

## TDA-GO Checklist

All forms must be approved by TDA *before* submitting a payment request

Form Title	Responsibility	Where to Find?	Details	Completed
<b>Group A - Before 1st Payment Request</b>				
Signatory Resolution (A100)	AO or PD	Organization > Organization Details-CDBG Forms	Verify Resolution has <u>at least 2 signatory roles</u> for payment requests	
Designated Personnel	AO	Grant Agreement > Award > Grant Overview	Primary Administrative contact	
			Labor Standards Officer	
			Civil Rights Officer	
Organization Details - Finance	AO or PD	Organization > Organization Details	W-9 and TIN	
Financial Management Self-Assessment	AO or PD	Performance Report - FMS	Direct Deposit details, audit opinions, responsible persons, processes, etc.	
Organization Details - Civil Rights Policies	AO or PD	Organization > Organization Details-CDBG Forms	Fair Housing Policy/Proclamation (A1015)	
			Excessive Force Policy (A1003)	
			Section 504 Grievance Procedure (A1004)	
			Section 504 Self Evaluation (A1006)	
			Compliant Procedures (A1013)	
MSRs <i>*Be sure to identify the method of completion, ex. Force Account</i>	PD or Consultant	Grant Agreement > Material and Services Reports	Administration (Prime)	
			Administration (Subcontractor, if applicable)	
			Engineering	
Group A	PD or Consultant	Grant Agreement > Performance Report - GPA	Resolution adopting/reaffirming Community Policies	
			Section 3 Area Map	
			Fair Housing Activities	
			Non-Discrimination Notices	
			Limited English Proficiency Plan	
Payment Request	PD or Consultant	Grant Agreement > Initiate Related Doc	Requires 2 different authorized signatures	
<b>Group B - Before 1st Construction Payment Request</b>				
Environmental Review	PD or Consultant + AO	Performance Report - ENV		
Acquisition	PD or Consultant	Performance Report - ACQ		
Acquisition - Parcels	PD or Consultant	Performance Report - ACQ	Complete when there is acquisition needed for the project,	
Wage Decision	PD or Consultant	MSR - Main Form	Enter type of work, general description, procurement type & dates only	
		MSR - Labor Standards	Complete top portion only and <b>do NOT click Submit</b> . Once TDA approves in the system, complete the form. <b>Approval is required BEFORE bid opening date.</b>	
MSR (1 for each as needed) <i>*Be sure to identify the method of completion, ex. Force Account</i>	PD or Consultant	MSR - Main Form	Construction (Prime)	
Group B	PD or Consultant	Grant Agreement > Performance Report - GPB	Construction (Subcontractor, if applicable)	
			Section 3 Presentation	
			Temporary Signage (Photo)	
			Construction Award Date	
Special Conditions				
Payment Request	PD or Consultant	Grant Agreement > Initiate Related Doc	Requires 2 different authorized signatures	
<b>Group C - Before Final Construction Payment Request</b>				
MSR - Change Orders	PD or Consultant	MSR - MSR Change Orders	Ensure all are entered	
MSR Completion Report (all construction contracts) <i>To start, change status to <b>Begin MSR Contract Completion</b></i>	PD or Consultant	MSR - Final Wage Compliance	FWCR (done at same time as next row)	
		MSR - Work Completed	To generate COCC from system for signature	
Amendment (if needed)	PD or Consultant	Grant Agreement > Status Options	Amendments can take up to 30 days to process	
Payment Request	PD or Consultant	Grant Agreement > Initiate Related Doc	All remaining match and contract costs (Except for 10% for final admin costs) Requires 2 different authorized signatures	
<b>Final Grant Payment Request - Before Closeout</b>				
MSR Completion Report (ALL contracts) <i>To start, change status to <b>Begin MSR Contract Completion</b></i>	PD or Consultant	Grant Agreement > Material and Services Reports	Verify all MSRs are in Complete Status (Including Admin)	
Grant Reports	PD or Consultant	Grant Agreement > Award > Grant Overview	Verify all page details and that reports at bottom of page are generated and checked for completeness and accuracy. This includes verify the Performance Statement (activities, quantities and locations accurately reflect the work performed) <b>Any issue must be resolved before Closeout is started.</b>	
Monitoring Reports	PD or Consultant	Grant Agreement > Monitoring Report	Verify a monitoring report exists and it is marked Final or Final Payments (if not, submit a TDA-GO Support Ticket)	
Final Payment Request	PD or Consultant	Grant Agreement > Initiate Related Doc	Final administrative costs (Must mark as FINAL) Requires 2 different authorized signatures	
<b>Closeout</b>				
CDBG Project Completion Report <i>To start, change status to <b>Begin Closeout</b></i>	PD or Consultant + AO	Grant Agreement > Status Options	This form will certify that the information provided in TDA-GO grant forms (agreement and subdocuments) is complete and accurate. <b>NO REVISIONS can be made at this stage.</b>	