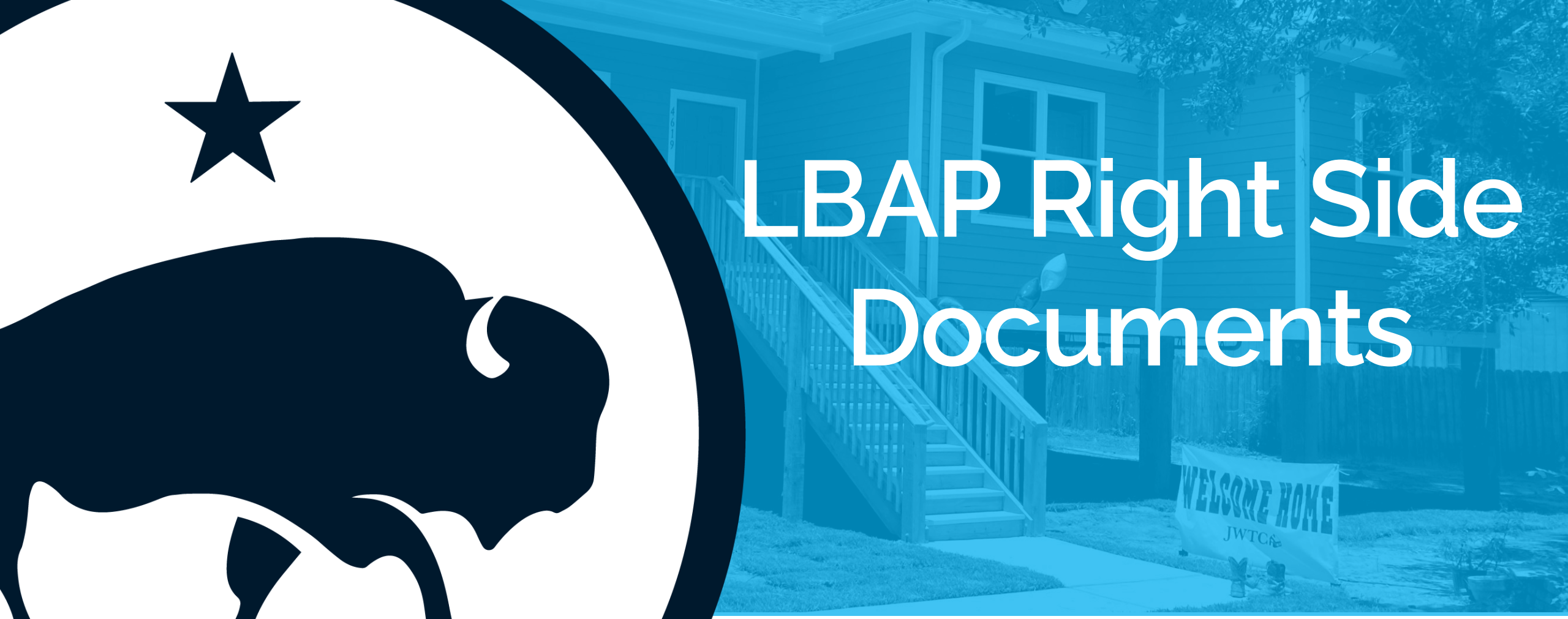


LBAP Right Side Documents

TEXAS GENERAL LAND OFFICE

community development & revitalization

AGENDA

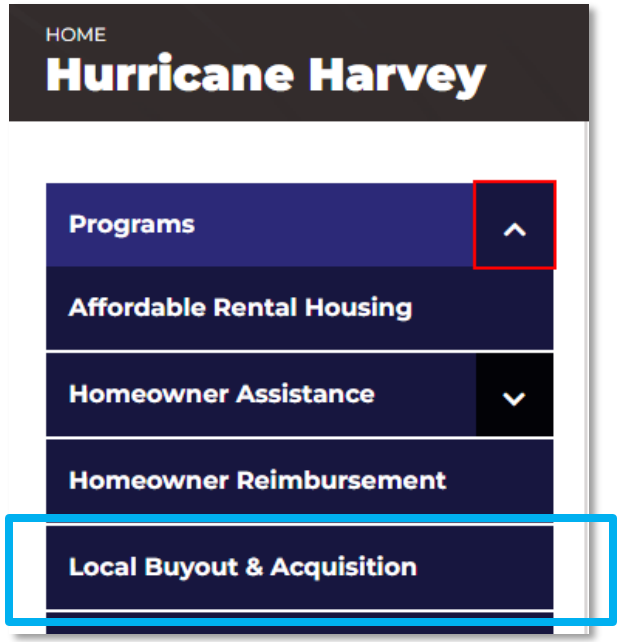
- Right-Side Checklist
- Right-Side Resources
- Maintaining Documents in TIGR
- Updating Right-Side Checklist
- Requesting Obligation in TIGR
- Requesting Funds in TIGR

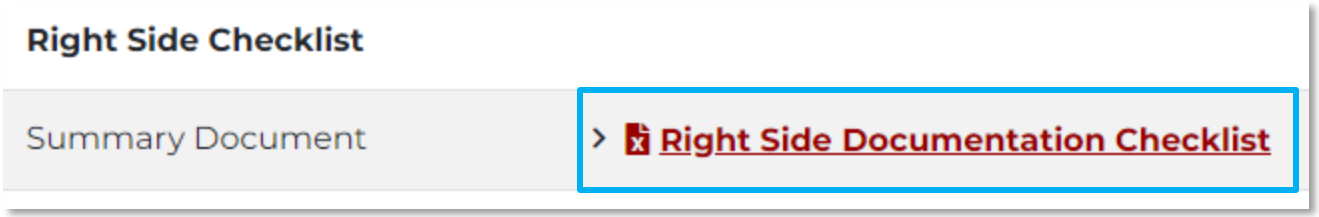
Right-Side Checklist

Each project submitted in the LBAP program should be maintained using the GLO's Right Side Checklist located on the Texas GLO recovery website.

https://recovery.texas.gov/grant-administration/grant-implementation/buyouts-and-acquisitions/index.html

Such form should be continuously maintained and re-submitted within the TIGR system as project files move forward and should be maintained in the local file.

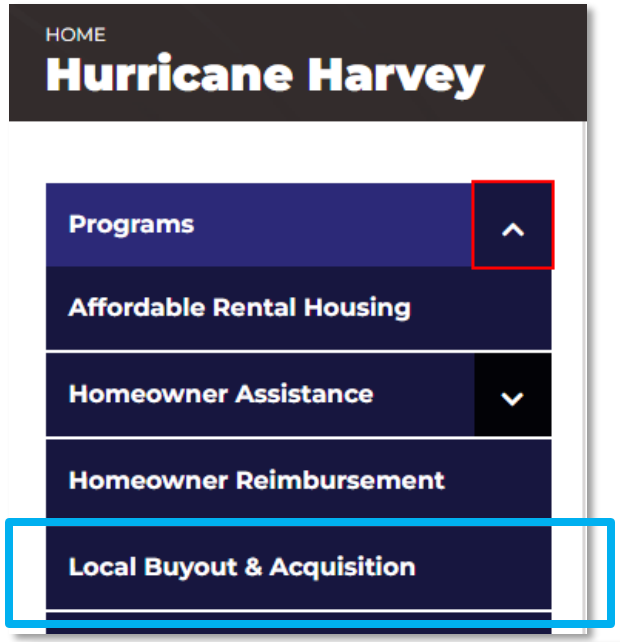


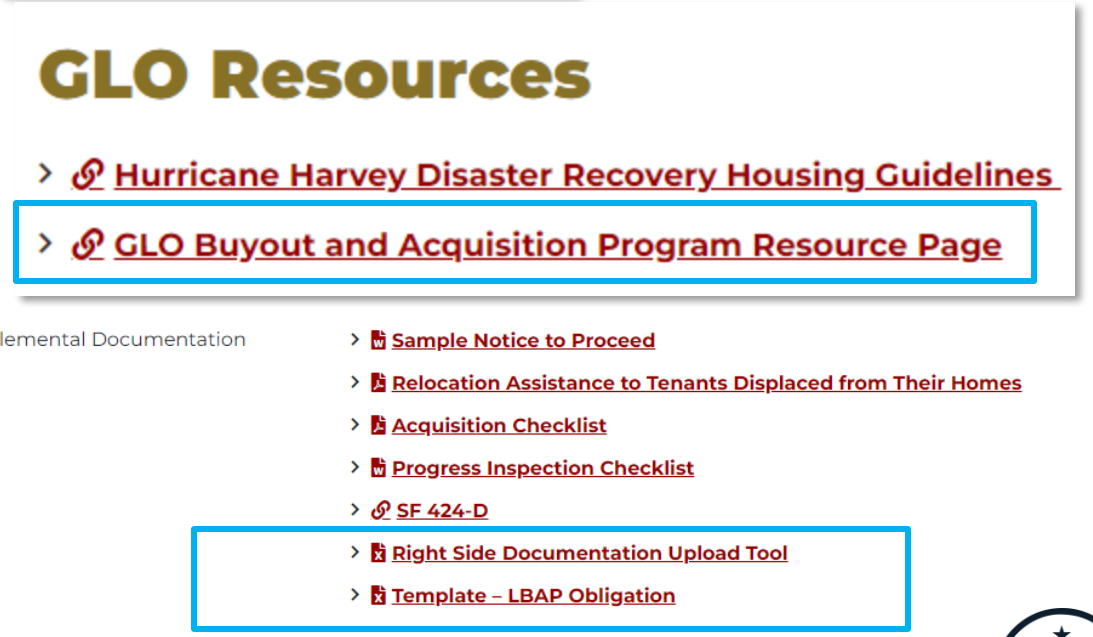


Right-Side Resources

The GLO has created tools to expedite the review process of Right-Side documents located on the Texas GLO recovery website.

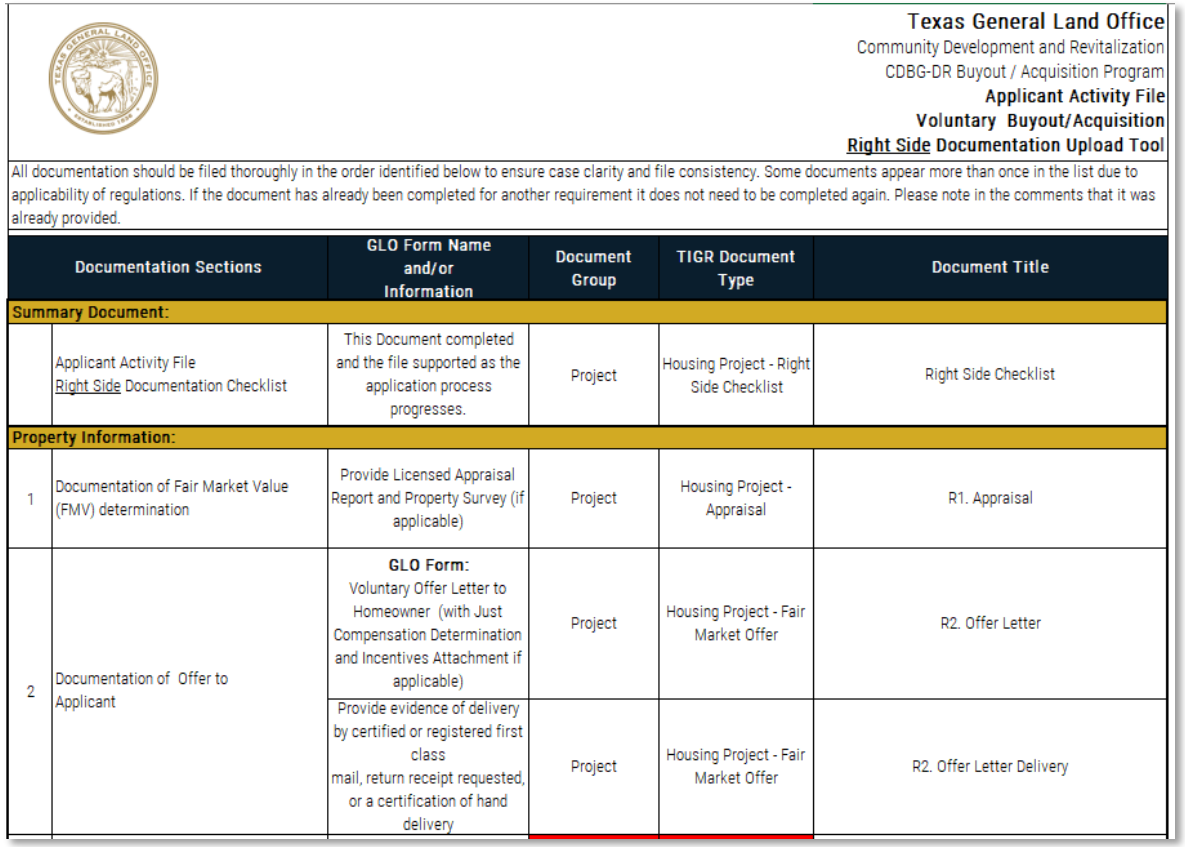
https://recovery.texas.gov/grant-administration/grant-implementation/buyouts-and-acquisitions/index.html





Maintaining Documents in TIGR

The GLO has created a "Right Side Documentation Upload Tool" to allow Subrecipients to understand how Right-Side documents should be uploaded to the applicable project file in TIGR



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

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

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

Maintaining Documents in TIGR

The spreadsheet is broken up into sections, and sub-sections. For example, under the “Property Information” section there is a total of four sub-sections

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

Maintaining Documents in TIGR

Subrecipients should create document shells under the applicable project file TIGR, and upload all corresponding documents to the shell. For example, right side subsection two," Documentation of Offer to Applicant" has two required documents.

Property Information:					
1	Documentation of Fair Market Value (FMV) determination	Provide Licensed Appraisal Report and Property Survey (if applicable)	Project	Housing Project - Appraisal	R1. Appraisal
2	Documentation of Offer to Applicant	**GLO Form:** Voluntary Offer Letter to Homeowner (with Just Compensation Determination and Incentives Attachment if applicable)	Project	Housing Project - Fair Market Offer	R2. Offer Letter
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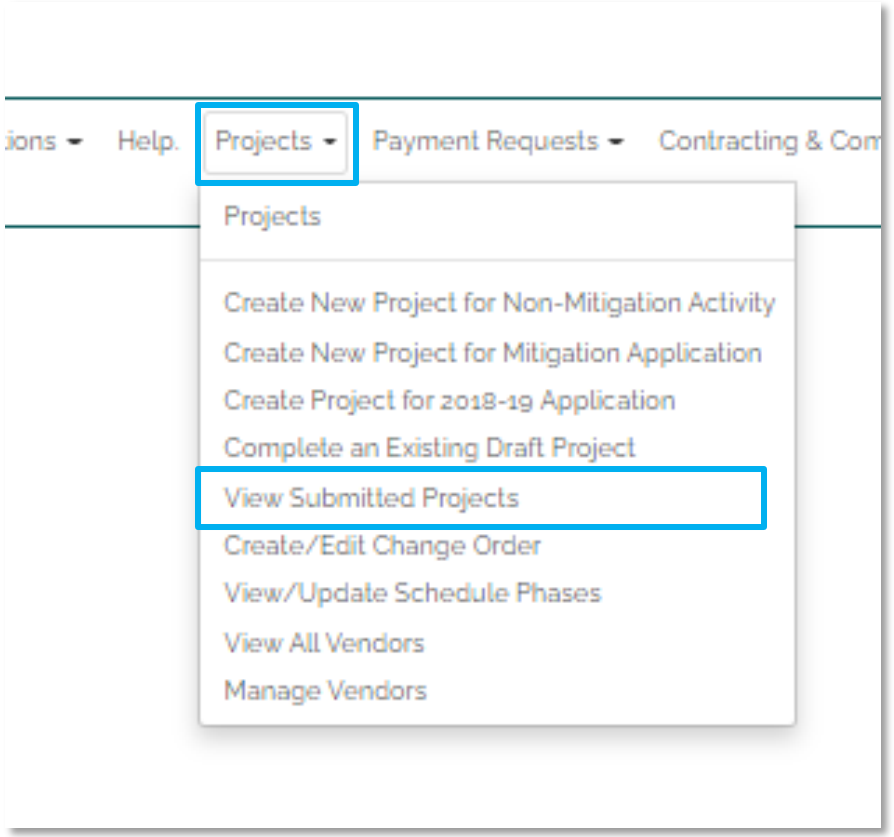
		Contract for Sale	Project	Housing Project - Fair Market Closing	R4. Contract for Sale
		Proof of Payment	Project	Housing Project - Fair Market Closing	R4. Proof of Payment

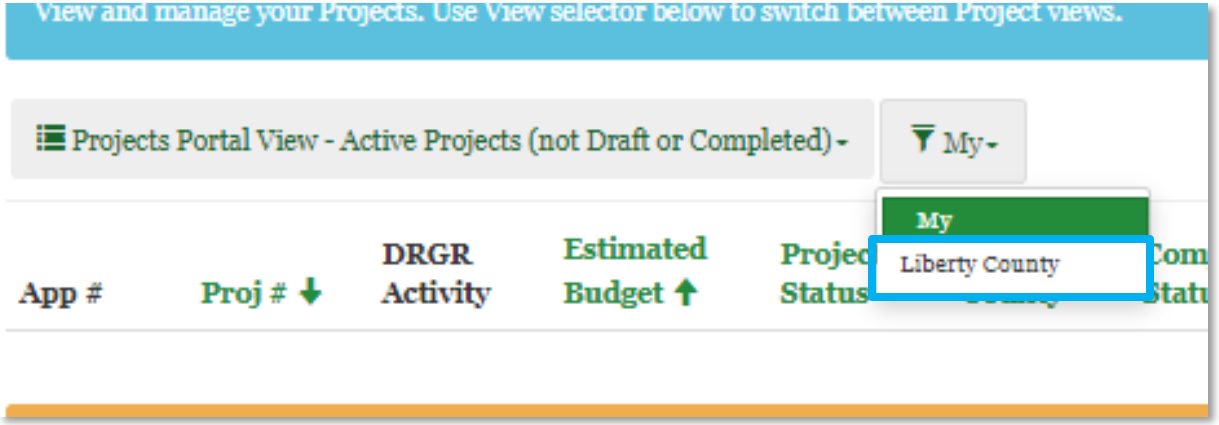
Maintaining Documents in TIGR

To upload documents in the TIGR portal, go to the top of the screen and select “Projects”, then “View Submitted Projects”.



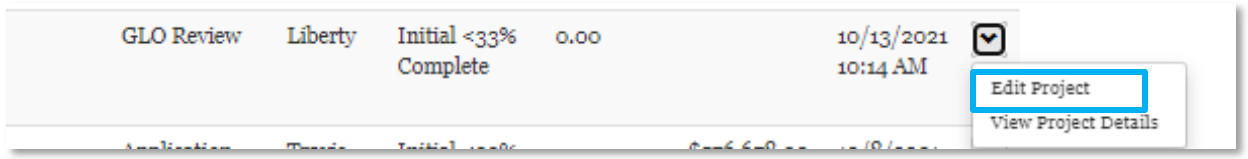
Maintaining Documents in TIGR

Change the view to the applicable Subrecipient.

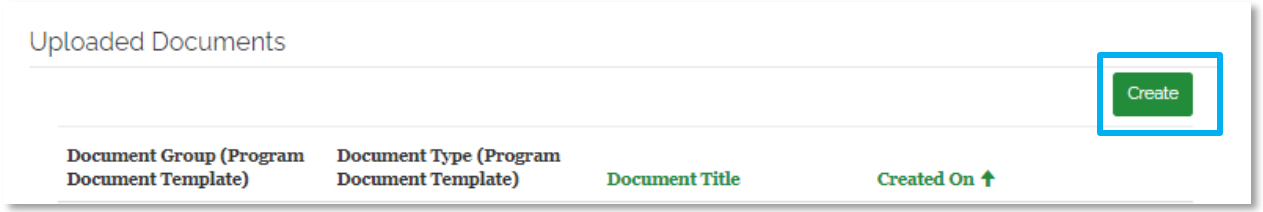


Maintaining Documents in TIGR

Once the view has been changed, select the applicable project and change the drop down to “Edit Project ”.



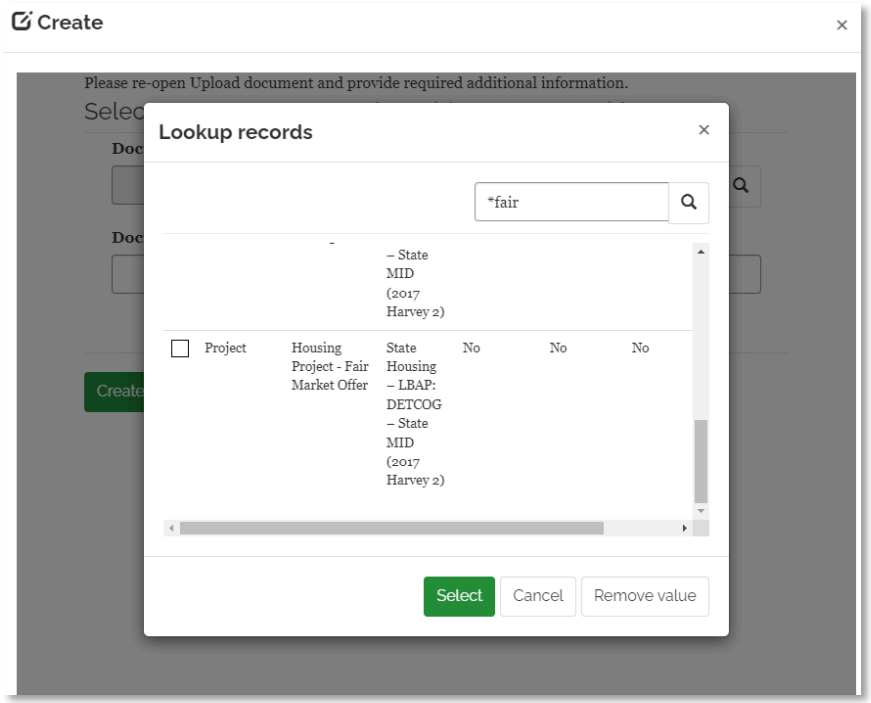
Scroll towards the bottom of the page to the “Upload Documents” section and press the “Create” button.



Maintaining Documents in TIGR

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

Look up the applicable Document Group for the corresponding Right-Side sub-section. For Example, sub-section "Documentation of Offer to Applicant" requires Document Group "Housing Project-Fair Market Offer"

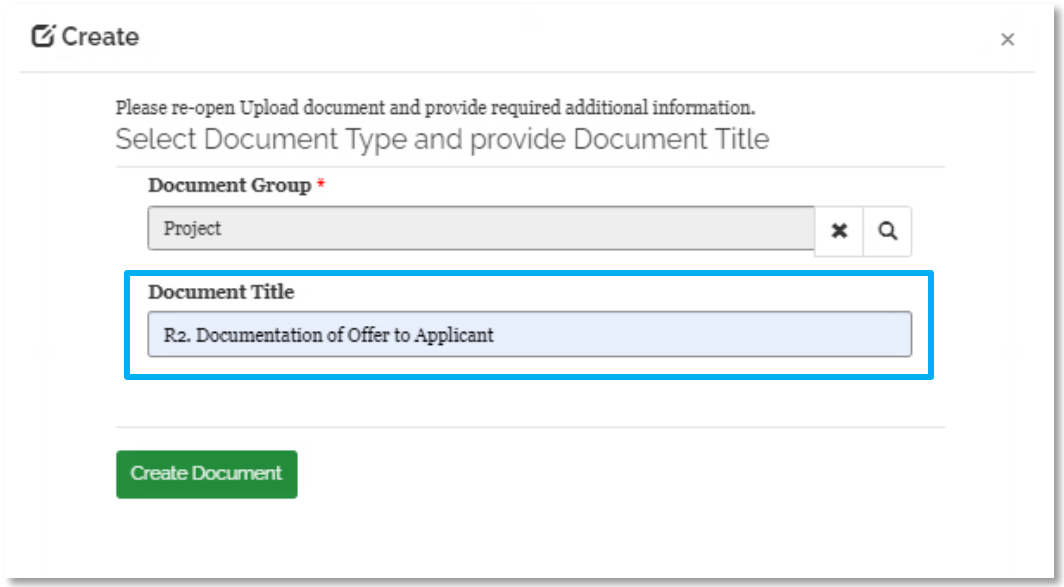


Maintaining Documents in TIGR

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

When naming the document shell, preface the sub-section name with R(no). For example, "Documentation of Offer to Applicant" is right side line-item number two.

Once completed, select "Create Document"



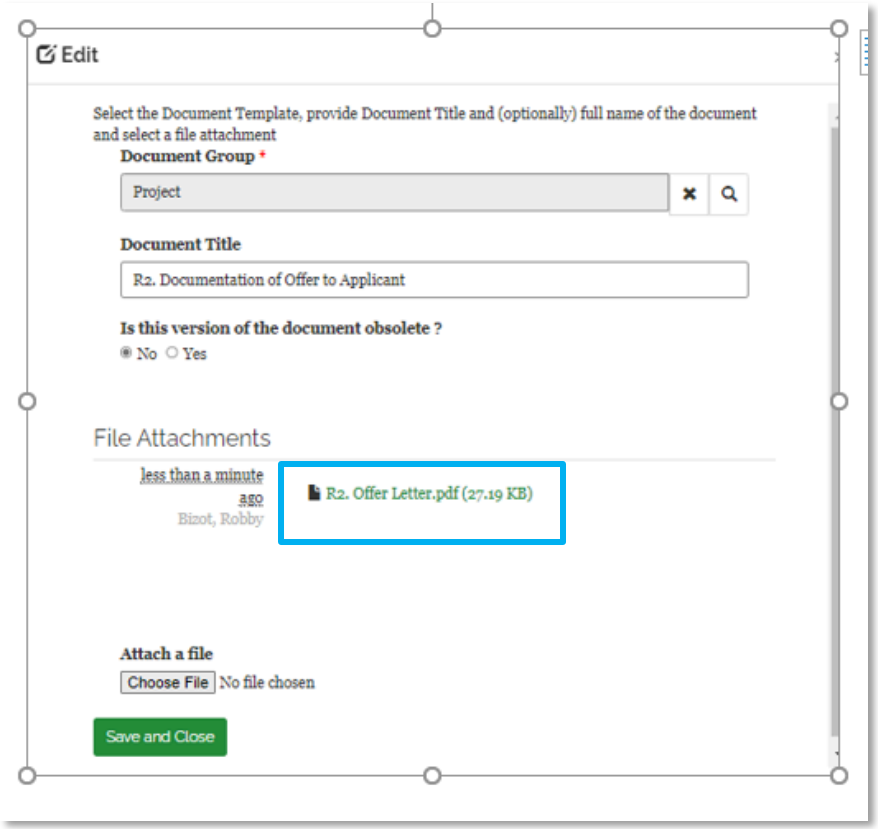
Maintaining Documents in TIGR

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

Once the document is created, upload the applicable document to the entry.

The Subrecipient should use the provided naming convention when naming the document.

This example requires two documents, after the 1st document is uploaded, the "choose file" button can be used multiple times for the shell.

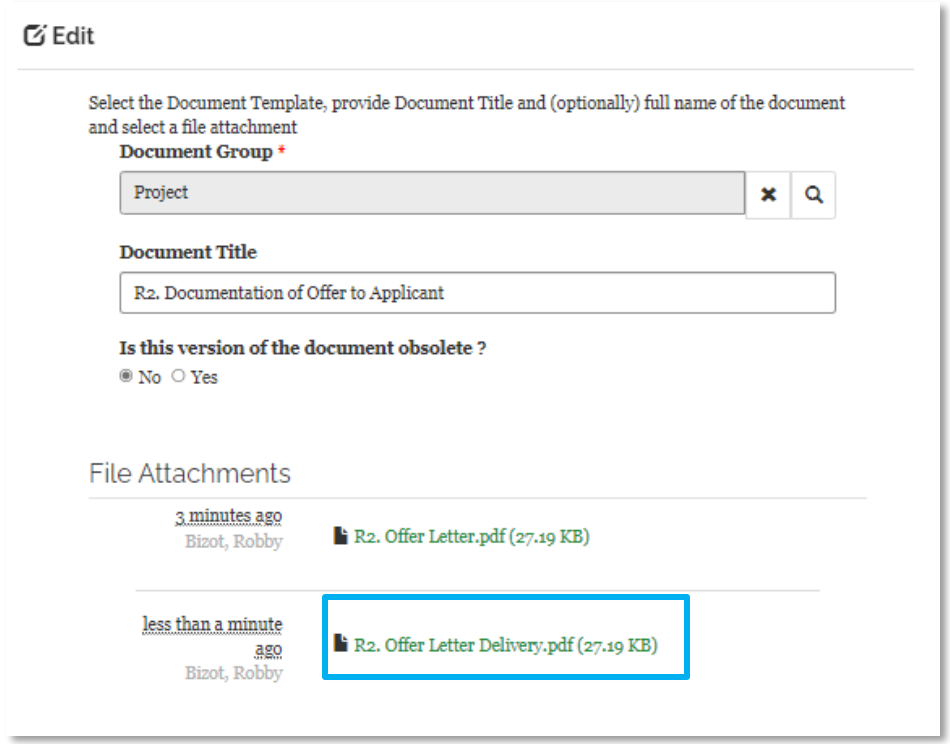


Maintaining Documents in TIGR

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

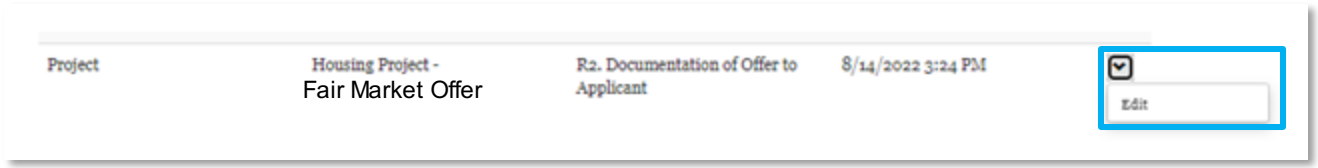
The Subrecipient adds the subsequent required document for the sub-section example.

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



Maintaining Documents in TIGR

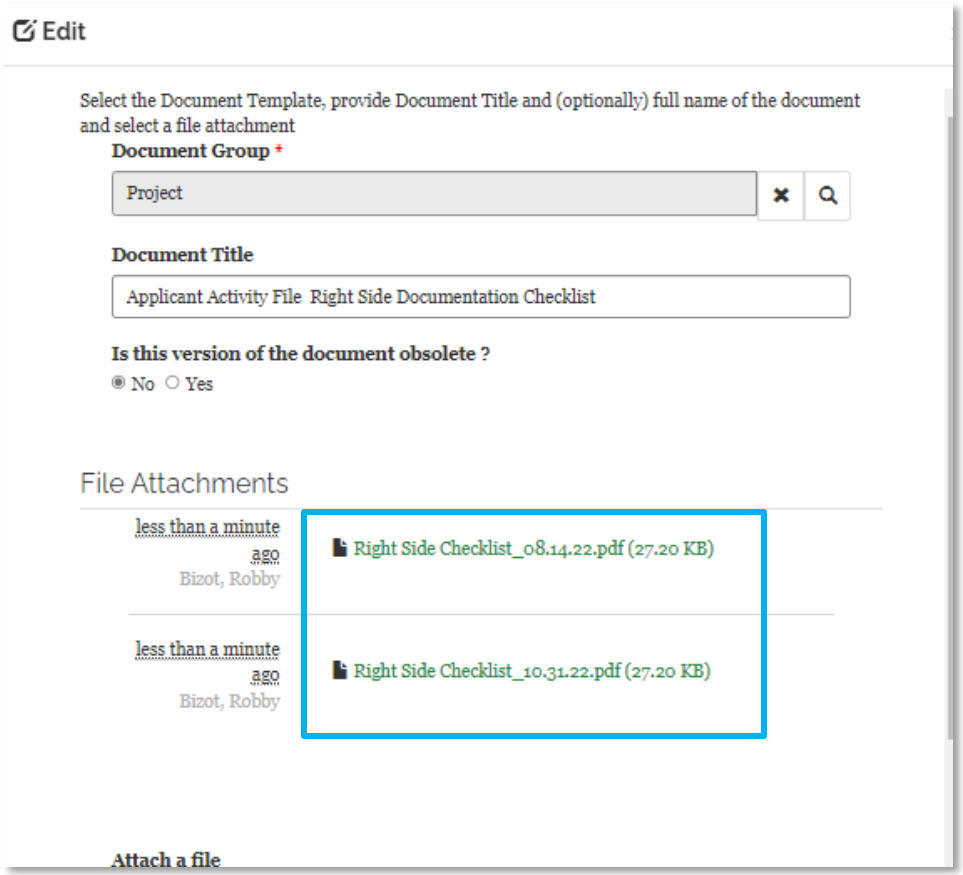
At any time, the Subrecipient can add documents to the shell by selecting the applicable document shell and selecting "Edit"



Updating Right-Side Checklist

As project files are updated and added to the TIGR portal, the Subrecipient should continue to update the Right-Side Checklist document shell to indicate what documents are included in TIGR.

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



Requesting Obligation in TIGR

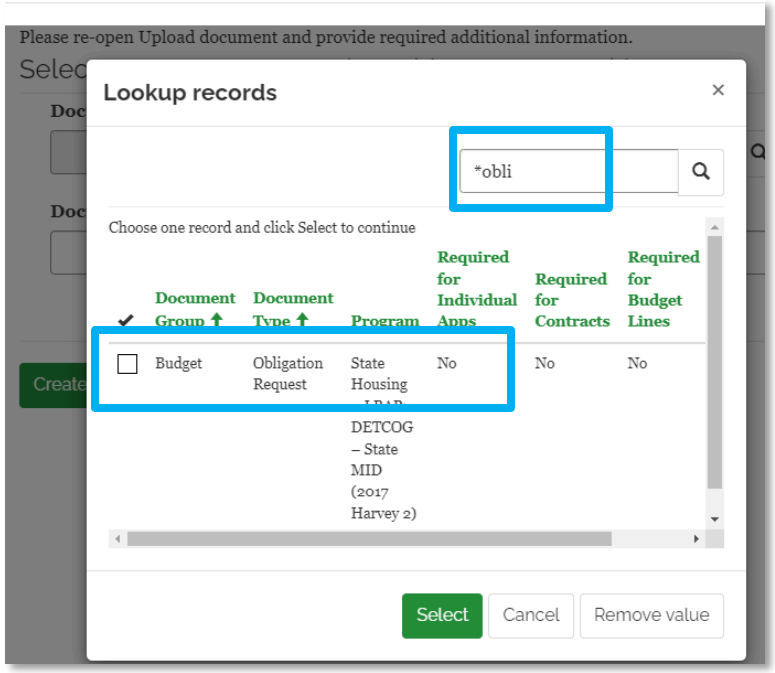
When the Subrecipient is ready to request obligation of project costs ahead of payment, the GLO requires the Subrecipient to complete an obligation request form. This form will be used by GLO to validate the necessity of projected project costs.

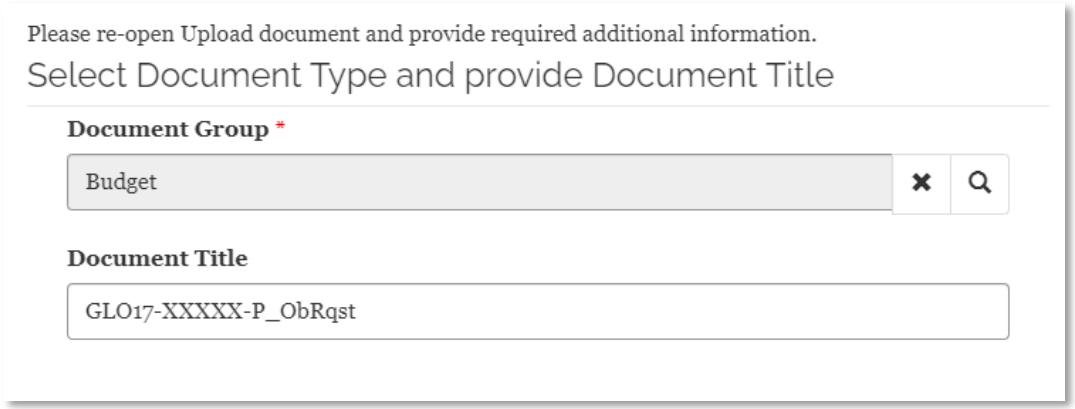
The completed form should be printed and uploaded to the project documents in TIGR portal under each TIGR App ID included in the request. Upload the completed sheet to TIGR using Document Type " Budget-Obligation", name the document by using the TIGR APPID followed by "ObRqst" and the obligation request number for the project.

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

Requesting Obligation in TIGR

The completed form should be uploaded to the project documents in TIGR portal under each TIGR App ID included in the request. Upload the completed sheet to TIGR using Document Type " Budget-Obligation", name the document by using the TIGR APPID followed by "ObRqst" and the obligation request number for the project.





Requesting Funds in TIGR

In order to be paid for buyout costs, all associated Right-Side documents for the expense should be uploaded to the project file using the "Right-Side Documentation Upload Tool".

For example, the items to the right are required to be uploaded (if applicable) to the project file documents to support payment of advancement or reimbursement of homeowner closing costs.

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

Requesting Funds in TIGR

The corresponding documents can be found on the document tool.

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

Property Information:					
1	Documentation of Fair Market Value (FMV) determination	Provide Licensed Appraisal Report and Property Survey (if applicable)	Project	Housing Project - Appraisal	R1. Appraisal
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		Contract for Sale	Project	Housing Project - Fair Market Closing	R4. Contract for Sale
		Proof of Payment	Project	Housing Project - Fair Market Closing	R4. Proof of Payment

Requesting Funds in TIGR

The Right-Side Document Tool is meant to support project documents.

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

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

Questions?