



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Texas Community Development Block Grant Program

Group C Performance Report (GPC-01)



Purpose of Group C Performance Report

- Evaluate the project *before* construction is completed
- Ensure key administrative tasks are completed well in advance of the closeout process
- Identify what (if any) administrative tasks still need to be completed before construction is complete



When is Group C Performance Report Due?

- 75% of construction work has been completed
- Must be submitted prior to requesting 75% of grant funds for construction activities

Work Completed

☐

At least 75% of construction work described in the grant agreement Performance Statement has been completed. *

Note: This report **must** be submitted prior to requesting 75% of grant funding for construction activities.

☐

I have reviewed the actual work anticipated to be completed, including quantities, and compared those to the grant agreement Exhibit A, Section A (Performance Statement).*

Anticipated date for construction completion: *



Performance Statement vs Actual Project Quantities

List actual project quantities in the table below as described in the grant agreement.

If additional work items have been added to the project, list the item and identify the Grant Agreement quantity as zero. *

Grant Agreement Performance Statement			Current Work Being Performed		
Work to be Performed					
Item	Unit	Grant Agreement Quantity	Construction Contract(s) Quantity, including pending change orders	% Change	TDA Review
6-in Water Line	LF ▾	2,030	2,000	-1.48%	consistent with Exhibit A ▾
2-in Water Line	LF ▾	0	200	%	amendment needed ▾
8-in Water Line	LF ▾	0	65	%	amendment needed ▾
Items with no Quantity Identified			Actual Items with no Identified Quantities		
Fire Hydrants			Fire Hydrants		
Gate Valves			Gate Valves		
Service Connections			Service Connections		



Selecting the Appropriate Response

Choose the most appropriate response: *

- ☐ All current Performance Statement descriptions, including any amendments previously approved by TDA, are appropriate, and actual quantities are substantially consistent (within 15%).
- ☐ An amendment is necessary and has been submitted (pending at the time of this report).
- ☐ An amendment is necessary to accurately reflect the current project and will be submitted upon completion of the following task(s) that are currently pending.
- ☐ An amendment is necessary to add additional work to the Performance Statement as a result of available grant funds and has not yet been submitted.

Have all known contract change orders been submitted in TDA-GO?

☐ Yes

☐ No

Is all construction work for this project performed as Force Account? *

☐ Yes

☐ No



Special Conditions

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☐ I have reviewed the required Grant Agreement Exhibit A, Section D (Special Conditions): *

Special Condition	Date documentation submitted / anticipated to be submitted
0 of 2000	MM/DD/YYYY



Grant Overview Report Review

Grant Overview Report Review

☐

I have reviewed the Financial Report, as well as local records for current and anticipated expenditures not yet reported to TDA. The project will meet the grant / match ratio as identified in the grant agreement.

Reminder: Grant agreements marked as HOLD on the Grant Overview page must clear the issue described prior to submitting a Payment Request. Ensure the grant Recipient submits an OCSAR report each fiscal year to avoid payment holds.

☐

I have reviewed the Materials and Services Report Summary and the Cumulative Itemized Invoice List. All costs are correctly allocated to grant, match, and additional local fund categories, based on actual expenditures.

Note: use the MSR Change Order process to reassign costs to the appropriate fund category.

I hereby confirm that the above Work Completed, Special Conditions, and Grant Overview Report information is accurate. *

Signature of Primary Grant Administrator

Title

Date

☐



Labor Standards

Labor Standards

☐

I have completed the Labor Standards Officer tasks to date.*

NOTE: If you cannot confirm any of the tasks below, please contact a TDA labor standards specialist at labors@texasagriculture.gov.

☐

I have reviewed payrolls for all work completed prior to:*



MM/DD/YYYY

☐

I, or the designated individual, have conducted the required in-person employee interviews.*

☐

I have requested all appropriate wage rates.*

I hereby confirm that the above LSO information is accurate.*

Signature of Labor Standards Officer

Title

Date

☐

Questions/Comments



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