



**TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER**

Texas Community Development Block Grant Program

TDA-GO Labors

Welcome to CDBG Over Coffee. My name is Catrina Pulido and I am a Grant Coordinator with the CDBG Program. I will be walking you through Labor Standards in TDA-GO! Should you have any questions there will be time following the presentation.



Labor Standards in TDA-GO

- Designate a Labor Standards Officer (LSO)
 - LSO must have an account set up in the TDA-GO system
 - Must be designated by the Authorized Official

Grant Overview

Instructions:
Please complete this page and press the Save button.
Required fields are marked with an *

Designated Personnel

Primary Administrative Contact within TDA-GO*

Name	<input type="text"/>
Email	<input type="text"/>
Phone Number	<input type="text"/>

As the Authorized Official, I designate the following individuals to be responsible for critical program requirements:

• **Labor Standards Officer:** individual responsible for overseeing the labor standards portion of the contract for assuring compliance with all requirements under Chapter 7 of the TxCDBG Project Implementation Manual

of 100

• **Civil Rights Officer:** local official / staff member responsible for oversight and compliance of fair housing and equal opportunity activities as required by the TxCDBG Grant Agreement and Chapter 10 of the TxCDBG Project Implementation Manual

of 100

Authorized Official

Date

The first thing the Grant Recipient should do is designate a Labor Standards Officer, known as the LSO. You will be able to identify the LSO on the TDA-GO Grant Overview Page. The LSO must be entered or typed in by the Authorized Official and they must have an account in TDA-GO.

The LSO is responsible for the proper administration and enforcement of the Federal Labor Standards provisions on contracts covered by Davis-Bacon Requirements.



Labor Standards in TDA-GO

- Obtain an Applicable Wage Decision for the project: <https://beta.sam.gov>
 - For construction contracts over \$2,000
 - Review wage decisions for each County
 - Choose one that is appropriate for your project

These are the necessary steps prior to entering the Materials and Services Report (MSR) data entry in TDA-GO. The LSO must obtain an applicable wage decision for the project at SAM.gov . This is for all construction contracts where Davis-Bacon and Related Acts that are greater than \$2,000. Make sure you review all wage decisions for your County and choose the one that is most appropriate for the work being completed.



Labor Standards in TDA-GO

- Initiate the Materials and Services Report from sidebar menu
 - Select Materials and Service Report from dropdown menu

Initiate Related Document

Select a parent document and available related document. Use the Create button to initiate the related document.

Document identifier
Search parent documents by identifier...

Parent Document
CDV21-0108

Available Documents
Materials and Services Report 2021

Create

To initiate the MSR navigate to the Related Documents on the left sidebar menu. Then click on initiate related doc and from the dropdown menu under available documents select materials and services report. Then click create.



Labor Standards in TDA-GO

- Complete Materials and Services Report (MSR) Labor Standards Page

Wage Decision Number *	County Work Performed in *	Date WD Published *	Type of WD
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Figure 1. Materials and Services Report – Labor Standards page

Next the LSO will complete the Materials and Services Report Labor Standards page by entering:

- **The Wage Decision Number**
- **The Work performed in the appropriate County**
- **The Date the Wage Decision was published; and**
- **The Type of Wage Decision, this would include one of the following:**
 - **Heavy**
 - **Highway**
 - **Residential; or**
 - **Building**

Best Practice: Please make sure that the wage decision number selected is the most appropriate for the type of work being completed.



Labor Standards in TDA-GO

- Include Wage Decision in Bid Documents
- Ensure that Wage Decision is current prior to bid opening
 - Save copy of Wage Decision with current print date for local file
 - Provide date in 10 Day Verification Field under Pre-Selection Clearance Section of MSR page

Make sure to include the wage decision number in the bid documents for the construction work that will be procured through competitive bidding.

The LSO must confirm that the wage decision in the bid package for construction contracts exceeding \$2,000 is still current for the bid opening date. You will need to save a copy of the wage decision with the current print date for the local file and provide that date in the 10 Day verification field in the Pre-Selection Clearance Section of the MSR page.



Labor Standards in TDA-GO

Pre-Selection Clearance

Relevant Environmental AUGF Date: *

Confirmed Bid Opening/Selection Date: *

10 Day Verification: *

LSO confirms the approved Wage Decision remains in effect: *

Posted to HUD Section 3 Portal and related sites: *

If using Small Purchase or approved non-competitive procedures, then the confirmed bid opening date on the MSR page is the due date for Requests for Quotes on the work to be done.

The image shows two screenshots from the TDA-GO system. The top screenshot is a 'Section 3 Reminder' form with the following fields:

- Relevant Environmental AUGF Date: 9/11/2021
- Confirmed Bid Opening/Selection Date: 9/1/2021
- 10 Day Verification: 8/31/2021
- LSO confirms the approved Wage Decision remains in effect:
- Posted to HUD Section 3 Portal and related sites: 8/29/2021

The bottom screenshot shows the 'Proposal Opportunities' report interface. It includes a search bar with 'Search Criteria' and 'Search' buttons. Below the search bar is a table with the following columns:

Grant Number	Grant Recipient	Bid Opening	Description of Work	Selection Date
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As a reminder: TDA-GO now provides the opportunity to promote opportunities for Section 3 and other disadvantaged businesses.

At least 10 days prior to the bid date, enter the bid opening date and the date the opportunity was published on the HUD Section 3 Portal – TDA-GO uses this data to generate a report of all current bid opportunities, which is searchable by contractors and the general public, without logging into the system.



Labor Standards in TDA-GO

Additional Wage Classifications

- Submit Additional Wage Classification Report form to: Labors@TexasAgriculture.gov
- Labor Specialist submits to DOL
- Once approval received will send to LSO

DBRA Additional Wage Rates

Proposed Additional Classifications	Date Submitted to DOL	Date Approved by DOL
a	9/2/2021	9/1/2021

DOL Form 1444

Select *Drag Files Here*

handy smurf.png
119.52 KB

For Additional Wage Classifications, this process will remain the same. The AWCR form should be submitted to the Labors inbox. Once the Labors Specialist reviews the form they will then submit to DOL for approval and enter the date submitted to DOL at the bottom of the MSR page. When the approval letter is received the Labor Specialist will enter this date on the MSR page and send the approval to the LSO.



Labor Standards in TDA-GO

To take certain actions, you must change the status of the MSR

- To start a new change order
- To document the vendor contract as complete

CDV21-0118-MSR-01	
Forms	
Materials and Services Record Main Form	<input checked="" type="checkbox"/>
MSR Labor Standards	<input type="checkbox"/>
MSR Change Orders	<input type="checkbox"/>
MSR Subcontractors	<input type="checkbox"/>
Status Options	
MSR Change Order in Process	
MSR Contract Closeout in Process	
Tools	

The status change function is used to move the MSR through the documentation and approval processes. In addition to change orders, contract completion requires a status change. Once you change the status by selecting MSR Contract Closeout in Process under the Status Options section of the navigation window, several additional forms will be added to the MSR.



Labor Standards in TDA-GO

- Construction completion
 - Complete the Final Wage Compliance page

Home Searches -

CDV21-0108-MSR-01

Forms

Materials and Services Record Main Form

MSR Labor Standards

Final Wage Compliance

MSR Change Orders

MSR Subcontractors

Work Completed

Tools

Final Wage Compliance Information

Instructions:
Please complete this page and press the save button.
Required field are marked with an *

Worker wage or equal opportunity complaints *

Description of Complaints

Violations of DBRA? *

Company Name (including subcontractors) *	Names of Affected Employees *	Amount of Davis-Bacon Restitution Paid *	Amount of CWHSSA (overtime) Restitution Paid *	Davis-Bacon Wage Violation? *

On the Final Wage Compliance page you will select from the “Worker wage or equal opportunity complaints” dropdown one of the following:

- Complaints received
- None received

If there were any Labor Standards violations, you will report them on this page by entering the following:

- The description of complaints
- Violations of Davis-Bacon and Related Acts (DBRA)
- Company name, including subcontractors
- Name of affected employee
- Amount of Davis-Bacon Restitution Paid
- Amount of Contract Work Hours and Safety Standards Act (CWHSSA) overtime restitution paid
- Davis-Bacon Wage Violation



Labor Standards in TDA-GO

- Enter required data on the Work Completed Page
 - COCC will be generated once page has been completed.

Home Searches -

CDV21-0108-MSR-01

Forms

Materials and Services Record Main Form

MSR Labor Standards

Final Wage Compliance

MSR Change Orders

MSR Subcontractors

Work Completed

Instructions:
Please complete this page and press the save button.
Required fields are marked with an *

Date Work Completed (and inspected if required) *
Note: For Administrative services, completion date excludes preparation of Closeout documentation.

Contractual Liquidated Damages, if applicable
Note: Contractor will not be paid and Grant Recipient will not be reimbursed for these costs

Payment Outstanding to Vendor/Subrecipient *

Last, you will navigate to the Work Completed page and fill out the required information and once completed the Certificate of Construction Completion (COCC) form will be generated. You will still need to obtain the signatures of all parties accepting the work as completed and attach the document to the page before submitting to TDA for approval.

Questions?



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Thank you for joining us this afternoon. We will now answer any questions you may have.