

REQUIRED CLOSING DOCUMENTS

Below is a list of documents required for closing. While these are standard, there may be some variations. Refer to the closing timeline you receive with the specific documents required based on the program or reach out to the TWDB contact in the **Board Action Letter** for more information

Grant/Principal Forgiveness

- Executed Grant Agreement
- Executed Grant Escrow Agreement
- Agreement Execution Resolution
- TWDB Vendor Set-up or Direct Deposit Form
- Financial Advisor's Closing Instruction Memorandum
- Wire Transfer Letter, if applicable
- Executed Consultant Contract(s)
- Other document as required by Special Conditioning the Resolution - **see TWDB Resolution**
- Sufficiency of Funds Statement - documentation of in-kind contribution or local fund **(cash contributions)**

Texas Water Development Board

CLOSING CHECKLIST - PRINCIPAL FORGIVENESS / GRANT

Pre-Adoption of Principal Forgiveness Agreement	Completed
Commitment for funding is approved at TWDB board meeting	TWDB
TWDB sends Board Action Letter to Borrower shortly after commitment for funding is approved	TWDB
Borrower responds to Board Action Letter by contacting TWDB with anticipated principal forgiveness agreement execution date and closing date	☐
TWDB Financial Analyst works with Borrower to confirm anticipated closing timeline	TWDB
TWDB creates draft principal forgiveness agreement and escrow agreement and provides to Borrower for review	TWDB
Borrower provides comments on draft principal forgiveness agreement	☐
Borrower provides signed Agreement Execution Resolution and executed escrow agreement to TWDB Attorney	☐
TWDB Outlays Team creates Outlays workbook and sends to Borrower	TWDB
TWDB Engineer contacts Borrower/Consultants to create budget	TWDB
If budget changes or needs to be revised – Borrower/Consultants send changes to TWDB Engineer to update the Outlay workbook	☐
Borrower's Financial Analyst sends invoice or signed verification page with completed Outlays workbook back to TWDB Outlays Team for processing	☐
Borrower's Financial Analyst provides draft closing memorandum that reflects the Outlay invoices to TWDB Financial Analyst	☐
TWDB sends final principal forgiveness agreement for execution to Borrower via DocuSign	TWDB
Borrower's Consultants work on finalizing closing documents	☐

Submittal of Final Documents & Final Closing Steps	Completed
Principal forgiveness agreement executed via DocuSign	TWDB
Borrower provides all final closing documents to the TWDB Financial Analyst and TWDB Attorney	☐
1. Executed Principal Forgiveness Agreement [created by Bond Counsel]	☐
a. Includes Executed Escrow Agreement [created by Bond Counsel]	☐
2. Financial Advisor's Closing Instructions [created by Borrower's Financial Analyst]	☐
3. Agreement Execution Resolution [filled out by Bond Counsel, labeled as TWDB-0169 at http://www.twdb.texas.gov/financial/instructions/index.asp]	☐

Submittal of Final Documents & Final Closing Steps		Completed
4. Approved Outlay Report [provided by TWDB Outlays and filled out by Borrower]		☐
5. Sufficiency of Funds Statement [created by external Engineer or consultant]		☐
TWDB reviews closing documents and provides comments/corrections to Borrower as needed		TWDB
Closing and distribution of funds		TWDB