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RECORD OF CHANGES

THIS SECTION DESCRIBES CHANGES MADE TO THIS DOCUMENT: WHEN THEY WERE MADE, WHAT THEY WERE, AND WHO AUTHORIZED THEM.

Use this table to record the following information:

- Change number, in sequence, beginning with "1"
- Date change was made to the document
- Description of change and rationale if applicable
- Initials of person who made the change

NUMBER	DATE	DESCRIPTION	INITIALS
1	2022/05	Version 1.0 (Program Launch)	ES
2	2022/10	Version 2.0 (modifying subrecipient performance requirements, adding new required document/form)	CD
3	2023/02	Version 3.0 (updated Grant Management Plan requirements)	ES
4	2023/06	Version 4.0 (updated Zoning Ordinance Eligible Activity)	CD
5	2023/11	Version 5.0 (updated periods of performance)	ES
6	2023/12	Version 6.0 (minor language edits)	ES
7	2025/04	Version 7.0 (updated hyperlinks, Cost Reasonableness, Public Service Activities, minor language edits)	TS/KS
8	2025/07	Version 8.0 (minor language edit)	KS

PURPOSE OF THIS DOCUMENT

This document is the main resource for governmental entities interested in the Resilient Communities Program (RCP). The document includes detailed information on grant categories, eligibility requirements, and how to apply. Prospective applicants are encouraged to review this document prior to applying, as well as during the creation and submission of an application. This document also includes important preliminary information regarding the steps following the application, including the award, contract, performance requirements, and reimbursement process. Prospective applicants are encouraged to review these sections to know what to expect after the application submission.

PROGRAM OVERVIEW

The Texas General Land Office (GLO) allocated up to $100 million in Community Development Block Grant Mitigation (CDBG-MIT) funds for the Resilient Communities Program (RCP). RCP funds the development, adoption, and implementation of resilient building codes, flood damage prevention ordinances, zoning ordinances, comprehensive plans, and land use plans. Additionally, RCP funds an array of public service activities related to resilience.

The maximum grant amount is $300,000 per applicant. For more information, view the Eligibility Requirements and the Performance Requirements sections. Proposed costs must be necessary, reasonable, and allocable to the RCP eligible activities.

Program launch date was June 1, 2022. The end date is six (6) years from the launch. Applications will be processed on a continuous basis throughout the life of RCP, or until all funds have been exhausted.

At least 50% of the RCP budget will be used to address mitigation needs in the CDBG-MIT Most Impacted and Distressed (MID) areas identified by the United States Department of Housing and Urban Development (HUD). These areas are herein referred to as, “HUD MID areas”.

At least $5,000,000 of the RCP budget will be used for public service activities that principally benefit low-and-moderate income (LMI) persons[1].

[1] An LMI person is defined by Section 102(a)(20) of the HCDA as a person in a family or an individual with annual income equal to or less than HUD’s Section 8 Low Income Limit, which is generally 80 percent of an area’s median family income adjusted for household size

CONTACT INFORMATION

To learn more about the Resilient Communities Program, stay up to date with program updates, and start an RCP application, visit our website, linked below. Feel free to contact us with any questions you may have, using the email address or phone number, also below.

RCP Website: https://recovery.texas.gov/rcp

Email: rcp.glo@recovery.texas.gov

Phone: 512-463-5302

Communities are encouraged to also learn about RCP's companion program, the Local Hazard Mitigation Plans Program (LHMPP), which is actively accepting applications. Visit LHMPP's web page at recovery.texas.gov/lhmpp.

ELIGIBLE ACTIVITIES

Applicants can apply to one or more of the following grant categories:

Building Codes

This eligible activity funds the development, adoption, and implementation of modern and resilient building codes. Building codes are the primary mechanism for communities to regulate the design and construction of new buildings and the renovation of existing buildings.

Building Codes must meet specific performance requirements: see the Performance Requirements section for more information.

Flood Damage Prevention Ordinance

This eligible activity funds the development, adoption, and implementation of resilient flood damage prevention ordinances. This ordinance provides the framework for regulating what and how to build in a floodplain. Adopting such ordinance is a requirement for participating in FEMA's National Flood Insurance Program (NFIP). Exceeding the minimum ordinance requirements can make a community eligible to participate in the Community Rating System (CRS), which in turn can reduce the flood insurance premiums paid by a community's property owners.

Flood Damage Prevention Ordinances must meet specific performance requirements: see the Performance Requirements section for more information.

Comprehensive Plan

This eligible activity funds the development and adoption of forward-looking Comprehensive Plans. These plans take the community goals and aspirations and formalize them into actionable policies that determine what can be built within a certain jurisdiction and where. Comprehensive plans themselves serve as guiding documents that provide the framework by which regulatory structures are created.

Comprehensive Plans must meet specific performance requirements, including the codification of the plan through the adoption of a Zoning Ordinance or equivalent governing regulation or code provision: see the Performance Requirements section for more information.

Land Use Plan

This eligible activity funds the development and adoption of forward-looking Land Use Plans. These plans lay out the high-level distribution of existing and future land and their uses. Land-use plans also reflect long-term decisions pertaining to transportation, housing, and overall community development.

Land Use Plans must meet specific performance requirements, including the codification of the plan through the adoption of a Zoning Ordinance or equivalent governing regulation or code provision: see the Performance Requirements section for more information.

Zoning Ordinance, or Similar Governing Regulation or Code Provision

This eligible activity funds the development, adoption, and implementation of Zoning Ordinances, or similar governing regulations or code provisions. These ordinances take the ideas outlined in the land use/comprehensive plans and codify them into a legally binding development regulation.

Zoning Ordinances, or similar governing regulations or code provisions, must meet specific performance requirements: see the Performance Requirements section for more information.

Public Service Activities

Public service activities are not a stand-alone option but should be in support of the plan, ordinance, code, or zoning that is being funded under this program.

This eligible activity funds the execution of two types of public service activities: 1) Public Information activities leading to CRS credits, and 2) Education and Outreach activities to increase community knowledge around resilience.

(1) Public Information Activities Leading to CRS Credits: these are a specific set of activities detailed in the CRS Coordinator's Manual[2]. CRS is a voluntary incentive program for communities participating in the National Flood insurance Program (NFIP). By completing one or more of these activities, an NFIP-participating community acquires CRS credits, which in turn can reduce the flood insurance premiums paid by a community's property owners. An overview of the CRS Public Information activities is also available in the Appendix B of this document.

(2) Other Education and Outreach Activities: these are activities that focus on alerting communities and beneficiaries about opportunities to mitigate identified risks through insurance, best practices, and other strategies. Unlike Public Information Activities Leading to CRS Credits,

[2] Public Information Activities are described in Series 300 (page 300-1 through 370-14) of the CRS Coordinator's Manual, National Flood Insurance Program Community Rating System, FIA-15/2017, FEMA, available at: https://www.fema.gov/sites/default/files/documents/fema_community-rating-system_coordinators-manual_2017.pdf

which focus solely on flooding, these activities can also address other risk types, such as wildfires, drought, tornadoes, and winter weather[3].

Public Service Activities must meet specific performance requirements: see the Performance Requirements section for more information.

REQUIREMENTS

Eligibility Requirements

All applicants must meet the following eligibility requirements. GLO will verify the fulfillment of such requirements BEFORE an application can be deemed eligible. The information needed to verify the satisfaction of these requirements will be collected via the RCP application and, if needed, via an RFI.

Eligibility Requirements for All Eligible Activities

- Applicant must be a City, County, Federally Recognized Tribe, or Council of Governments (COG).
- Applicant must have legal authority to adopt and enforce the proposed code/plan/ordinance. Note: COGs can apply on behalf of jurisdictions that have such legal authority.
- Applicant/beneficiary must be located in a Most Impacted and Distressed (MID) county or ZIP code[4].
- Applicant cannot request more than $300,000 throughout the lifetime of RCP.
- Applicant must demonstrate capacity to administer grant funds and complete the proposed work on time or describe how they will procure assistance to do so.
- Applicant must list any existing building codes, ordinances, and local and/or regional plans (if applicable)—including county or regional level hazard mitigation plans—and describe how those existing regulations and planning efforts relate to the project for which funding is requested.

Eligibility Requirements for Public Service Activities

- Public service activities are not a stand-alone option but should be in support of the plan, ordinance, code, or zoning that is being funded under this program.
- Proposed public service activities must meet one of the following CDBG-MIT National Objectives:

[3] For a list of all significant current and future disaster risks in the State of Texas, refer to the "State of Texas CDBG Mitigation (CDBG-MIT) Action Plan Amendment 1: Building Stronger for a Resilient Future" (p. 47-162), available at: https://recovery.texas.gov/documents/action-plans/mitigation/mitigation-sap-amend-1.pdf

[4] These are counties and ZIP codes that received a federal disaster declaration in the 2015 Floods (DR-4223 and 4245), the 2016 Floods (DR-4266, DR-4269 and DR-4272), Hurricane Harvey (DR-4332), or the 2018 South Texas Floods (DR-4377). The list of MID counties and ZIP codes is included in the State of Texas CDBG-MIT Action Plan (p.307-316), available at https://recovery.texas.gov/action-plans/mitigation/index.html. Information on MID areas is also included in the Appendix A to this guide.

- **Principally benefit LMI persons:**
  In order to meet this objective, applicant must demonstrate that at least 51 percent of the people served by the public service activity are LMI individuals. If the public service activity is intended to benefit all residents of a particular community, in order to meet this objective, at least 51 percent of those residents must be classified as LMI.
- **Urgent Need Mitigation:**
  In order to meet this objective applicant must demonstrate that the public service activities will result in measurable and verifiable reductions in the risk of loss of life and property from future disasters and yield community development benefits

AFFH Requirements

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

Further, applicants may receive requests for technical assistance from individuals or groups representative of persons of low- and moderate-income that request assistance in developing proposals (including proposed strategies and actions to affirmatively further fair housing). Applicant strategies must be ready for such or similar requests. Finally, well-developed strategies, actions, and citizen participation will expedite application and individual project reviews and, in-turn, release authorization to use funds more promptly. Recognizing that each project/plan 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.

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.

Applicant must also identify those 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.

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
- 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

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

- A proposed project's/plan 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.

In addition to identifying and undertaking AFFH activities as described above, grant awardees are also required to incorporate AFFH considerations into their deliverables (the Performance Requirements and Deliverables section for a comprehensive overview of the RCP deliverables). Deliverables must align with the strategies to affirmatively furthering fair housing. All deliverables will therefore reviewed from this perspective as well.

Cost Reasonableness Requirements

Cost reasonableness is based on the applicant's population size. See the table below for the Recommended Maximum Award based on population size and activity. If the costs exceed the recommended values below per activity, the applicant is required to complete the Cost Reasonableness Justification tab in the application.

RECOMMENDED MAXIMUM AWARD: BASED ON POPULATION SIZE AND ACTIVITY			
Activity	**Population Size 0-10K**	**Population Size 10K-100K**	**Population Size >100K**
Building Code	$20,000	$20,000	$20,000
Flood Damage Prevention Ordinance	$20,000	$20,000	$20,000
Comprehensive Plan	$200,000	$250,000	$300,000
Land Use Plan	$200,000	$250,000	$300,000
Zoning	$100,000	$150,000	$200,000
Public Services	Public service activities are not a stand-alone option but should be in support of the plan, ordinance, code, or zoning that is being funded under this program.		

A preview of the Cost Reasonableness Justification Tab is available in Appendix E.

TEXAS RESILIENCE EVALUATION AND ASSESSMENT TOOL

The GLO has developed a tool, called the Texas Resilience Evaluation and Assessment Tool (TREAT), to assist Texas communities in assessing their level of resilience to future disasters. TREAT can help you determine the appropriate RCP eligible activity(ies) to apply for. Additionally, completing TREAT will help RCP applicants answer the questions in their RCP application. While taking TREAT is optional, GLO encourages communities to use this tool to self-assess their needs.

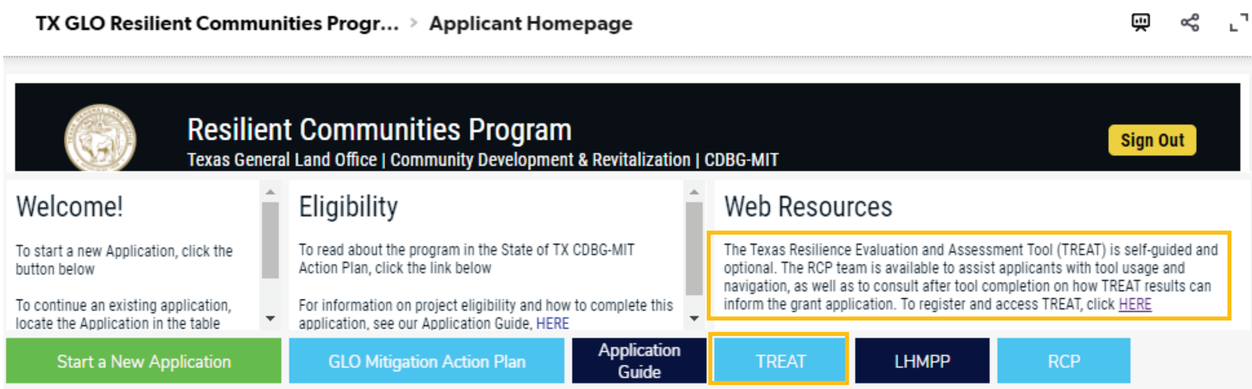
TREAT is an eight-part assessment designed to be completed by the jurisdiction's emergency management personnel, building code managers, and any other stakeholders that have expertise in hazard mitigation planning. It takes approximately 5-15 mins per section. It is optional but encouraged as it can help your jurisdiction gauge its resilience strengths and weaknesses.

Applicants may utilize TREAT before or during an application. The RCP team is available for assistance during the assessment, to help with tool usage and navigation, as well as after completing the assessment, to consult on how TREAT results can inform the grant application. By contrast, applicants that already know which RCP eligible activity to apply for may choose not to take TREAT.

Communities interested in utilizing TREAT need to register using the following link:

https://dmsrecovery.quickbase.com/db/br26my397?a=nwr&originalQid=td&ifv=1

Communities that have already started an RCP application can also access TREAT on their RCP Applicant Home Page (see image below), using the same QuickBase credentials created upon starting their application.



Communities that have not started an RCP application can still take TREAT using the link above. In this scenario, the community will be then prompted to create their QuickBase credentials as part of their TREAT registration. The community will then use those same credentials when and if they decide to start an RCP application.

For information on how to start an application and obtain the QuickBase credentials see the following section: HOW TO APPLY – REQUESTING A USER ACCOUNT.

HOW TO APPLY

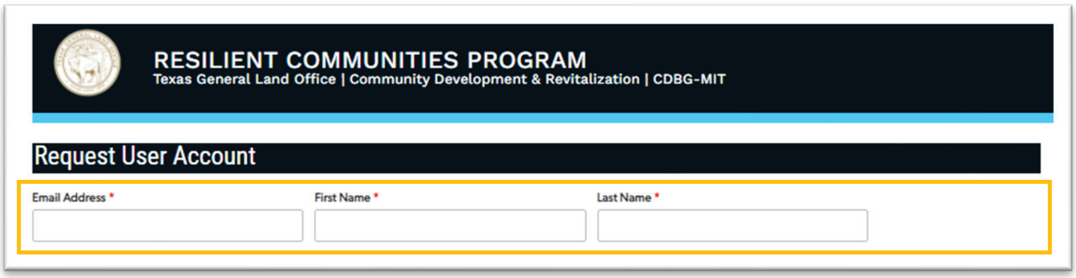
Requesting a User Account

Before starting an application, the applicant must first create an RCP QuickBase user account. An RCP QuickBase user account can be requested either by the applicant (e.g., a representative or employee of the jurisdiction), or by their agent (e.g., a consultant).

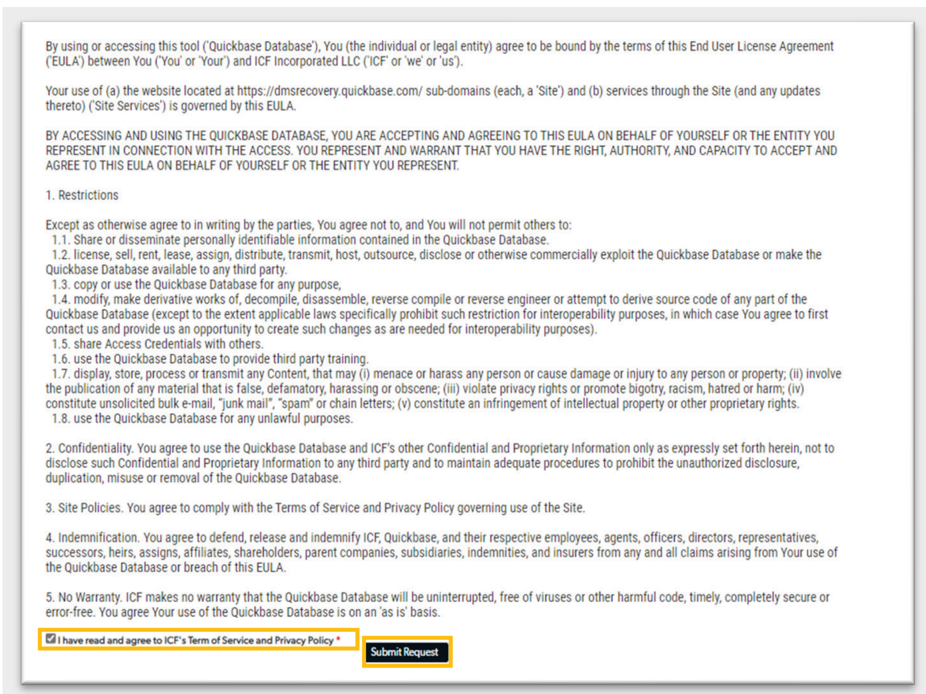
Note: a vendor/consultant cannot use the same credentials to submit multiple applications for different jurisdictions. Instead, they must create new credentials each time they need to create an application for a new jurisdiction.

The following explains how to request and obtain an account.

1) Go to: https://dmsrecovery.quickbase.com/db/bsbgpny7y?a=nwr&originalQid=td&ifv=1
2) Enter a valid email address. Enter first and last name of the requester (see image below).



3) Scroll down, read the Term of Service and Privacy Policy, check the box to confirm reading and agreeing to the Term of Service and Privacy Policy, and then Click "Submit Request" (see image below).



By using or accessing this tool ('Quickbase Database'), You (the individual or legal entity) agree to be bound by the terms of this End User License Agreement ('EULA') between You ('You' or 'Your') and ICF Incorporated LLC ('ICF' or 'we' or 'us').

Your use of (a) the website located at https://dmsrecovery.quickbase.com/ sub-domains (each, a 'Site') and (b) services through the Site (and any updates thereto) ('Site Services') is governed by this EULA.

BY ACCESSING AND USING THE QUICKBASE DATABASE, YOU ARE ACCEPTING AND AGREEING TO THIS EULA ON BEHALF OF YOURSELF OR THE ENTITY YOU REPRESENT IN CONNECTION WITH THE ACCESS. YOU REPRESENT AND WARRANT THAT YOU HAVE THE RIGHT, AUTHORITY, AND CAPACITY TO ACCEPT AND AGREE TO THIS EULA ON BEHALF OF YOURSELF OR THE ENTITY YOU REPRESENT.

1. Restrictions

Except as otherwise agree to in writing by the parties, You agree not to, and You will not permit others to:
1.1. Share or disseminate personally identifiable information contained in the Quickbase Database.
1.2. license, sell, rent, lease, assign, distribute, transmit, host, outsource, disclose or otherwise commercially exploit the Quickbase Database or make the Quickbase Database available to any third party.
1.3. copy or use the Quickbase Database for any purpose,
1.4. modify, make derivative works of, decompile, disassemble, reverse compile or reverse engineer or attempt to derive source code of any part of the Quickbase Database (except to the extent applicable laws specifically prohibit such restriction for interoperability purposes, in which case You agree to first contact us and provide us an opportunity to create such changes as are needed for interoperability purposes).
1.5. share Access Credentials with others.
1.6. use the Quickbase Database to provide third party training.
1.7. display, store, process or transmit any Content, that may (i) menace or harass any person or cause damage or injury to any person or property; (ii) involve the publication of any material that is false, defamatory, harassing or obscene; (iii) violate privacy rights or promote bigotry, racism, hatred or harm; (iv) constitute unsolicited bulk e-mail, "junk mail", "spam" or chain letters; (v) constitute an infringement of intellectual property or other proprietary rights.
1.8. use the Quickbase Database for any unlawful purposes.

2. Confidentiality. You agree to use the Quickbase Database and ICF's other Confidential and Proprietary Information only as expressly set forth herein, not to disclose such Confidential and Proprietary Information to any third party and to maintain adequate procedures to prohibit the unauthorized disclosure, duplication, misuse or removal of the Quickbase Database.

3. Site Policies. You agree to comply with the Terms of Service and Privacy Policy governing use of the Site.

4. Indemnification. You agree to defend, release and indemnify ICF, Quickbase, and their respective employees, agents, officers, directors, representatives, successors, heirs, assigns, affiliates, shareholders, parent companies, subsidiaries, indemnities, and insurers from any and all claims arising from Your use of the Quickbase Database or breach of this EULA.

5. No Warranty. ICF makes no warranty that the Quickbase Database will be uninterrupted, free of viruses or other harmful code, timely, completely secure or error-free. You agree Your use of the Quickbase Database is on an 'as is' basis.

☑ I have read and agree to ICF's Term of Service and Privacy Policy *

Submit Request

4) A “Thank you” message like the one below will be displayed

Resilient Communities Program
Texas General Land Office | Community Development & Revitalization | CDBG-MIT

Thank you.

We have received your request to access the TX GLO RCP Texas Resilience Evaluation & Assessment Tool (TREAT).

What happens next?

You will receive a verification email to the address you provided. You must click the link in the email to activate your account.

Didn't receive your verification email?

It can take a few minutes to receive the verification email. It is also possible that it was marked as spam. Please check your junk email folder.
If after 15 minutes you still have not received a verification email, please email rcp.glo@recovery.texas.gov.

5) Next, a verification email like the one in the figure below will be sent to the address provided. The process to complete the registration will differ depending on whether or not the user has used QuickBase in the past.

   If this is your first time using QuickBase for a GLO grant application, go to the User Verification: First-time QuickBase User section. If you already have a QuickBase account from a past GLO grant application (e.g., an LHMPP application), go to the User Verification: Existing QuickBase User section.

TX GLO Resilient Communities Program Registration

Summarize

rcp.glo @ recovery.texas.gov (via Quickbase) <notify@quickbase.com>
To [redacted]

Reply | Reply All | Forward

Tue 4/15/2025 10:51 AM

External Sender - Caution: This message originated from outside of ICF. Be careful when responding to or taking actions based on this message.

Example Name,

Thank you for your interest in the Texas General Land Office, Resilient Communities Program (RCP)!

Please Click Here to complete your Quickbase registration. If you have used Quickbase for other applications, you'll be redirected to sign in with your existing account.

This is your final step in registering for access to the **Resilient Communities Program (RCP)**.Simply click the link above to complete your registration. If the link does not work, see the note at the bottom of this email.

During the application process, if you have any questions, please call our Help Desk at 512-463-5302 or email rcp.glo@recovery.texas.gov

We look forward to receiving your RCP application.

Regards,

Resilient Communities Program (RCP)
Community Development & Revitalization
Texas General Land Office, Commissioner Dawn Buckingham, M.D.
Help Desk 512-463-5302 | Email rcp.glo@recovery.texas.gov
glo.texas.gov/disaster-recovery

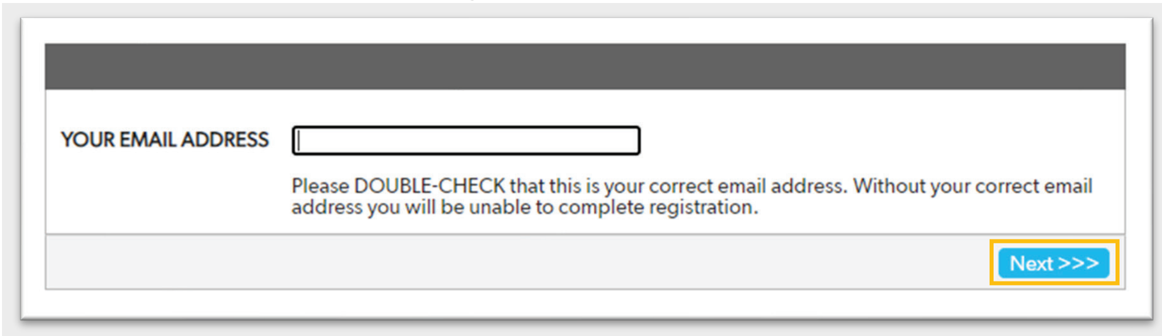
NOTE: If you have trouble using the links above, copy and paste the following Web address into the address bar of your browser: https://dmsrecovery.quickbase.com/db/main?a=reg&what=

CONFIDENTIALITY NOTICE: This e-mail message is intended only for the person or entity to which it is addressed and may contain CONFIDENTIAL or PRIVILEGED material. Any unauthorized review, use, disclosure, or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message. If you are the intended recipient but do not wish to receive communications through this medium, please so advise the sender immediately.

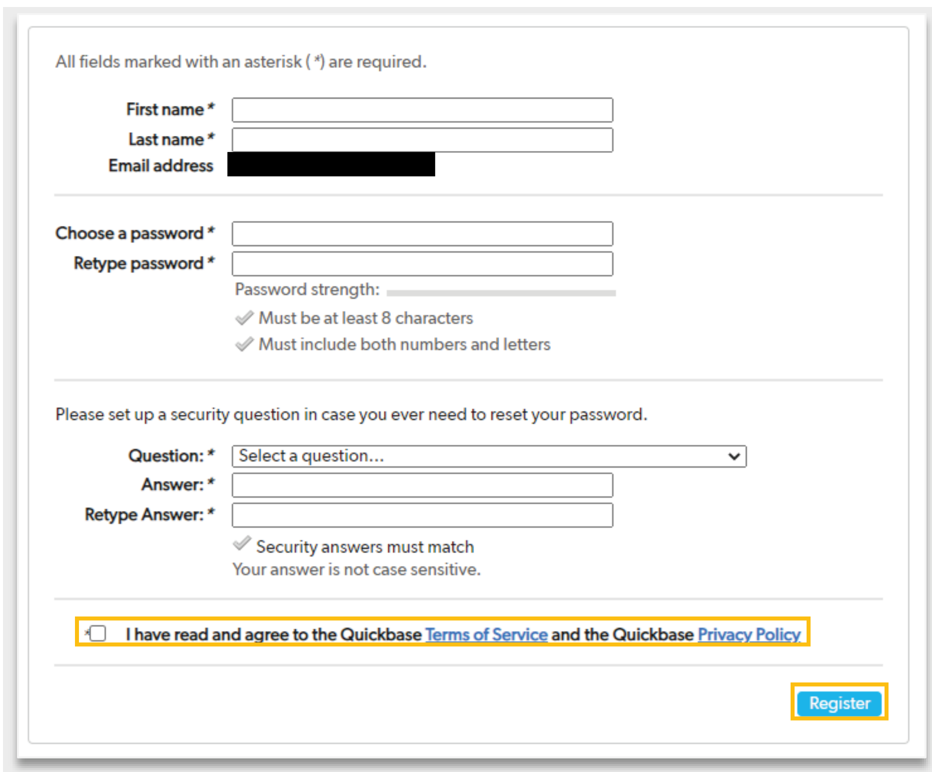
User Verification: First-time QuickBase User

Follow this process if this is your first time using QuickBase for a GLO grant application.

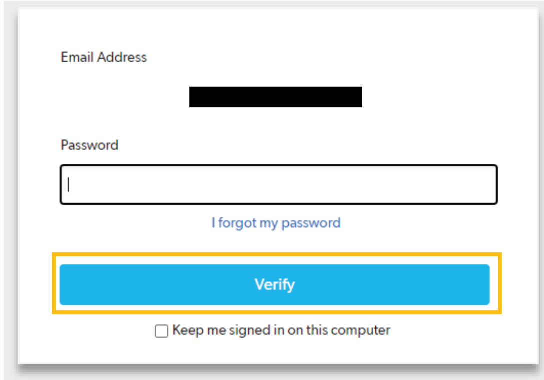
1) Open the verification email and click the "Click Here" link to continue the registration process. After clicking the link, you will be asked to re-enter the email for verification purposes. Re-enter email and click Next (see image below).



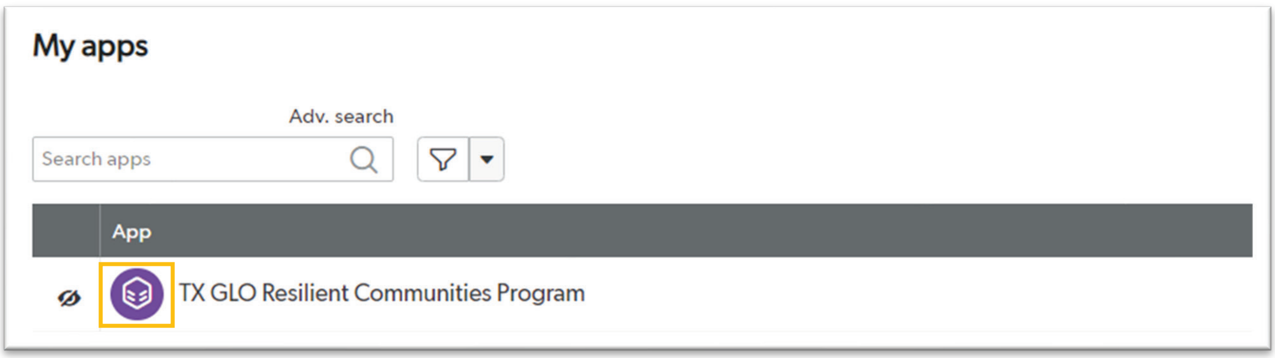
2) Set up a password and a security question. Check the box to confirm reading and agreeing to the QuickBase Terms of Service and the QuickBase Privacy Policy. Click Register (see image below).



3) A verification email will be sent to the address provided. Email will come from corpsales@quickbase.com. Click the link in the email to complete the registration.



4) Next, click on “Resilient Communities Program Application” purple icon (see image below).

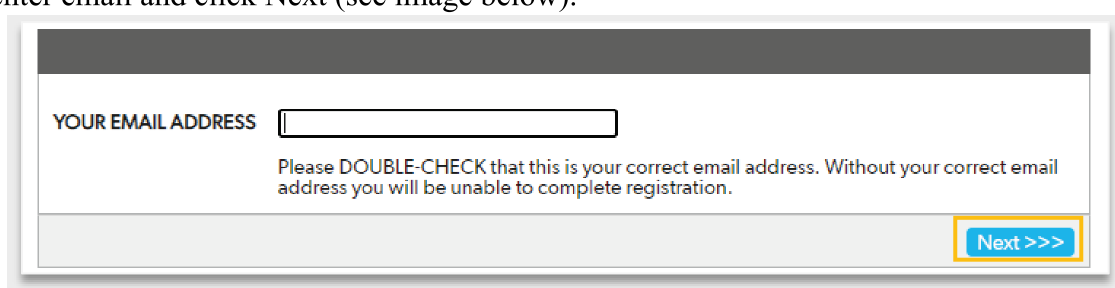


5) Bookmark the website you are on (https://dmsrecovery.quickbase.com/db/br9wnf6di/) for future reference. This website is where applicants can create and complete an RCP application.

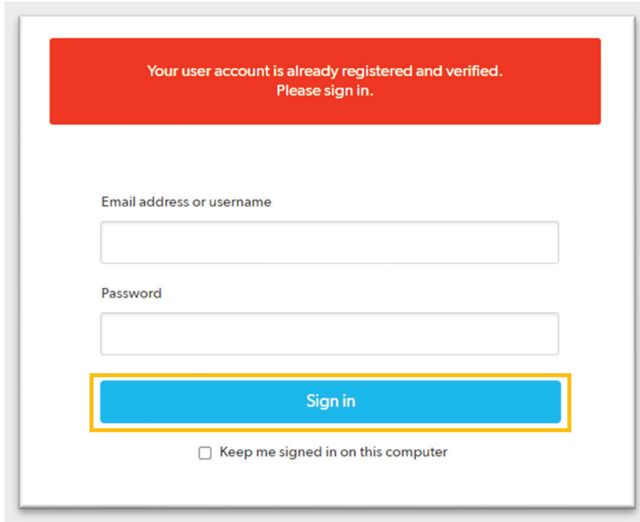
User Verification: Existing QuickBase User

Follow this process if you already have a QuickBase account from a past GLO grant applications (e.g., from a LHMPP application).

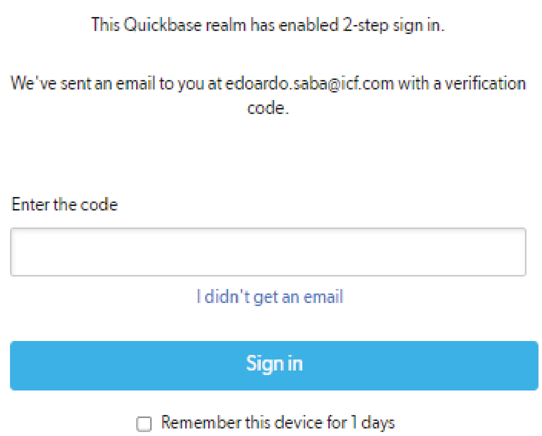
6) Open the verification email and click the “Click Here” link to continue the registration process. After clicking the link, you will be asked to re-enter the email for verification purposes. Re-enter email and click Next (see image below).



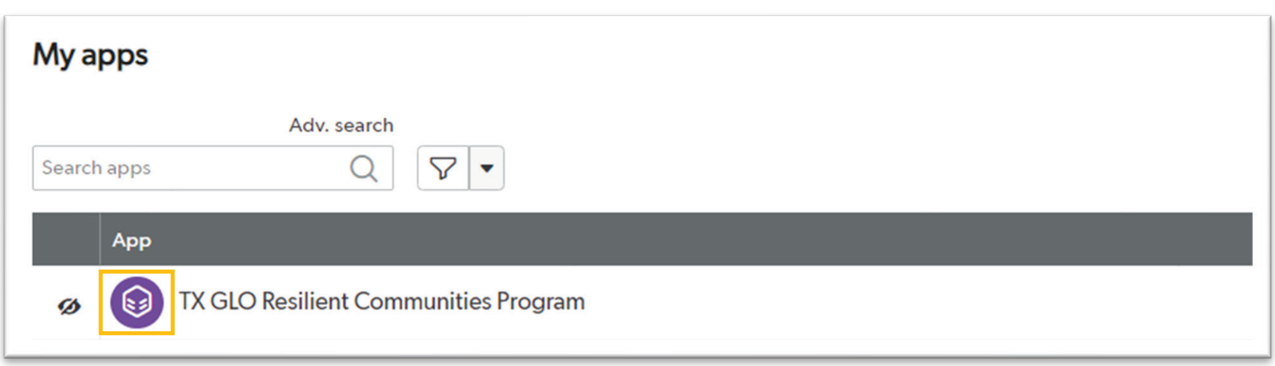
7) Next, you will be redirected to sign in with your existing credentials (see image below).



8) In order to complete the login, an additional step may be required. QuickBase has 2-step sign-in process. The system will send an email with a code and this code has to be entered as prompted (see below).



9) Click on "Resilient Communities Program Application" purple icon (see image below).

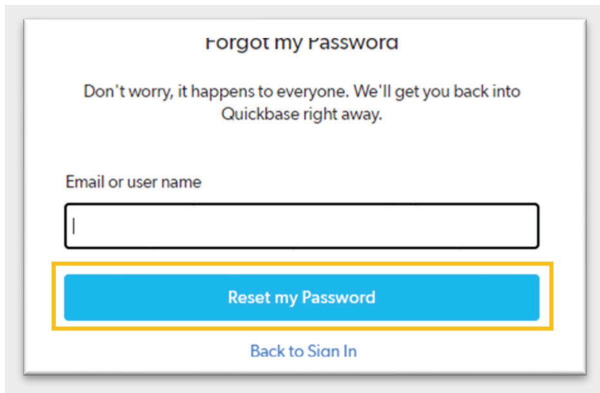


10) Bookmark the website you are on (https://dmsrecovery.quickbase.com/db/br9wnf6di/) for future reference. This website is the TX GLO Resilient Communities Program Applicant Homepage where applicants can create and complete their RCP application.

Password Resetting

If a registered user forgets their password, this can be reset by using the link below. Users attempting to reset their password will be asked to enter the email address used when the account was first created.

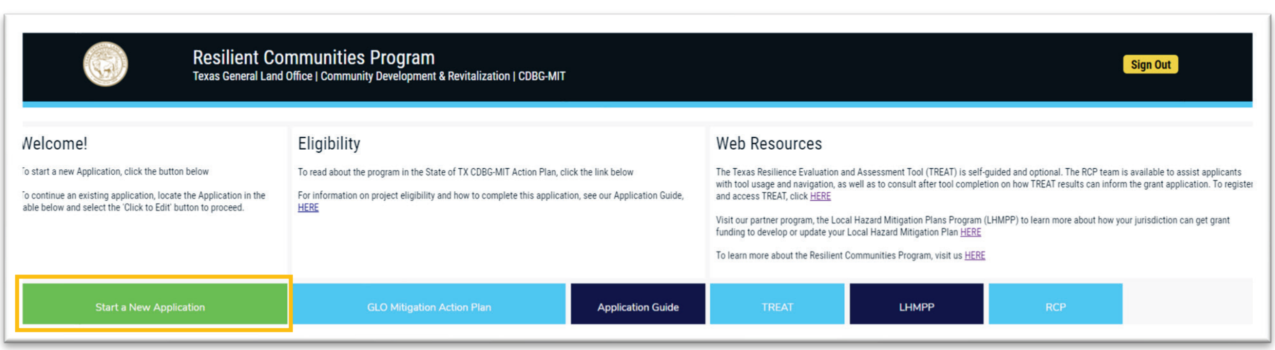
https://dmsrecovery.quickbase.com/db/main?a=ForgotPassword&what=



Creating and Submitting an Application

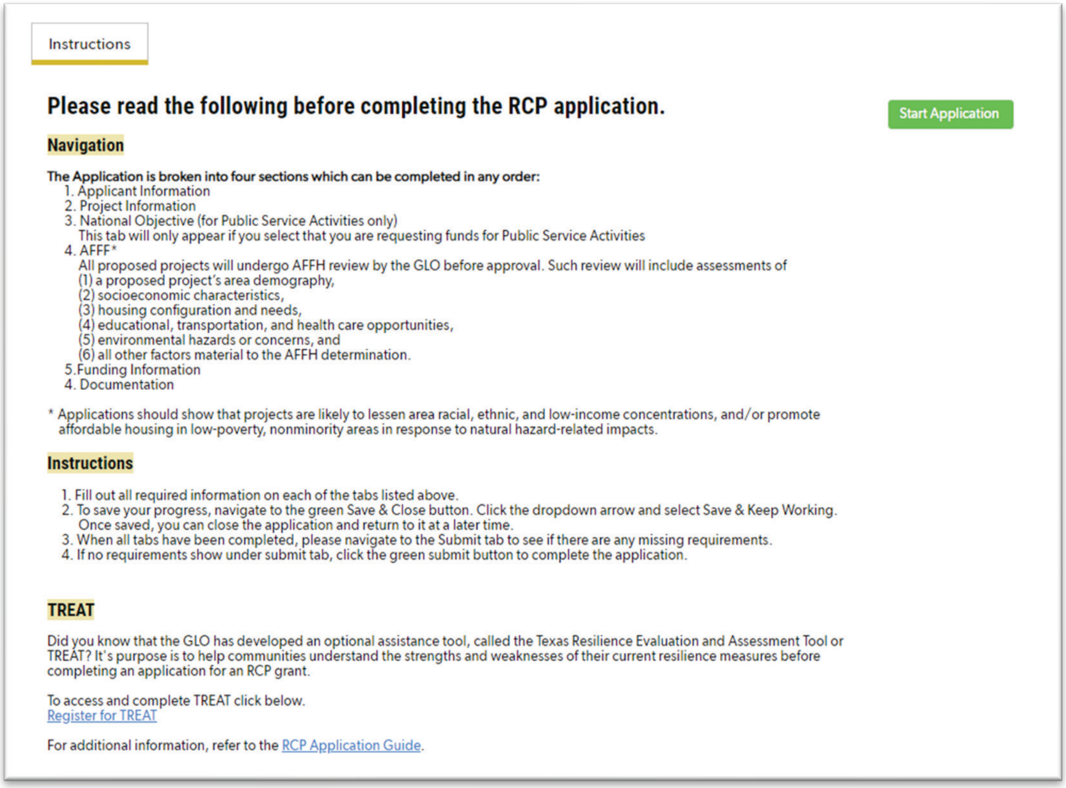
Starting an application

1. After obtaining an account (see previous section), the first step to start an RCP application is to go to the TX GLO Resilient Communities Program Applicant Homepage (https://dmsrecovery.quickbase.com/db/br9wnf6di). You might be asked to log in –if you are not already– using the previously created user account credentials.
2. Once on the TX GLO Resilient Communities Program Applicant Homepage, to start an RCP Application, click on the "Start a new application" green button (see image below). The Applicant Homepage also includes several other resources, including links to this guide (i.e., the RCP Application Guide), a link to the RCP website, and other useful resources. Refer to these resources as needed while filling out your application.



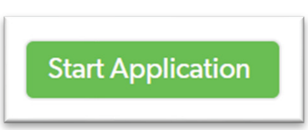
Instructions Tab

1. After clicking the "Start a new application" green button, you will be presented with the instructions on how to fill out an application (see image below).



2. Read the instructions to familiarize yourself with the application. The application is broken into multiple sections/tabs that can be completed in any order:
   - Applicant Information
   - Project Information
   - National Objective (for Public Service only)
   - AFFH (Fair Housing)
   - Funding Information
   - Documentation

   To save your progress, navigate to the green Save Progress button. Once saved, you can close the application and return to it at a later time by navigating to the TX GLO Resilient Communities Program Applicant Homepage (https://dmsrecovery.quickbase.com/db/br9wnf6di).
3. Next, to start the application click the "Start Application" green button at the button on the instructions (see image below)



4. Next, complete each section of the application. Section-specific instructions are provided in the following paragraphs.

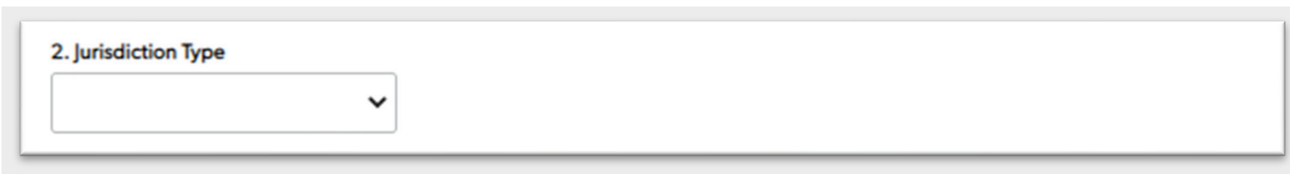
<u>Applicant Information Tab</u>

Fill out all the fields in the Applicant Information tab. Information on how to fill out each field is provided below.

Jurisdiction Type

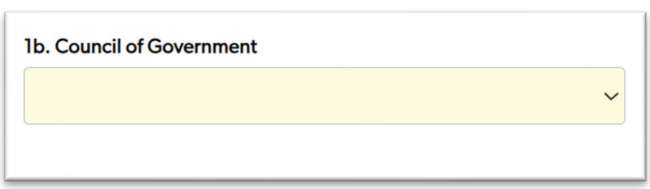
Using the dropdown menu, select the jurisdiction type that the applicant falls under (see image below).

As it states in the Acceptance Criteria/Eligibility Requirements section of this guide, the jurisdiction types that are eligible to apply are cities, counties, federally recognized tribes, and COGs.



Council of Government

Using the dropdown menu, select the Council of Government that applicant belongs to (see image below).



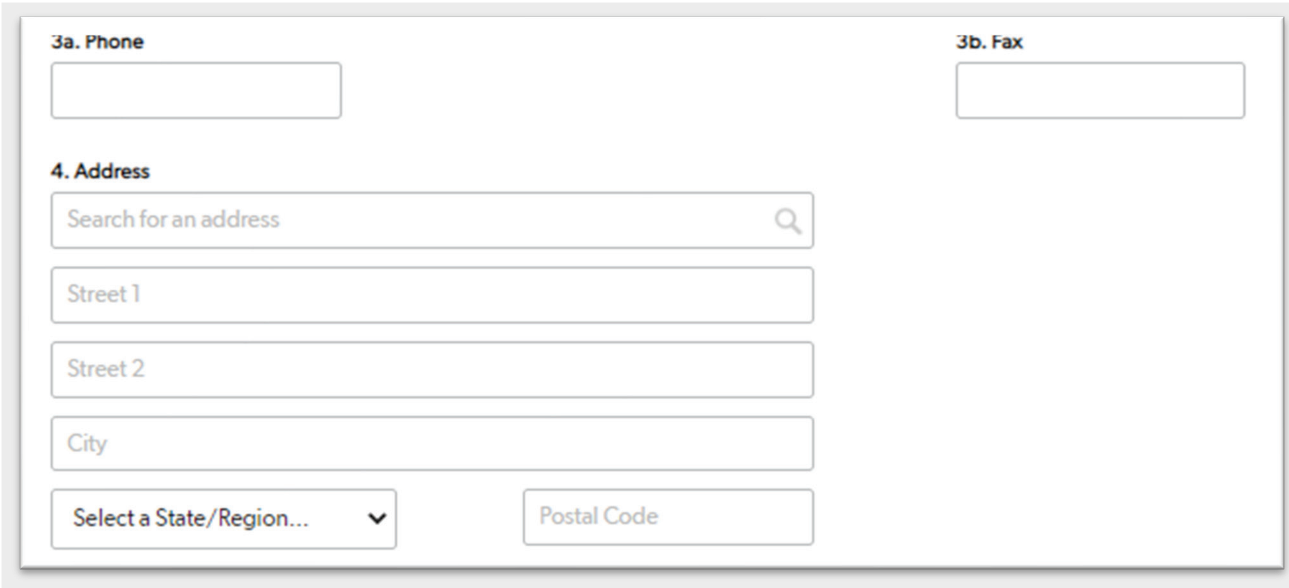
Applicant (Jurisdiction) Name

Type in the name of the jurisdiction applying to RCP. As soon as some text is entered, a list of options matching the entry will be displayed. Select the name of the jurisdiction from the list (see image below).

Note that the applicant is the entity that, if awarded, will be entering in a contractual relationship with the GLO, to include application entry and submission, contract execution, project implementation, and closeout.

Phone, Fax, and Address

Enter the phone number, fax number, and full address associated with the applicant/jurisdiction (see image below).



TIN / EIN

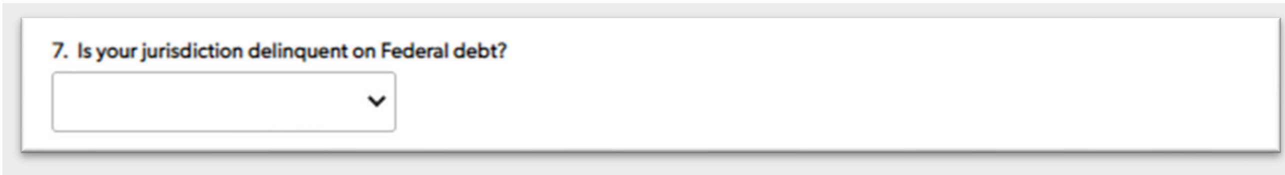
Enter the 9-digit Tax Identification Number (TIN) or Federal Employer Identification Number (EIN) associated with the applicant.

UEI (SAM)

Enter the 12-character Unique Entity Identifier (UEI) found on SAM.gov. A Unique Entity Identifier (UEI) is a unique number assigned to all entities (public and private companies, individuals, institutions, or organizations) who register to do business with the federal government. (U.S. General Services Administration). UEI numbers are obtained from www.sam.gov. Note: effective April 4, 2022, the UEI replaced the DUNS (Data Universal Numbering System) number. DUNS numbers no longer apply to federal fund applications.

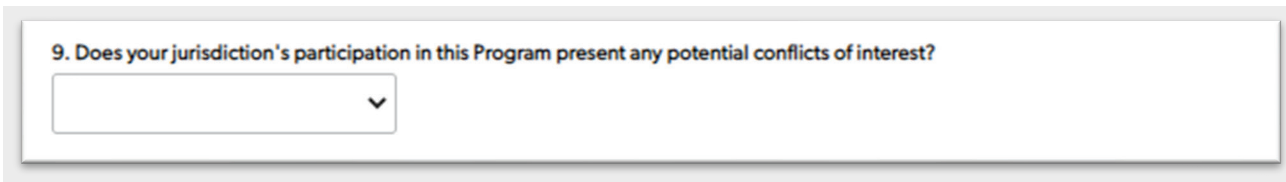
Is your jurisdiction delinquent on Federal debt?

Please indicate whether you are delinquent on federal debt (see image below). Applicants answering “yes” are required to also submit documentation (on the Documentation tab) confirming and explaining your delinquent status and any plans for remedy currently in place.



Does your jurisdiction's participation in this Program present any potential conflicts of interest?

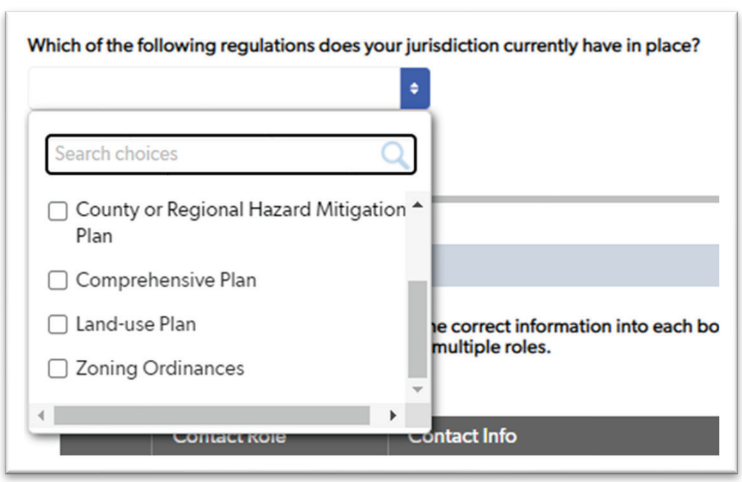
Indicate if the applicant’s participation in RCP presents any potential conflict of interest. Applicant answering “yes” will be asked to provide details in the comments box and upload any applicable supporting documentation to the Documentation tab of this application.



Which of the following regulations does your jurisdiction currently have in place?

Using the checkboxes, select all codes/ordinances/plans currently in place in the jurisdiction for which the RCP work will be completed (for example, if the jurisdiction for which the RCP work will be completed already has a Zoning Ordinance in place, check “Zoning Ordinances”).

Next, provide the required details for each selected code/ordinance/plan.



Contacts

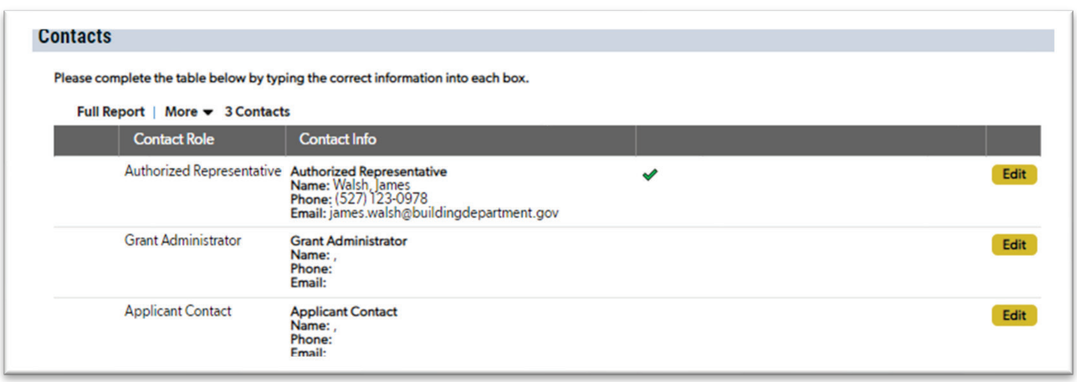
Next, fill out the contact information of the following individuals:

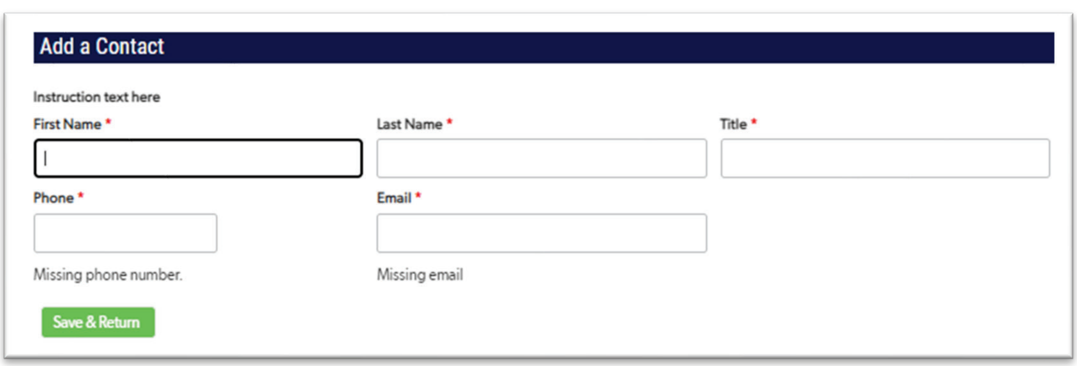
- Authorized Representative
- Grant Administrator
- Applicant Contact.

To enter the information, click the yellow "Edit" button (see image below).

Note: The Applicant Contact must satisfy the following requirements:

- Must be an individual working directly for the applying jurisdiction
- Cannot be a vendor
- Is the person that the GLO will go to, when it needs to interface directly with the jurisdiction (as opposed to interfacing with their vendor, if there is one)
- Must be familiar with the activities being performed under this grant, and available to answer questions from the GLO
- If necessary, the same person can serve as both the "Applicant Contact" and the "Authorized Representative/Authorized Signatory." For example, in very small communities, a mayor could reasonably be both the "Applicant Contact" and the "Authorized Representative." By contrast, in medium/larger communities, the GLO recommends that the "Applicant Contact" is someone other than the "Authorized Representative." For example, it could be the Planning Director.





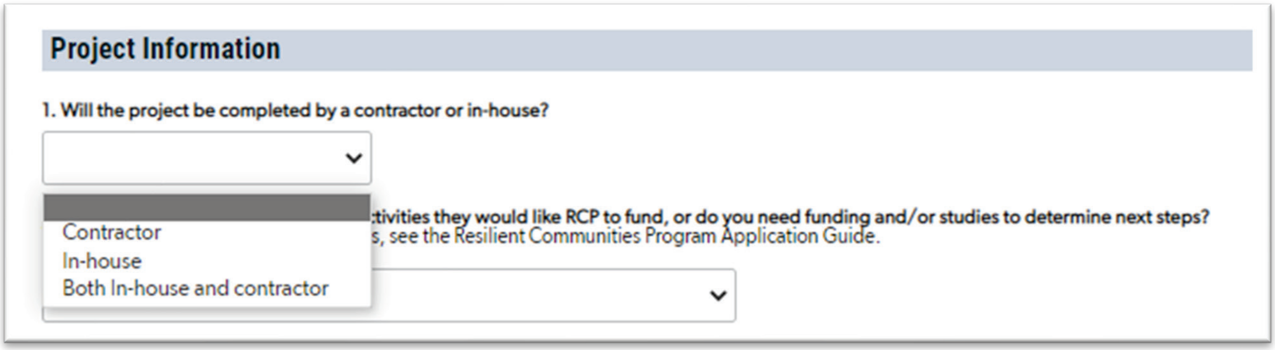
Once complete, save your work and move on to the next tab: Project Information Tab.

Project Information Tab

Fill out all the fields in the Project Information tab. Information on how to fill out each field is provided below.

Will the project be completed by a contractor or in-house?

Use the dropdown box to indicate whether the work will be performed by a contractor, in house, or both. See image below.



For which of the following categories is your jurisdiction is your jurisdiction applying?

Select the eligible activity that you would like to receive funding for. Check all that apply.

The available options are the following:

- Building Codes;
- Flood Damage Prevention Ordinance;
- Comprehensive Plan;
- Land-use Plan;
- Zoning Ordinances;
- Public Service Activities

Refer to the Eligible Activities section in this guide for more information.

BUILDING CODES

Note: this set of questions will only be asked if applicant selects the Building Codes eligible activity.

Confirm legal authority to implement the Building Codes action(s) selected by checking the appropriate box

Select one of the following options:

- The applicant jurisdiction has the legal authority to adopt Building Codes
- The applicant is a COG applying on behalf of a jurisdiction with legal authority to adopt Building Codes

If the second option is selected, you'll be asked to indicate the name and type of jurisdiction that you are applying on behalf of.

Provide a thorough narrative describing the scope of work to be completed and how it serves the overall project.
Enter the scope of work associated with the Building Codes grant. If more space is needed, you can create a separate document and upload it to the Other Documents section of the Documentation tab.

Please, confirm that the proposed Building Codes will meet the following Performance Requirements, and explain how:

• The codes being funded by RCP will meet or exceed the requirements set forth in the 2012 International Residential Code (IRC 2012)
• Building Code adoption must be complete within the RCP grant contract term (approximately 3 years).

Enter the requested information in the space provided. If more space is needed, you can create a separate document and upload it to the Other Documents section of the Documentation tab.
If you need assistance designing your actions and ensuring that they will increase the resilience of your community, please get in touch with the RCP team (rcp.glo@recovery.texas.gov). Additional information is also available in Appendix D of this guide.

FLOOD DAMAGE PREVENTION ORDINANCE
Note: This set of questions will only be asked if applicant selects the Flood Damage Prevention Ordinance eligible activity.

Confirm legal authority to implement the Flood Damage Prevention Ordinance action(s) selected by checking the appropriate box
Select one of the following options:

- The applicant jurisdiction has the legal authority to adopt Flood Damage Prevention Ordinances
- The applicant is a COG applying on behalf of a jurisdiction with legal authority to adopt Flood Damage Prevention Ordinances

If the second option is selected, you'll be asked to indicate the name and type of jurisdiction that you are applying on behalf of.

Provide a thorough narrative describing the scope of work to be completed and how it serves the overall project.
Enter the scope of work associated with the Flood Damage Prevention Ordinance grant. If more space is needed, you can create a separate document and upload it to the Other Documents section of the Documentation tab.

Please, confirm that the proposed Flood Damage Prevention Ordinance will meet the following Performance Requirements, and explain how:

• Construction at least 2 feet above base flood elevation (BFE) will be mandated
• Flood Damage Prevention Ordinance adoption must be complete within the RCP grant contract term (approximately 3 years)

Enter the requested information in the space provided. If more space is needed, you can create a separate document and upload it to the Other Documents section of the Documentation tab.

If you need assistance designing your actions and ensuring that they will increase the resilience of your community, please get in touch with the RCP team (rcp.glo@recovery.texas.gov). Additional information is also available in Appendix D of this guide.

COMPREHENSIVE PLAN

Note: This set of questions will only be asked if applicant selects the Comprehensive Plan eligible activity.

Confirm legal authority to implement the Comprehensive Plan action(s) selected by checking the appropriate box

Select one of the following options:

- **The applicant jurisdiction has the legal authority to adopt the Comprehensive Plan and the associated Zoning Ordinance**
- The applicant is a COG applying on behalf of a jurisdiction with legal authority to adopt the Comprehensive Plan and the associated Zoning Ordinance

If the second option is selected, you'll be asked to indicate the name and type of jurisdiction that you are applying on behalf of.

Provide a thorough narrative describing the scope of work to be completed and how it serves the overall project.

Enter the scope of work associated with the Comprehensive Plan grant. If more space is needed, you can create a separate document and upload it to the Other Documents section of the Documentation tab.

Please, confirm that the proposed Comprehensive Plan will meet the following Performance Requirements, and explain how:

• Plan will be forward-looking, and be integrated with the Hazard Mitigation Plan, if one exists
• It will identify local hazard risks and explain how it mitigates against those risks
• Plan will include: 1) Population Study; 2) Housing Study; 3) Land Use Study/Plan; 4) Zoning Ordinance; 5) Infrastructure Study / Capital Improvement Plan
• Adoption of the approved Comprehensive Plan and Zoning Ordinance must be complete within the RCP grant contract term (approximately 3 years).

Enter the requested information in the space provided. If more space is needed, you can create a separate document and upload it to the Other Documents section of the Documentation tab.

If you need assistance designing your actions and ensuring that they will increase the resilience of your community, please get in touch with the RCP team (rcp.glo@recovery.texas.gov). Additional information is also available in Appendix D of this guide.

LAND-USE PLAN

Note: This set of questions will only be asked if applicant selects the Land-Use Plan eligible activity.

Confirm legal authority to implement the Land-Use Plan action(s) selected by checking the appropriate box

Select one of the following options:

- The applicant jurisdiction has the legal authority to adopt the Land-Use Plan and the associated Zoning Ordinance
- The applicant is a COG applying on behalf of a jurisdiction with legal authority to adopt the Land-Use Plan and the associated Zoning Ordinance

If the second option is selected, you'll be asked to indicate the name and type of jurisdiction that you are applying on behalf of.

Provide a thorough narrative describing the scope of work to be completed and how it serves the overall project.

Enter the scope of work associated with the Land-Use Plan grant. If more space is needed, you can create a separate document and upload it to the Other Documents section of the Documentation tab.

Please, confirm that the proposed Land-use Plan will meet the following Performance Requirements, and explain how:

• Plan will be forward-looking, and be integrated with the Hazard Mitigation Plan, if one exists;
• It will identify local hazard risks and explain how it mitigates against those risks;
• It will be accompanied by a Zoning Ordinance that codifies the plan; and
• Adoption of the approved Land-use Plan and Zoning Ordinance must be complete within the RCP grant contract term (approximately 3 years).

Enter the requested information in the space provided. If more space is needed, you can create a separate document and upload it to the Other Documents section of the Documentation tab.

If you need assistance designing your actions and ensuring that they will increase the resilience of your community, please get in touch with the RCP team (rcp.glo@recovery.texas.gov). Additional information is also available in Appendix D of this guide.

ZONING ORDINANCE

Note: This set of questions will only be asked if applicant selects the Zoning Ordinance eligible activity.

Confirm legal authority to implement the Zoning Ordinance action(s) selected by checking the appropriate box

Select one of the following options:

- The applicant jurisdiction has the legal authority to adopt Zoning Ordinances

- The applicant is a COG applying on behalf of a jurisdiction with legal authority to adopt Zoning Ordinances

If the second option is selected, you'll be asked to indicate the name and type of jurisdiction that you are applying on behalf of.

Provide a thorough narrative describing the scope of work to be completed and how it serves the overall project.
Enter the scope of work associated with the Zoning Ordinance grant. If more space is needed, you can create a separate document and upload it to the Other Documents section of the Documentation tab.

Please, confirm that the proposed Zoning Ordinance will meet the following Performance Requirements, and explain how:

• Will be based upon a land-use or comprehensive plan written within 5 years of the date of application
• Zoning Ordinance adoption must be complete within the RCP grant contract term (approximately 3 years).

Enter the requested information in the space provided. If more space is needed, you can create a separate document and upload it to the Other Documents section of the Documentation tab.
If you need assistance designing your actions and ensuring that they will increase the resilience of your community, please get in touch with the RCP team (rcp.glo@recovery.texas.gov). Additional information is also available in Appendix D of this guide.

PUBLIC SERVICE ACTIVITIES

- Note: This set of questions will only be asked if applicant selects the Public Service Activities eligible activity. Public service activities are not a stand-alone option but should be in support of the plan, ordinance, code, or zoning that is being funded under this program.

Confirm legal authority to implement the Public Service Activities selected by checking the appropriate box
Select one of the following options:

- The applicant jurisdiction has the legal authority to implement the Public Service Activities
- The applicant is a COG applying on behalf of a jurisdiction with legal authority to implement the Public Service Activities

If the second option is selected, you'll be asked to indicate the name and type of jurisdiction that you are applying on behalf of.

Select the Public Service Activities your jurisdiction wants to perform
Check all that apply:

- CRS Public Information Activities
- Other Education and Outreach Activities

Provide a thorough narrative describing the scope of work to be completed and how it serves the overall project.
Enter the scope of work associated with the Public Service Activities grant. If more space is needed, you can create a separate document and upload it to the Other Documents section of the Documentation tab.

Please, confirm that the proposed Public Service Activities will meet the following Performance Requirements, and explain how:

- Public service activities will be in support of the plan, ordinance, code, or zoning that is being funded under this program.
- For Public Information Activities Leading to CRS Credits: they will meet the requirements for those activities within the CRS Coordinator's Manual
- For Other Education and Outreach Activities: they will be focused on alerting communities and beneficiaries about opportunities to mitigate identified risks through insurance, best practices, and other strategies (note: the risk types addressed by these activities are not limited to flooding).

Enter the requested information in the space provided. If more space is needed, you can create a separate document and upload it to the Other Documents section of the Documentation tab.

If you need assistance designing your actions and ensuring that they will increase the resilience of your community, please get in touch with the RCP team (rcp.glo@recovery.texas.gov). Additional information is also available in Appendix B and Appendix D of this guide.

National Objective Tab

Note: This tab and the questions therein will only be displayed if applicant selects the Public Service eligible activity.

The demographic data entered in this section must match the demographic data provided in other sections or attached documents.

Total number of beneficiaries

List the total number of people who will be benefitting from the proposed Public Service Activities. If the public service activity is intended to benefit all residents of the community enter the community's total population.

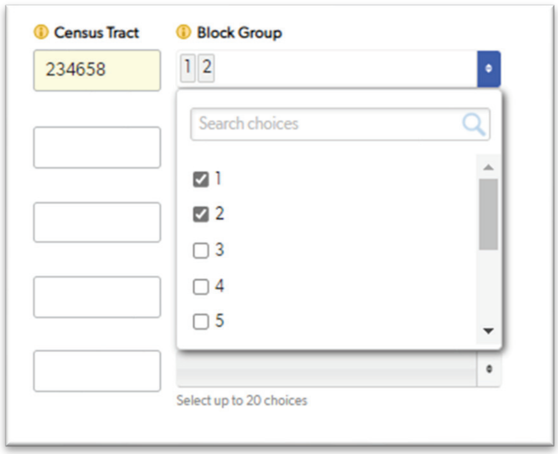
Beneficiary by sex

Enter the number of male and female beneficiaries, respectively.

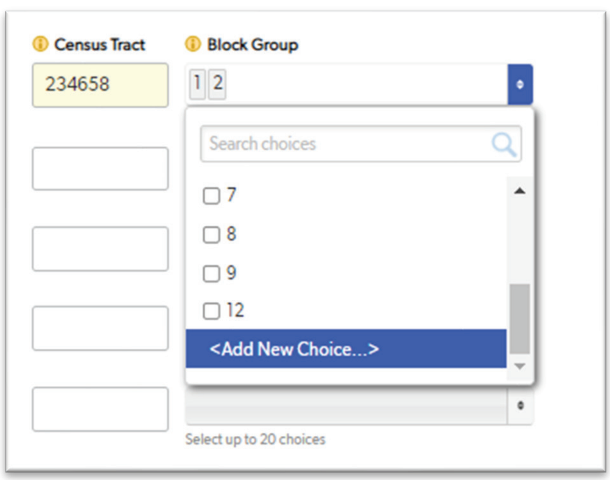
Note: the sum of male and female beneficiaries must equal the total number of beneficiaries.

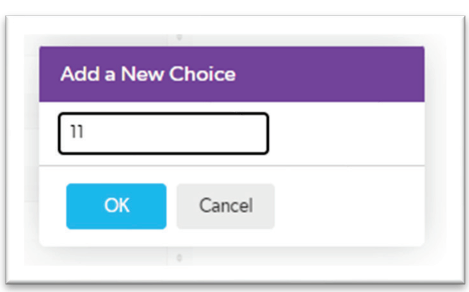
Use the spaces below to enter census tracts and associated block groups

Enter the census tracts and block groups associated with the Project Service Area (the area served by the project). Enter the census tract information in the first column and the block group information in the second column. For each census tract entered, specify all the applicable block groups by checking the appropriate boxes. See picture below.



If the list does not include the building group number associated with a census tract, click "Add New Choice", enter the block number manually, and then click OK, as illustrated in the picture below.





Is your jurisdiction a HUD Exception Grantee?
Indicate whether or not your jurisdiction is a HUD Exception Grantee.

Some communities have no or very few areas in which 51% of the residents are low- and moderate-income. For these communities, a HUD exception may have been granted.

Which HUD National Objective does the project meet?
Indicate which National Objective will be met by the proposed Public Service Activities.

Choose one of the following options:

- Low and Moderate Income - LMI
  - In order to meet this objective, applicant will have to demonstrate that at least 51 percent of the people served by the public service activity are LMI individuals. Principally benefit LMI persons:
- UNM - Urgent Need Mitigation:
  - In order to meet this objective applicant must demonstrate that the public service activities will result in measurable and verifiable reductions in the risk of loss of life and property from future disasters and yield community development benefits

Total number of LMI beneficiaries

Note: This question will only be asked if applicant selects the LMI National Objective

List the total number of LMI individuals who will be benefitting from the proposed Public Service Activities. If the public service activity is intended to benefit all residents of the community enter the community's total number of LMI individuals.

Percentage of LMI beneficiaries

Note: This field will only appear if applicant selects the LMI National Objective

This field is automatically entered by the system. No action needed.

Describe the proposed project(s) that benefit low-to-moderate income people
Note: This question will only be asked if applicant selects the LMI National Objective

Provide the information in the space provided

Explain how the proposed project addresses the current and future risks as identified in the state's Mitigation Needs Assessment of Most Impacted and Distressed Areas; and how it yields a community development benefit or will result in a measurable and verifiable reduction in the risk of loss of life and property

Note: This question will only be asked if applicant selects the UNM National Objective

Provide the information in the space provided

Select the method(s) used to determine the beneficiaries
Select one of the following methods:

- LMI Area Benefit
- LMI Area Benefit (City-wide)
- LMI Area Benefit (County-wide)
- UNM Area Benefit
- UNM Area Benefit (City-wide)
- UNM Area Benefit (County-wide)

What method was used for Beneficiary Identification?
Select one of the following:

- Census (HUD LMISD)
- Surveys

Provide a brief description of the beneficiary identification method used to determine this national objective.
Enter a description in the space provided. Recommended length is 200 words.

Provide an explanation for the use of surveys, as opposed to LMISD data.
Note: This question will only be asked if applicant indicated that beneficiaries were identified through a survey.

Enter the required explanation in the space provided. Recommended length is 200 words.

In addition to entering the explanation, please upload the following to the Documentation tab, National Objective section:

For 100% surveys:
1. Survey Tabulation Form
2. Survey List
3. Map indicative of households surveyed overlaid with the corresponding project service area
4. Survey Questionnaires (these Survey Questionnaires must be submitted in the same order as indicated on the survey list.)
5. Survey Questionnaires of Vacant Households/Units and Non-Responsive Households.

For random ONLY surveys, the documents must be submitted in the following order:
1. Survey Tabulation Form
2. Survey List
3. Map indicative of households surveyed overlaid with the corresponding project service area
4. Sample Size Calculator/Random Number Generator
5. Sample Pool Survey Questionnaires (these Survey Questionnaires must be submitted in the same order as indicated in the number generator and should only include those Survey Questionnaires counted in the pool, not questionnaires that were replaced)

6. Replaced Survey Questionnaires (if applicable) (these are the non-response Survey Questionnaires that were replaced by responding Survey Questionnaires)
7. Non-sampled Survey Questionnaires (if applicable) (if random sampling was required, place all of the Survey Questionnaires that were not in the sample pool in this section)
8. Survey Questionnaires of Vacant Households/Units and Non-Responsive Households

For additional information on surveys, refer to the Survey Methodology Manual available on the RCP website.

Survey Begin Date and End Date
Note: This question will only be asked if applicant indicated that beneficiaries were identified through a survey.

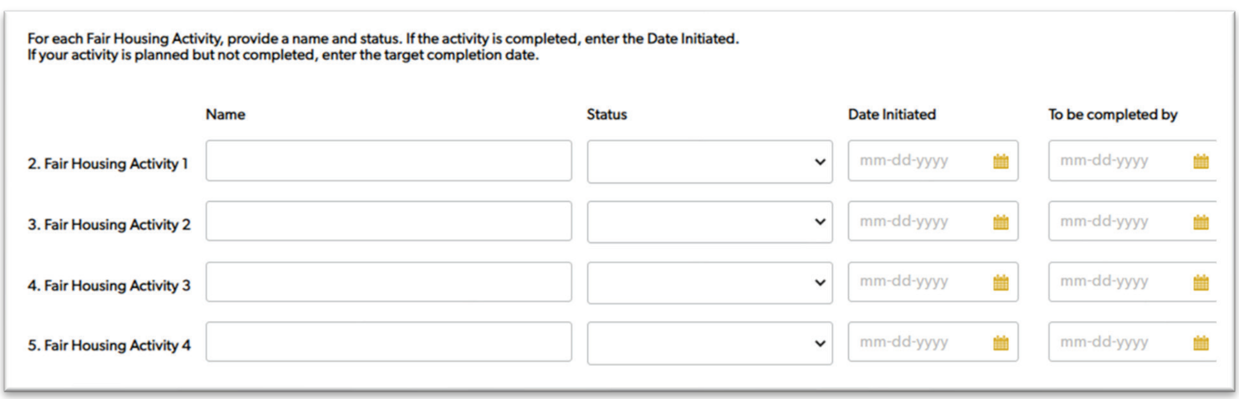
Enter the survey start and end date in the space provided.

Fair Housing Tab

Regardless of which eligible activity(ies) was/were selected, all applicants must answer this set of question. For more information see the AFFH Requirements section.

What methods and criteria were used to prioritize the project(s) in the application, including affirmatively furthering fair housing?
Enter the information in the space provided

For each Fair Housing Activity, provide a name and status. If the activity is completed, enter the Date Initiated. If your activity is planned but not completed, enter the target completion date.
Enter the information in the space provided


For each Fair Housing Activity, provide a name and status. If the activity is completed, enter the Date Initiated.
If your activity is planned but not completed, enter the target completion date.

	Name	Status	Date Initiated	To be completed by
2. Fair Housing Activity 1			mm-dd-yyyy	mm-dd-yyyy
3. Fair Housing Activity 2			mm-dd-yyyy	mm-dd-yyyy
4. Fair Housing Activity 3			mm-dd-yyyy	mm-dd-yyyy
5. Fair Housing Activity 4			mm-dd-yyyy	mm-dd-yyyy

Funding Information Tab

Has your jurisdiction acquired or requested funds from sources other than CDBG-MIT? (Ex. FEMA)
Indicate whether your jurisdiction has acquired or requested other funds.

Other Funds Table

If answer to previous question is “yes” you will be required to fill in the other funds table. To add the funds, click the “Add Other Funds” button (see image below). For each item, list the funding source, the amount requested/acquired, the status, and an explanation.

Add Other Funds

Full Report | More ▾ 1 Other Fund

	Funding Source	Amount	Status	Explanation of Funds Usage and DOB	
	FEMA BRIC	$120,000.00	Requested	Jurisdiction applied to the BRIC competition. Waiting for an award.	Edit
TOT		$120,000.00			

In what month does the Applicant's fiscal year end?
Enter the month of the year on which the fiscal year ends
Are you planning to request funding for indirect costs?
This question is only asked when the applicant is a COG.

Indicate whether you plan to request funds for indirect costs. If answer is “yes”, you will be required to upload an Indirect Cost Allocation Summary.

RCP Funds Request

Enter the Planning Cost for each of the eligible activity(ies) previously selected. Planning Costs is the cost to create and adopt each of the selected plan/ordinance/regulation and include the Grant Administration fees. These costs may be incurred either directly by the jurisdiction, or by a vendor, or by both.

Subsequently, enter the Total Grant Administration Fees. The Total Grant Administration Fees is the cost to administer the entirety of the RCP grant (i.e., submit all payment requests, respond to all RFIs from the GLO, compile closeout documentation etc.). These costs may be incurred either directly by the jurisdiction, or by a vendor, or by both.

Note that Grant Administration Fees are capped. For RCP grants $249,999.99 or less, cap is 13%. For RCP grants $250,000 or above, cap is 11%.

Please enter the Planning Cost for Each Grant Category, as well as the Total Grant Administration Fees.

	Planning Costs	
Building Codes	18,000.00	
Flood Damage Prevention Ordinance	18,000.00	
Comprehensive Plan	90,000.00	
Grant Administration Fees	14,000.00	% of Total Grant 10%
Total Grant Request	$140,000.00	

Next, break down the previously entered Grant Administration Fees by eligible activity. Additionally, for each eligible activity indicate whether the work will be performed in-house, by a vendor, or both.

See image below.

Please break down the Grant Administration Fees by Grant Category, and indicate who will be performing the work.

Grant Category	Planning Costs	Grant Administration Fees	Grant Category Totals (Planning + GA)	Performed by
Building Codes	$18,000.00	2000.00	$20,000.00	In-house
Flood Damage Prevention Ordinance	$18,000.00	2000.00	$20,000.00	In-house
Comprehensive Plan	$90,000.00	10,000.00	$100,000.00	Vendor
Total	$126,000.00	$14,000.00	$140,000.00	

The amounts entered for Planning Costs and for Grant Administration Fees are automatically added to calculate the eligible activities Totals (Planning + GA).

Cost Reasonableness Tab

Note, if the requested amount for one or more eligible activities exceeds the recommended maximum, a message like the one in the below image will be displayed. The message states that you will be required to complete a Cost Reasonableness Justification Form.

Warning: Your requested amount for one or more grant category exceeds our recommended maximum.

Below are the recommended maximums for each grant category based off the population of your jurisdiction. If your requested costs exceed the values below, you will be asked to provide a justification for requesting higher costs.

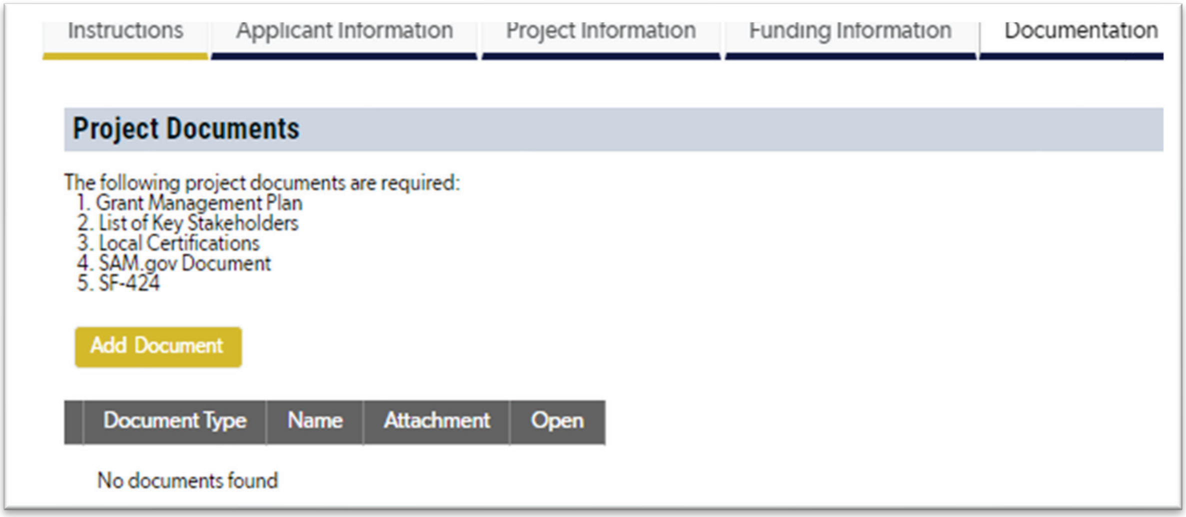
GRANT CATEGORY	REQUESTED AMOUNT (PLANNING + GA)	RECOMMENDED CATEGORY MAXIMUM (PLANNING + GA)
Building Code	$20,500.00	$20,000

A preview of the Cost Reasonableness Justification Form is available in in Appendix E.

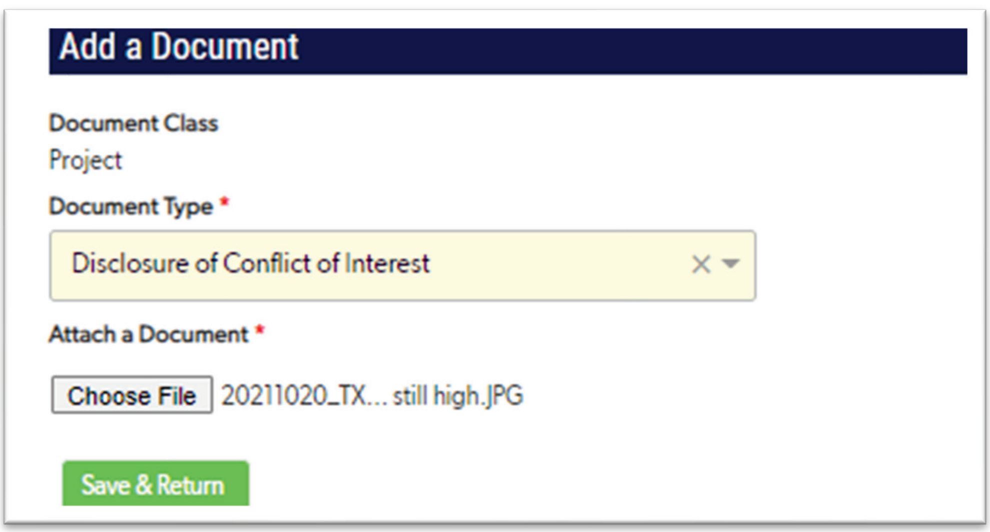
Documentation Tab

Use this tab to upload the required documentation. A list of required documents will be generated based on the answers provided in the previous tabs. Documents are organized in classes: Project Documents, Environmental Documents, Procurement Documents, Financial Documents, and Other Documents.

For each class, upload the required documents by clicking the "Add Document" gold button displayed under the class's header (see image below).



To upload a document, first select the Document Type using the dropdown menu, and then click the "Choose File" button to select the file to upload. Once done, click the "Save & Return" button to go back to the Documentation Tab (see image below).



The table below offers a synopsis of what to upload and when.

DOCUMENT TYPE	DOCUMENT CLASS	WHEN SHOULD DOCUMENT BE UPLOADED?
SF-424	Project	Always
Local Certifications	Project	Always
List of Key Stakeholders	Project	Always
SAM.gov Document	Project	Always
Grant Management Plan	Project	Always
Conflict of Interest	Project	Not required. Recommended if applicant needs to substantiate their explanation about potential conflicts of interest.
Legal Authority Documentation	Project	Always
Environmental Exempt Form	Environmental	Always
LMISD Data	National Objective	When applicant selects the Public Service eligible activity (regardless of which National Objective they want to meet) and indicate that they identified beneficiaries via census data
Project Service Area and Census Map	National Objective	When applicant selects the Public Service eligible activity (regardless of which National Objective they want to meet) and indicate that they identified beneficiaries via census data
Survey Documentation	National Objective	When applicant selects the Public Service eligible activity (regardless of which National Objective they want to meet) and indicate that they identified beneficiaries via a survey
DP05 (ACS 5-year estimate)	National Objective	When applicant selects the Public Service eligible activity
Race/Ethnicity/Gender Calculator	National Objective	When applicant selects the Public Service eligible activity
Urgent Need Mitigation Documentation	National Objective	When applicant selects the Public Service eligible activity and claims to meet the UNM National Objective
Fair Housing Activity information	Fair Housing	Always
147C Form from the Internal Revenue Service (“IRS”)	Financial	Always
Fiscal Year End Statement	Financial	Always

DOCUMENT TYPE	DOCUMENT CLASS	WHEN SHOULD DOCUMENT BE UPLOADED?
Single Audit	Financial	When applicant expended $750,000 or more in federal funds in the past fiscal year.
Finance Policies and Procedures	Financial	Always
Other Funds	Financial	When applicant responds "yes" to question about acquired or requested funds from other sources
Federal Debt Delinquency	Financial	When applicant responds "yes" to federal debt delinquency question
Procurement Policies and Procedures (Local & Federal)	Procurement	Always
Evidence of Adoption of Procurement Policies and Procedures	Procurement	Always
Other Documents	Other	Optional. Recommend if applicant needs to include information not captured by the application.

Below is a more detailed description of the content of each document.

PROJECT DOCUMENTS

SF-424

All applicants must submit a SF-424 Form. The SF-424 is a standard form used in federal grant applications to collect information including but not limited to type of submission, applicant information, type of applicant, and proposed project dates. All applications must be accompanied by a completed and signed Application for Federal Assistance SF-424.

By completing, signing, and submitting the SF-424 with the application, each applicant for CDBG-MIT funding is providing local certifications indicating that this 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.

(Note: False certification can result in legal action against the jurisdiction.)

A sample SF-424 Form is available for download on the RCP website (https://recovery.texas.gov/rcp). For your convenience, some fields have been prefilled. Detailed instructions on completing the SF-424 are provided, in Appendix C of this Guide.

Local Certifications

All applicants must submit a Local Certifications form. Local Certification is a form for applicants to affirm that certain rules and regulations were followed in preparation of this CDBG-MIT program application.

The MIT-Local Certifications form must be signed by the local authorized signatory, submitted with the Application, and retained with the local application file. Each application must include a MIT-Local Certifications form signed by an authorized signatory.

A sample MIT-Local Certifications form is available for download on the RCP website (https://recovery.texas.gov/rcp).

List of Key Stakeholders
All applicants must submit a list of all key stakeholders. These are the individuals involved in the administrative portion of the grant. **These individuals MUST BE employees of the county/city/special district/COG**. For each individual, applicant must indicate their name, title, position, years of CDBG experience, monthly hours committed to project, phone number and email.

Key stakeholders should include the following positions:

- Authorized Signatories
- Financial Management (Lead and Alternate)
- Procurement (Lead and Alternate)
- Project Manager:
- Contracts (if applicable)

In addition to these positions, applicants should also provide the same details (name, years of CDBG experience, etc.) for their grant administrator. Grant administrator can either jurisdiction employee/representative or a vendor.

SAM.gov Printout or Screenshot
All applicants must submit a SAM.gov Printout or Screenshot. The System for Award Management (SAM.gov) is an official website of the U.S. Government used to register to do business with the U.S. Government; update, renew, or check the status of your entity registration; search for entity registration and exclusion records, and more.

As part of the application, all applicants must submit their UEI (Unique Entity Identifier) number, and a screenshot or printout of their SAM.gov Entity Dashboard. The screenshot must include the UEI, show that the applicant record is active and does not have any active exclusion records.

Grant Management Plan
All applicants are required to submit a Grant Management Plan.

Applicants for CDBG-MIT funding are expected to have assessed administrative, design, and all other elements required to deliver a successful eligible project by the end of the contract. All required to submit a Grant Management Plan can use the minimum requirements defined below to identify stakeholders who will administer and execute the award.

In the context of RCP, a Grant Management Plan is a strategy for preparing to administer federal grant funds. Each Grant Management Plan will be reviewed to assure funding recipients have sufficient capacity to administer federal grants.

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

- Detail of the project's objectives and goals
- A list of actions to achieve the goals and objectives along with a timeline for the various stages of the project, defining when actions, objectives, and goals are to be complete and assigning the responsible staff position (not individual names)/partner
- A process to handle project implementation to include overall tracking, draw coordination, procurement coordination, and progress reporting
- A process to handle financial management and contract administration to include overall tracking, draw processing, procurement eligibility, and contract maintenance (amendments/revisions/etc.)
- A process to handle staff/ partner personnel changes and duty transfers. Identify key stakeholders that will participate in the execution of all project activities.

Disclosure of Conflict of Interest
Applicants are required to designate an individual to serve as an administrator 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.

In the application, the applicant is required to indicate if any conflicts of interest are present. If any conflicts of interest are present, the applicant is also required to provide a detailed description, and they are recommended, but not required, to submit any corresponding supporting documentation.

Legal Authority Documentation
All applicants are required to submit Legal Authority Documentation.

This is a document providing proof that the applicant has the legal authority to adopt each activity for which they are seeking funding.

<u>ENVIRONMENTAL DOCUMENTS</u>

Environmental Exemption
All applicants are required to submit an Environmental Exemption form.

An environmental review is the process of reviewing a project and its potential environmental impacts to determine whether it meets federal, state, and local environmental standards. The environmental review process is required for all HUD-assisted projects to ensure that the proposed project does not negatively impact the surrounding environment and that the property site itself will not have an adverse environmental or health effect on end users.

Not every project is subject to a full environmental review (i.e., every project's environmental impact must be examined, but the extent of this examination varies), but every project must comply with the National Environmental Policy Act (NEPA), and other related Federal and state environmental laws.

In the context of RCP, because all eligible activities are planning and/or study-related, Applicants are exempt from performing an environmental review. However, applicants must describe the activity for which they are applying for program funds and make a written determination of exemption.

More information about the environmental exemption requirements, and a sample version Environmental Exemption Form, can be found, in Appendix C of this guide, as well as on the RCP website (https://recovery.texas.gov/rcp).

NATIONAL OBJECTIVE DOCUMENTS

LMISD Data

All applicants using the census to identify project beneficiaries must submit the Low- and Moderate-Income Summary Data (LMISD) associated with their project service area. To produce this information, follow the following process: (1) Download the 2021 LMISD (A sample SF-424 Form is available for download on the RCP website (https://recovery.texas.gov/rcp). on the GLO website. This spreadsheet contains LMISD information summarized at the city-, county-, and block-group-level; (2) Identify the LMI data of associated with your project service area. Depending on your project this may be city-level data, county-level data, or block-group-level data (3) Keep the row or rows associated with your project service areas; (4) Delete everything else, both rows and sheets; 5) Submit the LMISD Data

Project Service Area and Census Map

All applicants using the census to identify project beneficiaries must submit a Project Service Area and Census Map. Map must include city boundaries, county boundaries, census tract (CT) boundaries, block group (BG) boundaries, and all associated labels (CT #, BG #, etc.). Note: CT and BG boundaries should be included in the map even if the project service area is the entire city/county.

Survey Documentation

All applicants using a survey to identify project beneficiaries must submit the appropriate survey documentation as defined in the Survey Methodology Manual, available for download on the RCP website (https://recovery.texas.gov/rcp).

For 100% surveys, please upload the following documentation:

1) Survey Tabulation Form;
2) Survey List;
3) Map indicative of households surveyed overlaid with the corresponding project service area
4) Survey Questionnaires (these Survey Questionnaires must be submitted in the same order as indicated on the survey list.);
5) Survey Questionnaires of Vacant Households/Units and Non-Responsive Households.

For random ONLY surveys, the documents must be submitted in the following order:

1) Survey Tabulation Form;
2) Survey List;
3) Map indicative of households surveyed overlaid with the corresponding project service area

4) Sample Size Calculator/Random Number Generator;
5) Sample Pool Survey Questionnaires (these Survey Questionnaires must be submitted in the same order as indicated in the number generator and should only include those Survey Questionnaires counted in the pool, not questionnaires that were replaced);
6) Replaced Survey Questionnaires (if applicable) (these are the non-response Survey Questionnaire that were replaced by responding Survey Questionnaires);
7) Non-sampled Survey Questionnaires (if applicable) (if random sampling was required, place all of the Survey Questionnaires that were not in the sample pool in this section);
8) Survey Questionnaires of Vacant Households/Units and Non-Responsive Households.

DP05 (ACS 5-year estimate)

All applicants must provide the most recent ACS 5 Year Estimate DP05 used to populate beneficiary demographic section. Note: data included in the DP05 must match population data entered in the application and included in the other uploaded documents.

Race/Ethnicity/Gender Calculator

All applicants must provide the and Race and Ethnicity/Gender Calculator. Fill out the calculator template on the GLO website (available for download on the RCP website (https://recovery.texas.gov/rcp) with the relevant information and submit the filled-out calculator. Note: data included in the calculator must match population data entered in the application and included in the other uploaded documents.

Urgent Need Mitigation Documentation

All applicants aiming to meet the Urgent Need Mitigation (UNM) National Objective must provide documentation explaining how the proposed project addresses the current and future risks as identified in the state's Mitigation Needs Assessment of most impacted and distressed areas, and how it yields a community development benefit; or how it will result in a measurable and verifiable reduction in the risk of loss of life and property

FAIR HOUSING DOCUMENTS

Fair Housing Activity information

All applicants must submit evidentiary documentation pertaining to their Affirmatively Furthering Fair Housing (AFFH) activities. Documentation should follow guidelines listed in the AFFH section of this guide.

FINANCIAL DOCUMENTS

IRS 147-C Form

The Texas General Land Office ("GLO") is updating its contract management system. One of the new fields now required is the Texas Identification Number ("TIN"), which the Texas Comptroller of Public Accounts will use to issue your payments. The Comptroller's office uses the Federal Employer Identification Number ("FEIN") as a basis to issue the TIN, so the GLO needs to have your FEIN to verify your TIN. Please see below for information from the Comptroller's website about this verification process.

To start this verification process, the GLO is requesting that you send either a 147C form from the Internal Revenue Service ("IRS") or any other IRS document that includes your vendor name and FEIN on IRS letterhead.

To request a 147c form, call 1-800-829-4933 and ask for a Form 147C, also known as an EIN verification letter, to be issued to you. This phone number reaches the IRS Business & Specialty Tax department, which is open between 7 a.m. and 7 p.m. your local time. You can receive your 147C Form in two ways: by fax (receive it immediately) or mail (receive it in 10-14 days).

Fiscal Year End Statement and Single Audit (if applicable)
All applicants must submit their most recent, fiscal year-end audit reports.

Applicants must also submit their most recent Single Audit, if they've received one. Any jurisdictions that expended $750,000 or more in federal funds in the past fiscal year, must receive a Single Audit and must attach such Audit to their application.

The Single Audit is an organization-wide financial statement and federal awards' audit of a non-federal entity that expends $750,000 or more in federal funds in one year. It is intended to provide assurance to the Federal Government that a non-federal entity has adequate internal controls in place and is generally in compliance with program requirements. Non-federal entities typically include states, local governments, Indian tribes, universities, and non-profit organizations.

Note: The Single Audit must also include the Schedule of Federal Expenditures. As you attach the Single Audit to the application, ensure this is included in the document.

Finance Policies and Procedures
All applicants must provide local financial management policies and procedures to prepare for the receipt of federal funding.

As a basis to develop their Financial Policies and Procedures, the applicant can refer to Chapter 4 – Financial Management of the GLO CDBG Implementation Manual:
https://www.glo.texas.gov/sites/default/files/2025-03/ch4-financial-management.pdf

To be eligible, the applicant should submit a document that covers the content listed in the chapter.

Note: Financial Policies and Procedures and Procurement Policies and Procedures are not the same document and include different content. Financial Policies and Procedures cannot be uploaded in lieu of Procurement Policies and Procedures and vice versa.

Other Funds Documentation
If funding from other sources is being used in conjunction with program funds, applicants will be required to submit documentation related to all non-CDBG funding sources, whether requested or already acquired, such as Notification of Award, Grant Contract, Evidence of Application Submission, etc.

Federal Debt Delinquency
If applicant stated that they are delinquent on Federal Debt, they will be required to upload any relevant documentation.

PROCUREMENT DOCUMENTS

Procurement Policies and Procedures (local and federal)
All applicants must provide:

9) adopted **local procurement policies and procedures** (i.e., the "normal" procedures used for procurements that do not involve federal funds), and
10) adopted **federal procurement policies and procedures** that show they are prepared to receive 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.

    Applicants must follow the procurement process guidelines set forth in 2 CFR §200.317-§200.327 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.

For further detail regarding procurement methods and requirements, refer to "Chapter 5 – Procurement" of the GLO CBDG Implementation Manual:
https://www.glo.texas.gov/sites/default/files/2025-04/ch5-procurement1743634039961.pdf

Evidence of Adoption of Procurement Policies and Procedures
All applicants must submit documentation from the applicable city council, commissioners court, or other representative body which formally adopted the applicant's Procurement Policies and Procedures.

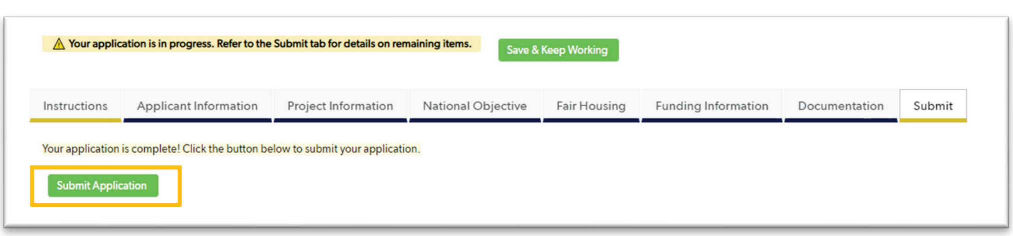
OTHER DOCUMENTS

Use this Document Class to submit any additional documents that might help substantiate your application.

Submit Tab

After completely filling out the application and uploading all required documents, you will be able to submit the application. Go to the Submit Tab.

Click on the Submit Tab and navigate to the "Submit Application" button. Note that the Submit button will not be displayed if all tabs have not been completed and all required documents have not been uploaded. Click the button Submit the application (see image below).



A confirmation email with the subject “TX GLO Resilient Communities Program Application Submission” will be sent to the user’s email address. This email includes an intake Application No. and constitutes official proof of application submission (see image below).

TX GLO Resilient Communities Program – Application Received

rcp.glo @ recovery.texas.gov (via Quickbase) <notify@quickbase.com>
To grantTRAX Test 1

Reply | Reply All | Forward

Tue 4/15/2025 4:10 PM

External Sender - Caution: This message originated from outside of ICF. Be careful when responding to or taking actions based on this message.

Addison,

Congratulations on successfully submitting your application to the Texas General Land Office, Resilient Communities Program (RCP). Your application has been received and will be reviewed for eligibility by our RCP grant management team. If any additional information is needed, a request for information will be submitted via the QuickBase portal.

Your intake Application No. is 100200-APP. Click here to view your application

If you have any questions regarding the status of your application, please contact our Help Desk at 512-463-5302 or email rcp.glo@recovery.texas.gov.

Regards,

The RCP Grant Management Team

Resilient Communities Program (RCP)
Community Development & Revitalization
Texas General Land Office, Commissioner Dawn Buckingham, M.D.
Help Desk 512-463-5302 | Email rcp.glo@recovery.texas.gov
glo.texas.gov/disaster-recovery

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AFTER THE APPLICATION: WHAT TO EXPECT

Application Review

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, and (3) meets program requirements.

Upon receipt of a RCP application, GLO will perform a first review as soon as possible on a continuous basis. If application is missing any information required to determine eligibility, GLO will contact the applicant to obtain the missing information via a form Request for Information (RFI). To the extent possible, GLO will work with the applicant to produce a complete and eligible application.

Award & Contract

If the application is determined to be eligible, GLO will send the applicant a notification of award and a grant contract will be executed. After execution, a Kickoff Meeting will be scheduled to discuss the administrative and programmatic components of the RCP grant. The Kickoff Meeting will be tailored to the specific eligible activities selected by the applicant.

Reimbursements

After signing the contract with GLO, RCP subrecipients will submit the documentation needed to receive the funds awarded. RCP is a reimbursement-based program.

The reimbursement process is organized in multiple milestones. Each milestone corresponds to multiple deliverables. A milestone is reached when all related deliverables have been submitted and approved. At each milestone, subrecipients can draw up to a certain percentage of the funds. This is called the Not-to-Exceed percentage, or NTE.

In order to be reimbursed (up to the NTE), subrecipients must provide the required deliverables and evidence of cost incurred. The submitted deliverables must show that performance requirements have been met.

Performance Requirements & Deliverables

The following section provides guidance on the deliverables that must be submitted, including the elements that must be included and the standards that must be met, in order to receive reimbursement. Each eligible activity also must be completed within a specific time period. Each eligible activity has unique performance requirements and corresponding acceptance criteria.

Building Codes

Performance Requirements (Building Codes)

- The codes being funded by RCP must meet or exceed the requirements set forth in the 2012 International Residential Code (IRC 2012)
- Building Code adoption must be complete within the RCP grant contract term (approximately **3 years**).
  NOTE: If this requirement is not satisfied, all funds will be recaptured.

1st Milestone (Building Codes)

Subrecipient shall submit to the GLO, for review and approval as to form, the following documents: 1) Start-Up Document A: Authorized Signatory Form, 2) Start-Up Document B: Resolution Authorizing Signatories, 3) Start-Up Document C: Direct Deposit Authorization Form, 4) Start-Up Document D: Financial Interest Report (FIR), 5) Procurement Documentation, 6) In-House Work Plan, 7) Request for Payment (RFP)Packet

Start-Up Document A: Authorized Signatory Form

The form to fill out will be provided at kickoff. The purpose of this form is to identify the individuals authorized to sign contractual and financial documents, respectively, related to the TX-GLO grant. Additionally, this form identifies the lending institution that will serve as depository for the grant funds.

Start-Up Document B: Resolution Authorizing Signatories

This document is a resolution passed by the local jurisdiction's governmental body (city council, county commissioners' court, etc.) authorizing the signatories. No template for this document is provided at kickoff.

Start-Up Document C: Direct Deposit Authorization Form

The form to fill out will be provided at kickoff. This form is used to receive payments from the state of Texas by direct deposit, or to change/cancel existing direct deposit information.

Start-Up Document D: Financial Interest Report (FIR)
The form to fill out will be provided at kickoff. The Financial Interest Report (FIR) is used to collect information about contracts between the TX GLO grant subrecipient (local jurisdiction) and their vendors. This form must be submitted for all contracts of $ 2,000 or more. A separate FIR must be submitted for each vendor.

Procurement Documentation (if work is performed by a vendor).
If outside services are procured to assist with the grant and/or RCP activities, Subrecipient shall submit procurement documentation to the GLO. For instructions on how to conduct procurement, Subrecipient shall refer to the Community Development & Revitalization Procurement Guidance For Subrecipients Under 2 CFR Part 200 (Uniform Rules) and to the Buying Right CDBG-DR and Procurement HUD webpage. Failure to properly procure in accordance with state and federal laws, rules, and regulations, including but not limited to 2 C.F.R. 200, may be cause for rejection of the related-reimbursement request by Subrecipient.

At a minimum, documentation must include the following elements:

- request for proposals
- evidence/affidavit of publication
- evidence of solicitation to disadvantaged business enterprises (DBE)
- cost analysis documentation
- received bids
- bid evaluation and selection documentation
- award letter
- executed contract

In-House Work Documentation (if work is performed in-house).
If any of the funds will be used to fund work completed in-house, Subrecipient shall submit procurement documentation to the GLO. At a minimum, documentation must include the following elements:

- estimated work hours, number of full-time employees (FTEs), associated hourly rates, work description, and total cost

Request for Payment (RFP) Packet
This packet provides information of the expenses for which subrecipients is requesting a reimbursement. Instructions on what to include will be provided at kickoff.

2nd Milestone (Building Codes)
Upon GLO's review and approval as to form of the Procurement Documentation and/or In-House Work Plan (whichever is applicable), Subrecipient shall submit to GLO, for review and approval as to form, the following documents: a) Building Code Preliminary Details summary; b) Draft Amendments (only if amending code); and c) Documentation of Public Hearing on Amendments (only if amending code)

Building Code Preliminary Details
At a minimum, Building Code Preliminary Details summary must include the following elements:

- Code name (for example: International Residential Code, or IRC)
- Code edition (for example: 2018)
- Appendices that will be included (for example: A through Q)

Additional details may also be provided.

NOTE: Building Code must meet or exceed the requirements set forth in the 2012 International Residential Code (IRC 2012).

Draft Amendments (only needed if amending code)
At a minimum, documentation must include the following elements:

- List of sections that will be amended
- Draft amendment language

Additional details may also be provided.

Documentation of Public Hearing on Amendments (only needed if amending code)
At a minimum, Building Code Preliminary Details documentation must include the following elements:

At a minimum, documentation must include the following elements:

- Meetings details: date, entity calling the meeting, list of participants, agenda
- Meeting notes

Additional details may also be provided.

Request for Payment (RFP) Packet
This packet provides information of the expenses for which subrecipients is requesting a reimbursement. Instructions on what to include will be provided at kickoff.

3rd Milestone (Building Codes)
Upon GLO's review and approval as to form of Code Preliminary Details, Draft Amendments (if applicable), and Documentation of Public Hearing on Amendments (if applicable), Subrecipient shall submit to GLO, for review and approval as to form, the following documents: a) Adopted Building Code and b) Evidence of Adoption by Jurisdiction.

Adopted Building Code
At a minimum, Adopted Code documentation must include the following elements:

• Code name (for example: IRC)

• Code Edition (for example: 2018)

• Code Table of Content

• Code Chapters and Chapter Text

• Appendices

• Amendments (this can be either a standalone section or be integrated with the rest of the document)

Additional details may also be provided.

NOTE: Code must meet or exceed the requirements set forth in the 2012 International Residential Code (IRC 2012).

Evidence of Adoption
At a minimum, documentation must include the following elements:

• Resolution from the City Council, County Commissioners Court, or governing body documenting the adoption of the Building Code

Additional details may also be provided.

NOTE: Building Code adoption must be complete within the RCP grant contract term (approximately **3 years**).

Request for Payment (RFP) Packet
This packet provides information of the expenses for which subrecipients is requesting a reimbursement. Instructions on what to include will be provided at kickoff.

4th Milestone (Building Codes)
Upon GLO's review and approval as to form of Adopted Building Code and Evidence of Adoption by Jurisdiction, Subrecipient shall submit to GLO, for review and approval as to form, the required Closeout documentation.

Closeout Documentation
At a minimum, documentation must include the following elements:

• Closeout documents

• Outstanding documents (if applicable)

Request for Payment (RFP) Packet
This packet provides information of the expenses for which subrecipients is requesting a reimbursement. Instructions on what to include will be provided at kickoff.

Flood Damage Prevention Ordinance

Performance Requirements (Flood Ordinance)

- Must mandate construction at least 2 feet above base flood elevation (BFE)
- Flood Damage Prevention Ordinance adoption must be complete within the RCP grant contract term (**approximately 3 years**).
  NOTE: If this requirement is not satisfied, all funds will be recaptured.

1st Milestone (Flood Ordinance)

Subrecipient shall submit to the GLO, for review and approval as to form, the following documents: 1) Start-Up Document A: Authorized Signatory Form, 2) Start-Up Document B: Resolution Authorizing Signatories, 3) Start-Up Document C: Direct Deposit Authorization Form, 4) Start-Up Document D: Financial Interest Report (FIR), 5) Procurement Documentation, 6) In-House Work Plan, 7) Request for Payment (RFP)Packet

Start-Up Document A: Authorized Signatory Form

The form to fill out will be provided at kickoff. The purpose of this form is to identify the individuals authorized to sign contractual and financial documents, respectively, related to the TX-GLO grant. Additionally, this form identifies the lending institution that will serve as depository for the grant funds.

Start-Up Document B: Resolution Authorizing Signatories

This document is a resolution passed by the local jurisdiction's governmental body (city council, county commissioners court, etc.) authorizing the signatories. No template for this document is provided at kickoff.

Start-Up Document C: Direct Deposit Authorization Form

The form to fill out will be provided at kickoff. This form is used to receive payments from the state of Texas by direct deposit, or to change/cancel existing direct deposit information.

Start-Up Document D: Financial Interest Report (FIR)

The form to fill out will be provided at kickoff. The Financial Interest Report (FIR) is used to collect information about contracts between the TX GLO grant subrecipient (local jurisdiction) and their vendors. This form must be submitted for all contracts of $ 2,000 or more. A separate FIR must be submitted for each vendor.

Procurement Documentation (if work is performed by a vendor).

If outside services are procured to assist with the grant and/or RCP activities, Subrecipient shall submit procurement documentation to the GLO. For instructions on how to conduct procurement, Subrecipient shall refer to the Community Development & Revitalization Procurement Guidance For Subrecipients Under 2 CFR Part 200 (Uniform Rules) and to the Buying Right CDBG-DR and Procurement HUD webpage. Failure to properly procure in accordance with state and federal laws, rules, and regulations, including but not limited to 2 C.F.R. 200, may be cause for rejection of the related-reimbursement request by Subrecipient.

At a minimum, documentation must include the following elements:

- request for proposals
- evidence/affidavit of publication
- evidence of solicitation to disadvantaged business enterprises (DBE)
- cost analysis documentation
- received bids
- bid evaluation and selection documentation
- award letter
- executed contract

In-House Work Documentation (if work is performed in-house).
If any of the funds will be used to fund work completed in-house, Subrecipient shall submit procurement documentation to the GLO. At a minimum, documentation must include the following elements:

- estimated work hours, number of full-time employees (FTEs), associated hourly rates, work description, and total cost

Request for Payment (RFP) Packet
This packet provides information of the expenses for which subrecipients is requesting a reimbursement. Instructions on what to include will be provided at kickoff.

2nd Milestone (Flood Ordinance)
Upon GLO's review and approval as to form of the Procurement Documentation and/or In-House Work Plan (whichever is applicable), Subrecipient shall submit to GLO, for review and approval as to form, the Draft Flood Damage Prevention Ordinance.

Draft Flood Damage Prevention Ordinance
At a minimum, the draft ordinance must:

- mandate construction at least 2 feet above base flood elevation (BFE)
- meet one the following models developed by the Texas Water Development Board (TWDB), which can be found at the following TWDB website:

https://www.twdb.texas.gov/flood/insurance/participation.asp

The TWDB model that is applicable to the Subrecipient depends on the amount of information that the U.S. Federal Emergency Management Agency (FEMA) has made available to the community:

- Model 60.3 (a): No FEMA flood map available
- Model 60.3 (b): FEMA flood map available without elevations
- Model 60.3 (c): FEMA flood map available with elevations
- Model 60.3 (d): FEMA flood map available with elevations and floodway
- Model 60.3 (e): FEMA flood map available with coastal high hazards
- Model 60.3 (c-e): FEMA flood map available with elevations and coastal high hazards
- Model 60.3 (d-e): FEMA flood map available with elevations, floodways and coastal high hazards

Request for Payment (RFP) Packet

This packet provides information of the expenses for which subrecipients is requesting a reimbursement. Instructions on what to include will be provided at kickoff.

3rd Milestone (Flood Ordinance)

Upon GLO's review and approval as to form of the Draft Flood Damage Prevention Ordinance, Subrecipient shall submit to GLO, for review and approval as to form, the Adopted Flood Damage Prevention Ordinance.

Adopted Flood Damage Prevention Ordinance

At a minimum, the draft ordinance must:

• mandate construction at least 2 feet above base flood elevation (BFE)

• meet one the following models developed by the Texas Water Development Board (TWDB). Which

model to use will depends on the amount of information that FEMA made available for the community:

- Model 60.3 (a): No FEMA flood map available
- Model 60.3 (b): FEMA flood map available without elevations
- Model 60.3 (c): FEMA flood map available with elevations
- Model 60.3 (d): FEMA flood map available with elevations and floodway
- Model 60.3 (e): FEMA flood map available with coastal high hazards
- Model 60.3 (c-e): FEMA flood map available with elevations and coastal high hazards
- Model 60.3 (d-e): FEMA flood map available with elevations, floodways and coastal high hazards

Evidence of Adoption
At a minimum, documentation must include the following elements:

• Resolution from the City Council, County Commissioners Court, or governing body documenting the adoption of the Flood Damage Prevention Ordinance

Additional details may also be provided.

- **NOTE:** Flood Damage Prevention Ordinance adoption must be complete within the RCP grant contract term (**approximately 3 years**).

Request for Payment (RFP) Packet
This packet provides information of the expenses for which subrecipients is requesting a reimbursement. Instructions on what to include will be provided at kickoff.

4th Milestone (Flood Ordinance)
Upon GLO's review and approval as to form of Adopted Flood Damage Prevention Ordinance and Evidence of Adoption by Jurisdiction, Subrecipient shall submit to GLO, for review and approval as to form, the required Closeout documentation.

Closeout Documentation
At a minimum, documentation must include the following elements:

• Closeout documents

• Outstanding documents (if applicable)

Request for Payment (RFP) Packet
This packet provides information of the expenses for which subrecipients is requesting a reimbursement. Instructions on what to include will be provided at kickoff.

<u>Comprehensive Plan</u>

Performance Requirements (Comprehensive Plan)

- Must be forward-looking, and be integrated with the Hazard Mitigation Plan, if one exists
- Must identify local hazard risks and explain how it mitigates against those risks
- Must include:
    1. Population Study
    2. Housing Study
    3. Land Use Study/Plan
    4. Zoning Ordinance, or similar governing regulation or code provision.
    5. Infrastructure Study / Capital Improvement Plan
- Adoption of the approved Comprehensive Plan and Zoning Ordinance, or similar governing regulation or code provision, must be complete within the RCP grant contract term (approximately **3 years**).
  <u>NOTE:</u> If this requirement is not satisfied, all funds will be recaptured.

1st Milestone (Comprehensive Plan)

Subrecipient shall submit to the GLO, for review and approval as to form, the following documents: 1) Start-Up Document A: Authorized Signatory Form, 2) Start-Up Document B: Resolution Authorizing Signatories, 3) Start-Up Document C: Direct Deposit Authorization Form, 4) Start-Up Document D: Financial Interest Report (FIR), 5) Procurement Documentation, 6) In-House Work Plan, 7) Request for Payment (RFP)Packet

Start-Up Document A: Authorized Signatory Form

The form to fill out will be provided at kickoff. The purpose of this form is to identify the individuals authorized to sign contractual and financial documents, respectively, related to the TX-GLO grant. Additionally, this form identifies the lending institution that will serve as depository for the grant funds.

Start-Up Document B: Resolution Authorizing Signatories

This document is a resolution passed by the local jurisdiction's governmental body (city council, county commissioners' court, etc.) authorizing the signatories. No template for this document is provided at kickoff.

Start-Up Document C: Direct Deposit Authorization Form

The form to fill out will be provided at kickoff. This form is used to receive payments from the state of Texas by direct deposit, or to change/cancel existing direct deposit information.

Start-Up Document D: Financial Interest Report (FIR)

The form to fill out will be provided at kickoff. The Financial Interest Report (FIR) is used to collect information about contracts between the TX GLO grant subrecipient (local jurisdiction) and their vendors. This form must be submitted for all contracts of $ 2,000 or more. A separate FIR must be submitted for each vendor.

Procurement Documentation (if work is performed by a vendor).

If outside services are procured to assist with the grant and/or RCP activities, Subrecipient shall submit procurement documentation to the GLO. For instructions on how to conduct procurement, Subrecipient shall refer to the Community Development & Revitalization Procurement Guidance For Subrecipients Under 2 CFR Part 200 (Uniform Rules) and to the Buying Right CDBG-DR and Procurement HUD webpage. Failure to properly procure in accordance with state and federal laws, rules, and regulations, including but not limited to 2 C.F.R. 200, may be cause for rejection of the related-reimbursement request by Subrecipient.

At a minimum, documentation must include the following elements:

- request for proposals
- evidence/affidavit of publication
- evidence of solicitation to disadvantaged business enterprises (DBE)
- cost analysis documentation
- received bids

- bid evaluation and selection documentation
- award letter
- executed contract

In-House Work Documentation (if work is performed in house).
If any of the funds will be used to fund work completed in-house, Subrecipient shall submit procurement documentation to the GLO. At a minimum, documentation must include the following elements:

- estimated work hours, number of full-time employees (FTEs), associated hourly rates, work description, and total cost

Request for Payment (RFP) Packet
This packet provides information of the expenses for which subrecipients is requesting a reimbursement. Instructions on what to include will be provided at kickoff.

2nd Milestone (Comprehensive Plan)
Upon GLO's review and approval as to form of the Procurement Documentation and/or In-House Work Plan (whichever is applicable), Subrecipient shall submit to GLO, for review and approval as to form, the following documents: a) Assessment of Current Comprehensive Plans, b) Base Studies, c) Documentation of 1st Round of Public Meetings, and d) Draft Goals, Objectives, and Policies.

Assessment of Current Plans
At a minimum, document must include the following elements:

- List of current plans, both local and regional, with associated adoption dates.
- A synopsis of how these plans bear on the Comprehensive Plan that will be developed
- Hazard Mitigation Plans, if present, must be included in the assessment

Additional information may also be included.

Base Studies
At a minimum, document must include the following elements:

- Identification of local hazard risk(s). These must align with Hazard Mitigation Plan, if one exists
- Population study that provides an estimate and projection for the next 20 years
- Housing study that describes the composition of the existing housing stock, including total number of units, number of single family and multifamily units, and vacancy rates, as well as a projection for the number of future housing units needed ten (10) years from the date of the plan and the composition of those units (e.g., single family, multifamily)
- Land Use Study that describes the land use of every parcel within the jurisdiction and includes a future land use map that accounts for future population changes

• Infrastructure study and Capital Improvement Plan that describes the water, wastewater, drainage, and streets systems, including length, width, materials, and condition or age (if available), as well as proposed prioritized improvements to those systems

Additional studies (e.g., environmental, economic, etc.) may also be included.

Documentation of 1st Round of Public Meetings
At a minimum, document must include the following elements:

• Meeting details: date, list of participants, agenda

• Meeting notes

Additional details may also be provided.

Draft Goals, Objectives, and Policies
At a minimum, document must include the following elements:

• Draft list of goals. A goal is a broad, achievable, and usually long-term outcome.

• Draft list of objectives associated with each goal. An objective is a specific and measurable action to achieve a goal.

• Draft list of the policies, if applicable, that will be deployed to implement the objectives

Additional details may also be provided.

Request for Payment (RFP) Packet
This packet provides information of the expenses for which subrecipients is requesting a reimbursement. Instructions on what to include will be provided at kickoff.

3rd Milestone (Comprehensive Plan)
Upon GLO's review and approval as to form of Assessment of Current Comprehensive Plans, Base Studies, Documentation of 1st Round of Public Meetings, and Draft Goals, Objectives, and Policies, Subrecipient shall submit to GLO, for review and approval as to form, the following documents: a) Documentation of 2nd Round of Public Meetings and b) Preliminary Draft of Comprehensive Plan.

Documentation of 2nd Round of Public Meetings
At a minimum, document must include the following elements:

• Meetings details: date, list of participants, agenda

• Meeting notes

Additional details may also be provided.

Preliminary Draft of Comprehensive Plan
At a minimum, document must include the following elements:

• SECTION 1: RESULTS OF BASE STUDIES: these are the findings of the studies submitted under 2nd Milestone - Base Studies

• SECTION 2: GOALS AND OBJECTIVES STATEMENT: this is the final and community-approved version of the goals and objectives originally submitted under 2nd Milestone - Draft Goals/Objectives/Policies

• SECTION 3: COMPREHENSIVE PLAN – DRAFT (50% Developed, or significant progress on each of the plan elements listed below)

- Land Use Plan + Map: graphic and written presentation of desirable and feasible alternative land use patterns. Must be based on the goals and objectives of the community. Map should be clear and include streets, lots and block lines. All land uses must be included.
- Resiliency Measures: must include a description of how hazard mitigation strategies and actions were incorporated into the Comprehensive Plan
- Transportation Plan + Map: must include street and highway pattern, private transportation and, if applicable, public transportation. Must include all planned improvements
- Infrastructure/Capital Improvement Plan + Map: must include water, wastewater, storm drainage, electric, gas, cable, telephone
- Community Facilities Plan + Map: must include schools, libraries, parks, recreation and open space, health care, and other public facilities
- Additional Sections - Optional: examples: Urban Design Elements, Historic Preservation Plan, Downtown Redevelopment Plan, Environmental Plan
- Implementation Strategy: the steps that the city will take to enforce the provisions of the plan

Additional elements may also be included, as long as all required elements are present.

Request for Payment (RFP) Packet
This packet provides information of the expenses for which subrecipients is requesting a reimbursement. Instructions on what to include will be provided at kickoff.

4th Milestone (Comprehensive Plan)
Upon GLO's review and approval as to form of Documentation of 2nd Round of Public Meetings and Preliminary Draft of Comprehensive Plan, Subrecipient shall submit to GLO, for review and approval as to form, the following documents: a) Documentation of 3rd Round of Public Meetings, b) the Adopted Comprehensive Plan, and c) Evidence of Adoption by Jurisdiction.

Documentation of 3rd Round of Public Meetings
At a minimum, document must include the following elements:

• Meetings details: date, list of participants, agenda

• Meeting notes

Additional details may also be provided.

Adopted Comprehensive Plan (including Land Use Plan)
At a minimum, document must include the following elements:

• SECTION 1: RESULTS OF BASE STUDIES: these are the findings of the studies submitted under 2nd Milestone - Base Studies

• SECTION 2: GOALS AND OBJECTIVES STATEMENT: this is the final and community-approved version of the goals and objectives originally submitted under 2nd Milestone - Draft Goals/Objectives/Policies

• SECTION 3: COMPREHENSIVE PLAN (100% Developed)

  - Land Use Plan + Map: graphic and written presentation of desirable and feasible alternative land use patterns. Must be based on the goals and objectives of the community. Map should be clear and include streets, lots and block lines. All land uses must be included.
  - Resiliency Measures: must include a description of how hazard mitigation strategies and actions were incorporated into the Comprehensive Plan
  - Transportation Plan + Map: must include street and highway pattern, private transportation and, if applicable, public transportation. Must include all planned improvements
  - Infrastructure/Capital Improvement Plan + Map: must include water, wastewater, storm drainage, electric, gas, cable, telephone
  - Community Facilities Plan + Map: must include schools, libraries, parks, recreation and open space, health care, and other public facilities

• Additional Sections - Optional: examples: Urban Design Elements, Historic Preservation Plan, Downtown Redevelopment Plan, Environmental Plan

• Implementation Strategy: the steps that the city will take to enforce the provisions of the plan

Additional elements may also be included, as long as all required elements are present.

Adopted Zoning Ordinance or equivalent enforcing regulation(s) or code provision(s)
At a minimum, the Adopted Zoning Ordinance must include the following elements:

• Definitions

• Use Chart

• Zoning District Requirements

• Procedure for Amending the Zoning Ordinance and/or Map

• Nonconforming Uses/Structures

• Zoning Board of Adjustment

• Other Requirements and Standards

Evidence of adoption of a) Comprehensive Plan and b) Zoning Ordinance or equivalent enforcing regulation(s) or code provision(s)
At a minimum, documentation must include the following elements:

• Resolution from the City Council documenting adoption of Comprehensive Plan, listing the plan's name and date of adoption

• Resolution from the City Council documenting adoption of Zoning Ordinance (or equivalent) that codifies that Comprehensive Plan, listing the plan's name and the ordinance date of adoption

Additional details may also be provided.

- **NOTE: adoption of the approved Comprehensive Plan and Zoning Ordinance, or similar governing regulation or code provision, must be complete within the RCP grant contract term (approximately 3 years), or else funds will be recaptured.**

Request for Payment (RFP) Packet
This packet provides information of the expenses for which subrecipients is requesting a reimbursement. Instructions on what to include will be provided at kickoff.

5th Milestone (Comprehensive Plan)
Upon GLO's review and approval as to form of Documentation of 3rd Round of Public Meetings, the Adopted Comprehensive Plan, and Evidence of Adoption by Jurisdiction, Subrecipient shall submit to GLO, for review and approval as to form, the required Closeout documentation.

Closeout Documentation
At a minimum, documentation must include the following elements:

• Closeout documents

• Outstanding documents (if applicable)

Request for Payment (RFP) Packet
This packet provides information of the expenses for which subrecipients is requesting a reimbursement. Instructions on what to include will be provided at kickoff.

<u>Land Use Plan</u>

Performance Requirements (Land Use Plan)

- Must be forward-looking, and be integrated with the Hazard Mitigation Plan, if one exists
- Must identify local hazard risks and explain how it mitigates against those risks
- Must be accompanied by a Zoning Ordinance, or similar governing regulation or code provision, that codifies the plan
- Adoption of the approved Land Use Plan and Zoning Ordinance, or similar governing regulation or code provision, must be complete within the RCP grant contract term (approximately **3 years**).
  <u>NOTE:</u> if this requirement is not satisfied, all funds will be recaptured.

1st Milestone (Land Use Plan)
Subrecipient shall submit to the GLO, for review and approval as to form, the following documents: 1) Start-Up Document A: Authorized Signatory Form, 2) Start-Up Document B: Resolution Authorizing Signatories, 3) Start-Up Document C: Direct Deposit Authorization Form, 4) Start-Up Document D: Financial Interest Report (FIR), 5) Procurement Documentation, 6) In-House Work Plan, 7) Request for Payment (RFP)Packet

Start-Up Document A: Authorized Signatory Form
The form to fill out will be provided at kickoff. The purpose of this form is to identify the individuals authorized to sign contractual and financial documents, respectively, related to the TX-GLO grant. Additionally, this form identifies the lending institution that will serve as depository for the grant funds.

Start-Up Document B: Resolution Authorizing Signatories
This document is a resolution passed by the local jurisdiction's governmental body (city council, county commissioners' court, etc.) authorizing the signatories. No template for this document is provided at kickoff.

Start-Up Document C: Direct Deposit Authorization Form
The form to fill out will be provided at kickoff. This form is used to receive payments from the state of Texas by direct deposit, or to change/cancel existing direct deposit information.

Start-Up Document D: Financial Interest Report (FIR)
The form to fill out will be provided at kickoff. The Financial Interest Report (FIR) is used to collect information about contracts between the TX GLO grant subrecipient (local jurisdiction) and their vendors. This form must be submitted for all contracts of $ 2,000 or more. A separate FIR must be submitted for each vendor.

Procurement Documentation (if work is performed by a vendor).
If outside services are procured to assist with the grant and/or RCP activities, Subrecipient shall submit procurement documentation to the GLO. For instructions on how to conduct procurement, Subrecipient shall refer to the Community Development & Revitalization Procurement Guidance For Subrecipients Under 2 CFR Part 200 (Uniform Rules) and to the Buying Right CDBG-DR and Procurement HUD webpage. Failure to properly procure in accordance with state and federal laws, rules, and regulations, including but not limited to 2 C.F.R. 200, may be cause for rejection of the related-reimbursement request by Subrecipient.

At a minimum, documentation must include the following elements:

- request for proposals
- evidence/affidavit of publication
- evidence of solicitation to disadvantaged business enterprises (DBE)
- cost analysis documentation
- received bids
- bid evaluation and selection documentation
- award letter
- executed contract

In-House Work Documentation (if work is performed in house).
If any of the funds will be used to fund work completed in-house, Subrecipient shall submit procurement documentation to the GLO. At a minimum, documentation must include the following elements:

- estimated work hours, number of full-time employees (FTEs), associated hourly rates, work description, and total cost

Request for Payment (RFP) Packet
This packet provides information of the expenses for which subrecipients is requesting a reimbursement. Instructions on what to include will be provided at kickoff.

2nd Milestone (Land Use Plan)
Upon GLO's review and approval as to form of the Procurement Documentation and/or In-House Work Plan (whichever is applicable), Subrecipient shall submit to GLO, for review and approval as to form, the following documents: a) Assessment of Current Land Use Plans, b) Base Studies, and c) Documentation of 1st Round of Public Meetings.

Assessment of Current Plans
At a minimum, document must include the following elements:

• List of current plans, both local and regional, with associated adoption dates.

• A synopsis of how these plans bear on the Land Use Plan that will be developed

• Hazard Mitigation Plans, if present, must be included in the assessment

Additional information may also be included.

Base Studies
At a minimum, document must include the following elements:

• Identification of local hazard risk(s). These must align with Hazard Mitigation Plan, if one exists

Additional studies (e.g., environmental, economic, etc.) may also be included.

Documentation of 1st Round of Public Meetings
At a minimum, document must include the following elements:

• Meetings details: date, list of participants, agenda

• Meeting notes

Additional details may also be provided.

Request for Payment (RFP) Packet
This packet provides information of the expenses for which subrecipients is requesting a reimbursement. Instructions on what to include will be provided at kickoff.

3rd Milestone (Land Use Plan)
Upon GLO's review and approval as to form of Assessment of Current Land Use Plans, Base Studies, and Documentation of 1st Round of Public Meetings, Subrecipient shall submit to GLO, for review and approval as to form, the following documents: a) Documentation of 2nd Round of Public Meetings and b) Preliminary Draft of Land Use Plan.

Documentation of 2nd Round of Public Meetings
At a minimum, document must include the following elements:

• Meetings details: date, list of participants, agenda

• Meeting notes

Additional details may also be provided.

Preliminary Draft of Land Use Plan
At a minimum, document must include the following elements:

• SECTION 1: RESULTS OF BASE STUDIES: these are the findings of the studies submitted under 2nd Milestone - Base Studies

• SECTION 2: LAND USE PLAN – DRAFT (50% Developed , or significant progress on each of the plan elements listed below)

- • Land Use Plan + Map: graphic and written presentation of desirable and feasible alternative land use patterns of the community. Map should be clear and include streets, lots and block lines. All land uses must be included.
- • Resiliency Measures: must include a description of how hazard mitigation strategies and actions were incorporated into the Land Use Plan
- • Implementation Strategy: the steps that the city will take to enforce the provisions of the plan

Additional elements may also be included, as long as all required elements are present.

Request for Payment (RFP) Packet
This packet provides information of the expenses for which subrecipients is requesting a reimbursement. Instructions on what to include will be provided at kickoff.

4th Milestone (Land Use Plan)
Upon GLO's review and approval as to form of Documentation of 2nd Round of Public Meetings and Preliminary Draft of Land Use Plan, Subrecipient shall submit to GLO, for review and approval as to form, the following documents: a) Documentation of 3rd Round of Public Meetings, b) the Adopted Land Use Plan, and c) Evidence of Adoption by Jurisdiction.

Documentation of 3rd Round of Public Meetings
At a minimum, document must include the following elements:

• Meetings details: date, list of participants, agenda

• Meeting notes

Additional details may also be provided.

Adopted Land Use Plan
At a minimum, document must include the following elements:

• SECTION 1: RESULTS OF BASE STUDIES: these are the findings of the studies submitted under 2nd Milestone - Base Studies

• SECTION 2: LAND USE PLAN – (100% Developed)

• Land Use Plan + Map: graphic and written presentation of desirable and feasible alternative land use patterns. Map should be clear and include streets, lots and block lines. All land uses must be included.

• Resiliency Measures: must include a description of how hazard mitigation strategies and actions were incorporated into the Land Use Plan

• Implementation Strategy: the steps that the city will take to enforce the provisions of the plan

Additional elements may also be included, as long as all required elements are present.

Adopted Zoning Ordinance (or equivalent enforcing regulation(s) or code provision(s))
At a minimum, the Adopted Zoning Ordinance must include the following elements:

- Definitions
- Use Chart
- Zoning District Requirements
- Procedure for Amending the Zoning Ordinance and/or Map
- Nonconforming Uses/Structures
- Zoning Board of Adjustment
- Other Requirements and Standards

Evidence of adoption of a) Land Use Plan and b) Zoning Ordinance or equivalent
At a minimum, documentation must include the following elements:

• Resolution from the City Council documenting adoption of Land Use Plan, listing the plan's name and date of adoption

• Resolution from the City Council documenting adoption of Zoning Ordinance (or equivalent) that codifies that Land Use Plan, listing the plan's name and the ordinance date of adoption

Additional details may also be provided.

NOTE: Adoption of the approved Comprehensive Plan and Zoning Ordinance, or similar governing regulation or code provision, must be complete within the RCP grant contract term (approximately 3 years), or else funds will be recaptured.

Request for Payment (RFP) Packet
This packet provides information of the expenses for which subrecipients is requesting a reimbursement. Instructions on what to include will be provided at kickoff.

5th Milestone (Land Use Plan)
Upon GLO's review and approval as to form of Documentation of 3rd Round of Public Meetings, the Adopted Land Use Plan, and Evidence of Adoption by Jurisdiction, Subrecipient shall submit to GLO, for review and approval as to form, the required Closeout documentation.

Closeout Documentation
At a minimum, documentation must include the following elements:

• Closeout documents

• Outstanding documents (if applicable)

Request for Payment (RFP) Packet
This packet provides information of the expenses for which subrecipients is requesting a reimbursement. Instructions on what to include will be provided at kickoff.

<u>Zoning Ordinance, or Similar Governing Regulation or Code Provision</u>

Performance Requirements (Zoning Ordinance or similar governing regulation or code provision)

- Must be based upon a land-use or comprehensive plan written within 5 years of the date of application
- Adoption of Zoning Ordinance, or similar governing regulation or code provision, must be completed within the RCP grant contract term (approximately 3 years).
  <u>NOTE:</u> If this requirement is not satisfied, all funds will be recaptured.

1st Milestone (Zoning Ordinance, or similar governing regulation or code provision)
Subrecipient shall submit to the GLO, for review and approval as to form, the following documents: 1) Start-Up Document A: Authorized Signatory Form, 2) Start-Up Document B: Resolution Authorizing Signatories, 3) Start-Up Document C: Direct Deposit Authorization Form, 4) Start-Up Document D: Financial Interest Report (FIR), 5) Procurement Documentation, 6) In-House Work Plan, 7) Request for Payment (RFP)Packet

Start-Up Document A: Authorized Signatory Form
The form to fill out will be provided at kickoff. The purpose of this form is to identify the individuals authorized to sign contractual and financial documents, respectively, related to the TX-GLO grant. Additionally, this form identifies the lending institution that will serve as depository for the grant funds.

Start-Up Document B: Resolution Authorizing Signatories
This document is a resolution passed by the local jurisdiction's governmental body (city council, county commissioners court, etc.) authorizing the signatories. No template for this document is provided at kickoff.

Start-Up Document C: Direct Deposit Authorization Form
The form to fill out will be provided at kickoff. This form is used to receive payments from the state of Texas by direct deposit, or to change/cancel existing direct deposit information.

Start-Up Document D: Financial Interest Report (FIR)
The form to fill out will be provided at kickoff. The Financial Interest Report (FIR) is used to collect information about contracts between the TX GLO grant subrecipient (local jurisdiction) and their vendors. This form must be submitted for all contracts of $ 2,000 or more. A separate FIR must be submitted for each vendor.

Procurement Documentation (if work is performed by a vendor).
If outside services are procured to assist with the grant and/or RCP activities, Subrecipient shall submit procurement documentation to the GLO. For instructions on how to conduct procurement, Subrecipient shall refer to the Community Development & Revitalization Procurement Guidance For Subrecipients Under 2 CFR Part 200 (Uniform Rules) and to the Buying Right CDBG-DR and Procurement HUD webpage. Failure to properly procure in accordance with state and federal laws, rules, and regulations, including but not limited to 2 C.F.R. 200, may be cause for rejection of the related-reimbursement request by Subrecipient.

At a minimum, documentation must include the following elements:

- request for proposals
- evidence/affidavit of publication
- evidence of solicitation to disadvantaged business enterprises (DBE)
- cost analysis documentation
- received bids
- bid evaluation and selection documentation
- award letter
- executed contract

In-House Work Documentation (if work is performed in house).
If any of the funds will be used to fund work completed in-house, Subrecipient shall submit procurement documentation to the GLO. At a minimum, documentation must include the following elements:

- estimated work hours, number of full-time employees (FTEs), associated hourly rates, work description, and total cost

Request for Payment (RFP) Packet
This packet provides information of the expenses for which subrecipients is requesting a reimbursement. Instructions on what to include will be provided at kickoff.

2nd Milestone (Zoning Ordinance, or similar governing regulation or code provision)
Upon GLO's review and approval as to form of the Procurement Documentation and/or In-House Work Plan (whichever is applicable), Subrecipient shall submit to GLO, for review and approval as to form, the following documents: a) Preliminary Zoning, or equivalent, Report; b) Documentation of Public Hearing on Preliminary Report, and c) Statement of Conformity with Comprehensive Plan.

Preliminary Report
At a minimum, the Preliminary Zoning, or equivalent, Report must include the following elements:

• Definitions (draft)

• Use Chart (draft)

• Zoning, or equivalent, District Requirements (draft)

• Procedure for Amending the Zoning Ordinance, or similar governing regulation or code provision, and/or Map (draft)

• Nonconforming Uses/Structures (draft)

• Zoning, or equivalent, Board of Adjustment, or other governing body (draft)

• Other Requirements and Standards (draft)

Documentation of Public Hearing on Preliminary Report
At a minimum, documentation of Public Hearing on Preliminary Zoning, or equivalent, Report must include the following elements:

• Meetings details: date, entity calling the meeting, list of participants, agenda

• Meeting notes

Additional details may also be provided.

Statement of Conformity with Comprehensive Plan / Land Use Plan
At a minimum, documentation must include the following elements:

• Name, and date of adoption of Comprehensive Plan that the Zoning Ordinance, or similar governing regulation or code provision, will be conforming with

• Assurance that Zoning Ordinance, or similar governing regulation or code provision, will conform with the Comprehensive Plan or Land Use Plan.

Request for Payment (RFP) Packet
This packet provides information of the expenses for which subrecipients is requesting a reimbursement. Instructions on what to include will be provided at kickoff.

3rd Milestone (Zoning Ordinance, or similar governing regulation or code provision)
Upon GLO's review and approval as to form of Preliminary Zoning, or equivalent, Report; Documentation of Public Hearing on Preliminary Report, and Statement of Conformity with Comprehensive Plan, Subrecipient shall submit to GLO, for review and approval as to form, the following documents: a) Documentation of Public Hearing on Final Report, b) Adopted Zoning Ordinance, or similar governing regulation or code provision, and c) Evidence of Adoption by Jurisdiction.

Documentation of Public Hearing on Final Report
At a minimum, documentation of Public Hearing on Final Report must include the following elements:

- Meetings details: date, entity calling the meeting, list of participants, agenda
- Meeting notes

Additional details may also be provided.

Adopted Zoning Ordinance, or similar governing regulation or code provision
At a minimum, the Preliminary Report must include the following elements:

- Definitions
- Use Chart
- Zoning, or equivalent, District Requirements
- Procedure for Amending the Zoning Ordinance, or similar governing regulation or code provision, and/or Map
- Nonconforming Uses/Structures
- Zoning, or equivalent, Board of Adjustment
- Other Requirements and Standards

Evidence of adoption of Zoning Ordinance (or equivalent enforcing regulation(s) or code provision(s))
At a minimum, documentation must include the following elements:

- Resolution from the City Council, County Commissioners Court, or governing body documenting the adoption of the Zoning Ordinance, or similar governing regulation or code provision

Additional details may also be provided.

NOTE: adoption of the Zoning Ordinance, or similar governing regulation or code provision, must be complete within the RCP grant contract term (approximately 3 years).

Request for Payment (RFP) Packet
This packet provides information of the expenses for which subrecipients is requesting a reimbursement. Instructions on what to include will be provided at kickoff.

4th Milestone (Zoning Ordinance, or similar governing regulation or code provision)
Upon GLO's review and approval as to form of Adopted Zoning Ordinance, or similar governing regulation or code provision, and Evidence of Adoption by Jurisdiction, Subrecipient shall submit to GLO, for review and approval as to form, the required Closeout documentation.

Closeout Documentation
At a minimum, documentation must include the following elements:

- Closeout documents
- Outstanding documents (if applicable)

Request for Payment (RFP) Packet
This packet provides information of the expenses for which subrecipients is requesting a reimbursement. Instructions on what to include will be provided at kickoff.

Public Service Activities
Public service activities are not a stand-alone option but should be in support of the plan, ordinance, code, or zoning that is being funded under this program.

(1) Public Information Activities Leading to CRS Credits: must meet the requirements for those activities within the CRS Coordinator's Manual.[5]

(2) Other Education and Outreach Activities: must be focused on alerting communities and beneficiaries about opportunities to mitigate identified risks through insurance, best practices, and other strategies (note: the risk types addressed by these activities are not limited to flooding).

Additional Requirements

All work funded by RCP should:

- Promote sound, sustainable long-term mitigation planning informed by a post-disaster evaluation of hazard risk, especially land-use decisions that reflect responsible floodplain management and take into account future possible extreme weather events, other natural hazards and long-term risks
- Coordinate with local and regional planning efforts to ensure consistency, and promote community-level and/or regional (e.g., multiple local jurisdictions) mitigation planning

[5] Public Information Activities are described in Series 300 (page 300-1 through 370-14) of the CRS Coordinator's Manual, National Flood Insurance Program Community Rating System, FIA-15/2017, FEMA, available at: https://www.fema.gov/sites/default/files/documents/fema_community-rating-system_coordinators-manual_2017.pdf

- Integrate mitigation measures into all activities and achieve objectives outlined in regionally or locally established plans and policies that are designed to reduce future risk to the jurisdiction
- Result in buildings that are more resilient to the impacts of natural hazards

MILESTONES & DELIVERABLES

ELIGIBLE ACTIVITIES	MILESTONE	NTE	DELIVERABLES
BUILDING CODE	1	0-5%	• Start-up Documents • Procurement Docs and/or In-House Work Plan • Request for Payment (RFP) Packet
	2	5.01-35%	• Building Code Preliminary Details • Draft Amendments (if amending) • Docs from Public Hearing (if amending) • Request for Payment (RFP) Packet
	3	35.01-95%	• Adopted Building Code • Evidence of adoption by the jurisdiction • Request for Payment (RFP) Packet
	4	95.01-100%	• Grant closeout documents • Request for Payment (RFP) Packet
FLOOD DAMAGE PREVENTION ORDINANCE	1	0-5%	• Start-up Documents • Procurement Docs and/or In-House Work Plan • Request for Payment (RFP) Packet
	2	5.01-35%	• Ordinance Draft • Request for Payment (RFP) Packet
	3	35.01-95%	• Copy of adopted ordinance • Evidence of adoption by the jurisdiction • Request for Payment (RFP) Packet
	4	95.01-100%	• Grant closeout documents • Request for Payment (RFP) Packet
COMPREHENSIVE PLAN	1	0-5%	• Start-up Documents • Procurement Docs and/or In-House Work Plan • Request for Payment (RFP) Packet
	2	5.01-35%	• Assessment of Current Comprehensive Plans • Base Studies • Docs - 1st round of Public Meetings • Draft Goals/Objectives/Policies • Request for Payment (RFP) Packet
	3	35.01-65%	• Docs - 2nd round of Public Meetings • Preliminary Draft Comprehensive Plan • Request for Payment (RFP) Packet
	4	65.01-95%	• Docs – 3rd round of Public Meetings • Adopted Comprehensive Plan • Adopted Zoning Ordinance, or similar governing regulation or code provision • Evidence of adoption of a) Comprehensive Plan and b) Zoning Ordinance or equivalent enforcing regulation(s) or code provision(s) • Request for Payment (RFP) Packet

	5	95.01-100%	• Grant closeout documents • Request for Payment (RFP) Packet
LAND USE PLAN	1	0-5%	• Start-up Documents • Procurement Docs and/or In-House Work Plan • Request for Payment (RFP) Packet
	2	5.01-35%	• Assessment of Current Land Use Plans • Base Studies • Docs – 1st round of Public Meetings • Request for Payment (RFP) Packet
	3	35.01-65%	• Preliminary Draft Land Use Plan • Docs - 2nd round of Public Meetings • Request for Payment (RFP) Packet
	4	65.01-95%	• Docs - 3rd round of Public Meetings • Adopted Land Use Plan • Adopted Zoning Ordinance, or similar governing regulation or code provision • Evidence of adoption of a) Land Use Plan and b) Zoning Ordinance or equivalent enforcing regulation(s) or code provision(s) • Request for Payment (RFP) Packet
	5	95.01-100%	• Grant closeout documents • Request for Payment (RFP) Packet
ZONING ORDINANCE, or Similar Governing Regulation or Code Provision	1	0-5%	• Start-up Documents • Procurement Docs and/or In-House Work Plan • Request for Payment (RFP) Packet
	2	5.01-35%	• Preliminary Report • Docs from Public Hearing on Prel. Report • Statement of conformity with Comp. Plan OR Land Use Plan • Request for Payment (RFP) Packet
	3	35.01-95%	• Docs from Public Hearing on Final Report (if applicable) • Adopted Zoning Ordinance or equivalent enforcing regulation(s) or code provision(s) • Evidence of adoption of Zoning Ordinance or equivalent enforcing regulation(s) or code provision(s) • Request for Payment (RFP) Packet
	4	95.01-100%	• Grant closeout documents • Request for Payment (RFP) Packet
PUBLIC SERVICE ACTIVITIES	-	-	For this eligible activity, milestones and deliverables will be customized to each contract/project.

TECHNICAL ASSISTANCE

RCP staff is available to assist potential applicants with understanding how RCP can best assist in meeting the needs of the community with regard to mitigation activities, such as modern building code adoption, that increase the resilience and reduce the likelihood of losses of life and property from future disasters.

APPENDIX A: MOST IMPACTED AND DISTRESSED (MID) COUNTIES AND ZIP CODES

COUNTY	MID DESIGNATION	COUNTY	MID DESIGNATION
Anderson	State MID	DeWitt	State MID
Angelina	State MID	Dickens	State MID
Aransas	HUD MID	Duval	State MID
Archer	State MID	Eastland	State MID
Atascosa	State MID	Edwards	State MID
Austin	State MID	Ellis	State MID
Bandera	State MID	Erath	State MID
Bastrop	State MID	Falls	State MID
Baylor	State MID	Fannin	State MID
Bee	State MID	Fayette	HUD MID
Blanco	State MID	Fisher	State MID
Bosque	State MID	Fort Bend	HUD MID
Bowie	State MID	Frio	State MID
Brazoria	HUD MID	Gaines	State MID
Brazos	State MID	Galveston	HUD MID
Brown	State MID	Garza	State MID
Burleson	State MID	Gillespie	State MID
Caldwell	State MID	Goliad	State MID
Calhoun	State MID	Gonzales	State MID
Callahan	State MID	Grayson	State MID
Cameron	State MID	Gregg	State MID
Cass	State MID	Grimes	State MID
Chambers	HUD MID	Guadalupe	State MID
Cherokee	State MID	Hall	State MID
Clay	State MID	Hardin	HUD MID
Coleman	State MID	Harris	HUD MID
Collingsworth	State MID	Harrison	State MID
Colorado	State MID	Hartley	State MID
Comal	State MID	Hays	HUD MID
Comanche	State MID	Henderson	State MID
Cooke	State MID	Hidalgo	HUD MID
Coryell	State MID	Hill	State MID
Dallas	State MID	Hood	State MID
Delta	State MID	Hopkins	State MID
Denton	State MID	Houston	State MID

COUNTY	MID DESIGNATION	COUNTY	MID DESIGNATION
Jack	State MID	Red River	State MID
Jackson	State MID	Refugio	HUD MID
Jasper	HUD MID	Robertson	State MID
Jefferson	HUD MID	Rusk	State MID
Jim Wells	State MID	Sabine	State MID
Johnson	State MID	San Augustine	State MID
Jones	State MID	San Jacinto	HUD MID
Karnes	State MID	San Patricio	HUD MID
Kaufman	State MID	Shelby	State MID
Kendall	State MID	Smith	State MID
Kleberg	State MID	Somervell	State MID
Lamar	State MID	Starr	State MID
Lavaca	State MID	Stephens	State MID
Lee	State MID	Tarrant	State MID
Leon	State MID	Throckmorton	State MID
Liberty	HUD MID	Tom Green	State MID
Limestone	State MID	Travis	HUD MID
Lubbock	State MID	Trinity	State MID
Lynn	State MID	Tyler	State MID
Madison	State MID	Upshur	State MID
Marion	State MID	Uvalde	State MID
Matagorda	State MID	Van Zandt	State MID
McLennan	State MID	Victoria	HUD MID
Milam	State MID	Walker	State MID
Montague	State MID	Waller	State MID
Montgomery	HUD MID	Washington	State MID
Nacogdoches	State MID	Wharton	HUD MID
Navarro	State MID	Wichita	State MID
Newton	HUD MID	Willacy	State MID
Nueces	HUD MID	Williamson	State MID
Orange	HUD MID	Wilson	State MID
Palo Pinto	State MID	Wise	State MID
Parker	State MID	Wood	State MID
Polk	State MID	Young	State MID
Real	State MID	Zavala	State MID

HUD MID ZIP CODES				
75979	77320	77335	77351	77414
77423	77482	77493	77979	78934

APPENDIX B: PUBLIC INFORMATION ACTIVITIES LEADING TO CRS CREDITS

Public information activities leading to CR credits are eligible to receive RCP funds under the Public Service eligible activity. Public Information Activities are described in Series 300 (page 300-1 through 370-14) of the CRS Coordinator's Manual, National Flood Insurance Program Community Rating System, FIA-15/2017, FEMA, available at: https://www.fema.gov/sites/default/files/documents/fema_community-rating-system_coordinators-manual_2017.pdf

These activities are also summarized in the table below.

SERIES	PUBLIC INFORMATION	MAXIMUM CRS CREDITS
310	**Elevation Certificate** • Maintain FEMA elevation certificates for new construction in the floodplain. (At a minimum, a community must maintain certificates for buildings built after the date of its CRS application.)	116
320	**Map Information Service** • Provide Flood Insurance Rate Map information to those who inquire and publicize this service.	90
330	**Outreach Projects** • Distribute outreach projects with messages about flood hazards, flood insurance, flood protection measures, and/or the natural and beneficial functions of floodplains.	350
340	**Hazard Disclosure** • Real estate agents advise potential purchasers of flood-prone property about the flood hazard. • Regulations require notice of the hazard.	80
350	**Flood Protection Information** • The public library and/or community's website maintains references on flood insurance and flood protection.	125
360	**Flood Protection Assistance** • Give inquiring property owners technical advice on how to protect their buildings from flooding and publicize this service.	110
370	**Flood Insurance Promotion** • Assess flood insurance coverage within the community and implement a plan to promote flood insurance.	110

APPENDIX C: FORMS COMPLETION INSTRUCTIONS

Application For Federal Assistance SF-424

Return to Section 5. Documentation – SF-424

Each applicant for CDBG-MIT funding must certify by signing SF-424 that local certifications included in this Application Guide have been followed in the preparation of any CDBG-MIT program application, and that they will continue to be followed in the event of funding.

Note: False certification can result in legal action against the jurisdiction.

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.

A sample SF-424 Form is available for download on the RCP website under RCP Application Resources. For your convenience, some fields have been prefilled. NOTE: the document might not be viewable in a browser such as Chrome or Firefox. To view the document download it or save it locally and then open it in Acrobat Reader or Adobe Acrobat.

Below are the instructions to complete the SF-424 for RCP.

ITEM	FIELD NAME	INFORMATION
1.	**Type of Submission:**	**(Required)** • Select "Application"
2.	**Type of Application:**	**(Required)** • Select "New"
3.	**Date Received:**	Leave this field blank. This date will be assigned by the federal agency.
4.	**Applicant Identifier:**	Enter the entity identifier assigned by the federal agency, if any, or the applicant's control number if applicable.
5a.	**Federal Entity Identifier:**	Leave this field blank.
5b.	**Federal Award Identifier:**	Leave this field blank.
6.	**Date Received by State:**	Leave this field blank.

ITEM	FIELD NAME	INFORMATION
7.	**State Application Identifier:**	Leave this field blank.
8.	**Applicant Information:**	Enter the following in accordance with agency instructions:
	a. Legal Name:	**(Required)** Enter the legal name of applicant that will undertake the assistance activity. This is the organization that has registered with the Central Contractor Registry (CCR). Information on registering with CCR may be obtained by visiting www.grants.gov.
	b. Employer/Taxpayer Number (EIN/TIN):	**(Required)** Enter the employer or taxpayer identification number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the US, enter 44-4444444.
	c. Organizational UEI:	**(Required)** Enter the 12-character Unique Entity Identifier (UEI) found on SAM.gov. A Unique Entity Identifier (UEI) is a unique number assigned to all entities (public and private companies, individuals, institutions, or organizations) who register to do business with the federal government. (U.S. General Services Administration). UEI numbers are obtained from www.sam.gov. Note: effective April 4, 2022, the UEI replaced the DUNS (Data Universal Numbering System) number. DUNS numbers no longer apply to federal fund applications.
	d. Address:	Enter address: Street 1 **(Required);** City **(Required);** County/Parish, State (Required if country is US), Province, Country **(Required)**, 9-digit zip/postal code (Required if country US).
	e. Organizational Unit:	If applicable, enter the name of the primary organizational unit, department or division that will undertake the assistance activity.
	f. Name and contact information of person to be contacted on matters involving this application:	Enter the first and last name **(Required),** prefix, middle name, suffix, title. Enter organizational affiliation if affiliated with an organization other than that in 7a. Telephone number and email **(Required);** fax number.
9.	**Type of Applicant:**	**(Required)** Select a minimum of one applicant type or select up to three applicant types in accordance with agency instructions.

ITEM	FIELD NAME	INFORMATION
		If "Other" is selected, then specify Other Type of applicant in text box. • A. State Government • B. County Government • C. City or Township Government • D. Special District Government • E. Regional Organization • F. U.S. Territory or Possession • G. Independent School District • H. Public/State Controlled Institution of Higher Education • I. Indian/Native American Tribal Government (Federally Recognized) • J. Indian/Native American Tribal Government (Other than Federally Recognized) • K. Indian/Native American Tribally Designated Organization • L. Public/Indian Housing • M. Nonprofit • N. Private Institution of Higher Education • O. Individual • P. For-Profit Organization (Other than Small Business) • Q. Small Business • R. Hispanic-serving Institution • S. Historically Black Colleges and Universities (HBCUs) • T. Tribally Controlled Colleges and Universities (TCCUs) • U. Alaska Native and Native Hawaiian Serving Institutions • V. Non-US Entity • W. Other (specify) Note: as specified in the RCP Application Guide, the only entities that are eligible to RCP are cities, counties, federally recognized tribes, and COGs.
10.	**Name of Federal Agency:**	**(Required)** Enter "US Department of Housing and Urban Development"
11.	**Catalog of Federal Domestic Assistance Number/Title:**	
12.	**Funding Opportunity Number/Title:**	**(Required)** For number, enter: FR–6109–N–02 OR Federal Register / Vol. 84, No. 169 (Either reference is acceptable) For Title, enter: "CDBG-MIT".

ITEM	FIELD NAME	INFORMATION
13.	**Competition Identification Number/Title:**	
14.	**Areas Affected by Project:**	
15.	**Descriptive Title of Applicant's Project:**	**(Required)** Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For pre-applications, attach a summary description of the project.
16.	**Congressional Districts Of:**	15a. **(Required)** Enter the applicant's congressional district. 15b. Enter all district(s) affected by the program or project. In most situations, the two fields will have the same information. Enter in the format: 2 characters state abbreviation - 3 characters district number, e.g., TX-005 for Texas 5th district, TX-012 for Texas 12 district. To enter additional Congressional Districts, attach a separate file by clicking on the "Add Attachment" button.
17.	**Proposed Project Start and End Dates:**	**(Required)** Enter the proposed start date and end date of the project.
18.	**Estimated Funding:**	**(Required)** Enter the amount requested, or to be contributed during the first funding/budget period by each contributor. Note: • the RCP grant amount requested should be listed under "a. Federal". • any TDEM/FEMA funds should be listed under "c. State." • any local funds should be listed under "d. Local" • make sure to also fill out the last row: "g. TOTAL" Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses.
19.	**Is Application Subject to Review by State Under**	**(Required)**

ITEM	FIELD NAME	INFORMATION
	Executive Order 12372 Process?	Select option C (applications for federal funding in Texas are currently not subject to E.O. 12372).
20.	**Is the Applicant Delinquent on any Federal Debt?**	**(Required)** Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of federal debt include but, may not be limited to delinquent audit disallowances, loans and taxes. If yes, include an explanation in an attachment.
21.	**Authorized Representative:**	To be signed and dated by the authorized representative of the applicant organization. Enter the first and last name **(Required),** prefix, middle name, suffix. Enter title, telephone number, email **(Required),** and fax number. A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain federal agencies may require that this authorization be submitted as part of the application.)

Environmental Exemption Form

Return to Section 5. Documents – Environmental Exemption

A sample Environmental Exemption Form inclusive of instructions is available for download on the RCP website under RCP Application Resources. For your convenience, some fields have been prefilled. The sample Environmental Exemption Form and Instructions are also available below.

As part of HUD's requirements for receiving grant funding, an environmental review, subject to 24 CFR Part 58, must be performed for all HUD-assisted projects. However, certain activities are by their nature highly unlikely to have any direct impact on the environment, and as such are deemed "exempt" and not subject to most of the procedural requirements of environmental review.

As a program solely focused on assisting eligible applicants with planning, the projects funded by the Resilient Communities Program (RCP) are exempt from performing environmental reviews. Instead, jurisdictions must provide a description of the project and a written determination of exemption.

For more detailed guidance on these requirements, please consult 24 CFR Part 58 and the Chapter 11 of the Basically CDBG Handbook.

The form (on the subsequent pages of this document) is a suggested format to document completion of an Exempt environmental review. Please read the following instructions for completing the form.

1) Fill out the form in its entirety, making sure to leave no blank spaces. Use "N/A" in spaces requiring information that does not apply to your jurisdiction. Any text in red serves as guidance when completing the form and **should be removed or replaced with jurisdiction information before submitting the form**.
   Note: The fields listed below have been prefilled and do not require additional edits/info:
   - Level of Environmental Review *(exempt box checked)*
   - Grant Number
   - HUD Program
2) In the header on pages 2 and 3, enter the Project Name Project Locality and State, and HEROS Number
3) If filling out the form in Microsoft Word (or other word processor), save the completed form in a PDF format.
4) On page 3, make sure to include name, title, organization, and signatures of both the Preparer and the Certifying Officer. Make sure to also include dates next to each signature

U.S. Department of Housing and Urban Development
451 Seventh Street, SW
Washington, DC 20410
www.hud.gov
espanol.hud.gov

Environmental Review for Activity/Project that is Exempt or Categorically Excluded Not Subject to Section 58.5

Pursuant to 24 CFR Part 58.34(a) and 58.35(b)

Project Information

Project Name: Name of project matching the project name entered on the RCP application

Responsible Entity: Jurisdiction Name

Grant Recipient (if different than Responsible Entity):

State/Local Identifier: Enter FIPS and UEI numbers (UEI should match what was listed in the application)

Preparer:

Certifying Officer Name and Title: Enter name and title of the Certifying Officer
** The Certifying Officer, usually the chief elected official, must have the authority to assume legal responsibility for certifying that all environmental requirements have been followed. This function may not be assumed by administering agencies or consultants.*

Consultant (if applicable):

Project Location:

Description of the Proposed Project [24 CFR 58.32; 40 CFR 1508.25]**:** Enter a brief, detailed summary of the proposed project and its objectives and goals.

Level of Environmental Review Determination:

☐ Activity/Project is Exempt per 24 CFR 58.34(a): _Enter project purpose, ex., "Coffee County Plan Update"__

☒ Activity/Project is Categorically Excluded Not Subject To §58.5 per 24 CFR 58.35(b): ______________________

Funding Information

Grant Number	HUD Program	Funding Amount
B-18-DP-48-0002	CDBG-MIT	$Enter RCP requested amount (should match requested amount listed in application)

Estimated Total HUD Funded Amount: $Enter funding total from all HUD sources (RCP requested amount + any other HUD sources)

This project anticipates the use of funds or assistance from another Federal agency in addition to HUD in the form of (if applicable)**:** Enter "Yes" or "No"

Estimated Total Project Cost (HUD and non-HUD funds) [24 CFR 58.32(d)]**: $**Enter total project cost including costs not being covered by RCP funds (should match estimate total project cost listed in application)

Compliance with 24 CFR §50.4 and §58.6 Laws and Authorities

Record below the compliance or conformance determinations for each statute, executive order, or regulation. Provide credible, traceable, and supportive source documentation for each authority. Where applicable, complete the necessary reviews or consultations and obtain or note applicable permits of approvals. Clearly note citations, dates/names/titles of contacts, and page references. Attach additional documentation as appropriate.

Compliance Factors: Statutes, Executive Orders, and Regulations listed at 24 CFR 50.4 and 58.6	Are formal compliance steps or mitigation required?	Compliance determinations
STATUTES, EXECUTIVE ORDERS, AND REGULATIONS LISTED AT 24 CFR §58.6		
Airport Runway Clear Zones and Accident Potential Zones 24 CFR Part 51 Subpart D	Yes ☐ No ☒	

Coastal Barrier Resources Coastal Barrier Resources Act, as amended by the Coastal Barrier Improvement Act of 1990 [16 USC 3501]	Yes No ☐ ☒	
Flood Insurance Flood Disaster Protection Act of 1973 and National Flood Insurance Reform Act of 1994 [42 USC 4001-4128 and 42 USC 5154a]	Yes No ☐ ☒	

Mitigation Measures and Conditions [40 CFR 1505.2(c)]

Summarize below all mitigation measures adopted by the Responsible Entity to reduce, avoid, or eliminate adverse environmental impacts and to avoid non-compliance or non-conformance with the above-listed authorities and factors. These measures/conditions must be incorporated into project contracts, development agreements, and other relevant documents. The staff responsible for implementing and monitoring mitigation measures should be clearly identified in the mitigation plan.

Law, Authority, or Factor	Mitigation Measure

Preparer Signature: ____Date:________

Name/Title/Organization: ____
Responsible Entity Agency Official Signature: _______________________Date:_________

Name/Title: ____

This original, signed document and related supporting material must be retained on file by the Responsible Entity in an Environmental Review Record (ERR) for the activity/project (ref: 24 CFR Part 58.38) and in accordance with recordkeeping requirements for the HUD program(s).

APPENDIX D: RESILIENCE RESOURCES

FEMA & HUD Guidelines for Developing Resilient Codes, Plans and Ordinances

Source	Title	Synopsis	Activity Related to RCP
FEMA	Local Mitigation Planning Policy Guide	**Release Date: 4/19/22** **Effective Date: 4/19/23** Merges the concept of Mitigation Planning with Comprehensive Planning to created a more resilient overall planning program. > Emphasizing the forward-looking purpose of mitigation planning, planning for future conditions, including climate change, and integration with community land use planning. > Centering equity in the mitigation plan to help ensure an inclusive planning process that benefits the whole community. > Aligning with priorities such as resilience, capability and capacity building, and promotion of building codes. > Integrating with national initiatives including the National Mitigation Investment Strategy and National Mitigation Framework. > Incorporating requirements from new authorities, policies, and programs, such as High-Hazard Potential Dams, Building Resilient Infrastructure and Communities, Hazard Mitigation Grant Program Post-Fire as well as strengthened connection with regulatory requirements for Fire Management Assistance Grants and the National Flood Insurance Program.	Building Codes, Resiliency Measures
FEMA	Building Codes Strategy (FEMA Website)	FEMA Building Code Strategy organizes and prioritizes FEMA activities to advance the adoption and enforcement of hazard-resistant building codes and standards for FEMA programs. It	Building Codes, Resiliency Measures, Public Service

Source	Title	Synopsis	Activity Related to RCP
		promotes integrating building codes and standards across FEMA, strengthening nationwide capability and expertise, and driving public action. Lists the 3 strategic goals and 14 objectives.	
FEMA	Building Codes Strategy	**Released: 3/22** The FEMA Building Codes Strategy defines the goals and objectives that FEMA will pursue to create a more resilient nation through superior performance. It calls on FEMA to align its efforts to help promote the application, adoption and enforcement or building codes across the nation.	Building Codes
FEMA	Protecting Communities and Saving Money: The Case for Adopting Building Codes	**Released: 11/20** FEMA' case study that shows how modern building codes lead to major reductions in property losses from natural disasters. The analysis, which was based on a database of 18 million actual buildings, the frequency of hazard events in each locality and the type of building in effect, showed that over a 20-year period, cities and counties with modern building codes would avoid at least $32 billion in losses from natural disasters, when compared to jurisdictions without modern building codes. The actual savings would be higher; however, the study focused on only buildings constructed since 2000, which represent only 20% of the 100+ million buildings in the country, and it did not include “indirect losses” such as business interruptions, time off the job to rebuild, and tax revenues lost by local jurisdictions.	Building Codes, Resiliency Measures, Public Service
FEMA	History of Building Codes	Shows a timeline of FEMA policies and regulations specifically related to building codes and standards	
FEMA	National Mitigation Investment Strategy	**Released: 8/19** The National Mitigation Investment Strategy (“NMIS” or Investment Strategy) is a single national strategy for	Building Codes, Resiliency Measures, Public Service

Source	Title	Synopsis	Activity Related to RCP
		advancing mitigation investment to reduce risks posed by natural hazards (for example, sea level rise, droughts, floods, hurricanes, tornados, wildfires, earthquakes) and increasing the nation's resilience to natural hazards. The Investment Strategy's objective is to identify and measure the effectiveness of mitigation investments, and inform decisions on when and where to make investments. The Investment Strategy encourages the whole community-including individuals-to invest in mitigation, pre- and post-disaster, by adopting the Investment Strategy's three shared goals. Supporting recommendations focus specifically on how the Federal Government and nonfederal partners can identify, support, influence, and align whole community mitigation investments.	
FEMA	National Mitigation Framework	**Released: 6/16** This Framework describes mitigation roles across the whole community. The Framework addresses how the Nation will lessen the impact of disaster by developing, employing, and coordinating core mitigation capabilities to reduce loss of life and property. Building on a wealth of evidence-based knowledge and community experience, the Framework seeks to increase risk awareness and promote resilience building by leveraging mitigation enhancing products, services, and assets across the whole community.	Building Codes, Resiliency Measures, Public Service
HUD	HUD CDBG-MIT Overview	Resource page with training, programs, program support for CDBG-MIT.	CDBG-MIT, Resiliency
HUD	Coordination of CDBG MIT and FEMA	Webinar for grantees and subrecipients. Overview of MIT funding and how funds can be used maximize the impact of all available funds. Grantees should coordinate and align these CDBG–MIT funds with other mitigation projects funded by FEMA, the U.S. Army Corps	CDBG-MIT, FEMA, BRIC, HMGP

Source	Title	Synopsis	Activity Related to RCP
		of Engineers (USACE), the U.S. Forest service, and other agencies as appropriate.	
HUD	HUD Resilient Building Codes Webinar Series: Making the Business Case	Learn how upgrading local building codes to reflect resilient construction strategies can position them to better withstand the threats of natural hazards and severe weather events. Participants will learn why resilient building codes matter, how they can build the business case for upgrading their codes, and dive into the various strategies for upgrading code	CDBG-MIT, Building Codes, Resiliency
FEMA	Building Codes for Building Owners and Occupants	Basics of building Codes. History and how building department work including permitting and inspection process.	Building Codes, Resiliency

APPENDIX E: COST REASONABLENESS JUSTIFICATION

Cost reasonableness is based on the applicant's population size. If the cost exceeds the Recommended Maximum Award, the applicant is required to complete the Cost Reasonableness Justification Tab.

Below is a preview of the Cost Reasonableness Justification Tab.

Building Codes

Instructions | Applicant Information | Project Information | National Objective | AFFH | Funding Information | Cost Reasonableness | Documentation

Before completing this tab, please use the Save & Keep Working button to refresh the page.

Jurisdiction Name: [redacted]

County:

Select up to 20 choices

Population: 317

The amount requested is higher than the recommended award. Please fill out the sections below to provide a justification for requesting a higher amount and an explanation on factors driving the cost.

Building Codes

REQUESTED AMOUNT	RECOMMENDED AMOUNT	% EXCEEDANCE ABOVE RECOMMENDED AMOUNT
$20,500.00	$20,000	3%

REASONS FOR EXCEEDING RECOMMENDED AMOUNT
Check all that apply (at least one)

- [ ] **Use of Technology**
- [ ] **Participatory methods**
- [ ] **Legal assistance**
- [ ] **Other extraordinary circumstances**

Please provide a breakdown of all costs associated with this grant category.
Note: Total of all costs must match the amount entered on the Funding Information tab.

Add Building Codes Expenses

Budget Breakdown

Full Report | **Grid Edit** | **Email** | **More** **2 Item records**

	Work Item	Cost	Entity performing the work	
Building Code Planning Costs (1 Item)				
	Example	$20,000.00	In-House	Edit
TOT		**$20,000.00**		
Grant Administration Fees (1 Item)				
	Grant Administration Fees	$500.00		Edit
TOT		**$500.00**		
TOT		**$20,500.00**		

ADDITIONAL INFORMATION

Is this a brand new code, a major update to an existing code, or a minor update to an existing code?

Has a procurement been completed to complete and support this work?

Flood Damage Prevention Ordinance

Flood Damage Prevention Ordinance

REQUESTED AMOUNT	RECOMMENDED AMOUNT	% EXCEEDANCE ABOVE RECOMMENDED AMOUNT
$20,500.00	$20,000	3%

REASONS FOR EXCEEDING RECOMMENDED AMOUNT
Check all that apply (at least one)

- [ ] Use of Technology
- [ ] Participatory methods
- [ ] Legal assistance
- [ ] Other extraordinary circumstances

Please provide a breakdown of all costs associated with this grant category.
Note: Total of all costs must match the amount entered on the Funding Information tab.

Add Flood Damage Prevention Ordinance Expenses

Budget Breakdown

Full Report | Grid Edit | Email | More ▾ 2 Item records

	Work Item	Cost	Entity performing the work	
Flood Damage Prevention Ordinance Planning Costs (1 Item)				
	Example	$20,000.00	In-House	Edit
TOT		$20,000.00		
Grant Administration Fees (1 Item)				
	Grant Administration Fees	$500.00		Edit
TOT		$500.00		
TOT		$20,500.00		

ADDITIONAL INFORMATION

Is this a brand new ordinance, a major update to an existing ordinance, or a minor update to an existing ordinance?

Has a procurement been completed to complete and support this work?

Comprehensive Plan

Comprehensive Plan

REQUESTED AMOUNT	RECOMMENDED AMOUNT	% EXCEEDANCE ABOVE RECOMMENDED AMOUNT
$300,500.00	$200,000	50%

REASONS FOR EXCEEDING RECOMMENDED AMOUNT
Check all that apply (at least one)

☐ **Use of Technology**

☐ **Participatory methods**

☐ **Legal assistance**

☐ **Other extraordinary circumstances**

Comprehensive Plan Cost Breakdown

Please provide a breakdown of all planning costs associated with this grant category.
Note: Total of all costs must match the amount entered on the Funding Information tab.

You must add each of the following *required expense line items* from the following list.
Note: If, because of your specific circumstances, you will not use funds on one or more of these items, place $0 as the amount.
However, even if the amount is $0, the work needs to be completed. If more information is needed, a Request for Information will be sent to you.

- Assessment of Current Plans
- Integration of Local Hazards
- Base Studies - Population
- Base Studies - Housing
- Base Studies - Infrastructure
- Base Studies - Land Use
- Stakeholder/Community Engagement
- Development and Adoption of Comprehensive Plan
- Development and Adoption of Zoning Ordinance

The following expense line item is optional:

- Additional Studies

Add Comprehensive Plan Expenses

Budget Breakdown

Full Report | **Grid Edit** | **Email** | **More ▾** **10 Item records**

	Work Item	Cost	Entity performing the work	Notes	
Comprehensive Plan Planning Costs (9 Item records)					
☐	Integration of Local Hazards	$100,000.00	In-House	Example	Edit
☐	Assessment of Current Plans	$50,000.00	In-House	Example	Edit
☐	Stakeholder/Community Engagement	$20,000.00	Both	Example	Edit
☐	Development and Adoption of Comprehensive Plan	$20,000.00	N/A	Example	Edit
☐	Development and Adoption of Zoning Ordinance	$10,000.00	Both	Example	Edit
☐	Base Studies - Population	$10,000.00	Vendor	Example	Edit
☐	Base Studies - Housing	$10,000.00	In-House	Example	Edit
☐	Base Studies - Infrastructure	$10,000.00	Both	Example	Edit
☐	Base Studies - Land Use	$10,000.00	N/A	Example	Edit
TOT		**$240,000.00**			
Grant Administration Fees (1 Item)					
☐	Grant Administration Fees	$500.00			Edit
TOT		**$500.00**			
TOT		**$240,500.00**			

Budget Total doesn't match Grant Category Total as listed in the 'Funding Information' tab. Please edit budget table accordingly.

ADDITIONAL INFORMATION

Is this a brand new plan, a major update to an existing plan, or a minor update to an existing plan?

[▾]

Has a procurement been completed to complete and support this work?

[▾]

Land-use Plan

Land-use Plan

REQUESTED AMOUNT	RECOMMENDED AMOUNT	% EXCEEDANCE ABOVE RECOMMENDED AMOUNT
$600,000.00	$200,000	200%

REASONS FOR EXCEEDING RECOMMENDED AMOUNT
Check all that apply (at least one)

- [ ] **Use of Technology**
- [ ] **Participatory methods**
- [ ] **Legal assistance**
- [ ] **Other extraordinary circumstances**

Land-Use Plan Cost Breakdown

Please provide a breakdown of all planning costs associated with this grant category.
Note: Total of all costs must match the amount entered on the Funding Information tab.

You must add each of the following *required expense line items* from the following list.
Note: If, because of your specific circumstances, you will not use funds on one or more of these items, place $0 as the amount.
However, even if the amount is $0, the work needs to be completed. If more information is needed, a Request for Information will be sent to you.

- Assessment of Current Plans
- Integration of Local Hazards
- Stakeholder/Community Engagement
- Development of Land Use Plan
- Adoption of Land Use Plan
- Development of Zoning Ordinance
- Adoption of Zoning Ordinance

The following expense line item is optional:

- Other

Add Land Use Plan Expenses

Full Report | Grid Edit | Email | More ▾ 8 Item records

	Work Item	Cost	Entity performing the work	Notes	
Land Use Plan Planning Costs (7 Item records)					
	Assessment of Current Plans	$100.00	Vendor	Example	Edit
	Integration of Local Hazards	$100.00	Both	Example	Edit
	Stakeholder/Community Engagement	$100.00	N/A	Example	Edit
	Development of Land Use Plan	$100.00	N/A	Example	Edit
	Adoption of Land Use Plan	$100.00	Vendor	Example	Edit
	Development of Zoning Ordinance	$100.00	In-House	Example	Edit
	Adoption of Zoning Ordinance	$100.00	In-House	Example	Edit
TOT		**$700.00**			
Grant Administration Fees (1 Item)					
	Grant Administration Fees	$0.00			Edit
TOT		**$0.00**			
TOT		**$700.00**			

Budget Total doesn't match Grant Category Total as listed in the 'Funding Information' tab. Please edit budget table accordingly.

ADDITIONAL INFORMATION

Is this a brand new plan, a major update to an existing plan, or a minor update to an existing plan?

Has a procurement been completed to complete and support this work?

Zoning

Zoning

REQUESTED AMOUNT	RECOMMENDED AMOUNT	% EXCEEDANCE ABOVE RECOMMENDED AMOUNT
$400,000.00	$200,000	100%

REASONS FOR EXCEEDING RECOMMENDED AMOUNT
Check all that apply (at least one)

☐ **Use of Technology**

☐ **Participatory methods**

☐ **Legal assistance**

☐ **Other extraordinary circumstances**

Zoning Ordinances Cost Breakdown

Please provide a breakdown of all planning costs associated with this grant category.
Note: Total of all costs must match the amount entered on the Funding Information tab.

You must add each of the following *required expense line items* from the following list.
Note: If, because of your specific circumstances, you will not use funds on one or more of these items, place $0 as the amount.
However, even if the amount is $0, the work needs to be completed. If more information is needed, a Request for Information will be sent to you.

- Stakeholder/Community Engagement
- Development of Zoning Ordinance
- Adoption of Zoning Ordinance

The following expense line item is optional:

- Other

Add Zoning Ordinance Expenses

Full Report | **Grid Edit** | **Email** | **More** ▾ **4 Item records**

	Work Item	Cost	Entity performing the work	Notes	
Zoning Ordinance Planning Costs (3 Item records)					
☐	Stakeholder/Community Engagement	$10,000.00	In-House	Example	Edit
☐	Development of Zoning Ordinance	$10,000.00	Both	Example	Edit
☐	Adoption of Zoning Ordinance	$10,000.00	N/A	Example	Edit
TOT		**$30,000.00**			
Grant Administration Fees (1 Item)					
☐	Grant Administration Fees	$0.00			Edit
TOT		**$0.00**			
TOT		**$30,000.00**			

Budget Total doesn't match Grant Category Total as listed in the 'Funding Information' tab. Please edit budget table accordingly.

ADDITIONAL INFORMATION

Is this a brand new ordinance, a major update to an existing ordinance, or a minor update to an existing ordinance?

Has a procurement been completed to complete and support this work?

APPENDIX F: DEFINITIONS

44 CFR 200: Code of Federal Regulations that provides information regarding the policies and procedures for mitigation planning as required by the provisions of section 322 of the Stafford Act, 42 U.S.C. 5165.

Action Plan: the public document required by HUD that details the State of Texas's storm recovery programs and allocation of CDBG-DR and CDBG-MIT funding.

Applicant: any unit of local government (cities and counties), Indian tribes, councils of governments, including entities coordinating jointly across jurisdictional boundaries, located in an eligible HUD MID or State MID area, who apply for assistance through the Local Hazard Mitigation Plans Program.

Authorized Signatory: person who has been authorized to sign documents and has the power to sign the organization to an agreement that is binding.

Conflict of Interest: occurs when an individual's personal interests: family, friendships, financial, or social factors could compromise his or her judgment, decisions, or actions.

Cost Share: also known as "non-Federal share," or "match," is the portion of the costs of a federally assisted project or program not borne by the Federal Government.

Community Rating System (CRS): a voluntary incentive program that recognizes and encourages community floodplain management practices that exceed the minimum requirements of the National Flood Insurance Program (NFIP). Over 1,500 communities participate nationwide. In CRS communities, flood insurance premium rates are discounted to reflect the reduced flood risk resulting from the community's efforts.

Council of Governments (COG): voluntary organizations of local governmental entities that coordinate programs and services to address needs that cross jurisdictional boundaries.

Department of Housing and Urban Development (HUD): the federal department through which the CDBG-MIT program funds are administered, monitored, and distributed to grantees.

Duplication of Benefits: also known as DOB, is used to describe assistance that is from more than one source and that is used for the same purpose or activity. The purpose may apply to the entire project or only part of it. DOB may apply when assistance for the same purpose has been received or will be received.

Federal Debarment: an action to preclude individuals and entities from receiving federal financial and nonfinancial assistance and benefits under federal programs and activities for a designated period of time.

Federal Suspension: a temporary exclusion action which lasts until the conclusion of the criminal or administrative proceedings upon which the action is based, or for 12 months or 18 months if the prosecuting official justifies an extension in writing.

Grant Management Plan: the document that outlines the applicant's approach to addressing all elements required to deliver a successful and eligible project. At minimum, the Grant Management Plan shall include:

- Detail of the project's objectives and goals
- A list of actions and responsible persons to achieve the goals and objectives along with a timeline for the various stages of the project
- A process to handle project implementation
- A process to handle financial management and contract administration
- A process to handle staff/partner personnel changes and duty transfers

Hazard Mitigation Plan (HMP): a comprehensive document that contains detailed information about the types of hazards a community faces, and the actions that can occur before disaster strikes to reduce the community's vulnerability. Once the HMP is developed/updated, reviewed, and approved by the Federal Emergency Management Agency (FEMA), a community will obtain and/or keep its eligibility to apply for FEMA mitigation grants. Plan must be updated every 5 years.

HUD MID: a HUD-identified Most Impacted and Distressed Area. As required by HUD's Federal Register notice, 84 FR 45838 (August 30, 2019), the GLO will allocate at least 50 percent of the funds to address mitigation needs within these areas.

Identified Risk: the top risks to which Texas has the greatest exposure. Each proposed project must mitigate at least one of the following identified risks. For 2015 and 2016 Floods State Mitigation Competitions: severe coastal flooding, riverine flooding, storms, and tornadoes. For the Hurricane Harvey State Mitigation Competition: hurricanes/tropical storms/tropical depressions, severe coastal flooding, and riverine flooding.

Low- and Moderate-Income Person: an LMI person is defined by Section 102(a)(20) of the HCDA as a person in a family or an individual with annual income equal to or less than HUD's Section 8 Low Income Limit, which is generally 80 percent of an area's median family income adjusted for household size.

Local Hazard Mitigation Plans Program: a program created by partnering with the Texas Division of Emergency Management (TDEM) to provide CDBG-MIT funds for the development of an enhanced State of Texas Hazard Mitigation Plan (enhanced SHMP), as well as providing funds for the development of Hazard Mitigation Plans (HMPs) for eligible areas.

MID: an acronym for Most Impacted and Distressed Areas. See also, HUD MID and State MID.

Request for Information: a request for additional documentation or information—made by the GLO to applicants whose applications have been reviewed—needed to make a final application eligibility determination.

Request for Proposals: a document that announces a project, describes it, and solicits bids from qualified contractors to complete it.

SAM Search: system for Award Management lookup to determine an applicant's federal grant eligibility.

SF-424: an application for federal assistance and is required in federal grant applications. This form collects information including type of submission, applicant information, type of applicant, and proposed project dates.

Scope of Work: division of work to be performed to complete a project including work activities and other programmatic obligations.

State MID: areas designated by the state to be Most Impacted and Distressed, which received a 2015 Floods, 2016 Floods, or Hurricane Harvey Presidential disaster declaration but were not classified as Most Impacted and Distressed Areas by HUD.

Subrecipient: a non-federal entity that receives a subaward from a pass-through entity to carry out part of a federal program. For the 2015 and 2016 Floods, and Harvey State Mitigation Competitions, the subrecipients are the applicants. They include Cities, Counties, Indian Tribes, Council of Governments, State Agencies, Special Purpose Districts, Port Authorities, and River Authorities.

TIGR: an acronym for the Texas Integrated Grant Reporting System. As the TX GLO's grant reporting system of record, it houses all applications and application documents.

Unit of Government: any department or agency of the federal government; any state or agency, office, or department of a state; and any city, county, district, commission, authority, entity, port, or other public corporation, organized and existing under statutory law or under a voter-approved charter or initiative.

APPENDIX G: ACRONYMS

AFFH – Affirmatively Further Fair Housing Act

BFE – Base Flood Elevation

BRIC – Building Resilient Infrastructure and Communities Project Grant

CDBG – Community Development Block Grant

CDBG-DR – Community Development Block Grant – Disaster Recovery

CDBG-MIT – Community Development Block Grant - Mitigation

CFR – Code of Federal Regulations

COI – Conflict of Interest

COG – Councils of Governments

CRS – FEMA Community Rating System

DOB – Duplication of Benefits

DR – Disaster Recovery or Disaster Declaration Number (alphabetic designation or precursor for)

DRGR – Disaster Recovery Grant Reporting

FEMA – Federal Emergency Management Agency

GIS – Geographic Information System

GLO – Texas General Land Office

HCDA – Housing and Community Development Act of 1974

HMP –Hazard Mitigation Plan

HMGP – Hazard Mitigation Grant Program

HUD – U.S. Department of Housing and Urban Development

HUD-MID –Most Impacted and Distressed areas identified by the US Department of Housing and Urban Development

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

ICC – International Code Council

LHMPP –Local Hazard Mitigation Plans Program

LMI – Low- and Moderate-Income

LMISD – HUD Low- and Moderate-Income Summary Data

NFIP – National Flood Insurance Program

POP – Period of Performance

RCP – Resilient Communities Program

RFP – Request for Proposal

SOP – Standard Operating Procedures

SOW – Scope of Work

TDEM – Texas Department of Emergency Management

TIGR – Texas Integrated Grants Reporting System

TREAT – Texas Resilience Evaluation and Assessment Tool

UEI – Unique Entity Identifier

UNM – Urgent Need Mitigation

U.S.C. – United States Code