AGENDA

• Introduction
• Reporting Requirements
• Monthly Activity Status Report
• HUD Contract Reporting
• Section 3 Reporting
• Questions/Answers Session
Example

• Rango County
• Hurricane Harvey contract for $6,410,600 for ditch and culvert repair executed 2/1/2021
• Mitigation contract for $1,182,000 for construction of a detention pond executed 1/1/2022
• Rango County must submit required reporting to the GLO for both contracts throughout the period of performance of their contract

RANGO COUNTY
20-111-222-C123

PERFORMANCE STATEMENT

Hurricane Harvey overwhelmed the drainage system of the Rango County (Subrecipient). Heavy rainfall caused flooding of homes and streets. Undersized drainage ditches throughout the city prohibited stormwater from draining effectively. This inundated the drainage system and threatened public health, safety, and welfare. Subrecipient will conduct drainage infrastructure improvements to facilitate proper stormwater conveyance and reduce the impact of future flooding.

Subrecipient shall perform the Activities identified herein for the target area specified in its approved Texas Community Development Block Grant Disaster Recovery Supplemental Grant Application to aid areas most impacted by Hurricane Harvey. The persons to benefit from the Activities described herein must receive the prescribed service or benefit, and all eligibility requirements must be met to fulfill contractual obligations.

The grant total is $6,410,600.00. Subrecipient will be required to maintain a detailed Budget breakdown in the official system of record of the GLO’S Community Development and Revitalization division (GLO-CDR).

Flood and Drainage Facilities

Subrecipient shall replace storm sewer culverts, widen and cement line roadside ditches, install outfall ditches with associated pavement repair, and complete associated appurtenances. Construction shall take place at the following locations on the east side of the city.

<table>
<thead>
<tr>
<th>Flood and Drainage Facilities</th>
<th>Location Approximate Lat/Long</th>
<th>Proposed HUD Performance Measures</th>
<th>Census Tract</th>
<th>Block Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rango’s Bayou</td>
<td>Highway 11 to Main Street 30.900000, -93.999999</td>
<td>2,000 LF</td>
<td>1501.00</td>
<td>3, 4, 1, 2, 3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1502.00</td>
<td>1, 2, 3, 4</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1503.00</td>
<td>1, 2, 3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1504.00</td>
<td>1, 2, 3</td>
</tr>
<tr>
<td>Juniper’s Bayou</td>
<td>Highway 66 to Juniper St. 500 LF</td>
<td>1500.00</td>
<td>1500.00</td>
<td>1</td>
</tr>
<tr>
<td>Lancaster’s Bayou</td>
<td>Juniper St. to Lancaster Rd. 800 LF</td>
<td>1501.00</td>
<td>1501.00</td>
<td>1</td>
</tr>
</tbody>
</table>
Pursuant to Sections 4.02, 4.03 and 4.04 (If applicable) of the GLO Contract subrecipients are required to submit quarterly and monthly reports to track program activities, budgets/drawdown, milestones, and outcomes.

These reports vary by program (Harvey vs. MIT) but are similar and can be found as attachments in your associated GLO contracts.

Failure to submit reports to the GLO in a timely manner may lead to withholding of payments, pending Subrecipient’s correction of the deficiency.

<table>
<thead>
<tr>
<th>Report Type</th>
<th>Harvey</th>
<th>Mitigation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly Status Report</td>
<td>Subsequent 1st Day of Each Month</td>
<td>Subsequent 5th Day of Each Month</td>
</tr>
<tr>
<td>HUD Monthly Contract Report</td>
<td>Subsequent 1st Day of Each Month</td>
<td>Subsequent 5th Day of Each Month</td>
</tr>
<tr>
<td>Section 3 Quarterly Report</td>
<td>10th day of the Month Following Quarter’s Close</td>
<td>10th day of the Month Following Quarter’s Close</td>
</tr>
<tr>
<td>Section 3 Annual Report</td>
<td>September 30 of Each Year During Contract Period</td>
<td>September 30 of Each Year During Contract Period</td>
</tr>
</tbody>
</table>
To complete the Monthly Activity Status Report, you will need to know what Milestone phase each of your project sites is currently in.

In addition to identifying the current Milestone, you will need to provide more info on what the current status of each project site is.

You will need to track (if applicable) the program income generated through each project site activity.
## Harvey Monthly Activity Status Report

### GLO Community Development and Revitalization

**Subrecipient Monthly Activity Status Report**

Subrecipient must provide Monthly Activity Status Reporting at the site level for all sites identified in the Performance Statement and Budget (Attachment A) and relevant to the Milestones (Attachment A) therein. This Report is due the first day of each month for the duration of the Contract. Submit this Report via email to: [DR.Status.Reporting@glo.texas.gov](mailto:DR.Status.Reporting@glo.texas.gov)

**Subrecipient:** Rangeo County  
**Contract #:** 20-111-123-G123  
**Preparer Name:** John Jacob  
**Contact Information:** JohnJacob@RangeoCo.gov  
**Reporting Month/Year:** Mar-22

### Activity Name

<table>
<thead>
<tr>
<th>Site</th>
<th>Current Milestone</th>
<th>Status Notes/Important Dates</th>
<th>Anticipated Completion Date</th>
<th>Program Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rangeo's Bayou</td>
<td>Engineering Notice to Proceed</td>
<td>Design is 90% complete</td>
<td>4/1/2022</td>
<td>Not applicable.</td>
</tr>
<tr>
<td>Drainage Ditch 100</td>
<td>Engineering Notice to Proceed</td>
<td>Engineering procurement is underway: Advertised on 3/26/22</td>
<td>5/3/2022</td>
<td>Not applicable.</td>
</tr>
<tr>
<td>Drainage Ditch 101</td>
<td>Engineering Notice to Proceed</td>
<td>Design encountered unanticipated acquisitions. Design is paused. Project will be withdrawn</td>
<td>N/A</td>
<td>Not applicable.</td>
</tr>
<tr>
<td>Juniper's Bayou</td>
<td>Engineering Notice to Proceed</td>
<td>Design is 60% complete</td>
<td>5/15/2022</td>
<td>Not applicable.</td>
</tr>
<tr>
<td>Lancaster's Bayou</td>
<td>Environmental Notice to Proceed</td>
<td>Engineering procurement is underway: Advertised on 3/26/22</td>
<td>5/1/2022</td>
<td>Not applicable.</td>
</tr>
</tbody>
</table>

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Harvey Monthly Activity Status Report

If you have any overall project concerns (not specific to one of the phases listed above), you will list those concerns in the box below.

Record Site Level Budgets for each project site.

The site names will auto-populate from the table above (on the previous slide). You will just need to add the "Total Budget" and "Total Expended Budget" (both of which can be found in TGR). The total column at the bottom of the table will auto-populate after you add your site budgets.

Overall Grant Status Summary

Extension and budget adjustment requested in February 2022; still pending approval.

<table>
<thead>
<tr>
<th>Site Level Budget Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site</td>
</tr>
<tr>
<td>------------------------</td>
</tr>
<tr>
<td>Plango’s Bayou</td>
</tr>
<tr>
<td>Drainage Ditch 101</td>
</tr>
<tr>
<td>Juniper’s Bayou</td>
</tr>
<tr>
<td>Lancaster’s Bayou</td>
</tr>
<tr>
<td><strong>TOTALS:</strong></td>
</tr>
</tbody>
</table>

The Balance and % Expended Columns have pre-populated formulas; the only columns you need to complete in this section will be the Total Budget and Total Expended columns (taken from TGR). Once these are complete, the last 2 columns will auto-populate.
Mitigation Monthly Activity Status Report

- Pursuant to Sections 4.02 of the GLO Contract, subrecipients are required to submit monthly status reports for the scope of work identified in the Attachment A
- CDBG-MIT monthly report due: 5th of every month following the reporting period
- Reports are due for the duration of the Contract (review contract for terms)
- Report should include all TIGR Milestones for each phase & identify whether the project is on schedule
Mitigation Monthly Activity Status Report

- Complete one Project Milestone Chart that encompasses all activities
- Subrecipients will input whether a milestone is pending “P” or complete “C”
- Milestones phases are not considered complete until all activities have completed that phase.
Subrecipients should enter “yes” or “no” to indicate whether the project milestone is on schedule.

If “no”, describe the improvement plan to get back on schedule

Input project status concerns

<table>
<thead>
<tr>
<th>Construction Funds</th>
<th>0-95%</th>
<th>C</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>PDU-GA Funds</td>
<td>85.01-95%</td>
<td>P</td>
<td>No. 2 week delay in getting the materials due to shortages. Will request that contractor work weekends to make up for the 2 week delay in construction.</td>
</tr>
<tr>
<td>Construction Activity Completion</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eng Funds</td>
<td>85.01-100%</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>Construction Funds</td>
<td>95.01-100%</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>Planning NTP</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Planning Funds</td>
<td>0.01-5%</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Planning Completion</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Planning Funds</td>
<td>95.01-100%</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Contract Closeout</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PDU-GA Funds</td>
<td>95.01-100%</td>
<td>P</td>
<td></td>
</tr>
</tbody>
</table>

Due to the 2 week delay now into hurricane season. Ant delays due to weather may create a need for a time extension.
Mitigation Monthly Activity Status Report

- Each Performance Statement (Attachment A) Activity budget should be reported separately
- The Total Budget and Total Expended columns should reflect the accurate totals at the end of the performance period
Reporting Template

- Subrecipient Monthly Activity Status Report is Attachment F of the GLO Contract
- Non-Mitigation (15/16/Harvey):
  https://recovery.texas.gov/documents/grant-administration/grant-implementation/infrastructure-forms/s1-subrecipient_att_f---monthly-report.xlsx
- MIT:
  https://recovery.texas.gov/documents/grant-administration/grant-implementation/infrastructure-forms/mitigation-monthly-report.xlsx
HUD Contract Reporting
Public Law 113-2 requires grantees “to maintain on a public web site information accounting for how all grant funds are used, including details of contracts and procurement processes”

Section 4.03 of the GLO contract requires subrecipients to submit HUD Contract Reporting **monthly** or **quarterly** as indicated in the respective contract

Subrecipients are required to submit this completed form to <cdrsubsreporting@recovery.texas.gov>

Best practice is to copy your GLO Grant Manager as well

Subrecipients will need the Grant information and their vendor contract information to complete the report

**Public Law 113-2 Contract Reporting Template**

Grantees are to use this template to summarize all procured contracts, including those procured by the grantee, recipients, or subrecipients. For the purposes of this requirement, recipients and subrecipients are defined as any entity receiving funds directly from the grantee. Definitions of each field can be found below.

Grantees are to update and upload this template to their website and to DRGR using the Lead Agency’s Administration activity each quarter as part of their QPR submissions by selecting the “add additional documents” link in page 1 of the edit activity screen. Please note the specific activity title and number where the template has been uploaded within the QPR’s Overall Progress narrative. Please contact your CDP representative with any questions about the requirements pertaining to this template or submit a question to https://www.enecpd.info/get-assistance/my-question/ for DRGR technical assistance.

**Data Fields:**

- **Grantee:** Enter grantee title as displayed in DRGR system.
- **Grant Number:** Enter grant number as displayed in DRGR system.
- **Date Updated:** Enter date template last updated.
- **A. Contractor Name:** Enter name of Contracted Party.
- **B. DUNS Number:** Enter Data Universal Numbering System number of the Contractor. **Note:** Entering the DUNS into this template does not fulfill the requirement for grantees to enter DUNS into the DRGR Action Plan at the activity level. Refer to the Notice published July 11, 2014 for more information on this separate requirement.
- **C. Procured by:** Enter name of entity that procured Contract - HUD grantee (state or local government), partner agency, a subrecipient of a state or local government, or a recipient of a state government.
- **D. Contract Execution Date:** Enter date the Contract was executed.
- **E. Contract End Date:** Enter date the Contract will expire.
- **F. Total Contract Amount:** Enter total amount of executed Contract.
- **G. Amount of CDBG-DR Funds:** Enter amount of CDBG-DR funds from this grant used to fund the Contract.
- **H. Brief Description of Contract:** Enter a brief, one sentence description of the purpose of the Contract.

To insert additional ROWS, go to HOME menu, and select INSERT from the top left.
**HUD Contract Reporting Instructions**

The Grantee is the Texas- GLO

Grant Number can be found as the Federal Award Number on the first page of the GLO Contract

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>B. DUNS Number</th>
<th>C. Procured By</th>
<th>D. Contract Execution Date</th>
<th>E. Contract End Date</th>
<th>F. Total Contract Amount</th>
<th>G. Amount of CDBG-DR Funds</th>
<th>H. Brief Description of Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>South Texas Landscaping, INC</td>
<td>XXX.XXX</td>
<td>State of Texas</td>
<td>6/15/2013</td>
<td>6/15/2014</td>
<td>$3,500,000</td>
<td>$3,000,000</td>
<td>Long term recovery from wildfires of 2011 - Drainage Projects</td>
</tr>
<tr>
<td>Allen Ames, Grant Administrators</td>
<td>123-456</td>
<td>Rango County</td>
<td>11/1/2022</td>
<td>11/5/2022</td>
<td>$30,000</td>
<td>$30,000</td>
<td>Grant administration and environmental services</td>
</tr>
<tr>
<td>Ernie's Engineering LLC</td>
<td>222-333</td>
<td>Rango County</td>
<td>3/1/2021</td>
<td>9/1/2022</td>
<td>$200,000</td>
<td>$200,000</td>
<td>Design and Construction Management Services</td>
</tr>
<tr>
<td>Carl's Construction Crew</td>
<td>654-312</td>
<td>Rango County</td>
<td>8/1/2021</td>
<td>9/1/2022</td>
<td>$654,000</td>
<td>$500,000</td>
<td>Widened and concrete the 3,000 LF of ditches</td>
</tr>
</tbody>
</table>

input the Total Contract amount that is in the executed vendor agreement regardless of funding source

input the amount of the vendor contract that will be paid for by CDBG funding

input the Scope of Work of the vendor contract

Vendor

Subrecipient who holds the vendor contract

Vendor DUNS

Period of Performance of vendor contract
Reporting Template

- HUD Contract Report is Attachment H of the GLO contract
- Applies to Non-MIT (15/16/Harvey) & MIT contracts
Section 3
Reporting
Section 3

- Section 3 of the Housing and Urban Development Act of 1968, as amended, requires the GLO to ensure that training, employment and other economic opportunities generated by CDBG programs shall be directed, to the greatest extent feasible to low- and very low-income persons.

- Subrecipients required to submit both quarterly and annual Section 3 reports to demonstrate efforts to meet the GLO’s Section 3 goals, the results of actions taken, and impediments encountered (if any)

- Reporting required for contracts over $200,000
Section 3 Quarterly and Annual Reports

- Contracts executed prior to November 30, 2020 (Legacy Projects)
  - Quarterly:
    https://recovery.texas.gov/documents/grant-administration/grant-implementation/infrastructure-forms/s3-section-3-quarterly-report.xlsx
  - Annual:
    https://recovery.texas.gov/documents/grant-administration/grant-implementation/infrastructure-forms/s7-section-3-annual-summary-report.xlsx
- Contracts executed after November 30, 2020
  - Reports to be submitted in TIGR
Legacy Project Reporting

- Similar Quarterly and Annual Reports. Annual report compiles the information from all the quarterly reports for that year.
- Input award and Subrecipient Information.
- Part I: Input employment and Training information. Ensure to complete columns B, C, and F to report all new hires, section 3 new hires, and section 3 trainees.
- Part II: Input monetary amounts of all construction and non-construction contracts awarded including information about any Section 3 businesses awarded.
- Part III input information about all the efforts taken to hire and train section 3 residents and businesses.
Section 3 Reporting in TIGR

- From the Contracting & Compliance top level navigation tab, select Manage Change Requests, Single Audit & Section 3
Section 3 Reporting in TIGR

- The Manage Contract Change Requests, Single Audit Certifications and Section 3 Reports page is displayed.
- Click the dropdown to view contracts for the organization associated with your profile.
Section 3 Reporting in TIGR

- Click the dropdown to open the contract
Section 3 Reporting in TIGR

- The Create, Edit and Submit Draft Change Requests, Single Audit Certifications and Section 3 Reports page is displayed.
- In the Section 3 Reports area of the page, click Create.
Section 3 Reporting in TIGR

- The Create pop up is displayed
- Enter the Fiscal Year and select the Reporting Quarter
Section 3 Reporting in TIGR

- The Section 3 record is displayed in the table. Click Edit
Section 3 Reporting in TIGR

- The Edit popup is displayed
- Complete the form and click Submit
Section 3 Reporting in TIGR

- The popup closes and the system is updated to show that the Section 3 report is submitted.

**Note:** The Date Submitted field is not immediately populated, but if the Submitted field shows 'Yes', then the report was successfully submitted.
QUESTIONS?

1-844-893-8937
cdr@recovery.texas.gov

Texas General Land Office
@glotx
@txglo