

**Thank you for joining us for another edition of CDBG Over Coffee. The presentation will begin shortly.**



**TEXAS DEPARTMENT OF AGRICULTURE  
COMMISSIONER SID MILLER**



# TEXAS DEPARTMENT OF AGRICULTURE **COMMISSIONER SID MILLER**

**Texas Community Development Block Grant Program**  
**Disbursement of Funds**



# Disbursement of Funds

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Goal: collect standard financial documentation throughout the life of the grant rather than only during the closeout monitoring review.

Requires financial disbursement documentation uploaded to the Disbursement of Funds tab in TDA-GO.

Payments on hold until current documentation submitted.



# Policy Issuance CDBG 25-01

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Documentation from previous payment request required prior to release of next payment

- Announced December 17, 2025
- Effective January 1, 2026
- Payments on hold starting March 1, 2026



# Revised Procedure (IM 2026)

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Announced July 10, 2026

Effective September 1, 2026

Requires monthly documentation for the entire grant period.

- Full bank statements.
- Due 15<sup>th</sup> of each month;



# Documentation Due

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| <b>Date PMT submitted</b> | <b>Last Statement Due</b> |
|---------------------------|---------------------------|
| January 15 - February 14  | December                  |
| February 15 - March 14    | January                   |
| March 15 - April 14       | February                  |
| April 15 - May 14         | March                     |
| May 15 - June 14          | April                     |
| June 15 - July 14         | May                       |
| July 15 - August 14       | June                      |
| August 15 - September 14  | July                      |
| September 15 - October 14 | August                    |
| October 15 - November 14  | September                 |
| November 15 - December 14 | October                   |
| December 15 - January 14  | November                  |



# Revised Procedure

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Grant Recipients are required to retroactively:

- Upload appropriate financial documentation beginning the grant's agreement period begin date (month).
- Upload full bank statements for all previously documented TDA deposits and disbursement of payments to vendors.



# Disbursement Records

## Disbursement Records

### Deposit of Grant Funds

| Month of Bank Statement | PMT Number | Date Grant Funds Deposited in Local Account | Amount of Deposit | Bank Statement Documenting Deposit and Cancelled Checks                                                                                     | Reviewed by TDA          |
|-------------------------|------------|---------------------------------------------|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| February 2025           |            | MM/DD/YYYY                                  | \$                | <div><div>Browse</div><div>Drag Files Here</div><div> <a href="#">No Financial Activity.docx</a><br/>12.96 KB</div><div></div></div>        | <input type="checkbox"/> |
| March 2025              |            | MM/DD/YYYY                                  | \$                | <div><div>Browse</div><div>Drag Files Here</div><div> <a href="#">No Financial Activity.docx</a><br/>12.96 KB</div><div></div></div>        | <input type="checkbox"/> |
| April 2025              |            | MM/DD/YYYY                                  | \$                | <div><div>Browse</div><div>Drag Files Here</div><div> <a href="#">No Financial Activity.docx</a><br/>12.96 KB</div><div></div></div>        | <input type="checkbox"/> |
| May 2025                |            | MM/DD/YYYY                                  | \$                | <div><div>Browse</div><div>Drag Files Here</div><div> <a href="#">No Financial Activity.docx</a><br/>12.96 KB</div><div></div></div>        | <input type="checkbox"/> |
| June 2025               | PMT-01     | 06/10/2025                                  | \$ 18,000.00      | <div><div>Browse</div><div>Drag Files Here</div><div> <a href="#">June 2025 Full Bank Statement.pdf</a><br/>17.18 KB</div><div></div></div> | <input type="checkbox"/> |





# Disbursement Records

## Disbursement Records

### Deposit of Grant Funds

| Month of Bank Statement | PMT Number | Date Grant Funds Deposited in Local Account | Amount of Deposit | Bank Statement Documenting Deposit and Cancelled Checks                                                                                                | Reviewed by TDA                                |
|-------------------------|------------|---------------------------------------------|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|
| February 2025           |            | <div><div></div><div>MM/DD/YYYY</div></div> | \$                | <div><div>Browse</div><div>Drag Files Here</div><div><div><div>No Financial Activity.docx</div><div>12.96 KB</div></div><div></div></div></div>        | <div><div></div><div>+</div><div>-</div></div> |
| March 2025              |            | <div><div></div><div>MM/DD/YYYY</div></div> | \$                | <div><div>Browse</div><div>Drag Files Here</div><div><div><div>No Financial Activity.docx</div><div>12.96 KB</div></div><div></div></div></div>        | <div><div></div><div>+</div><div>-</div></div> |
| April 2025              |            | <div><div></div><div>MM/DD/YYYY</div></div> | \$                | <div><div>Browse</div><div>Drag Files Here</div><div><div><div>No Financial Activity.docx</div><div>12.96 KB</div></div><div></div></div></div>        | <div><div></div><div>+</div><div>-</div></div> |
| May 2025                |            | <div><div></div><div>MM/DD/YYYY</div></div> | \$                | <div><div>Browse</div><div>Drag Files Here</div><div><div><div>No Financial Activity.docx</div><div>12.96 KB</div></div><div></div></div></div>        | <div><div></div><div>+</div><div>-</div></div> |
| June 2025               | PMT-01     | <div><div></div><div>06/10/2025</div></div> | \$18,000.00       | <div><div>Browse</div><div>Drag Files Here</div><div><div><div>June 2025 Full Bank Statement.pdf</div><div>17.18 KB</div></div><div></div></div></div> | <div><div></div><div>+</div><div>-</div></div> |
| July 2025               | PMT-01     | <div><div></div><div>MM/DD/YYYY</div></div> | \$                | <div><div>Browse</div><div>Drag Files Here</div><div><div><div>July 2025 Full Bank Statement.pdf</div><div>17.28 KB</div></div><div></div></div></div> | <div><div></div><div>+</div><div>-</div></div> |
|                         |            |                                             | \$18,000.00       |                                                                                                                                                        |                                                |



# Disbursement Records

## Disbursement of Grant and Matching Funds

MSR Vendor/Service  
Provider Name

Texas Administrative Services

Total Contract Amount

\$ 60,000

| PMT Number | Invoice Number | Invoice Amount | Check Number | Check Date | Check Posted Date | Check Amount | Days to Disburse* | Copy of Cancelled Check<br>(not required as of 7/17/26) | Reviewed by<br>TDA       |
|------------|----------------|----------------|--------------|------------|-------------------|--------------|-------------------|---------------------------------------------------------|--------------------------|
| PMT-01     | 01             | \$ 9,000       | 0001         | 06/19/2026 | 06/26/2026        | \$ 7,000     |                   | <a href="#">Browse</a> <a href="#">Drag Files ...</a>   | <input type="checkbox"/> |
|            |                | \$18,000.00    |              |            |                   |              | \$18,000.00       |                                                         |                          |

## Disbursement of Grant and Matching Funds

MSR Vendor/Service  
Provider Name

Pecan Engineering Services

Total Contract Amount

\$ 85,000

| PMT Number | Invoice Number | Invoice Amount | Check Number | Check Date | Check Posted Date | Check Amount | Days to Disburse* | Copy of Cancelled Check<br>(not required as of 7/17/26) | Reviewed by<br>TDA       |
|------------|----------------|----------------|--------------|------------|-------------------|--------------|-------------------|---------------------------------------------------------|--------------------------|
| PMT-01     | 01             | \$ 9,000       | 0002         | 06/19/2026 | 06/29/2026        | \$ 11,000    |                   | <a href="#">Browse</a> <a href="#">Drag Files ...</a>   | <input type="checkbox"/> |
|            |                | \$18,000.00    |              |            |                   |              | \$18,000.00       |                                                         |                          |



# Disbursement Records and PCR

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## Prior to Submitting PCR:

- Upload disbursement documentation for all months to date.

## After Submitting PCR:

- Upload disbursement documentation for any remaining financial activity, excluding final admin payment.
- Notify the assigned Grant Specialist via email once this task is completed.
- PCR is submitted but not approved until this task is completed.

# Questions/Comments



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