

TDA-GO Roles and Definitions		
Acronym/ Title	Meaning	Special Notes
<b>Types of Agreements</b>		
<b>CDP</b>	Community Development Colonia Economically Distressed Areas Program	
<b>CFC</b>	Community Development Colonia Fund - Construction	
<b>CFP</b>	Community Development Colonia Fund - Planning	
<b>CSH</b>	Community Development Colonia Self-Help Centers Program	
<b>CDV</b>	Community Development Fund	
<b>CDM</b>	Community Development Downtown Revitalization Fund	
<b>CFA</b>	Community Development FAST Fund	
<b>CPC</b>	Community Development Planning and Capacity Building Fund	
<b>CSU</b>	Community Development State Urgent Needs Fund	
<b>TDA Roles and Responsibilities</b>		
<b>AO</b>	Authorized Official (Mayor or County Judge)	Person authorized by resolution as signatory for agreements and payment requests
<b>PD</b>	Project Director	Local official or employee of Grant Recipient authorized to prepare and submit grant related documents in TDA-GO; must be certified as TxCDBG Certified Administrators to take action once the grant agreement is executed
<b>PP</b>	Payment Processor	Local official or employee of Grant Recipient authorized to prepare and submit payment request documentation only
<b>C</b>	Consultant	Third party staff authorized through procured contract or other agreement to prepare and submit grant related documents in TDA-GO; must be certified as TxCDBG Certified Administrators to take action once the grant agreement is executed
<b>AV</b>	Agency Viewer	Local official or employee of the Grant Recipient that is granted view only access to applications in the TDA-GO system
<b>PS</b>	Program Specialist	TDA Staff
<b>GS</b>	Grant Specialist	TDA Staff
<b>PM</b>	Program Monitor	TDA Staff
<b>SME</b>	Subject Matter Expert	TDA Staff
<b>Additional Personnel Designations</b>		
	Primary Program Contact	Local official or employee of the Grant Recipient who can answer day-to-day questions about the project
	Secondary Program Contact	Person who will provide backup to Primary Program Contact
	Primary Administrative Contact	Person responsible for day-to-day questions about both the project and administrative requirements
	Civil Rights Officer	Local official or employee of the grant Recipient designated as responsible for ensuring civil rights, equal protection, and fair housing requirements are met for the grant
	Labor Standards Officer	Person designated as responsible for ensuring compliance with all labor standards requirements, including Davis-Bacon and Related Acts

**TDA-GO Roles and Definitions**

Acronym/ Title	Meaning	Special Notes
<b>Key Terms</b>		
<b>Application</b>	TDA-GO Document that includes the initial application process and, if funded, grant implementation statuses and forms	The project document is referred to as an Application regardless of the current status
<b>Grant Agreement</b>	Legal document formalizing the grant	Formerly known as a grant contract
<b>Contract</b>	Legal agreement between grantee and vendors for services, construction, materials, etc.	
<b>Amendment</b>	Method to request changes to a Grant Agreement Performance Statement, Budget or Schedule. <b>Note:</b> Amendments must be processed in full before a new Amendment, Payment Request, or other grant action can be requested.	Formerly known as contract amendment or modification
<b>Payment Request</b>	Process of requesting a payment	Formerly known as a drawdown/draw
<b>Cost Category</b>	Part of the payment request process, this information identifies both the budget activity type and the accounting information needed to complete the payment	
<b>Admin. Svs</b>	Administrative Services	
<b>Eng. Svs</b>	Engineering Services	
<b>AUGF</b>	Authority to Use Grant Funds, also known as Environmental Clearance	Must have this <u>before</u> any construction starts or Amendments are requested