



Texas Department of Agriculture
Texas Community Development Block Grant Program
PO Box 12847
Austin, TX 78711

POLICY ISSUANCE CDBG 25-02

Issued Date: April 24, 2026
Effective Date: June 30, 2026

SUBJECT: Phased Interim Monitoring for Program Year 2025 Grants

The Texas Department of Agriculture announces the following change to the TxCDBG Project Implementation Manual:

Program Year 2025 and subsequent TxCDBG grants will experience compliance monitoring reviews throughout the course of the grant period.

ACTION: The TxCDBG Implementation Manual is modified as follows:

- Chapter 13 is modified to add section 13.2.0 Phased Interim Monitoring.

TRANSITION:

Webinar TDA has scheduled an introductory webinar, followed by a Q&A session

- Introduction to Phased Interim Monitoring – Thursday, April 30, 2:30pm
- Phased Interim Monitoring Q&A –Thursday, May 7, 2pm

Environmental Review

- TDA will directly contact Grant Recipients that have submitted an Environmental Review prior to May 1, 2026 with specific instructions to accomplish this transition.

Procurement: Administration, Engineering, and other non-construction services

- For Materials and Services Reports (MSR) submitted to date, TDA staff have copied the files provided on the *MSR Main Form* for the Selection Committee, Rating Sheets, and Summary Score Sheet to the *Monitoring Documentation* form.
- Grant Recipients and Consultants will have save permissions for the *MSR Monitoring Documentation* form, regardless of the MSR status, until June 30, 2026, to allow upload of documentation for previously completed MSRs.
- Beginning June 30th, all documentation must be uploaded in order to submit the MSR.

APPLICATION:

These changes will apply to grants awarded on or after September 1, 2025.

Thank you for your efforts to ensure compliance with all federal, state and program requirements. If you have any questions or if we can provide any further assistance, please contact TDA at CDBGReporting@TexasAgriculture.gov.

A handwritten signature in blue ink that reads "Suzanne Barnard".

Suzanne Barnard, State Director
Texas Community Development Block Grant Program
Texas Department of Agriculture

13.2 Monitoring Procedures

The monitoring review process takes place in TDA-GO, using the Monitoring Form. Detailed step-by-step instructions for completing and submitting a response to a monitoring notice in TDA-GO may be found on the TDA website.

13.2.0 Phased Interim Monitoring

Effective for grants awarded on or after September 1, 2025, TDA is implementing revised monitoring procedures to ensure documentation for certain grant requirements are monitored early in the grant period. This allows TDA to identify and correct issues and requires the Grant Recipient to organize and provide the appropriate documentation soon after the documents are available, reducing the instances of missing documentation.

All documentation necessary to monitor compliance with the following grant requirements must be submitted with the referenced TDA-GO report:

| Compliance Area | TDA-GO Report | Form |
|--|---|--|
| Environmental Review | Performance Report – Environmental Review | Existing forms (note additional upload fields) |
| Competitive Procurement – Administration, Engineering, and other non-construction services | Materials and Services Report | Monitoring Documentation – ADM & ENG |
| Competitive Procurement – Construction; and Initial Labor Standards | Materials and Services Report | Monitoring Documentation – Const & Mat (coming soon) |
| Labor Standards - Initial Documentation | Materials and Services Report | Monitoring Documentation – Const & Mat (coming soon) |
| Competitive Procurement –Materials | Materials and Services Report | Monitoring Documentation – Const & Mat (coming soon) |

All documentation must be uploaded to the appropriate form prior to submittal of the TDA-GO report.

Exception: TDA-GO will allow the minutes of award to be uploaded after the MSR is submitted, and prior to acceptance by TDA staff.

TDA staff will review the compliance monitoring documentation and issue a monitoring report for each identified compliance area. Failure to respond to findings or complete corrective actions will result in a payment hold placed on the grant.

Documents required by the interim monitoring reviews will not be subsequently requested during final monitoring unless the specific circumstances of the grant require additional review.