



Texas General Land Office  
Community Development and Revitalization  
HAP Housing Guidelines Checklist

This tool is a guide to assist the Grant Manager in their review the Subrecipient/Vendor's Housing Guidelines such as Buyouts, Down Payment Assistance (DPA) housing activities will have separate checklists. Program deviations captured may require a waiver approval by the GLO. All items in the Guidelines must comply with the published Federal Registers (as applicable), GLO's Action Plan and GLO's Housing Guidelines.

	ATTRIBUTE	ASSESSMENT	COMMENTS	RESOLUTION
<b>CHANGE/VERSION LOG TABLE</b>				
	Subrecipient/Vendors will be required to track changes to the housing guidelines as they are approved by the GLO?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>PROGRAM OBJECTIVES</b>				
	Does the program(s) outline background information and needs resulting from the event?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>INTRODUCTION</b>				
	Is the purpose of the program/funding in the guidelines describe?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>PROGRAM OBJECTIVES/ DEFINITIONS</b>				
	Does the Program Guidelines description capture the objectives as discussed in the GLO's Housing Guidelines?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
	Does the Guidelines include definitions?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
	Does the Program describe how the national objectives will be served as noted in the GLO Housing Guidelines?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>PROGRAM DESIGN</b>				
	Is the National Program Objective(s) identified?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
	Does the guidelines capture or discuss a needs assessment methodology?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
	Does the Guidelines describe environmental requirements, proof of damage to the event, size of units being offered, timeliness of applicant status?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
	Is AFFH review in the Program Guidelines?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>Housing Assistance Caps</b>				
	Are the housing assistance caps identified?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
	Does the housing assistance caps follow the GLO's housing caps?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>Affirmative Marketing Outreach</b>				
	Does the Subrecipient/Vendor outline how to target and outreach to their affected communities?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
	Does the outreach include door-to-door canvassing or other special methods other than newspaper ads or notices?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
	Does the Guideline outline how they will prioritize applications submitted by affected survivors?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
	Does the Affirmative Marketing Plan (AMP) meet the criteria identified on GLO's AMP checklist?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>Reporting Requirements</b>				
	Is the necessary reporting requirements listed? E.g. Section 3, applicant data, etc.?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
	Does the Program Guidelines capture the records retention requirements for a 3 year period beyond closing of a grant?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>Procurement Requirements</b>				
	Are the procurement requirements described in the GLO's Housing Guidelines and GLO procurement checklist?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>Site and Development Restrictions</b>				
	Does the Program Guidelines capture the site and development restrictions requirements for General Standards (e.g. HQS, lead-based paint, ADA, etc.)?	<input type="checkbox"/> YES <input type="checkbox"/> NO		

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Does the Guidelines include site and development restrictions requirements for constructed or substantial improvements (e.g. IRC, HOA, Local Code, Windstorm provisions, etc.)?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Does the Guidelines include site and development restrictions requirements, standards for rehabilitation of non-substantial damaged residential (e.g. HUD CPD Green Building, etc.)?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Does the Guidelines include site and development restrictions requirements for Housing Quality Standards (HQS)?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Does the Guidelines list choices of Green Building standard?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Does the Guidelines include site and development restrictions requirements for Accessibility?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Does the Guidelines include site and development restrictions requirements for elevation on new construction, repair of substantial damage, or substantial improvements?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Does the Guidelines include site and development restrictions requirements for Resilient Home Construction Standards?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>Conflict of Interest</b>			
Does Guidelines mention policy to address conflict of interest concerns?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>Compliant/Appeal Process</b>			
Does the Guidelines address how the Subrecipient/Vendor will address a compliant/appeal process, (e.g. three business day minimum response time periods, etc.)?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>Audit Requirements</b>			
Does the Guideline discuss the 2 CFR Section 200.501 single audit requirements?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>Changes, Waivers, and/or Conflicts</b>			
Does the Guidelines include guidelines waiver process through the GLO as necessary (public comment must be posted 7 days before GLO will consider waiver)?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>SINGLE FAMILY HOUSING PROGRAMS</b>			
Is case management to the affected applicants laid out in the Guidelines?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Is the following included: "Warning: Any person who knowingly makes a false claim or statement to HUD may be subject to civil or criminal penalties under 18 U.S.C. 287, 1001 and 31 U.S.C. 3729"?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Does the Guidelines mention that effective communications will be provided to clients that primarily speak other languages and persons with disabilities pursuant to 24 CFR 8.6, etc.?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Does the Guidelines include that HUD Section 8 housing income limits as published by HUD every year will be use to determine an applicants LMI eligibility to include using the GLO's adjusted gross income methodology.	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Does Guidelines capture eligibility review for Proof of Event Damage, Proof of Ownership, Principle Residency, Property Taxes, Child Support and an Environmental review?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Is Duplication of Benefit Review included?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Does the Guidelines discuss a process to recapture possible Duplication of Benefit funds at a later date as a result of denied claim due to the event, etc.?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Does Guidelines include that the Subrecipient/Vendor will perform an unmet need damage assessment which also includes verification of event damage?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Does the Guidelines discuss how it will evaluate a program home for damage to include if applicable elevation requirements?	<input type="checkbox"/> YES <input type="checkbox"/> NO		

	ATTRIBUTE	ASSESSMENT	COMMENTS	RESOLUTION
	Does the Guideline include verifying that the applicant maintain National Flood Insurance (NFIP) at the time of the event (applicant in floodplain or above 120% AMI )?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
	Does the Guidelines capture Property Eligibility Requirements (e.g. unit characteristics, MHU restrictions, stick built, etc.)?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
	Does the Program capture the types of improvements/supplemental improvements that are eligible, improvements must be physically attached to the home, lead-base paint abatement, debris, etc.?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
	Is the necessary inspection requirements and types included (50%, final, TREC)?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
	Are closeout requirements listed?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
	Is the project affordability requirements of 3 years listed?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
	Are housing standardization established in the Guidelines (e.g. square foot requirements that are with in industry range, 2,3,4 bedroom homes, etc.)?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
	Does Guidelines include visibility requirements?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
	Does the Guidelines states that a Construction Agreement will be executed with the homeowner?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
	Does the Guideline capture that it will conduct the required property inspections and final payment requirements?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
	Does the Guidelines capture that a Certificate of Substantial Completion signed by the owner, general contractor, and architect (for rehab and recon developments) is required?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
	Does the Guidelines state that a Certificate of Compliance is required to be submitted as proof of compliance?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
	Does the Guidelines include a Certificate of Occupancy be required for new construction projects?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
	Are warranty requirements and notices for the assisted property listed in the guidelines?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>Waiver/Public Comments to Housing Guidelines</b>				
	Did the Subrecipient/Vendor provide a copy of the comments received to their draft Housing Guidelines?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
	Did the Subrecipient/Vendor address the comments received by the public?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>Comment Period</b>				
	Document Public Comment Period obtain from Subrecipient/Vendor (Ensure the FR comment period was followed)?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>Housing Guidelines Approval?</b>				
	Review the Guidelines and address any issues?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
	Provide Housing Guidelines Approval letter to the Subrecipient/Vendor using GLO letterhead template?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>Subrecipient/ Vendor Name:</b>		<b>Subrecipient/ Vendor Contract No:</b>		
<b><u>1st Level Review by Grant Manager:</u></b>				
Name: _____		Date: _____		
Signature: _____		Date: _____		
<b><u>2nd Level Review by Grant Manager:</u></b>				
Name: _____		Date: _____		
Signature: _____		Date: _____		