



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Texas Community Development Block Grant Program

Closeout

Administrator Workshop



Pre-Closeout Requirements

Include submission of:

- Performance Reports
- MSR Completion Reports (including COCC)
- Special Conditions
- All cost paid, and “**Final** payment request”

The TxCDBG grant closeout process is designed to ensure the following

- 1) that all CDBG activities are completed, and funds are expended in accordance with the grant agreement.
- 2) that any financial, administrative, and performance issues have been resolved to the satisfaction of TDA and the Grant Recipient, and
- 3) the certification that the beneficiaries are being served by the project.

The closeout begins when....the activities described in the most recently approved grant agreement Performance Statement has been completed; and

And as we get close to the point, we need to make sure that:

- all Performance Reports are in *Performance Report Approved* or *Performance Report Submitted* status;
- all Materials and Services Reports are in *MSR Contract Complete* or *MSR Contract Completion Submitted* status;
- all grant agreement special condition documents have been uploaded to the Grant Overview page;
- all costs to be paid with TxCDBG funds have been expended and payment requests submitted, with the most recent Payment Request marked as “Final”;
- the Grant Recipient’s other responsibilities under its agreement with TDA have been met.



Closeout Components

- Final Public Hearing (PH)
- CDBG Project Completion Report (PCR)
 - Final Project Details
 - Section 3
 - Direct Beneficiaries
- Submitting the Report in TDA-GO

What are the closeout components:

- We need a Public Hearing, and its documentation
- A Project Completion Report includes:
 - Confirmation of Final Project Details
 - Section 3
 - Direct beneficiaries
- And the last step is to submit the report in TDA-GO!

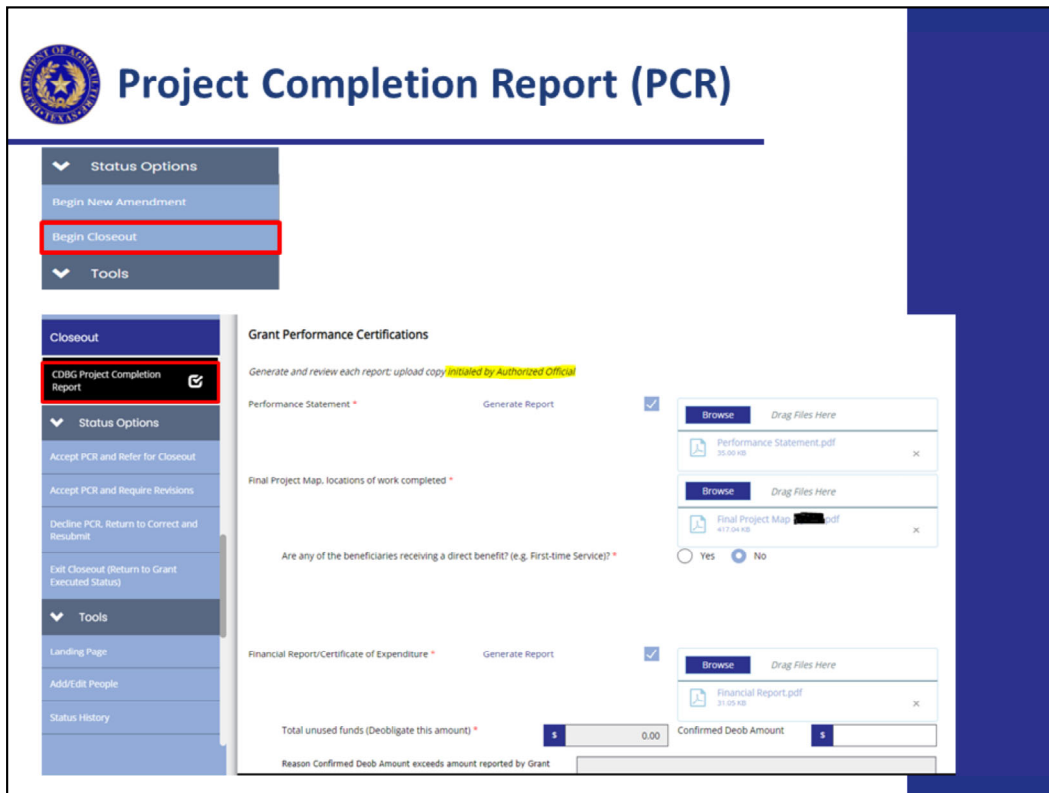


Final Public Hearing

- Hold a Public Hearing
- Public Hearing requirement
 - See Chapter 1
 - Schedule after, but not before
 - Confirmation of served beneficiaries

A final public hearing is a federal and CDBG Grant agreement requirement and it encourages citizen participation.

- The final public hearing must be scheduled **after** the project is completed but **prior** to submitting the Project Completion Report (PCR) in TDA-GO; and
- During the hearing, the GR must confirm that the beneficiaries are being served by the project



To initiate the closeout process in TDA-GO click on begin closeout under status options

Next, under closeout click CDBG Project Completion report and begin to confirm your final project details

On the page you are going to need:

- Generate reports
- Initial final documents, if applicable and upload
- Document Section 3
- Certify that it is complete and accurate

If revisions are needed you will need to return to that section of TDA-GO to make corrections



Special Conditions

- Special conditions may apply based on the specific project description or location. These are listed in the **Grant Agreement Details** tab.
- Grant Recipients must document proof of compliance with all applicable provisions. These are uploaded in the **Grant Overview** tab.

The screenshot shows a web interface for 'Grant Overview'. On the left is a navigation menu with options like 'Amendment', 'Proposed CDIG Performance Statement Revisions', 'TDA Amendment Review', 'Status Options', and 'Tools'. The main content area is titled 'Agreement Special Conditions' and contains a table with three columns: 'Condition', 'Support Documents', and 'TDA Accepted Date'.

Condition	Support Documents	TDA Accepted Date
9. The Grant Recipient must comply with the requirements of the Build America, Buy America (BABA) Act, 41 USC §301 note, and all applicable rules and notices, as may be amended, if applicable to the Grant Recipient's infrastructure project. Any funds obligated under this grant agreement are subject to BABA requirements as described in Chapter 4 of the TxCDBG Project Implementation Manual, unless excepted by a waiver.	Browse Drag Files Here	<input type="text" value="MM/DD/YYYY"/>
10. In addition to the documentation required by Chapter 2 of the Project Implementation Manual, funds awarded under this Agreement will not be disbursed to Grant Recipient until these special conditions are met. Grant Recipient shall submit to the department:	Browse Drag Files Here VAV [redacted].pdf	05/13/2024
11. Grant Recipient shall receive and maintain a copy of the final project record drawings, engineering schematics, as constructed using funds under this Agreement. These maps shall be provided in digital format containing the source map data (original vector data) and the graphic data in files on machine readable media. The digital copy provided shall not include a digital representation of the engineer's seal but the accompanying documentation from the engineer shall include a signed statement of when the map was authorized, that the digital map is a true representation of the original sealed document, and that a printed version with the seal has been provided to Contractor.	Browse Drag Files Here	<input type="text" value="MM/DD/YYYY"/>

Some of the special conditions that may be required to be upload for certain agreements are:

- Final Project Record Drawing(s)
- TDLR approval
- TCEQ approval

The example highlighted is for the final project drawing(s). This step needs to be completed before and Admin can begin the closeout. Once and Admin uploads the required document for the special condition they must send their assigned Grant Specialist an email as TDA-GO does not send a notification to the Grant Specialist once the document is uploaded by the Admin. Once the Grant Specialist reviews the uploaded document for compliance a date of approval is entered by TDA staff and once that step is completed the Admin can begin the closeout on TDA-GO.



Special Conditions – Project Completion

- Certain projects require written approval from other state or federal agencies upon completion of construction
 - Water Well Projects
 - Septic System Replacement Projects
 - Building, Parking Lot, and Sidewalk Project
 - Project in a Floodplain
 - Permanent Signage:
 - Placement in a prominent visible public area
 - Minimum size of 12" x 18" with letter no smaller than one-half inch
 - TDA and HUD required text

These are the special conditions when you are ready to closeout the agreement. If by any chance the required special condition is delayed, this could trigger a Conditional Closeout. Please refer to Chapter 12, section 12.2.2 of the Implementation Manual.

Water Well: Prior to submission of the Project Completion Report (PCR) to TDA for the water system improvements described in Exhibit A of the TxCDBG contract, the Grant Recipient must submit a letter from the Texas Commission on Environmental Quality (TCEQ) that the constructed well is approved for use and may be placed into service pursuant to

Title 30, TAC, Chapter 290, Rules and Regulations for Public Water Systems.

Septic System: Prior to submission of the Project Completion Report for on-site sewer facilities improvements described in Exhibit A of the TxCDBG contract, the Grant Recipient must provide documentation that final plans, specifications, and installation of its sewer and/or septic system improvements have been reviewed and approved by the City or County Health Department through authority granted by TCEQ.

Building, Parking Lot and Sidewalk: Projects where accessibility to the public is a fundamental goal of the project and/or is a key factor in meeting the National Program Objective. **EXAMPLE:** Sidewalk improvements, public health clinics, senior centers, etc.

Prior to submission of the Project Completion Report for buildings, parking lots and/or sidewalks constructed or renovations which are subject to Section 469.101 of the Texas Government Code, the Grant Recipient must submit a copy of the Registered Accessibility Specialist's signed and dated inspection transmittal letter. This letter affirms

that the building, renovations, parking lots and/or sidewalk construction activities follow Texas Department of Licensing and Regulation (TDLR) requirements concerning the elimination of architectural barriers as specified in the Architectural Barriers Act and Texas Accessibility Standards

Floodplain: Grant Recipients completing projects in a floodplain must participate in the National Flood Insurance Program (NFIP). The Grant Recipient shall provide documentation to TDA prior to contract termination which indicates that it has received approval from the Texas Water Development Board as the NFIP State Coordinating Agency that ordinances or orders, as appropriate, necessary for the Grant Recipient to be eligible to participate in the NFIP have been adopted.

Permanent signage identifying the location as a TxCDBG-funded project is required for any TxCDBG-funded public buildings, park areas, or other structures open to the public. Some examples of projects requiring permanent signage include community centers, parks/recreation facilities, fire stations, and significant improvements to existing facilities. Project signage is an eligible construction cost.

The Grant Performance section is to confirm that the current Performance Statement is accurate.

If the agreement has Direct Household Beneficiaries-work on private property-the Grant Recipient must mark yes and attach required documentation. For a list of these documents please refer to the Closeout Chapter in the Implementation Manual

In addition to the Performance Statement the Grant Recipient will be required to complete required fields and upload the following:

- **A Final Project Map**, clearly documenting the work performed under the agreement
- **Final Project Invoice(s)** for each construction (or other primary activity) contract. Make sure that the work stays within 15% variance or less. If not, an amendment will need to be submitted first.
- **Calculation of Unit Conversion** – If the construction units of measures are different from the units used in the grant agreement, the GR will need to provide how these measures were converted.
- Final Public Hearing documentation

When navigating further down the page, there is a box in relation to Conditionally

Completed closeouts. A circumstance in which TDA will consider a conditional completed closeout, is when the completion of the project is pending on the approval of a Regulatory Agency.

When considering a Conditionally completed closeout - the GR must provide:

- Documentation that the request for approval was submitted prior to the PCR
- The Public Hearing notice must disclose that the project has yet to be approved by the regulatory agency
- Check the box, shown on the slide, **AFTER** submitting an email requesting Director's approval

If the grant recipient, marked that there is a direct benefit for the project (14A activity) a new form must be completed.



Generated Reports & Final Map initialed by Authorized Official

List of generated reports that need to be initialed by the Authorized Official and uploaded:

- Performance Statement
 - Financial Report/Certificate of Expenditure
 - Final Financial Interest Report (MSR Summary)
 - Other Costs Summary
- and**
- Final Map



Financial Report/Certificate of Expenditure

Closeout

CDBG Project Completion Report

Status Options

Accept PCR and Refer for Closeout

Financial Report/Certificate of Expenditure * Generate Report

Browse Drag Files Here

Financial Report.pdf 126.50 KB

Total unused funds (Deobligate this amount) * \$ 0.00

Confirmed Deob Amount \$

Reason Confirmed Deob Amount exceeds amount reported by Grant Recipient, as approved by TDA Director

Financial Report/Certificate of Expenditure - CDV2021055

Cost Category	Source Description	IDIS	Total Budget	Amount Requested	Total Drawn to Date	Remaining Balance	Match Amount	Match to Date
03B	PY20 AY21	12345	\$10,000.00		\$500.00	\$9,500.00		\$0.00
03I	PY18 AY21	67890	\$25,000.00		\$3,000.00	\$22,000.00		\$0.00
03J	PY19 AY21	22222	\$5,000.00		\$5,000.00	\$0.00		\$0.00
03J	PY218 AY21	33333	\$5,000.00	\$0.00	\$5,000.00		\$0.00	\$0.00
14A	PY20 AY21	11111	\$10,000.00		\$1,500.00	\$8,500.00		\$1,500.00
Admin	PY20 AY21	48963	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00
Engineering	PY20 AY21	12346	\$30,000.00	\$0.00	\$1,000.00	\$29,000.00	\$0.00	\$9,000.00

Actual Match Ratio	0.00%
Actual Engineering Ratio	6.66%
Actual Administration Ratio	33.33%

Reviewing the Financial Report/Certificate of Expenditure is a critical step in the closeout process, please review carefully. Please remember that your final payment request must be submitted *prior* to starting the closeout process.

As part of the report you must remember your admin and engineering ratios. 16% for admin and 25% for Engineering – of constructions funds drawn.

Match must be met before the final payment request is submitted.

All funds not included in a Payment Request submitted prior to the closeout process will be deobligated from the grant agreement and will not be available for reimbursement.

Direct Beneficiaries Form

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

Please complete this form by aggregating the total of direct beneficiaries for all benefit areas of your project.

Income Level	Persons
Very Low *	<input type="text"/>
Low *	<input type="text"/>
Moderate *	<input type="text"/>
Not LMI *	<input type="text"/>
Total:	0
LMI Subtotal:	0
% LMI:	%

In order for the Direct Beneficiaries Form to appear the question for direct beneficiaries must be answered “Yes”, then click on the Save button. Once that step is completed the Direct Beneficiaries Form will appear. This form reports a group of beneficiaries broken down by varies bene categories. Each section will report the same beneficiaries using different demographic breakdowns.



Calculation of Unit Conversion

The screenshot displays a software interface with a sidebar on the left and a main content area on the right. The sidebar has a 'Closeout' section with options like 'CDMG Project Completion Report', 'Status Options', and 'Accept PCR and Refer for Closeout'. The main content area has a 'Supporting Documentation' section with the text 'Final Project Invoices(s) (construction or other final product) *'. Below this, there is a highlighted text field containing 'Calculation of unit conversion.'. To the right, there is a file upload area with a 'Browse' button, a 'Drag Files Here' instruction, and a file named 'Pay App 3-Signed (2.6.24).pdf' (152.35 kB). Below the file list, there is a highlighted text field.

If an item listed on the Performance Statement is reflected as a certain type of measurement and is reflected as a different type of measurement on the bid tab, please have the engineer calculate the unit conversion and include in the highlighted text field box. For example, if an item is reflected as linear feet in the Performance Statement and the bid tab reflects it in square yards or feet, please have the engineer calculate the unit conversion and include it the highlighted text field box.

Section 3

Section 3
Qualitative Efforts - Choose the most significant effort from the dropdown menu. Document other efforts in the text field below.

Outreach efforts to identify and secure bids from Sectio

Were Employment Opportunities Identified? Yes No

Describe all employment opportunities as a result of this grant - including the number of new opportunities and success in recruiting Section 3 workers - and any additional efforts to promote Section 3 employment and contracting opportunities* *

Passed a Sec 3 Resolution, has a Sec 3 plan in place, held the required Section 3 presentation, and makes efforts to reach out to the community for Sec 3 opportunities as appropriate. Attempted to recruit low-income residents through local advertising media/language in bid advertisements & signs prominently displayed at the project site, or similar methods. The Sec 3 presentation was given to the city council and that was on 1/24/2023.

439 of 4000

One last time...reporting the GR Section 3 Verify that you are checking an appropriate action.

Only if new employment opportunities were created by this grant then you need to describe that here.



Submitting the Report

Once the PCR is completed:

- The Authorized Official (AO) must check the certification box
- Due Sixty Days (60) after grant agreement end date

The screenshot shows a web interface for submitting a CDBG Project Completion Report. On the left, there is a sidebar with a 'Closeout' section containing a 'CDBG Project Completion Report' link and a 'Status Options' dropdown menu. The dropdown menu is open, showing four options: 'Accept PCR and Refer for Closeout', 'Accept PCR and Require Revisions', 'Decline PCR, Return to Correct and Resubmit', and 'Decline PCR, Return to Correct and Resubmit'. The main content area is titled 'CERTIFICATION' and contains a paragraph of text: 'By checking the box below, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812). I certify that to the best of my knowledge the goals and requirements of the TxCDBG program, as described in Chapter 12 of the TxCDBG Program Implementation Manual, have been satisfied.' Below this text is a checkbox that is checked. To the right of the checkbox are three fields: 'Authorized Official Name', 'Title', and 'Date Certified', each with a redacted black bar.

By certifying the Project Completion Report, the Authorized Official is certifying that:

- all activities undertaken with funds provided under the grant identified in this report, have, to the best of their knowledge, been carried out in accordance with the grant agreement;
- the information contained in the PCR is accurate to the best of their knowledge;
- the persons benefitting from the activities, of this grant agreement are receiving service or a benefit from the use of the new or improved facilities and activities;
- proper provision has been made for the payment of all unpaid costs and unsettled third-party claims
- the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the federal award.

Submit Closeout

Once status has changed TxCDBG staff will review

Incomplete reports will not be accepted and returned

- This means the PCR will be considered delinquent if the closeout due date has passed.

Closeouts Due Date

Sixty **(60)** after the grant agreement end date

Late submittal may affect current and future funding and the current agreement subject to financial penalties.



PCR Revisions

For minor deficiencies and corrections, the PCR status will be changed to *Closeout Revisions Required*, which allows the Grant Recipient to correct deficiencies.

These revisions should be simple and straightforward; if the Grant Recipient is unable to complete the revisions and resubmit the PCR within **15 days**, the PCR may be considered incomplete and not submitted timely, resulting in a penalty for untimely submission.



Grant Closeout

Grant agreement is closed when:

- TDA staff reviews all grant documents
- Approves all payments, and
- Update the grant status to **Grant Closed**

The grant is not considered **closed** until the following steps have been completed:

1. The Grant Recipient submits the PCR, certifying that the project is complete and all requirements have been met.
2. TDA's TxCDBG monitoring staff completes all required monitoring reviews and changes the status to Monitoring Complete.
3. TDA staff reviews all grant closeout documentation, approves all payments, and update the grant status to **Grant Closed**.
4. The Grant Recipient must also complete an Organizational Compliance – Single Audit Report at the end of the fiscal year where payments were requested. This report is required for each fiscal year from the date of award to the date the PCR was submitted.

Questions/Comments



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