|  | | **TDA-GO! Page** | **Paper Form Remains Applicable** | **Discontinue – this information no longer required** | **Notes** |
| --- | --- | --- | --- | --- | --- |
| **Form No.** | **2020 TxCDBG Implementation Manual Forms** |  |  |  |  |
|  |  |  |  |  |  |
| **Chapter 1 Administration and Reporting** | | | | |  |
| ~~A201~~  A100 | Sample Signatory Resolution |  | Revised & Renumbered |  |  |
| A101 | Affidavit of Posting ~~- Citizen Participation Public Hearing~~ |  | Revised |  |  |
| A102 | Administrative Activities Checklist |  | Revised |  |  |
| A103 | Filing System |  | Revised |  |  |
| ~~A104 DR~~ | ~~Disaster Relief Quarterly Report (1 Year)~~ |  |  | ~~X~~ |  |
| **Chapter 2 Financial Management** | | | | |  |
| ~~A202~~ | ~~Depository-Authorized Signatories Designation~~ |  |  | ~~X~~ |  |
| ~~A203~~ | Request for Payment | Payment Request |  |  |  |
| ~~A206~~ | Balance Adjustment Notice | Payment Request |  |  |  |
| A207 | Backup for Eligible Costs |  | X |  | For information only |
| A208 | TxCDBG Match Calculator |  | X |  | Retain in local files |
| A209 | Direct Deposit Form 74-176 |  | X |  | Send to CDBGReporting@ |
| **Chapter 3 Environmental Review** | | | | |  |
| ~~A301~~ | Request for Exemption from SHPO Review | Performance Report, Environmental Review - Section 106 |  |  |  |
| ~~A302~~ | Full Environmental Assessment (EA) Checklist | Performance Report, Environmental Review - Checklist |  |  |  |
| ~~A303~~ | Exempt or Categorical Exclusion Not Subject to 58.5 | Performance Report, Environmental Review - Checklist |  |  |  |
| ~~A304~~ | Categorical Exclusion Subject to 58.5 | Performance Report, Environmental Review - Checklist |  |  |  |
| ~~A305~~ | Sample NOI / RROF | Performance Report, Environmental Review – Main Page |  |  |  |
| ~~A306~~ | ~~Sample Notice of FONSI~~ |  |  |  | ~~X~~ |
| ~~A307~~ | Floodplain Early Notice and Explanation Sample | Performance Report, Environmental Review - Part 55 |  |  |  |
| ~~A308~~ | Request for Release of Funds (RROF) and Certification Form - HUD Form 7015.15 | Performance Report, Environmental Review – Main Page |  |  |  |
| A309 | Summary of Levels of Environmental Review & Documentation Required in ERR |  | X |  | For information only |
| ~~A310~~ | ~~Sample Affidavit of Posting - Environmental~~ |  |  | ~~X~~ | See A101 |
| **Chapter 4 Contract Special Conditions** | | | | |  |
| ~~A401~~ | ~~Certification of Pre-Construction Approvals~~ |  |  | X |  |
| **Chapter 5 Procurement Procedures** | | | | |  |
| ~~A503~~ | Financial Interest Report (FIR) | Materials and Services Report - Main form |  |  |  |
| A504 | Small Purchase Procurement Record |  | X |  | Upload to MSR |
| ~~A505~~ | TDA Construction Contract Change Order | Materials and Services Report - Change Order form |  |  |  |
| A506 | Request for Project-Specific Proposal Form |  | X |  | Upload to MSR |
| A507 | Response from Service Provider Form |  | X |  | Upload to MSR |
| A508 | Evaluation of Proposals Form |  | X |  | Upload to MSR |
|  | Frequently Asked Questions (FAQ) TxCDBG Conflict of Interest Provisions |  | X |  | For information only |
| **Chapter 6 Acquisition** | | | | |  |
| ~~A600~~ | Initial Acquisition Report | Performance Report, Acquisition – Acq Plan |  |  |  |
| ~~A601~~ | Acquisition Report | Performance Report, Acquisition – Acq Parcels |  |  |  |
| A602 | Sample Notice to Owner Involuntary Acquisition (HUD Appendix 32) |  | X |  | Retain in local files |
| A603 | Sample Voluntary Acquisition Informational Notice - Agencies w/o E.D. (HUD Appendix 32) |  | X |  | Retain in local files |
| A604 | Sample Voluntary Acquisition Informational Notice - Agencies with E.D. (HUD Appendix 32) |  | X |  | Retain in local files |
| A605 | Sample Notice of Agreement to Donate |  | X |  | Retain in local files |
| A606 | Sample Notice to Owner for Donations of Easements and Rights of Way |  | X |  | Retain in local files |
| A607 | Sample Just Compensation Determination Statement |  | X |  | Retain in local files |
| A608 | Sample Owner Release Form for Donated Property |  | X |  | Retain in local files |
| A609 | Sample Written Purchase Offer |  | X |  | Retain in local files |
| A610 | Sample Administrative Settlement Guideform |  | X |  | Retain in local files |
| **Chapter 7 Davis-Bacon Labor Standards** | | | | |  |
| ~~A701~~ | Appointment of Labor Standards Officer (LSO) | Grant Overview page |  |  |  |
| ~~A702~~ | Wage Rate Issuance Notice | Materials and Services Report – Labor Standards form |  |  |  |
| ~~A703~~ | Ten Day Confirmation Notice | Materials and Services Report – Main form |  |  |  |
| A704 | Pre-construction Conference Report |  | X |  | Retain in local files |
| A705 | Request for Additional Classification and Rate |  | X |  | Send to Labors@ |
| A707 | Record of Employee Interview |  | X |  | Retain in local files |
| A708 | Sample DOL Payroll Form |  | X |  | Retain in local files |
| ~~A709~~ | Certificate of Construction Completion (COCC) | Materials and Services Report – Work Completed form |  |  |  |
| ~~A710~~ | Final Wage Compliance Report (FWCR) | Materials and Services Report – Final Wage form |  |  |  |
| A711 | Davis-Bacon Coverage Chart |  | X |  | For information only |
| A712 | Notice of Payroll Violation |  | X |  | Retain in local files |
| A713 | Notice of Determination to Assess Liquidated Damages |  | X |  | Retain in local files |
| ~~A714~~ | Waiver Request | Materials and Services Report – Final Wage form |  |  |  |
| **Chapter 8 Force Account Labor** | | | | |  |
| A800 | ~~Alternate Force Account Times Sheet~~ Force Account Personnel and Equipment Record |  | X |  | Upload to Grant Overview and Payment Request(s) |
| ~~A801~~ | ~~Personnel Cost Calculation Sheet~~ |  |  | ~~X~~ | See A800 |
| ~~A802~~ | ~~Equipment Cost Calculation Sheet~~ |  |  | ~~X~~ | See A800 |
| ~~A803~~ | ~~Administrative Personnel Time Sheet~~ |  |  | ~~X~~ | See A800 |
| ~~A804~~ | ~~Construction Personnel Time Sheet~~ |  |  | ~~X~~ | See A800 |
| ~~A806~~ | ~~Multiple TxCDBG Contracts Personnel Time Sheet~~ |  |  | ~~X~~ | See A800 |
| A807 | Certificate of Construction Completion for Force Account |  | X |  | Upload to Grant Overview |
| A808 | Request to Use Force Account Labor |  | X |  | Upload to Grant Overview |
| **Chapter 9 [RESERVED]** | | | | |  |
| **Chapter 10 Civil Rights Requirements** | | | | |  |
| ~~A1001~~ | ~~Sample Equal Opportunity Guidelines for Construction Contractors~~ |  |  | ~~X~~ |  |
| ~~A1002~~ | ~~Sample Section 3 Plan~~ |  |  | ~~X~~ |  |
| A1003 | Sample Excessive Force Policy |  | X |  | Upload to Organization Profile |
| A1004 | Sample Section 504 Policy Against Discrimination based on Handicap and Grievance Procedure |  | X |  | Upload to Organization Profile |
| A1005 | Sample Notices - Civil Rights |  | X |  | Upload to Performance Report - Group A |
| A1006 | Section 504 Self-Evaluation Review |  | X |  | Upload to Organization Profile |
| A1007 | Sample Fair Housing Month Proclamation |  | X |  | Upload to Performance Report - Group A |
| ~~A1008~~ | Designation Form for Civil Rights Officer | Grant Overview page |  |  |  |
| A1009 | Sample Fair Housing Public Service Announcement |  | X |  | Upload to Performance Report - Group A |
| ~~A1010~~ | Limited English Proficiency ~~Sample~~ Plan | Performance Report - Group A |  |  |  |
| ~~A1011~~ | ~~FY 2019 Section 3 Annual Report~~ |  |  | ~~X~~ |  |
| ~~A1011~~ | ~~FY 2020 Section 3 Annual Report~~ |  |  | ~~X~~ |  |
| ~~A1012~~ | ~~Prime Contractor - Section 3~~ |  |  | ~~X~~ |  |
| A1013 | Sample Citizen Participation Plan |  | X |  | Upload to Organization Profile |
| A1014 | Sample Civil Rights Resolution |  | X |  | Upload to Performance Report - Group A |
| A1015 | Sample Fair Housing Policy |  | X |  | Upload to Organization Profile |
| A1016 | Civil Rights Responsibilities Checklist |  | Revised |  | For information only |
| ~~A1017~~ | ~~Civil Rights Affidavit of Posting~~ |  |  | ~~X~~ | See A101 |
| A1021 | Sample Section 3 Service Area |  | X |  | For information only |
| A1022 | Employer Certification Form |  | X |  | Upload to MSR |
| A1023 | Certification as Section 3 Business |  | X |  | Retain in local files |
| A1024 | Sample Section 3 Sample Presentation to Local Community |  | X |  |  |
| **Chapter 11 Contract Amendments** | | | | |  |
| ~~A1101~~ | Contract Amendment - Modification Request | Amendment Request |  |  |  |
| **Chapter 12 Contract Closeout** | | | | |  |
| ~~A1200~~ | Project Completion Report (PCR) | CDBG Project Completion Report |  |  |  |
| **Chapter 13 Monitor Review** | | | | |  |
| A1301 | Sample Monitor Checklist | Monitoring Form |  |  | For information only |
| ~~A1302~~ | Self-Monitoring Review Checklist and Certification | Monitoring Form |  |  |  |
| A1302 | Compliance Monitoring Documentation List |  | X |  | For information only |
| **Chapter 14 Audit Requirements** | | | | |  |
| ~~weblink~~ | Audit Certification Form Online Submission | Organizational Compliance – Single Audit |  |  |  |
| A1402 | Sample Request for Proposals for Audit Services |  | X |  | Upload to MSR |
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| **Section B Planning** | | | | |  |
| ~~B1~~ | ~~Sample Environmental Exemption Letter - Best practice~~ |  |  | ~~X~~ |  |
| B2 | Sample Filing System Guide for Planning Projects |  | X |  | For information only |
| B4 | Sample Public Advertisement for Planning Services |  | X |  | Retain in local files |
| B5 | Sample Request for Proposals, Cover Letter |  | X |  | Retain in local files |
| B6 | Sample Request for Proposals for Planning Services |  | X |  | Retain in local files |
| B7 | Sample Proposal Rating Sheet for Planning Services |  | X |  | Retain in local files |
| ~~B8~~ | ~~Planning Quarterly Progress Report~~ |  |  | ~~X~~ |  |
| B10 | Sample Public Hearing Notice |  | X |  | Retain in local files |
| ~~B11~~ | ~~Beneficiary Report for Planning & Capacity Building Fund~~ |  |  | ~~X~~ |  |
| ~~B12~~ | ~~Sample Closeout Letter~~ |  |  | ~~X~~ |  |
| B13 | Planning Monitoring Checklist |  | X |  | For information only |
| **Section C Housing Rehabilitation** | | | | |  |
| ~~C1~~ | ~~Housing Annual Beneficiary Report Instructions~~ |  |  | ~~X~~ |  |
| C2 | Sample Housing Rehabilitation Guidelines |  | X |  | Upload to Grant Overview |
| C2a | Status of Compliance with Lead-Based Paint Regulations |  | X |  | Retain in local files |
| C2b | Certification of Lead-Based Paint Exemption |  | X |  | Retain in local files |
| C3 | Housing Rehabilitation Work Write-up and Cost Estimate Worksheet |  | X |  | Upload to Grant Overview, Payment Request |
| C4 | Housing Rehabilitation Change Order Request Approval |  | X |  | Upload to MSR |
| C5 | Housing Rehabilitation Payment Request |  | X |  | Upload to Payment Request |
| C6 | Housing Rehabilitation Case File Review Checklist |  | X |  | Retain in local files |
| C7 | Summary of Major Lead-Based Paint Regulations |  | X |  | For information only |
| C8 | Home Inspector Qualification Certification |  | X |  |  |
| C9 | Sample Release of Lien Final |  | X |  | Upload to Grant Overview |
|  |  |  |  |  |  |
| ~~CII1~~ | ~~OSSF Instructions~~ |  |  | ~~X~~ |  |
| CII2 | Sample OSSF Guidelines |  | X |  | Upload to Grant Overview |
| CII2.A | Sample Yardline Assistance Guidelines |  | X |  | Upload to Grant Overview |
| CII3 | OSSF Case File Review Checklist |  | X |  | For information only |
| CII504 | OSSF Small Purchase Procurement Record |  | X |  | Upload to MSR |
| CII505 | Construction Contract Change Order |  | X |  | Upload to MSR |
| CII709 | Certificate of Construction Completion for OSSF Projects |  | Revised |  | Upload to MSR |
| CII709I | Certificate of Construction Completion for OSSF Projects (Individual Homeowner) |  | X |  | Upload to MSR |
| **Section D Economic Development** | | | | |  |
| D1 | TCF Contractor-Company Agreement Certification and Guide |  | X |  | Upload to Grant Overview |
| ~~D5~~ | ~~Quarterly Employee Certification Report (ECR)~~ |  |  | ~~X~~ |  |
| D7 | TCF Survey Questionnaire (Family Income/Size Certification) |  | X |  | Upload to Grant Overview |
| D7 | TCF Survey Questionnaire (Family Income/Size Certification) en Español |  | X |  | Upload to Grant Overview |
| D8 | TCF Aggregate Benefit Report |  | X |  | Upload to Grant Overview |
| ~~D9~~ | ~~SMRF Loan Certification Form~~ |  |  | ~~X~~ |  |
| ~~D10~~ | ~~SMRF Underwriting Certification~~ |  |  | ~~X~~ |  |
| ~~D11~~ | ~~SMRF Loan Expense Ledger~~ |  |  | ~~X~~ |  |
| D1200 | TCF Project Completion Report (PCR) | CDBG Project Completion Report |  |  |  |