

Force Account - Definition

Professional services, construction, rehabilitation, repair or demolition that is performed by municipal or county employees.

Force Account

Force account applies to the following employees:

- Permanent employees of a Grant Recipient;
- Temporary employees of a Grant Recipient hired, not contracted, to specifically perform work on a federally funded or federally assisted construction project - the Grant Recipient must provide evidence that it adhered to its hiring and employment policies for temporary employees;
- Employees of a county who are carrying out public facilities improvements for a Grant Recipient through an intergovernmental agreement as prescribed by the Texas Government Code, Interlocal Cooperation Contract, Chapter 791; or
- Employees of a public utility district or utility company on a case-by-case basis.

Force Account - Disadvantages

1. No warranty for work performed by the Grant Recipient;
2. Construction may be slower and not meet contract time frame;
3. Extensive record keeping is required;
4. Skilled local workers and appropriate equipment may be insufficient;
5. Additional documentation is required for each drawdown;
6. Delayed payments due to required documentation review;
7. Procurement requirements for necessary materials; and
8. Ongoing inspections may not be readily available to ensure quality construction.

Force Account – Minimal Advantages

1. Cost effective if the activity is one that traditionally is done by city/county personnel;
2. Jobs are kept in the community; and
3. Greater local control over scheduling and costs.

Force Account – Allowable Costs

- Labor
 - Reasonable wages must be supported by adequate documentation.
- Materials
 - All materials must be adequately procured.
 - Using materials already on hand will be based on the actual cost of the material at the time of original purchase.
 - Unused supplies greater than \$5,000 can be used for other Federal projects or must be reimbursed.

Force Account – Allowable Cost (Cont.)

- Equipment - Grant Recipients may be compensated for the equipment based on an hourly rate.
 - Only actual hours of construction time “in use” at the project site are eligible.
 - Standby equipment costs are not eligible.
 - The hours charged for equipment use must agree with the corresponding hours documented for the equipment operator.

- Professional Services
 - City engineer

Force Account – Recordkeeping

Grant Recipient must maintain **thorough documentation of all costs:**

- Employees Personnel policies
- Personnel Cost Calculation Sheet
- Time sheets documenting the workers and work performed
- All timesheets should correspond to the Grant Recipient's regular employee time sheets, no one should be charged to the project if they are not in attendance
- Equipment Cost Calculation Sheet
- Construction Personnel Time Sheet
- Invoices and cancelled checks for all construction materials and supplies

What's New!

- Grant Recipients may use their own forms
- As previously discussed, return/reimbursement of inventory if not used
- No longer 50% cap based on original value of the equipment
 - No longer having to show the original invoice of the equipment used

CHAPTER 9

Reserved

STEP Moved to SECTION F

CHAPTER 10

Civil Rights

What's New!

To simplify, one resolution (A1014) to adopt/reaffirm:

- Citizen Participation Plan
- Section 3 Policy
- Excessive Force Policy
- [If Grant Recipient employs 15 or more employees], Section 504 Policy and Grievance Procedures; and
- Fair Housing Policy

What's New! (Cont.)

- ☑ Citizen Participation Plan
- ☑ LEP Plan
- ☑ For each civil rights policies/resolutions, must adopt/reaffirm at least 2 years prior to contract Start Date
- ☑ Publication requirements for Citizen Participation Plan, Sec. 504, and AFFH allow either:
 - Publishing in newspaper/other publication;
 - Public postings (**courthouse/city hall AND location of target area supported by affidavit**); or
 - Public postings (affidavit) **AND Website**

Protections

Protections for the following classes:

- Race
- Color
- Religion
- Sex
- Disability
- National origin
- Age
- Familial Status

Civil Rights Officer (CRO)

- Select Civil Rights Officer
- Best Practice: Local Staff Member
- Send Designation to TDA

Citizen Participation

- Encourage participation in the CDBG Project especially for low to moderate income groups
- Requires:
 - Plan
 - Grievance and complaint procedures
 - Notice

Equal Rights Requirements

- Equal Opportunity
- Section 3
- SBE/MBE/WBE
- Excessive Force
- Section 504*
- Fair Housing
- Limited English Proficiency

*Required for Grant Recipients with 15 or more employees.

Equal Opportunity

- EO policy/ordinance/resolution
- Include EO Guidelines in bid packets
- For construction contracts > \$10K, include required EO contract language

HUD Act of 1968 – Section 3

Housing and Urban Development Act of 1968, as amended 24 CFR Part 135

To ensure that economic opportunities generated by certain HUD funded projects shall, **to the greatest extent feasible**, and consistent with existing Federal and State laws, be directed to low- and very low-income persons (particularly those receiving assistance for housing), and **to the businesses that provide economic opportunities to these persons**

Section 3 Thresholds

- Section 3 Applicable only to Construction Projects
- *Grant Recipient thresholds* - The amount of the assistance exceeds \$200,000
- *Contractor and subcontractor thresholds* - The amount of the assistance to Grant Recipient exceeds \$200,000; and the contract or subcontract exceeds \$100,000

Section 3 Goals

- 10% of all Construction contracts awarded to Section 3 businesses,
- 3% of all Non-construction contracts awarded to Section 3 businesses,
- 30% of new hires are Section 3 persons

Section 3 Policy

- Prepare Section 3 Plan
- Include in construction contract > \$100K, required contract language
- Include EO Guidelines in bid packets
- Reporting Requirements:
 - Contractor Certificate of Compliance
 - Financial Interest Report
 - Sec 3 Annual Report

A1002-rev

Sample Section 3 Policy

In accordance with 12 U.S.C. 1701u, (Section 3), the (name of Grant Recipient), agrees to implement the following steps, which, to the greatest extent feasible, will provide job training, employment and contracting opportunities for Section 3 residents and Section 3 businesses of the areas in which the program/project is being carried out.

- Introduce and pass a resolution adopting this plan as a policy to strive to attain goals for compliance to Section 3 regulations by increasing opportunities for employment and contracting for Section 3 residents and businesses.
- Assign duties related to implementation of this plan to the designated Equal Rights Officer.
- Notify Section 3 residents and business concerns of potential new employment and contracting opportunities as they are triggered by TxCDBG grant awards through the use of: Public Hearings and related advertisements; public notices; bidding advertisements and bid documents; notification to local business organizations such as the Chamber(s) of Commerce or the Urban League; local advertising media including public signage; project area committees and citizen advisory boards; local HUD offices; regional planning agencies; and all other appropriate referral sources. Include Section 3 clauses in all covered solicitations and contracts.
- Maintain a list of those businesses that have identified themselves as Section 3 businesses for utilization in TxCDBG funded procurements, notify those businesses of pending contractual opportunities, and make this list available for general Grant Recipient procurement needs.
- Maintain a list of those persons who have identified themselves as Section 3 residents and contact those persons when hiring/training opportunities are available through either the Grant Recipient or contractors.
- Require that all Prime contractors and subcontractors with contracts over \$100,000 commit to this plan as part of their contract work. Monitor the contractors' performance with respect to meeting Section 3 requirements and require that they submit reports as may be required by HUD or TDRA to the Grant Recipient.
- Submit reports as required by HUD or TDRA regarding contracting with Section 3 businesses and/or employment as they occur; and submit reports within 20 days of calendar year end which identify and quantify Section 3 businesses and employees.
- Maintain records, including copies of correspondence, memoranda, etc., which document all actions taken to comply with Section 3 regulations.

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 _____

Participation by MBE/SBE/WBE

- Take affirmative steps – Small Businesses and Women & Minority Owned
- Utilize State and Federal Resources:
 - Minority Business Development Centers
 - Small Business Administration

Excessive Force

- ◆ Required by 24 CFR 91.325(b)(6)
- ◆ Prohibits use of excessive force against non-violent civil rights demonstrators

Section 504

- ✓ Prohibits discrimination on the basis of disability
- ✓ 15 or more employees
- ✓ Notice
 - Grievance procedures
 - Civil Rights Officer identified
 - Postings:
 - Public postings (city hall/county courthouse and target area with affidavit) or newspaper/publication or public posting (city hall/county courthouse supported by affidavit) and website

Section 504 (Cont.)

- Self Evaluation
- Use Auxiliary Aids
- Accessible Facilities – for projects >\$50K, coordinate with Texas Department of Licensing and Regulation (TDLR)
- Reasonably accommodate

Affirmatively Further Fair Housing

- One activity per contract term
- Best practice: pass an ordinance/proclamation/resolution and conduct one activity
- List of suggested activities in Manual

Limited English Proficiency (LEP)

Plan

- Determine need for LEP services
- American FactFinder
- If LEP needed, Translate Key Documents

A1010

Limited English Proficiency Plan

Grant Recipient:	
Community Population:	
Population with Limited English Proficiency:	
Languages spoken by more than 5% of population per ACS:	

Program activities to be accessible to LEP persons:

- Public Notices and hearings regarding applications for grant funding, amendments to project activities, and completion of grant-funded project
- Publications regarding environmental reviews, civil rights, and other program requirements
- Other program documents: _____

Resources available to Grant Recipient:

- Translation services: _____
- Interpreter services: _____
- Other resources: _____

Language Assistance to be provided:

- Translation (oral and/or written) of advertised notices and vital documents for: _____
- Referrals to community liaisons proficient in the language of LEP persons _____
- Public meetings conducted in multiple languages: _____
- Notices to recipients of the availability of LEP services: _____
- Other services: _____

Signature - Civil Rights Officer or Chief Local Official

Applicable Federal Laws

Equal Opportunity

Civil Rights Act – Title VI & VIII

- Age Discrimination Act
- Section 504 of the Rehabilitation Act
- Section 104 of the HCD Act
- Handicapped Accessibility
 - Section 504 of the Rehabilitation Act
 - Architectural Barriers Act
 - ADA (Americans with Disabilities Act)



Applicable Federal Laws (Cont.)

Employment and Contracting

- EEO, Executive Order 11246
- Section 3 of the HCD Act
- Section 109 of the HCD Act
- Section 504 of the Rehabilitation Act

Excessive Force

- HUD Program Requirement – 24 CFR Part 91, Sec. 225(b)(5) and Sec. 325(b)(6)

Publications Required

Publications required:

- Complaint/grievance procedures
- If Grant Recipient employs > 15 people, Section 504 grievance procedures
- AFFH

Publication requirements allow either:

- Public posting (**courthouse/city hall AND location of target area supported by affidavit**); or
- Publishing in newspaper/other publication
- Public Posting (courthouse/city hall supported by affidavit) and website

Discrimination Complaints

- Texas Workforce Commission, Civil Rights Division <http://www.texasworkforce.org>
- Equal Employment Opportunity Commission <http://www.EEOC.gov>
- For housing complaints, Texas Workforce Commission housingcomplaints@Twc.state.tx.us and US Dept. of Housing and Urban Development

CHAPTER II

Contract Amendments

Reasons for Amendments/Modifications

- Additive or deductible alternates in bid
- Project costs in excess of contract funds
- Change Orders
- Necessary engineering design changes
- TCEQ clearance letter differs from Performance Statement Activities
- Acquisition
- Funds available to extend project

Performance Statement Changes

All changes **must** be related the project.

Limits on Performance Statement Change Requests

Any requested changes in the scope of work will be reviewed to determine if the revised project is supported by the original application.

TDA will not approve requests to add a different or new project or activity that was not included in the application, including a new project proposed because the original project has been determined unsuccessful or not feasible.

Performance Statement Changes (Cont.)

TDA may consider approval of a new project if the Grant Recipient is unable to complete the original project due to either:

- 1) a natural disaster event, documented by presidential or governor's declaration; or
- 2) a decision by a federal or state agency which prevents the contractor from completing the original project.

If the proposed amendment alters the original application score to the degree that the project would not have been recommended for funding based on that criteria, the amendment request will not be approved.

Performance Statement Levels

There are two levels of Performance Statement changes:

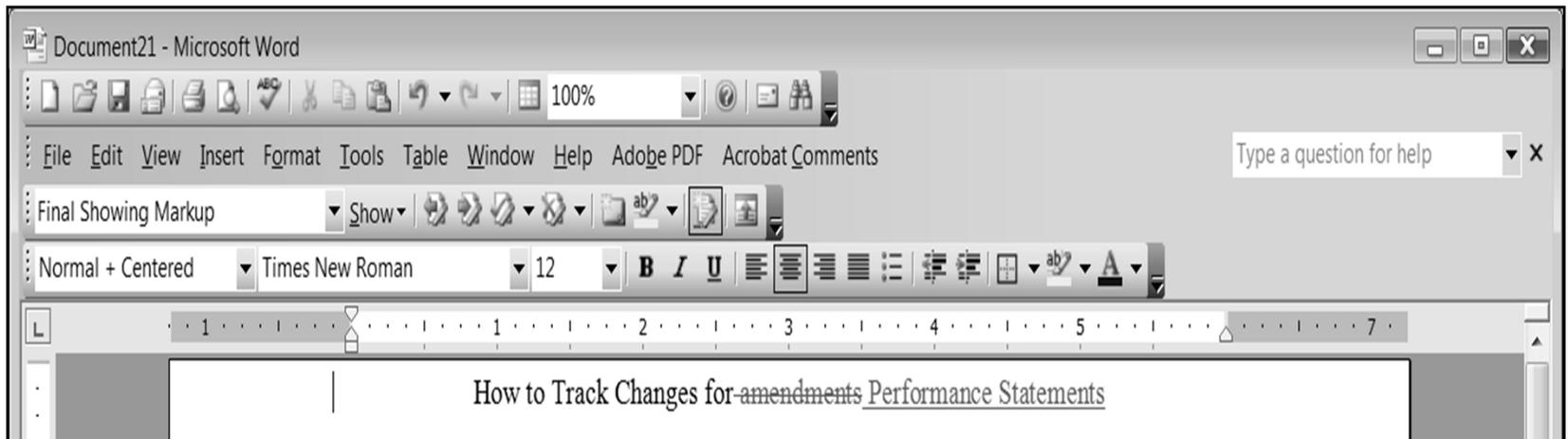
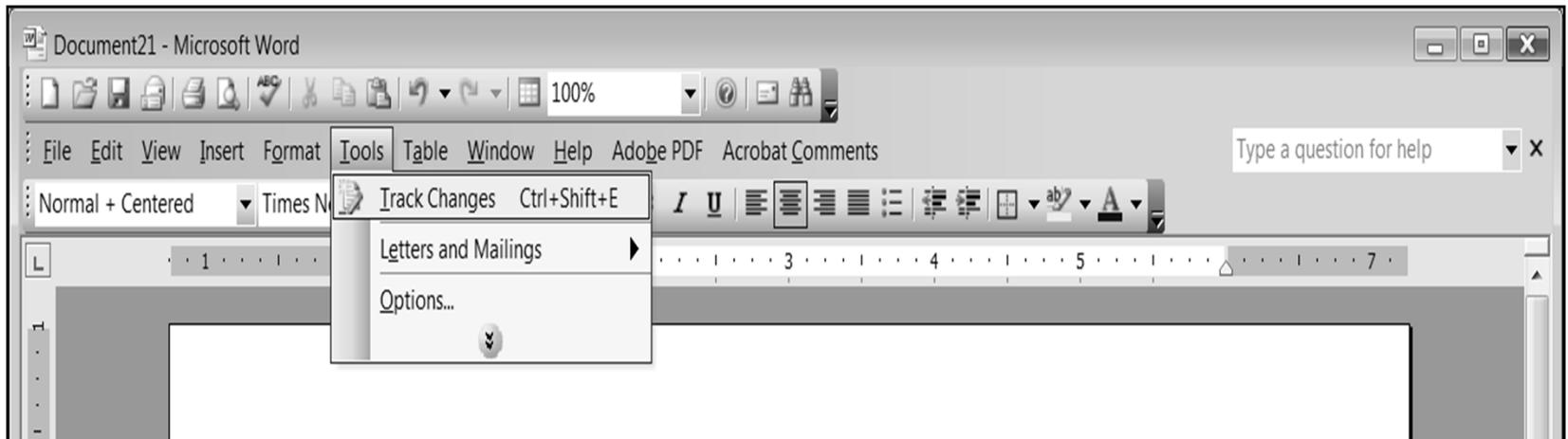
- **Performance Statement Modification**— changes the scale of the original project, including changes that increase beneficiaries in the same target area or decrease beneficiaries up to 25%. Also documents minor changes or corrections to the project description.
- **Performance Statement Amendment requiring Citizen Participation** – changes the scale of the project beyond the original target area, decreases the persons benefiting from the project (greater than 25%).

Documentation Required

The following items are **required for all Performance Statement changes:**

- *Contract Change Request Form* (Form A-1101);
- Revised Performance Statement, using “track changes” or similar format to indicate all added, deleted, or changed text (submit electronic copy in Word Format, no balloons);
- Re-evaluation of environmental findings; and
- Revised project maps showing the locations of the original and amended project activities if any change in the project location or target area is proposed.

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? <input type="checkbox"/> no change in beneficiaries, regardless of quantities; <input type="checkbox"/> increase in beneficiaries, but no new target area; or <input type="checkbox"/> <u>decrease</u> in beneficiaries of less than or equal to 25% (based on number of persons or households).	<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", the requested change may be submitted as a Modification. However, TDA reserves the right to require a full amendment at its discretion.</i>	
<i>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.</i>	

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).*

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-I200)

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".

<input type="text"/>	<input type="text"/>	<input type="text"/>
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)		Local Contribution	Percent Matched
Activity	TxCDBG Budget	TxCDBG Funds Drawn To-Date	TxCDBG Reserved Funds	Unutilized Funds (Deob)		
▼						+
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
 OR

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

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
Race	Non-Hispanic	Hispanic	Sub-Total	Non-Hispanic	Hispanic	Sub-Total
Grand Total:						

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)			
Low (31-50% of the AMFI)			
Moderate (51-80% of the AMFI)			
Non-Low/Moderate (above 80% of the AMFI)			
Total			
Subtotal - All Low/Mod			
Percent Low/Mod	0.00%		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 TxCD8G contract that are valued at or above \$2,000.

Contracts with no subcontractors		Contract Amount			Or executed	+ contract - contract
Type of Services	Business Name	TxCDBG Funds	Other Funds	Total Dollars		

At least one contract executed under this TxCD8G contract includes subcontracts valued at or above \$10,000.
 No contracts executed under this TxCD8G contract include subcontracts valued at or above \$10,000.

Contracts with Prime and Sub Contractors		Contract Amount			Or executed	+ contract - contract
Type of Services		TxCDBG Funds	Other Funds	Total Dollars		
Prime (name)						+ sub
Subcontractor						- sub

Acceptance of Closeout Reports

- The PCR and closeout documents are initially reviewed by the TxCDBG Contract Specialist.
- Program Monitor conducts a final quality assurance review of the PCR and determines when contract is administratively complete.

Common Pitfalls

- Certificate of Expenditures does not accurately report amounts of reserved funds or unutilized funds.
- Actual accomplishment on Part II of the PCR does not match final quantities in construction pay estimates.