How to Submit a Payment Request

NOTE: Before initiating a new Payment Request, check the previous one for accuracy by navigating to its Payment Request Summary page. If there are any errors, contact your Grant Specialist.

Navigate to the Grant Agreement, scroll to the bottom of the blue navigation bar and select **Initiate Related Document**.

1. In the popup window that appears, ensure that the correct Parent (Grant) Number is selected. In the **Available Documents** field, select **Payment Request** and select the **Create** button.

Figure 4. Initiate a related document to submit a Payment Request

2. Review the CDBG Payment Request Summary page to confirm the balance available for each detailed budget row.

Figure 5. Payment Request Summary

3. Select **Itemized Invoice List** tab in left navigation and begin entering information for the payment request. Complete the following payment request details:

Figure 6. Example of an Itemized Invoice List

- **Service Period** – Enter the earliest and latest dates covered by the invoices included in this payment request.
- **RTI** – Leave this field blank.
- **Final Payment** – Select **YES** only if the balance for all detailed budget rows is $0.00, or if the Grant Recipient intends to deobligate the balances remaining. The final decision on deobligation of funds will be made during the closeout process, but this response on the payment request helps TDA provide technical assistance and make funding decisions.
- Enter each invoice to be included in the payment request. Create a new row by selecting **+**. **EXAMPLE:** Create one row for the invoice for the month of March administrative services, a second row for the March invoice for the engineering firm, and a third row for the April invoice for the engineering firm. Do **NOT** subtotal invoices even if for the same payee, unless directed to do so.
- Select the appropriate cost category for each invoice based on the detailed budget row. The cost category is a combination of the HUD Activity Code identified in the application and grant agreement and additional detail to identify the funding source for payment.
If an invoice includes costs under more than one cost category, create separate rows for each category. **EXAMPLE**: If a construction invoice includes costs for Activity 03J Water/Sewer and Activity 14A Rehab Utility Connection, create two rows—the grant amount requested and match amount fields for the row where the 03J cost category is selected must only include 03J costs, while the row with 14A selected must include the 14A costs only in these two fields.

- Upload invoices or similar backup documentation to support each row listed. Be sure not to use the same label. **EXAMPLE**: Construction 1, Construction 2, Engineering 1, Engineering 2.
- Select the **Save** button in the upper right corner of page
4. Select the **CDBG Payment Request Summary** tab. Verify that balances appear as expected.

Cost Category	Source Description	IDIS Number	Budget	Amount Requested	Drawn to Date	Remaining Balance	Match Amount	Match to Date
03L	PY20 AY21	11111	$200,000.00	$0.00	$0.00	$200,000.00	$0.00	$0.00
03L	PY218 AY21	11112	$90,000.00	$0.00	$0.00	$90,000.00	$0.00	$0.00
Engineering	PY20 AY21	11111	$100,000.00	$0.00	$0.00	$100,000.00	$0.00	$0.00
Admin	PY20 AY21	11113	$110,000.00	$4,500.00	$0.00	$105,500.00	$500.00	$0.00
Total			$500,000.00	$4,500.00	$0.00	$495,500.00	$500.00	$0.00

Figure 7. CDBG Payment Request Summary

5. Select the **Itemized Invoice List** tab and secure two certifications from individuals designated as payment processors

Figure 8. Two certified signatures required

6. Navigate to **Status Options** in the blue navigation bar and select *Submit Payment Request*. TDA staff will review the payment request promptly.

If TDA staff identifies minor revisions to the data, staff may make certain adjustments and note those changes in the TDA Comments box.

EXAMPLE: The payment request exceeds a funding threshold that has not been satisfied, but the costs are otherwise eligible, the Grant Specialist will reduce the grant amount requested and note the amount which may be claimed on subsequent payments. If costs included on the reported invoice are not eligible for the TxCDBG program, TDA staff will indicate by noting the disallowed amount in the appropriate column and reducing the grant amount requested.

Under no circumstances will any TDA staff member increase the amount of grant funds requested on behalf of the Grant Recipient. If additional costs can be claimed, TDA staff may return the payment request to be revised and recertified by the Grant Recipient.

Once a payment request has been submitted, the Grant Recipient may check the status of the request in TDA-GO by navigating to the same payment request. The document landing page will include the current status of the request.
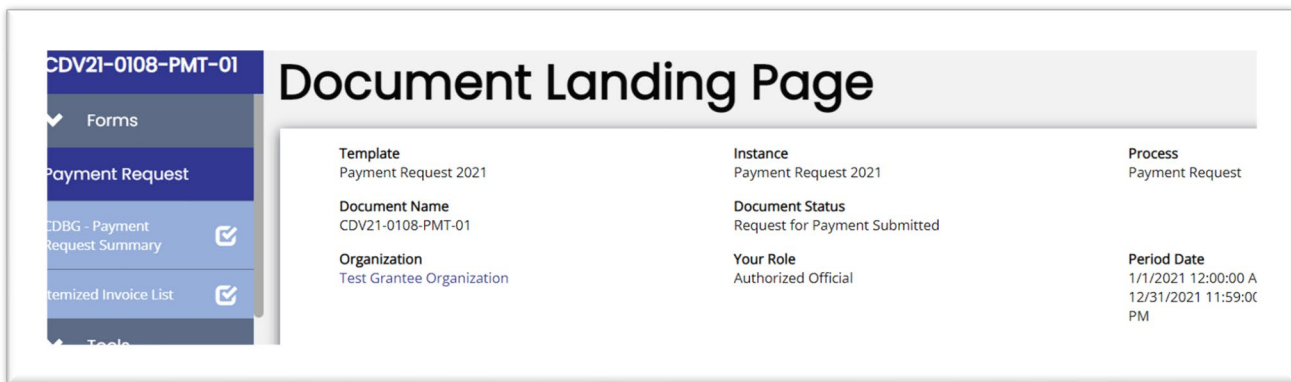

Figure 10. Payment Request submitted

If TDA staff needs additional information or is unable to proceed, the payment processor or administrative consultant will be contacted within 10 business days of the payment request submittal.