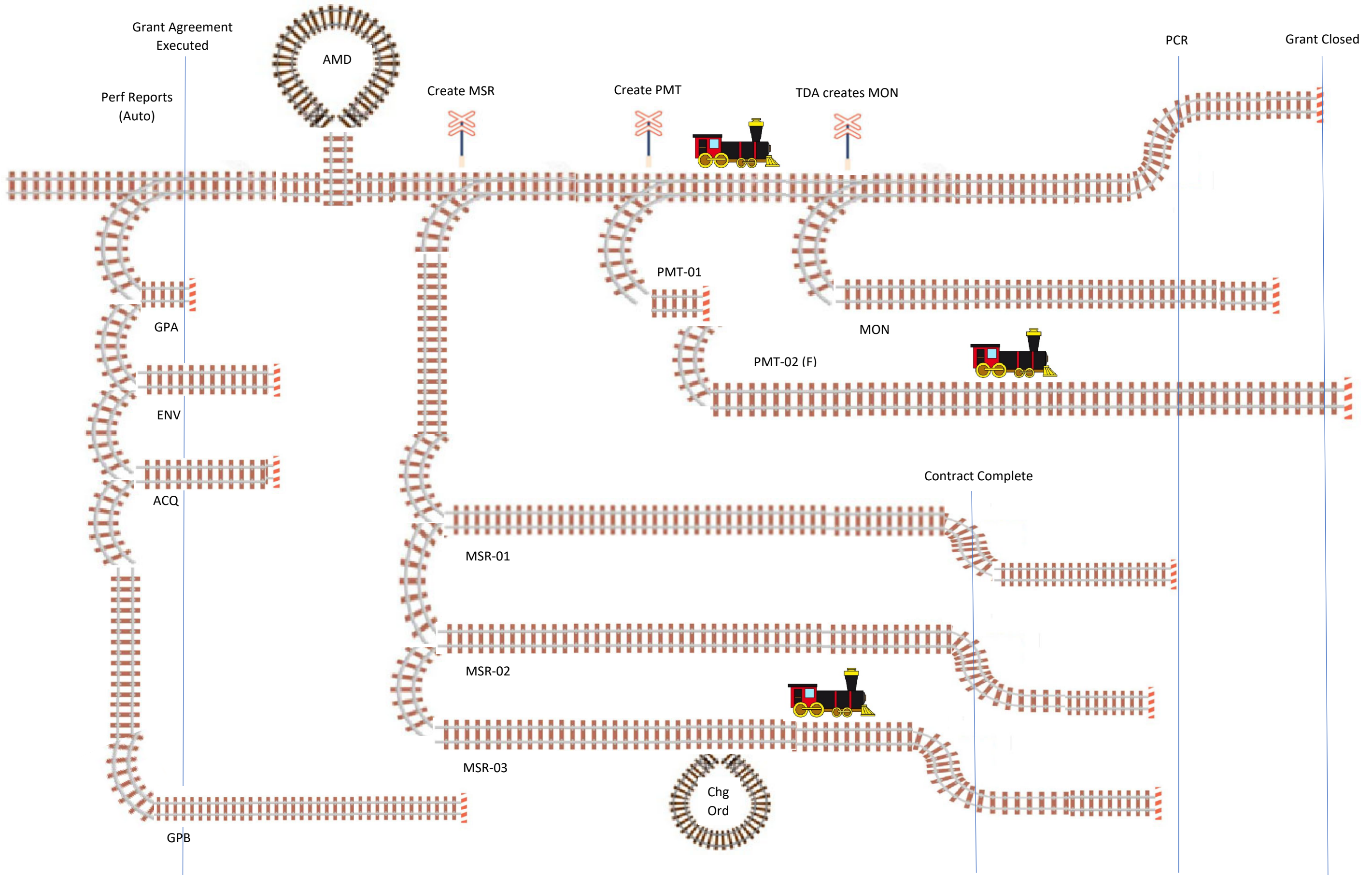


TDA-GO: Documents on the Right Track

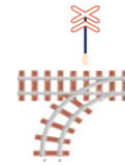


TDA-GO: Documents on the Right Track

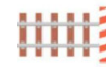
Explanation of graphic:

TDA-GO functions based on a Grant Document (or parent document) and various Related Documents (or subdocuments). Once created, each of these Related Documents follows its own “track.”

The decision to create a new Related Document is shown in the graphic as:



The completion of a track is shown as:



The decision to finalize a track – the point at which additional revisions/updates are no longer available – is shown as:



A track detour due to Grant Amendment or MSR Change Order is shown as:



Grant agreement key dates are shown on the graphic for reference as:



Key Ideas shown on the graph:

- Creating Related Documents
 - Performance Reports are created by the system and follow independent tracks.
 - Materials and Services Reports are created by the Grant Recipient/Consultant as needed. Each MSR follows its own track.
 - Payment Requests each follow their own tracks, and only one payment track may be active at any time.
 - Monitoring Reports are created by TDA staff. At least one Monitoring Report is required – if additional Monitoring Reports are created, each follows its own track.
- Changes to approved Documents
 - Grant Amendments temporarily divert the grant document from its regular track. While the document is in this status, the Grant Recipient/Consultant cannot access the “Initiate New Document” function. Any Related Document previously created continue to follow their own tracks while the overall grant agreement is in an Amendment status.
 - Change Orders temporarily divert the MSR from its regular track. While the document is in this status, the Grant Recipient/Consultant cannot access the Contract Completion steps.
- Completing Documents - All tracks require a status change action to complete the track.
 - Performance Reports and Payment Requests are considered complete upon TDA approval of the submitted document.
 - MSR Contract Complete steps confirm all information submitted previously, including change orders, is accurate and complete (Work Completed/FWCR).
 - Most Related Documents – all four required Performance Reports and all MSRs – **must be completed prior to beginning the Grant Closeout** steps including creating the Project Completion Report (PCR).
 - Only one Payment Request and Monitoring Reports may continue on their own tracks after the PCR is created. The final Payment Request may be approved following Grant Closeout.
- While each track is independent within the system, TDA staff will compare the information across the grant agreement and related documents to ensure program compliance and good project management.