

Pre-Award Procedures

Traditional Award Call

Complex project scope or activities

Fast Track Pre-Award Process

Single location and/or activity project (as determined by TDA)

Project team watch
TxCDBG Pre-Award Webinar

Project team review pre-award documents

Conference call with TDA staff and project team

Sign and upload pre-award documents acknowledging review.

(Include track changes for corrections)

Process Steps:

1. Watch TxCDBG Pre-Award Webinar. Project team, comprised of the applicant locality's Authorized Official, the project engineer, the project administrative staff, and other local staff that will be involved in the grant's implementation should review this recording. Please note, information has been updated since last year.

Link here: [2022 Pre-Award Webinar](#)

2. Receive email from TxCDBG Support Staff indicating Pre-Award documents have been prepared and are ready for review. **Best Practice:** Coordinate with Project Team to determine who will generate, facilitate the document routing for approval among the project team members, and upload the acknowledged Pre-Award document.

If a “traditional” award call with TDA staff is needed, this email will also include dates and times available for the Project Team to schedule their award call conference; a Teams meeting invite will be sent once a date has been confirmed.

3. Login to TDA-GO and navigate to Application. Open *Grant Overview* page.

- Enter contact information under Primary Administrative Contact within TDA-GO!

Typically, if an applicant has selected a third-party service provider, these fields should include the individual primarily tasked with overseeing project implementation/management. If an applicant is self-administering, these fields should include the local staff person that will be primarily responsible for completing tasks within the TDA-GO system.

- Navigate to *Pre-Award Project Verification* and open the "[link generate report](#)" hyperlink. A PDF will be generated and may be accessible in your Downloads folder.

This PDF document will be the Pre-Award document that should be reviewed and acknowledged by the Project Team (at a minimum, the Authorized Official, Administrator, and Engineer)

- Complete check box for *Grant Award Training complete* once all Project Team members have viewed the recording.

The screenshot shows a web form with two main sections. The top section, titled "Designated Personnel", contains two rows: "TDA Grant Specialist" with a dropdown menu set to "TDA Staff", and "TDA Program Monitor" also with a dropdown menu set to "TDA Staff". The bottom section, titled "Primary Administrative Contact within TDA-GO!", is highlighted with a red border and contains three input fields for "Name", "Email", and "Phone Number". Below these fields are two buttons: a blue "Select" button and a "Drag Files Here" link. At the bottom of the form is a checkbox labeled "Grant Award Training complete", which is currently unchecked.

4. Open *Attachment Repository* page



- Find item(s) in attachments table under Grant Agreement Details and Project Locations (Typically, PDF named Figure A1 or Figure A2). Click on attachment link to open document(s).

Form Name	Field Name	Zip	Attachment Link
Agreement Certification	Original Agreement	<input type="checkbox"/>	CDV21-0113 Stanton Original Executed Agreement.pdf
Grant Agreement Details	Project Locations	<input type="checkbox"/>	Figure A1 - Stanton 03j.pdf

- This map (or collection of multiple maps, if multiple benefit areas) serves as the controlling document in defining the project's location(s). The map figure(s) should be reviewed and acknowledged by the Project Team.
5. Once the Pre-Award Project Verification document and map figure(s) have been collected, the project team shall review the documents for accuracy and confirm the quantities, work to be performed, beneficiary numbers, and project locations are reflective of the project. **Please note:** Project details *may* have changed since application submission if TxCDBG Program Staff have identified ineligible costs, corrected beneficiary figures, or have been provided an updated project map.

If discrepancies or typos exist within documents, those issues should be clearly marked and indicated in the acknowledged document that will be uploaded. Best practice is to **highlight the area of concern** and include suggested corrections in **red text**.

As each member of the Project Team completes their review of the documents, they should include their signature, printed name, and date at the end of Exhibit A and Exhibit B sections, and on the map figure(s). Signatures may be electronic or handwritten. How the document is routed amongst the involved persons is a local decision (potentially dependent on available technology, etc.)

6. Upload the acknowledged Pre-Award documents in the upload field in *Grant Overview* page.