



Texas Department of Agriculture
Texas Community Development Block Grant Program
PO Box 12847
Austin, TX 78711

POLICY ISSUANCE

CDBG 13-01

EFFECTIVE DATE: February 1, 2013
SUBJECT: Original Signatures on Request for Payment Forms

PURPOSE:

The Texas Community Development Block Grant Program (TxCDBG) provides a way for eligible applicants to receive funds to meet national program objectives that benefit low and moderate income (LMI) persons, meet urgent needs, or eliminate slums or blight.

BACKGROUND:

The goal of the Program, as stated in the Housing and Community Development Act of 1974 (as amended), is to develop "communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low- and moderate-income persons."

HUD regulations governing the program are found at 24 CFR Part 570. Texas administrative rules governing the program are found in the Texas Administrative Code, Title 4, Part 1, Chapter 30, Subchapter A, Division 1.

ACTION:

This Policy Issuance eliminates the requirement of the receipt of a Request for Payment Form bearing **original** authorized signatures prior to TDA's processing of the Request for Payment from a Grant Recipient.

No change is made to the Request for Payment Form itself. TDA staff will process Requests for Payment based on a photocopy of all required documents rather than requiring the form bearing the **original** authorized signatures prior to processing the Request. Grant Recipient shall maintain the Request for Payment Form bearing the **original** authorized signatures in their local file and shall submit **copies** to TDA for processing.

TDA will NOT accept any Request for Payment that is not **signed** or is not **dated** by the authorized signatory. These Requests will be considered incomplete and the Grant Recipient will receive a notice declining the Request.

TDA will accept Requests for Payment with accompanying backup documentation in three ways:

- 1) Printed documents mailed or delivered to TDA Headquarters in Austin, TX;
- 2) Emailed documents up to ten (10) pages in length sent to CDBG_Draws@TexasAgriculture.gov; or
- 3) Faxed documents up to ten (10) pages in length sent to 888-216-9867.

If the Request for Payment with accompanying documentation exceeds ten (10) pages, the Grant Recipient **must** submit a printed copy of the Request for Payment.

Emailed Requests for Payment **must** be directed to CDBG_Draws@TexasAgriculture.gov; please DO NOT also copy the Contract Specialist. To avoid any delay in the routing of the request, please include as the subject line:

Contract Number, Grant Recipient Name, Draw Number, Contract Specialist Name

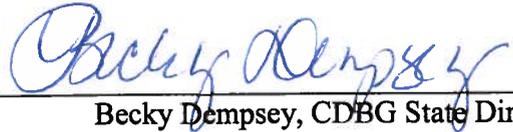
Please note that emails with attachments exceeding ten (10) megabytes cannot be accommodated by the TDA email system.

This action is intended to improve efficiency in the timeliness of reimbursements to Grant Recipients and address HUD requirement for funds to be drawn within certain timelines.

EFFECTIVE DATE:

All guidance in this document is effective immediately, as of the date of this policy issuance.

Thank you for your efforts to ensure compliance with all federal, state and program requirements. If you have any questions or if we can provide any further assistance, please contact me, or Manager of Project Management Suzanne Barnard at 512-936-0247 or Suzanne.Barnard@TexasAgriculture.gov.



Becky Dempsey, CDBG State Director
Texas Community Development Block Grant Program

**TxCDBG Project Implementation Manual:
Chapter 2, Form A203**

A203

**Instructions for
Request for Payment Form**

INSTRUCTIONS FOR COMPLETION OF REQUEST FOR PAYMENT FORM

The Grant Recipient must submit one copy of this signed form to TDA and maintain the signed original form in Grant Recipient's local files. The following information must be complete:

- Grant Recipient: Type the name of the Grant Recipient requesting payment.
- Contract Number: This should be the six-digit number assigned to the Grant Recipient's contract.
- Request #: This should be next in numerical order after the last request.
- Region: This should indicate the Grant Recipient's planning region of the 24 within the State of Texas.
- Contract Period: This is the total contract period assigned to the contract including any approved contract extensions.
- Period Covered by This Report: List the beginning and ending date for the period of time in which the costs were incurred. This period of time does not necessarily have to start up after the period of time in your last request. These periods may overlap or leave gaps from previous payment requests. This period should fall within the contract period except for any audit costs that were reserved on the Certificate of Completion.

Budget Table (completed using the table in the middle of the form):

Column A: Select each activity line item in the contract budget regardless if there is any activity on this request. (Click the "+" button to the right of the table to add a new activity row.) Manually type in the activity line item if it does not appear in the selection.

Column B: Enter the current TxCDBG budget for each activity including any amendments and budget modifications. The total of Column B should always equal the total TxCDBG budget of the contract.

Column C: Enter the amount requested in this Request for Payment by activity. If there is not any activity for this line item draw, leave the space blank.

Column D: Enter the total of all prior requests by line item.

Local Match Amount Spent to Date: enter the value of any local funds expended or costs incurred to date for this contract.

The "Remaining Funds" column of the table and the "Total Grant Funds Requested to Date" and "Total Match Funds Expended to Date" box below the table are automatically calculated.

Remarks: The Remarks section may be used for any comments; however, if construction funds are drawn and 0% match is reported, an explanation must be provided.

Certification: Enter the name and the title of the individuals authorized to sign.

Print, sign, and date Form A203. Submit two copies of this signed form to TDA and maintain the signed original form in the Grant Recipient's local files.