



# 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 <u>bafore</u> , submitting a payment request						
Form Title	Responsibility	Where to Find?	Details	Completed		
		Group A - Before 1st Pays	nent Request			
Signatory Resolution (A100)	AO or PD	Organization > Organization Details-CDBG Forms	Verify Resoultion has at least 2 signatory roles for payment requests			
		Primary Administrative contact				
Designated Personnel AO Grant Agreem	Grant Agreement > Award > Grant Overview	Labor Standards Officer				
			Civil Rights Officer			
Organization Details - Finance	AO or PD	Organization > Organization Details	W-9 and TIN			
Financial Management Self-	AO or PD	Performance Report - FMS	Direct Deposit details, audit opinions, responsible persons, processes, etc.			
Assessment			Fair Housing PolicyProclamation (A1015)			
			Excessive Force Policy (A1003)			
			Section 504 Grievance Procedure (A1004)			
Organization Details - Civil Rights Policies	AO or PD	Organization > Organization Details-CDBG Forms	Section 504 Self Evaluation (A1006)			
			Compliant Procedures (A1013)			
			Code of Conduct (A1002-22)			
MSRs *Be sure to identify the			Administration (Prime)			
method of completion, ex. Force Account	PD or Consultant	Grant Agreement > Material and Services Reports	Administration (Subcontractor, if applicable)			
Account			Engineering			
			Resolution adopting/reaffirming Community Policies			
			Section 3 Area Map			
Group A	PD or Consultant	Grant Agreement > Performance Report - GPA	Fair Housing Activities			
		Grant Agreement > Perioritation Report - GPA	Non-Discrimination Notices			
			Limited English Proficiency Plan			
	PD or Consultant					
Payment Request	PD or Consultant	Grant Agreement > Initiate Related Doc	Requires 2 different authorized signatures			
		Group B - Before 1st Construction	on 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,			
	PD or Consultant	MSR - Main Form	Enter type of work, general description, procurement type & dates only			
Wage Decision	PD or Consutant	MSR - Labor Standards	Complete top portion only and do NOT click Submit. Once TDA approves in the system, complete the form, Approval is required BEFORE bid opening date.			
MSR (1 for each as needed) *Be			Construction (Prime)			
sure to identify the method of completion, ex. Force Account	PD or Consultant	MSR - Main Form	Construction (Subcontractor, if applicable)			
complesion, ex. Porce Account			Section 3 Presentation			
Group B	PD or Consultant	Grant Agreement > Performance Report - GPB	Temporary Signage (Photo)			
			Construction Award Date			
			Special Conditions			
Payment Request	PD or Consultant	Grant Agreement > Initiate Related Doc	Requires 2 different authorized signatures			
		Group C - Before Final Constructi				
MSR - Change Orders	PD or Consultant	MSR - MSR Change Orders	Ensure all are entered			
MSR Completion Report (all construction contracts) To start,		MSR - Final Wage Compliance	FWCR (done at same time as next row)			
change status to Begin MSR.  Contract Completion	PD or Consultant	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  All remaining match and contract costs (Except for 10% for finel admin costs)			
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			
		Final Grant Payment Request				
MSR Completion Report						
ALL contracts) To start, change status to Begin MSR Contract	PD or Consultant	Grant Agreement > Material and Services Reports	Verify all MSRs are in Complete Status (Including Admin)			
Completion			V-4-4			
Count Planada	DD as Comment	Count Innovation In County County	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			
Grant Reports	PD or Consultant	Grant Agreement > Award > Grant Overview	(activities, quantites and locations accurately reflect the work performed). Any issue must be resolved before Claseout is started.			
No. and a second	PD C		wast be resolved before Closeout is started.  Verify a monitoring report exists and it is marked Final or Final Payments (ff not,			
Monitoring Reports	PD or Consultant	Grant Agreement > Monitoring Report	submit a TDA-GO Support Ticketi			
Final Payment Request	PD or Consultant	Grant Agreement > Initiate Related Doc	Final administrative costs (Must mark as FINAL) Requires 2 different authorized signatures			
		Closeout				
CDBG Project Completion Report			This form will certify that the information provided in TDA-GO grant forms (agreement			
To start, change status to Begin Closeout	PD or Consultant + AO	Grant Agreement > Status Options	and subdocuments) is complete and accurate. NO REVISIONS can be made at this stage.			

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**

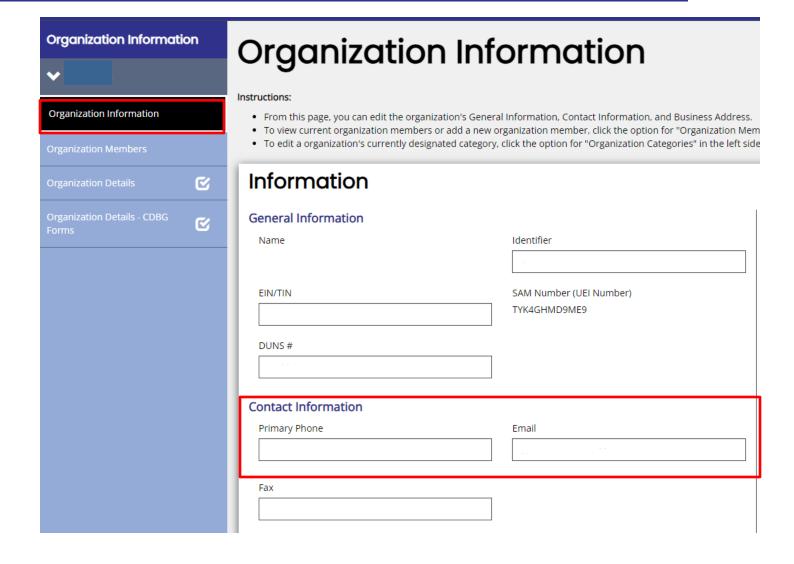
### **Documents and Information:**

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





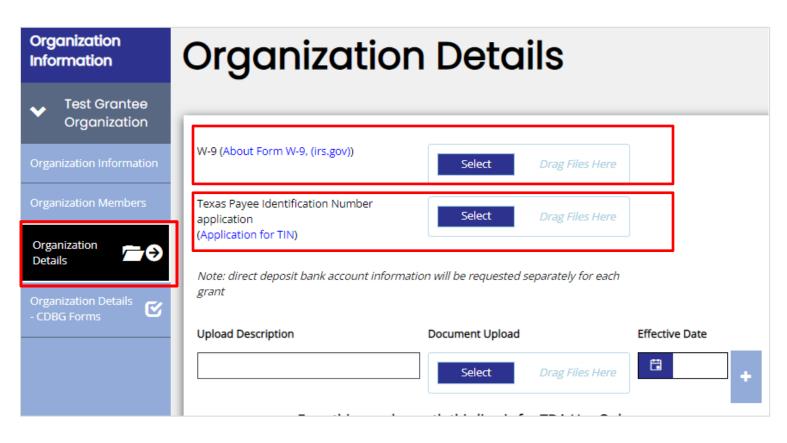
## **Group A - Organization Information**





## **Group A - Organization Details**

# **Organization Details** (Banking and Financial Documentation )





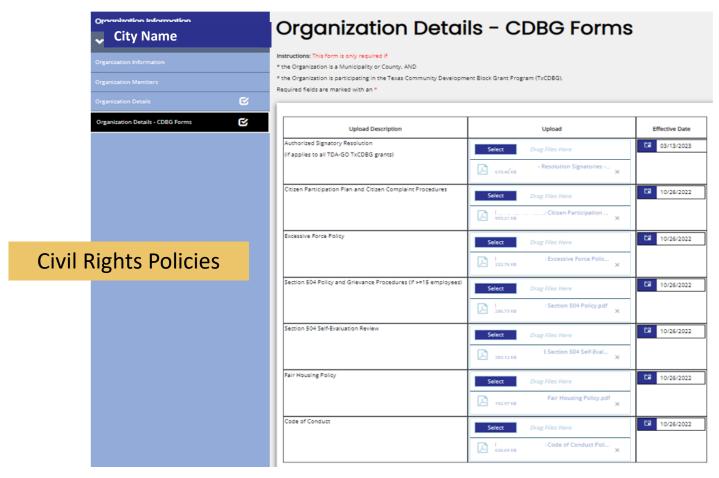
# **Organizational Details** (Banking and Financial Documentation)

### **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 <u>CDBGReporting@TexasAgriculture.gov</u>



## **Organization Details – CDBG Forms**



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





## 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 TxCDBQ 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
  - execute a grant application and any subsequent contractual documents,
  - 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
  - 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,
  - 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 thisday of, <u>20</u>	
	John Doe, County Judge (XYZ) County,
Mary Smith, County Clerk (XYZ) County.	Texas

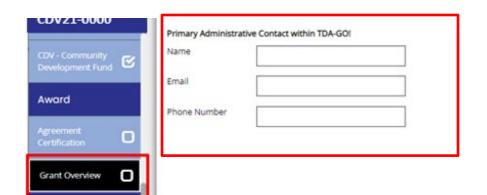


## Organization Details – CDBG Forms Civil Rights Policies

- 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

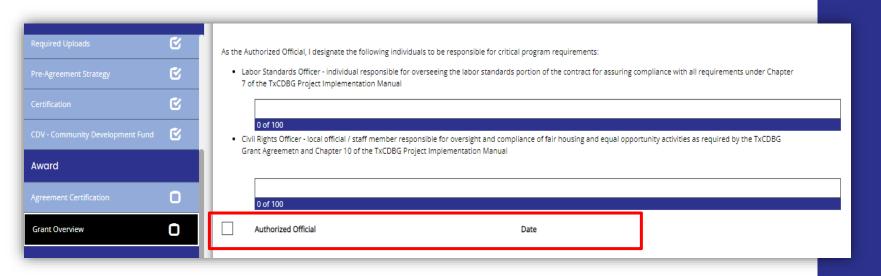


## **Group A - Designated Personnel**



Primary Administrative Contact within TDA-GO!

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



## TxCDBG Program

Group A and Materials and Services Reports



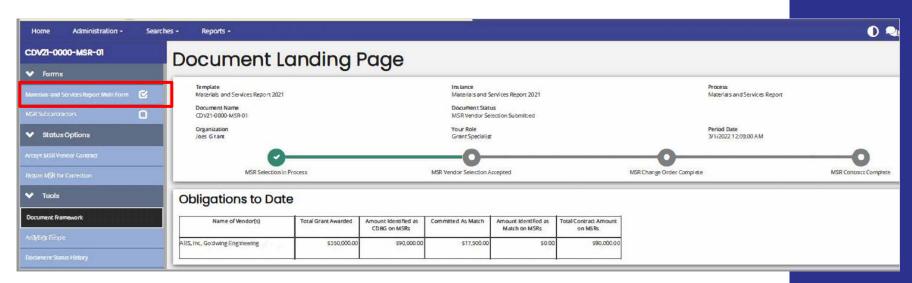
## **Materials and Services Reports (MSRs)**

- 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.



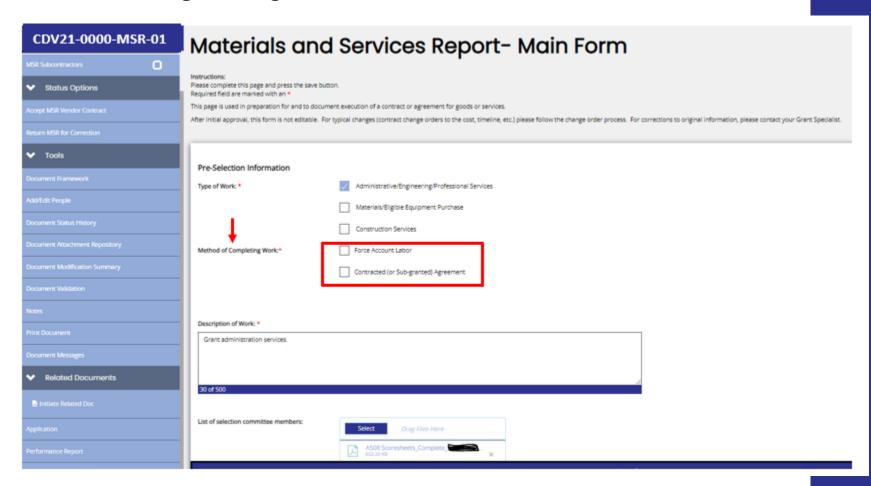
## **Materials and Services Reports**

Materials and Services Main Form

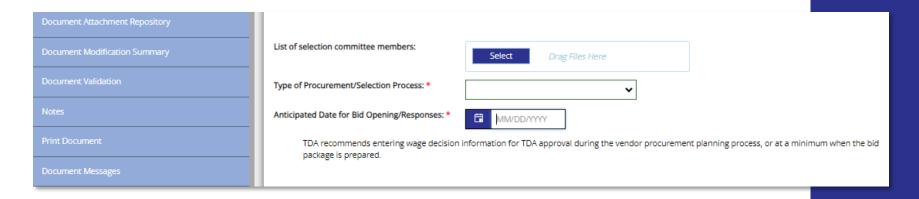


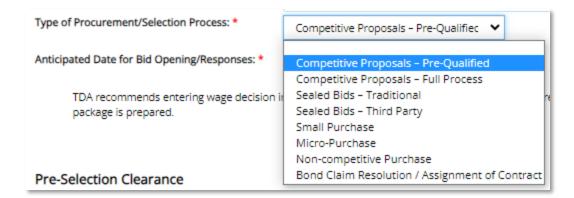


## MSR-01-A Administration MSR-01-E Engineering







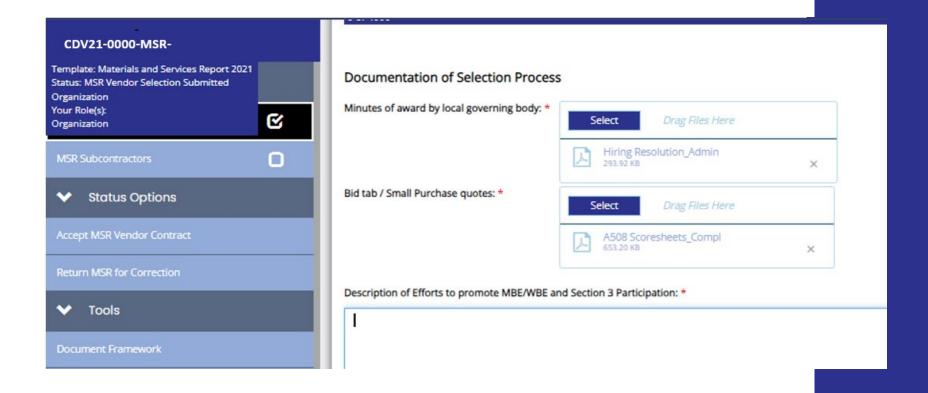




Pre-Selection Clearance	
Confirmed Bid Opening/Selection Date: *	MM/DD/YYYY
Posted to HUD Section 3 Portal and related sites: *	₩M/DD/YYYY
Selected Provider	
Name of Vendor/Organization: *	
Name of Point of Contact: *	
Phone Number: *	
Email:	

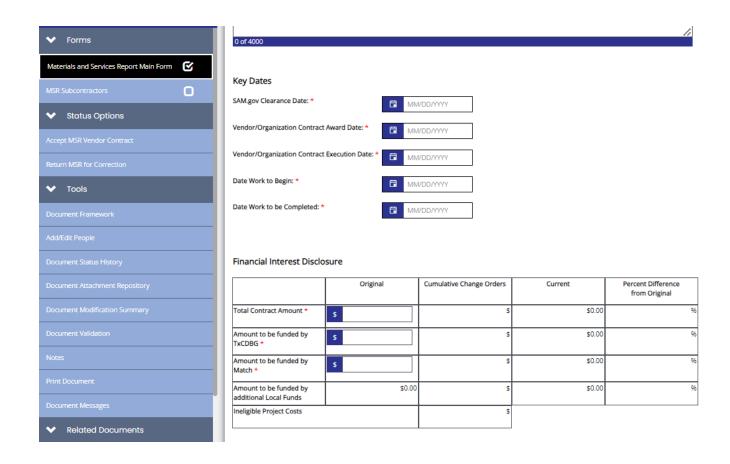




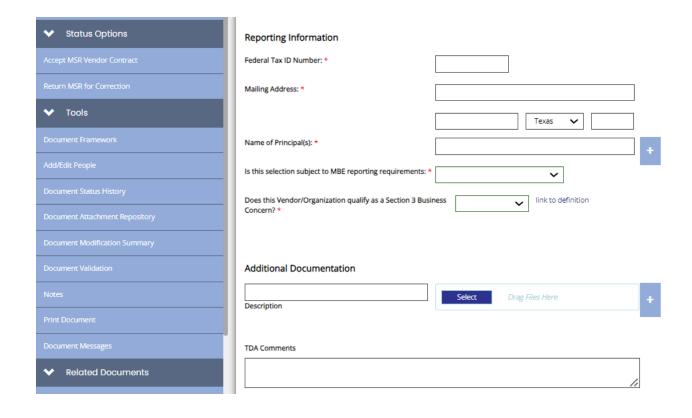
















Materials and Services Report	The MCD is be completed in sections the	roughout the contracting/services process as information is available; the information provided			
MSR - ADM & ENG Main Form		Grant Recipient the current progress of the project.			
MSK-NOW & ENG Main Form	1 - 1	document execution of a contract or agreement for goods or services. Please begin this form as soon as tified, and complete each section when the information is known.			
MSR Change Orders - ADM & ENG	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 Subcontractors - ADM & ENG	MSR Preparation Information				
<b>∨</b> Status Options	Type of Work: *	✓ Administrative/Engineering/Professional Services			
Begin New Change Order	Method of Completing Work:*	Force Account Labor			
<b>∨</b> Tools		Contracted (or Sub-granted) Agreement			
Landing Page					
Add/Edit People	Description of Work: *				
Status History	Administration services.				
Attachment Repository					
Modification Summary	25 of 500				
Document Validation					



### **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

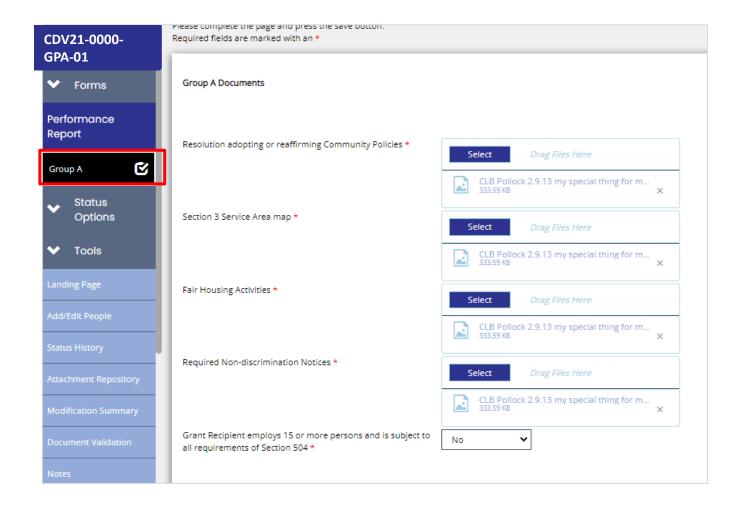


## **Required Uploads**

- 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.









## **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 <u>City/County</u> of encourages potential homeowners and renters to be aware of their rights under the National Fair Housing Law.



## **Required Notices**

### Public Notices may be given in one of three ways:

- Publish the notice in a newspaper of general circulation.
- 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).
- 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.

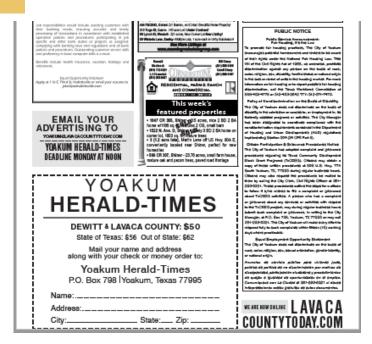


## **Required Notices**

 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







## **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).



## **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.

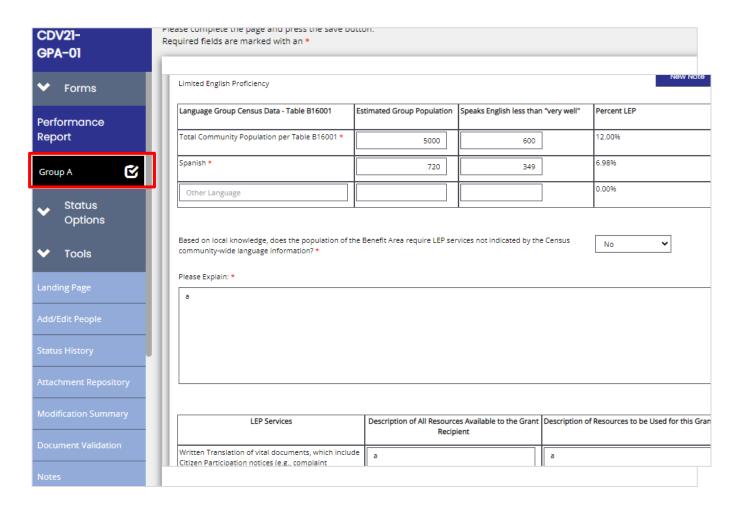
#### Equal Employment Opportunity Statement

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. Comuniquese con La Ciudad al 361-293-6321 si desea interpretaciones orales gratuitas de estos documentos.



## **Limited English Proficiency**





## **Limited English Proficiency**

### Purpose of LEP Services

		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.*	



## **Limited English Proficiency**

#### LEP Table 1

anguage Group Census Data - Table B16001	Estimated Group Population	Speaks English less than "very well"		Percent LEP		
otal Community Population per Table B16001 *	2804	1198		42.72%		
panish *	1675	725		25.86%	Full publication	≥50, >10%
Other Idic languages	130	0		0.00%	Safe harbor	
Chinese	73	66		2.3%	Safe harbor	)
Other Asian languages	349	294		10.48%	Full publicatio	n: ≥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: *						



## **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	
/erbal / oral translation of vital documents on request *			
	0 of 2000	0 of 2000	
Oral Interpretation for public meetings *	0 of 2000	0 of 2000	
	0 01 2000	0 61 2000	
Referrals to community liaisons proficient in the anguage of LEP persons. *	0 of 2000	0 of 2000	
Other LEP Services *	0 of 2000	0 of 2000	



# Violence Against Women Act (VAWA) Certification

follows:

VAWA – Form A1025

A1025

#### Violence Against Women Act (VAWA) Certification

e Grant Recipient is in complianc	e with the Violence Against
ordinances, local regulations, an government and currently in effec	
t contain any financial or regulato t of any use of emergency servic	
entified that may contain financial or residents as a result of any use	
Purpose of policy	Financial or regulatory penalty (or potential penalty)
	ordinances, local regulations, and povernment and currently in effect contain any financial or regulate tof any use of emergency service entified that may contain financial or residents as a result of any use

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



# 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-eva follows:	luating and	addressing any policies identified above as
<ul> <li>addressed within the grant agreement</li> <li>A summary of efforts to evaluat Report Crime and Emergencies more alternatives must be subn</li> <li>The timeline for implementation</li> </ul>	period. e alternative from One nitted prior of alternat aced on hol	e policies that do not impede the Right to s Home and a timeline for action on one or to the release of grant funds for construction. ive policies is subject to TDA review and d if the Grant Recipient fails to comply with n.
Name of Civil Rights Officer		Date policy review completed
Signature of Civil Rights Officer	5	Date of Certification



## **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