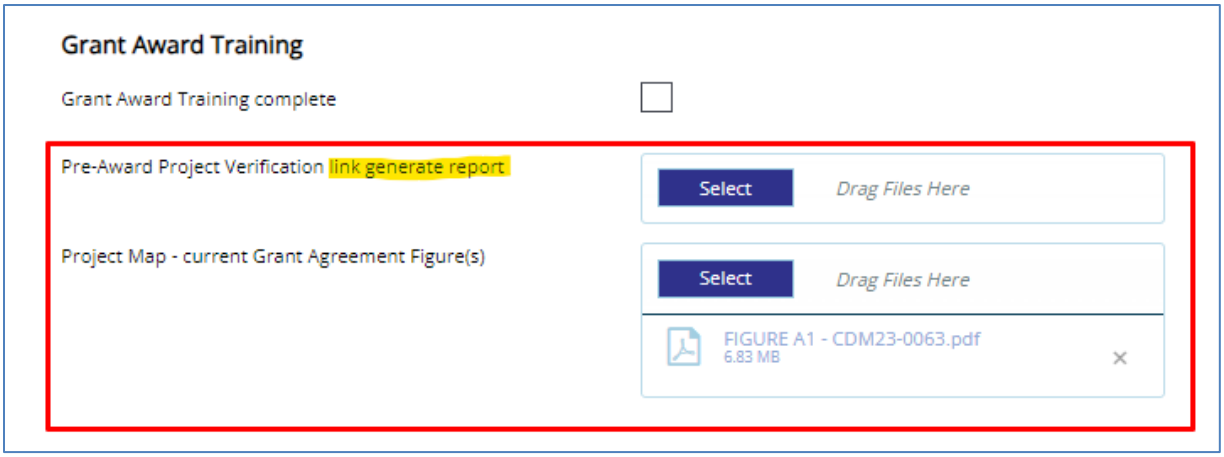
TxCDBG Pre-Award / New Award Next Steps

Login to TDA-GO and search for the Application by number or by Grant Recipient organization name. Open the *Grant Overview* page.

1. Review the *Pre-Award Project Verification* information in the *Grant Award Training* section of the *Grant Overview* page.
   - Best Practice: Coordinate with Project Team to determine who will generate, facilitate the document routing for approval among the project team members, and upload the acknowledged Pre-Award document.
   - Navigate to and open the "link generate report" hyperlink associated with the *Pre-Award Project Verification* field. A PDF will be generated and may be downloaded to your computer. This PDF document will be the Pre-Award document that should be reviewed and acknowledged by the Project Team.
   - In addition, click the file upload for the *Project Map* field. This file, labeled *Figure A1* or similar, will also be downloaded to your computer.
   - Once the Pre-Award Project Verification document and map figure(s) have been collected, the project team must review the documents for accuracy and confirm the quantities, work to be performed, beneficiary numbers, and project locations are reflective of the project. **Please note:** Project details *may* have changed since application submission if TxCDBG Program Staff have identified ineligible costs, corrected beneficiary figures, or have been provided an updated project map.
   - If all project related information appears as expected, each member of the Project Team (at a minimum, the Authorized Official, Administrator, and Engineer) must initial the *Pre-Award Project Verification* document and the *Project Map* document.
     - As each member of the Project Team completes their review of the documents, they should include their signature, printed name, and date at the end of Exhibit A and Exhibit B sections, and on the map figure(s).
     - Signatures may be electronic or handwritten. How the document is routed amongst the involved persons is a local decision (potentially dependent on available technology, etc.).
     - **In one file, attach the signed documents to the upload field for *Pre-Award Project Verification.***
   - If the project related information, including the project map, does **NOT** appear as you expected, or if the Project Team recommends revisions for clarity, mark up the document with recommended edits and email to CDBGApps@TexasAgriculture.gov. Best practice is to highlight the area of concern and include suggested corrections in **red text**. Do not upload the signed documents until the recommended edits are reviewed by TDA and any accepted adjustments have been made.



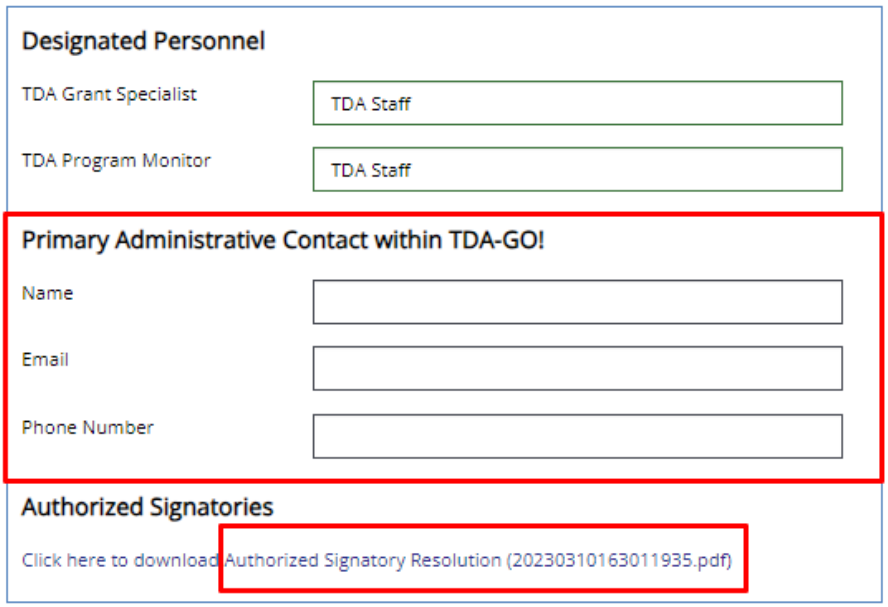
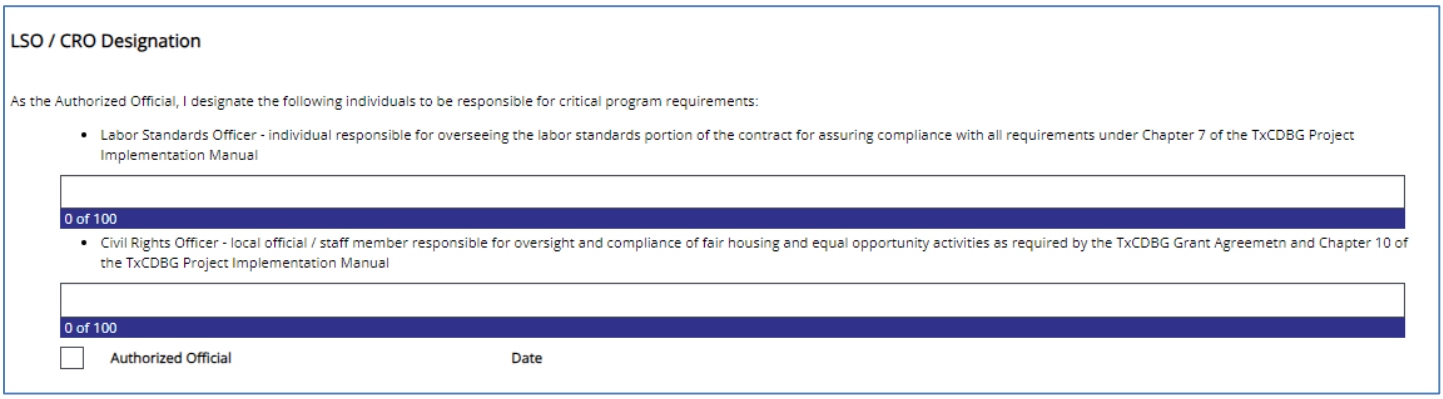
- *Grant Award Training complete*
  - A representative of the applicant locality **must** attend a Grant Kickoff Training session. Other members of the project team, including the project engineer, the project administrative staff, and other local staff that will be involved in the grant's implementation are also encouraged to attend.
  - For a schedule of training sessions see TxCDBG Website. If a Grant Recipient was unable to attend the training offered in their COG region, a make-up session has been scheduled for Wednesday, January 24 at 1:00pm in Austin.
  - TDA staff will mark this checkbox once the Grant Recipient has attended the required TxCDBG Pre-Award Training. (TDA staff will also upload the Project Verification documentation above if all three required signatures were provided during the regional Grant Kickoff training.)

2. Update Project Team Assignments

- Enter contact information for the grant administrator under Primary Administrative Contact.

  Typically, if an applicant has selected a third-party service provider, these fields should include the individual primarily tasked with overseeing project implementation/management. If an applicant is self- administering, these fields should include the local staff person that will be primarily responsible for completing tasks within the TDA-GO system. This individual must be a TxCDBG Certified Administrator or be in the process of obtaining certification.

- Review the Authorized Signatory Resolution by clicking the link provided. If any positions authorized by the resolution have new personnel that do not yet have accounts in TDA-GO, submit a TxCDBG Support Ticket.



- Enter the name of the individual designated as the Labor Standards Officer, and the individual designated as the Civil Rights Officer for the project. The Authorized Official must check the box to certify these designations.