



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Texas Community Development Block Grant Program

Intro to CDBG

Administrator Workshop



CDBG Program Overview

- U.S. Department of Housing and Urban Development (HUD).
- Federal funds allocated within HUD's Community Development Block Grant Program (CDBG).
- CDBG funds are granted to Texas as a "block grant" based on a HUD formula.
 - Entitlement
 - Non-Entitlement



National Program Objectives

All proposed CDBG activities must:

- Principally Benefit LMI
- Slum and Blight Elimination
- Urgent Need





TxCDBG Program Overview

Largest “State CDBG” program in the nation
Serves:

- 861 cities
- 244 counties
- Most awards are in the \$275,000 to \$350,000 range

70 % of the CDBG funds must be used for activities benefitting Low- and Moderate-Income (LMI) persons.



TxCDBG Fund Categories

- Community Development
- Downtown Revitalization Program
- Colonia Funds
- State Urgent Need
- Planning and Capacity Building
- Fire, Ambulance, Service Truck



Document Groups

Group A

- Startup Documentation

Group B

- Labors
- Environmental

Group C

- COCC and FWCR

Group D

- Final Payment
- PCR



Project Startup

Project Schedule and Administrative Thresholds

Fund Category	Original Agreement Period	Mid-Point Progress Threshold	Final Progress Threshold
State Urgent Need Fund	18 months	12 months after agreement start date	18 months after agreement start date
Disaster Relief Fund	12 months	9 months after agreement start date	12 months after agreement start date
FAST Fund	18 months		18 months after agreement start date
Community Development Fund	24 months	12 months after agreement start date	24 months after agreement start date
Downtown Revitalization/ Main Street Fund	24 months		
Colonia Fund (Except Self-Help)	24 months		
Planning Capacity Building Fund	24 months		
Community Enhancement Fund	24 months		
TCF Infrastructure and Real Estate	36 months	18 months after agreement start date	36 months after agreement start date



TDA-GO



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- [HOME](#)
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Implementation Manual, Forms and Appendices

Some browsers do not correctly display or open PDF files. If you have trouble opening the below files, please first try a different browser or download the form to your computer before opening. If you continue to have issues, contact TDA staff for assistance.

Click [HERE](#) for TxCDBG Modified Procedures (Updated 9/2/2020) for Public Hearings, Construction/Labor Standards, Environmental Review, Grant Contract Closeout and Income Surveys in Response to Public Health Emergency COVID-19.

Policy Issuance 20-01: Federal Provisions for Section 3 Requirements information can be found under Chapter 10.

These forms may be updated as needed.

			FINAL 2020 Effective 9/1/2020	FINAL 2022 Grants awarded on or after 11/1/2021
Complete TxCDBG Implementation Manual (Select forms are ONLY available below)			Download	
Chapter	Form No.	Form Description		
Table of Contents			Download	
Acronym List			Download	
Section A Community Development Program Overview			Download	
TDA-GO Reference Documents New!				
System Overview		Introduction to TDA-GO		Download
System Overview		TDA-GO Website Link		TDA-GO!
		CDBG TDA-GO Support Ticket Form		Click HERE
System Overview		Roles and Definitions		Download
System Overview		From Forms to TDA-GO Procedures		Download
Organization & User Set Up		Registering New Users and Organizations		Download
Organization & User Set Up		Prepare for Transitions in Leadership: How to Update the Mayor or Authorized Official		Download
Document Access		How to Add Users to a Grant Document		Download View Tutorial
Application Basics		How to Initiate a Grant Application in TDA-GO		Download
Application Basics		How to Find a Grant Application in TDA-GO		Download
Application Basics		How to Submit an Application (Video Instructions)		View Tutorial
Application Basics		Responsibilities by Status		Download
Navigation		How to Navigate the Blue Tools Menu in TDA-GO		Download
Key Actions		How to View and Execute a Grant Agreement		Download View Tutorial
Chapter 1 Administration and Reporting			Download	Download
1 Admin. and Reporting	A100	Sample Signatory Resolution		Download



TDA-GO Concepts

- Application life cycle
- Parent-child document relationship
- How Consultant Role interact with TDA-GO docs and client orgs
- How users are added to docs
- Explain navigation plane after execution

- Resources to rely on



Other Training Resources

Community Development Block Grant (TxCDBG) Program for Rural Texas

The primary objective of the Community Development Block Grant program is to develop viable communities by providing decent housing and suitable living environments, and expanding economic opportunities principally for persons of low- to moderate-income.

Eligible applicants are non-entitlement cities under 50,000 in population and non-entitlement counties that have a non-metropolitan population under 200,000 and are not eligible for direct CDBG funding from HUD may apply for funding through any of the Texas CDBG programs.

Click [HERE](#) for more information about the TxCDBG program.

[TxCDBG Information Sheet](#)



Texas Department of Agriculture Grants Online - TDA GO!

Have you subscribed to the TxCDBG Listserv to receive notifications regarding funding availability, technical assistance opportunities, program updates, and more?

To sign up for TxCDBG Announcements: <http://lists.state.tx.us/mailman/listinfo/cdbg>

All CDBG Resources

- 👉 Announcements
- 👉 Fair Housing in Texas
- 👉 TxCDBG Consolidated Plans, Annual Action Plans, and CAPERs
- 👉 Implementation Manual, Forms and Appendices
- 👉 Professional Services
- 👉 Applicants, Awards and Success Stories
- 👉 Beneficiary Documentation
- 👉 Contract Assignments (Updated 10.7.2021)
- 👉 Environmental
- 👉 Publications
- 👉 Record Retention List
- 👉 Unified Scoring Committee
- 👉 TxCDBG Training
- 👉 CDBG Over Coffee
- 👉 External Resources and Other Funding Sources

TxCDBG Programs

- 👉 Community Development Fund (CD)
- 👉 Colonia Funds
- 👉 Downtown Revitalization / Main Street Programs (DRP/MS)
- 👉 FAST Fund
- 👉 Planning and Capacity Building (PCB)
- 👉 State Urgent Need Fund (SUN)

Questions/Comments



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Texas Community Development Block Grant Program

**Financial Management
Administrator Workshop**



Introduction

- Financial requirements for local governments
- 24 CFR Subpart I, governs the state TxCDBG program



Accounting Procedures

Establish Internal Controls

- All federal, state, and local conflict of interest provisions apply
- Person who authorizes payments should not draft and issue checks
- Two signatures on checks.



Accounting Procedures

Establish/Maintain Document Files and Records

- Financial Records
- Clearly Identify costs



Accounting Procedures

Establish Responsible Persons

- The Grant Recipient must identify by resolution the persons authorized to execute payment requests



Accounting Procedures

Appendix V: Form and Document Samples

Sample Resolution

RESOLUTION

A RESOLUTION OF THE COMMISSIONERS COURT OF (XYZ) COUNTY, TEXAS, AUTHORIZING THE SUBMISSION OF A TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM APPLICATION TO THE TEXAS DEPARTMENT OF AGRICULTURE FOR THE (COMMUNITY DEVELOPMENT FUND); AND AUTHORIZING (THE COUNTY JUDGE) TO ACT AS THE COUNTY'S EXECUTIVE OFFICER AND AUTHORIZED REPRESENTATIVE IN ALL MATTERS PERTAINING TO THE COUNTY'S PARTICIPATION IN THE TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM.

WHEREAS the Commissioners Court of (XYZ) County desires to develop a viable community, including decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low-to- moderate income; and

(*if appropriate* WHEREAS, certain conditions exist which represent a threat to the public health and safety; and) WHEREAS, it is necessary and in the best interests of (XYZ) County to apply for funding under the Texas Community

Development Block Grant Program

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSIONER'S COURT OF (XYZ) COUNTY, TEXAS:

1. That a Texas Community Development Block Grant Program application for the (Community Development Fund) is hereby authorized to be filed on behalf of the County with the Texas Department of Agriculture.
2. That the County's application be placed in competition for funding under the (Community Development Fund).
3. That the application be for (\$350,000.00) of grant funds to provide (first-time water service).
4. That the Commissioners Court directs and designates the following to act in all matters in connection with this application and the County's participation in the Texas Community Development Block Grant Program:
 - (The County Judge, Mayor, City Manager) shall serve as the County's Chief Executive Officer and Authorized Representative to execute this application and any subsequent contractual documents;
 - The (Mayor, Mayor Pro-Tem, City Manager, County Judge, County Clerk, County Treasurer) is authorized to execute environmental review documents between the Texas Department of Agriculture and the City/County; and
 - If this application is funded, the (Mayor, Mayor Pro-Tem, City Manager, City Secretary, City Council Member, County Judge, County Clerk, County Auditor, County Treasurer) is authorized to execute the Request for Payment Form documents and/or other forms required for requesting funds to reimburse project costs.
5. That all funds will be used in accordance with all applicable federal, state, local and programmatic requirements including but not limited to procurement, environmental review, labor standards, real property acquisition, and civil rights requirements.
6. That it further be stated that (XYZ) County is committing (\$25,000.00) from its (General Fund) as a cash contribution toward the administration activities of this (first-time water service) project.

Passed and approved this ____ day of ____, 20__.

Mary Smith, County Clerk (XYZ) County, Texas

John Doe, County Judge (XYZ) County, Texas



Accounting Procedures

Establish Grant Account with TDA

Organization Information

▼ Timpson

- Organization Information
- Organization Members
- Organization Details**
- Organization Details - CDBG Forms

Organization Details

W-9 (About Form W-9, (irs.gov))

Texas Payee Identification Number application (Application for TIN)

Select *Drag Files Here*

Federal W-9_5.18.2022.pdf 57.74 KB ×

Select *Drag Files Here*

State Application for TIN_5.18.2022.pdf 40.54 KB ×



Accounting Procedures

Direct Deposit Authorization Form

- **(Form 74-176)** – Provided by the Texas Comptroller of Public Accounts - must be completed for each grant award.



Thresholds for Funds Disbursement

General Requirements:

- Disbursement thresholds
- All costs must be incurred within the agreement period - exceptions
- Documents uploaded directly to TDA-GO



Accounting Procedures

Thresholds to be met for release of funds:

Group A documents

- Release of administration and engineering

Group B documents

- Release of construction

Group C documents

Group D Documents



Thresholds for Funds Disbursement

Summary of Funding Thresholds	Grant Budget Available
General Administration Grant Budget	
Acceptance of all Group A documents	0 to 50%
Acceptance of all Groups A and B documents	51 to 90%
Acceptance of all Group D documents (approved after Issuance of Administratively Complete notice by TDA)	91 to 100%
Engineering Grant Budget (Multiple line items may be considered cumulatively to determine thresholds)	
Acceptance of all Group A documents	0 to 50%
Acceptance of all Group A and Group B documents	51 to 90%
Acceptance of all related Certificate(s) of Construction Completion and any regulatory approvals required by the grant agreement, such as Texas Commission on Environmental Quality (TCEQ) interim well approvals or Texas Department of Licensing and Regulation (TDLR) inspections	91% to 100%
Construction Grant Budget(s)	
Acceptance of all Group A and Group B documents	0 to 95%
Acceptance of all Group A, Group B, and Group C documents	96% to 100%



Matching Funds

Considered as matching funds only if the funds will be used for:

- Activities described in the CDBG Performance Statement
- Activities that are directly related to supporting the activities proposed for TxCDBG funding



Reduction of Matching Funds

Grant Recipient is required to expend the same ratio of local funds to TxCDBG funds as documented in the Grant Agreement

Total Project cost / (1 - (Exhibit B Match amount / Exhibit B Grant Amount)) = Adjust Grant Funds



Budget

Grant Agreement and Detailed Budget Summary Table

TEXAS DEPARTMENT OF AGRICULTURE
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TEXAS DEPARTMENT OF AGRICULTURE GRANTS ONLINE

Home
Searches ▾

🔍
💬
☰

Last Saved 10/13/2021 8:5

CDV21-0117

- Applicant Contact Information ☑
- General Information ☑
- Project Feasibility Information ☑
- Community Needs Assessment ☑
- Project Beneficiaries and Locations ☑
- Budget Details ☑
- Required Uploads ☑
- Pre-Agreement Strategy ☑
- Certification ☑
- CDV - Community Development Fund ☑
- Award
- Agreement Certification ☑
- Grant Overview ☐

Budget Details

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

Enter each different item needed for each benefit area, the units of measurement for that item, the cost per each unit, and the quantity of the item needed. Use the "+" button to add additional rows for more items. When the page is save the subtotal will populate.

Benefit Area: Bastrop Water system
HUD Activity: 03J

Item	Units	Cost Per Unit	Quantity	Total Cost
generator	EA ▾	\$ 50,000.00	2	\$100,000.00
water treatment equipment and appurtenanc	LS ▾	\$ 375,000.00	1	\$375,000.00
Total:				\$475,000.00

Activity	Requested Project Cost	Recommended Grant	Recommended Match
03J	\$475,000.00	\$ 425,000.00	\$ 50,000.00
Engineering	\$ 60,000.00	\$ 50,000.00	\$ 10,000.00
Admin	\$ 35,000.00	\$ 25,000.00	\$ 10,000.00
Project Total	\$570,000.00		



Submitting a Payment Request

Home Administration Searches Reports 🔍 🗨️ 📄 Jeanette Chardon-Martinez

Payments

Document Search

Document Name <input type="text" value="CVD20-0109-PMT-02"/>	Year <input type="text"/>
Document Type <input type="text" value=""/>	Status <input type="text" value=""/>
Organization <input type="text" value=""/>	Person <input type="text" value=""/>

Home Administration **Searches** Reports

Payments

Document Search

Document Name <input type="text" value="CVD20-0109-PMT-02"/>

After logging in:
Click on the **Searches** button and type in the name grant agreement.



Initiate Related Document

A screenshot of a web application interface. On the left is a dark sidebar with a navigation menu. The menu items are: Home, Searches, CDV21-0112, Forms, Tools, Status Options, and Related Documents. The 'Related Documents' item is expanded, and a sub-item 'Initiate Related Doc' is highlighted with a red box. In the background, a document details panel is visible with fields for Template (Community Dev), Document Name (CDV21-0112), and Organization (Test Grantee Or). Overlaid on top is a blue-tinted pop-up window titled 'Initiate Related Document'. The window contains the following elements: a title bar with a close button (X), a subtitle 'Select a parent document and available related document. Use the Create button to initiate the related document.', a 'Document Identifier' field with a search prompt 'Search parent documents by identifier...', a 'Parent Document' dropdown menu with 'HDM-2021-TGO-0005' selected, an 'Available Documents' dropdown menu with 'Payment Request 2022' selected, and a 'Create' button at the bottom right, which is highlighted with a red box.

On the side bar, navigate to the **Related Documents** tab and select **Initiate Related Document**. In the pop window, under the **Available Documents** field, select **Payment Request** and select the **Create** button.



Payment Request Summary

CDV21-0108-PMT-01

Forms

Payment Request

CDBG - Payment Request Summary

Itemized Invoice List

Tools

Landing Page

Add/Edit People

Status History

CDBG - Payment Request Summary


Cost Category	Source Description	IDIS Number	Budget	Amount Requested	Drawn to Date	Remaining Balance	Match Amount	Match to Date
03L	PY20 AY21	11111	\$200,000.00	\$0.00	\$0.00	\$200,000.00	\$0.00	\$0.00
03L	PY218 AY21	11112	\$90,000.00	\$0.00	\$0.00	\$90,000.00	\$0.00	\$0.00
Engineering	PY20 AY21	11111	\$100,000.00	\$0.00	\$0.00	\$100,000.00	\$0.00	\$0.00
Admin	PY20 AY21	11113	\$110,000.00	\$0.00	\$0.00	\$110,000.00	\$0.00	\$0.00
Total			\$500,000.00	\$0.00	\$0.00	\$500,000.00	\$0.00	\$0.00

Make sure to review the Summary page to confirm the balance available for each detailed budget row. Once review is completed, click on the **Itemized Invoices List**.



Itemized Invoice List

After reviewing the budget select the **Itemized Invoice List** and begin entering information for the payment request.



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Home Searches ▾

CDV21-0118-PMT-02

Forms

Payment Request

COBG - Payment Request Summary

Itemized Invoice List

Status Options

Request for Payment Submitted

Payment Request Cancelled

Tools

Landing Page

Add/Edit People

Status History

Attachment Repository

Modification Summary

Document Validation

Notes

Print Document

Related Documents

Initiate Related Doc

Itemized Invoice List

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

Grant Contract Period: 02/01/2019 - 02/07/2022

Service Period: -

RTI, if applicable:

Final Payment: Yes No

Payee	Invoice Date	Invoice Number	Cost Category	Invoice Amount	Grant Amount Requested	Match Amount	TDA Amount Disallowed	Invoice Notes
Extraordinary Eng	<input type="text" value="10/1/2021"/>	<input type="text" value="15864864"/>	Engineerin	\$ 5,000.00	\$ 3,000.00	\$ 2,000.00	\$	
Extraordinary Eng	<input type="text" value="12/1/2021"/>	<input type="text" value="16878795"/>	Engineerin	\$ 3,000.00	\$ 3,000.00	\$	\$	
Amazing Admin	<input type="text" value="12/1/2021"/>	<input type="text" value="11111"/>	Admin - PY	\$ 4,000.00	\$	\$ 4,000.00	\$	
Cool Construction	<input type="text" value="11/1/2021"/>	<input type="text" value="484384"/>	03E - PY20	\$ 173,750.00	\$ 150,000.00	\$ 3,750.00	\$	
Cool Construction	<input type="text" value="11/1/2021"/>	<input type="text" value="484384"/>	03E - PY19	\$ 173,750.00	\$ 20,000.00	\$	\$	
Totals				\$359,500.00	\$176,000.00	\$9,750.00	\$0.00	



Payment Request Summary

CDV21-0108-PMT-01

Forms

Payment Request

CDBG - Payment Request Summary

Itemized Invoice List

Tools

Landing Page

Add/Edit People

Status History

CDBG - Payment Request Summary

Cost Category	Source Description	IDIS Number	Budget	Amount Requested	Drawn to Date	Remaining Balance	Match Amount	Match to Date
03L	PV20 AY21	11111	\$200,000.00	\$0.00	\$0.00	\$200,000.00	\$0.00	\$0.00
03L	PV218 AY21	11112	\$90,000.00	\$0.00	\$0.00	\$90,000.00	\$0.00	\$0.00
Engineering	PV20 AY21	11111	\$100,000.00	\$0.00	\$0.00	\$100,000.00	\$0.00	\$0.00
Admin	PV20 AY21	11113	\$110,000.00	\$4,500.00	\$0.00	\$105,500.00	\$500.00	\$0.00
Total			\$500,000.00	\$4,500.00	\$0.00	\$495,500.00	\$500.00	\$0.00

Verify that balances appear as expected.



Uploading Your Documents

Additional Documentation

Please include any additional documentation and a description below.

Description

TRWA invoice # 113021 dated 11/30/21

Upload

[Select](#) *Drag Files Here*

 TDA Apprent Inv P11 2021.pdf
31.20 KB ×

All backup documentation that will justify a payment for each activity, including matching funds, must be uploaded to TDA-GO.



Submitting the Payment

CDV21-0108-PMT-01

Template: Payment Request 2021
Status: Payment Request in Process
Organization: Test Grantee Organization
(our Role(s): Authorized Official
Period Date: 01/01/2021 - 12/31/2021

CDBG - Payment Request Summary

Itemized Invoice List

Tools

All expenditures related to this agreement must be consistent with the \$783,007, the Texas Grant Management Standards (TxGMS) and any applicable Office of Management and Budget (OMB) or Code of Federal Regulations (CFR) requirements are provided for in the agreement. By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements, and receipts, are for the purposes and objectives set forth in the terms and conditions of the award. I am aware that false fictitious or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false claims, or otherwise."

Certified By *	Date
<input type="checkbox"/>	
2nd Certified By (CDBG Only) *	Date
<input type="checkbox"/>	

Select the **Itemized Invoice List** tab and secure two certifications from individuals designated as payment processors.

Navigate to **Status Options** in left navigation and click on **Request for Payment Submitted**.

CDV21-0118-PMT-03

Forms

Payment Request

CDBG - Payment Request Summary

Itemized Invoice List

Status Options

Request for Payment Submitted

Payment Request Cancelled

Tools



Initiate Related Document

CDV21-0108-PMT-01

Document Landing Page

Forms	Template Payment Request 2021	Instance Payment Request 2021	Process Payment Request
Payment Request	Document Name CDV21-0108-PMT-01	Document Status Request for Payment Submitted	Period Date 1/1/2021 12:00:00 AM 12/31/2021 11:59:00 PM
CDBG - Payment Request Summary	Organization Test Grantee Organization	Your Role Authorized Official	
Itemized Invoice List			
Tools			

The Grant Recipient may check the status of the request in TDA-GO by navigating to the same payment request.



Ineligible Costs

- Software
- Portable Generators
- Water tower logos
- Cost of obtaining permits
- Costs associated with non-certified admins



Delays, Ineligible Costs, and Denial of Payment

All payment requests require certification by two payment processors.

The screenshot shows the TDA GO! web application interface. The header includes the Texas Department of Agriculture logo and Commissioner Sid Miller's name, along with the 'TDA GO!' logo and 'TEXAS DEPARTMENT OF AGRICULTURE GRANTS ONLINE'. The user is logged in as 'Mary Sue'. The main content area is titled 'Document Add/Edit People' and shows details for a 'Community Development Block Grant 2021' document. A table lists the assigned people, with the 'Test, Payment Processor' entry highlighted by a red box.

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TEXAS DEPARTMENT OF AGRICULTURE GRANTS ONLINE

Home Searches - Mary Sue - New Note

Document Add/Edit People

Add or Edit people assigned to the document.

Community Development Block Grant 2021	CDBG - Community Development Fund - 2021	Application	
CDV21-0112			
Organization Test Grantee Organization	Your Role Authorized Official	Period Date 12/31/2021 11:59:00 PM	Due Date 8/31/2021 11:59:00 PM

People Assigned to this Document

Person	Organization	Role	Active Dates	Assigned By	
AO, Second	Test Grantee Organization	Project Director	08/25/21 -	Grant System	
Barnard, Suzanne	Emmanuel's Testing Org, TXDOA Provider	Project Director	08/25/21 -	Grant System	
PD, Jane	Test Grantee Organization	Project Director	08/25/21 -	Grant System	
Test, Payment Processor	Test Grantee Organization	Payment Processor	08/25/21 -	Grant System	

< 1 >



Investigation of Fraud Allegations

- An investigation will be conducted if the allegations are made in connection with the services provided by a Grant Recipient using TxCDBG funds.
- The TxCDBG compliance staff will review the report and decide whether further investigation is warranted.

Questions/Comments



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Texas Community Development Block Grant Program

**Environmental Review
Administrator Workshop**



Introduction

Environmental Review (ER)

- What?
- Why?
- Who is responsible?
 - Responsible Entity/Certifying Official
- Failure to comply
- Killing a project



Introduction

Basis of Environmental Review

- What is there currently?
- What will be there once the project is completed?
- How will this be accomplished?

Timing of Environmental Review

- Must be performed **before committing or spending funds** on any HUD funded activity



Introduction

What are Choice-Limiting Actions?

- Acquisition
- Rehabilitation/Demolition
- Construction



Introduction

Special Cases with a review:

- **Projects in Process**
- **Option Contracts**
(Acquisition)
 - Nominal cost
 - Will not be purchased if ENV goes south



Environmental Review Process

Step 1 – Determine Project Description

Step 2 – Determine Level of Review

Step 3 – Complete Checklist

Step 4 – Publish/Post Notices

Step 5 – Certifications

Step 6 – Submit Clearance Documentation to TDA

Step 7 – State Objection Period

Step 8 – State's Post-Release Review

Step 9 – Re-Evaluation & Subsequent Amendment Procedure



Step 1: Determine Project Description

- Activities
 - Any *not* funded by TxCDBG
- Location-specific/geographic boundaries
- Existing conditions
- Any/all alternate options
 - locations, routes, activities, acquisition...
- Budget details
 - HUD funds/Non-HUD funds



Environmental Review Process

Home Searches ▾

CDM2021028-ENV-01

Forms

Performance Report

Environmental Review Main Form ⓘ

Environmental Review Checklist ⓘ

Environmental Review - Section 106 ⓘ

Status Options

Submit Performance Report

Tools

Landing Page

Add/Edit People

Status History

Attachment Repository

Modification Summary

Document Validation

Notes

Print Document

Document Messages ⓘ

Related Documents

Initiate Related Doc

Application

Payment Request

Performance Report

Materials and Services Report

Monitoring Report

Environmental Review Main Form

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

Basic Information

Certifying Officer Name (see resolution) * 10 of 100

Certifying Officer Title * 5 of 100

Environmental Review Preparer Name: * 7 of 100

Description of Aggregated Project (must include work to be funded by TxCDBG): *

Contractor shall rehabilitate roadway to improve access and eliminate public safety hazard including the installation of street utilizing five thousand six hundred eighty square yards (5,680 sq) double course seal coat, four thousand eight hundred square yards (3,800 sq) base material, driveway repair, utility adjustments and all associated appurtenances.

360 of 2000

Alternative project activities if funds allow:

If funds allow, Contractor shall install street, utilizing five thousand (5,000 sq) double course seal coat, five thousand one hundred square yards (5,100 sq) of flexible base material, driveway repair, utility adjustments and all associated appurtenances on Worcester Road from Main Street to Elk Ave.

304 of 2000

Location of Aggregated Project * 97 of 500

Estimated HUD Funding *

Estimated Non-HUD Funding *

Hours of Availability *

Address for ERR * 30 of 100

Office for Information Request * 19 of 100

Email Address for Information Request * 27 of 100



Step 2: Determine Level of Review

CDM2021020 ENV 01

Forms

Performance Report

Environmental Review Main Form ⓘ

Environmental Review Checklist ⓘ

Environmental Review - Section 106 ⓘ

Status Options

Submit Performance Report

Tools

Landing Page

Add/Edit People

Status History

Attachment Repository

Modification Summary

Document Validation

Notes

Environmental Review Checklist

Basic Information

Level of Review *

Standard Level of Review

Categorically Excluded (b), Not Subject to 58.5

Categorically Excluded (a), Subject to 58.5

Environmental Assessment

Determine If Proposal is in a Floodplain or Wetland *

located in floodplain or wetlands

not located in floodplain or wetlands

Project Site photos *

Drag Files Here

Other supporting documentation (optional)

Drag Files Here

Note: please refer to TxCDBG Implementation Manual Chapter 3 or 24 CFR 58 for the full text of activities subject to each level of review.



Step 3: Complete Checklists

Checklist Components

Environmental Review Main Form

Environmental Review Checklist

Environmental Review - Section 106

Environmental Review Part 55

Status Options

Submit Performance Report

Project Site photos * Select *Drag Files Here*

Other supporting documentation (optional) Select *Drag Files Here*

Note: please refer to TxCDBG Implementation Manual Chapter 3 or 24 CFR 58 for the full text of activities subject to each level of review.

Compliance Factors: Statutes, Executive Orders, and Regulations listed at 24 CFR §58.5 and §58.6	Are formal compliance steps required? *	Are mitigation steps required? *	Description of Source Documentation *	Compliance determinations *	Description of Mitigation Measures *												
Section A (24 CFR §58.6)																	
Section B (24 CFR §58.5)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Floodplain Management</td> <td colspan="2">Executive Order 11988, particularly section 2(a); 24 CFR part 55</td> <td colspan="3"></td> </tr> <tr> <td>Historic Preservation</td> <td colspan="2">National Historic Preservation act of</td> <td colspan="3"></td> </tr> </table>					Floodplain Management	Executive Order 11988, particularly section 2(a); 24 CFR part 55					Historic Preservation	National Historic Preservation act of				
Floodplain Management	Executive Order 11988, particularly section 2(a); 24 CFR part 55																
Historic Preservation	National Historic Preservation act of																
<p>Basis for Determination under §58.35(a)</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1. Acquisition, repair, improvement, reconstruction <input type="checkbox"/> 2. Removal of architectural barriers that restrict <input type="checkbox"/> 3. Rehabilitation of buildings and improvements <input type="checkbox"/> 4. An individual action on a single-family dwelling <input type="checkbox"/> 5. Acquisition or disposition of an existing structure <input type="checkbox"/> 6. Combinations of the above activities 																	
Section C																	
Environmental Assessment Factor	Impact Code *	Impact Evaluation *															
Field Inspection Date: *		<input type="text"/>															
Field Inspection completed by: *		<input type="text"/>															
		0 of 100															
Additional Studies Performed: *																	



Step 3: Complete Checklists

CDM2021028-ENV-01

Forms

Performance Report

Environmental Review Main Form

Environmental Review Checklist

Environmental Review - Section 106

Environmental Review Part 55

Environmental Review - Section 106

Section 106

Section 106 Historical Preservation Consultations - complete this form for review less Categorically Excluded(a), or Environmental Assessment only:

- Exemption Request for Section 106
- No Section 106 Exemption
- Cherokee Nation



Step 3: Complete Checklists

Section 106 – Exemption Request

Forms

- Performance Report Selection
- Performance Report
- Environmental Review Main Form
- Environmental Review Checklist
- Environmental Review - Section 106**
- Environmental Review Part 55
- Environmental Review - Re-evaluation

Status Options

Tools

- Landing Page
- Add/Edit People
- Status History
- Attachment Repository
- Modification Summary

Section 106

Section 106 Historical Preservation Consultations - complete this form for review less Categorically Excluded(a), or Environmental Assessment only:

Exemption Request for Section 106

Stipulation V: *

Before selecting a Stipulation category, review the detail provided in the Programmatic Agreement with Texas Historical Commission [HERE](#)

Provide justification based on the selected Stipulation V option (e.g. age of building or facility, capacity of infrastructure.). *

0 of 2000

Is the project located in a city or county that is not eligible for this exception, as listed [HERE](#). * Yes No

Distance to the closest cemetery from each location of the TxCDBG Project(s) (in miles): *

Map of the project location with historical markers and cemeteries identified, including distances marked: * *Drag Files Here*

"Before" Photos * *Drag Files Here*

After review confirmation that the project described in this environmental review meets the requirements of the Programmatic Agreement between TDA and THC, the Grant Recipient requests approval of this exemption from review by the State Historical Preservation Officer and all participating Tribal Historical Preservation Officers. This project will follow all statutes regarding Texas historical properties should any changes or additions be made to this project.

Date Exemption Requested



Step 3: Complete Checklists

Section 106 – No Exemption

Must:

- Submit a Preservation Notice to the State Historic Preservation Officer (SHPO)
- Consult with the Tribal Historic Preservation Officer (THPO) for each tribe.



Step 3: Complete Checklists

Section 106 – No Exemption/ Tribal Consultation

Environmental Review – Section 106

Section 106

Section 106 Historical Preservation Consultations - complete this form for review less Categorically Excluded(a), or Environmental Assessment only:

Exemption Request for Section 106

No Section 106 Exemption

SHPO: click [HERE](#) to be directed to the Texas Historical Commission's eTRAC review system.

Date Request Submitted: *

THPO: Select relevant tribes below based on the location of the project, as listed; [HERE](#). Click [HERE](#) to generate Tribal Consultation Notice

- Absentee-Shawnee Tribe of Indians of Oklahoma
- Alabama-Coushatta Tribe of Texas
- Alabama-Quassarte Tribal Town
- Apache Tribe of Oklahoma
- Caddo Nation of Oklahoma



Step 3: Complete Checklists

Floodplain/Wetland Management – Part 55

- To determine whether a wetland exists, refer to 24 CFR §55.2(b)(11)
- Must complete the *8-Step Process* and *participate* in the National Flood Insurance Program (NFIP)

Projects in “floodways” may only be funded if:

- installed **below** the floodway
- elevated **above** the floodway
- No housing or other structures “not functionally dependent” on the waterway will be funded if located within the floodway itself



Step 3: Complete Checklists

Floodplain/Wetland Management – Part 55

CDM22-0022-ENV-01

Forms

- Performance Report Selection
- Performance Report
- Environmental Review Main Form
- Environmental Review Checklist
- Environmental Review - Section 106
- Environmental Review Part 55**
- Environmental Review - Re-evaluation

Status Options

Tools

Landing Page

Environmental Review Part 55

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

Part 55 Floodplain/Wetlands Decision Making - complete this form for review levels Categorical Excluded(a), or Environmental Assessment only:

Step 1 - Determine if Proposal is in a Floodplain or Wetland

None of the above

Firm Map (or alternate documentation): *

Select *Drag Files Here*

tx_topo.jpg 24.20 KB



Step 3: Complete Checklists

Tiered Review

- Projects with multiple, non-contiguous locations
- Complete a Broad-Level Tiered Environmental Review using HUD format
- Document compliance for each specific site
- Site specific environmental review must be completed ***prior*** to obligating funds for each site
- Publication **must explain the criteria *and* review process**

Environmental Impact Statement (EIS)

- Environmental Assessment results in Finding of Significant Impact
- Grant Recipient should immediately contact the TDA



Step 3: Complete Checklists

Determination and Certification: Trigger for Required Notices

Performance Report

Environmental Review Main Form

Environmental Review Checklist

Environmental Review - Section 106

Environmental Review Part 55

Status Options

Submit Performance Report

Tools

Landing Page

3 of 100

Email Address for Information Request *

beth.karwoski@texasagriculture.gov

34 of 100

Determination and Certification:

I certify that the following was completed: *

- Exempt Level of Review – This activity is exempt from the standard environmental review process per 24 CFR 58.34(a)
- Categorically Excluded (b), Not Subject to 58.5 – This activity is Categorically Excluded and not subject to §58.5, per 24 CFR 35(b)
- Categorically Excluded (a), Subject to 58.5, Convert to Exempt - This categorically excluded activity/project converts to **EXEMPT** Level of Review per 24 CFR 38.34(a)(12), because it does not require any mitigation for compliance with any listed statutes or authorities, nor requires any formal permit or license.
- Categorically Excluded (a), Subject to 58.5), Formal Consultation/Mitigation - This categorically excluded activity/project cannot convert to Exempt status because one or more statutes or authorities listed at 24 CFR 58.5 requires formal consultation or mitigation. Complete consultation/mitigation protocol requirements, publish NOI/RROF and obtain "Authority to Use Grant Funds" per 24 CFR 58.70 and 58.71 before committing or drawing down any funds.
- Environmental Assessment, Finding of No Significant Impact - The project will not result in a significant impact on the quality of the human environment. Publish FONSI/NOI/RROF and obtain "Authority to Use Grant Funds" per Section 58.70 and 58.71 before committing or drawing down any funds.
- Environmental Assessment, No FONSI can be determined - STOP and contact TDA.**



Step 3: Complete Checklists

CDM2021028-ENV-01

34 of 100

Forms

Performance Report

Environmental Review Main Form

Environmental Review Checklist

Environmental Review - Section 106

Status Options

Submit Performance Report

Tools

Landing Page

Add/Edit People

Status History

Attachment Repository

Modification Summary

Document Validation

Notes

Print Document

Document Messages

Related Documents

Initiate Related Doc

Application

Payment Request

Performance Report

Materials and Services Report

Monitoring Report

Determination and Certification:

I certify that the following was completed:

- Exempt Level of Review - This activity is exempt from the standard environmental review process per 24 CFR 58.34(a)
- Categorically Excluded (b), Not Subject to 58.5 - This activity is Categorically Excluded and not subject to 58.5, per 24 CFR 35(b)
- Categorically Excluded (a), Subject to 58.5, Convert to Exempt - This categorically excluded activity/project converts to EXEMPT Level of Review per 24 CFR 38.34(a)(12), because it does not require any mitigation for compliance with any listed statutes or authorities, nor requires any formal permit or license.
- Categorically Excluded (a), Subject to 58.5, Formal Consultation/Mitigation - This categorically excluded activity/project cannot convert to Exempt status because one or more statutes or authorities listed at 24 CFR 58.5 requires formal consultation or mitigation. Complete consultation/mitigation protocol requirements, publish NDIR/ROF and obtain "Authority to Use Grant Funds" per 24 CFR 58.70 and 58.71 before committing or drawing down any funds.
- Environmental Assessment, Finding of No Significant Impact - The project will not result in a significant impact on the quality of the human environment. Publish FONSI/NDIR/ROF and obtain "Authority to Use Grant Funds" per Section 58.70 and 58.71 before committing or drawing down any funds.
- Environmental Assessment, No FONSI can be determined - STOP and contact TDA.

Required Notices and Certifications

Method of Public Notice: Newspaper publication

Date of Public Notice: 4/13/2022

Comment Period Begin: 4/14/2022

Comment Period End: 4/22/2022

Comment Period Days: 7

Evidence of Public Notices: [Drag Files Here](#)

[Click HERE to generate text for Notices](#)

I certify that the above information is correct

Environmental Review Preparer	Date
<input type="checkbox"/>	

With reference to the above Program Activity(ies)/Project(s), I, the undersigned officer of the responsible entity, certify that:

- The responsible entity has fully carried out its responsibilities for environmental review, decision-making and action pertaining to the project(s) named above.
- The responsible entity has assumed responsibility for and complied with and will continue to comply with, the National Environmental Policy Act of 1969, as amended, and the environmental procedures, permit requirements and statutory obligations of the laws cited in 24 CFR 58.5; and also agrees to comply with the authorities in 24 CFR 58.6 and applicable State and local laws.
- The responsible entity has assumed responsibility for and complied with and will continue to comply with Section 106 of the National Historic Preservation Act, and its implementing regulations 36 CFR 800, including consultation with the State Historic Preservation Officer, Indian tribes and Native Hawaiian organizations, and the public.
- After considering the type and degree of environmental effects identified by the environmental review completed for the proposed project described in Part 1 of this request, I have found that the proposal did require the preparation and dissemination of an environmental impact statement.
- The responsible entity has disseminated and/or published in the manner prescribed by 24 CFR 58.43 and 58.55 a notice to the public in accordance with 24 CFR 58.70 and as evidenced by the attached copy (copies) or evidence of posting and mailing procedure.
- The dates for all statutory and regulatory time periods for review, comment or other action are in compliance with procedures and requirements of 24 CFR Part 58.
- In accordance with 24 CFR 58.71(b), the responsible entity will advise the recipient (if different from the responsible entity) of any special environmental conditions that must be adhered to in carrying out the project.

As the duly designated certifying official of the responsible entity, I also certify that:

- I am authorized to and do consent to assume the status of Federal official under the National Environmental Policy Act of 1969 and each provision of law designated in the 24 CFR 58.5 list of NEPA-related authorities insofar as the provisions of these laws apply to the HUD responsibilities for environmental review, decision-making and action that have been assumed by the responsible entity.

Required_Notices.doc



Step 3: Complete Checklists

NOTICE OF INTENT TO REQUEST RELEASE OF FUNDS

Sample
2001
exas 78610
55-5555

REQUEST FOR RELEASE OF FUNDS

about the City of Sample will submit a request to the Texas Department of Agriculture for the release of Community Development Block Grant Program funds under Section 104 of Title I of the Housing and Community Development Act of 1974, as amended, to undertake a project known as water line improvements, CDM2021028 for the purpose of test, and associated administration and/or engineering activities, for an estimated cost of \$500,000.00 in HUD funds and \$50.00 in non-HUD funds. The project is located as follows: test. If funds allow, the project will also include test

PUBLIC COMMENTS

dividual, group, or agency may submit written comments on the ERR to the Texas Department of Agriculture at beth.karwoski@texasagriculture.gov. All comments received by 4/22/2022 will be considered for the purpose of authorizing submission of a request for release of funds.

Comments should specify which Notice they are addressing.

ENVIRONMENTAL CERTIFICATION

City of Sample certifies to the State of Texas that Ann Smith in his/her capacity as Director of the City of Sample

NOTICE OF INTENT TO REQUEST RELEASE OF FUNDS

4/13/2022
City of Sample
950 FM 2001
Buda, Texas 78610
(555) 555-5555

REQUEST FOR RELEASE OF FUNDS

On or about 4/23/2022 the City of Sample will submit a request to the Texas Department of Agriculture for the release of Community Development Block Grant Program funds under Section 104 of Title I of the Housing and Community Development Act of 1974, as amended, to undertake a project known as water line improvements, CDM2021028 for the purpose of test, and associated administration and/or engineering activities, for an estimated cost of \$500.00 in HUD funds and \$50.00 in non-HUD funds. The project is located as follows: test. If funds allow, the project will also include test

→ **FINDING OF NO SIGNIFICANT IMPACT**

The City of Sample has determined that the project will have no significant impact on the human environment. Therefore, an Environmental Impact Statement under the National Environmental Policy Act of 1969 (NEPA) is not required. Additional project information is contained in the Environmental Review Record (ERR) file 303 6th street and may be examined or copied weekdays at 5-8.

An Environmental Review Record (ERR) that documents the environmental determinations for this project is located at 303 6th street and may be examined or copied weekdays at 5-8.

PUBLIC COMMENTS

Any individual, group, or agency may submit written comments on the ERR to the Texas Department of Agriculture at beth.karwoski@texasagriculture.gov. All comments received by 4/22/2022 will be considered by the City of Sample prior to authorizing submission of a request for release of funds.

Comments should specify which Notice they are addressing.

ENVIRONMENTAL CERTIFICATION

The City of Sample certifies to the State of Texas that Suzanne Barnard in his/her capacity as Director of the City of Sample to accept the jurisdiction of the Federal Courts if an action is brought to enforce responsibilities in relation to the project.



Step 4: Public Notice – NOI/RROF

Notices posted in public locations:

- Affidavit of Posting - Form A101 is required
- Floodplain notices **must** be published “in an appropriate local printed news medium”; posting is not enough

Notices published in a newspaper

- If tearsheet has clear date & name = no affidavit



Step 4: Public Notice – NOI/RROF

Public Comment Period

Level of Review	Period for public comment on the Notice
(a) Notice of Finding of No Significant Impact (FONSI)	15 days when published or, if no publication, 18 days when mailing and posting
(b) Notice of Intent to Request Release of Funds (NOI-RROF)	7 days when published or, if no publication, 10 days when mailing and posting
(c) Concurrent or combined notices	15 days when published or, if no publication, 18 days when mailing and posting

Environmental Assessments – FONSI Notice

- **must** be sent to regional EPA office



Step 5: Certification and Step 6: Submit Clearance Documentation to TDA

The screenshot shows a web portal interface. On the left is a navigation menu with the following items: Forms, Performance Report, Environmental Review Main Form (highlighted with a red box), Environmental Review Checklist, Environmental Review - Section 106, Environmental Review Part 55, Status Options, Submit Performance Report (highlighted with a green box), and Tools. The main content area is titled "Certification - RROF Not Required:" and contains the following text and form fields:

I certify that the RROF is not required.

Environmental Review Preparer Date

The Grant Recipient has fully carried out its responsibilities for environmental review, decision-making and action pertaining to the project(s) named above. The responsible entity has assumed responsibility for and complied with and will continue to comply with, the National Environmental Policy Act of 1969, as amended; all required laws and authorities; and applicable State and local laws, as described in all documentation in this Environmental Review form and the Environmental Review Record retained locally.

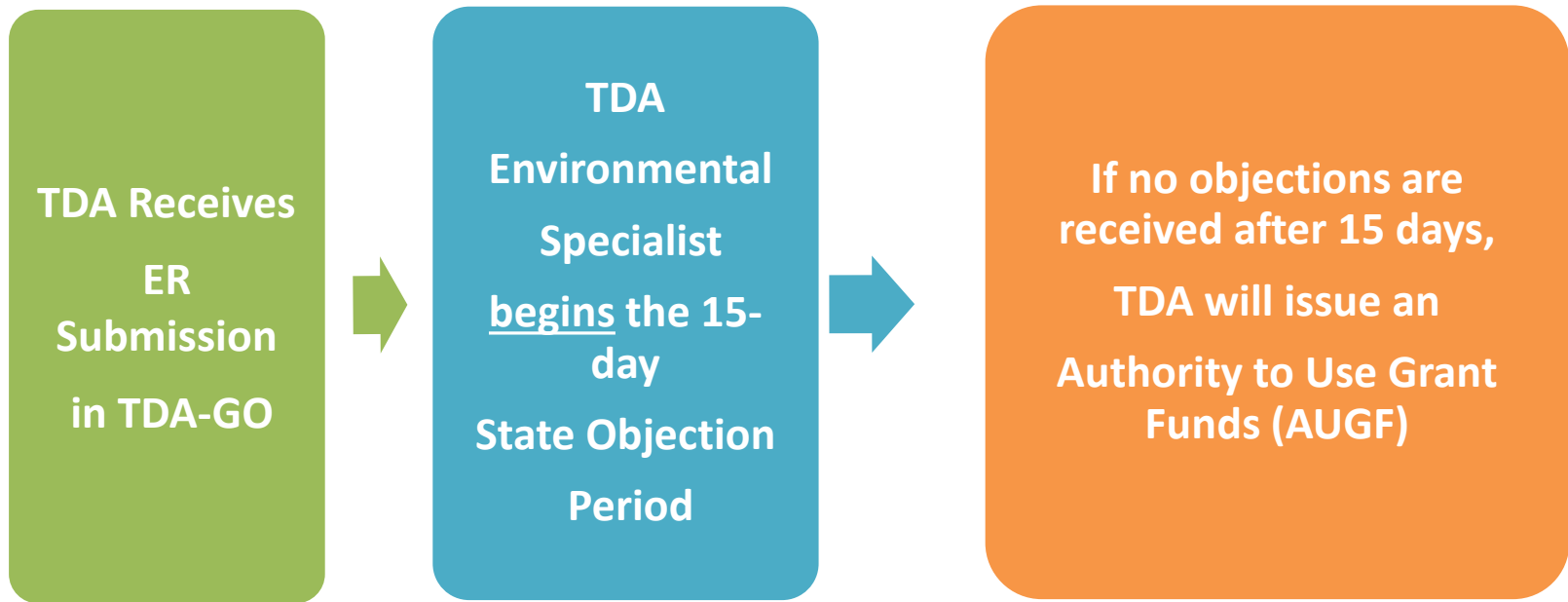
As Certifying Officer, I am authorized to and do consent to assume the status of Federal official under the National Environmental Policy Act of 1969 and each provision of law designated in the 24 CFR 58.5 list of NEPA-related authorities insofar as the provisions of these laws apply to the HUD responsibilities for environmental review, decision-making and action that have been assumed by the responsible entity. I am authorized to and do accept, on behalf of the recipient personally, the jurisdiction of the Federal courts for the enforcement of all these responsibilities, in my capacity as certifying officer of the responsible entity.

Certifying Officer (listed above) Date

- 1) Complete review, checklists, prepare notices
- 2) Preparer certification
- 3) Comment period
- 4) RE certification



Step 7: State Objection Period and Release of Funds





Step 8: State's Post-Release Review

Following the Authorization to Use Grant Funds:

- Post Release Review under 24 CFR §58.18
- May occur at any time
- TDA will request the complete ERR

If review was inadequate or incorrect:

- Provide additional documentation
- Finding of non-compliance
- Hold on Grant funding
- Conduct new Environmental Review
- Disallowed costs



Step 9: Re-Evaluation of Environmental Determination and Subsequent Amendment Procedure

Project amendments that may result in the need for an updated FONSI include – but are not limited to:

- Change in project scope
- New location, not addressed in original review
- Increase of more than 20% in infrastructure capacity
- Change in method or design that impacts the physical environment
- Change to accommodate new circumstances and/or environmental conditions that have arisen during project implementation



Step 9: Re-Evaluation of Environmental Determination and Subsequent Amendment Procedure

Re-Evaluation of the Finding by the Grant Recipient

- Clearly document that the changes are not substantial, and the determination is *still valid* after re-evaluation
- The Environmental Review Record should be updated with any new project locations, etc.
- Record the re-evaluation in TDA-GO

A screenshot of the TDA-GO web application interface. The left sidebar shows a navigation menu with the following items: "CDV21-0117-ENV-01", "Forms" (expanded), "Performance Report Selection", "Performance Report", "Environmental Review Main Form", "Environmental Review Checklist", "Environmental Review - Re-evaluation" (highlighted), and "Status Options". The main content area is titled "Environmental Review - Re-evaluation". It includes instructions: "Instructions: Please complete the page and press the save button. Required fields are marked with an *". Below the instructions, there is a form field for "Amendment Number:" with a value of "0 of 20" displayed. Below that is a text area labeled "Describe the project revisions that require re-evaluation".



Common Problems: Dates

Avoid making these mistakes:

- Checklist certified *after* publishing/posting
- RROF/Main Form in TDA-GO certified *before* the end of public comment period

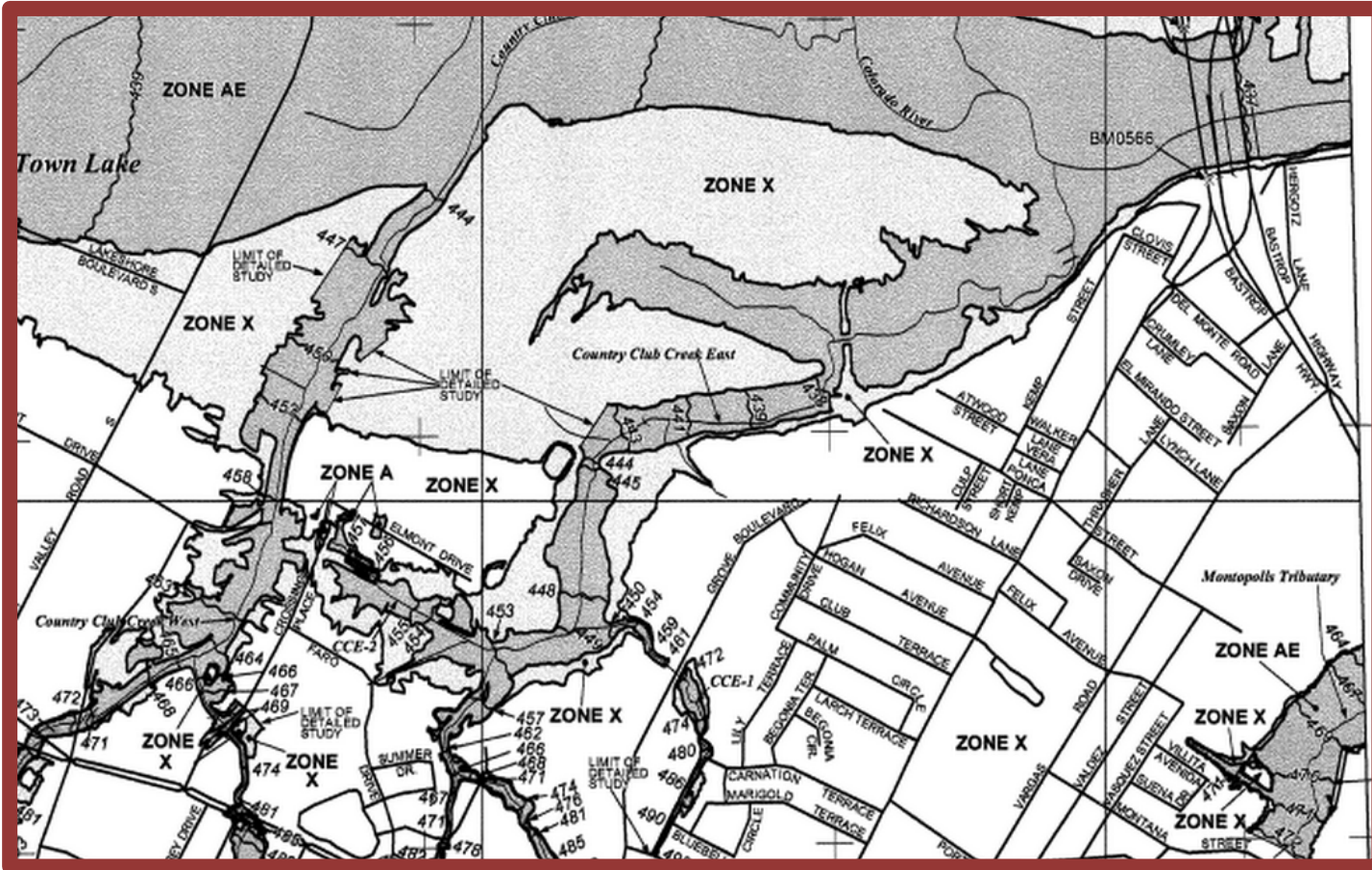


Common Problems: Checklist

- Choosing wrong level of review – *Refer to A309*
- Historical Review – Not completing Tribal consultation (Notices)
- THC clearance vs. TDA SHPO exemption
- Lack of resources/supporting documentation: online resources, maps, photos, etc.
- Lack of clear and specific street locations and/or crossings
- Not following 8-Step process for floodplains/wetlands
- Noting NA/ “not applicable”
- Maps not clearly identifying project location
- Project description not including all activities in the current performance statement



Where's the project?





Where's the project?





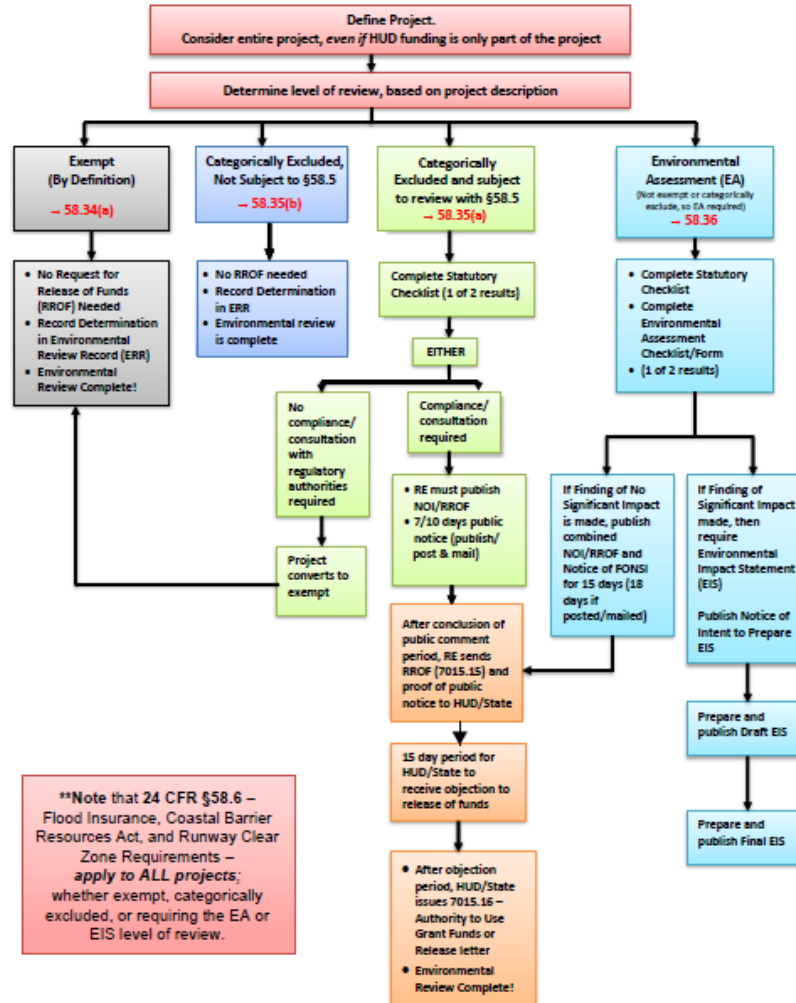
Key Takeaways

- Do **not** execute a construction contract until an ER has been approved – bid/award at your own risk
- Start ER **early**
- **Detail the details** for project description, alternative options and locations
- Use **verifiable** sources for checklist – Appendix A



Environmental Review Flowchart

Environmental Review Process (To Be Conducted by Responsible Entity)



Questions/Comments

CDBG_EnvReview@TexasAgriculture.gov



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Texas Community Development Block Grant Program

Civil Rights

Administrator Workshop



Civil Rights

Policies:

- Citizen Participation Plan/Complaint Procedures
- Excessive Force Policy
- Fair Housing Policy
- Code of Conduct
- Section 504 Policy/Grievance Procedures
(if applicable)



Civil Rights

Project-specific analysis and appropriate actions are necessary to comply with the remaining requirements:

Section 3 economic opportunity

- Limited English Proficiency
- Activity to Affirmatively further Fair Housing



Civil Rights

Designate a Civil Rights Officer (CRO)

A1016

	CIVIL RIGHTS RESPONSIBILITIES CHECKLIST
Date Completed	A. <i>Civil Right requirements at project start-up (before TxCDBG approval of first draw)</i>
	1. Set up a local <u>CDBG Civil Rights file</u> (Chapter 1 and Chapter 10)
	2. Designate a Civil Rights Officer (CRO) <ul style="list-style-type: none">• This person is responsible for ensuring all requirements in Chapter 10 (Implementation Manual) <u>met</u>;• enter name in TDA-GO, Grant Overview page



Civil Rights

Citizen Participation Plan

A1013

SAMPLE

THE CITY/COUNTY OF _____
CITIZEN PARTICIPATION PLAN
TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

Note to Grant Recipients regarding Limited English Proficiency (LEP) requirements:

In accordance with federal law, if there is a significant number of the population who are non-English speaking residents and are affected by the TxCDBG project, such citizens should have 'meaningful access' to all aspects of the TxCDBG project. To provide 'meaningful access', Grant Recipients may need to provide interpreter services at public hearings or provide non-English written materials that are routinely provided in English. Examples of such vital documents may include Citizen Participation notices (e.g., complaint procedures, hearings notices), civil rights notices, and any other published notice that may allow an eligible person with limited English proficiency to participate in discussing proposed CDBG activities.

For more information, see LEP.gov



Civil Rights

Excessive Force Policy

A1003

Sample Excessive Force Policy

In accordance with 24 CFR 91.325(b)(6), the *(name of Grant Recipient)* hereby adopts and will enforce the following policy with respect to the use of excessive force:

1. It is the policy of _____ (Grant Recipient) to prohibit the use of excessive force by the law enforcement agencies within its jurisdiction against any individual engaged in non-violent civil rights demonstrations;
2. It is also the policy of _____ (Grant Recipient) to enforce applicable State and local laws against physically barring entrance to or exit from a facility or location that is the subject of such non-violent civil rights demonstrations within its jurisdiction.
3. _____ (Grant Recipient) will introduce and pass a resolution adopting this policy.

As officers and representatives of *(name of Grant Recipient)*, we the undersigned have read and fully agree to this plan and become a party to the full implementation of this program.

Signature

Title

Date



Civil Rights

Fair Housing Act

A1015

Sample Fair Housing Policy

In accordance with Fair Housing Act, the *(name of Grant Recipient)* hereby adopts the following policy with respect to the Affirmatively Furthering Fair Housing:

1. *(Name of Grant Recipient)* agrees to affirmatively further fair housing choice for all seven protected classes (race, color, religion, sex, disability, familial status, and national origin).
2. *(Name of Grant Recipient)* agrees to plan at least one activity during the contract term to affirmatively further fair housing.
3. *(Name of Grant Recipient)* will introduce and pass a resolution adopting this policy.



Civil Rights

Code of Conduct

A1002

SAMPLE CODE OF CONDUCT POLICY

These procedures are intended to serve as guidelines for the procurement of supplies, equipment, construction services and professional services for the Texas Community Development Block Grant (TxCDBG) Program. The regulations related to conflict of interest and nepotism may be found at the Texas Government Code Chapter 573, Texas Local Government Code Chapter 171, Uniform Grant Management Standards by Texas Comptroller, 24 CFR 570.489(g) & (h), and 2 CFR 200.318.



Civil Rights

Section 504 Requirements:

Section 504/Grievance Procedure – Form A1004

Notice of Non-Discrimination
Disabled/Handicap – Form A1005

Section 504/Self-Evaluation – Form A1006



Civil Rights

A1004

Sample Section 504 Policy Against Discrimination based on Handicap and Grievance Procedures

In accordance with 24 CFR Section 8, Nondiscrimination based on Handicap in federally assisted programs and activities of the Department of Housing and Urban Development, Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), and Section 109 of the Housing and Community Development Act of 1974, as amended (42 U.S.C. 5309), _____ (*Grant Recipient that employs fifteen or more persons*) hereby adopts the following policy and grievance procedures:

A1005

Sample Notices – Civil Rights

For City/County

Notice 1:

Policy of Nondiscrimination on the Basis of Disability (Required if City/County employs 15 or more individuals)

The City/County of _____ does not discriminate on the basis of disability in the admission or access to, or employment in, its federally assisted programs or activities. _____ [Civil Rights Officer's name and/or Civil Rights Officer's title] has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's (HUD) regulations implementing Section 504 (24 CFR Part 8).



Civil Rights

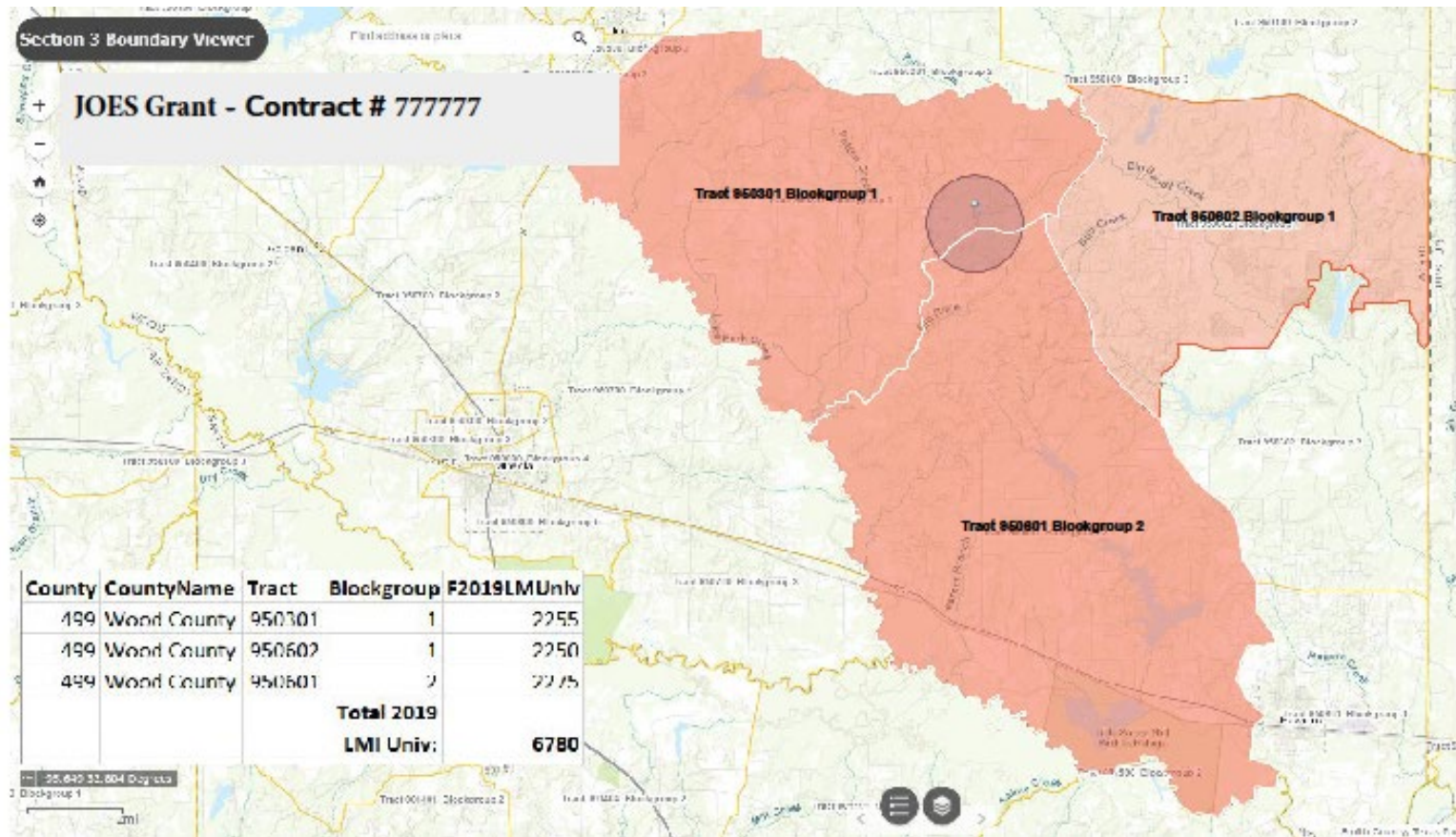
Section 3 Compliance

- Service Area Map
- Job/Bid postings
- Council presentation
- Section 3: Project Completion Report



Civil Rights

Section 3 Service Area Map: Correct Format

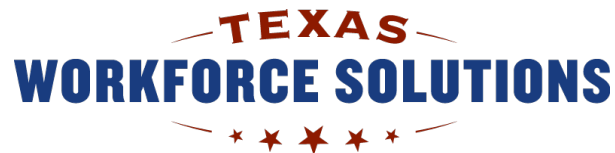




Civil Rights

Section 3 Job Opportunity Requirements

- Report to HUD's Section 3 Opportunity Portal
- Report to Texas Workforce Solutions
- Report to Local Workforce Solutions Office
- Additional efforts; outreach, job fairs, training and apprenticeship opportunities





Civil Rights

Section 3 Meeting Agenda/Minutes

- In an open meeting of the local governing body, present the Section 3 goals of the CDBG program.
- Presentation must include links to HUD's Section 3 Opportunity Portal, Texas Workforce Solutions, and other Section 3 resources and information.



Civil Rights

Section 3: Project Completion Report

Section 3: All TxCDBG Grant Recipients submitting a PCR on or after 9/1/2021 must complete this section.

Record the working hours subject to Part 75 for all vendors and/or services, including subcontractors:

Vendor/Service Provider Subject to Part 75	Total Hours Worked	Total Hours Worked by Sec. 3 Workers	Total Hours Worked by Targeted Sec. 3 Workers	
				+ -
Totals				

How was the Section 3 Worker status determined?

Were any employment opportunities (new position or vacancies for work to be performed for this grant) identified for the Grant Recipient or any of the above vendors/service providers? Yes No

Outreach Efforts:

Required Public Presentation - Date of local governing body meeting:

Outreach Efforts

Training or Apprenticeship Opportunities



Civil Rights

Civil Rights Resolution

A1014

RESOLUTION No. _____ Regarding Civil Rights - **SAMPLE**

The City/County of _____, Texas

Whereas, the **[City/County] of _____**, Texas, (hereinafter referred to as "City/County of _____") has been awarded TxCDBG funding through a TxCDBG _____ **[grant/loan]** from the Texas Department of Agriculture (hereinafter referred to as "TDA");

Whereas, the **[City/County] of _____**, in accordance with Section 109 of the Title I of the Housing and Community Development Act. (24 CFR 6); the Age Discrimination Act of 1975 (42 U.S.C. 6101-6107); and Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and for construction contracts greater than \$10,000, must take actions to ensure that no person or group is denied benefits such as employment, training, housing, and contracts generated by the CDBG activity, on the basis of race, color, religion, sex, national origin, age, or disability;



Civil Rights

NOW, THEREFORE, BE IT RESOLVED BY THE _____ [BOARD OF ALDERMEN/CITY COUNCIL/ ETC.] OF THE [CITY / COUNTY] OF _____, TEXAS, that:

The [CITY / COUNTY] of _____ ADOPTS/REAFFIRMS The following policies:

1. Citizen Participation Plan and Grievance Procedures (Form A1013);
2. Excessive Force Policy (Form A1003);
3. Fair Housing Policy (Form A1015).
4. [If Grant Recipient employs 15 or more employees], Section 504 Policy and Grievance Procedures (Form A1004); and
5. Code of Conduct Policy (Form A1002).

The [CITY/COUNTY] affirms its commitment to conduct a project-specific analysis and take all appropriate action necessary to comply with program requirements for the following:

6. Section 3 economic opportunity;
7. Limited English Proficiency; and
8. Activity to affirmatively Furth Fair Housing choice.



Civil Rights

Purpose of LEP Services

Community Characteristic per Table B16001		Minimum EP Assistance Required*	
Number of Persons in the Language Group that speak English "less than very well"	Percent of Total community population that are also persons in the Language Group that speak English "less than very well"	Published Notice regarding Vital Document	Vital Document
≥ 1000	10% or more	Fully translated notice	Fully translated document
≥ 1000	0% - 9.99%	Summary and reference to availability of full translation	Fully translated document
51-999	10% or more	Fully translated notice	Fully translated document
51-999	5.01% - 9.99%	Summary and reference to availability of full translation	Fully translated document
51-999	0% - 5%	Safe harbor - Evaluate LEP need using HUD's four factor analysis.*	Safe harbor - Evaluate LEP need using HUD's four factor analysis.*
≤ 50	Any percentage	Safe harbor - Evaluate LEP need using HUD's four factor analysis.*	Safe harbor - Evaluate LEP need using HUD's four factor analysis.*



Civil Rights

Fair Housing Activities

A1009

Sample Fair Housing Public Service Announcement
Public Service Announcement:
Fair Housing, It's the Law

To promote fair housing practices, the City/County of _____ encourages potential homeowners and renters to be aware of their rights under the National Fair Housing Law.



Civil Rights



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

★ TDA GO! ★
TEXAS DEPARTMENT OF AGRICULTURE GRANTS ONLINE

Forms/Performance Report/Group A

Group A Documents

Resolution adopting or reaffirming Community Policies *

Select

Drag Files Here

Section 3 Service Area map *

Select

Drag Files Here

Fair Housing Activities *

Select

Drag Files Here

Required Non-discrimination Notices *

Select

Drag Files Here

Grant Recipient employs 15 or more persons and is subject to all requirements of Section 504 *





Civil Rights

Limited English Proficiency Table 1

Language Group Census Data - Table B16001	Estimated Group Population	Speaks English less than "very well"	Percent LEP	
Total Community Population per Table B16001 *	2804	1198	42.72%	
Spanish *	1675	725	25.86%	Full publication: ≥50, >10%
Other Indic languages	130	0	0.00%	Safe harbor
Chinese	73	66	2.3%	Safe harbor
Other Asian languages	349	294	10.48%	Full publication: ≥50, >10%
Arabic	18	18	0.64%	Safe harbor
African languages	111	95	3.39%	Safe harbor



Based on local knowledge, does the population of the Benefit Area require LEP services not indicated by the Census community-wide language information? *

Please Explain: *



Civil Rights

Limited English Proficiency Table 2

LEP Services	Description of All Resources Available to the Grant Recipient	Description of Resources to be Used for this Grant
Written Translation of vital documents, which include Citizen Participation notices (e.g., complaint procedures, hearings notices), civil rights notices, and environmental review notices. *	<input type="text"/> 0 of 2000	<input type="text"/> 0 of 2000
Verbal / oral translation of vital documents on request *	<input type="text"/> 0 of 2000	<input type="text"/> 0 of 2000
Oral Interpretation for public meetings *	<input type="text"/> 0 of 2000	<input type="text"/> 0 of 2000
Referrals to community liaisons proficient in the language of LEP persons. *	<input type="text"/> 0 of 2000	<input type="text"/> 0 of 2000
Other LEP Services *	<input type="text"/> 0 of 2000	<input type="text"/> 0 of 2000



Civil Rights

Universal Civil Rights Policy Forms:

Remaining Civil Rights documents need to be uploaded to your organization's details page.

Person Information

Contract Specialist TDA

Organization Information

TXDOA Provider

Organization Information

Organization Members

Organization Details

Organization Details - CDBG Forms

Organization Details – CDBG Forms

Instructions: This form needs to be completed for any organization intending to apply for a CDBG application. Required fields are marked with an *

- Citizen Participation Plan and Citizen Complaint Procedures [Drag Files Here](#)
- Excessive Force Policy [Drag Files Here](#)
- Section 504 Policy and Grievance Procedures (if >=15 employees) [Drag Files Here](#)
- Section 504 Self-Evaluation Review [Drag Files Here](#)
- Fair Housing Policy [Drag Files Here](#)
- Code of Conduct [Drag Files Here](#)



Civil Rights

Forms not listed for upload to Group A,

CDV21-0108-GPA-01	Fair Housing Activities *	<input type="button" value="Select"/> Drag Files Here
Forms		6.06 KB
Performance Report Selection <input checked="" type="checkbox"/>	Required Non-discrimination Notices *	<input type="button" value="Select"/> Drag Files Here
Performance Report		6.06 KB
Group A <input type="button" value="!"/>	Grant Recipient employs 15 or more persons and is subject to all requirements of Section 504 *	Yes <input type="button" value="v"/>

Are to be uploaded to the Organizations Details page.

Organization Information	Citizen Participation Plan / Complaint Procedures	<input type="button" value="Select"/> Drag Files Here	<input type="button" value="Calendar"/> 1/1/2018
Test Grantee Organization		6.06 KB	
Organization Information	Excessive Force Policy	<input type="button" value="Select"/> Drag Files Here	<input type="button" value="Calendar"/> 1/1/2018
Organization Members		6.06 KB	

Questions/Comments



TEXAS DEPARTMENT OF AGRICULTURE
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TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Texas Community Development Block Grant Program

Acquisition

Administrator Workshop



Introduction

- Uniform Relocation Assistance (URA)
 - 49 CFR Part 24
- Purposes of URA
 - Owners of Real Property
 - Persons displaced
 - Acquiring entity (AE)
- Grant Recipient Responsibility



Applicability

- URA Acquisition rules apply when:
 - Simple title
 - Permanent easement
 - Temporary easement
 - Properties – life estate/life use
 - 15 or more years lease term
- URA does not apply when:
 - Property owner
 - Private-to private



Key Policies

- Real Property:
 - The term *real property* refers to land, and any buildings, structures, and equipment permanently attached or fixed to the land.
- Environmental and Acquisition
- Procurement and Acquisition
- Condemnation



Methods of Acquisition

- Donation
 - Owner agrees
- Just Compensation Purchase
 - Appraisal or valuation
- Negotiation Purchase
 - Different price
- Condemnation
 - Legal process



Acquisition



Donate

What is eminent domain?

KUT 90.5 | By [Nathan Bernier](#)

Published July 1, 2022 at 5:01 AM CDT



LISTEN • 9:47



Nathan Bernier / KUT

TxDOT's I-35 expansion project will have the biggest impact on properties along the east side of the upper decks. The upper decks will be removed and the highway's footprint widened to accommodate extra lanes.



Determining Voluntary or Involuntary

Voluntary Acquisition:

- With Eminent Domain Authority
 - Private property
- Without Eminent Domain Authority
 - Public property

Involuntary Acquisition



Documenting Compliance

Performance Report - ACQ

CSU21-0099-ACQ-01

Forms

Performance Report

Acquisition Plan

Status Options

Submit Performance Report

Tools

Landing Page

Acquisition Plan

New Note | Save

Last Saved 4/29/2022 9:12 AM

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

1. Identify the acquisition necessary for this project *

- No acquisition activity is required for this project.
- Acquisition is required and subject to the Uniform Relocation Act (URA)
- Non-URA Acquisition is required for this project

Attention

- Does this locality have the authority to exercise Eminent Domain is required.
- Description of Real Property to be Acquired is required.
- Map of Project Location is required.



TDA-GO Reporting

Acquired Parcels

CDV2021055-ACQ-01

Forms

Performance Report Selection

Performance Report

Acquisition Plan

Acquired Parcels

Acquired Parcels

New Note | Save | **Add** | Delete

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

Address of Property *

0 of 30

City, State, Zip Code *

Previous Owner *



Important Reminders

Funding

- No funds released until approved by TDA

Schedule

- Early step in the agreement
- Title research
- Timely submission

Questions/Comments



TEXAS DEPARTMENT OF AGRICULTURE
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COMMISSIONER SID MILLER

Texas Community Development Block Grant Program

Procurement and Labor Standards

Administrator Workshop



Procurement & Labor Intro

Intro to Procurement & Labors:

- Procurement procedures
- Labor standards laws and regulations
- Davis-Bacon Compliance & responsibilities



Pre-qualified Admin. Services

Pre-Qualified Grant Administrator/Planner list:

- List can be found on the CDBG Website
- Services below \$50,000



Construction Procurement Methods

Sealed Bid Procurement:

1. Prepare bid package
2. Comply with Davis-Bacon Act Requirements
3. Advertise for bids
4. Promote participation of Minority owned businesses and Section 3 business concerns
5. Hold bid opening
6. Evaluate and select the low bidder



Construction Procurement Methods

Small Purchase Procurement:

1. Prepare scope of request
2. Comply with Davis-Bacon Act requirements
3. Contact three vendors for quotes or estimates
4. Promote the participation of SBEs, MBEs, WBEs and Section 3 businesses
5. Evaluate responses and Select the lowest bidder



Construction Procurement Methods

Selecting the lowest bidder:

- SAM Clearance
- Award by governing body
- Prepare and execute contract/agreement



Labor Standards

Davis-Bacon Related Acts:

- Applies to contractors and subcontractors
- For federally funded or assisted contracts
- Contracts that exceed \$2,000
- For construction, alteration, or repair



Labor Standards Officer

Grant Overview

Instructions:

Please complete this page and press the Save button.

Required fields are marked with an *

Designated Personnel

Primary Administrative Contact within TDA-GO!

Name

Email

Phone Number

As the Authorized Official, I designate the following individuals to be responsible for critical program requirements:

- **Labor Standards Officer** - individual responsible for overseeing the labor standards portion of the contract for assuring compliance with all requirements under Chapter 7 of the TxCDBG Project Implementation Manual

0 of 100

- Civil Rights Officer - local official / staff member responsible for oversight and compliance of fair housing and equal opportunity activities as required by the TxCDBG Grant Agreement and Chapter 10 of the TxCDBG Project Implementation Manual

0 of 100

Authorized Official

Date



Labor Standards in TDA-GO

Obtain an Applicable Wage Decision for the project: <https://beta.sam.gov>

- For construction contracts over \$2,000



Sign In

Home Search Data Bank Data Services Help

Search

Select Domain **Wage Determinations** +

- By Wage Determination ID
- Construction (DBA)
- Service Contracts (SCA)
- Collective Bargaining Agreement (CBA)

Filter By -

Location

State

Texas x

Showing 1 - 25 of 285 results

Sort by
Published Date

Davis-Bacon Act WD #: TX20220231

State: Texas
Counties: Bexar

DBA Wage Determination

Modification Number

3

Construction Types

Building

Published Date

Apr 14, 2022

Davis-Bacon Act WD #: TX20220240

State: Texas
Counties: Comal

DBA Wage Determination

Modification Number

2

Construction Types

Building

Published Date

Apr 14, 2022



Materials and Service Report

Intro to the Materials and Service Report

CDM2021028-MSR-01

Materials and Services Record - Main Form

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

Forms

- Materials and Services Record Main Form
- MSR Labor Standards
- MSR Subcontractors

Status Options

- Submit Vendor Selection

Tools

- Landing Page
- Add/Edit People
- Status History
- Attachment Repository
- Modification Summary

Pre-Selection Information

Type of Work: *

- Administrative/Engineering/Professional Services
- Materials/Eligible Equipment Purchase
- Construction Services

Description of Work: *

0 of 500

Type of Procurement/Selection Process: *

Anticipated Date for Bid Opening/Responses: *



Labor Standards in TDA-GO

Initiate the Materials and Services Report from sidebar menu

The screenshot shows the 'Initiate Related Document' form in the TDA-GO system. The form is titled 'Initiate Related Document' and includes a close button (X) in the top right corner. Below the title, there is a instruction: 'Select a parent document and available related document. Use the Create button to initiate the related document.'

The form contains the following fields:

- Document Identifier:** A text input field with the placeholder text 'Search parent documents by identifier...'
- Parent Document:** A dropdown menu with 'CDV21-0108' selected.
- Available Documents:** A dropdown menu with 'Materials and Services Report 2021' selected. This field is highlighted with a red border.

At the bottom right of the form, there is a blue 'Create' button, also highlighted with a red border.

In the background, a sidebar menu is visible with the following items:

- Home
- Searches -
- CDV21-0108-MSR-01
- Modification Summary
- Document Validation
- Notes
- Print Document
- Related Documents (expanded)
- Initiate Related Doc. (highlighted with a red border)

The main content area shows a document titled 'CDV21-0108-MSR-01' with the following details:

- Template: Materials and Services Report
- Document Name: CDV21-0108-MSR-01
- Organization: Test Grantee C

Below the document details, there is a section for 'Obligations'.



Labor Standards in TDA-GO

MSR Status Options:

- Start a new change order
- Document the vendor contract as complete

CDV21-0118-MSR-01

▼ Forms

Materials and Services Record Main Form	<input checked="" type="checkbox"/>
MSR Labor Standards	<input type="checkbox"/>
MSR Change Orders	<input type="checkbox"/>
MSR Subcontractors	<input type="checkbox"/>

▼ Status Options

MSR Change Order in Process	<input type="checkbox"/>
MSR Contract Closeout in Process	<input type="checkbox"/>

▼ Tools



Labor Standards in TDA-GO

Materials and Services Record – Main Form

Home Administration Searches Reports

CL7219002-MSR-03

Materials and Services Record - Main Form

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

Pre-Selection Information

Type of Work: *

- Administrative/Engineering/Professional Services
- Materials/Eligible Equipment Purchase
- Construction Services

List of selection committee members:

Select Drag Files Here

Description of Work: *

Water improvements: 470 l.f. of water line, 240 l.f. bore, gate valves, fire hydrants.

186 of 500

Type of Procurement/Selection Process: *

Anticipated Date for Bid Opening/Responses: *

Pre-Selection Clearance

Relevant Environmental AUGF Date: *

Confirmed Bid Opening/Selection Date: *

10 Day Verification: *

LSO confirms the approved Wage Decision remains in effect: *

Posted to HUD Section 3 Portal and related sites: *



Labor Standards in TDA-GO

Complete Materials and Services Report (MSR)

TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Home Searches ▾

CDV2021055-MSR-02

Forms

Materials and Services Record Main Form ⓘ

MSR Labor Standards □

MSR Subcontractors □

Tools

MSR - Labor Standards

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

Wage Decision Number *	County Work Performed in *	Date WD Published *	Type of WD
<input type="text"/>	<input type="text" value="▼"/>	<input type="text" value="📅"/>	<input type="text"/>

Figure 1. Materials and Services Report – Labor Standards page



Labor Standards in TDA-GO

- Include Wage Decision in Bid Documents
- Ensure Wage Decision is current prior to bid opening

Pre-Selection Clearance

Relevant Environmental AUGF Date: *



9/11/2021

Confirmed Bid Opening/Selection Date: *



9/1/2021

10 Day Verification: *



8/31/2021

LSO confirms the approved Wage Decision remains in effect: *



Posted to HUD Section 3 Portal and related sites: *



8/29/2021



Labor Standards in TDA-GO

Section 3 Reminder

Pre-Selection Clearance

Relevant Environmental AUGF Date: *

Confirmed Bid Opening/Selection Date: *

10 Day Verification: *

LSO confirms the approved Wage Decision remains in effect: *

Posted to HUD Section 3 Portal and related sites: *



The screenshot shows the TDA-GO website interface. At the top, there is a navigation menu with "Public Reports" and "Login" highlighted. Below the menu, the main heading reads "Bid/Proposal Opportunities". A sub-heading states: "This report includes opportunities for which a bid date (or deadline for submittal of proposals) will occur within 10 days." Below this is a "Search Criteria" section with "Clear" and "Search" buttons. At the bottom, there is an "Export to Excel" button and a table header with columns: Grant_Number, Grant_Recipient, Bid_Opening, Description_of_Work, and Selection_Date.



Labor Standards in TDA-GO


Additional Wage Classifications

DBRA Additional Wage Rates

Proposed Additional Classifications	Date Submitted to DOL	Date Approved by DOL
a	 9/2/2021	 9/1/2021

DOL Form 1444

Select *Drag Files Here*

 handy smurf.png
119.52 KB ×



Change Orders In TDA-GO

How to initiate a Change Order in TDA-GO:

CDV21-0109-MSR-02

Forms

- Materials and Services Record Main Form ⓘ
- MSR Labor Standards ☐
- Final Wage Compliance ☐
- MSR Change Orders ⓘ**
- MSR Subcontractors ☐
- Work Completed ☐

Status Options

Tools

- Landing Page
- Add/Edit People
- Status History
- Attachment Repository
- Modification Summary
- Document Validation
- Notes
- Print Document

MSR Change Orders

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

Change Order # 1 *

MSR Updates

Justification for change: *

0 of 2000

Change to Contract Amount:

Change to Tx/CDBG Grant	\$ 25,000.00
Change to Match	\$ 1,000.00
Change to Additional Local Funds	\$
Total Change to Contract	\$26,000.00

Revised Date for Work to be Completed:



Change Orders In TDA-GO

MSR Labor Standards	<input type="checkbox"/>
Final Wage Compliance	<input type="checkbox"/>
MSR Change Orders	<input type="checkbox"/>
MSR Subcontractors	<input type="checkbox"/>
Work Completed	<input type="checkbox"/>
▼ Status Options	
▼ Tools	
Landing Page	
Add/Edit People	
Status History	
Attachment Repository	
Modification Summary	
Document Validation	

Will this change order: *	
Change existing line items?	<input type="text"/>
Add new line items?	<input type="text"/>
Change the contract duration?	<input type="text"/>
Increase the scope of work?	<input type="text"/>
Increase operation and maintenance costs?	<input type="text"/>
Change the number of beneficiaries, as identified in the TxCDBG contract?	<input type="text"/>
Create new circumstances or environmental conditions which may affect the project's environmental impact, such as concealed or unexpected conditions discovered during tactual construction?	<input type="text"/>
Alter the validity of TxCDBG contract special condition clearances and/or construction clearances required by other agencies?	<input type="text"/>

Partially executed construction change order: *

<input type="button" value="Select"/>	<i>Drag Files Here</i>
---------------------------------------	------------------------



Labor Standards in TDA-GO

Construction completion

**TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER**

Home Searches ▾

CDV21-0108-MSR-01

Forms

Materials and Services Record Main Form ⓘ

MSR Labor Standards ⓘ

Final Wage Compliance ✓

MSR Change Orders ✓

MSR Subcontractors ⓘ →

Work Completed ✓

Tools

Final Wage Compliance Information

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

Worker wage or equal opportunity complaints *

Description of Complaints

Violations of DBRA? *

Company Name (Including subcontractors) *	Names of Affected Employees *	Amount of Davis-Bacon Restitution Paid *	Amount of CWHSSA (overtime) Restitution Paid *	Davis-Bacon Wage Violation? *



Labor Standards in TDA-GO

CDV2021055-MSR-02

Forms

Materials and Services Record Main Form

Final Wage Compliance

MSR Change Orders

MSR Subcontractors

Work Completed

Status Options

Tools

Landing Page

Add/Edit People

Status History

Attachment Repository

Modification Summary

Document Validation

Work Completed

Instructions:

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

Date Work Completed (and inspected if required) *

Note: For Administrative services, completion date excludes preparation of Closeout documentation.

Contractual Liquidated Damages, if applicable

Note: Contractor will not be paid and Grant Recipient will not be reimbursed for these costs

Payment Outstanding to Vendor/Subrecipient *

Click [HERE](#) to generate a Certificate of Construction Completion.

Construction contracts only: upload a copy of the signed COCC. *

Section 3 Employee List.

Total Labor hours

Section 3 Labor Hours

Targeted Section 3 Labor Hours

TDA requires that the Grant Recipient ensure that **all** programmatic requirements are met, **all** claims and disputes have been settled, **all** warranties have been received, and **all** liens have been released prior to making the final payment of the retainage.



Compliance Findings

Common Labor Standard Compliance Findings:

- Awarding the contract prior to SAM clearance
- 10 Day wage verification
- Record Keeping

Questions/Comments



TEXAS DEPARTMENT OF AGRICULTURE
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Texas Community Development Block Grant Program

Reporting
(Group A, B , and C Documents)



Reporting in TDA-GO

TDA-GO Checklist				
All documents must be approved by TDA <i>before</i> submitting a payment request				
Form Title	Responsibility	Where to Find?	Details	Completed
Group A - Before 1st Payment Request				
Signatory Resolution (A100)	AO or PD	Grant Agreement> Application> Required Uploads	Verify Resolution has at least 2 signatory roles for payment requests	
Designated Personnel	AO	Grant Agreement> Award> Grant Overview	Primary Administrative contact	
			Labor Standards Officer	
			Civil Rights Officer	
Organization Details - Finance	AO or PD	Organization> Organization Details	W-9 and TIN	
		Email to CDBGReporting	Direct Deposit Authorization Form (Form 74-176)	
Organization Details - Civil Rights Policies	AO or PD	Organization > Organization Details-CDBG Forms	Fair Housing Policy/Proclamation (A1015)	
			Excessive Force Policy (A1003)	
			Section 504 Grievance Procedure (A1004)	
			Section 504 Self Evaluation (A1006)	
			Compliant Procedures (A1013)	
MSRs	PD or Consultant	Grant Agreement> Material and Services Reports	Administration (Prime)	
			Administration (Subcontractor, if applicable)	
			Engineering	
Group A	PD or Consultant	Grant Agreement> Performance Report GPA	Resolution adopting/reaffirming Community Policies	
			Section 3 Area Map	
			Fair Housing Activities	
			Non-Discrimination Notices	
Payment Request	PD or Consultant	Grant Agreement> Initiate Related Doc	Limited English Proficiency Plan	
			Requires 2 different authorized signatures	
Group B - Before 1st Construction Payment Request				
Environmental Review	PD or Consultant + AO	Performance Report - ENV		
Acquisition	PD or Consultant	Performance Report - ACQ		
Acquisition - Parcels	PD or Consultant	Performance Report - ACQ		
Wage Decision	PD or Consultant	MSR Main Form	Select Construction and describe type of work, click Save	
		MSR Labor Standards	Requires TDA approval <i>before</i> bid opening date	
MSR (1 for each as needed)	PD or Consultant	Material and Services Reports - Main Form	Construction (Prime)	
			Construction (Subcontractor, if applicable)	
Group B	PD or Consultant	Performance Report GPB	Section 3 Presentation	
			Temporary Signage (Photo)	
			Construction Award Date	
			Special Conditions	
Payment Request	PD or Consultant	Grant Agreement> Initiate Related Doc	Requires 2 different authorized signatures	
Group C - Before Final Construction Payment Request				
Final Wage Compliance Report	PD or Consultant	MSR- Final Wage Compliance	FWCR	
Certification of Construction Complete		MSR - Work Completed	COCC	

TxCDBG Program

Group A Documents



Group A Documents

Includes:

- Signatory Resolution
- Designated Personnel
- Direct Deposit
- W-9 and TIN
- Civil Rights Policies
- Material and Services Reports
- Resolution Adopting/Affirming Community Policies
- Section 3 Service Area Map
- Fair Housing Activity (A1007)
- Notice of Non-Discrimination (A1005)
- Limited English Proficiency



Group A Documents

Signatory Resolution

COMMISSIONER SID MILLER

TEXAS DEPARTMENT OF AGRICULTURE GRANTS ONLINE

Home Searches

CDV21-0118

Application

Applicant Contact Information

General Information

Project Feasibility Information

Community Needs Assessment

Project Beneficiaries and Locations

Budget Details

Required Uploads

Required Uploads

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

Please upload all required upload fields and save this page. Uploaded documents cannot be removed once the page is saved, but can be overwritten if necessary.

Resolution passed by the Applicant governing body, authorizing submission of the application *

Select Drag Files Here

Raptor4.jpg
39.39 KB

Evidence of public notice - public hearing *

Select Drag Files Here

Raptor5.jpg
29.62 KB

Evidence of public notice - application availability *

Select Drag Files Here

Raptor6.jpg
56.39 KB

Need to update?

Refer to form A100 and upload new form to **Grant Overview**



Group A Documents

Designated Personnel

CDV21-0105

CDV - Community Development Fund

Award

Agreement Certification

Grant Overview

Amendment

Amendment Request Form

Amendment Certification Form

▼ **Status Options**

Begin New Amendment

Begin Closeout

▼ **Tools**

Landing Page

Primary Administrative Contact within TDA-GOI

Name

Email

Phone Number

Pre-Award Project Verification [link generate report(s)] [Drag Files Here](#)

Grant Award Training complete

As the Authorized Official, I designate the following individuals to be responsible for critical program requirements:

- Labor Standards Officer - individual responsible for overseeing the labor standards portion of the contract for assuring compliance with all requirements under Chapter 7 of the TxCDBG Project Implementation Manual

0 of 100

- Civil Rights Officer - local official / staff member responsible for oversight and compliance of fair housing and equal opportunity activities as required by the TxCDBG Grant Agreement and Chapter 10 of the TxCDBG Project Implementation Manual

0 of 100

Authorized Official Date



Group A Documents

Organization Details (Finance)

Organization Information

Test Grantee Organization

Organization Information

Organization Members

Organization Details

Organization Details - CDBG Forms

Organization Details

W-9 ([About Form W-9, \(irs.gov\)](#)) [Drag Files Here](#)

Texas Payee Identification Number application ([Application for TIN](#)) [Drag Files Here](#)

Note: direct deposit bank account information will be requested separately for each grant

Upload Description	Document Upload	Effective Date
<input type="text"/>	<input type="button" value="Select"/> Drag Files Here	<input type="text"/> <input type="button" value="+"/>



Group A Documents

Organization Details – CDBG Forms (Civil Rights Policies)

- Organization Information
- Test Grantee Organization
- Organization Information
- Organization Members
- Organization Details
- Organization Details - CDBG Forms**

Organization Details - CDBG Forms

Print | Save
Last Saved 5/17/2022 7:19

Instructions:This form needs to be completed for any organization intending to apply for a CDBG application. Required fields are marked with an *

Upload Description	Upload	Effective Date
Citizen Participation Plan and Citizen Complaint Procedures	Select <i>Drag Files Here</i>	<input type="text"/>
Excessive Force Policy	Select <i>Drag Files Here</i>	<input type="text"/>
Section 504 Policy and Grievance Procedures (if >=15 employees)	Select <i>Drag Files Here</i>	<input type="text"/>
Section 504 Self-Evaluation Review	Select <i>Drag Files Here</i>	<input type="text"/>
Fair Housing Policy	Select <i>Drag Files Here</i>	<input type="text"/>
Code of Conduct	Select <i>Drag Files Here</i>	<input type="text"/>



Group A Documents

Material and Services Report

CDV21-0108-MSR-02

▼ Forms

Materials and Services Record Main Form

MSR Labor Standards

MSR Subcontractors

▼ Status Options

MSR Vendor Selection Submitted

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

Pre-Selection Information

Type of Work: *

Administrative/Engineering/Professional Services

Materials/Eligible Equipment Purchase

Construction Services

Description of Work: *



Group A Documents

Performance Report – GPA

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

**CDV21-0118-
GPA-01**

Forms

Performance Report

Group A

Status Options

Tools

Landing Page

Add/Edit People

Status History

Attachment Repository

Modification Summary

Document Validation

Notes

Group A Documents

Resolution adopting or reaffirming Community Policies *

Select Drag Files Here

CLB Pollock 2.9.13 my special thing for m...
333.59 KB x

Select Drag Files Here

CLB Pollock 2.9.13 my special thing for m...
333.59 KB x

Select Drag Files Here

Section 3 Service Area map *

Fair Housing Activities *

Required Non-discrimination Notices *

Grant Recipient employs 15 or more persons and is subject to all requirements of Section 504 *

New Note

Limited English Proficiency

Language Group Census Data - Table B16001	Estimated Group Population	Speaks English less than "very well"	Percent LEP
Total Community Population per Table B16001 *	5000	600	12.00%
Spanish *	720	349	6.98%
Other Language			0.00%

Based on local knowledge, does the population of the Benefit Area require LEP services not indicated by the Census community-wide language information? No

Please Explain: *

a

LEP Services	Description of All Resources Available to the Grant Recipient	Description of Resources to be Used for this Grant
Written Translation of vital documents, which include Citizen Participation notices (e.g., complaint	a	a

TxCDBG Program

Group B Documents



Group B Documents

Includes:

- Environmental Review
- Acquisition Plan
- Materials and Services Report
- Special Conditions
- Section 3 Presentation
- Temporary Signage (photo)



Group B Documents

Performance Report - ENV

CDV2021024-ENV-01

Forms

Performance Report

Environmental Review Main Form ⓘ

Environmental Review Checklist ⓘ

Environmental Review - Section 106 □

Environmental Review Part 55 □

Status Options

Environmental Review Main Form

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

Basic Information

Certifying Officer Name (see resolution) *	<input type="text" value="suzanne barnard"/> 15 of 100
Certifying Officer Title *	<input type="text" value="Director"/> 8 of 100
Environmental Review Preparer Name: *	<input type="text" value="Beth"/> 4 of 100

Description of Aggregated Project (must include work to be funded by TxDBG): *



Group B Documents

Performance Report - ACQ

CDV21-0118-ACQ-01

Forms

Performance Report

Acquisition Plan

Acquired Parcels

Acquired Parcels Summary

Status Options

Tools

Landing Page

Acquisition Plan

New Note | Last Saved 3/27/2022

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

1. Identify the acquisition necessary for this project *

No acquisition activity is required for this project.

Acquisition is required and subject to the Uniform Relocation Act (URA)

Does this locality have the authority to exercise Eminent Domain?

No, this Grant Recipient does NOT have the authority to exercise Eminent Domain for this project, and the project meets the requirements for voluntary acquisition.

Yes, Grant Recipient DOES have the authority to exercise Eminent Domain for this project, and the project meets all four of the following requirements for voluntary acquisition.

Yes, Grant Recipient DOES have the authority to exercise Eminent Domain for this project, and the acquisition for this project is considered involuntary.

Non-URA Acquisition is required for this project.



Group B Documents

cont. Performance Report - ACQ: Acquired Parcels

CDV21-0118-
ACQ-01

Forms

Performance Report

Acquisition Plan

Acquired Parcels

Acquired Parcels Summary

Status

New Note | Print | Save | **Add** | Delete

Acquired Parcels

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

Address of Property *

0 of 30

City, State, Zip Code *

Previous Owner *

New Owner *



Group B Documents

Wage Decision



Group B Documents

Materials and Services Reports

CDV21-0118-MSR-03

Materials and Services Record – Main Form

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

Pre-Selection Information

Type of Work: *

- Administrative/Engineering/Professional Services
- Materials/Eligible Equipment Purchase
- Construction Services

Description of Work: *

Installation of water line

26 of 500

Type of Procurement/Selection Process: * Sealed Bids - Traditional

Anticipated Date for Bid Opening/Responses: * 8/1/2022



Group B Documents

Special Conditions

CDV21-0118

Pre-Agreement Strategy

Certification

CDV - Community Development Fund

Award

Agreement Certification

Grant Overview

Amendment

Amendment Request Form

Amendment Certification Form

Status Options

AS the Authorized Official, I designate the following individuals to be responsible for critical program requirements:

- Labor Standards Officer - individual responsible for overseeing the labor standards portion of the contract for assuring compliance with all requirements under Chapter 7 of the TxCDBG Project Implementation Manual

4 of 100

- Civil Rights Officer - local official / staff member responsible for oversight and compliance of fair housing and equal opportunity activities as required by the TxCDBG Grant Agreement and Chapter 10 of the TxCDBG Project Implementation Manual

4 of 100

<input checked="" type="checkbox"/>	Authorized Official	Date
	Jane PD	01/06/2022

Agreement Special Conditions

Condition	Support Documents	TDA Accepted Date
	<input type="button" value="Select"/> Drag Files Here	<input type="button" value="Date"/>



Group B Documents

Performance Report-GPB

CDV21-0118-GPB-01

Forms

Performance Report

Group B

Status Options

Tools

Landing Page

Add/Edit People

Status History

Attachment Repository

Modification Summary

Group B

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

Upload the following documentation prior to requesting construction funds.

Section 3 Presentation to residents *

Select *Drag Files Here*

CDV21-0108 Section 3 Presentation.jpg
6.06 KB ×

Temporary Signage (photo) *

Select *Drag Files Here*

CDV21-0108 Temp Signage.jpg
6.06 KB ×

Award Date for construction/primary grant activity, as reported on MSR. *

All pre-construction special conditions have been satisfied *

TxCDBG Program

Group C Documents



Group C Documents

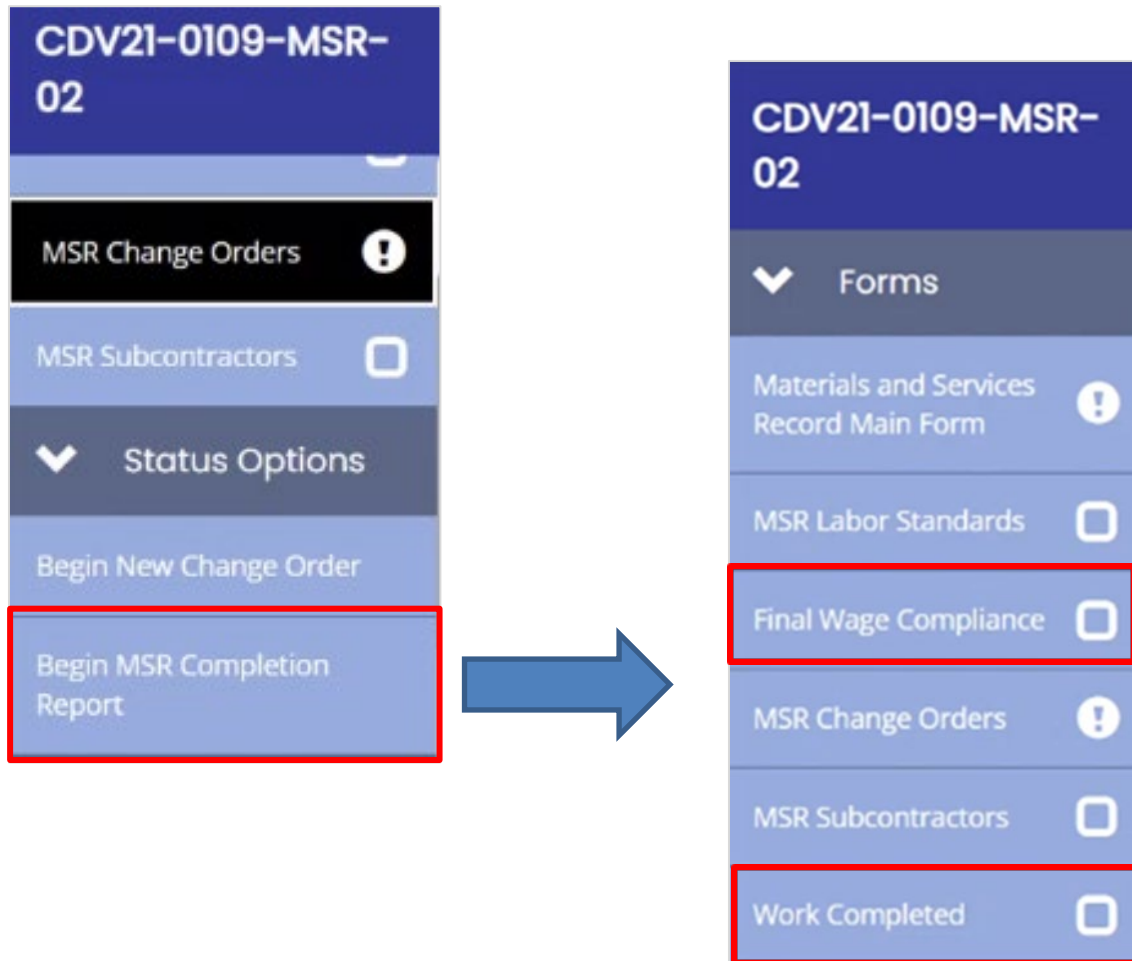
Includes:

- Final Materials and Services Report
 - Final Wage Compliance (FWCR)
 - Work Completed (COCC)
 - Section 3 Reporting Hours



Group C Documents

Complete FWCR and COCC





Group C Documents

Final Wage Compliance Report

CDV21-0109-MSR-01

Forms

- Materials and Services Record Main Form
- MSR Labor Standards
- Final Wage Compliance**
- MSR Change Orders
- MSR Subcontractors
- Work Completed

Status Options

- MSR Contract Completion Submitted

Worker wage or equal opportunity complaints *

Violations of DBRA? *

Request to reduce or waive labor-related liquidated damages less than \$100

Total amount of DBRA liquidated damages paid * \$

Total restitution owed to unfound workers * \$

Number of unfound workers *

Approved by LSO

LSO Name	Date Approved
<input type="checkbox"/>	



Group C Documents

Work Completed and Section 3 Report

CDV2021063-MSR-02

Forms

- Materials and Services Record Main Form
- Final Wage Compliance
- MSR Change Orders
- MSR Subcontractors
- Work Completed**

Status Options

- MSR Contract Completion Submitted
- MSR Vendor Selection Accepted

Tools

- Landing Page
- Add/Edit People
- Status History
- Attachment Repository

Work Completed

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

Date Work Completed (and inspected if required) *

Note: For Administrative services, completion date excludes preparation of Closeout documentation.

Contractual Liquidated Damages, if applicable

Note: Contractor will not be paid and Grant Recipient will not be reimbursed for these costs

Payment Outstanding to Vendor/Subrecipient *

Click [HERE](#) to generate a Certificate of Construction Completion.

Construction contracts only: upload a copy of the signed COCC. *

Section 3 Employee List.

Total Labor hours

Section 3 Labor Hours

Targeted Section 3 Labor Hours

TDA requires that the Grant Recipient ensure that **all** programmatic requirements are met, **all** claims and disputes have been settled, **all** warranties have been received, and **all** liens have been released prior to making the final payment of the retainage.

Select [Drag Files Here](#)

Select [Drag Files Here](#)

Certificate of Construction Completion (COCC)

This is to certify that all construction work has been completed and a final inspection of the project described below was conducted on: Contract was entered into on 03/23/2022 between the City of Sample and Acme Construction for Lift station rehab

This is to further certify that:

- The work has been completed in accordance with the plans and specifications and all amendments, change orders and supplemental agreements thereto.
- The sum of has been deducted from the final payment to the Contractor in accordance with any contract liquidated damages requirements, separate from any liquidated damages resulting from Davis-Bacon compliance.
- All programmatic requirements have been met, all claims and disputes have been settled, all warranties have been received, and all liens have been released.
- The Contractor has presented on behalf of itself and its sureties, satisfactory evidence that he or she will repair, replace and rectify any faulty workmanship and/or materials discovered in the work within a period of 12 months from this date, as provided in the Contract.
- All bills for materials, apparatus, fixtures, machinery, labor, and equipment used in connection with the construction of this project have been fully paid.
- Amount of Original Contract \$200,000.00
Cumulative Change Orders \$200,000.00
Final Amount of Contract \$226,000.00
Less Previous Payments
Less Deductions (from #2 above)
FINAL PAYMENT (Balance)
- The Final Payment above is now due and payable.

Certified by the following Engineer, Contractor, and Chief Elected Official/Designee

Engineer Chief _____ Elected Official/Designee _____
Title, Firm _____ Title, City/County _____
Contractor _____
Title, Firm _____

TxCDBG Program

Payment Request



Payment Requests

Status of Payment Request

CDV22-0018	Payment Request	Landing Page	
Address People	Payment Request 2022	Community Development Fund - 2022	Instance CDBG - Community Development Fund - 2022
Status History	CDV22-0018-PMT-01: Approved for Payment	Community Development Fund - 2022	Document Status Grant Agreement Executed
Attachment Repository			Your Role Project Director
Modification Summary			
Document Validation			
Notes			
Print Document			
Document Messages			
Related Documents			
Initiate Related Doc			
Payment Request			



Payment Requests

Start Payment Request

CDV22-0018

Document

Initiate Related Document

Select a parent document and available related document. Use the Create button to initiate the related document.

Document Identifier
Search parent documents by identifier...

Parent Document
CDV22-0018

Available Documents
Payment Request 2022

Create

Template
Community Dev

Document Name
CDV22-0018

Organization
Test Grantee Org

Status History

Attachment Repository

Modification Summary

Document Validation

Notes

Print Document

Document Messages

Related Documents

Initiate Related Doc

5:59:00 PM



Payment Requests

Review Balance Summary

CDV22-0018-PMT-02

- Forms
- Payment Request
- CDBG - Payment Request Summary
- Itemized Invoice List
- Status Options
- Submit Payment Request
- Tools
- Landing Page
- Add/Edit People

CDBG - Payment Request Summary

New M
Last Saved

Cost Category	Source Description	IDIS Number	Budget	Amount Requested	Drawn to Date	Remaining Balance	Match Amount	Match to Date
03L	2	4	\$100,000.00	\$0.00	\$0.00	\$100,000.00	\$0.00	\$0.00
Engineering	2	4	\$100,000.00	\$0.00	\$0.00	\$100,000.00	\$0.00	\$0.00
Admin	2	4	\$50,000.00	\$0.00	\$5,000.00	\$45,000.00	\$0.00	\$0.00
Total			\$250,000.00	\$0.00	\$5,000.00	\$245,000.00	\$0.00	\$0.00

Included in IDIS report on:



Payment Requests

Itemized Invoice List

CDV22-0018-PMT-02
Itemized Invoice List
New Note

- Forms
- Payment Request
- CDBG - Payment Request Summary
- Itemized Invoice List
- Status Options
- Submit Payment Request
- Tools
- Landing Page
- Add/Edit People
- Status History
- Attachment Repository
- Modification Summary
- Document Validation
- Notes
- Print Document
- Document Messages
- Related Documents
- Initiate Related Doc
- Application

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

Grant Contract Period: 04/04/2022 - 07/31/2022

Service Period: -

RTI, If applicable:

Final Payment Yes No

Payee	Invoice Date	Invoice Number	Cost Category	Invoice Amount	Grant Amount Requested	Match Amount	TDA Amount Disallowed	Invoice Notes
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	<input type="text"/>
Totals				\$0.00	\$0.00	\$0.00	\$0.00	

Additional Documentation
Please include any additional documentation and a description below.

Description Upload

All expenditures related to this agreement must be consistent with the \$783,007, the Texas Grant Management Standards (TxGMS) and any applicable Office of Management and Budget (OMB) or Code of Federal Regulations (CFR) requirements are provided for in the agreement. By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements, and receipts, are for the purposes and objectives set forth in the terms and conditions of the award. I am aware that false fictitious or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false claims, or otherwise."

Certified By Date

2nd Certified By (CDBG Only) Date

> Attention

TxCDBG Program

Amendment



Amendments

Starting an Amendment

The image shows a multi-step process for starting an amendment. It features three overlapping screenshots of a web application interface.

Document Landing Page: This is the top-most screenshot. It shows a sidebar on the left with a menu for 'CDV22-0011' containing 'Forms', 'Status Options', 'Begin New Amendment' (highlighted with a red box), 'Begin Closeout', and 'Tools'. The main content area is titled 'Document Landing Page' and contains a table with the following information:

Template	Community Development Block Grant 2022	Instance	CDBG - Community Development Fund - 2022
Document Name	CDV22-0011	Document Status	Grant Agreement Executed
Organization	Test Grantee Organization	Your Role	Project Director

Amendment Request Form: This is the middle screenshot, partially overlapping the landing page. It is titled 'Amendment Request Form' and includes instructions: 'Please complete this page and press save.' It shows a sidebar with a menu for 'CDV22-0011' containing 'Development Fund', 'Award', 'Agreement Certification', 'Grant Overview', 'Amendment', 'Amendment Request Form' (highlighted with a red box), and 'Proposed CDBG Performance Statement Revisions'. The main form area shows fields for 'Amendment #', 'Purpose', and 'Justification', each with a 'test' value.

Proposed CDBG Performance Statement Revisions: This is the bottom-most screenshot, overlapping the others. It is titled 'Proposed CDBG Performance Statement Revisions' and includes instructions: 'Please complete this page and press the save button. Required fields are marked with an *'. It shows a sidebar with a menu for 'CDV22-0011' containing 'Development Fund', 'Award', 'Agreement Certification', 'Grant Overview', 'Amendment', 'Amendment Request Form', and 'Proposed CDBG Performance Statement Revisions' (highlighted with a red box). The main form area includes an 'Amendment #' field and a 'Review Questions' section with the following question:

1. Does this Amendment meet the threshold to be considered a Significant Amendment?

- No, this request qualifies as a Minor Amendment.
- Yes, citizen participation requirements have been met.



Amendments

Required Forms

CDV22-0011

CDV - Community Development Fund

Award

Agreement Certification

Grant Overview

Amendment

Amendment Request Form

Proposed CDBG Performance Statement

Amendment Request Form

Instructions:
Please complete this page and press save.
Required fields will be marked with an *

Amendment # *

Purpose of Amendment *

4 of 100

Justification - Please explain why this Amendment is necessary. *

CDV22-0011

Development Fund

Award

Agreement Certification

Grant Overview

Amendment

Amendment Request Form

Proposed CDBG Performance Statement Revisions

Status Options

Submit Amendment Request

Proposed CDBG Performance Statement Revisions

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

Amendment #

For additional information and guidance, see TxCDBG Project Implementation Manual Chapter 11

Review Questions

1. Does this Amendment meet the threshold to be considered a Significant Amendment?

No, this request qualifies as a Minor Amendment.

Yes, citizen participation requirements have been met.

TxCDBG Program

PCR- Project Completion Report



PCR- Project Completion Report

Questions/Comments



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Texas Community Development Block Grant Program

Amendments

Administrator Workshop



Introduction

- What is an Amendment?
- Why do we need Amendments?



Minor vs. Full Amendment

- Full Amendment
- Minor Amendment

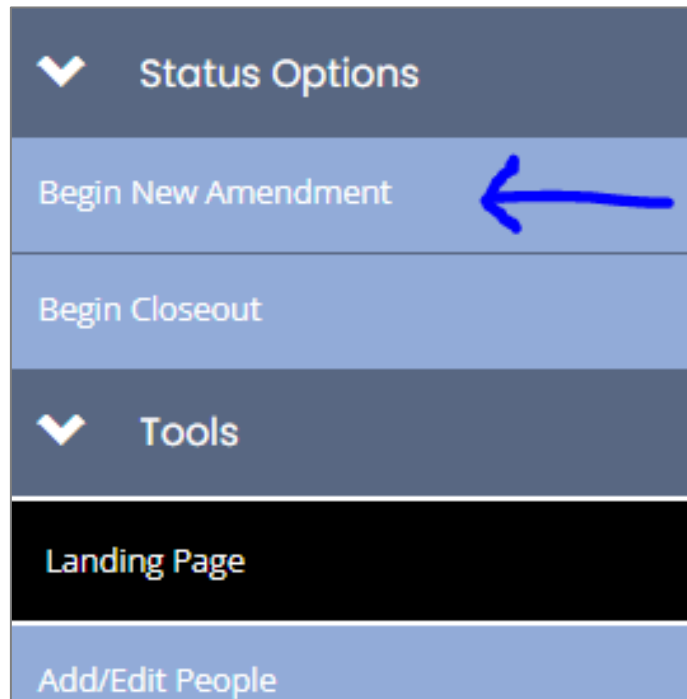
The following questions from the **Implementation Manual, Chapter 11, Section 11.1.1, Public Participation** will assist you in determining if the amendment will be a minor or full amendment:

Is This a Minor Amendment?	
Will the project as requested serve substantially the same beneficiaries as the current Performance Statement? <input type="checkbox"/> no change in beneficiaries, regardless of quantities; <input type="checkbox"/> increase in beneficiaries, but no new Benefit Area; or <input type="checkbox"/> decrease in beneficiaries of less than or equal to 25%—based on number of persons or households. AND <input type="checkbox"/> does not remove a section of the project to create two or more non-contiguous Benefit Areas.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are the activities' categories the same as the current Performance Statement?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the project still solve the same problem identified in the current Performance Statement?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If the answer to all three questions is Yes, respond "No" to Question 1 on the Proposed CDBG Performance Statement Revisions page</i> <i>If the answer to any question is No, public participation is required.</i>	



Standard Procedures

- Starting an Amendment
- Change Orders





Performance Statement Changes

- Revision to Original Project
- Additional Work
- Substitute Project

The screenshot displays a web interface for submitting an amendment. On the left is a navigation sidebar with the following items: 'Amendment Request Form' (highlighted in dark blue), 'Proposed CDBG Performance Statement Revisions', 'Status Options' (with a dropdown arrow), and 'Submit Amendment Request'. The main content area is titled 'Exhibit A' and contains the instruction: 'Check the box for each section of the Agreement where revisions are proposed.' Below this, a checkbox labeled 'A. Request to change Performance Statement / Scope of Work' is checked. A text box with a red border is titled 'Brief summary of requested changes. *' and contains the text: 'Remove 300 lf from the 6th street water line. As a result, remove 6 households from the 03j benefit area and 4 households from the 14A benefit area. The remaining beneficiaries will still receive the intended first-time water service.' The text box has a character count of '237 of 2000' at the bottom. Below the text box, a note states: 'Any updates the Performance Statement must be completed via Microsoft Word track changes. Please click [HERE](#) to generate the Performance Statement Track Changes.' The word 'HERE' is circled in pink in the original image.




Performance Statement Changes

Any updates the Performance Statement must be completed via Microsoft Word track changes. Please click [HERE](#) to generate the Performance Statement Track Changes.

Please upload Performance Statement Track Changes [HERE](#). *

Select *Drag Files Here*

 AAT Alibi.jpg
1.67 MB ×

Performance Report

Environmental Review Main Form

Environmental Review Checklist

Environmental Review - Section 106

Environmental Review Part 55

Environmental Review - Re-evaluation

▼ Status Options

required fields are marked with an *

Amendment Number:

0 of 20

Describe the project revisions that require re-evaluation

0 of 4000




A re-evaluation is required because of:

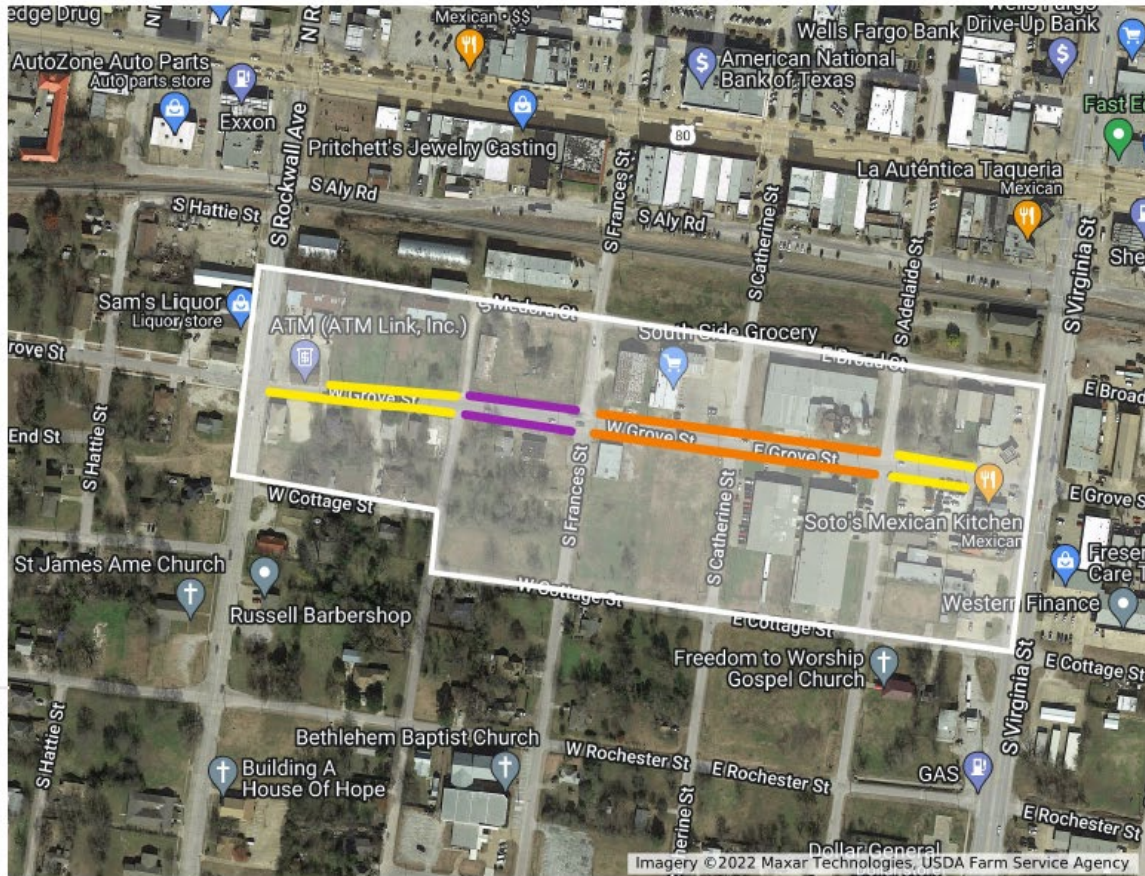
- Changes in the nature, magnitude or extent of the project, including adding new activities not anticipated in the original scope of the project.



Maps

LPST

-  New Alignment
-  New Alignment
-  New Alignment
-  New Alignment
-  Original Alignment (To Stay in the Project)
-  Original Alignment (To Stay in the Project)
-  Original Alignment (To Be Removed From Project)
-  Original Alignment (To Be Removed From Project)
-  Original Alignment (To Be Removed From Project)
-  Original Alignment (To Be Removed From Project)
-  Original Alignment (To Be Removed From Project)
-  Original Alignment (To Be Removed From Project)
-  Original Alignment (To Be Removed From Project)
-  Original Alignment (To Be Removed From Project)
-  Designated Slum & Blight Area





Budget Changes

Financial Thresholds:

- **Administrative** costs may not be more than **16%**
- **Engineering** costs may not be more than **25%**



Budget Changes

Exhibit B

Request Change to Budget

Cost Category	Current Agreement Amount	Requested Change *	Proposed Amount	Change as Percent of Total
03K	\$100,000.00	\$ 20,000	\$120,000.00	20.00 %
03L	\$200,000.00	\$ -30,000	\$170,000.00	-15.00 %
14A	\$0.00	\$ 10,000	\$10,000.00	%
Admin	\$30,000.00	\$	\$30,000.00	0.00 %
Engineering	\$30,000.00	\$	\$30,000.00	0.00 %
	\$0	\$ 0	\$0.00	0.00 %
Total	\$360,000.00	\$0.00	\$360,000.00	0.00 %

Amendment

Amendment Request Form

Status Options

Amendment Request Submitted

Amendment Request Cancelled

Tools

Landing Page

Add/Edit People

Status History

Attachment Repository



Agreement Period Extensions

C. Timeline

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

Pre-Agreement Cost Begins:	5/3/2021
Grant Contract Period Begins:	3/1/2022
Environmental Review/Plans & Specifications Recommended to be Complete:	9/1/2022
Group B Forms Required to be Complete:	3/1/2023
Project Recommended to be Complete, including inspections:	11/1/2023
Grant Contract Period Ends:	2/29/2024
Final Payment and Closeout Documentation Required to be Submitted:	4/29/2024

Amendment

Amendment Request Form

Status Options

Amendment Request Submitted

Amendment Request Cancelled

Check the box for each section of the Agreement where revisions are proposed.

A. Request to change Performance Statement / Scope of Work

C. Request Change to Timeline

	Current Date	Proposed Date *
Grant Contract Period Ends:	08/31/2023	<input type="text"/>



Submitting Your Amendment

Additional Supporting Documents

Description

Upload

Select

Drag Files Here

Amendment

Amendment Request Form



Proposed CDBG Performance Statement Revisions



▼ Status Options

Submit Amendment Request

Amendment Request Cancelled

ntee Organization

Authorized Official

12/31/2022 1

Status Change Message

This application's status has been updated to Amendment Request Submitted.

OK

Statement Revisions

▼ Status Options

Amendment Request in Process (CDBG)

▼ Tools

Landing Page

Attachments Repository

Attachments Repository

▼ Status History

Attachments Repository

▼ Document Status History

Status	Date/Time	Person	Notes
Amendment Request Submitted	3/11/2022 3:15:29 PM	Mary Sue	remove water line on 6th street
Amendment Request in Process (CDBG)	3/11/2022 2:54:47 PM	Mary Sue	remove water line at 6th street
Amendment Request Cancelled	3/11/2022 2:51:12 PM	Mary Sue	need to get more information
Grant Agreement Executed	3/11/2022 2:51:12 PM	Mary Sue	need to get more information
Amendment Request in Process (CDBG)	3/11/2022 2:41:35 PM	Mary Sue	remove 300 l.f. water line on 6th street
Amendment Request Cancelled	3/11/2022 11:21:45 AM	Mary Sue	
Grant Agreement Executed	3/11/2022 11:21:45 AM	Mary Sue	
Amendment Request in Process (CDBG)	3/11/2022 11:21:01 AM	Mary Sue	



Submitting Your Amendment

- Amendment
- Amendment Request Form
- Amendment Certification Form**
- ▼ Status Options
- Send Amendment to TDA for Signature
- ▼ Tools
- Landing Page

Authorized Signatory.

Each person signing the Agreement Amendment 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 Amendment.

This Agreement Amendment 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.

<input type="checkbox"/>	Signature of Grant Recipient Authorized Official	Date
<input type="checkbox"/>	Signature of TDA Authorized Official	Date
<input type="checkbox"/>		

Questions/Comments



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Texas Community Development Block Grant Program

Monitoring

Administrator Workshop



Role of Compliance Monitor

- Review Grant Recipient's Performance
- Review Records
- Prevent Fraud
- Identify Corrective Action
- Technical Assistance



Review Types

- Self-Monitoring Review
- Desk Review
- On-Site Review



Self-Monitoring Review

- Projects generally rated as “low-risk”
- 10% selected for desk review
- Receive a comprehensive financial review



Desk Monitoring Review

- Projects generally rated as “medium-risk”
- Interim Reviews
- Randomly selected low-risk agreements
- TDA reserves the right to conduct a desk review



On-Site Monitoring Review

- Projects specifically requiring on-site review
- Projects generally rated as “high-risk”
- A complaint is received by TDA
- Randomly selected low-risk agreements
- TDA reserves the right to conduct an on-site review



Monitoring Procedures

- Monitoring Review takes place in TDA-GO

CDV21-0108-MON-04		
Forms		
Monitoring Documentation Request <input checked="" type="checkbox"/>		
Labor Standards (Self Monitoring) <input type="checkbox"/>		
Civil Rights Review (Self Monitoring) <input type="checkbox"/>		
Procurement (Self Monitoring)	<input type="checkbox"/>	
Labor Standards (Self Monitoring)	<input checked="" type="checkbox"/>	
Civil Rights Review (Self Monitoring)	<input checked="" type="checkbox"/>	
Force Account (Self Monitoring)	<input type="checkbox"/>	
Financial Management	<input checked="" type="checkbox"/>	<input type="button" value="Select"/> <i>Drag Files Here</i>
Environmental Review - Post Release	<input type="checkbox"/>	<input type="button" value="Select"/> <i>Drag Files Here</i>
Acquisition of Real Property	<input type="checkbox"/>	<input type="button" value="Select"/> <i>Drag Files Here</i>



Monitoring Procedures

- Complete all sections requested

CDV21-0108-MON-04

Forms

- Monitoring Documentation Request
- Working Papers
- Environmental Review - Post Release Review (Self Monitoring)
- Acquisition of Real Property (Self Monitoring)
- Procurement (Self Monitoring)

Required fields are marked with an *

Materials / Services Provider Name

Type of Procurement

- Administrative or Professional Services
- Administrative or Professional Services (Pre-Qualified)
- Administrative or Professional Services (Non-competitive)
- Engineering/Architectural Services
- Engineering/Architectural Services (Non-competitive)
- Construction Services/Materials - Sealed Bid
- Construction Services/Materials - Small Purchase



Monitoring Procedures

- Complete each question
- Include clarification when appropriate
- Self-Report Findings and submit CAP

CDV21-0108-MON-04 Forms Monitoring Documentation Request <input checked="" type="checkbox"/> Working Papers <input type="checkbox"/> Environmental Review - Post Release Review (Self Monitoring) <input type="checkbox"/> Acquisition of Real Property (Self Monitoring) <input type="checkbox"/> Procurement (Self Monitoring) <input type="checkbox"/> Labor Standards (Self Monitoring) <input type="checkbox"/>	competitive negotiation before contracting for services?			
	P-02	Did the Grant Recipient execute an interlocal agreement or subrecipient agreement with a nonprofit public agency for these services?	No	Type of entity: (ex. Council of Government, Public Housing Authority, utility district)
	P-03	Did the Grant Recipient receive approval for any other alternative method of procurement before contracting for services?	No	Identify Approved Method
	Questionnaire II – Construction Services, Sealed Bid			
P19	Does the bid packet clearly identify the basis upon which the contract will be awarded, including clear descriptions of alternative work that may be considered, alternative selection criteria (if approved), separate contracts that may be awarded from the same bid, etc.	Yes		
P20	Were the notices for construction bids published in a newspaper in the municipality (city), or of general circulation (county), or posted in public places (if there is no such local newspaper) for two consecutive weeks (publications at least seven days apart)?	Yes	Clarification - Name of local newspaper (or location of posting)	Comal County News
P20.1			First notice date	June 1, 2022
P20.2			Second notice date	



Decision Categories

- The Grant Recipient was in compliance
- Project achievements were substantially the same
- Concerns about the project's performance
- TA was provided or is necessary
- Findings are revealed



Non-Compliance Procedures

Violation

Amount of Reduction

- | | |
|---|-----|
| ⇒ Acquisition | 10% |
| ⇒ Environmental clearance | 15% |
| ⇒ Equal opportunity/fair housing | 10% |
| ⇒ Labor standards | 15% |
| ⇒ Financial management | 10% |
| ⇒ Inaccurate, incomplete, or delinquent reporting | 10% |
| ○ Progress Reports | |
| ○ Project Completion Report | |
| ○ Section 3 Reports | |
| ○ Required written response failing to meet an established due date | |



Corrective Action Plan (CAP)

1. Acknowledgment
2. Identify the cause
3. Identify parties to the CAP
4. Identify the certifying official
5. Date of implementation
6. Acknowledge outcome of future sanctions



Administratively Complete

- Administratively Complete notice issued:
- Project objectives have been fulfilled
 - Findings/concerns have been satisfactorily resolved.
 - Related expenditures have been accepted

Questions/Comments



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Texas Community Development Block Grant Program

Closeout

Administrator Workshop



Grant Closeout Agreement

The Closeout Process:

- Performance Reports
- MSR's
- Special Conditions
- All cost paid, and "Final"



Closeout Components

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



Project Completion Report

▼ Status Options

Begin New Amendment

Begin Closeout

▼ Tools

CDV2021055

TDA Comments

Closeout

CDBG Project Completion Report

Direct Beneficiaries Form

▼ Status Options

Submit Closeout

Cancel Closeout Step

▼ Tools

Landing Page

Add/Edit People

Confirmation of Final Project Details

Grant Overall Status

Generate and review each document and check box to confirm that the report is accurate and complete.

Financial Report/Certificate of Expenditure *	Generate Report	<input checked="" type="checkbox"/>
Cumulative Itemized Invoice List *	Generate Report	<input checked="" type="checkbox"/>
Status of Final Payment *		<input type="radio"/> Submitted/Pending Approval
Total unused funds (Deobligate this amount) *		\$ <input type="text" value="0.00"/>
Amendment Summary *	Generate Report	<input checked="" type="checkbox"/>
Key Dates Report Summary *	Generate Report	<input checked="" type="checkbox"/>
Materials and Services Summary Report *	Generate Report	<input checked="" type="checkbox"/>
Other Costs Summary *	Generate Report	<input checked="" type="checkbox"/>
Monitoring Review Summary *	Generate Report	<input checked="" type="checkbox"/>



Financial/Expenditures Report

CDV2021055

Closeout

CDBG Project Completion Report

Direct Beneficiaries Form

Confirmation of Final Project Details

Grant Overall Status

Generate and review each document and check box to confirm that the report is accurate and complete.

Financial Report/Certificate of Expenditure * Generate Report

Cumulative Itemized Invoice List * Generate Report

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%



Grant Performance

CDV2021055

Closeout

CDBG Project Completion Report

Direct Beneficiaries Form

▼ Status Options

Submit Closeout

Cancel Closeout Step

▼ Tools

Landing Page

Add/Edit People

Grant Performance

Performance Statement * Generate Report

Are any of the beneficiaries receiving a direct benefit? (e.g. First-time Service)? * Yes No

Evidence of Direct Benefit *

Final Project Map, locations of work completed *

Final Project Invoice(s) (construction or other final product) *

Calculation of unit conversion

Select *Drag Files Here*

Dragon1.jpg
6.06 KB ×

Select *Drag Files Here*

Dragon1.jpg
6.06 KB ×

Select *Drag Files Here*

Dragon1.jpg
6.06 KB ×

< Previous Form

Next Form >



Direct Beneficiaries

CDBG Project Completion Report

Direct Beneficiaries Form

▼ Status Options

Grant Performance

Performance Statement *

Generate Report



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

Yes No

Evidence of Direct Benefit *

Select

Drag Files Here

CDV2021055

CDBG Project Completion Report

Direct Beneficiaries Form

▼ Status Options

Submit Closeout

Cancel Closeout Step

▼ Tools

Landing Page

Add/Edit People

Status History

Attachment Repository

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:	%



Section 3

Section 3

Were Employment Opportunities Identified?

Yes No

If yes, include the number of new opportunities and success in recruiting Section 3 workers in the Other Efforts field below

Qualitative Efforts - Check all that apply:

- Attempted to recruit low-income residents through: local advertising media, signs prominently displayed at the project site, Contacts with the community organizations and public or private agencies operating within the metropolitan area (or nonmetropolitan county) in which the Section 3 covered program or project is located, or similar methods.
- Participated in a HUD program or other program which promotes the training or employment of Section 3 residents.
- Participated in a HUD program or other program which promotes the award of contracts to business concerns which meet the definition of Section 3 business concerns.
- Coordinated with Youthbuild Programs administered in the metropolitan area in which the Section 3 covered project is located.
- Other efforts from Section 3 policy adopted by Grant Recipient:

Other efforts explanation *

0 of 4000



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 the CDBG Grant Closeout Form. On the left is a vertical navigation menu with the following items: "Closeout" (highlighted in dark blue), "CDBG Grant Closeout Form" (with a checkmark icon), "Direct Beneficiaries Form" (with a checkmark icon), "Status Options" (with a dropdown arrow), "Closeout Submitted", and "Tools" (with a dropdown arrow). The main content area is titled "CERTIFICATION" and contains the following 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). *". Below this text is a checkbox. To the right of the checkbox are the labels "Authorized Official Name" and "Date/Time Label". Below the checkbox is the section "For TDA Use" with the text "Actual accomplishments, confirmed by Grant Specialist" and a text input field.



Grant Closeout

Grant agreement is closed when:

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

Questions/Comments



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Texas Community Development Block Grant Program

Force Account

Administrator Workshop



Force Account

Force Account Is:

- Performed by municipal or county employees.
- Must be approved by TDA
- Requested using form A808 - request to use force account
- Is not subject to Davis-Bacon
- Can be used for administration and/or engineering



Force Account

Request to use Force Account:

Award	
TDA Grant Comments	<input type="checkbox"/>
Pre Award Review	<input type="checkbox"/>
Grant Agreement Details	<input checked="" type="checkbox"/>
Agreement Certification	<input checked="" type="checkbox"/>
CAPPS Information	<input checked="" type="checkbox"/>
Grant Overview	<input checked="" type="checkbox"/>

Force Account

Force Account labor requested for (check all that apply)

- n/a no Force account labor requested
- Administrative services
- Engineering services
- Construction services
- Other

Request/Justification to Use Force Account

Personnel/Equipment costs (see Form A800)

Certificate of Completion

Other Documentation

Date Approved by TDA Specialist

Select *Drag Files Here*

Select *Drag Files Here*

Select *Drag Files Here*

Select *Drag Files Here*





Force Account

- Advantages of Force Account:
- Disadvantages of Force Account:





Force Account

Allowable Force Account Costs

- Material Costs
- Equipment Costs
- Personnel Costs



Force Account – Record Keeping

Required Documentation:

- Employees Personnel policies
- Personnel Cost Calculation Sheet
- Time sheets
- Equipment Cost Calculation Sheet
- Construction Personnel Time Sheet
- Invoices
- Cancelled checks for:
 - Construction materials and supplies



Force Account

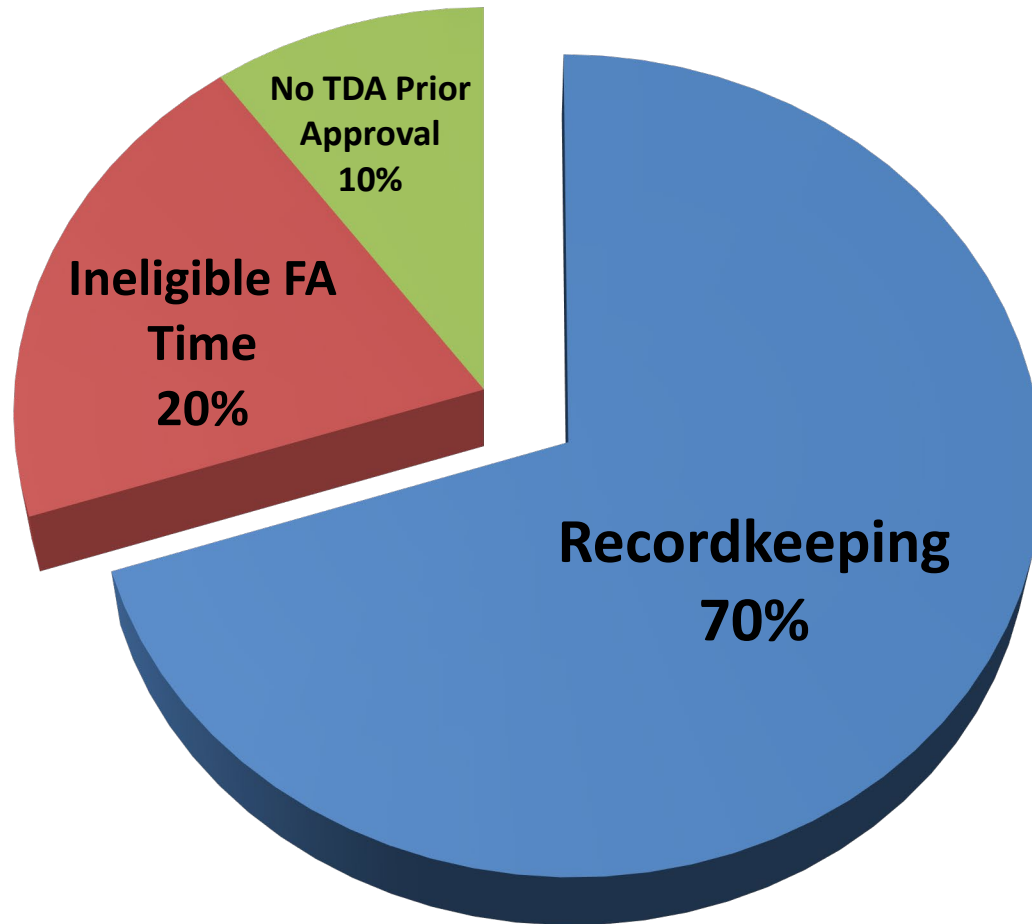
Where does it go in TDA-GO?

The screenshot shows the 'Force Account' section of the TDA-GO system. On the left is a navigation menu with items like 'Pre-Agreement Strategy', 'Certification', 'CDV - Community Development Fund', 'Award', 'Grant Overview', and 'Amendment'. The main content area is titled 'Force Account' and includes a list of labor types with checkboxes: 'n/a no Force account labor requested', 'Administrative services', 'Engineering services', 'Construction services', and 'Other'. Below this are several upload fields, each with a 'Select' button and 'Drag Files Here' text. The 'Personnel/Equipment costs (see Form A800)' field is highlighted with a red border. Other fields include 'Request/Justification to Use Force Account', 'Certificate of Completion', and 'Other Documentation'. At the bottom, there is a 'Date Approved by TDA Specialist' field with a calendar icon.

Note: This is also where you will upload the Force Account COCC



Force Account: Compliance Findings



Questions/Comments



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