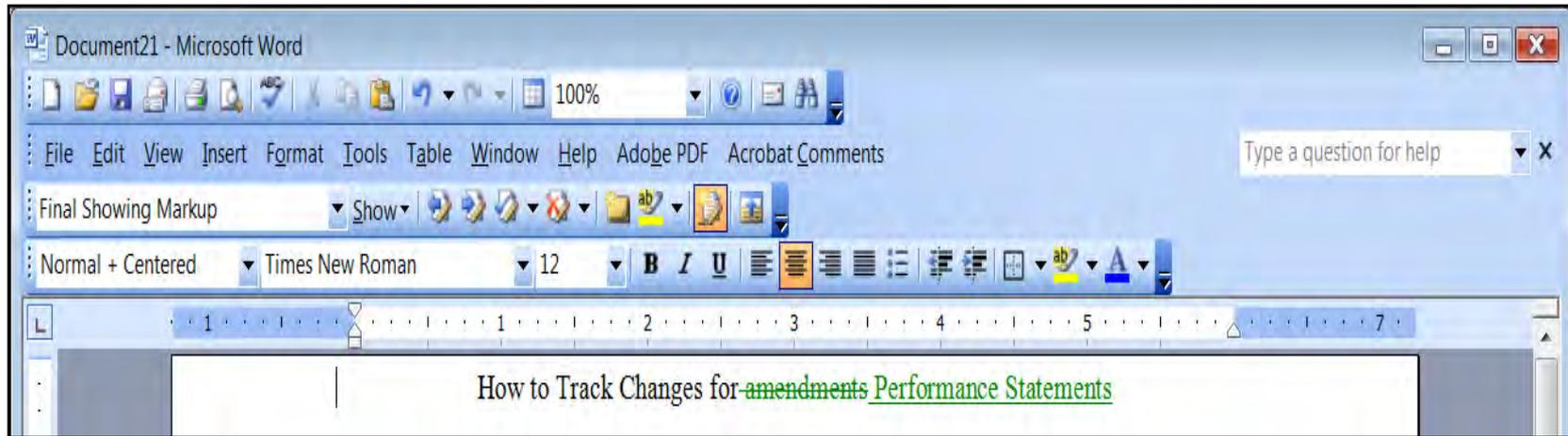
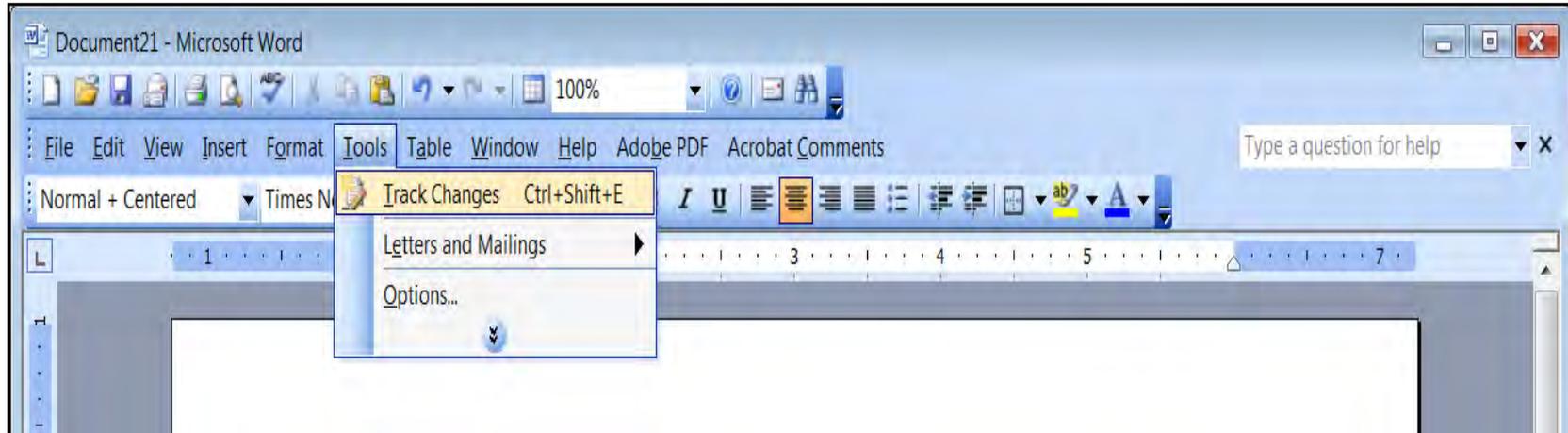


Track Your Changes



Performance Statement Modification

Is this a Modification?

Will the project as requested serve the same number of beneficiaries as the current Performance Statement?

Yes No

- no change in beneficiaries, regardless of quantities;
- increase in beneficiaries, but no new target area; or
- decrease in beneficiaries of less than or equal to 25% (based on number of persons or households).

Are the activities' categories the same as the current Performance Statement?

Yes No

Does the project still solve the same problem identified in the current Performance Statement?

Yes No

If the answer to all three questions is "Yes", the requested change may be submitted as a Modification. However, TDA reserves the right to require a full amendment at its discretion.

If the answer to any question is "No," please submit the requested change as a Contract Amendment or contact your Contract Specialist for further guidance.

Performance Statement Modification

Each request for a Performance Statement Modification will be reviewed by TDA to ensure that the proposed changes:

- ✓ Do not require an amendment;
- ✓ Do not change the scope of the project, and;
- ✓ Continues to meet a National Program Objective.

If the changes to the Performance Statement will also require a change to the TxCDBG contract Budget, or a change order to the construction contract, these items should be submitted with the Performance Statement request.

Performance Statement Amendment: Requiring Citizen Participation

- Substantial changes to the Performance Statement require full contract amendments and will only be considered after the citizens of the Grant Recipient have had an opportunity to comment on the proposed changes.
- Citizen Participation is required for amendments that propose changes that do not meet the qualifications for a Performance Statement modification.

Required Documentation: Amendments

In addition to the documents required for Performance Statement change requests, the following items are also required for a contract amendment:

- Confirmation that the project will meet Exhibit C milestones (Exhibit C, Project Implementation Schedule to the TxCDBG contract) by the required dates OR a revised Exhibit C proposing a new timeline for completion;
- A resolution from the local governing body (i.e., city council or commissioner's court) that indicates support for the proposed changes; and
- Public notice of the public hearing held regarding the amendment.

Budget Changes

- A Grant Recipient may request to transfer TxCDBG funds between budget categories in order to reflect the actual costs of the project.
- If the changes to the Budget will also require a change to the TxCDBG Performance Statement, or a change order to the construction contract, these items should be submitted with the Budget change request.

Budget Changes: Limits

- Requests to move TxCDBG funds from construction and/or acquisition activities to Engineering or General Administration activities **must be submitted to TxCDBG prior to the date of the final inspection** documented on the Certificate of Construction Completion (COCC).
- TDA will not approve a budget change to allow the General Administration activity grant funds to exceed 16% of construction and acquisition/relocation grant funds.
- If a proposed budget change causes the Engineering activity grant funds to exceed 25% of construction and acquisition/relocation grant funds, additional justification must be submitted for TDA approval and may not be approved.

Budget Modifications

A Grant Recipient may request to transfer funds between budget categories identified in the Budget without triggering an amendment to the original contract if:

- ✓ The cumulative dollar amount of transfers among budget categories is less than or equal to 20% of the total amount of the contract as specified in Exhibit B of the TxCDBG contract;
- ✓ The transfer of budgeted funds will not change the scope or objective of the project(s) funded through the TxCDBG contract; and
- ✓ If funds are to be transferred into professional services, the total dollar amount in the line item does not exceed the following:
 - General Administration – 16%.
 - Engineering (all line items) – 25%.

Budget Amendment

A contract budget amendment is necessary whenever a transfer of contract funds between budget categories is greater than 20% of the contract amount, or

- Results in changes in the scope of the project funded.
- A Budget Amendment is also required for budget changes resulting in an engineering budget that exceeds 25% of the total grant construction and acquisition budgeted funds.

Contract Period Extensions

When considering a contract extension amendment, TDA will only consider circumstances clearly beyond the control of the Grant Recipient.

Contract extensions always require a Contract Amendment.

To avoid interruptions to the contract or possible exclusion of reimbursement for project costs, Grant Recipients should submit a request for a contract extension as soon as a delay is foreseen. Contract extension requests should be submitted approximately **sixty (60) days prior to the expiration date** of the contract.

Contract Period Extensions (Cont.)

A request for contract extension received **less than 30 calendar days** prior to the expiration date **will only be considered** if:

- The project was reasonably expected to be completed within the contract period; **AND**
- Either a natural disaster event, documented by **presidential or governor's declaration, or a decision** by a federal or state agency occurred in the 60 days prior to the contract expiration date which prevented **the chief elected official from certifying the project's** completion. Normal weather conditions are not considered extenuating circumstances.

Extension Request Documentation

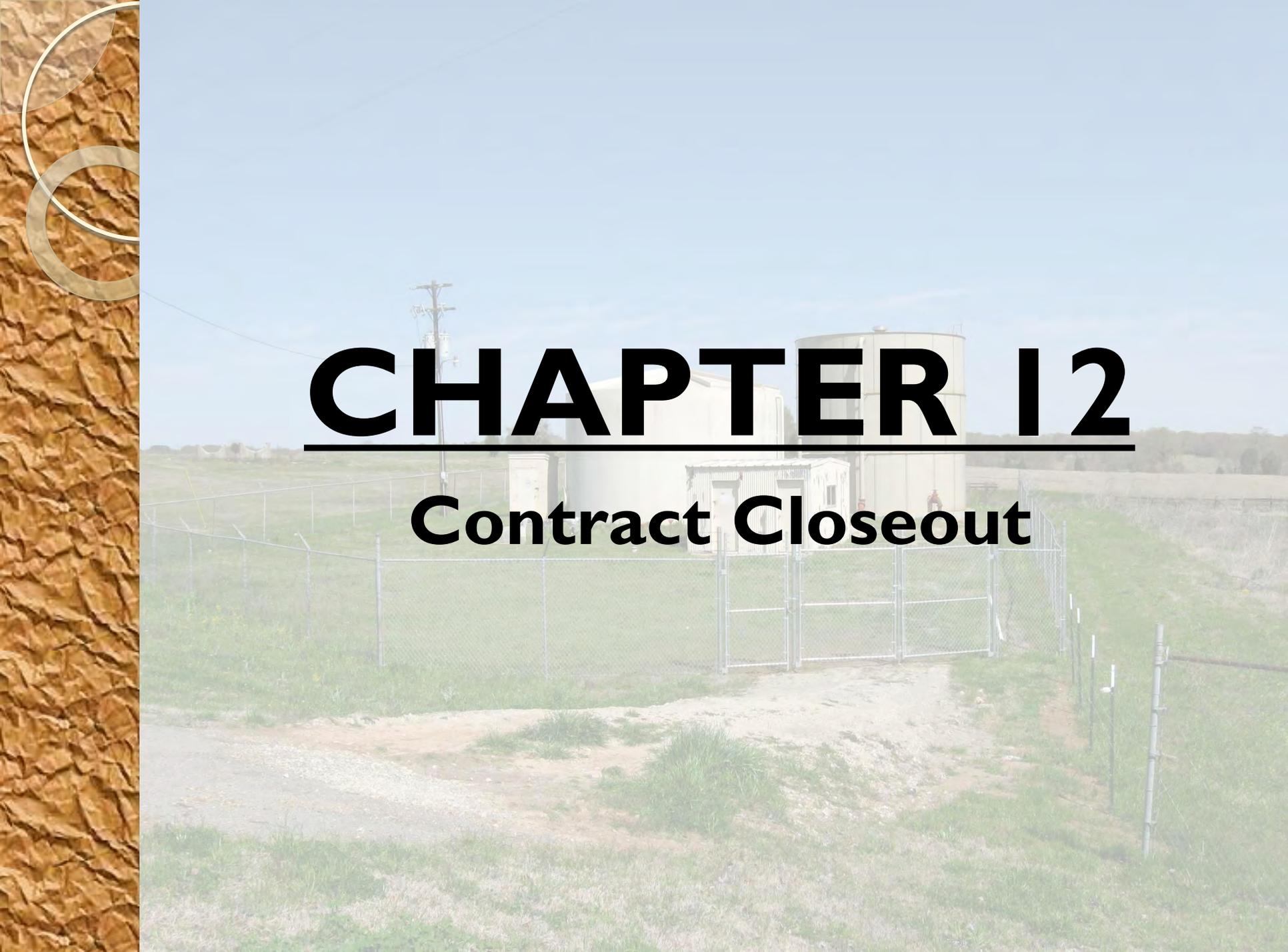
The following documentation shall be submitted for a contract extension:

- A revised timeline showing how the Grant Recipient plans to complete the project within the proposed period – the timeline should reflect milestones described in Exhibit C of the TxCDBG contract as well as any other key dates specific to the project; and
- ***Contract Change Request Form (Form A1101).***



Questions

?

The background of the slide is a photograph of an industrial or utility site. In the foreground, there is a dirt and gravel area leading to a chain-link fence. Behind the fence, there is a large, cylindrical, light-colored storage tank. To the left of the tank, there is a small, white, rectangular building with a door. In the background, there are utility poles and power lines against a clear blue sky. The overall scene is a typical industrial or utility facility.

CHAPTER 12

Contract Closeout

Contract Closeout

Closeout Procedures Begin When...

- CDBG funds have been expended except closeout costs (audit, final 10% administration, other TDA approved costs);
- All project activities described in TxCDBG Performance Statement have been completed;
- TxCDBG contract terms and conditions have been met.

Contract Closeout Final Public Hearing

- Held after completion of the project;
- Notice is published in the non-legal section of the newspaper with at least 72 hours prior to hearing;
- Hearing held in a convenient location and time (on or after 5:00 p.m.) with accommodations for citizens with disabilities;
- Must meet the needs of non-English speaking residents where a significant number of non-English speaking residents can be reasonably expected to participate.
 - Adhere to LEP Plan

Contract Closeout Documentation

- Project Completion Report (PCR) Form A1200
- Attachments:
 - Publication notice for Final Public Hearing
 - Map showing project as actually built
 - Section 3 Annual Report (Form A1011)
 - Evidence of benefit for work on private property (e.g. utility bills)
- PCR due no later than 60 days following contract end date or when construction is complete.
- Email to TDA
- PCR is reviewed by TxCDBG Program staff for accuracy and completeness.

Contract Closeout

Part I: Project Completion Report (Form A-1200)

Part I: General Reports

- ✓ Total Persons Benefitting
- ✓ Certificate of Expenditures
- ✓ Civil Rights & Citizen Participation
- ✓ Certifications

PROJECT COMPLETION REPORT Grant Recipient Name _____ Contract Number _____
A1200

Grant Recipient Name: _____ DUNS No. _____
Contract No. _____ Contract Start Date: _____ Contract End Date: _____

Part I. General Reports

Total Persons Benefitting: Total Contract Beneficiaries: _____ Low-to-Moderate Income Beneficiaries: _____

Certificate of Expenditures:

Activity	TxCDBG Budget	TxCDBG Funds Drawn To-Date	TxCDBG Funds not Received (including pending draws) TxCDBG Reserved Funds	Utilized Funds (Deob)	Local Contribution	Percent Matched
Total						0 %

Civil Rights & Citizen Participation:
 Equal Opportunity Requirements Section 3 Requirements Promotion of MBE Participation Excessive Force Policy Section 504 Requirements Fair Housing Requirements

Fair Housing Activity (describe): _____
Final Public Hearing Comments: _____
Final Public Hearing Date: _____ Hearing Publication Date: _____ Work Completed Date: _____

Certifications:
As chief elected official of the contractor jurisdiction, I certify that:
a. All activities undertaken with funds provided under the contract identified in this report, have, to the best of my knowledge, been carried out in accordance with the contract agreement;
b. The information contained in this Project Completion Report is accurate to the best of my knowledge;
c. All records related to contractor activities are available for review;
d. TXCDBG funds were not used to reduce the level of local financial support for housing and community development activities;
e. No attempt to recover any capital costs of public improvements assisted in whole or in part with such funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements unless (a) such funds are used to pay the proportion of such fee or assessment that related to the capital costs of such public improvements that are financed from revenue sources other than such funds; or (b) for purposes of assessing any amount against properties owned and occupied by persons of moderate income, contractor certifies that it lacks sufficient funds under this contract to comply with the requirements of clause (a);
f. The persons to benefit from the activities described in Exhibit A, Performance Statement, of this contract are receiving service or a benefit from the use of the new or improved facilities and activities; and
g. Proper provision has been made for the payment of all unpaid costs and unsettled third-party claims and the State of Texas is under no obligation to make any further payment to the recipient under the contract agreement in excess of the amount identified in the Certificate of Expenditures table as "TxCDBG Reserved Funds".

Name and Title (Print)	Signature	Date

Attachments: The following documents support this report.
Publication, Final Public Hearing _____ Project Map _____ Evidence of Benefit _____
 Original Submittal, also submitted via email Original Submittal, not previously submitted via email Revision Date revised: _____

Project Completion Report (PCR)

Part I: Certificate of Expenditures

Part 1: Certificate of Expenditures

- Reserve funds for eligible third party claims, and /or de-obligated unused contract funds.
- TxCDBG not liable for costs incurred and reserved if costs are not submitted to TDA within **90 days after contract's end date, except:**
 - 10% administration (due 30 days after “closeout” letter);
 - Final audit costs (due on Single Audit due date); and
 - Extended reserve costs authorized on Form A106 (due 30 days after “closeout” letter).

Certificate of Expenditures:			TxCDBG Funds not Received (including pending draws)			
Activity	TxCDBG Budget	TxCDBG Funds Drawn To-Date	TxCDBG Reserved Funds	Unutilized Funds (Deob)	Local Contribution	Percent Matched
						+ -
Total						0 %

Project Completion Report (PCR)

Part II: Performance Report

Part II: Performance Report

- ✓ Actual Accomplishments
- ✓ HUD Performance Measures

PROJECT COMPLETION REPORT Grant Recipient Name Contract Number
A1200

Part II. Performance Report Report work performed and performance measures for each contract budget activity.

Actual Accomplishments:

Activity	Item Installed or Action Performed	Units	Perf. Stat Quantities	Actual Quantities	% Change
				0	

Does the current Performance Statement accurately reflect the project location(s)?

Have final project record drawings been received by the Contractor Locality?

HUD Performance Measures:

Activity	Objective	Outcome
Benefit Indicator		No. of Beneficiaries
Special Category		

Check this box if this project includes Housing activities (other than water/sewer connections)

Part III Beneficiary Report

Click the green button(s) to the right to create the appropriate Beneficiary Detail Report(s) (reports appear on the next page)

Activities on Public Property OR Activities on Private Property

All activities that benefit exactly the same beneficiaries may be reported together. Activities that benefit a different group of beneficiaries (including a subset of a group already reported) must be reported on a separate Beneficiary Detail Report.

Project Completion Report (PCR)

Part III: Beneficiaries Report

Part III Beneficiary Report

- ✓ List all Activities
- ✓ Beneficiaries by Demographic
- ✓ Beneficiaries by Income
- ✓ Part III(a) – Activities on Public Property
- ✓ Part III(b) – Activities on Private Property
 - First-time public water or sewer service
 - Housing rehabilitation or OSSF installation
- ✓ Part III also report Beneficiaries by Income

PROJECT COMPLETION REPORT Grant Recipient Name Contract Number
A1200

Part III(b) Beneficiary Detail Report - Activities on Private Property
Identify all activities that benefit the persons reported on this sheet; report beneficiary details for those persons and households.

Fields marked in pink ("Total" or "Grand Total") must equal the total beneficiaries for the activity(s) in the contract Performance Statement.
Fields marked in yellow ("Total" or "Grand Total") must equal the total households served by the activity(s) in the contract Perf. Statement.

Activity: Activity: add

Beneficiaries by Demographic

Gender	No. of Persons			No. of Households (demographics of the Head of Household)			
	Male	Female	Total	Male	Female	Total	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Race	Non-Hispanic	Hispanic	Sub-Total	Non-Hispanic	Hispanic	Sub-Total	add
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Grand Total:	<input type="text"/>			<input type="text"/>			

Beneficiaries by Income:

Income Level	No. of Persons	No. of Owner Occupied Households	No. of Renter Occupied Households
Very Low (at or below 30% of the AMFI)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Low (31-50% of the AMFI)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Moderate (51-80% of the AMFI)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Non-Low/Moderate (above 80% of the AMFI)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	<input type="text"/>	<input type="text"/>	<input type="text"/>
Subtotal - All Low/Mod	<input type="text"/>	<input type="text"/>	<input type="text"/>
Percent Low/Mod	0.00%	<input type="text"/>	0

PRESS THIS BAR TO REMOVE THE ABOVE BENEFICIARY REPORT

Project Completion Report (PCR)

Part IV: Final Financial Interest Report

Part IV Final Financial Interest Report

- ✓ List all contracts and final contract amounts
- ✓ Includes contractors, professional services providers, construction contractors and subs, and suppliers with contracts of **\$2,000** or more
- ✓ All initially reported on Financial Interest Report (Form A503)
- ✓ If there are subcontractors, use the Contracts with Prime and Sub contracts option

PROJECT COMPLETION REPORT Grant Recipient Name Contract Number

A1200

Part IV Final Financial Interest Report
Report all contracts executed under this TxCDBG contract that are valued at or above \$2,000.

Contracts with no subcontractors

Type of Services	Business Name	Contract Amount			Qtr Executed	Contract
		TxCDBG Funds	Other Funds	Total Dollars		

At least one contract executed under this TxCDBG contract. Includes subcontracts valued at or above \$10,000.

No contracts executed under this TxCDBG contract. Include subcontracts valued at or above \$10,000.

Contracts with Prime and Sub Contractors

Type of Services	Contract Amount			Qtr Executed	Contract
	TxCDBG Funds	Other Funds	Total Dollars		
Prime (name)					+ Sub
Subcontractor					- Sub