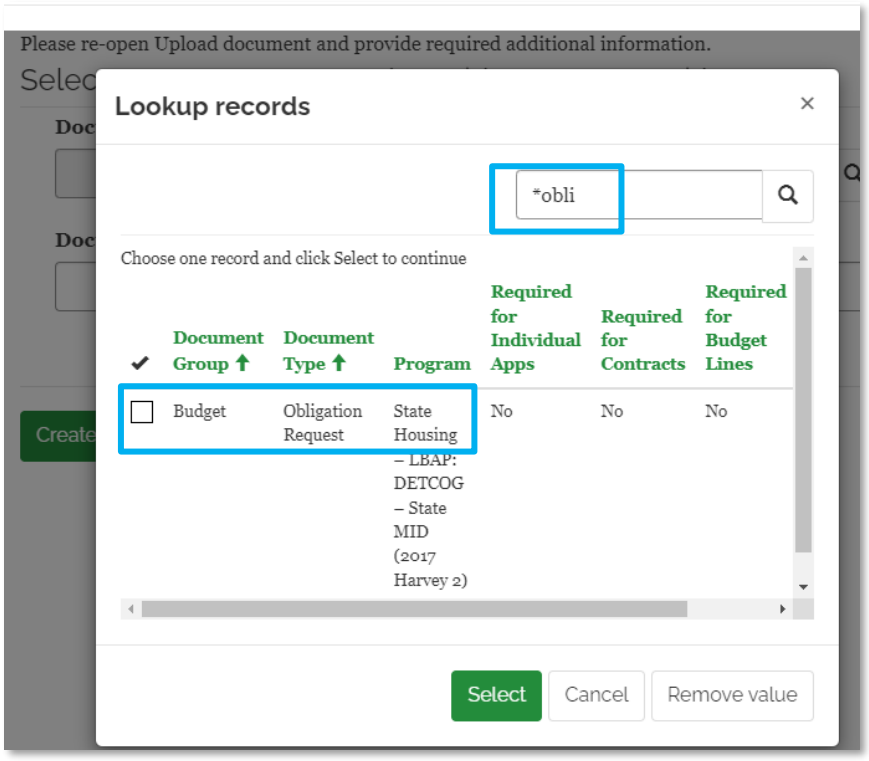
TIGR Budget Code	Requested Obligation	Support Included	Comments Concerning Obligation Request
Relocation Assistance- Project	$ 5,000.00	Yes	The $5,000 is supported by the incentive calculation form and can be found under TIGR document "Housing Project - Relocation Incentive "
Down payment Costs			
TIGR Application ID	GLO17-14565-P		
TIGR Budget Code	Requested Obligation	Support Included	Comments Concerning Obligation Request
Homebuyer Assistance- Project	$ 15,600.00	Yes	The $15,600 is supported by the incentive calculation form and HUD 1 Settlement Statement and can be found under TIGR document " Housing Project-Down Payment "

The completed form should be printed and uploaded to the project documents in TIGR portal under each applicable TIGR App ID included in the request.

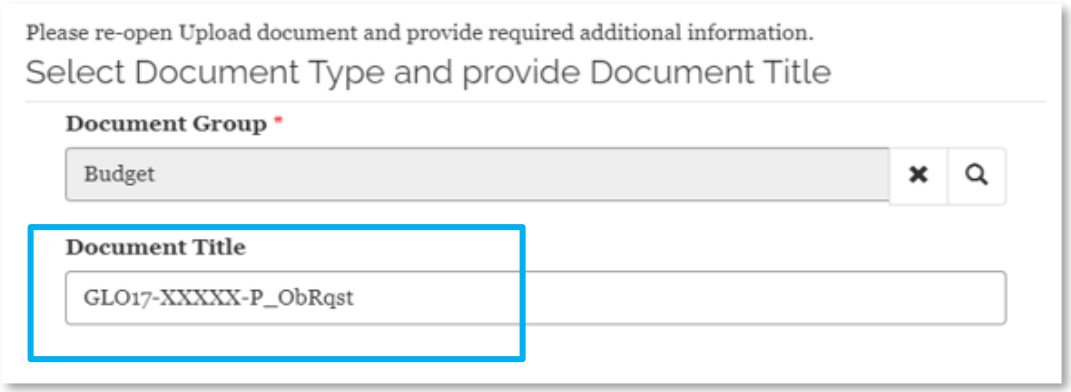
LBAP RIGHT SIDE FUNDING OBLIGATION

To upload the obligation request, follow the subsequent steps:

Step 1: Input the Document Group by selecting the TIGR Document Type "Budget-Obligation",



Step 2: Input the Document Title. Name the document title by using the TIGR APP ID followed by "ObRqst" and the obligation request number for the project.

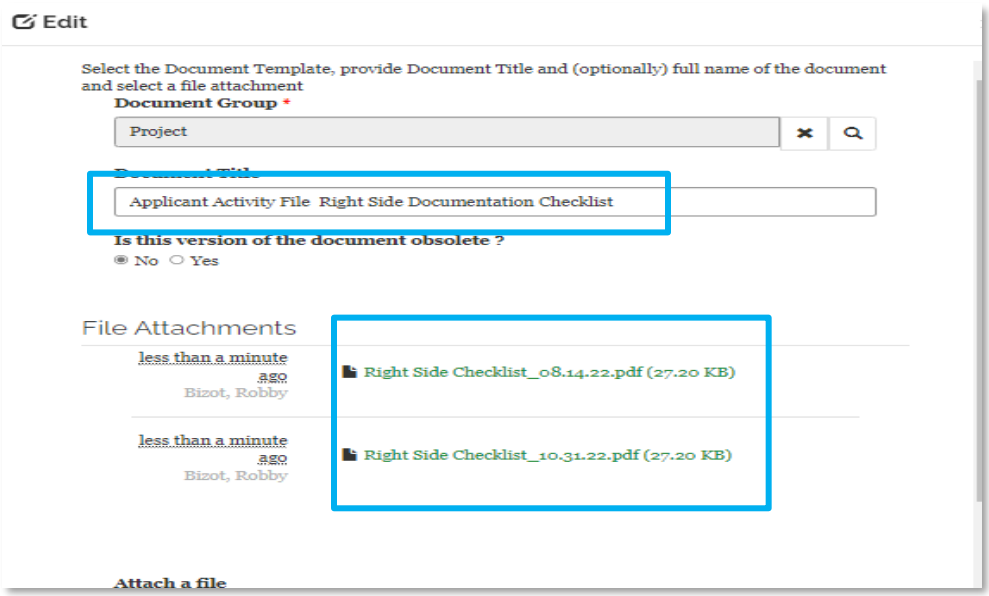


If the Subrecipient previously requested an obligation for a property address and the Subrecipient is requesting a subsequent obligation request, the document title would be GLO17-XXXXX-P_ObRqst_2

8. UPDATING RIGHT SIDE DOCUMENTATION CHECKLIST

As subsequent obligation requests are made, project files are updated, and new documents are added to the TIGR portal, the Subrecipient should continue to update the *Right Side Documentation Checklist* document shell to indicate what documents are included in TIGR.

Step 1: When a new checklist is uploaded, use an underscore and the date it has been updated within the document name.



9. REQUESTING FUNDS IN TIGR

Once the GLO has reviewed the obligation request, and ensured compliance with the Right Side documents, the GLO Grant Manager will obligate the funding in TIGR, and will email the subrecipient letting them know that the funding has been obligated and the subrecipient may request funding in TIGR for those budget codes.

The Subrecipient should continue to include evidence of documented costs within the request for payment. For example: appraisal invoice, demolition costs, etc.

Such evidence should be maintained in the request for payment and will not be required to be submitted within the project documents section.

Note: If a payment is requested for an advancement of funds, the Subrecipient will be required to upload a proof of payment to the title company/homeowner for the expense before any other subsequent payment is made on the project.

LBAP RIGHT SIDE FUNDING OBLIGATION

Property Information:					
1	Documentation of Fair Market Value (FMV) determination	Provide Licensed Appraisal Report and Property Survey (if applicable)	Project	Housing Project - Appraisal	R1. Appraisal
2	Documentation of Offer to Applicant	**GLO Form:** Voluntary Offer Letter to Homeowner (with Just Compensation Determination and Incentives Attachment if applicable)	Project	Housing Project - Fair Market Offer	R2. Offer Letter
		Provide evidence of delivery by certified or registered first class mail, return receipt requested, or a certification of hand	Project	Housing Project - Fair Market Offer	R2. Offer Letter Delivery
3	Receipt from Applicant of notification of closing process (utility disconnection requirements, how abandoned items will be addressed, resources) and Notice to vacate	**GLO Form:** Vacate Notice	Project	Housing Project - Vacate Notice	R3. Vacate Notice
4	Closing Documents on voluntary buyout/acquisition property	HUD 1 Settlement Statement	Project	Housing Project - Fair Market Closing	R4. HUD Settlement Statement
		Contract for Sale	Project	Housing Project - Fair Market Closing	R4. Contract for Sale
		Proof of Payment	Project	Housing Project - Fair Market Closing	R4. Proof of Payment

Contact your General Land Office Grant Manager with Questions.