



**CDBG-MIT Regional Mitigation
 Application Documentation**

Some documents labeled “Not Required” below are required in some circumstances. This list should be used in conjunction with the Regional Mitigation Application Guide, which will provide further information as to when a document is required.

*At least one of these documents is required

**Denotes that document is required as applicable

Application Tab	Document Name	Required	Not Required
GENERAL	Form SF-424 completed and signed by the authorized signatory	✓	
	Current Printout of SAM.gov Registration	✓	
	Memorandum of Understanding (MOU) Interlocal Agreement, or other binding documentation **	✓	
	Signed MIT-Local Certifications From	✓	
	Most Recently Completed Single Audit or Annual Financial Statement	✓	
	Other supporting project documentation **	✓	
DUPLICATION OF BENEFITS	Documentation of other leverage funding (FEMA, insurance, Small Business Administrations, etc.) **	✓	
	FEMA Award Letter		✓
	Signed Letter of Commitment with other funding amount and sources **	✓	
AFFIRMATIVELY FURTHERING FAIR HOUSING	Fair Housing Activity Documentation		✓
	CDBG Mitigation Viewer Output	✓	
CITIZEN PARTICIPATION	Affidavit of Public Posting of Application *	✓	
	Photos that demonstrate public posting of Application *	✓	
	Newspaper publisher’s affidavit (tear sheet) or other evidence of Citizen Engagement *	✓	
	Documentation of Public Hearing		✓
	Resolution authorizing Application submission		✓
PROCUREMENT	Professional Services documentation **	✓	
	Financial Interest Reports **	✓	
ACTIVITY/PROJECT TAB	Documentation to support Urgent Need Mitigation National Objective **	✓	
	LMISD data and/or CDBG-MIT Survey documentation	✓	



TEXAS GENERAL LAND OFFICE

COMMUNITY DEVELOPMENT AND REVITALIZATION (GLO-CDR)

Application Tab	Document Name	Required	Not Required
ACTIVITY/PROJECT TAB continued	Supporting census tract/block group or other beneficiary data maps	✓	
	DP05 (ACS 5-year estimate)	✓	
	Race/Ethnicity/Gender Calculator	✓	
	Maps indicating latitude and longitude for proposed locations	✓	
	Site photos		✓
	Other supporting documentation **	✓	
	Environmental Exempt Form for planning and administrative activities	✓	
	Copies of Required permits **	✓	
	Certificate of Convenience and Necessity (CCN) **	✓	
	CDBG-MIT - Budget Justification of Retail Costs form - completed, signed, and sealed by a professional engineer or architect licensed to work in the State of Texas	✓	