# TxCDBG Closeouts for Migrated Grants

## Use Grant Overview Reports to prepare for Closeout

The reports located at the bottom of the Grant Overview page of the Application/Grant mirror those the Authorized Official will certify during the closeout process. Be sure to access these reports early to ensure complete and accurate information is reported.

* For migrated grants, the reports marked below will provide limited meaningful information; if no data is reported, the report will not generate and may redirect to another page.

Graphical user interface

Description automatically generated with low confidence

## Verify all costs are eligible

Eligible costs must be reported in one of two locations in TDA-GO:

* Materials and Services Report (MSR), or
* Grant Overview page - Eligible Costs not Reported on MSR section

Confirm that all MSRs are in MSR Contract Complete Status.

* Create a new form for any missing prime contractors/vendors.
* Confirm the final contract amount and cost distribution are accurate for each MSR – submit a change order if appropriate.
* Status Change the MSR - click “Begin MSR Completion Report”
  + Complete the Final Wage Compliance (if applicable) and Work Completed pages
  + For construction contracts, generate and upload COCC (Form A709 will be accepted only if signed prior to the migration date, July 7, 2022)
* Status Change the MSR – click “MSR Contract Completion Submitted.”

## Create final Payment Request

The closeout process requires one payment to be marked as “Final” within the system

* Confirm all pre-TDA-GO expenditures are accurately reflected on the most recent Payment Request Summary page.
* Create a new Payment Request.
  + Mark the Payment Request as Final = Yes
  + Enter any remaining eligible costs, including final administration costs.
  + Enter all match expenses, which were not identified in the migration. If previously submitted, indicate this in the Invoice Notes.
  + If insufficient matching funds have been expended, contact your Grant Specialist for assistance re-allocating costs between grant and match fund types.
* Status Change the Payment Request – click “Submit”

## Check for other required documents

* All Performance Reports (Environmental Review, Acquisition, Group A and Group B) must be in “Performance Report Approved” status.
* A final Monitoring Review must be created before beginning closeout – if none is found under the Related Documents menu, submit a [Support Ticket](https://form.jotform.com/220934442660049).

## Begin Grant Closeout

* Status Change the Application/Grant – click “Begin Closeout”
  + Complete the Project Completion Report page.
  + Check each box to certify the information is accurate and complete.
  + For migrated grants, attach as Additional Documentation a copy of the most recent Performance Statement Exhibit A executed prior to the TDA-GO migration.
  + Save the page – if the grant includes direct beneficiaries (14A households or 18A jobs), a new page will appear to report the required information.
  + Obtain the electronic signature of the Authorized Official - check the certification box and save the page.
* Status Change the Application/Grant – click “Submit Closeout”