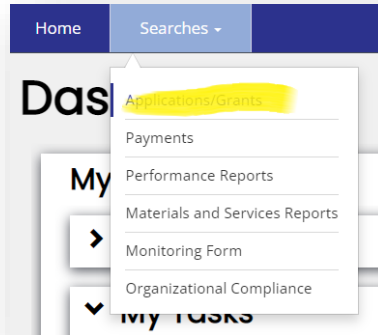


# How to Initiate, Complete and Submit an MSR

## 1. Login and navigate to the Grant Agreement.

There are a few ways to do this, but we'll use the search function.



To see all Applications and Grant Agreements for your community leave all fields blank. 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 Agreement for which an MSR must be made.

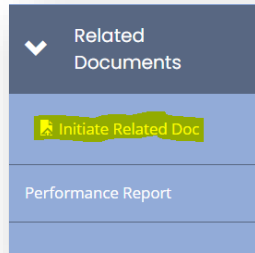
**Documents**

Name	Organization	Type	Status
<a href="#">CDV22-0032</a>	GroundUP	CDBG - Community Development Fund - 2022	Grant Agreement Executed
<a href="#">CDM22-0033</a>	GroundUP	CDBG - Downtown Revitalization Program - 2022	Grant Agreement Executed

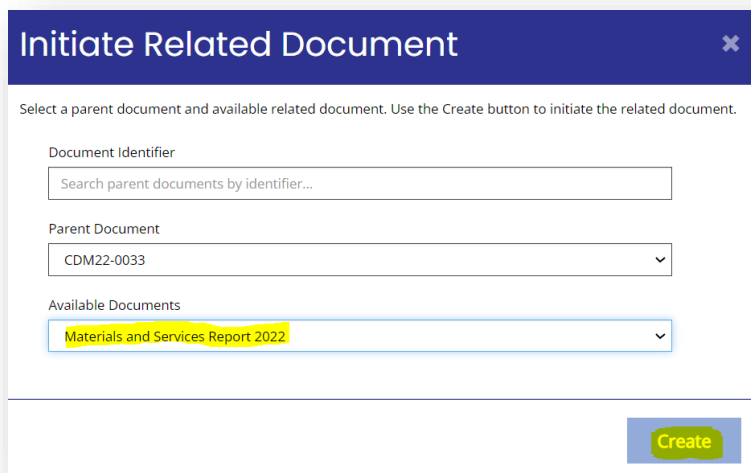
< 1 >

## 2. Initiate a new Materials and Services Report (MSR).

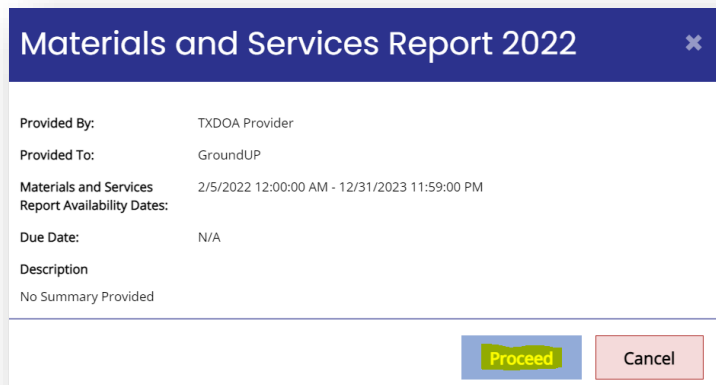
In the blue navigation bar under Related Documents, click “Initiate Related Doc”.



In the Available Documents drop-down menu, select Materials and Services Report. Click “Create”.

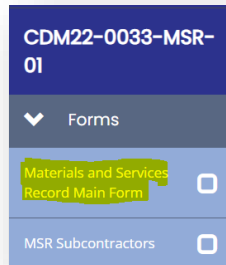
A form titled 'Initiate Related Document' with a close button (X) in the top right. Below the title is a subtitle: 'Select a parent document and available related document. Use the Create button to initiate the related document.' The form contains three input fields: 'Document Identifier' with a search placeholder 'Search parent documents by identifier...'; 'Parent Document' with a dropdown menu showing 'CDM22-0033'; and 'Available Documents' with a dropdown menu showing 'Materials and Services Report 2022' (highlighted in yellow). A blue 'Create' button is located at the bottom right of the form.

When the summary box appears, click “Proceed”.

A summary box titled 'Materials and Services Report 2022' with a close button (X) in the top right. The box contains the following information: 'Provided By: TXDOA Provider', 'Provided To: GroundUP', 'Materials and Services Report Availability Dates: 2/5/2022 12:00:00 AM - 12/31/2023 11:59:00 PM', 'Due Date: N/A', and 'Description: No Summary Provided'. At the bottom right, there are two buttons: a blue 'Proceed' button and a grey 'Cancel' button.

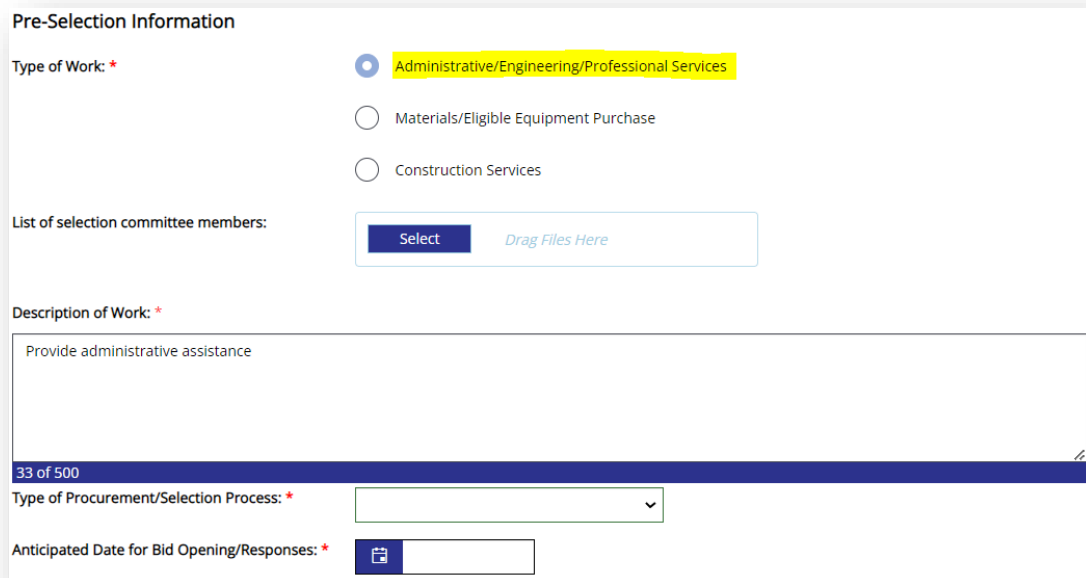
### 3. Complete the MSR Main Form.

In the blue navigation bar, click “Materials and Services Record Main Form”.



Depending on the “Type of Work” selected, additional fields will appear.

For example, “Administrative/Engineering/Professional Services” requires a copy of the list of selection committee members to be uploaded (pictured below).



**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: \*

Provide administrative assistance

33 of 500

Type of Procurement/Selection Process: \*

Anticipated Date for Bid Opening/Responses: \*

“Materials/Eligible Equipment Purchase” and “Construction Services” will require more Pre-Selection Clearance information.

**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: \*

After that, however, all fields are the same.

Once a vendor/provider is selected, enter their information under “Selected Provider”.

**Selected Provider**

Name of Vendor/Organization: \*

Name of Point of Contact: \*

Phone Number: \*

Email:

Additional Information:

0 of 4000

Next, upload documentation of the Selection Process and enter a description of efforts to promote MBE/WBE and Section 3 participation.

**Documentation of Selection Process**

Minutes of award by local governing body: \*  [Drag Files Here](#)

Bid tab / Small Purchase quotes: \*  [Drag Files Here](#)

Description of Efforts to promote MBE/WBE and Section 3 Participation: \*

description description description

35 of 4000

Then, complete the Key Dates section.

**Key Dates**

SAM.gov Clearance Date: \*

Vendor/Organization Contract Award Date: \*

Vendor/Organization Contract Execution Date: \*

Date Work to Begin: \*

Date Work to be Completed: \*

Finally, enter Financial and Reporting information. After the Grant and Match amounts have been entered in the “Original” column and you click “Save”, the local amount that exceeds match will be calculated.

Financial Interest Disclosure				
	Original	Cumulative Change Orders	Current	Percent Difference from Original
Total Contract Amount *	\$ 50,000.00		\$ 50,000.00	0.00 %
Amount to be funded by TxCDBG *	\$ 35,000.00		\$ 35,000.00	0.00 %
Amount to be funded by Match *	\$ 0.00		\$ 0.00	%
Amount to be funded by additional Local Funds	\$15,000.00		\$ 15,000.00	0.00 %
Ineligible Project Costs			\$	

**Reporting Information**

Federal Tax ID Number: \*

Mailing Address: \*

Name of Principal(s): \*

Is this selection subject to MBE reporting requirements: \*

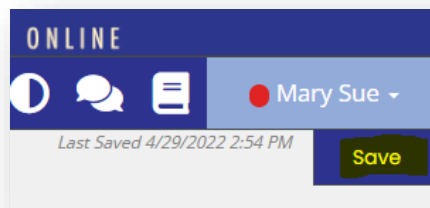
Minority Owned Business – Identify race of owner(s):

Woman Owned Business:

Does this Vendor/Organization qualify as a Section 3 Business Concern? \*

**NOTE:** MBE / WBE = majority ownership

After all information has been entered, click “Save”.



#### 4. Complete any additional MSR forms

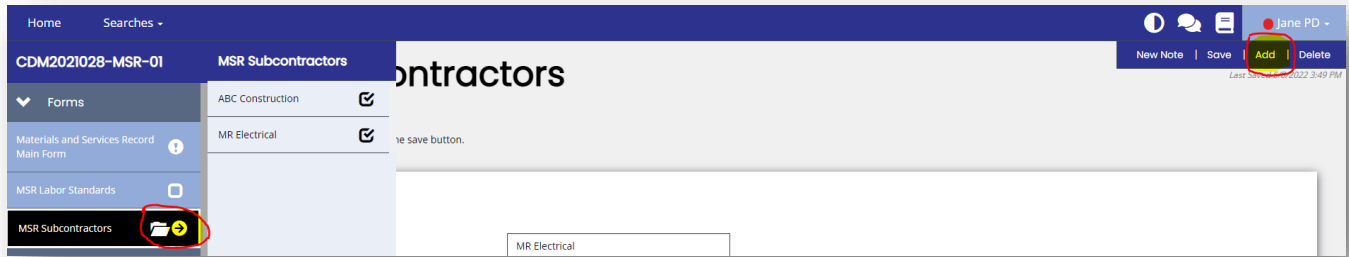
If “Construction Services” is selected, the MSR Labor Standards form must also be completed.

The screenshot shows the 'MSR - Labor Standards' form. On the left is a navigation sidebar with the following items: 'Forms' (expanded), 'Materials and Services Record Main Form', 'MSR Labor Standards' (highlighted with a yellow box), 'MSR Subcontractors', 'Status Options' (expanded), 'Submit Vendor Selection', 'Tools' (expanded), 'Landing Page', and 'Add/Edit People'. The main content area has a title 'MSR - Labor Standards' and 'Instructions: Please complete this page and press the save button. Required field are marked with an \*'. Below the instructions is a table with four columns: 'Wage Decision Number \*', 'County Work Performed in \*', 'Date WD Published \*', and 'Type of WD \*'. The 'Date WD Published \*' column contains a calendar icon. Below the table are three input fields: 'If Exempt, Reason', 'Attach copy of WD \*' (with a 'Select' button and 'Drag Files Here' text), and 'WD Approved by TDA SME \*'.

If the Prime Contractor has any subcontractors, complete the MSR Subcontractor form. Federal reporting data is required for each subcontractor.

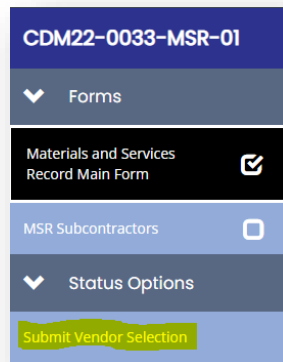
The screenshot shows the 'MSR Subcontractors' form. On the left is a navigation sidebar with the following items: 'Forms' (expanded), 'Materials and Services Record Main Form', 'MSR Labor Standards', 'MSR Subcontractors' (highlighted with a yellow box), 'Status Options' (expanded), 'Submit Vendor Selection', 'Tools' (expanded), 'Landing Page', 'Add/Edit People', 'Status History', and 'Attachment Repository'. The main content area has a title 'MSR Subcontractors' and 'Instructions: Please complete this page and press the save button. Required field are marked with an \*'. Below the instructions is a form titled 'MSR Subcontractor' with the following fields: 'Name of Subcontractor: \*' (with a '0 of 30' character count), 'Amount to be funded by TxCDBG grant: \* (for funding only)' (with a '\$' symbol and a numeric input field), 'Federal Tax ID Number:', 'Name of Principal(s): \*' (with a '+' button), 'Phone Number: \*', 'Email:', and 'Mailing Address:' (with sub-fields for 'Street', 'City', a state dropdown, and 'Zip').

Add a new subcontractor by clicking “Add” in the upper right corner. Then use the arrow icon to view all the subcontractor pages.



## 5. Submit the MSR

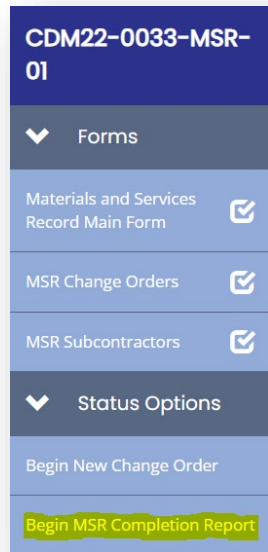
In the blue navigation bar under Status Options, click “Submit Vendor Selection”.



**NOTE:** Once the MSR has been approved by TDA and has a status of “MSR Vendor Selection Accepted”, the MSR Main Form can only be revised by Change Order.



6. Once all work has been completed and all information has been entered into the MSR forms (including all Change Orders and Subcontractor pages) click “Begin MSR Completion Report”.



CDM22-0033-MSR-01

Forms

- Materials and Services Record Main Form
- MSR Change Orders
- MSR Subcontractors

Status Options

- Begin New Change Order
- Begin MSR Completion Report

7. The LSO must complete and certify the Final Wage Compliance form.



CDM22-0033-MSR-01

Forms

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

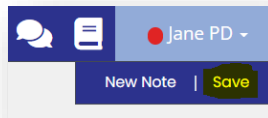
Enter all required information.

**NOTE: If no damages were paid, no restitution was owed and/or there were no unfound workers, enter zero (0).**

The form contains the following fields and options:

- Worker wage or equal opportunity complaints \* (dropdown menu)
- Violations of DBRA? \* (dropdown menu)
- Request to reduce or waive labor-related liquidated damages less than \$100 (checkbox)
- Total amount of DBRA liquidated damages paid \* (text input with "\$" prefix)
- Total restitution owed to unfound workers \* (text input with "\$" prefix)
- Number of unfound workers \* (text input)
- Approved by LSO (checkbox)
- LSO Name (text input)
- Date Approved (text input)
- Approved by SME (checkbox)

Click "Save" when all information has been entered.



**8. Complete all fields on the Work Completed form.**



**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

**NOTE: Construction contracts will click the word “HERE” to generate the COCC. Obtain signatures then upload where indicated. Non-construction contracts can leave that field blank.**

**9. Under Status Options in the blue navigation bar, click “MSR Completion Submitted”.**

**NOTE: To cancel the completion step, click “MSR Vendor Selection Accepted”.**

**CDM22-0033-MSR-01**

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