



# TIGR Portal Application Guide

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**TEXAS GENERAL LAND OFFICE**

## 2024 Disasters Affordable Rental Program (ARP)

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## 1 Introduction

The U.S. Department of Housing and Urban Development (HUD) issued an allocation of \$555,687,000 in Community Development Block Grant Disaster Recovery (CDBG-DR) funding to the State of Texas in response to the 2024 Disasters (24D) through Federal Register notice [90 FR 4759](#) (January 16, 2025), which is referred to as the Allocation Announcement Notice. These 2024 Disasters included the Texas Severe Storms, Straight-line Winds, Tornadoes, and Flooding (DR-4781) and Hurricane Beryl (DR-4798). The severe storms (DR-4781) incident period was from April 26 to June 5, 2024 and the Hurricane Beryl (DR-4798) incident period for Texas was from July 5 to July 9, 2024.

The Texas General Land Office (GLO) Community Development and Revitalization (CDR), collectively GLO-CDR, department oversees the administration of these funds from HUD and has allocated \$88,100,000 for the rehabilitation, reconstruction and new construction of affordable rental housing with the eligible affected communities.

Applicants for ARP are advised to prepare all project documentation prior to application entry, with clear and uniquely identifiable file names as defined in the ARP Required Document List, unless otherwise instructed by the GLO. Documentation that is not requested in a specific section of the Texas Integrated Grant Reporting (TIGR) Portal application must be uploaded in the “Documents” section of the TIGR Portal application.

**Important Note: This is a points-based competition scoring program for funding. The application window is open for 64 days, giving all applicants ample time to prepare and finalize all documentation and requirements before submitting their application for scoring by the GLO.**

## 1.1 Applicant Resources and Contact Information

- **ARP Webpage** (Resources and Materials): <https://www.glo.texas.gov/disaster-recovery/24DARP>
- **TIGR Portal:** <https://tigr.recovery.texas.gov/>
- **ARP Email** (Questions and Outreach): [arp2024disasters@glo.texas.gov](mailto:arp2024disasters@glo.texas.gov)
- **TIGR Help Email** (TIGR System Access): [TIGRhelp@recovery.texas.gov](mailto:TIGRhelp@recovery.texas.gov)
- **Procurement and Contract Guidelines** (Resources and Checklists): <https://www.glo.texas.gov/disaster-recovery/grant-administration/procurement-contract-guidelines>
- **CDR Mapping Team Email** (GIS and Mapping Questions): [cdr.gis@recovery.texas.gov](mailto:cdr.gis@recovery.texas.gov)
- **ARP Map View Tool** (Geospatial Data): <https://gis-glo-cdr.hub.arcgis.com/pages/9c2f620f55d04cc0a927f28acfb7e7dc>

## 1.2 ARP Related Action Plan

Projects submitted and selected for CDBG-DR funding through the 24D ARP must adhere to the requirements and procedures specified in the following Action Plan:

- State Action Plan for 2024 Disasters

Applicants are strongly encouraged to read the entire Action Plan prior to completing and submitting an application for funding assistance. A copy of the respective Action Plan and all applicable amendments may be found on the following GLO webpage: <https://www.glo.texas.gov/disaster-recovery/action-plans>

## 1.3 Key Steps to Submitting a Successful Application

### 1.3.1 Entity Setup and Preparation

- **Request TIGR Portal Access:** Register for, and establish, access to the TIGR Portal well before attempting to enter application data and uploading required documentation. **Requests for access must be submitted by the entity applying for funds.** The required TIGR System Access Form can be found on the 24D ARP webpage. TIGR access granted per application is unique to that application. A new TIGR System Access Form must be submitted by the applicant specific to the individuals associated with the ARP application, regardless of current TIGR access. Access may be granted to a third party procured by the applicant by using the TIGR System Access Form for Subrecipient's Vendors.
- **Ensure Project Eligibility:** Ensure the project is for an eligible activity as defined on the ARP Webpage, linked above in Section 1.1.

- ❑ **Identify Stakeholders:** Identify all key signatories, decision-makers, and other relevant stakeholders to show and ensure local capacity.
- ❑ **Identify Housing Unmet Needs:** Identify unmet housing needs as applicable for affordable multifamily housing activities.
- ❑ **Identify Project Service Area:** Clearly identify the project service area and beneficiaries.
- ❑ **Identify Beneficiaries:** Select the appropriate beneficiary identification methodology to support the service area.
- ❑ **Secure Applicable Agreements:** Secure applicable Interlocal Agreements/Memorandum of Understanding/etc., defining thorough roles and responsibilities for key stakeholders.
- ❑ **Ensure Citizen Participation:** Ensure that local citizen participation plan requirements, are met and documented to reflect public involvement. Be sure to plan for public comment posting for a minimum of 14 days with application details including project description, locations, budget, schedule, and project beneficiaries as defined in the Citizen Participation Plan section of this guide.
- ❑ **Update Local Financial Management and Procurement Procedures:** Update local processes and procedures, especially regarding financial management and procurement, to prepare for the receipt of federal funding.
- ❑ **Ensure Compliance with Federal Procurement Standards:** Follow federal requirements identified in 2 CFR 200.318 to 200.327 when procuring goods and services to ensure compliance and potential reimbursement for eligible expenditures.
- ❑ **Review Disaster Year Certifications:** Review all requirements of the local certifications as defined in the applicable section (6.1 Local Certifications) of this document prior to signature by the authorized representative.

### 1.3.2 Entity Application Preparation

- ❑ **Develop Project Narratives:** Prepare and provide narratives that fully describe the proposed project and how it meets eligibility criteria for the given application.
- ❑ **Ensure Budget Alignment:** Ensure the CDBG-DR budget and all “other funds” align with the budget entries in TIGR and the supporting documentation including the SF-424.
- ❑ **Ensure Project Application Accuracy:** Draft and review project details, required narratives, budgets, maps and schedules with key stakeholders prior to entry into TIGR for accuracy and consistency across all TIGR fields.
- ❑ **Ensure Posting for Public Comment:** If a Public Housing Authority or unit of local Government, entity must provide public comment posting for a minimum of 14 days with application details including project description, locations, budget, schedule, and project beneficiaries as defined in the Citizen Participation Plan section of this guide.
- ❑ **Sign Disaster Year Certifications Form:** Review all requirements of the local certifications as defined in the applicable section (6.1 Local Certifications) of this document and have it signed by the entity’s authorized representative.
- ❑ **Ensure Document and Data Completion:** Ensure all data and documentation are complete. All applicants must complete the application in its entirety.
- ❑ **Ensure Document Signatures and Accuracy:** Ensure all supporting documentation is signed as required and accurately reflects the information to be entered into TIGR. Name all files descriptively as defined in this guide to facilitate upload and efficient review by the GLO.

- Initiate TIGR Portal Application Entry:** Initiate entry of application data and upload required documentation as progress is achieved. Once an application has been created, an applicant can access, and update as needed until it is officially submitted.

### **1.3.3 Application Submission**

- Ensure all required fields are thoroughly completed and supporting documentation is uploaded as indicated in the application.
- If a Public Housing Authority or unit of local Government, the SF-424 must be signed by the chief elected official, entity executive, executive director, or a designee authorized to contractually obligate the applicant.
- The application must be completed in its entirety.
- The application must be submitted in the TIGR Portal by the subrecipient or an authorized designee.

## **1.4 Important Submission Notes**

- Applications open **March 10, 2026** and are due by **May 12, 2026, 5:00 p.m. central time**
- TIGR will record the time and date of the submission.
- Late applications will not be accepted, and incomplete applications will be disqualified.

## **1.5 Post-Submission Request for Information**

A request for information (RFI) may be issued for non-substantial items and will require a response from the applicant within 24 hours. Such requests may be issued for required supporting documentation that was inadvertently not submitted with the application and will need to be provided quickly to complete the application requirements. Requests for information that do not comply with the designated due date will be disqualified. A RFI will not be issued for applications with substantial deficiencies which will result in that application being disqualified.

## 2 Project

### 2.1 Project Funding Restrictions

No disaster recovery assistance will be considered with respect to any part of a disaster loss that is reimbursable by FEMA, the USACE, insurance, or another source due in part to the restrictions against duplication of benefits outlined in the Action Plan(s) relevant to your project application. An activity underway prior to the Presidential Disaster Declaration will not qualify unless the disaster directly impacted said project.

By law, (codified in the Housing and Community Development Act of 1974 as a note to 105(a)), the amount of CDBG-DR funds that may be contributed to a USACE project is \$250,000 or less.

Section 582 of the National Flood Insurance Reform Act of 1994, as amended, (42 U.S.C. 5154a) prohibits flood disaster assistance in certain circumstances. In general, it provides that no federal disaster relief assistance made available in a flood disaster area may be used to make a payment (including any loan assistance payment) to a person for “repair, replacement, or restoration” for damage to any personal, residential, or commercial property if that person at any time has received federal flood disaster assistance that was conditioned on the person first having obtained flood insurance under applicable federal law and the person has subsequently failed to obtain and maintain flood insurance as required under applicable federal law on such property. No disaster assistance may be provided for the repair, replacement, or restoration of a property to a person who has failed to meet this requirement.

### 2.2 Project Eligibility

This section provides information regarding the types of projects that are eligible, including definitions and details regarding application requirements. Applicants must develop their CDBG-DR projects in a manner that considers an integrated approach to housing, fair housing obligations, infrastructure, and overall community resilience.

The proposed project must address an unmet need in response to damage sustained by the corresponding disaster. Below is a list of the applicable disasters and associated disaster declaration numbers:

- **2024 Disasters** (DR-4781, DR-4798)

The project proposed in the application must have documented proof of an impact by the disaster as applicable. CDBG-DR funds must be used for disaster-related expenses in the most impacted and distressed areas. An activity underway prior to a Presidential Disaster Declaration will not qualify unless the disaster impacted the project. Applicants must provide:

- Sufficient detail about each proposed project to identify the HUD national objective;
- The population that will benefit;
- The estimated costs and materials needed;
- The projected schedule to completion;
- Any duplication of benefits;
- Any potential environmental impact;

- Other details specific to the type of project proposed; and
- Any information required to prove eligibility.

Applicants should ensure the application is accurate and thorough to facilitate eligibility review. Failure to respond to ANY question in the application is likely to delay review or result in disqualification.

## 2.3 Project Definition

For application purposes, A *project* is defined as a discrete combination of:

- One entity (e.g., city, county, PHA);
- One activity (e.g., rehabilitation of single-family rental homes, new construction of townhomes, etc.);
- One project service area (i.e., beneficiary population); and
- One HUD national objective (low- and moderate-income (LMI)).

Example: A Public Housing Authority proposes rehabilitation to a multifamily property. The property is currently 100% LMI. In this scenario the project service area is defined as the property, and the national objective is LMI.

## 2.4 Project Detail

Project application responses must be thorough and concise to inform the application reviewer of the proposed work, service area, and beneficiaries. When providing project details the applicant must include at minimum, the following information:

- Detailed scope of work for the proposed project:
  - Describe the type of work, size, etc.
- Specific project location(s) must align with required maps:
  - Describe project location(s) with street names or other unique identifying information.
  - Define location coordinates (latitude and longitude) in decimal degrees up to five decimal places.
- Project beneficiaries:
  - The number of units to be provided and the number of LMI units to be provided.
- Justification to support selection of the project service area.
- Whether the project requires real property acquisition, the estimated number of parcels needed, and the associated budget.
- The type of environmental assessment required and any anticipated surveys, or other assessments that may result from project location and required consultations:
  - Consider all anticipated environmental costs in the budget.
- Budget details, including CDBG-DR and non CDBG-DR costs to indicate the total project costs:
  - Other funds may include contributions from the subrecipient, other stakeholders, insurance, other federal or state sources.
- Detailed schedule to include all activity from contract execution to contract closeout.

- National objective.

## **2.5 Eligible Activities**

The proposed project must reflect an eligible activity. All activities must contribute to the long-term recovery and restoration of housing and infrastructure. Eligible activities are limited to:

- Rehabilitation, reconstruction, and new construction of affordable multifamily projects

## **2.6 Ineligible Activities**

Any activity not identified above.

### 3 Texas Integrated Grant Reporting System (TIGR)

ARP project application and required documentation must be electronically submitted via the Texas Integrated Grant Reporting System (TIGR) Portal no later than:

- **May 12, 2026, by 5:00 p.m.**

Registration for TIGR access is required and achieved by completing the TIGR System Access Form and, if necessary, the TIGR System Access Form for Subrecipient's Vendors. For additional information on TIGR access, refer to the TIGR System Access Form Instructions for Subrecipients or Vendors found of the ARP webpage.

#### 3.1 TIGR Access Form

Applicants for ARP funding must complete a TIGR System Access Form to ensure timely processing by the GLO. Applicants who already have valid/active TIGR access must submit a new TIGR System Access Form specific for users associated with ARP.

The TIGR System Access Form gathers general information about the applicant and identifies the:

- Applicant/Subrecipient;
- Primary Contact;
- Authorized Representative;
- Contract Access Coordinator(s);
- General User(s);
- Along with contact information for each.

Once access has been provided, this form is also used to request changes to those contacts.

The TIGR System Access Form may be filled out by an applicant or a third party but **MUST** be submitted directly by the applicant. The TIGR application may be submitted by an authorized third-party vendor on behalf of the applicant.

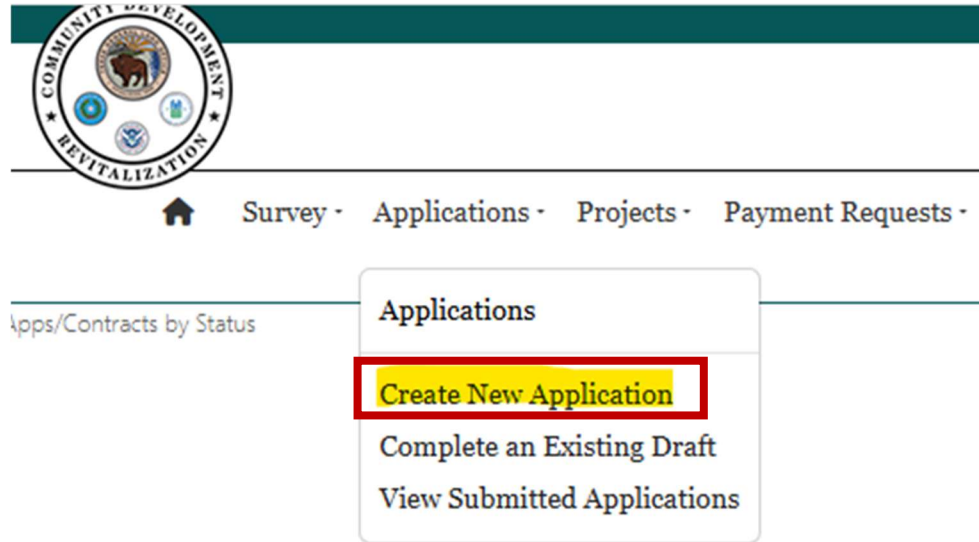
- Email completed forms to: [TIGRhelp@recovery.texas.gov](mailto:TIGRhelp@recovery.texas.gov).

The TIGR access forms and instructions are available on the GLO's ARP webpage: [glo.texas.gov/disaster-recovery/24DARP](https://glo.texas.gov/disaster-recovery/24DARP)

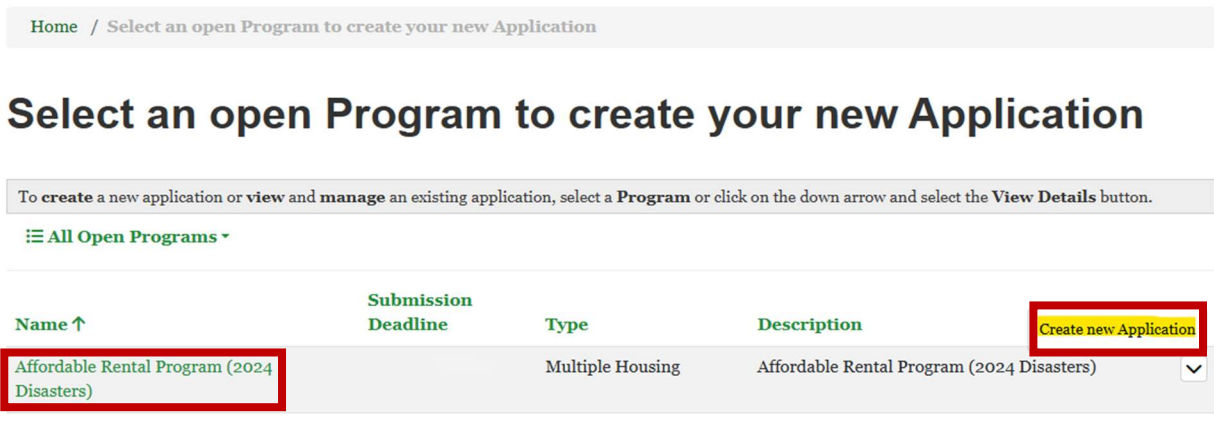
Upon successful TIGR Portal registration, applicants may begin the application entry process. It is highly recommended that applicants read this guide and prepare supporting documentation that will require upload. The TIGR system will allow applicants to access and save work on an application until submission. Once submitted, **the applicant will not have access to edit the application**. Ensure that all required attachments, including signed documents, are uploaded to the application module prior to submission. Incomplete applications and missing documentation may result in disqualification.

### 3.2 TIGR Application Access

Entry of the application in TIGR will begin by creating a new application for 24D ARP. As indicated in the view below, select Applications > Create New Application.



Ensure that the Program you are applying for is the same as pictured below. Click on the down arrow on the far right and select 'Create New Application'. Below is example of what you will see:



Questions? Contact GLO at [TIGRHelp@recovery.texas.gov](mailto:TIGRHelp@recovery.texas.gov)

You will then be presented with a new screen, 'Start Subrecipient Application Process', confirming once more that you are applying for 24D ARP. Click on the green button at the bottom of the screen to create your application:

## Start Subrecipient Application Process

To create a new application, click on “Create New Application” button. You can modify an application prior to submission. To make changes to your Draft application, navigate to Applications -> Manage an Existing Draft.

After submission, you may be directed to make changes by the General Land Office or its partners. After supplying all required information, you will be required to sign several releases and certifications including an Eligibility Release and an Application Certification.

You will receive status notifications via email throughout the application process. Updated status information may be accessed through this portal throughout the process.

### Program Summary

<b>Program Name</b> Affordable Rental Program (2024 Disasters)	<b>Budget Display For Portal</b> \$88,100,000.00	<b>Program Type *</b> Multiple Housing
<b>Submission Deadline *</b>	<b>Program End Date</b> 5/29/2029	<b>Program Start Date *</b> 10/1/2025

The Texas General Land Office (GLO) will administer the Affordable Rental Program. The distribution model will be a call for projects. The GLO will be the Responsible Entity for the environmental reviews for this program, unless the applicant is a city, county, or federally recognized Indian Tribe, in which case the unit of local government will be the Responsible Entity.

### My Draft 24D ARP Applications

[Create ARP 24 Disasters Application](#)

On the following page you will need to select again the entity you are applying under, and an ‘Application Title’ – please enter here the name of the rental housing project, i.e. ‘Lone Star Apartments’ or ‘The Apartments at Austin’ etc.

Answer the questions underneath and then click on the green ‘Submit’ button.

# Subrecipient Application 24D ARP - Create

## Create New Application

### Applicant Information

**Applicant \***

**Application Title \***

eg. Lone Star Apartments

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

Select



**Is the application being submitted as a joint application or a single application?**

Select



**List all other eligible participating applicants (up to 5).**

**Submit**

Questions? Contact GLO at [TIGRHelp@recovery.texas.gov](mailto:TIGRHelp@recovery.texas.gov)

Congratulations – you have now created an application template for 24D ARP. The pages below will provide step-by-step details for all of the required application sections that will need to be completed in order to successfully submit a completed application.

**Important** – At the bottom of every page is a green ‘Save Application’ button. Please ensure you save your application after entering information on each page, and remember, there’s no such thing as choosing to save your application too many times!

## 4 TIGR Application Sections

The ARP application consists of seven main sections in TIGR:

1. General;
2. Scoring Matrix
3. 424 Questions;
4. Activity;
5. Project;
6. Duplication of Benefits; and
7. Documents.

### Subrecipient Application 24D ARP - Edit

General Scoring Matrix 424 Questions Activity Project Duplication of Benefits Documents

Details regarding the information required for each section are available in this guide and in the TIGR system. If additional space is needed to complete fields, such as project descriptions or other narratives, upload the full response as a separate document and reference the document by specific name in the space provided in TIGR. Do not leave any questions unanswered in TIGR.

#### 4.1 General

##### 4.1.1 4.1.1 General Tab: Applicant Information

Applicant Information will be pre-filled in this section, and auto-populate from your TIGR Access Request Form. If they do not then you will be able to manually enter any missing Applicant Information.

### Applicant Information

App #

Applicant \*

Texas General Land Office

Programs

Name ↑

Grant Program Type

Affordable Rental Program (2024 Disasters)

Multiple Housing

### Applicant Information

EIN \*

DUNS

1234

SAM.GOV Registration Expiration \* Applicant (Jurisdiction) \*

12/27/2021

Public Housing Authorit ▾

Applicant Address \*

3429 Executive Center Driv

Applicant Address 2

address line 2

FY End Dates \*

20/12

Applicant City \*

Austin

Applicant State \*

tx

COG

South East Texas Region ▾

County \*

Travis ▾

Phone Number \*

512-475-5000

Website

https://123

Applicant Zip \*

78631

Chief Elected Official \*

Primary Contact \*

Grant Administrator \*

Engineer

Texas House District \*

123

Texas Senate District \*

123

U.S. Congressional District \*

123

Authorized Representative \*

Then scroll down to ‘Organizations and Principles’, which the applicant must respond to:

## Organizations and Principles

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The purpose of this section is to identify and describe the organizations and persons that must be listed on the uploaded organizational charts because they will own, control, and/or benefit from the Application activity to be funded with GLO assistance. Please list Legal Name of Individuals and Organizations with Ownership or Special Interest in the Applicant (Including Developer, Guarantor, & Recipient of more than 1% equity).

**Legal Name or Individual 1**

**Legal Name or Individual 6**

**Legal Name or Individual 2**

**Legal Name or Individual 7**

**Legal Name or Individual 3**

**Legal Name or Individual 8**

**Legal Name or Individual 4**

**Legal Name or Individual 9**

**Legal Name or Individual 5**

**Legal Name or Individual 10**

**Save Application**

Questions? Contact GLO at [TIGRHelp@recovery.texas.gov](mailto:TIGRHelp@recovery.texas.gov)

Applicants are required to list all organizations and persons with ownership or special interest in the Applicant (Including Developer, Guarantor, & Recipient of more than 1% equity).

If there are more than 10 organizations and principles to identify then please use the ‘Documents’ tab to create a pdf and upload as an attached document.

Once this is complete, please click the green ‘Save Application’, and proceed to the next tab – Scoring Matrix.

## 4.2 Scoring Matrix

The Scoring Matrix tab contains a mix of drop-down selections, and pre-populated results that are auto calculated from your responses in various areas of the 24D Application

### 4.2.1 Instructions: Scoring Matrix

Using the drop-down option, answers must be selected for the following:

Declaration Area

Density

Energy Efficiency

Poverty

Extremely Low-Income Residents

Low and Moderate-Income Residents

(The Declaration Area, Density and Poverty data is available at the following webpage, along with detailed instruction on utilizing the Map Viewer Tool: <https://gis-glo-cdr.hub.arcgis.com/pages/9c2f620f55d04cc0a927f28acfb7e7dc> )

The following will be pre-populated by the TIGR system:

ARP Project Type Score

Leverage

Application Score

## Subrecipient Application 24D ARP - Edit

General Scoring Matrix 424 Questions Activity Project Duplication of Benefits Documents

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**Project Type**

ARP Project Type Score

**Declaration Area**

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)

**Density**

Project location has a density of under five hundred persons per square mile per census tract, per the American Communities Survey 5- year estimates

**Energy Efficiency**

Project meets minimum energy efficiency standards

**Poverty**

Property is located in a census tract with a poverty level less than 20% per the American Communities Survey 5- year estimates

### Extremely Low-Income Residents

The property will reserve 20% of units for extremely low-income (30% AMI) residents

Select

### Low and Moderate-Income Residents

The property will reserve 70% of units for low- and moderate-income (80% AMI) residents

Select

### Leverage

Entity has pledged to provide Non-CDBG Leverage (a minimum value of 25% of CDBG-DR funds) - Auto-Calculated Field

Select

### Application Score

Application Score

### Scoring Tie Breaker Notes

First Tiebreaker: Cost Effectiveness  
Second Tiebreaker: Total LMI Units  
Assistance limits per applicant (not including leverage):  
Minimum: \$500,000 per development  
Maximum: \$7,500,000 per development

Save Application

Questions? Contact GLO at [TIGRHelp@recovery.texas.gov](mailto:TIGRHelp@recovery.texas.gov)

Once you have answered the drop-down options, please click on the green ‘Save Application’ at the bottom of the page.

**Important:** At this point, your ‘Application Score’ will not reflect your final score for submittal. As you continue your application through the various tabs, your score will auto-update, so the ‘Application Score’ will continue to update throughout the course of completing the application.

### 4.3 424 Questions

All applications from Public Housing Authorities and units of local government must include a complete and signed Application for Federal Assistance Form (SF-424). The SF-424 applicable for this application is available on the 424 Questions tab of the TIGR portal by clicking on the green 'Click Here' link at the bottom of the page.

The SF-424 must be signed by an individual authorized to contractually obligate the applicant. This is typically the chief elected official or executive officer (e.g. county judge, mayor, city manager, executive director).

The applicant will complete the *424 Questions* tab in TIGR and upload the signed SF-424. Click *Create* to upload the signed SF-424. All responses entered in the *424 Questions* tab must match the uploaded form.

**Important:** Private Developers and Non Profits are not required to complete a 424 Form. Please select N/A on the 'Applicant Type' dropdown. However due to system limitations you will still be required to upload a 424 form. Private Developers and Non Profits can upload the 424 form with their Application Name and N/A written across the top of Page 1.

The SF-424 Form can also be downloaded directly here:

[https://apply07.grants.gov/apply/forms/readonly/SF424\\_2\\_1-V2.1.pdf](https://apply07.grants.gov/apply/forms/readonly/SF424_2_1-V2.1.pdf)

## Subrecipient Application 24D ARP - Edit

General Scoring Matrix **424 Questions** Activity Project Duplication of Benefits Documents

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### Standard Form 424

**Applicant Type \***  
Select

**Application Title \***  
eg. Lone Star Apartments

**Is the applicant delinquent on any federal debt? \***  
 No  Yes

**Upload 424 Form here** Create

**Full Document Name ↑**

There are no records to display.

SF-424 Form: [Click Here](#)

Save Application

Questions? Contact GLO at [TIGRHelp@recovery.texas.gov](mailto:TIGRHelp@recovery.texas.gov)

Enter responses to the questions in this section as indicated below:

- *Applicant Type* – The applicant will select from one of the following options.
  - *County Government*
  - *City or Township Government*
  - *Indian/Native American Tribal Government (federally recognized)*
  - *Indian/Native American Tribal Government (other than federally recognized)*
  - *Indian/Native American Tribal Designated Organization*
  - *Public/Indian Housing Authority*
- *Application Title* – To match the Application Title entered on the ‘Create New Application’ tab previously covered in this guide.
- *Is the applicant delinquent on any federal debt?* – Applicant must select *Yes* or *No* to this question.
  - If *Yes*: Enter an explanation regarding delinquent federal debt and upload any supporting documentation to explain the delinquency. Applicants with delinquent federal debt may not be eligible for ARP funding.

In addition to the questions listed above applicants must enter information from the SF-424 directly into TIGR. The responses in TIGR must match the signed form.

#### **4.3.1 4.3.1 Instructions: SF-424**

The SF-424 is a standard form used to apply for federal grants. The GLO uses this form to document required information, but not all fields on the SF-424 are required for the ARP application. Please note the SF-424 identifies the minimum required fields in yellow for federal funding. The GLO has identified the required fields for the ARP application as indicated in the following guidance. Ensure all the required fields listed below are completed on the signed form and in TIGR.

1. *Type of Submission*: Select “Application”
2. *Type of Application*: Select “New”
3. *Date Received*: Enter date the form is signed by the Authorized Representative
4. *Applicant Identifier*: N/A, leave this field blank
- 5a. *Federal Entity Identifier*: Enter “HUD-CDBG-DR”
- 5b. *Federal Award Identifier*: Enter the applicable disaster year for this application
  - 2024 Disasters
6. *Date Received by State*: State use only, leave this field blank
7. *State Application Identifier*: State use only, leave this field blank
8. *Applicant Information*:
  - a. *Legal Name*: Enter the legal name of the entity applying for ARP funds. This is the organization that has registered with the System for Award Management (SAM). Information on registering with or updating/renewing a registration may be obtained by visiting <https://sam.gov>.
  - b. *Employer/Taxpayer Number (EIN/TIN)*: Enter the employer or taxpayer identification number (EIN or TIN) as assigned by the Internal Revenue Service.
  - c. *UEI*: Enter the organization’s Unique Entity Identifier assigned by SAM.gov. The UEI is a unique 12-character organization identifier.
  - d. *Address*: Enter applicant’s complete mailing address: Street 1 (required); City (required); County (required), ZIP/Postal Code (required).
  - e. *Organizational Unit*: N/A, leave these fields blank

- f. *Name and contact information of person to be contacted on matters involving this application:* This may be a person employed by the entity or a third-party vendor designated by the applicant. At minimum complete the following fields in this section: First Name, Last Name, Title, Organizational Affiliation, Telephone Number, and Email.
9. *Type of Applicant: Select Applicant Type:* Select one applicant type from the list below.  
B: County Government  
C: City or Township Government  
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 Authority
10. *Name of Federal Agency:* Enter “HUD”
11. *Catalog of Federal Domestic Assistance (CFDA) Number:* This is now referred to as the Assistance Listing Number (ALN). Enter 14.228
12. *Funding Opportunity Number/Title:* Severe Storms (DR-4781), Hurricane Beryl (DR-4798), or both.
13. *Competition Identification Number:* N/A, leave this field blank
14. *Areas Affected by Project:* Leave this field blank. This information is provided elsewhere in the application.
15. *Descriptive Title of Applicant’s Project:* Enter a brief descriptive title of the project. The form and TIGR entries must match.
16. *Congressional Districts:*  
16a. *Applicant:* Enter the applicable congressional district.  
16b. *Program/Project:* Enter the primary district affected by the program or project. Enter in the following format: 2-character state abbreviation – 3 characters district number, e.g., TX-037 for Texas District 37. Attach an additional list of program/project congressional districts, if needed to the uploaded SF-424.
17. *Proposed Project Start and End Dates:* Enter 5/1/2025 for the proposed start date and calculate the end date of the project based on the total number of months anticipated from contract execution to contract closeout. This must not exceed a total of 24 months.
18. *Estimated Funding:* Enter the amount in the appropriate field:  
a. *Federal:* Amount of CDBG-DR funding requested  
b. *Applicant:* Amount to be contributed by the applicant. This will require a resolution approved by the governing body to commit the exact amount identified in the budget.  
c. *State:* Enter “0”  
d. *Local:* Amount to be contributed by a local entity other than the applicant. This will require a MOU/ILA to define roles and responsibilities and commit the designated amount.  
e. *Other:* Amount to be contributed by an entity not previously identified. This may be another federal or state agency, or other source. An award letter or similar document to support commitment of the designated funds will be required.

f. *Program Income*: Enter the amount of program income contributing towards the overall project budget, if applicable.

g. *TOTAL*: Ensure the various entry lines add up to a correct total that aligns with all supporting budget documentation.

The value of in-kind contributions should be entered on the appropriate lines as applicable. Ensure the breakdown on the SF-424 matches budget numbers entered elsewhere and the total budget adds up correctly.

19. *Is Application Subject to Review by State Under Executive Order*: Applicants should select “b. Program is subject to E.O. 12372 but has not been selected by the state for review.”
20. *Is the Applicant Delinquent on any Federal Debt?* 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 as referenced in an earlier TIGR question.
21. *Authorized Representative*: To be signed and dated by the Chief Elected Official, Executive Officer, or authorized representative. Complete the following fields in this section: First Name, Last Name, Title, Telephone Number, and Email. The Authorized Representative signing the SF-424 must have the ability to contractually obligate the applicant. A copy of the governing body’s authorization to sign this application as the official representative must be on file in the applicant’s office.

Finally, click the green ‘Save Application’ at the bottom of the page. The SF-424 tab is now complete.

## 4.4 Activity

The activity proposed in an application must demonstrate a tie-back to the corresponding disaster, supported by documented proof of impact. CDBG-DR funds must be used for disaster-related expenses in the most impacted and distressed areas. An activity underway prior to a Presidential Disaster Declaration will not qualify unless the disaster impacted the project.

Further information will need to be collected for the proposed DRGR Activity. This can be completed by selecting the green button “Create 24D ARP Activity.”

### Subrecipient Application 24D ARP - Edit

General Scoring Matrix 424 Questions **Activity** Project Duplication of Benefits Documents

#### DRGR Activities with Target Areas, Project & Budget Info

Create 24D ARP Activity

DRGR Activity Title ↑

Activity Type

There are no records to display.

Save Application


Questions? Contact GLO at [TIGRHelp@recovery.texas.gov](mailto:TIGRHelp@recovery.texas.gov)

A pop-up window will appear with two sections on it: General - Activity Information and Budget - Planned and Contracted.

The screenshot shows a 'Create' form with a close button (x) in the top right corner. The form is titled 'General' and contains the following sections:

- Activity Information**
  - Activity Type**: A dropdown menu with 'Affordable Rental Housing' selected.
  - DRGR Activity Title**: A text input field containing 'e.g. Lone Star Apartments'.
  - Program \***: A text input field containing 'Affordable Rental Program (2024 Disasters)'.
  - Program Type \***: A dropdown menu with 'Multiple Housing' selected.
- Total CDBG Funds Requested**: An empty text input field.
- Leverage - Applicant chooses to provide Non-CDBG Leverage (Points awarded if Applicant pledges a minimum value of 25% of CDBG-DR funds)**: An empty text input field.
- Total Project Cost**: A text input field containing '0'.

- **Activity Type**: Select the only option that is available for this program:
  - Affordable Rental Housing
- **DRGR Activity Title**: This will be the same as the Activity Title used in previous tabs (please ensure it matches previous tab entries).
- **Program**: Select the only option that is available for this program:
  - Affordable Rental Program (2024 Disasters)
- **Program Type**: Select the only option that is available for this program:
  - Multiple Housing
- **Total CDBG Funds Requested**: Enter the dollar amount that you are requesting from the GLO – minimum \$500,000, maximum \$7,500,000
- **Leverage**: Providing other sources of funding (leverage) is not a program requirement. However, applicant will be awarded points if they meet or exceed leveraged funds of 25% of the Total CDBG Funds Requested. Enter the dollar amount of leverage in this box, if any
- **Total Project Cost**: This is an auto-calculated box that will combine the sum of Total CDBG Funds Requested and Leverage

 Edit ×

---

**Total Project Cost**

## Budget: Planned & Contracted

---

### Planned Budget Summary

---

**Total Requested from DRGR Budget Line Items (CDBG Only)**

**Leverage**  
\$2,000,000.00

**Use of Non-CDBG Funds**

Name ↑	Requested
Project - - Target Area/Activity <span style="float: right;">▼</span>	

Scroll down to the Budget: Planned and Contracted and click Save at the bottom. You will see that the Leverage box has been auto populated from your entry above.

- *Use of Non-CDBG Funds*: If you are committing Leverage funds to the project then please provide a brief description of what they will be utilized for, for example, supplemental hard construction funds, Project Delivery administration funds, construction loan interest payments, etc.  
If no Leverage funds are being committed to the project, then please enter 'N/A'

**Leverage**

\$2,000,000.00

**Use of Non-CDBG Funds**

Name ↑

Request

Edit Budget Item

Project - - Target Area/Activity



Save

Click the green 'Save' at the bottom of the page and you will see that a grey 'Project - - Target Area/Activity' box has been generated, and click on the down arrow on the right to 'Edit Budget Item'.

A pop-up window will appear with two sections on it: Budget Line Item and Non-CDBG Funds.

Edit×

---

### Budget Line Item

**Program Budget Code \***  
Project

**App/Contract\***  
 ×

**Requested**  
\$

**Obligated**

**BLI Type**  
DRGR Activity

- *Program Budget Code*: Pre-selected to the only option that is available for this program:
  - Project
- *App/Contract*: Click on the magnifying glass on the left and select the Application Title that you have filled in on previous tabs
- *Requested*: Type in the exact amount entered in the ‘Total CDBG Funds Requested’ on the previous window
- *Obligated*: Ignore this as it is a placeholder for your budget on the GLO side of TIGR
- *BLI Type*: Ignore as this is pre-filled to ‘DRGR Activity’

### Non-CDBG Funds

#### Leverage

\$

#### Non-CDBG Fund Type

Select 

#### Non-CDBG Fund Details

#### Total Requested (CDBG + Non-CDBG)

\$9,500,000.00

**Submit**

- *Leverage*: Type in the exact amount entered in the ‘Leverage’ on the previous window
- *Non-CDBG Fund Type*: Select the type (source) of leverage funds
- *Non-CDBG Fund Details*: Type in the exact amount entered in the ‘Use of Non-CDBG Funds’ on the previous window

Click the green ‘Submit’ button at the bottom of the page and it will take you back to the previous pop-up window.

Click the green ‘Save’ and you will then land at the Activity tab with a completed DRGR Activity for your 24D application.

## 4.5 Project

In the Project tab the applicant will now provide more detail regarding their specific multifamily rental project and the scope of work that is anticipated. This will include details such as the type of construction, the unit make up, the number of units and specifics on ADA units, detailed below. The detail must provide sufficient information to clearly identify the proposed project, define the location, clearly describe the scope of work, and provide the GLO with the specific unit configuration.

### Subrecipient Application 24D ARP - Edit

General Scoring Matrix 424 Questions Activity **Project** Duplication of Benefits Documents

**Project**

Create 24D ARP Project

Proj #	Project Title ↑	Project Status
There are no records to display.		

Save Application

Questions? Contact GLO at [TIGRHelp@recovery.texas.gov](mailto:TIGRHelp@recovery.texas.gov)

Click on the green button ‘Create 24D ARP Project’. This will open the pop-up window pictured below:

**Project Title \***

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

**Program Eligible Activities**

Select or search options ^

Select all3 items

- Rehabilitation
- Reconstruction
- New Construction

- *Project Title*: This should match the ‘Application Title’ entered in previous tabs
- *Program Eligible Activities*: Choose one, two, or all three options depending on your project specifics. Multiple selections are allowed to take into consideration your project scope of work. Each option has a score tied to it and in the case of multiple options being selected, the lowest scoring option will be the score that is added to the Scoring Matrix of your application.

## Provide a detailed description of the scope of work proposed

### Project Summary \*

### Is the applicant participating in the National Flood Insurance Program?

No  Yes

### What is the total site acreage of the proposed project? \*

### Site Attributes \*

Select ▼

### Building Configuration \*

Select or search options ▼

- *Project Summary*: This is a large-field text box where you have increased space to provide a detailed project summary so that the GLO can gauge the feasibility of your project. Detailed scope of work, construction timeline, plans, permits, equipment and labor staff required, materials used, potential relocation of existing tenants etc. should all be included here and documents supplementing this information will be uploaded further on in the application.
- *National Flood Insurance Program*: Select No or Yes
- *Total Site Acreage*: Enter the numeric value of the total site acreage
- *Site Attributes*: Select whether the project site is either a Single Site, Contiguous (Multiple) Sites or a Scattered Sites Project
- *Building Configuration*: Select the option or options that most closely match your project

## Unit Configuration

**Total Units \***

**LMI Units (Must be 51% or higher to meet HUD National Objective) \***

**ELI Units \***

**ADA Units (Must be 5% of Total Units unless otherwise exempt) \***

**A/V Units (Must be 2% of Total Units unless otherwise exempt) \***

**Save Project**

- *Total Units*: Enter the total amount of units in the project
- *LMI Units*: Enter the total amount of LMI Units (51% or higher)
- *ELI Units*: Enter the total amount of ELI Units, or zero
- *ADA Units*: Enter the total amount of ADA Units, or zero
- *A/V Units*: Enter the total amount of A/V Units, or zero

Click on the green 'Save Project' button at the bottom of the page and you will be taken back to the Project tab.

You will now see that your project has been populated.


Click on the down arrow and click on 'Edit 24D ARP Project'

## Project

Proj #	Project Title ↑	Project Status
GLO17-50400-P	Lavaca Apartments	Draft
GLO17-50401-P	Lavaca Apartments	Draft

Edit 24D ARP Project

The pop-up window you just completed will reopen. Scroll down to the bottom and you will see that 'Project Sites' has now been created. Click on the green button 'Create Project Site'

 Edit ×

**ELI Units \***

**ADA Units (Must be 5% of Total Units unless otherwise exempt) \***

**A/V Units (Must be 2% of Total Units unless otherwise exempt) \***

**Project Sites**

[Create Project Site](#)

**Site Title ↑**

There are no records to display.

[Save Project](#)

This will open a pop-up window within the current pop-up window. Fill out the following for the subject property site:

- *Street Address*
- *City*
- *Zip Code*
- *Latitude:* Enter the latitude point for the center (i.e., centroid) of the project.

- *Longitude*: Enter the longitude point for the center (i.e., centroid) of the project.
- *County*
- *State*
- *Site Description*: A brief overview of the current site visual attributes, e.g. damaged/destroyed rental houses or apartments, vacant land, heavily wooded land, condemned housing units fenced off after tornado etc.

Click the green 'Submit' button at the bottom of the page. This will take you back to the previous pop-up window.

Click on the green 'Save Project' window and you will be taken back to the Project tab, where you have now successfully completed the creation of your project.

## 4.6 Duplication of Benefits

### Subrecipient Application 24D ARP - Edit

[General](#) [Scoring Matrix](#) [424 Questions](#) [Activity](#) [Project](#) [Duplication of Benefits](#) [Documents](#)

Any and all FEMA funds received for benefit of any project proposed in this application must be fully disclosed and detailed to ensure the best cross-agency coordination and that duplication of benefits does not occur.

As stated in the Continuing Appropriations Act, 2017 (Pub. L. 115– 56, approved September 8, 2017) the use of funds for activities reimbursable by, or for which funds are made available by, FEMA, the U.S. Army Corps of Engineers or any other Federal program are prohibited. This non-duplication of benefits restriction that prohibits the use of funds for activities reimbursable by other means remains in effect and cannot be waived.

Therefore, GLO must ensure that disaster recovery projects comply with this restriction.

Common sources of potentially duplicative funding include but are limited to:

- FEMA (non-PA)
- Insurance
- Other sources of local, state, and federal funding

**Small Business Administration (SBA):** Any and all SBA proceeds received for benefit of any project proposed in this application must be fully disclosed and detailed to ensure that funds are used most efficiently, and that duplication of benefit does not occur.

If SBA funding was received, provide all relevant documentation and evidence of funds committed/received/expended on the proposed project.

**Insurance Coverage:** Any and all insurance proceeds received for benefit of any project proposed in this application must be fully disclosed and detailed to ensure that funds are used most efficiently, and that duplication of benefit does not occur.

If insurance proceeds were received, provide all relevant insurance documentation and evidence of funds committed/received/expended on the proposed project. Also, explain why funds are needed above and beyond the insurance funding.

If a policy was in place for the proposed project, but a claim was not made, provide an explanation as to why.

**Other Local, State, or Federal Funding:** Any and all funds identified for use on any project proposed in an application must be fully disclosed and detailed to ensure accuracy in the budget, eligible use of all funds, schedule coordination, and that a duplication of benefit does not occur.

If other funds are available to address the proposed project in whole or in part, report all sources of that funding and reflect the specific uses (e.g. construction, engineering, administration, environmental).and amounts in the application budget.

Documentation identifying other state and/or federal agencies contacted for funding and the results of the funding must be provided.

Overall, any and all insurance proceeds received for benefit of any project proposed in this application must be fully disclosed and detailed to ensure that funds are used most efficiently, and that duplication of benefit does not occur. Any and all funds identified for use on any project proposed in an application must be fully disclosed and detailed to ensure accuracy in the budget, eligible use of all funds, schedule coordination, and that a duplication of benefit does not occur. Make sure information is complete and matches the budget provided.

Note: FEMA issued Public Assistance (PA) disaster declarations for Hurricanes Ike and Dolly (DR-1791 and DR-1780), 2015 Floods (DR-4223 and DR-4245), 2016 Floods (DR-4266, DR-4269, and DR-4272), and Hurricane Harvey (DR-4332), but not for the 2018 South Texas Floods (DR-4377) or the 2019 Disasters (DR-4454 and DR-4466).

[General](#)   [Scoring Matrix](#)   [424 Questions](#)   [Activity](#)   [Project](#)   [Duplication of Benefits](#)   [Documents](#)

Any and all FEMA funds received for benefit of any project proposed in this application must be fully disclosed and detailed to ensure the best cross-agency coordination and that duplication of benefits does not occur.

**Was the proposed project eligible for FEMA PA?**

Select ▼

**If yes, did you receive FEMA PA?**

Select ▼

**Was FEMA contacted regarding the proposed project's eligibility?**

Select ▼

**Is this project a proposed FEMA nonfederal share?**

Select ▼

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

Create

Full Document Name ↑

There are no records to display.

Any and all insurance proceeds received for benefit of any project proposed in this application must be fully disclosed and detailed to ensure that funds are used most efficiently, and that duplication of benefit does not occur.

- *Was the proposed project eligible for FEMA PA?* Applicant will select *Yes* or *No* via the dropdown selection
- *If Yes, did you receive FEMA PA?* Applicant will select *Yes* or *No* via the dropdown selection
- *Was FEMA contacted regarding the proposed project's eligibility?* Applicant will select *Yes* or *No* via the dropdown selection.
- *Is this project a proposed FEMA nonfederal share?* The applicant will provide details of the overall budget for the proposed project and explain the need for the non-federal share requested in the application.
- *Upload FEMA Documents:* Applicant must upload all supporting documentation regarding FEMA funding, requests to FEMA, or denial of funding from FEMA to ensure duplication of benefits does not occur, by clicking on the green 'Create' button.

**Did the applicant have insurance coverage on the proposed project?**

**Name of Insurance Company**

**Was a claim filed with insurance for the proposed project?**

**Amount claimed/received for the project**

**If a claim was not filed, please explain below.**

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

Submit a complete FINANCIAL INTEREST REPORT (A503 form) with this application for each person/entity with a reportable financial interest. Include as appropriate for Grant Administration, Environmental, and/or Engineering. This form can be found at <http://recovery.texas.gov/> or <http://recovery.texas.gov/files/resources/housing/s2-financial-interest-report.pdf>

**Financial Interest Report**

Create

Full Document Name ↑

There are no records to display.

Any and all funds identified for use on any project proposed in an application must be fully disclosed and detailed to ensure accuracy in the budget, eligible use of all funds, schedule coordination, and that a duplication of benefit does not occur. Make sure information is complete and matches the budget provided.

- *Did the applicant have insurance coverage on the proposed project?* Applicant will select *Yes* or *No* via the dropdown selection
- *Name of Insurance Company:* If selected *Yes* to the answer above, input name of insurance company that provided coverage for the proposed project
- *Was a claim filed with the insurance for the proposed project?* Applicant will select *Yes* or *No* via the dropdown selection
- *Amount claimed/received for the project:* Insert the amount received for the project.
- *If a claim was not filed, please explain below:* Applicant will explain why an insurance claim was not filed
- *Are there any persons/entities with a reportable financial interest to disclose?* Applicant will select *Yes* or *No* via the dropdown selection
- *Upload Financial Documents:* A Financial Interest Report is required to be submitted for each person/entity with a reportable financial interest of \$2,000 or more. Include as appropriate, but not limited to, Grant Administration, Environmental, and/or Engineering.

Any and all funds identified for use on any project proposed in an application must be fully disclosed and detailed to ensure accuracy in the budget, eligible use of all funds, schedule coordination, and that a duplication of benefit does not occur. Make sure information is complete and matches the budget provided.

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

Select ▼

Report all sources of funding and the amount available. If additional space is needed, attach pages.

Disclose source(s) and use(s) of non-CDBG-DR funds. Create

Source of Funds	Use of Funds	Amount of Funds ↑
There are no records to display.		

Have any other state and/or federal agencies been contacted concerning funding for the proposed proj

Select ▼

Uploaded Agency Award Grid Create

Agency ↑	Program	Award Information	Award Amount	Regarding Application
There are no records to display.				

Save Application

- *Are local or other funds available to address the proposed project in whole or in part?* Applicant to select *Yes* or *No* via the dropdown selection. Applicant to upload resolution under Financial Documents and include the applicable amount on all budget documents.

- *Report all sources of funding and the amount available. If additional space is needed, attach pages:* Applicant to list all sources of funding (Leverage)
- *Disclose source(s) and use(s) of non-CDBG-DR funds:* Applicant to click on green button ‘Create’ and in the pop-up box enter the Amount of Funds, Source of Funds, and Use of Funds (Leverage)
- *Have any other state and/or federal agencies been contacted concerning funding for the proposed project?* Applicant to select *Yes* or *No* via the dropdown selection
- *Uploaded Agency Award Grid:* Applicant to click on the green button ‘Create’ and in the pop-up box enter the Agency, Program, Award Information, Award Amount, and Date other funds are anticipated to be received, if applicable

Click on the green ‘Save Application’ box at the bottom of the screen, and you have now successfully completed the Duplication of Benefits tab.

## 4.7 Documents

The applicant must provide required documents referenced throughout this guide or other supplemental material, by uploading to the “Documents” section of the TIGR Portal application. The supporting documentation facilitates the assessment of overall program eligibility, project eligibility, financial capacity, and program compliance.

Housing applicants are required to submit a 2024 Disasters - ARP Part B Excel Form, found on the 24D ARP webpage.

While many documents are supplemental, there is a core list of required documentation, without which you will not be able to submit a completed application:

- Site Plan - Draft or Finalized
- Map indicating latitude and longitude for proposed location(s)
- Rehabilitation/Reconstruction Projects - Property Condition Assessment or Capital Needs Assessment
- Supporting census tract/block group or other beneficiary data maps
- Finance Commitment - Proof of Construction Loan or, at a minimum, a conditional commitment of loan from accredited financial institution that adequately covers all project soft costs and an amount equal to 90 days of construction costs
- Completed 2024 Disasters - ARP Part B Excel Form
- SF-424 - Completed and Signed
- List of organizations with an ownership or special interest in the applicant and a list of development team members

Select the “*Create*” button in the Documents section to upload documents.

## Subrecipient Application 24D ARP - Edit

General Scoring Matrix 424 Questions Activity Project Duplication of Benefits Documents

### Uploaded Documents

Create

Full Document Name ↑

There are no records to display.

Save Application

Questions? Contact GLO at [TIGRHelp@recovery.texas.gov](mailto:TIGRHelp@recovery.texas.gov)

Once all of your documents have been uploaded, click the green button 'Save Application'.

## 5 Application Completion and Submission

Once the applicant has completed the application in the TIGR Portal, uploaded all required documentation, and met the required citizen participation criteria, appropriate steps must be followed in TIGR to complete the project and application submittal, as indicated in the following figures.

- Navigate to the **Projects** section and click on “*Complete an Existing Draft Project.*”
- Locate the Draft Project and click the drop-down arrow under *Program Type* and click “**Submit Project.**”
- Navigate to the **Applications** section and click on “*Complete an Existing Draft.*”
- Locate the Draft Application and click the drop-down arrow under *Created On* and click “**Submit Application.**”

NOTE: The application cannot be edited after submission.

The screenshot displays the 'My Draft Projects' page. At the top, there is a blue instruction bar: 'Click on Edit button to modify a Draft Project. Select 'Submit My Draft Project' option to submit completed Project to CDR.' Below this is a 'Subrecipient' selection area with a list of checkboxes and an 'Apply' button. The main content is a table of draft projects. The table has columns: Subrecipient, Contact, Proj #, Project Title, Project Budget, County, Address, City, and Program Type. The 'Program Type' column contains dropdown menus. For the third row, the dropdown is open, showing 'DRRP' selected and a 'Submit Project' button highlighted with a red box. Other options in the dropdown include 'Buyout and Acquisition', 'Multiple', and 'Competitions'. A search bar and 'Export List' button are located above the table.

Subrecipient	Contact	Proj #	Project Title	Project Budget	County	Address	City	Program Type
		GLO17-30197-P						Buyout and Acquisition
		GLO17-32352-P						Multiple
		GLO17-32646-P						DRRP
		GLO17-32647-P						DRRP
		GLO17-32657-P						Competitions

### Complete an Existing Draft

Complete Draft application and click on Submit button to submit to CDR. If application doesn't submit, switch to Failed to Submit view and validate submission message.

**Subrecipient**

- 
- 
- 
- 
- 

More ▾

Apply

My Draft Applications - Search

Application Title	Subrecipient	App/Contract Entity ID ↑	County	Application Type	Grant Administrator	Grant Manager	Created On ↓	
DRRP-244-1318 (2019 Disasters)		CDR17-2654-APP		New			1/1/2025 6:06 PM	▾
DRRP-244-1317 (2019 Disasters)		CDR17-2653-APP		New			1/1/2025 6:06 PM	▾
DRRP-244-1316 (2019 Disasters)		CDR17-2652-APP		New			1/1/2025 6:06 PM	▾
		CDR17-2627-APP		New			12/16/2024 1:26 PM	▾
DRRP QA - DRRP - Hurricanes Ike/Dolly; 2018 South Texas Floods		CDR17-2341-APP		New			11/12/2024 4:43 PM	▾
DRRP QA - DRRP - Hurricane Ike/Dolly; 2018 South Texas Floods		CDR17-2322-APP		New			11/12/2024 4:42 PM	▾
DRRP QA - p County DRRP -		CDR17-2323-APP		New			11/12/2024 4:42 PM	▾

Edit DRRP Application

**Submit DRRP Application**

View DRRP Application

## **6 Critical Guidance for Applicants**

### **6.1 Record Retention**

In accordance with federal regulations, all records relevant to a project that receives federal grant funding shall be retained for a period of three (3) years subsequent to the final closeout of the grant by the GLO and HUD. The GLO will notify all program participants of the date upon which local records may be destroyed, and applicant shall retain all records related to the project, and subsequent contract, until the destruction date determined by the GLO.

### **6.2 False Information**

The following actions may be taken, as appropriate, where the GLO finds that an applicant provided false information in their application for CDBG-DR funding.

If GLO staff suspect or have confirmation that an applicant has provided false or misleading information in an application that would affect program eligibility or falsely define beneficiary information, GLO staff will make a recommendation for action to the appropriate GLO branch for review and consideration.

GLO may take additional actions that include, but are not limited to:

- Determining the entity liable for funds expended to any vendors procured to serve the application process.
- Conducting the appropriate reviews and issuing any official findings or concerns. The applicant/subrecipient may be liable for funds expended.
- Referring to the HUD Office of the Inspector General (OIG) for further resolution.

### **6.3 Additional Questions?**

Applicants may submit inquiries and questions regarding the application via email to [arp2024disasters@glo.texas.gov](mailto:arp2024disasters@glo.texas.gov). Responses will be provided via a Frequently Asked Questions (FAQ) document posted to the ARP webpage.