



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Texas Community Development Block Grant Program

Group A Documentation and Performance Report

Administrators Workshop



TDA GO! Checklist

Located on the TDA website on the Implementation Manual, Forms, and Appendices page.

TDA-GO Checklist				
All forms must be approved by TDA before submitting a payment request.				
Form Title	Responsibility	Where to Find?	Details	Completed
Group A - Before 1st Payment Request				
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 (A1000)	
			Complaint 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	Code of Conduct (A1002-22)	
			Administration (Prime)	
			Administration (Subcontractor, if applicable)	
Group A	PD or Consultant	Grant Agreement > Performance Report - GPA	Engineering	
			Resolution adopting/affirming Community Policies	
			Section 3 Area Map	
			Fair Housing Activities	
			Non-Discrimination Notices	
Payment Request	PD or Consultant	Grant Agreement > Initiate Related Doc	<u>Requires 2 different authorized signatures</u>	
Group B - Before 1st Construction Payment Request				
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.	
			MSR - Main Form	Enter type of work, general description, procurement type & dates only
Wage Decision	PD or Consultant	MSR - Labor Standards	Complete top portion only and do NOT click Submit. Once TDA approves in the system, complete the form. <u>Approval is required BEFORE bid opening date.</u>	
			MSR (1 for each as needed) <i>Be sure to identify the method of completion, ex. Force Account</i>	MSR - Main Form
Group B	PD or Consultant	Grant Agreement > Performance Report - GPB	Construction (Subcontractor, if applicable)	
			Section 3 Presentation	
			Temporary Signage (Photo)	
			Construction Award Date	
Payment Request	PD or Consultant	Grant Agreement > Initiate Related Doc	<u>Requires 2 different authorized signatures</u>	
Group C - Before Final Construction Payment Request				
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 Basic MSR, Contract Completion</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	<u>Amendments can take up to 30 days to process</u>	
Payment Request	PD or Consultant	Grant Agreement > Initiate Related Doc	<u>All remaining match and contract costs (Except for 10% for final admin costs)</u> <u>Requires 2 different authorized signatures</u>	
Final Grant Payment Request - Before Closeout				
MSR Completion Report ALL contracts <i>To start, change status to Begin MSR Contract Completion</i>	PD or Consultant	Grant Agreement > Material and Services Reports	Verify all MSRs are in Complete Status <u>(including Admin)</u>	
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). <u>Any issue must be resolved before Closeout is started.</u>	
Monitoring Reports	PD or Consultant	Grant Agreement > Monitoring Report	Verify a monitoring report exists and it is marked Final or Final Payments <u>(if not, submit a TDA-GO Support Ticket)</u>	
Final Payment Request	PD or Consultant	Grant Agreement > Initiate Related Doc	Final administrative costs <u>(Must mark as FINAL)</u> <u>Requires 2 different authorized signatures</u>	
Closeout				
CDBG Project Completion Report <i>To start, change status to Begin Closeout</i>	PD or Consultant + AO	Grant Agreement > Status Options	This form will certify that the information provided in TDA-GO grant forms (agreement and subcontracts) is complete and accurate. <u>NO REVISIONS can be made at this stage.</u>	



Thresholds

Summary of Funding Thresholds	Grant Budget Available
General Administration Grant Budget	
Acceptance of all Group A documents	0 to 50%
Acceptance of all Groups A and B documents	51 to 90%
Acceptance of all Group D documents (approved after Issuance of Administratively Complete notice by TDA)	91 to 100%
Engineering Grant Budget (Multiple line items may be considered cumulatively to determine thresholds)	
Acceptance of all Group A documents	0 to 50%
Acceptance of all Group A and Group B documents	51 to 90%
Acceptance of all related Certificate(s) of Construction Completion and any regulatory approvals required by the Grant Agreement, such as Texas Commission on Environmental Quality (TCEQ) interim well approvals or Texas Department of Licensing and Regulation (TDLR) inspections	91% to 100%
Construction Grant Budget(s)	
Acceptance of all Group A and Group B documents	0 to 95%
Acceptance of all Group A, Group B, and Group C documents	96% to 100%



Group A - Components

Documents and Information:

- Organization Information
- Grant Overview
- Materials and Services Reports
- Group A Performance Report



Group A - Organization Information

Organization Information



Organization Information

Organization Members

Organization Details



Organization Details - CDBG Forms



Organization Information

Instructions:

- From this page, you can edit the organization's General Information, Contact Information, and Business Address.
- To view current organization members or add a new organization member, click the option for "Organization Mem
- To edit a organization's currently designated category, click the option for "Organization Categories" in the left side

Information

General Information

Name

Identifier

EIN/TIN

SAM Number (UEI Number)

TYK4GHMD9ME9

DUNS #

Contact Information

Primary Phone

Email

Fax



Group A - Organization Details

Organization Details (Banking and Financial Documentation)

Organization Information

Test Grantee Organization

Organization Information

Organization Members

Organization Details

Organization Details - CDBG Forms

Organization Details

W-9 (About Form W-9, (irs.gov))
 Drag Files Here

Texas Payee Identification Number application (Application for TIN)
 Drag Files Here

Note: direct deposit bank account information will be requested separately for each grant

Upload Description	Document Upload	Effective Date
	<input type="button" value="Select"/> Drag Files Here	
		+



Group A - Documentation

Organizational Details (Banking and Financial Documentation)

Required Forms:

- W-9 Form
- TIN Form
- Direct Deposit (DD) Form
 - Direct Deposit Authorization Form (Form 74-176)
 - A separate 74-176 form must be completed for each grant award
 - Email form to CDBGReporting@TexasAgriculture.gov



Group A - Documentation

Organization Details – CDBG Forms

Organization Details – CDBG Forms

Instructions: *This form is only required if*
* the Organization is a Municipality or County, AND
* the Organization is participating in the Texas Community Development Block Grant Program (Tx/CDBG).
Required fields are marked with an *

Upload Description	Upload	Effective Date
Authorized Signatory Resolution (if applies to all TDA-GO Tx/CDBG grants)	Select Drag Files Here 619.60 KB - Resolution Signatories ... x	03/13/2023
Citizen Participation Plan and Citizen Complaint Procedures	Select Drag Files Here 993.21 KB Citizen Participation ... x	10/26/2022
Excessive Force Policy	Select Drag Files Here 322.76 KB Excessive Force Polic... x	10/26/2022
Section 504 Policy and Grievance Procedures (if >=15 employees)	Select Drag Files Here 286.73 KB Section 504 Policy.pdf x	10/26/2022
Section 504 Self-Evaluation Review	Select Drag Files Here 383.12 KB Section 504 Self-Eval... x	10/26/2022
Fair Housing Policy	Select Drag Files Here 192.97 KB Fair Housing Policy.pdf x	10/26/2022
Code of Conduct	Select Drag Files Here 630.69 KB Code of Conduct Poli... x	10/26/2022

Civil Rights Policies

Refer to form A100 and upload new form to **Organization Details – CDBG Forms**



Group A - Documentation

Signatory Resolution

Refer to the new form A100 and upload new form to **Organization Details – CDBG Forms**

Sample Signatory Resolution

RESOLUTION

A RESOLUTION OF THE [CITY COUNCIL/COMMISSIONERS COURT] OF [CITY/COUNTY], TEXAS AUTHORIZING [CITY/COUNTY] REPRESENTATIVES IN MATTERS PERTAINING TO THE [CITY/COUNTY]'S PARTICIPATION IN THE TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM.

WHEREAS, the [City Council/Commissioners Court] of [City/County] desires to develop a viable community, including decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low-to-moderate income; and

WHEREAS, it is necessary and in the best interests of [City/County] to participate in the Texas Community Development Block Grant Program; and

WHEREAS, the [City Council/Commissioners Court] of [City/County] is committed compliance with federal, state, and program rules, including the current ~~Tx~~CDBG Project Implementation Manual; and

NOW, THEREFORE, BE IT RESOLVED BY THE [City Council/Commissioners Court] OF [City/County], TEXAS:

That the [City Council/Commissioners Court] directs and designates the following to act in all matters in connection with any grant application and the County's participation in the Texas Community Development Block Grant Program:

- The [County Judge, Mayor, Mayor Pro-Tem, City Manager, etc.] shall serve as the [City/County]'s Chief Executive Officer and Authorized Representative to
 - o execute a grant application and any subsequent contractual documents,
 - o certify environmental review documents between the Texas Department of Agriculture and the City/County, and
 - o certify the Payment Request form and/or other forms required for requesting funds to reimburse project costs, and
 - o be assigned the role of Authorized Official in the TDA-GO grant management system.
- In addition to the above designated officials, should any grant be funded the [Mayor Pro-Tem, City Manager, City Secretary, City Council Member, County Clerk, County Auditor, County Treasurer, etc.] is authorized to
 - o certify the Payment Request form and/or other forms required for requesting funds to reimburse project costs,
 - o prepare and submit other financial documentation, and
 - o be assigned the role of Project Director or Payment Processor in the TDA-GO grant management system.

Passed and approved this ____ day of ____, 20__

Mary Smith, County Clerk (XYZ) County, Texas

John Doe, County Judge (XYZ) County, Texas



Group A - Documentation

Organization Details – CDBG Forms Civil Rights Policies

- Citizen Participation Plan and Citizen Complaint Procedures
- Excessive Force Policy
- Section 504 Policy and Grievance Procedures
 - if ≥ 15 employees
- Section 504 Self-Evaluation Review
- Fair Housing Policy
- Code of Conduct



Group A - Designated Personnel

The screenshot shows a sidebar menu on the left with the following items: "CDV21-0000", "CDV - Community Development Fund", "Award", "Agreement Certification", and "Grant Overview". The "Grant Overview" item is highlighted with a red box. To the right of the sidebar is a form titled "Primary Administrative Contact within TDA-GO!". The form contains three input fields: "Name", "Email", and "Phone Number". The entire form area is enclosed in a red rectangular border.

Primary Administrative Contact within TDA-GO!

- Labor Standards Officer Designation (LSO)
- Civil Rights Officer Designation (CRO)

The screenshot shows a designations form. On the left is a sidebar menu with items: "Required Uploads", "Pre-Agreement Strategy", "Certification", "CDV - Community Development Fund", "Award", "Agreement Certification", and "Grant Overview". The "Grant Overview" item is highlighted with a red box. The main content area contains the following text: "As the Authorized Official, I designate the following individuals to be responsible for critical program requirements:". Below this text are two bullet points: "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" and "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 Agreement and Chapter 10 of the TxCDBG Project Implementation Manual". Each bullet point is followed by a text input field with a "0 of 100" character count. At the bottom of the form is a table with two columns: "Authorized Official" and "Date". The table header row is highlighted with a red box.

Authorized Official	Date
---------------------	------

TxCDBG Program

Group A and Materials and Services Reports



Group A - MSRs and Documents

Materials and Services Reports (MSRs)

- The MSR must be submitted and accepted for each requested vendor or services provider.
 - The form can be updated several times throughout the grant agreement
- MSR's for administrative and engineering services are required even when Force Account.
- Admin and Engineering (if applicable) MRS are Group A requirement.



Group A - MSRs and Documents

Materials and Services Reports

Materials and Services Main Form

Home Administration - Searches - Reports -

CDVZ1-0000-MSR-01

Forms

Materials and Services Report Main Form

MSR Subcontractors

Status Options

Accept MSR Vendor Contract

Return MSR for Correction

Tools

Document Framework

Access People

Document Status History

Document Landing Page

Template: Materials and Services Report 2021

Instance: Materials and Services Report 2021

Process: Materials and Services Report

Document Name: CDVZ1-0000-MSR-01

Document Status: MSR Vendor Selection Submitted

Organization: Joes Grant

Your Role: Grant Specialist

Period Date: 3/1/2022 12:00:00 AM

MSR Selection in Process

MSR Vendor Selection Accepted

MSR Change Order Complete

MSR Contract Complete

Obligations to Date

Name of Vendor(s)	Total Grant Awarded	Amount Identified as CDBG on MSRs	Committed As Match	Amount Identified as Match on MSRs	Total Contract Amount on MSRs
ABS, Inc, Godwing Engineering	\$350,000.00	\$90,000.00	\$17,500.00	\$0.00	\$90,000.00



Group A - MSRs and Documents

MSR-01-A Administration
MSR-01-E Engineering

CDV21-0000-MSR-01

Materials and Services Report- Main Form

Instructions:
Please complete this page and press the save button.
Required field are marked with an *

This page is used in preparation for and to document execution of a contract or agreement for goods or services.
After initial approval, this form is not editable. For typical changes (contract change orders to the cost, timeline, etc.) please follow the change order process. For corrections to original information, please contact your Grant Specialist.

Pre-Selection Information

Type of Work: *

- Administrative/Engineering/Professional Services
- Materials/Eligible Equipment Purchase
- Construction Services

Method of Completing Work: *

- Force Account Labor
- Contracted (or Sub-granted) Agreement

Description of Work: *

Grant administration services.

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List of selection committee members:

Select Drag Files Here

A508 Scoresheets_Comple... x



Group A - MSRs and Documents

Document Attachment Repository

Document Modification Summary

Document Validation

Notes

Print Document

Document Messages

List of selection committee members: *Drag Files Here*

Type of Procurement/Selection Process: *

Anticipated Date for Bid Opening/Responses: *

TDA recommends entering wage decision information for TDA approval during the vendor procurement planning process, or at a minimum when the bid package is prepared.

Type of Procurement/Selection Process: *

Anticipated Date for Bid Opening/Responses: *

TDA recommends entering wage decision information for TDA approval during the vendor procurement planning process, or at a minimum when the bid package is prepared.

Pre-Selection Clearance

Competitive Proposals - Pre-Qualific

Competitive Proposals - Pre-Qualified

Competitive Proposals - Full Process

Sealed Bids - Traditional

Sealed Bids - Third Party

Small Purchase

Micro-Purchase

Non-competitive Purchase

Bond Claim Resolution / Assignment of Contract



Group A - MSRs and Documents

Pre-Selection Clearance

Confirmed Bid Opening/Selection Date: *

Posted to HUD Section 3 Portal and related sites: *

Selected Provider

Name of Vendor/Organization: *

Name of Point of Contact: *

Phone Number: *

Email:



Group A - MSRs and Documents

CDV21-0000-MSR-

Template: Materials and Services Report 2021
 Status: MSR Vendor Selection Submitted
 Organization
 Your Role(s):
 Organization

MSR Subcontractors

▼ Status Options

Accept MSR Vendor Contract

Return MSR for Correction

▼ Tools

Document Framework

Documentation of Selection Process

Minutes of award by local governing body: *

[Select](#) *Drag Files Here*

Hiring Resolution_Admin
293.92 KB x

Bid tab / Small Purchase quotes: *

[Select](#) *Drag Files Here*

A508 Scoresheets_Compl
653.20 KB x

Description of Efforts to promote MBE/WBE and Section 3 Participation: *



Group A - MSRs and Documents

- Forms
 - Materials and Services Report Main Form
 - MSR Subcontractors
- Status Options
 - Accept MSR Vendor Contract
 - Return MSR for Correction
- Tools
 - Document Framework
 - Add/Edit People
 - Document Status History
 - Document Attachment Repository
 - Document Modification Summary
 - Document Validation
 - Notes
 - Print Document
 - Document Messages
- Related Documents

0 of 4000

Key Dates

SAM.gov Clearance Date: *

Vendor/Organization Contract Award Date: *

Vendor/Organization Contract Execution Date: *

Date Work to Begin: *

Date Work to be Completed: *

Financial Interest Disclosure

	Original	Cumulative Change Orders	Current	Percent Difference from Original
Total Contract Amount *	\$ <input type="text"/>	\$	\$0.00	%
Amount to be funded by TxCDBG *	\$ <input type="text"/>	\$	\$0.00	%
Amount to be funded by Match *	\$ <input type="text"/>	\$	\$0.00	%
Amount to be funded by additional Local Funds	\$0.00	\$	\$0.00	%
Ineligible Project Costs		\$		



Group A - MSRs and Documents

- ▼ Status Options
 - Accept MSR Vendor Contract
 - Return MSR for Correction
- ▼ Tools
 - Document Framework
 - Add/Edit People
 - Document Status History
 - Document Attachment Repository
 - Document Modification Summary
 - Document Validation
 - Notes
 - Print Document
 - Document Messages
- ▼ Related Documents

Reporting Information

Federal Tax ID Number: *

Mailing Address: *

Texas

Name of Principal(s): * +

Is this selection subject to MBE reporting requirements: * ▼

Does this Vendor/Organization qualify as a Section 3 Business Concern? * ▼ [link to definition](#)

Additional Documentation

+

Description

TDA Comments



Group A - MSRs and Documents

Materials and Services Report

MSR - ADM & ENG Main Form

MSR Change Orders - ADM & ENG

MSR Subcontractors - ADM & ENG

▼ Status Options

Begin New Change Order

▼ Tools

Landing Page

Add/Edit People

Status History

Attachment Repository

Modification Summary

Document Validation

The MSR is to be completed in sections throughout the contracting/services process as information is available; the information provided must communicate to both TDA and the Grant Recipient the current progress of the project.

This page is used in preparation for and to document execution of a contract or agreement for goods or services. Please begin this form as soon as the appropriate goods or services are identified, and complete each section when the information is known.

After initial approval, this form is not editable. For typical changes (contract change orders to the cost, timeline, etc.) please follow the change order process. For corrections to original information, please contact your Grant Specialist.

MSR Preparation Information

Type of Work: * Administrative/Engineering/Professional Services

Method of Completing Work: * Force Account Labor

Contracted (or Sub-granted) Agreement

Description of Work: *

Administration services.

25 of 500



Group A - MSRs and Documents

Common Errors

- Excluding the CDBG Grant number, contractor name, and awarded amount in the award minutes.
- Entering dates for work to begin or end that precede the Pre-Agreement/start date or exceed the end date.
- Incomplete/incorrect Financial Interest Disclosure.

TxCDBG Program

Group A Performance Report and Documents



Group A – Performance Report

Required Uploads

- Resolution adopting or reaffirming community policies (A1014)
- Section 3 Service Area Map (Optional for 2023 Awards)
- Fair Housing Activities
- Required Non-discrimination Notices
- Limited English Proficiency (LEP) plan – This plan must be specific to the location and the community or area served by the current project.



Group A – Performance Report

Please complete the page and press the save button.
Required fields are marked with an *

CDV21-0000-GPA-01

Forms

Performance Report

Group A

Status Options

Tools

Landing Page

Add/Edit People

Status History

Attachment Repository

Modification Summary

Document Validation

Notes

Group A Documents

Resolution adopting or reaffirming Community Policies *

Select Drag Files Here

CLB Pollock 2.9.13 my special thing for m...
333.59 KB x

Section 3 Service Area map *

Select Drag Files Here

CLB Pollock 2.9.13 my special thing for m...
333.59 KB x

Fair Housing Activities *

Select Drag Files Here

CLB Pollock 2.9.13 my special thing for m...
333.59 KB x

Required Non-discrimination Notices *

Select Drag Files Here

CLB Pollock 2.9.13 my special thing for m...
333.59 KB x

Grant Recipient employs 15 or more persons and is subject to all requirements of Section 504 *

No v



Group A – Performance Report

Fair Housing Activities

Fair Housing Activities – Form A1009

A1009

Sample Fair Housing Public Service Announcement
Public Service Announcement:
Fair Housing, It's the Law

To promote fair housing practices, the City/County of _____ encourages potential homeowners and renters to be aware of their rights under the National Fair Housing Law.



Group A – Performance Report

Required Notices

Public Notices may be given in one of three ways:

1. Publish the notice in a newspaper of general circulation.
2. Post the notice in at least two public places accessible to the general public at the time of the posting including the courthouse/city hall and a location within the target area (if applicable).
3. Post the notice in one public place accessible to the general public at the time of the posting, such as the courthouse/city hall, **and** post on Grant Recipient's website.



Group A – Performance Report

Required Notices

- The full newspaper tear sheet or a photocopy of the notice and a publisher's affidavit must be kept with the Grant Recipient's local file for the public, TDA monitors, and other state or federal inspectors.

Tear sheet Example

WEDNESDAY, MAY 14, 2008 **YOAKUM HERALD-TIMES** PAGE 4

YOAKUM HERALD-TIMES CLASSIFIEDS

FOR RENT APARTMENT/CONDO 1 BR/1.5 Bath. Call or visit. \$500/mo. + \$100 security. 301 S. Street, Yoakum, TX. Call Steve at 379-0916. 05/14/08.	ESTATE SALE APARTMENT/CONDO 1 BR/1.5 Bath. Call or visit. \$500/mo. + \$100 security. 301 S. Street, Yoakum, TX. Call Steve at 379-0916. 05/14/08.	REAL ESTATE REAL ESTATE REAL ESTATE REAL ESTATE	REAL ESTATE REAL ESTATE REAL ESTATE REAL ESTATE
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JACOBS REAL ESTATE
 201 West 2nd - Yoakum, TX 77885
 (301) 293-2365
 www.jacobscoralestate.com

Matthew Kelly
 120 USDALE DRIVE - YOAKUM - TEXAS 77885
 301-293-2633
 60 TO MATTHEWKELLY@YOAKUMTX.COM FOR MORE INFO

ACREAGE
 28.3 acres. Three-Quarter Acre Road, road frontage, beautiful view, building opportunities, etc. 301-293-2633. 120 USDALE DRIVE - YOAKUM - TEXAS 77885. 301-293-2633. 60 TO MATTHEWKELLY@YOAKUMTX.COM FOR MORE INFO

FOR RENT
 Street House Apartments
 1-2 beds
 Call
 301-780-0994

HELP WANTED
HELP WANTED
 Technology and Facilities Coordinator
 Lavaca County Advertiser Office is seeking applicants for a qualified individual for the position Technology and Facilities Coordinator. This is a full time position with 40 hours per week. Interested individuals may apply at the Advertiser Office in the Lavaca County Courthouse in Hallettsville, Texas, 301-780-0994 between the hours of 8:00 AM & 5:00 PM Monday through Friday.
 Applicants are available online: <http://www.lavaca-tx.us/jobs>
 Lavaca County Advertiser Office is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, age, or disability.

PAM HICKEY WARD, GRI, S, PPO
 301 293-0816
 PHWARD@GMAIL.COM
 FULL TIME - LOCAL REALTOR
 OTHMS - HAR - TXLS - VVAE - TAR-NAR
 207 W. G BARD AVE
 YOAKUM, TX, 77885

NOTICES
NOTICES
 CITY OF YOAKUM
 REQUEST FOR BIDS
 The City of Yoakum is requesting sealed bids for the following: **Rebuilding of lumber and brick building and brick building for general purposes. Bids will be accepted until 3:00 P.M., Thursday, May 15, 2008.**
 The City of Yoakum reserves the right to reject all bids.

Public Notice
 The City of Yoakum has adopted amended and proposed provisions regarding the "New Community Development Block Grant Program (CDBG)". Citizens may submit a copy of their written comments to the City of Yoakum, 207 West G Street, Yoakum, TX 77885. The City of Yoakum will accept written comments until 5:00 P.M. on May 15, 2008. The City of Yoakum will accept written comments until 5:00 P.M. on May 15, 2008. The City of Yoakum will accept written comments until 5:00 P.M. on May 15, 2008.

EMAIL YOUR ADVERTISING TO
 YOAKUM@LAVACA COUNTY TODAY.COM
YOAKUM HERALD-TIMES DEADLINE MONDAY AT NOON

YOAKUM HERALD-TIMES
 DEWITT & LAVACA COUNTY: \$50
 State of Texas: \$56 Out of State: \$62
 Mail your name and address along with your check or money order to:
 Yoakum Herald-Times
 P.O. Box 798 Yoakum, Texas 77895
 Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____

WE ARE NOW ONLINE: LAVACA COUNTY TODAY.COM



Group A – Performance Report

Required Notices

Documentation of the Public Notice Continued

- **Website Notices** – Screen shots of the notice, **with the date visible**, must be retained as documentation of the posting.
- **Posted Notices** – Legible photographs showing the location of the posting are required and must be supported by affidavit, see *Affidavit of Posting - Citizen Participation Public Hearing (Form A101)*.



Group A Documents

Required Non-discrimination Notices

PUBLIC NOTICE

Public Service Announcement: Fair Housing, It's the Law

To promote fair housing practices, The City of Yoakum encourages potential homeowners and renters to be aware of their rights under the National Fair Housing Law. Title VIII of the Civil Rights Act of 1968, as amended, prohibits discrimination against any person on the basis of race, color, religion, sex, disability, familial status or national origin in the sale or rental of units in the housing market. For more information on fair housing or to report possible fair housing discrimination, call the Texas Workforce Commission at 888-452-4778 or 512-463-2642 TTY: 512-371-7473.

Policy of Nondiscrimination on the Basis of Disability

The City of Yoakum does not discriminate on the basis of disability in the admission or access to, or employment in, its federally assisted programs or activities. The City Manager has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's (HUD) regulations implementing Section 504 (24 CFR Part 8).

Citizen Participation & Grievance Procedures Notice

The City of Yoakum has adopted complaint and grievance procedures regarding its Texas Community Development Block Grant Programs (TxCDBG). Citizens may obtain a copy of these written procedures at 808 U.S. Hwy. 77A South Yoakum, TX, 77995 during regular business hours. Citizens may also request the procedures be mailed to them by calling the City Clerk, Civil Rights Officer at 361-293-6321. These procedures outline the steps for a citizen to follow if s/he wishes to file a complaint or grievance about TxCDBG activities. A person who has a complaint or grievance about any services or activities with respect to the TxCDBG project, may during regular business hours submit such complaint or grievance, in writing to the City Manager, at P.O. Box 738, Yoakum, TX 77995 or may call 361-293-6321. The City of Yoakum will make every effort to respond fully to such complaints within fifteen (15) working days where practicable.

Equal Employment Opportunity Statement

The City of Yoakum does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, or national origin.

Anuncios de servicio público para vivienda justa, política de política de no discriminación por motivos de discapacidad, participación ciudadana y procedimientos de quejas e igualdad de oportunidades en el empleo. Comuníquese con La Ciudad al 361-293-6321 si desea interpretaciones orales gratuitas de estos documentos.



Group A – Performance Report

Limited English Proficiency

- CDV21-GPA-01
- Forms
- Performance Report
- Group A**
- Status Options
- Tools
- Landing Page
- Add/Edit People
- Status History
- Attachment Repository
- Modification Summary
- Document Validation
- Notes

Please complete the page and press the save button.
Required fields are marked with an *

Limited English Proficiency NEW NOTE

Language Group Census Data - Table B16001	Estimated Group Population	Speaks English less than "very well"	Percent LEP
Total Community Population per Table B16001 *	5000	600	12.00%
Spanish *	720	349	6.98%
Other Language			0.00%

Based on local knowledge, does the population of the Benefit Area require LEP services not indicated by the Census community-wide language information? * No ▼

Please Explain: *

a

LEP Services	Description of All Resources Available to the Grant Recipient	Description of Resources to be Used for this Grant
Written Translation of vital documents, which include Citizen Participation notices (e.g., complaint	a	a



Group A – Performance Report

Limited English Proficiency

Purpose of LEP Services

Community Characteristic per Table B16001		Minimum EP Assistance Required*	
Number of Persons in the Language Group that speak English "less than very well"	Percent of Total community population that are also persons in the Language Group that speak English "less than very well"	Published Notice regarding Vital Document	Vital Document
≥ 1000	10% or more	Fully translated notice	Fully translated document
≥ 1000	0% - 9.99%	Summary and reference to availability of full translation	Fully translated document
51-999	10% or more	Fully translated notice	Fully translated document
51-999	5.01% - 9.99%	Summary and reference to availability of full translation	Fully translated document
51-999	0% - 5%	Safe harbor - Evaluate LEP need using HUD's four factor analysis.*	Safe harbor - Evaluate LEP need using HUD's four factor analysis.*
≤ 50	Any percentage	Safe harbor - Evaluate LEP need using HUD's four factor analysis.*	Safe harbor - Evaluate LEP need using HUD's four factor analysis.*



Group A – Performance Report

Limited English Proficiency

LEP Table 1

Language Group Census Data - Table B16001	Estimated Group Population	Speaks English less than "very well"	Percent LEP	
Total Community Population per Table B16001 *	2804	1198	42.72%	
Spanish *	1675	725	25.86%	Full publication: ≥50, >10%
Other Indic languages	130	0	0.00%	Safe harbor
Chinese	73	66	2.3%	Safe harbor
Other Asian languages	349	294	10.48%	Full publication: ≥50, >10%
Arabic	18	18	0.64%	Safe harbor
African languages	111	95	3.39%	Safe harbor

Based on local knowledge, does the population of the Benefit Area require LEP services not indicated by the Census community-wide language information? *

Please Explain: *



Group A – Performance Report

Limited English Proficiency

LEP Table 2

LEP Services	Description of All Resources Available to the Grant Recipient	Description of Resources to be Used for this Grant
Written Translation of vital documents, which include Citizen Participation notices (e.g., complaint procedures, hearings notices), civil rights notices, and environmental review notices. *	0 of 2000	0 of 2000
Verbal / oral translation of vital documents on request *	0 of 2000	0 of 2000
Oral Interpretation for public meetings *	0 of 2000	0 of 2000
Referrals to community liaisons proficient in the language of LEP persons. *	0 of 2000	0 of 2000
Other LEP Services *	0 of 2000	0 of 2000



Pre-Construction

Violence Against Women Act (VAWA) Certification

VAWA –
Form A1025

A1025

Violence Against Women Act (VAWA) Certification

Grant Recipient: _____

As Civil Rights Officer, I certify that the Grant Recipient is in compliance with the Violence Against Women Reauthorization Act of 2022.

The Grant Recipient has reviewed its ordinances, local regulations, and policies (collectively referred to as "policies") adopted by the local government and currently in effect, with the following results:

- No policies were identified that contain any financial or regulatory penalty imposed on property owners or residents as a result of any use of emergency services.

Or

- The following policies were identified that may contain financial or regulatory penalties imposed on property owners or residents as a result of any use of emergency services.

Policy	Purpose of policy	Financial or regulatory penalty (or potential penalty)

The Grant Recipient commits to re-evaluating and addressing any policies identified above as follows:



Pre-Construction

Violence Against Women Act (VAWA) Certification

Make sure the person who signs the form is the designated CRO listed on the Grant Overview page.

The Grant Recipient commits to re-evaluating and addressing any policies identified above as follows:

The Grant Recipient understands that any policies identified above must be re-evaluated and addressed within the grant agreement period.

- A summary of efforts to evaluate alternative policies that do not impede the Right to Report Crime and Emergencies from One's Home and a timeline for action on one or more alternatives must be submitted prior to the release of grant funds for construction.
- The timeline for implementation of alternative policies is subject to TDA review and approval; grant funds will be placed on hold if the Grant Recipient fails to comply with the requirements of this VAWA certification.

Name of Civil Rights Officer

Date policy review completed

Signature of Civil Rights Officer

Date of Certification



Group A – Performance Report

Performance Report

Common Errors Are ...

- Designations for Civil Rights Officer and Labor Standards Officer are incomplete or not certified.
- Organization documents are not uploaded or incomplete.
- The VAWA Form 1025 is not uploaded, not filled out completely, or is not certified by the designated CRO.
- The Direct Deposit form is not submitted or is filled out incorrectly.

Questions/Comments



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER