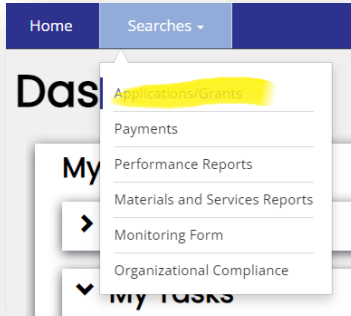# How to Complete the Grant Overview Page

1. **Navigate to the Grant Overview page via the grant's "Document Landing Page".**

Click Searches then "Applications/Grants".

Leave all fields blank to see all apps/grants and click Search.

Click the name of the grant.

Under "Award" in the blue navigation sidebar, click "Grant Overview".

2. **Complete the "Primary Administrative Contact" fields.**

This is the person TDA staff should contact with questions about the app/grant (3rd party admin or local staff)

3. Pre-Award Project Verification and Grant Award Training

Click "link generate report" to generate the Site Visit Review Sheet. Complete and upload in the blank to the right. Then, certify that you have watched the Grant Award Training video by checking the box.

Pre-Award Project Verification [link generate report(s)]

| Select | Drag Files Here |

Grant Award Training complete ☐

4. Designate the Labor Standards Officer and the Civil Rights Officer.

You must certify your selections by checking the box.

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

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- 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 Agreemetn and Chapter 10 of the TxCDBG Project Implementation Manual

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☐ Authorized Official   Date

5. Special Conditions

If there are any Special Conditions, this section will auto-populate and you will need to upload supporting documents.

Agreement Special Conditions

Condition	Support Documents		TDA Accepted Date
	Select	Drag Files Here	📅

6. Force Account Labor

If you know at the start of the project that you will be using Force Account Labor, make the request here by checking the appropriate boxes and uploading the required documents. NOTE: You will return to this page later to upload the COCC.

Otherwise, check "n/a no Force Account Labor Requested"

7. Eligible Costs not Reported on MSR

These are project costs that could be grant, match, or additional local, but don't fit into an MSR (see next page for examples). This section plus the MSRs should cover all the expenses.

- acquisition costs
- cost for permitting (if eligible)
- micro purchases too small to trigger procurement requirements
- force account (recorded at the end of the grant once it's all calculated)

NOTE: These costs can be reported at any time during the grant, but must be reported before payment can be approved, and page cannot be edited during the Closeout process.

8. Special Requests

This section is for anything the Director needs to approve that doesn't fit somewhere else - most commonly requests to waive a requirement or accept alternative documentation.

NOTE: These requests can be reported at any time during the grant, and the page cannot be edited during the Closeout process.

9. Hold Status

This section is for TDA staff to communicate the reason for a hold.

10. Reports

These reports are available to use at your own convenience to view a summary of information entered to date. These reports mirror the information that must be certified during the closeouts process, and Grant Recipients can view and manage their grant information throughout the life of the grant.

Financial Report/Certificate of Expenditure	Generate Report
Cumulative Itemized Invoice List	Generate Report
Amendment Summary	Generate Report
Key Dates Report Summary	Generate Report
Materials and Services Summary Report	Generate Report
Other Costs Summary	Generate Report
Monitoring Review Summary	Generate Report
Performance Statement	Generate Report