

TDA-GO Checklist				
All forms must be approved by TDA <i>before</i> submitting a payment request				
Form Title	Responsibility	Where to Find?	Details	Completed
<b>Pre-Award - Before Grant is Executed</b>				
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	Grant Agreement > Performance Report - FMS	Direct Deposit , audit opinions, responsible persons, & financial processes.	
Pre-agreement & map verification	Consultant	Grant Agreement > Grant Overview	The AO, engineer and consultant must initial the pre-award report and map confirming details for the grant agreement. <b>If corrections or revisions are needed, contact TDA.</b>	
<b>Group A - Before 1st Payment Request</b>				
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 > Grant Overview	Primary Administrative contact  Person(s) stated as Labor Standards Officer and Civil Rights Officer <b>must be certified by the Authorized Official.</b>	
MSR (1 for each contract) <b>submit within 30 days of contract execution</b> - Force Account requires MSR	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	<b>Requires 2 different authorized signatures</b>	
Disbursement of Funds	PD or Consultant	Grant Agreement > Disbursement of Funds	Complete the Disbursement Record for grant funds timely	
<b>Group B - Before 1st Construction Payment Request</b>				
Environmental Review	PD or Consultant + AO	Grant Agreement > Performance Report - ENV	TDA must release the Authority to Utilize Grant Funds prior to acquisition and construction contracts can be executed	
Acquisition	PD or Consultant	Grant Agreement > Performance Report - ACQ	The ACQ Plan must provide details for any/all acquisition needed for the project. Must be approved by TDA.	
Acquisition - Parcels	PD or Consultant	Grant Agreement > Performance Report - ACQ	If ACQ was needed for the project, complete separate parcel pages. Email Grant Specialist when uploads are made.	
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 <b>NOT</b> click Submit. Once TDA approves in the system, complete the form. <b>Approval is required BEFORE bid opening date.</b>	
MSR (1 for each contract) <b>submit within 30 days of contract execution</b> - Force Account requires MSR	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	
		Grant Agreement > Performance Report - GPB > BABA Reporting	List ALL MATERIALS to be used in the project.	
		Grant Overview > Special Conditions	Special Conditions completed as required. <b>Email Grant Specialist when uploads are made.</b>	
Payment Request	Consultant, AO, and Payment Processor	Grant Agreement > Initiate Related Doc	<b>Be sure BABA Reporting page is updated and Manufacturing Certifications are approved by TDA. Requires 2 different authorized signatures</b>	
Disbursement of Funds	PD or Consultant	Grant Agreement > Disbursement of Funds	Complete the Disbursement Record for grant funds timely	

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<b>Group C - Before 75% of Construction is Complete</b>				
MSR - Change Orders <i>To start, change status to Begin Change Order</i>	PD or Consultant	MSR - MSR Change Orders	Ensure all fields are completed For change order 2 or more,click change order tab, then click <b>ADD</b> in upper right corner.	
Group B - BABA Reporting	PD or Consultant	Grant Agreement > Performance Report - GPB > BABA Reporting	Document change order material changes in the BABA Reporting page.	
Amendment (if needed) <i>To start, change status to Begin New Amendment</i>	PD or Consultant	Grant Agreement > Status Options	Amendments 30 + days to process	
Group C	PD or Consultant	Grant Agreement > Performance Report - GPC	Document 75% project completion. Payment request will only be processed <b>after</b> this report is accepted by TDA.	
Payment Request	Consultant, AO, and Payment Processor	Grant Agreement > Initiate Related Doc	Be sure <u>BABA Reporting</u> page is updated and Manufacturing Certifications are approved by TDA. <u>Requires 2 different authorized signatures</u>	
Disbursement of Funds	PD or Consultant	Grant Agreement > Disbursement of Funds	Complete the Disbursement Record for grant funds timely	
<b>Construction Complete</b>				
MSR Closeout <i>To start, change status to Begin MSR Contract Completion</i>	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 (if needed) <i>To start, change status to Begin New Amendment</i>	PD or Consultant	Grant Agreement > Status Options	Amendments 30 + days to process	
Grant Reports	PD or Consultant	Grant Agreement > 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) <b>Any issue must be resolved before Closeout is started.</b>	
Special Conditions	PD or Consultant	Grant Overview > Special Conditions	Special Conditions completed as required. <b>Email Grant Specialist when uploads are made.</b>	
Monitoring Reports	PD or Consultant	Grant Agreement > Monitoring Report	Verify a monitoring report exists and it is marked Final.(If not, submit a TDA-GO Support Ticket)	
Payment Request	Consultant, AO, and Payment Processor	Grant Agreement > Initiate Related Doc	Final construction, engineering and administrative funds up to \$3000. Be sure <u>BABA Reporting</u> page is updated and Manufacturing Certifications are approved by TDA. <u>Requires 2 different authorized signatures</u>	
Disbursement of Funds	PD or Consultant	Grant Agreement > Disbursement of Funds	Complete the Disbursement Record for grant funds timely	
<b>Final Grant Payment Request - Before Closeout</b>				
MSR Closeout <i>To start, change status to Begin MSR Contract Completion</i>		MSR- ADMIN	Enter date work was completed and balance remaining and provide Section 3 Summary	
Grant Reports	PD or Consultant	Grant Agreement > Grant Overview	Review <u>all</u> page details and reports at bottom of page for completeness and accuracy. Verify the PS (activities, quantites and locations accurately reflect the work performed) <b>Any issue must be resolved before Closeout is started.</b>	
Monitoring Reports	PD or Consultant	Grant Agreement > Monitoring Report	Verify a monitoring report exists and it is marked Final or Final Payments. <b>If not, submit a TDA-GO Support Ticket.</b>	
Payment Request (Final Admin PMT)	Consultant, AO, and Payment Processor	Grant Agreement > Initiate Related Doc	A minimum of \$3000 is required for the final admin payment. <b>Must mark as FINAL.</b> <u>Requires 2 different authorized signatures</u>	
Disbursement of Funds	PD or Consultant	Grant Agreement > Disbursement of Funds	Review and ensure documentation has been completed for disbursements of grant funds timely	
<b>Project Complete (PCR)</b>				
CDBG Project Completion Report <i>To start, change status to Begin Closeout</i>	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. <b>NO REVISIONS can be made at this stage.</b>	