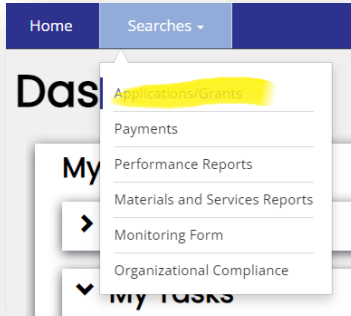


# How to Complete the Grant Overview Page

1. Navigate to the Grant Overview page via the grant's "Document Landing Page".

Click Searches then "Applications/Grants".



Leave all fields blank to see all apps/grants and click Search.

**Document Search**

Document Name	<input type="text"/>	Year	<input type="text"/>
Document Type	<input type="text"/>	Status	<input type="text"/>
Organization	<input type="text"/>	Person	<input type="text"/>

Click the name of the grant.

**Documents**

Name	Organization	Type	Status
CDV22-0032	GroundUP	CDBG - Community Development Fund - 2022	Grant Agreement Executed
CDM22-0033	GroundUP	CDBG - Downtown Revitalization Program - 2022	Grant Agreement Executed

< 1 >

Under "Award" in the blue navigation sidebar, click "Grant Overview".



**2. Complete the "Primary Administrative Contact" fields.**

This is the person TDA staff should contact with questions about the app/grant (3<sup>rd</sup> party admin or local staff)

**Designated Personnel**

TDA Grant Specialist

TDA Program Monitor

**Primary Administrative Contact within TDA-GO!**

Name

Email

Phone Number

### 3. Pre-Award Project Verification and Grant Award Training

Click “link generate report” to generate the Site Visit Review Sheet. Complete and upload in the blank to the right. Then, certify that you have watched the Grant Award Training video by checking the box.

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

Grant Award Training complete

### 4. Designate the Labor Standards Officer and the Civil Rights Officer.

You must certify your selections by checking the box.

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

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- **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

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**Authorized Official**  Date

### 5. Special Conditions

If there are any Special Conditions, this section will auto-populate and you will need to upload supporting documents.

Agreement Special Conditions

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

## 6. Force Account Labor

*If you know at the start of the project* that you will be using Force Account Labor, make the request here by checking the appropriate boxes and uploading the required documents.

NOTE: You will return to this page later to upload the COCC.

Otherwise, check “n/a no Force Account Labor Requested”

**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 
 *Drag Files Here*

Personnel/Equipment costs (see Form A800) 
 *Drag Files Here*

Certificate of Completion 
 *Drag Files Here*

Other Documentation 
 *Drag Files Here*
+

Date Approved by TDA Specialist

## 7. Eligible Costs not Reported on MSR

Item	Support Documents	Amount	Approved By TDA
	<input type="button" value="Select"/> <i>Drag Files Here</i>	\$ <input style="width: 50px;" type="text"/>	<input type="checkbox"/> <span style="float: right; border: 1px solid #0070c0; padding: 2px 5px; color: white;">+</span>

0 of 200

These are project costs that could be grant, match, or additional local, but don't fit into an MSR (see next page for examples). This section plus the MSRs should cover all the expenses.

- acquisition costs
- cost for permitting (if eligible)
- micro purchases too small to trigger procurement requirements
- force account (recorded at the end of the grant once it's all calculated)

**NOTE:** These costs can be reported at any time during the grant, but must be reported before payment can be approved, and page cannot be edited during the Closeout process.

## 8. Special Requests

This section is for anything the Director needs to approve that doesn't fit somewhere else - most commonly requests to waive a requirement or accept alternative documentation.

Special Requests

Request	Support Documents	Approved by	Date of Response
0 of 200	<input type="button" value="Select"/> <span>Drag Files Here</span>		<input type="button" value="Calendar"/>

**NOTE:** These requests can be reported at any time during the grant, and the page cannot be edited during the Closeout process.

## 9. Hold Status

This section is for TDA staff to communicate the reason for a hold.

## 10. Reports

These reports are available to use at your own convenience to view a summary of information entered to date. These reports mirror the information that must be certified during the closeouts process, and Grant Recipients can view and manage their grant information throughout the life of the grant.

Financial Report/Certificate of Expenditure	Generate Report
Cumulative Itemized Invoice List	Generate Report
Amendment Summary	Generate Report
Key Dates Report Summary	Generate Report
Materials and Services Summary Report	Generate Report
Other Costs Summary	Generate Report
Monitoring Review Summary	Generate Report
Performance Statement	Generate Report