

**2018 TXCDBG IMPLEMENTATION MANUAL
SUMMARY OF POLICY CHANGES AND MINOR EDITS**

8/14/2018 additional changes = Text in Green

*8/31/2018 4 minor clarifications/changes

CHAPTER	SECTION/ FORM	TOPIC	CHANGE
Throughout	---	Links	Links moved to Appendix A.
Acronyms		SAM	All contractors must have an active registration with System for Award Management (www.SAM.gov) as well as being cleared prior to any formal action authorizing the award of a contract to the contractor.
Overview	P.1.4	Ineligible Activities	Prior approval is not required for TV'ing and other similar methods when used for acceptable testing and inspection tasks.
Overview	P.1.4	Ineligible Activities	Software eligibility/ineligibility.
Overview	P.2.4	Complaint Procedures	Correcting the title of who to contact.
1	1.1	Pre-agreement	Clarification of Pre-agreement cost eligibility.
2	2.2	Submittals in-box	CDBGReporting@TexasAgriculture.gov New submittal email box for documents in Group A, B and C that do not have designated email submission boxes.
2	Form A203	Draw Form	Now has ability to contain million dollar figures
3	Throughout	Position	Environmental Specialist, from Officer
3	3.1, Step 6	Clearance documentation to TDA	Added identification of "Checklists," also requesting photographs of the project location.
3	Form A307	Floodplain notice	Now has Spanish versions of notice (below English).
3	Form A308	RROF	New link referenced.
4	4.2.3	Building, Parking Lot, and Sidewalk Projects	Distinction of TDLR documentation required by TDA for different types of projects.
4	4.3.8	Community Enhancement	Community Enhancement annual reporting after project completion. * ¹ Clarification, Grant Recipient is responsible for reporting requirement.
5	5.1 & throughout the chapter	SAM Registration	All contractors must have an active registration with System for Award Management (www.SAM.gov) as well as being cleared prior to any formal action authorizing the award of a contract to the contractor.

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CHAPTER	SECTION/ FORM	TOPIC	CHANGE
5	5.1.1	Admin. Pre-Qualification	Clarification: Pre-Qualification of administrative services applies to contracts \$50,000 or less.
5	5.1.1 & 5.3	Micro-Purchases	Micro-Purchases of supplies or services that are in the aggregate less than or equal to \$2,000.
5	5.1.2	Conflict of Interest	Standards of conduct must provide disciplinary actions to be applied for violations.
5	5.2.0 & throughout chapter	Pre-agreement	Cross reference Chapter 1, timeframes costs are eligible.
5	5.2.1 Step 4	Admin. Pre-Qualification	Correction: Pre-Qualification procurement of Administrative services - negotiation of price is not allowed.
5	5.2.1		Not applicable
5	5.2.2 Step 9	Clear the Respondent for Federal Requirements	SAM registration, clarification regarding principals of the business. Also, Planning grants – Planning Services require environmental clearance
5	5.2.3	Required contract clauses	Added clauses required per monitoring checklists, previously not listed here, with note . Plus a clause requiring Engineers to conduct on-site visits.
5	5.3	Micro-Purchases	Conforming to language used earlier in chapter.
5	5.4.1	Small Purchases	Conforming to language used earlier in chapter.
5	5.4.4	Overbids	Clarification regarding one option: Delete bid items or quantities before contract award, if all bidders agree in writing to changes.
5	5.4.8	Change Orders	Submit to CDBGReporting@TexasAgriculture.gov
5	5.6.0	Financial Interest Report (FIR) & Micro-Purchases	Form to be submitted for contracts over \$2,000, and Micro-Purchase applicable to contracts \$2,000 or below.
5	Form A503	FIR	Report all firm principles (field expands for multiple entries) Also additions made to “hover over” instructions. The form to be submitted for contracts over \$2,000.
6		Submittals	Submit all acquisition documentation (Form A600, A601 and attachments) to CDBGReporting@TexasAgriculture.gov

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6	Form A600		Added “for this project” to identify a variety of projects eminent domain scenarios.
7	7.2	SAM Registration	All contractors must have an active registration with System for Award Management (www.SAM.gov) as well as being cleared prior to any formal action authorizing the award of a contract to the contractor.
7	7.2	COCC & FWCR	Completion of the construction contract is after all work has been completed, including punch list items, then a final inspection must be conducted and all parties must agree that the work is acceptable.
7	Form A709	COCC	Clarification that all construction work has been completed.
7	Form A710	FWCR	Clarification of “Final Construction” contract amount.
10	Part A, Step 4 & throughout the chapter	Limited English Proficiency (LEP)	The Limited English Proficiency plan must be adopted by resolution by the community.
10	Part A, Step 6	Publication or Posting	* ² Clarification regarding Posting requirements
11	11.0	Contract Modifications, Amendments & Extension requests	Submit all contract changes to: CDBGReporting@TexasAgriculture.gov
11	11.3	Contract Extensions	Grant Recipient may request a short extension to complete additional work if the original project has been completed.
12	12.2.1	Work completed date	Completed Date – report the date that all construction (including punch list items) or other project activities (excluding administrative tasks) were completed.
12	12.2.5	“Other Conditional Completion”	TDA will only accept a PCR for an “Other Conditional Completion” project if written approval was granted prior to the PCR due date.
14	14.2	Procuring an Auditor	Generalizing governing authority reference.
14	All		* ⁴ Now includes 2017 changes as well as 2018.

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Section B Planning	B1	SAM	All contractors must have an active registration with System for Award Management (www.SAM.gov) as well as being cleared prior to any formal action authorizing the award of a contract to the contractor.
Section B Planning	B1	Pre-agreement	Clarification of Pre-agreement cost eligibility.
Section D Texas Capital Fund (TCF)	D.1.7	Final Payroll information	Grant Recipient's local files must include sufficient documentation to show that each job is held by a specific individual.
Section D Texas Capital Fund (TCF)	D.1.8	Closeout	Match for grants greater than \$750,000 that were required to match greater than 1:1 ratio
Appendix A	Page 2, Email addresses for specific submissions	Email attachment limitations	* ⁴ <u>Due to limitations of TDA's email server, emails with attachments over nine (9) megabytes cannot be accepted. Best Practice: Submit large documents or large volume of documents by hard copy and mail/hand-deliver them to contract specialist.</u>
Appendix B Required Contract Provisions	Page 8	Section 3 Clause (>\$100K)	Section 3 Clause is applicable for contracts over \$100,000 administration & engineering contracts associated with construction contracts
Appendix D Administration & Professional Services Contracts	Page 1	SAM	All contractors must have an active registration with System for Award Management (www.SAM.gov) as well as being cleared prior to any formal action authorizing the award of a contract to the contractor.
Appendix D Administration & Professional Services Contracts	Page 1	2 Procurement options for Admin./Professional Services	TDA's Pre-Qualification procurement for contracts expected to be \$50,000 or less, OR Traditional Competitive Proposals for contracts expected to exceed \$50,000.
Appendix D Administration & Professional Services Contracts	Page 1, 5 & 6, also various Samples	SAM	All contractors must have an active registration with System for Award Management (www.SAM.gov) as well as being cleared prior to any formal action authorizing the award of a contract to the contractor. Registration requirement added to some Samples.

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CHAPTER	SECTION/ FORM	TOPIC	CHANGE
Appendix D Administration & Professional Services Contracts	Page 5	Pre-agreement	Clarification of Pre-agreement cost eligibility.
Appendix D Administration & Professional Services Contracts	Sample forms		Clarification in title of form use.
Appendix E Engineering/ Architectural/ Surveying Services Contracts	Page 1, 4, 5, 16 and Sample forms	SAM	All contractors must have an active registration with System for Award Management (www.SAM.gov) as well as being cleared prior to any formal action authorizing the award of a contract to the contractor. Registration requirement added to some Samples.
Appendix E Engineering/ Architectural/ Surveying Services Contracts	Page 5	Pre-agreement	Clarification of Pre-agreement cost eligibility.
Appendix E Engineering/ Architectural/ Surveying Services Contracts	Page 16	On-site visits	Sample contract clause moved and modified.
Appendix F Construction Contracts	Page 1 & 2	SAM	All contractors must have an active registration with System for Award Management (www.SAM.gov) as well as being cleared prior to any formal action authorizing the award of a contract to the contractor. Registration requirement added to publication Sample
Appendix G Materials Contracts	Page 1 & 2	SAM	All contractors must have an active registration with System for Award Management (www.SAM.gov) as well as being cleared prior to any formal action authorizing the award of a contract to the contractor. Registration requirement added to publication Sample.