

TxCDBG Announcement: New form available for construction reporting

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To facilitate reporting to TDA the details of construction contract awards, Grant Recipients may now use the new Form A509 Construction Award Detail Certification Form.

The Materials and Services Report (MSR) must document the award by the local governing body to a service provider / materials supplier. To document this action, Grant Recipients may now submit any one of the following:

- Minutes of governing body meeting that included the award action;
- Resolution adopted for the award; or
- [Form 509 – Construction Award Detail Certification Form](#).

The new form still requires certification by the local official, and may expedite the documentation process required to ensure compliance with application thresholds and “mid-point” grant agreement special conditions.

Reminder: even if the minutes of award are not uploaded to the MSR, complete documentation of the procurement process including the minutes must be retained in the local files.