

TDA-GO Checklist

All forms must be approved by TDA *before* submitting a payment request

Form Title	Responsibility	Where to Find?	Details	Completed
Pre-Award - Before Grant is Executed				
Grant Award Training	AO	Email sent with meeting details	Grant recipient attendance at Kickoff Meeting to go over the CDBG program and grant recipient responsibilities, as well as review of grant project plan.	
Financial Management Self-Assessment	AO or PD	Performance Report - FMS	Direct Deposit , audit opinions, responsible persons, & financial processes.	
Pre-agreement and map verification	Consultant	Grant Agreement > Award > Grant Overview	The AO, engineer and consultant must initial the pre-award report and map confirming details for the grant agreement. If corrections or revisions are needed, contact TDA.	
Group A - Before 1st Payment Request				
OCRA report	AO or PD	Organizational Compliance - Reference Attachments > Organizational Details	Form A100 Signatory Resolution - Ensure there are a minimum of 2 separate signatory roles for payment requests.	
			W-9	
			Tax Identification Number (TIN)	
			Citizen Participation Plan and Citizen Complaint Procedures (A1013)	
			Excessive Force Policy (A1003)	
			Section 504 Grievance Procedure (A1004)	
			Section 504 Self Evaluation (A1006)	
			Fair Housing Policy (A1015)	
			Code of Conduct (A1002)	
			Violence Against Women Act (VAWA) Compliance	
Designated Personnel	Consultant and AO	Grant Agreement > Award > Grant Overview	Primary Administrative contact	
			Person(s) stated as Labor Standards Officer and Civil Rights Officer must be certified by the Authorized Official.	
MSRs *Be sure to identify the method of completion, ex. Force Account	PD or Consultant	Grant Agreement > Material and Services Reports	Administration (Prime)/ MSR-01-A	
			Administration (Subcontractor, if applicable)	
			Engineering/ MSR-01-E	
Group A	PD or Consultant	Grant Agreement > Performance Report - GPA	Resolution adopting/reaffirming Community Policies	
			Fair Housing Activities	
			Section 3 Map (optional)	
			Non-Discrimination Notices	
			Limited English Proficiency Plan	
Payment Request	Consultant, AO, and Payment Processor	Grant Agreement > Initiate Related Doc	Requires 2 different authorized signatures	
Group B - Before 1st Construction Payment Request				
Environmental Review	PD or Consultant + AO	Performance Report - ENV		
Acquisition	PD or Consultant	Performance Report - ACQ		
Acquisition - Parcels	PD or Consultant	Performance Report - ACQ	Complete when there is acquisition needed for the project.	
Wage Decision	PD or Consultant	MSR - Main Form	Enter type of work, general description, procurement type & dates only.	
		MSR - Labor Standards	Complete top portion only and do NOT click Submit. Once TDA approves in the system, complete the form. Approval is required BEFORE bid opening date.	
MSR (1 for each contract) *Be sure to identify the method of completion, ex. Force Account	PD or Consultant	MSR - Main Form	Construction (Prime)	
			Construction (Subcontractor, if applicable)	
Group B	PD or Consultant	Grant Agreement > Performance Report - GPB	Section 3 Presentation	
			Temporary Signage (Photo)	
			Construction Award Date	
			A400 BABA Compliance	
		Grant Overview > Special Conditions	Special Conditions completed as required. Email Grant Specialist when uploads are made.	
Payment Request	Consultant, AO, and Payment Processor	Grant Agreement > Initiate Related Doc	Include updated A400 and Manufacturing Certifications as needed Requires 2 different authorized signatures	

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Group C - Before 75% of Construction is Complete				
MSR - Change Orders To start change status to <u>Begin Change Order</u>	PD or Consultant	MSR - MSR Change Orders	Ensure all fields are completed For change order 2 or more,click change order tab, then click ADD in upper right corner.	
Amendment <i>(if needed)</i>	PD or Consultant	Grant Agreement > Status Options	Amendments can take up to 30 days to process	
Group C	PD or Consultant	Performance Report - GPC	Document 75% project completion. Payment request will only be processed after this report is accepted by TDA.	
Payment Request	Consultant, AO, and Payment Processor	Grant Agreement > Initiate Related Doc	Include updated A400 and Manufacturing Certifications as needed Requires 2 different authorized signatures	
Construction Complete				
MSR Closeout To start, change status to <u>Begin MSR Contract Completion</u>	PD or Consultant	MSR - ENG	Enter date work was completed and balance remaining only.	
		MSR - Construction > Final Wage Compliance	Enter date work was completed and balance remaining.	
			Final Wage Compliance Report (FWCR.)	
			COCC generated by TDA-GO for signatures + Section 3.	
Amendment <i>(if needed)</i>	PD or Consultant	Grant Agreement > Status Options	Amendments can take up to 30 days to process	
Grant Reports	PD or Consultant	Grant Agreement > Award > Grant Overview	Generate the reports at the bottom of the page and check for completeness and accuracy. This includes verifying details to the PS/Exhibit A (activities, quantites and locations accurately reflect the work performed) Any issue must be resolved before Closeout is started.	
Special Conditions	PD or Consultant	Grant Overview > Special Conditions	Special Conditions completed as required. Email Grant Specialist when uploads are made.	
Monitoring Reports	PD or Consultant	Grant Agreement > Monitoring Report	Verify a monitoring report exists and it is marked Final. <i>(If not, submit a TDA-GO Support Ticket)</i>	
Payment Request	Consultant, AO, and Payment Processor	Grant Agreement > Initiate Related Doc	Final construction, engineering and administrative funds up to \$3000. Include updated A400 and Manufacturing Certifications as needed. Requires 2 different authorized signatures.	
Final Grant Payment Request - Before Closeout				
MSR Closeout To start, change status to <u>Begin MSR Contract Completion</u>		MSR- ADMIN	Enter date work was completed and balance remaining + complete Section 3.	
Grant Reports	PD or Consultant	Grant Agreement > Award > Grant Overview	Verify all page details and that reports at bottom of page are generated and checked for completeness and accuracy. This includes verify the PS (activities, quantites and locations accurately reflect the work performed) Any issue must be resolved before Closeout is started.	
Monitoring Reports	PD or Consultant	Grant Agreement > Monitoring Report	Verify a monitoring report exists and it is marked Final or Final Payments. <i>(If not, submit a TDA-GO Support Ticket)</i>	
Final Admin. Payment Request	Consultant, AO, and Payment Processor	Grant Agreement > Initiate Related Doc	A minimum of \$3000 is required for the final admin payment. Must mark as FINAL. Requires 2 different authorized signatures	
Project Complete (PCR)				
CDBG Project Completion Report To start, change status to <u>Begin Closeout</u>	PD or Consultant + AO	Grant Agreement > Status Options	This form will certify that the information provided in TDA-GO grant forms (agreement and subdocuments) is complete and accurate. NO REVISIONS can be made at this stage.	