



TEXAS DEPARTMENT OF AGRICULTURE  
**COMMISSIONER SID MILLER**

**Texas Community Development Block Grant  
Program  
Kick-off Award Visits**



# Welcome!

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- **2025 Consultation**
  - 2025 One Year Action Plan
  - 2025-2029 State of Texas Consolidated Plan Consultation
- **Overview of Application & Award Process**
- **Grant Pre-Award Training**
- **Q&A**
- **Technical Assistance Stations**
  - Grant agreement details verification
  - TDA-GO Access
  - 2025 Applications

One-Year Action Plan (OYAP) and Consolidated Plan

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Consultation and Stakeholder Feedback



# Consultation

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## 2025-2029 State of Texas Consolidated Plan

- Analysis and Needs Assessment
- Broad Goals for 5 Year Plan

## 2025 One Year Action Plan

- Method of Distribution
- Fund Categories, application descriptions, funding amounts



# Consultation

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## Goals from 2020-2024 Consolidated Plan (CDBG)

- Established by TDA
  - Public Improvements and Facilities
  - Economic Development
  - Planning / Capacity Building
  - Urgent Need
- Legislative Set-asides
  - Colonia Set-Aside
  - Colonia Self-Help Centers
  - State Administration



# Program Focus

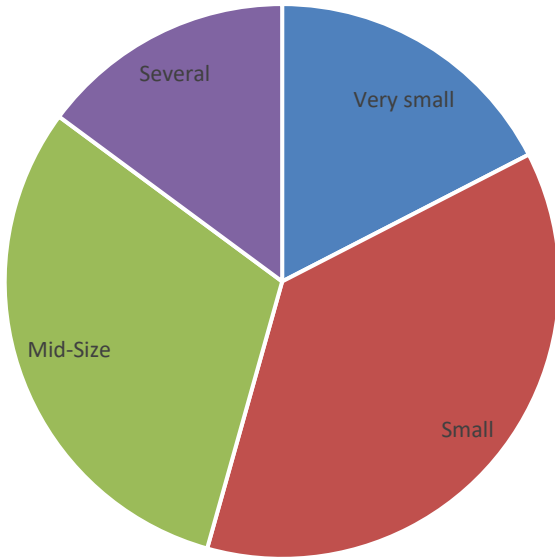
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- Fund Categories Combined under Community Development
  - Fire protection vehicles
  - Planning / capacity building
- Increasing Costs, Limited Funding, Decreasing Expenditure Period
- Experience from Economic Development Pilot and Survey

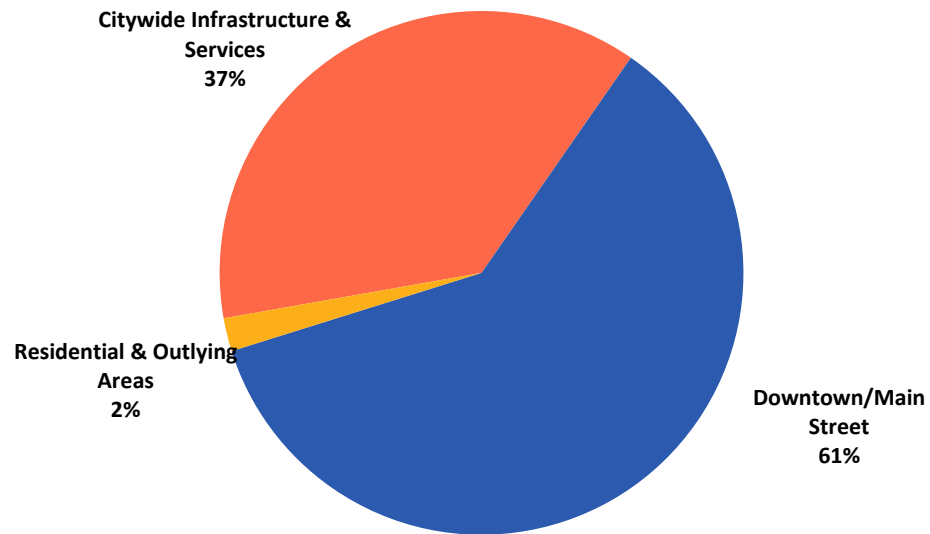


# Economic Development Survey

Survey Respondents



Priority Areas for ED Funds





# Economic Development Survey

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Downtown

Walkable

Street

Infrastructure

Parks

Planning





# ED Survey Results – Priorities

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1. Street Infrastructure
2. Downtown Facades
3. Business Parks
4. Parks and Recreation
5. Pedestrian Infrastructure
6. Job Training
7. Innovation Centers
8. ADA Accessibility
9. Streetscaping
10. Commercial Utilities
11. Brownfield Redevelopment



# TxCDBG Economic Development - 2025

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- Embrace the desire for transformative economic development projects
- Continue emphasis on downtown development
- Allow for additional activity categories to support economic development for LMI communities
- Improve guidance for documenting blighted conditions



# Feedback

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or

[CDBGReporting@TexasAgriculture.gov](mailto:CDBGReporting@TexasAgriculture.gov)

## Application Process

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Revised Process and Updates for 2025



# Recent Challenges

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- Declining number of applications, without decline in community needs
- Substantial program knowledge required to complete application
- Applications disqualified, even with technical assistance
- Limited resources and increased costs at all levels



# Primary Principles of the TxCDBG Application Process

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- Conduct open process, available to all eligible communities
- Determine eligibility and scoring/ranking as soon as possible to allow communities to plan
- Provide meaningful requirements, enforced fairly for all applicants
- Maintain program goals developed with stakeholder input over many years



# Two Phase Application Process

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## **Community Application**

- Community requests to participate in the CDBG Application, acknowledges CDBG program requirements
- Scoring and Ranking

## **Project Application**

- Project development for applicants invited to continue



# Two Phase Application Process

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## Conceptual Shift for Successful Implementation:

Selection of **Communities**  
not **Projects**

*Acknowledgement of practical impact of current scoring policies*





# Two Phase Application Process

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## Phase 1: Community Application - Commitments scoring purposes

- minimum match amount
- commitment to activity category of future project as needed for scoring (regional priorities)



# Two Phase Application Process

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## Community Needs Assessments

- Community Application: needs identified by local officials
- Project Application: public hearing, opportunity to identify additional needs



# Two Phase Application Process

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## Phase 2: Project Development for selected applications only

- Commissioner announces applications in funding range within a few weeks of the Community Application deadline
- All Project Applications that meet established deadlines **and** identifying an eligible project **will be funded.**



# Proposed Two Phase Application Process

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## Phase 2: Project Development

- Identify Project Team (admin and engineer)
- Select a project
- Document beneficiaries
- Budget based on current pricing
- Technical assistance from TDA



# Upcoming Application Cycles

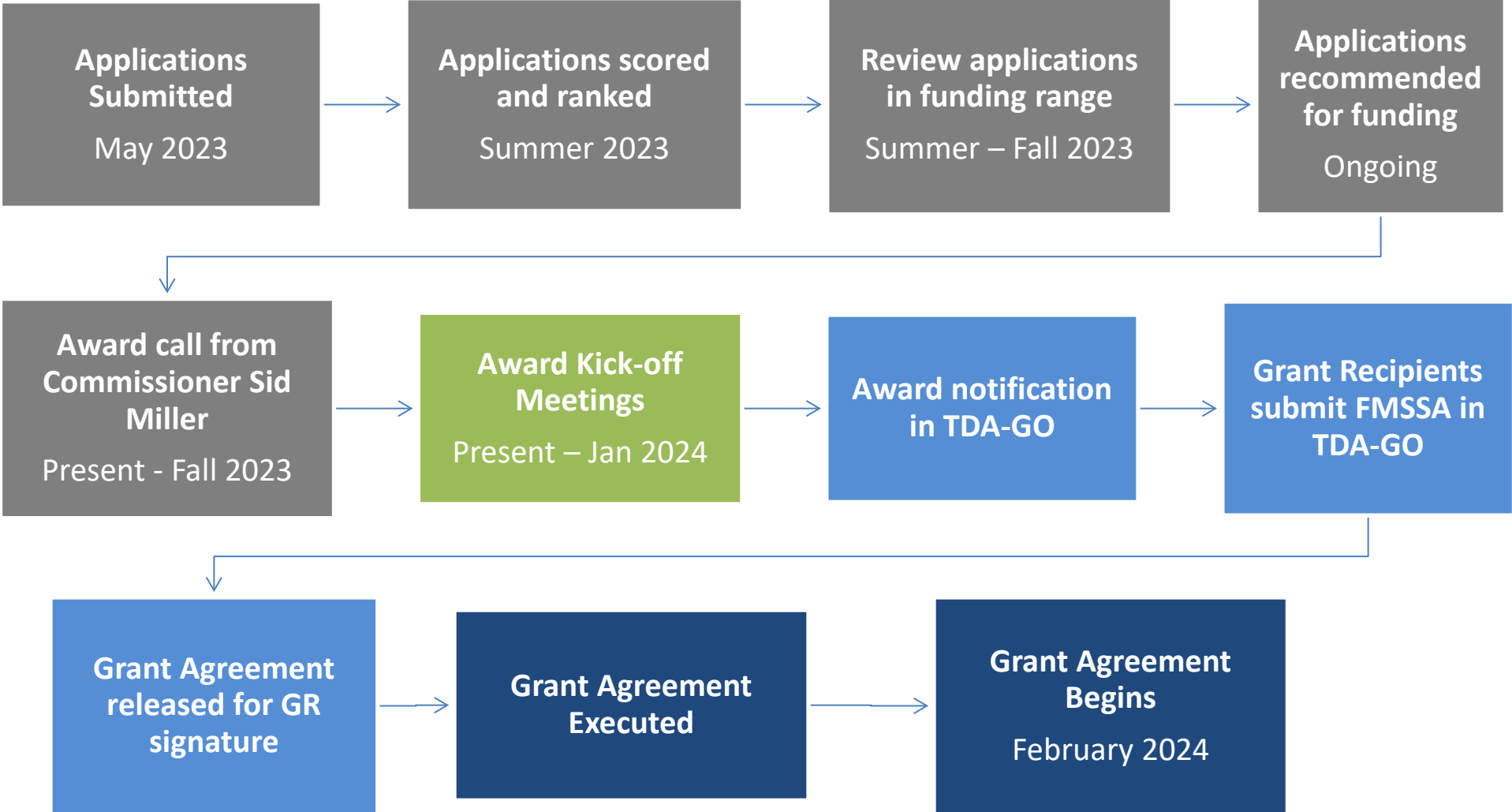
Fund	Community Application	Project Application
2025-2026 Community Development Fund	Sept – Dec 9, 2024	January – June 2025
2025 Colonia Fund Construction	Sept – Dec 9, 2024	January – June 2025
2025 Downtown Revitalization Program	Approx. Jan – March 2025	Spring-Summer 2025

## 2024 TxCDBG Grant Awards

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Moving From Application to Grant

# Overview of Application & Award Process





## Prior to release of Grant Agreement

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- Acknowledge and upload pre-award verification docs, submit corrections to TDA as needed
- System for Award Management (SAM.gov)
- Complete FMS Form **(new)**
- Resolve and outstanding issues within 90 days – if applicable
- Make sure appropriate local staff are assigned to the “parent” document





# Execute the Grant Agreement

- TDA-GO system email to Authorized Official (AO)
- Execute Grant Agreement within 30 days

CFC2021058 **Agreement Certification** New Note | Save

CFC - Colonia Construction Fund

**Award**

Agreement Certification

Grant Overview

▼ Status Options

Contract Pending TDA Signature

▼ Tools

*Click here to generate Grant Agreement: [Grant Agreement](#)*

**Authorized Signatory.**  
Each person signing the Agreement certifies that he or she is authorized by the Department or Grant Recipient to bind the party on whose behalf they are signing to the terms and conditions in the Agreement.

This Agreement is executed by the Parties in their capacities as stated below.

By checking this box, I agree to use electronic signatures. Furthermore, I confirm that I have signature authority to execute this document and it is an electronic representation of my signature for all purposes when I use it on documents, including legally binding contracts-just the same as a pen-and-paper signature.

Signature of Grant Recipient Authorized Official Date



# Resources

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- TDA/CDBG website – link to TDA-GO, Implementation Manual, program details, application dates, forms, publications, announcements, TDA staff contact info - [TexasAgriculture.gov/CDBG](https://TexasAgriculture.gov/CDBG)
- CDBG LISTSERV – Program emails with updates to policies, application deadlines, upcoming webinars, and public comment opportunities
- Applicable programmatic, federal, and state regulations

## **Troubleshooting or Need Help?**

Send a [Support Ticket](#) or email  
[CDBGReporting@TexasAgriculture.gov](mailto:CDBGReporting@TexasAgriculture.gov)

# 2024 TxCDBG Grant Awards

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## Pre-Award Training



# Presentation Overview

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- File Management
- Organizational Compliance forms
- Pre-Agreement Costs
- Threshold Requirements for Payments
- Payment Requests
- Invoice Requirements
- Mid-Point Progress Threshold
- Federal and State Requirements
- Program Requirements
- Amendments
- Grant Agreement Closeout
- Grant Performance

“The Manual” = TxCDBG Project Implementation Manual



# Key Dates in the Grant Agreement

## C. Timeline

Grant Recipient will comply with the Project Schedule reflected below. Failure to meet any of the following milestones may result in sanctions as outlined in the TxCDBG Project Implementation Manual, Requests for Grant Applications, other published Department guidance, and conditions of this Agreement:

Pre-Agreement Cost Begins:	5/3/2023
Grant Contract Period Begins:	2/1/2024
Environmental Review/Plans & Specifications Recommended to be Complete:	8/1/2024
Group B Forms Required to be Complete:	2/1/2025
Project Recommended to be Complete, including inspections:	10/1/2025
Grant Contract Period Ends:	1/31/2026
Final Payment and Closeout Documentation Required to be Submitted:	4/1/2026



# File Management

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- Files MUST be maintained at the Grant Recipient's offices and available to the public
- Retain files until notified of disposal date
- Guidance:
  - A103 – Filing System Guide
  - A102 – Administrative Activities Checklist



# Organizational Compliance Forms

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## Reference Attachments (OCRA)

- One time submission
- TIN (Texas Identification Number)
- Form W-9
- Signatory Resolution
- Group A Civil Rights Policies

## Single Audit Report (OCSAR)

- Required every fiscal year in which a grant is/was open
- “How To” on TDA website Training page



# Pre-Agreement Costs

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## Costs incurred between application due date and Grant Agreement start date

- Reimbursed after agreement executed AND after start date
- Must have been requested in the application for administrative and engineering costs

All federal, state, and program requirements apply.





# Payment Requests

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## Key requirements for Reimbursements

- Minimum Payment Request = \$2,500
- Matching funds must be reported
- At least one Payment Request for each grant budget line every year
- ALL Payment Requests must have two certifications
- ALL Payment Requests due prior to PCR submission



# Invoice Requirements

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- Vendor's name
- Name of Grant Recipient
- TxCDBG Grant Agreement #
- Invoice date
- Invoice number
- Service delivery dates (**from/to**)
- Detailed description of good or services, including unit price and quantity
- Include quantity and/or percentage complete
- Current amount due
- Signatures (if applicable)

**See Form A207**



# Threshold Requirements for Payments

	Administration	Engineering	Construction
Group A	50%	50%	
Group B	90%	90%	75%
Group C			95%
Construction Complete		100%	100%
Project Complete	100%		



# Mid-Point Progress Threshold

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Within 12 months of start date meet all requirements for release construction funds, including:

- Group A
- Group B

See Chapter 1 of the TxCDBG Implementation Manual and Exhibit A of the grant agreement



# Federal and State Requirements

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- Environmental Review
  - Must be completed before choice limiting action! (acquisition of property, construction contract, etc.)
  - Violation results in grant termination
  - Include project alternatives for flexibility
  - Ch. 3



## Federal and State Requirements (Cont.)

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- Acquisition of Real Property (including easements)
  - Ch. 6
- Competitive Procurement
  - Ch. 5
- Labor Standards
  - Ch. 7
- Citizen Participation Requirements
  - Ch. 1
- BABA (Build America, Buy America)
  - Ch. 4 & TDA Policy Issuance CDBG 23-01



## Federal and State Requirements (Cont.)

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- Civil Rights Policies
  - Equal Opportunity
  - Excessive Force Policy
  - Limited English Proficiency (LEP)
  - Fair Housing Policy and Activity
  - Minority Business Enterprise (MBE) opportunity in contracting
  - Section 3
  - Section 504 Requirements
  - Violence Against Women Act



# Program Requirements

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**Failure to comply with federal, state, and program requirements may result in:**

- Disallowed costs / Repayment of grant funds
- Funding holds on current grants
- Ineligibility to apply for future funding

**Keep records of everything**





# Amendments: Performance Statement & Budget

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**Amendments are required when there is any change to:**

- Beneficiaries (even 1 person)
- The project description
- A location (including map)
- Budget changes to grant funding



# Amendments: Performance Statement & Budget

- Work performed **must** align with grant agreement Performance Statement.
- Review for potential amendments during construction bidding.
- Amendments submitted after deadlines below – or not submitted at all – result in financial penalties.

Amendment Criteria	Deadline to Submit Amendment
Public Participation	30 days prior to grant end date
Change in Beneficiaries	30 days prior to grant end date
All other Amendments	30 days prior to closeout due date



# Amendments: Extensions

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- Communicate with TDA Staff early
- At least 30 days prior to end date
  - Environmental Clearance
  - Financial penalties associated with late requests
- TDA is NOT required to approve the extension
  - Project feasibility and progress to date
  - Funding availability

Amendments must be submitted in timely manner:

- Extensions = at least 30 days prior to end date
- Substantial AMD = at least 30 days prior to end date
- Minor AMD = at least 30 days prior to PCR due date



# Grant Agreement Closeout

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## Project Completion Report (PCR)

- Certification by chief local official
- Final public hearing
- Due 60 days after contract end date
  - If project is completed early, requested to submit PCR within 60 days of completion



# Grant Performance

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## Application Scoring “Past Performance”

- Timely environmental review clearance
- Project completed by original agreement period
- Timely PCR submission (end date + 60 days)
- Maximum utilization of grant funds (< \$10K deobligated/not used)

# Questions?



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# Financial Management System Self-Assessment

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## Overview and Instructions



# Background

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- Applicants must demonstrate financial capacity
- Previously, TDA required copy of applicant's annual audit with application submission.
- NEW policy beginning with 2023 awards: Applicants to complete FMSSA form if recommended for funding.





## What is the FMSSA Form?

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- Self-assessment to be completed by applicants and used by TDA in risk analysis prior to release of grant funds
- Performance report (sub-document) generated in TDA-GO after award notification



## Who completes FMSSA Form?

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- All users assigned to the application (parent document) in TDA-GO will be automatically added to the FMSSA with the same permissions.
- The form must be certified by the Authorized Official (AO) before it can be submitted.

## Required for All GRs: Direct Deposit

# Financial Management System Self-Assessment

All TxCDBG Grant Recipients must demonstrate financial capacity to receive and manage the grant. In this context, financial capacity means:

- In accepting CDBG funds, the Grant Recipient must demonstrate sound financial management and may be required to adopt additional controls for financial management of the grant funds.

### Authorization for Direct Deposit

[Browse](#)

*Drag Files Here*

*TDA Use Only: Updated Direct Deposit form provided*

Note: To request warrant payments in lieu of direct deposit, upload form 74-176 marked "Warrant Only"

# Required for All GRs: Annual Audit

## Annual Audit

Fiscal year end date of most recent annual audit:

Most recent annual audit (upload complete audit document)

Browse

*Drag Files Here*

Does the Grant Recipient have an annual audit (Comprehensive Annual Financial Report) that meets the requirements of the TxCDBG Project Implementation Manual for the most recent fiscal year ending at least 9 months prior to the grant start date? (For most Grant Recipient, this is Fiscal Year 2022.)

1. Upload most recent annual audit, regardless of FY.
- 2.

## Federal, state, or program policy: Segregation of Duties

Fill in the names and titles of staff and officers who perform the following duties for managing grant and local funds.

- A minimum of three individuals should be listed below
- At least two signatures are required for payments
- Duties should be segregated in such a way to ensure that no single person is permitted to complete all steps of the payment process without oversight and/or approval

Accounting Responsibility	Name of Individual Staff/Official	Title	
Make bank deposits	<input type="text"/>	<input type="text"/>	+
Reconcile bank statements	<input type="text"/>	<input type="text"/>	+
Authorize transfer of funds	<input type="text"/>	<input type="text"/>	+
Review invoices for payment	<input type="text"/>	<input type="text"/>	+
Prepare checks for payment	<input type="text"/>	<input type="text"/>	+
Sign checks (at least two signatures required)	<input type="text"/>	<input type="text"/>	
Sign checks (at least two signatures required)	<input type="text"/>	<input type="text"/>	+
Other: <input type="text"/>	<input type="text"/>	<input type="text"/>	+

Oversight Responsibility			
Process and/or name of individual responsible for oversight of person(s) that handle local funds on a daily basis	<input type="text"/>	<input type="text"/>	
Frequency with which transactions are reviewed	<input type="text"/>	<input type="text"/>	
Performs analysis of risk, including assessing fraud risk	<input type="text"/>	<input type="text"/>	
Other: <input type="text"/>	<input type="text"/>	<input type="text"/>	+

## Federal, state, or program policy: Cost Allowability

At the local level, who will be responsible for knowing federal and state cost principles?

Name

Title

Experience with 2 CFR Part 200 Subpart E and the Texas Grant Management Standards



Describe all steps/procedures taken by the Grant Recipient after costs are incurred (i.e. vendor invoices received) to ensure that all grant funds are disbursed to service providers within 5 business days of being deposited. Describe the community's procedures for the following:

- Identify receipt of grant funds in local accounts
- Authorize payment
- Complete payment transaction
- Reconcile financial records to include completed payment

0 of 2000

**Additional Documentation**

Description of Document

Browse *Drag Files Here*

Upload Document



## Federal, state, or program policy: Controls and safeguards to prevent fraud, abuse, and waste

Grant Recipient requires mandatory personnel ethics training for all staff with access to local funds.

Grant Recipient requires mandatory fraud prevention training for all staff with access to local funds.

Grant Recipient requires fidelity bond or employee dishonesty coverage in place for staff with access to project funds.

Grant Recipient requires local governing body approval of disbursements.

Identify additional levels of oversight review currently in place.



### Federal, state, or program policy: Accounting Systems

Name of Accounting Software	<input type="text"/>
Type of local ledger system  Note: A separate ledger must be maintained for the grant project, including grant fund, matching funds, and any additional funds required to complete the project.	<input type="text" value="v"/>
Grant Recipient uses separate checking accounts for federal grants (recommended).	<input type="text" value="v"/>
Written financial procedures for obligations, costs, and payments *	<input type="button" value="Browse"/> <i>Drag Files Here</i>

### Additional Documentation

Description of Document

Browse

*Drag Files Here*



Upload Document

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate and that 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)

**Certified By**

**Title**

**Date**



## When is the FMSSA due?

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- Must be completed and submitted as part of the pre-award process, prior to grant agreement execution.
- The final grant agreement cannot be routed for execution until the FMSSA has been reviewed by TDA staff.



# What are the potential outcomes of the FMSSA?

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- No additional controls required
- Additional documentation of authority or separation of duties
- Additional oversight on payments
- Requiring a third-party / partnering local government manage grant funding for high risk communities.

# Technical Assistance Stations

- Grant Agreement Details Verification (Required)
- TDA-GO Access & Navigation



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