

TDA-GO Quarterly Report Instructions

Click here to access the TDA-GO website or copy and paste the following in your browser:
<https://tda-go.intelligrants.com/>

- 1.) Log in to TDA-Go by entering your username and password.

Login

Username

Password

[Log In](#)

[Login Assistance](#)
[New User/Organization Registration](#)

- 2.) On the Dashboard you can search for your grant project ID Performance Report which shows up as a task that needs to be completed under “My Tasks”.

TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Home Searches ▾

Dashboard

My Tasks

[Initiate Related Document](#)

Program - 2022				
HDM202102 0-RPT-Q1	Performance Report	Test Grantee Organization	Performance Report In Process	9/10/2021 1:46:51 PM

You can scroll until you find the one you want or use the filter to narrow down the ones that need a report completed.

The screenshot shows a 'My Tasks' interface. At the top right, there is a blue button labeled 'Initiate Related Document'. Below this is a 'Filter' panel with a downward arrow icon. The filter panel contains four input fields: 'Name' (text input), 'Organization' (text input), 'Type' (dropdown menu), and 'Status' (dropdown menu). At the bottom right of the filter panel are two blue buttons: 'Clear' and 'Search'.

3.) Navigate to **Forms** and click “**HDM-Quarterly Grant Report**” in the tool bar on the left.

The screenshot shows the 'Document Landing Page' for 'HDM2021020-RPT-Q1'. The page header includes the Texas Department of Agriculture logo and 'TEXAS DEPARTMENT OF AGRICULTURE COMMISSIONER SID MILLER' on the left, and '★ TDA GO TEXAS DEPARTMENT OF AGRICULTURE' on the right. The sidebar on the left has a 'Forms' section with 'HDM - Quarterly Grant Report' highlighted in a red box. The main content area displays the following details:

Template HDM Performance Report 2022	Instance HDM Performance Report Q1 2022	Process Performance Report
Document Name HDM2021020-RPT-Q1	Document Status Performance Report In Process	
Organization Test Grantee Organization	Your Role Authorized Official	

4.) Begin filling out your quarter report.

Entering Data

1.) Current quarter: Select the quarter you are completing a report for from the drop-down menu.

Name of Grantee: Test Grantee Organization

Grant Number: HDM2021020

Service County:

Current Quarter:

▼

- Quarter 1
- Quarter 2
- Quarter 3
- Quarter 4

Contact Information Changes

- 2.) Contact Information Changes: Select yes if your organization has had any contact or key personnel changes and please update the Applicant Contact Information page on your application after you complete your report. Select no if there have been no changes.

Contact Information Changes

Have there been any **changes** in contact information or updates to key personnel?*

Yes No

Please update the Applicant Contact Information page on your application.

- 3.) Budget Changes: Review your budget found on the column labeled Budgeted Amount. If your budget has changed from the original budget for the current quarter, select yes and contact TDA to request a budget revision form after completing your report. Select No if there has been no changes to your budget.

Budget Changes

Look at the Budgeted Amount column. Has your planned spending changed?

Yes No

If yes, contact TDA to complete a Budget Amendment.

Expenditure Category	Budgeted Amount	Current Quarter	Previously Reported	YTD Cumulative	Remaining Balance
Personnel	\$	\$	\$	\$0.00	\$0.00
Food/Meals	\$	\$	\$	\$0.00	\$0.00
Equipment	\$	\$	\$	\$0.00	\$0.00
Building	\$	\$	\$	\$0.00	\$0.00
Transportation	\$	\$	\$	\$0.00	\$0.00
Supplies	\$	\$	\$	\$0.00	\$0.00
	\$	\$	\$	\$0.00	\$0.00
TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

4.) Quantifiable Information: Enter the number of meals delivered during the current quarter, regardless of funding source in the box for question 1.

Quantifiable Information

1) Total number of meals delivered **regardless of funding sources** during the quarter.

Enter the number of meals delivered during the current quarter using HDM funding, in the box for question 2.

2) If known, total number of meals or meal equivalents delivered using TDA funds during the quarter. This number has been valuable in demonstrating the outcomes this program covers.

Please do not include congregate meals in these totals.

Home-Delivered Meals Grant Utilization

5.) Enter expenses for the quarter in each box under the current quarter column. See tips below. If any expenses in the prior quarters need to be adjusted, please contact TDA to push your previous report back to make needed changes.

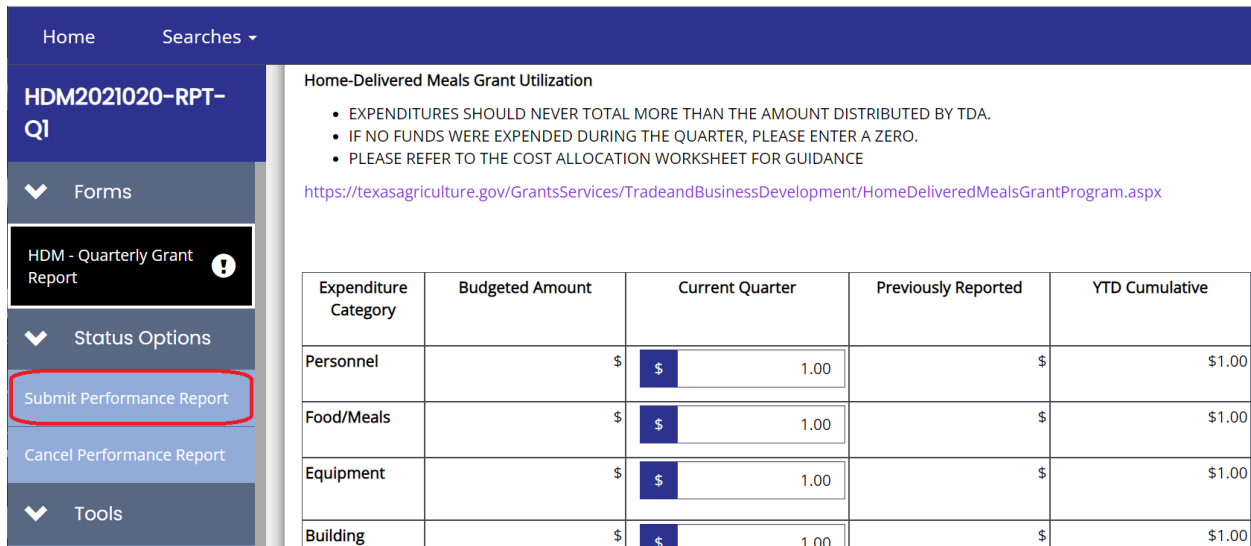
- EXPENDITURES SHOULD NEVER TOTAL MORE THAN THE AMOUNT DISTRIBUTED BY TDA.
- IF NO FUNDS WERE EXPENDED DURING THE QUARTER, PLEASE ENTER A ZERO.
- ENTER ZERO IN ALL OTHER CATEGORIES THAT FUNDS WERE NOT SPENT IN.
- PLEASE REFER TO THE COST ALLOCATION WORKSHEET FOR GUIDANCE AT THE LINK

<https://texasagriculture.gov/GrantsServices/TradeandBusinessDevelopment/HomeDeliveredMealsGrantProgram.aspx>

Expenditure Category	Budgeted Amount	Current Quarter	Previously Reported	YTD Cumulative	Remaining Balance
Personnel	\$	\$ <input type="text"/>	\$	\$0.00	\$0.00
Food/Meals	\$	\$ <input type="text"/>	\$	\$0.00	\$0.00
Equipment	\$	\$ <input type="text"/>	\$	\$0.00	\$0.00
Building	\$	\$ <input type="text"/>	\$	\$0.00	\$0.00
Transportation	\$	\$ <input type="text"/>	\$	\$0.00	\$0.00
Supplies	\$	\$ <input type="text"/>	\$	\$0.00	\$0.00
	\$	\$ <input type="text"/>	\$	\$0.00	\$0.00
TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Payment Information can be reviewed at bottom of screen after this step.

6.) Once all report fields are completed click **Save** on the upper right hand corner to save your work. Then navigate to **Status Options** on tool bar on left side of screen and click “Submit Performance Report” to submit your report.



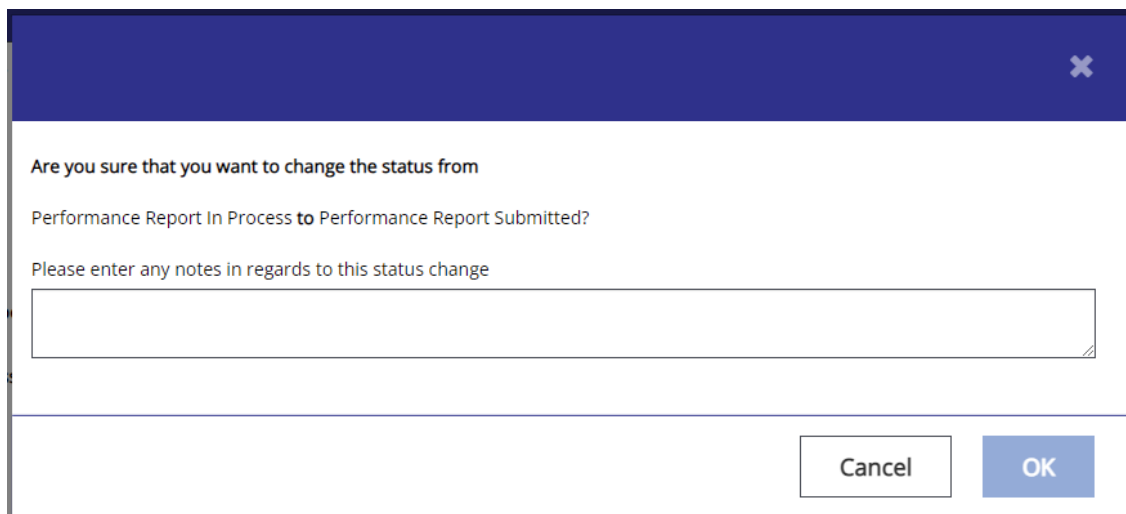
Home-Delivered Meals Grant Utilization

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Expenditure Category	Budgeted Amount	Current Quarter	Previously Reported	YTD Cumulative
Personnel	\$	\$ 1.00	\$	\$1.00
Food/Meals	\$	\$ 1.00	\$	\$1.00
Equipment	\$	\$ 1.00	\$	\$1.00
Building	\$	\$ 1.00	\$	\$1.00

7.) You will be prompted to confirm submission and add any additional comments if needed.
Click OK to complete submission.



Are you sure that you want to change the status from
Performance Report In Process to Performance Report Submitted?

Please enter any notes in regards to this status change

Cancel OK

8.) TDA will review and approve report. You will receive email notification once your report has been approved, but you can also check the status of your report in the system.