



**TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER**

**Texas Community Development Block Grant Program
Closeout Documentation**





Closeout

- All activities are verified as **100% completed**;
- All grant and matching funds are **fully expended**;
- All financial, administrative and performance issues are **resolved**; and
- **Beneficiaries** are receiving the new or improved services.





Closeout Preparation Checklist

Before you begin the closeout ensure:

- Performance Reports are submitted or approved;
- Materials and Service Reports are complete;
- Special Conditions have been uploaded;
- All TxCDBG funds are expended;
- All activities described in the Performance Statement have been completed; and
- All other responsibilities have been met.





Project Completion Report (PCR)

Purpose: Finalizes all TxCDBG activities and ensures community benefits were delivered.

How to Access: Click “Begin Closeout” under Status Options in TDA-GO.

Deadline: Sixty (60) days after the Grant Agreement end date.





Required Certifications

The following reports must be **initialed by the Authorized Official (AO)** and uploaded

- Performance Statement
- Final Project Map
- Financial Report/Certificate of Expenditure
- Financial Interest Report (MSR Summary)
- Other Costs Summary
- Final BABA Documentation





Direct Beneficiaries

Does the project have direct beneficiaries? (e.g. First-Time Service)

Action: Select “Yes” Grant Performance Certifications section.

Requirement: Upload “Evidence of Direct Benefit” documentation in the field that appears.

Are any of the beneficiaries receiving a direct benefit? (e.g. First-time Service)? *

Yes No

Evidence of Direct Benefit *

Browse

Drag Files Here





Final Public Hearing Requirements

Requirement: A Final Public Hearing must be held for areas in which TxCDBG funds were used and encourage citizen participation.

Timing: After the project is completed, but prior to submitting the PCR.

Goal: Confirm that beneficiaries are actively being served by the project.





Evidence of Public Hearing

Upload the following to the PCR:

Proof of Notice: Evidence that Final Public Hearing information was published or posted 3 full business days prior to the public hearing date.





Final Project Invoices

Upload: Invoices demonstrating actual work performed and final quantities for construction.

Unit Conversion: If units of measure differ from the Performance Statement, upload a **calculation of unit conversion** or an **engineer's statement of final quantities**.





Verify Overall Status

Action: Click **“Generate Report”** for each item and check the box to confirm accuracy:

- Cumulative Itemized Invoice List
 - Status of Final Payment (Select **“Submitted/Pending Approval”**)
- Amendment Summary
- Key Dates Report Summary
- Monitoring Review Summary

CDBG Project Completion Report <input checked="" type="checkbox"/>	
▼ Status Options	
Accept PCR and Refer for Closeout	
Accept PCR and Require Revisions	
Decline PCR, Return to Correct and Resubmit	
Exit Closeout (Return to Grant Executed Status)	

Grant Overall Status	
<i>Generate and review each document and check box to confirm that the report is <u>accurate</u> and <u>complete</u>.</i>	
Cumulative Itemized Invoice List *	Generate Report <input checked="" type="checkbox"/>
Status of Final Payment *	<input checked="" type="radio"/> Submitted/Pending Approval <input type="radio"/> Approved by TDA
Amendment Summary *	Generate Report <input checked="" type="checkbox"/>
Key Dates Report Summary *	Generate Report <input checked="" type="checkbox"/>
Monitoring Review Summary *	Generate Report <input checked="" type="checkbox"/>





Conditional Closeout

Criteria: Project is complete but pending external final approval (e.g. Water Well awaiting TCEQ).

Deadline: Submit request to TDA prior to the closeout due date.

Process:

1. Upload documents to Agreement Special Conditions in the Grant Overview tab.
2. Important: Email your Grant Specialist once uploaded (TDA-GO does not send an auto-notification)

Approval: TDA staff will review and approve via the PCR tab.





Conditional Closeout

CDBG Project Completion Report

▼ Status Options

Accept PCR and Refer for Closeout

Accept PCR and Require Revisions

Decline PCR, Return to Correct and Resubmit

Exit Closeout (Return to Grant Executed Status)

▼ Tools

Landing Page

Add/Edit People

Status History

Attachment Repository

Modification Summary

Document Validation

Projects Complete But Pending Full Benefit

Grant Recipient requests TDA acceptance of the project as Conditionally Complete

Explanation *

New Well Checklist submitted to TCEQ for re-activated Well #6

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Documentation of Pending Issue *

Browse

Drag Files Here



TCEQ New Well Submittal Email_CDV21-0018.p... x

386.22 KB

TDA Approval *



Documentation of Issue Resolved

Browse

Drag Files Here

Date Resolved



MM/DD/YYYY





Section 3 Reporting Tips

Common Response: For the drop-down, the most common answer is *“Outreach efforts to identify and secure bids from Section 3 business concerns”*.

Employment Opportunities: Usually “No”.

- *If Yes:* Provide an explanation of the **NEW** positions created by the grantee or contractors.

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 Section 3 busi ▼

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" *

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Final Submission

Step 1: Authorized Official (AO) logs into TDA-GO to certify Project Completion Report (PCR) is true and accurate.

Step 2: Click **“Save”** (Upper right corner).

Step 3: Click **“Submit”** under Status Options.



Questions/Comments



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