



Local Communities Program Call for Projects Submission Guide

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TEXAS GENERAL LAND OFFICE

2024 Disasters

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I. Introduction

The Local Communities Program (LCP) will provide disaster relief, long-term recovery, restoration of infrastructure, and economic revitalization for local communities impacted by the 2024 Disasters. Awards will be contingent upon available resources. Not all applicants will receive funding.

II. Eligible Entities

Units of local government (cities and counties) and Indian tribes are eligible for Local Communities Program funding.

III. Eligible Activities

All activities allowed under CDBG-DR; HCDA Section 105(a)(1-5), 105(a)(7-9), and 105(a)(11-12), including but not limited to:

- i. Flood control and drainage repair improvements, including the construction or rehabilitation of storm water management systems;
- ii. Restoration of public infrastructure (such as water and sewer facilities, streets, provision of generators, bridges, communication systems, etc.);
- iii. Public facilities;
- iv. Buyouts or Acquisition with or without relocation assistance, down payment;
- v. Demolition, rehabilitation of publicly or privately owned commercial or industrial buildings, and code enforcement;
- vi. Economic revitalization (such as microenterprise and small business assistance, commercial rehabilitation, and special economic development activities, including prioritizing assistance to businesses that meet the definition of a small business). Any projects funding for-profit entities must be evaluated and selected in accordance with guidelines (established in Appendix A to 24 CFR part 570) developed by HUD and comply with HUD underwriting guidance;
- vii. Public service (such as job training and employment services, healthcare, childcare, and crime prevention within the 15% cap); and
- viii. Eligible planning studies not to exceed 15% of the program's allocation.

IV. Eligibility Criteria

Eligible entities may submit a maximum of two (2) applications per applicant. The financial and management capacity of each entity and feasibility for the submitted project to be completed within a reasonable time frame will be evaluated by the GLO for each submission. Additionally, each project must:

- i. Include one activity, one service area, and address one national objective;
- ii. Address unmet needs or tie-back to the 2024 Disasters;
- iii. Meet a HUD National Objective; and
- iv. Follow public participation process with a public comment period that includes an assessment of:
 - a. Who may be expected to benefit;
 - b. The timing of who will be prioritized; and
 - c. The amount or proportion of benefits expected to be received.

V. Project Selection Criteria

Criteria	Maximum Points
LMI National Objective	20 Points Possible
<i>Project meets the LMI national objective</i>	<i>20 points</i>
<i>Project does not meet the LMI national objective</i>	<i>0 Points</i>
Declaration Areas	20 Points Possible
<i>Entity is within a CDBG-DR eligible county for <u>both</u> the Texas Severe Storms, Straight-line Winds, Tornadoes, and Flooding (DR-4781) <u>and</u> Hurricane Beryl (DR-4798).</i>	<i>20 Points</i>
<i>Entity is within a CDBG-DR eligible county for <u>only one</u> of the Texas Severe Storms, Straight-line Winds, Tornadoes, and Flooding (DR-4781) <u>or</u> Hurricane Beryl (DR-4798).</i>	<i>10 Points</i>
Leverage	10 Points Possible
<i>Entity has pledged to provide Non-CDBG Leverage (a minimum value of 5% of CDBG-DR funds)</i>	<i>10 Points</i>
<i>Entity has not pledged to provide Non-CDBG Leverage (a minimum value of 5% of CDBG-DR funds)</i>	<i>0 Points</i>
SoVI	15 Points Possible
<i>High</i>	<i>15 Points</i>
<i>Medium High</i>	<i>12 Points</i>
<i>Medium</i>	<i>9 Points</i>
<i>Medium Low</i>	<i>6 Points</i>
<i>Low</i>	<i>3 Points</i>
Total 2024 Disasters Damage per Capita (FEMA PA Categories C-G)	25 Points Possible
<i>\$500 per capita or greater</i>	<i>25 Points</i>
<i>\$100 per capita or greater</i>	<i>20 Points</i>
<i>\$50 per capita or greater</i>	<i>15 Points</i>
<i>\$25 per capita or greater</i>	<i>10 Points</i>
<i>Less than \$25 per capita</i>	<i>5 Points</i>
HUD MID	10 Points Possible
<i>Project is in a HUD MID county</i>	<i>10 Points</i>
<i>Project is in a Secondary MID county</i>	<i>5 Points</i>
Tie-Breaker: Higher Poverty Rate	

VI. Project Minimum and Maximum Amounts

- i. Project minimum amount: \$500,000
- ii. Project maximum amount: \$5,000,000

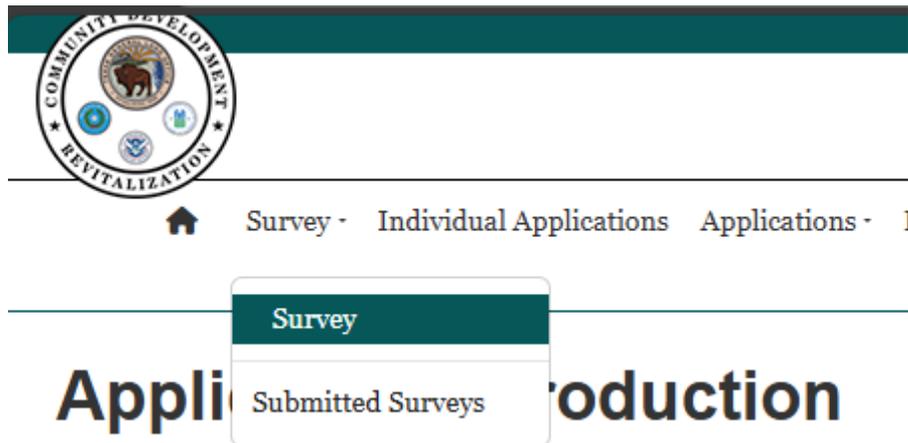
VII. TIGR Access Form

The 2024 Disasters – Local Communities Program Call for Projects requires all individuals who will enter, review, and submit information to have active Texas Integrated Reporting System (TIGR) access. A TIGR System Access Form will be required for new user initial access, as well as existing users who are adding personnel or vendors for purposes of 2024 Disasters – LCP. The TIGR System Access Form can be located on the GLO’s website: <https://www.glo.texas.gov/disaster-recovery/24DLCP>. Completed forms should be emailed to TIGRHelp@recovery.texas.gov by an authorized representative.

VIII. Call for Projects Submission

The Call for Project Submission will be completed via TIGR, which may be accessed via <https://tigr.recovery.texas.gov/>.

After entering the system, navigate to the *Survey* Tab and then select the *Survey* dropdown.



The introduction page of the survey contains basic instructions on filling out the Call for Projects Submission and outlines the steps of the process. To begin, select *Start Survey*.

Call for Projects: 2024 Disasters - Local Communities Program

The Call for Project Submission is broken into 5 sections

1. Entity Information
2. Contacts
3. Selection Criteria
4. Project Information
5. Acknowledgements

Fill out all required information in each of the sections listed above.

Many questions have guidance notes that will help you to answer the question, make sure to read them.
When all sections have been completed, please click the Submit button.
After clicking Submit you will receive an email confirming submission of the application.

<https://www.glo.texas.gov/disaster-recovery/2024-disasters>

Start Survey

The Call for Projects Submission must be completed in one sitting as the Survey does not allow the option to save and return later. Prior to submission, the system will provide a summary page of all responses. If an error is identified in any of the submitted responses, the user should not select *Submit* but should start a new Survey via the Survey landing page. Be aware, responses cannot be edited once Survey is submitted.

1. Entity Information

The Entity Information section requires the selection of the eligible entity submitting the proposed project. For entities that span multiple counties, the submitter must select the version of the entity associated with the county where the proposed project will be located.

Click the dropdown or begin typing the name of the submitting entity.

Entity Information

Begin typing name and select from choice below*

Select...

Select if the entity mailing address is a physical address or P.O. Box and enter the address in the space below.

Is the mailing address a Physical Address or P.O. Box?*

P.O. Box

Mailing Address*

Enter the date of the most recently completed fiscal year at the time of the project submission.

What is the date of the most recently completed Fiscal Year at the time of projects submission?*

mm/dd/yyyy

Projects will not be eligible if the submitting entity has not completed an Annual Comprehensive Financial Report (ACFR) for the most recently ended fiscal year. However, if the entity has a fiscal year that ended within nine (9) months of the date of the submission, then a completed ACFR for the prior fiscal year will suffice.

Select if an ACFR was completed for the most recent fiscal year. If *No* is selected, the Survey will not allow the user to continue.

Has an Annual Comprehensive Financial Report been completed for the most recently completed Fiscal Year? If the entity has a fiscal year that ended within nine (9) months of the date of the submission, then a completed Annual Comprehensive Financial Report for the prior fiscal year will suffice. *

-- Select --

Select *Save Step 1* and proceed to the next step of the Survey.

2. Contacts

The Contacts section requires the name, title, phone number, and email for the Authorized Representative, Primary Point of Contact, Chief Elected Official, Staff Member, and Grant Administrator (if applicable). If the primary point of contact is also another identified role, select the applicable check box to automatically fill data to other applicable contact role.

Primary Point of Contact

Name*

Title*

Phone Number*

Email*

Affiliation*

Is the Primary Point of Contact one (or more of) the roles below? If so select that role or roles.

Staff Member Chief Elected Official Grant Administration

The term expiration date is required for the Chief Elected Official section.

Contact - Chief Elected Official

Name*

Title*

Phone Number*

Email*

Term Expiration*

mm/dd/yyyy



Select *Save Step 2* and proceed to the next step of the Survey.

3. Selection Criteria

The Selection Criteria for 2024 Disasters – Local Communities Program section details the eligibility criteria for the Call for Projects Submission.

Selection Criteria for 2024 Disasters – Local Communities Program

A project consists of one activity, one service area, and one national objective.

The maximum number of projects allowed is one per survey submission in response to the call for projects.

A maximum of two survey submissions is permitted per eligible entity.

Enter the eligible project location for the proposed project.

Enter the project center/middle (i.e., centroid) coordinates. Latitude and longitude must be provided in decimal degrees to five decimal places (e.g., 30.35860). The project midpoint coordinate location must fall within the eligible county selected in the Entity Information section of the Survey.

Project Coordinates*

Select *Save Step 3* and proceed to the next step of the Survey.

4. Project Information

The Project Information section requires the identification of project type, the estimated number of months for contract completion, the CDBG-DR requested amount, the project leverage amount, and the national objective being utilized.

The maximum months for contract completion is 36 months. The user will be required to identify how the national objective (low-and moderate-income (LMI), urgent need (UN), or elimination of slum and blight (S/B) will be met. The methodology options for projects utilizing the LMI national objective are *Census (LMISD)*, *Survey*, or *LMI Housing Benefit*.

Project Information

Project Type*	Flood and Drainage Facilities
Enter the estimated number of months for contract completion*	0
CDBG-DR Request Amount*	\$
Project Leverage Amount*	\$
Project Leverage %	0.00
Total Project Amount	0
Under which National Objective will the project qualify?*	Low and Moderate Income
How will the project meet the national objective?*	Census(LMISD)

The project submission will be scored based on information related to project location, including whether the entity is in one or both Presidential disaster declaration areas, the Social Vulnerability Index (SoVI) score, the per capita damage from the 2024 Disasters, the Most Impacted and Distressed (MID) designation, as well as information provided by the entity, including whether the project is utilizing the low- and moderate-income (LMI) national objective, and whether the entity is providing non-CDBG-DR funds as leverage. TIGR Project Leverage % will round up to 5% but will not give a score if the leverage amount is not a true 5%. The entity's poverty rate will serve as a tie-breaker.

LMI Score

20

Entity is within a CDBG-DR eligible county for both the Texas Severe Storms, Straight-line Winds, Tornadoes, and Flooding (DR-4781) and Hurricane Beryl (DR-4798).

20

Entity is within a CDBG-DR eligible county for only one of the Texas Severe Storms, Straight-line Winds, Tornadoes, and Flooding (DR-4781) or Hurricane Beryl (DR-4798).

0

Leverage

10

SoVI Score

15

Total 2024 Disasters Damage per Capita (FEMA PA Categories C-G)

5

HUD MID County

10

Poverty Rate

30.6

Project Score

Score

80

Select *Save Step 4* and proceed to the next step of the Survey.

5. Acknowledgements

The Acknowledgements section requires the submitter to affirm the following:

- The proposed project addresses a tie-back to the 2024 Disasters.
- The project will undergo an environmental review process.
- The project will have a construction end date.
- The project was selected considering AFFH requirements
- The project will comply with all deadlines enumerated by the Texas General Land Office.

Acknowledgements

The entity acknowledges they must demonstrate how the proposed project has a tie-back to 2024 Disasters.*

-- Select --

The entity acknowledges that the project will undergo an Environmental Review Process.*

-- Select --

The entity acknowledges that the project will be subject to a Construction End Date.*

-- Select --

The entity acknowledges that the project was selected considering AFFH requirements.*

-- Select --

The entity acknowledges that the project will comply with all deadlines enumerated by the GLO.*

-- Select --

Select *Check Answers* and *Submit Survey*.

6. Submission Response Overview

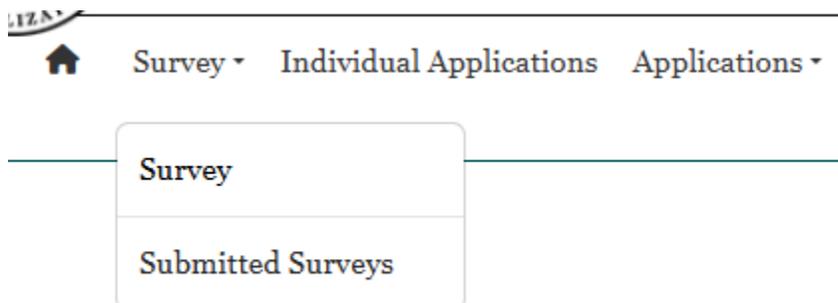
Prior to submission, the system will provide a summary page of all entered responses. If an error is identified in any of the submitted responses, the user should not select *Submit* but should start a new Survey via the Survey landing page. Be aware, responses cannot be edited once submitted. If all responses provided are accurate, select *Submit Survey* to officially submit the Survey. An automatic email will be sent to the user for confirmation of a successful Call for Project Survey submission.

Call for Projects: 2024 Disasters - Local Communities Program

Please review all responses provided for accuracy. If accurate, select "Submit Survey" button at the bottom of this screen. If changes are needed, a new survey must be started.

IX. Submitted Call for Projects Survey Records

TIGR offers the option to view all submitted Survey records. Navigate to the *Survey* tab, and select the *Submitted Surveys* dropdown.



The Surveys will be assigned a unique Survey ID tied to the appropriate entity ID for the entity submission. To view submitted survey record, click dropdown and select View details.

Submitted Surveys

View status of previously submitted surveys

Export List

Survey ID	Name	Survey Template	Entity ID (County / City)	Created By	Status Reason	Created On ↓	
SVY-00000460	Call for Projects: 2024 Disasters - Local Communities Program	Call for Projects: 2024 Disasters - Local Communities Program	24D_LCP_003	Rodriguez, Gabriela	Submitted for Review	2/6/2026	View details

X. Questions

For questions while filling out the Call for Projects Submission, email cdr@recovery.texas.gov.
For TIGR specific issues to the Call for Projects Survey, email tigrhelp@recovery.texas.gov.