

How to Find Grant Documents

Launch TDA-GO and Login

Launch <https://tda-go.intelligrants.com>. Login with your username and password.

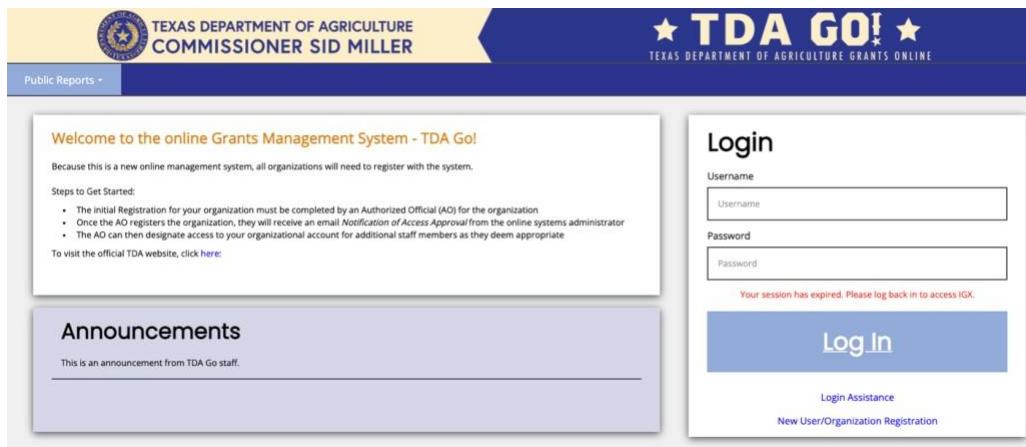


Figure 1. Launch TDA-GO and login

TDA-GO Dashboard

After logging in, your Dashboard will appear. **My Tasks** are documents/applications that are in a status that may require action from users with your role/permissions. **Important:** your **My Tasks** will not always display all documents assigned to you in the system. Once a document is submitted in the system it no longer appears in **My Tasks**, however you still able to access the document.

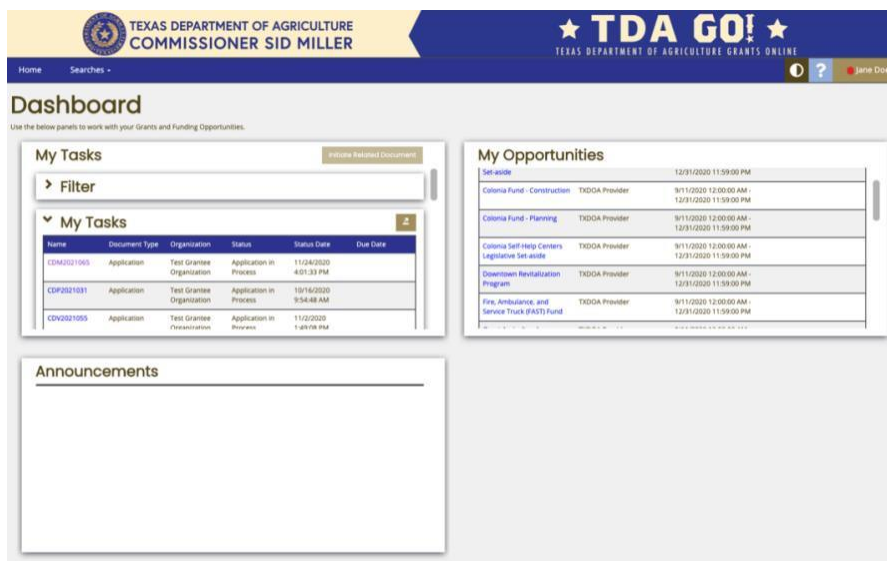


Figure 2. TDA-GO Dashboard

Navigate to **Searches** in the navigation bar at the top of the screen.

- To find an application or awarded grant agreement, select **Applications/Grants**.
- To find other documents associated with an awarded grant, select the appropriate category listed (Payments, Performance Reports, Materials and Services Reports, Organizational Compliance).

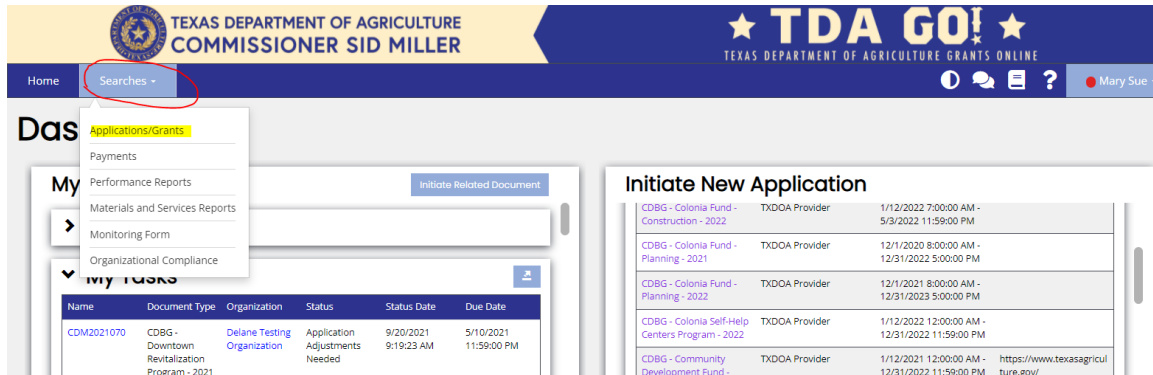


Figure 2. Under the Searches Menu, select Application/Grants to view documents you're assigned to.

You do not need to enter any data into the search fields to pull up results; simply click **Search** to quickly view all application documents you have access to. However, if you are searching for a specific document, the following filters may be helpful:

Document Name: The application/grant number (i.e. CDV21-#####, CDM22-#####)

Document Type: The type/fund category of application submitted (i.e. CDBG – Downtown Revitalization, or CDBG – Community Development)

Organization: Name of city or county applicant. Do not include “city of” or “county of” in search field or results may not populate. (i.e. Paducah, Seminole)

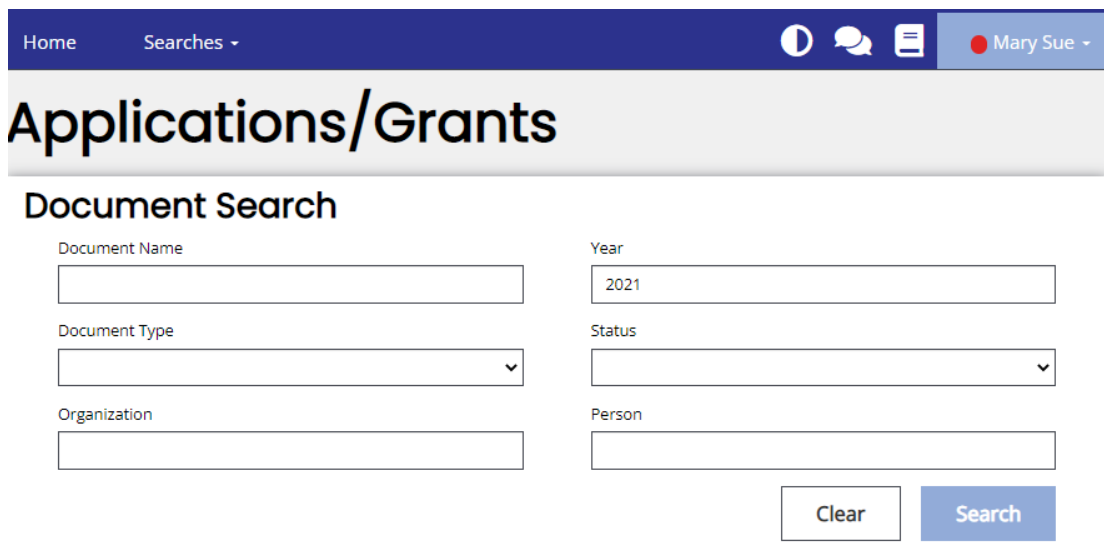


Figure 3. Applicants/Grants search page

Once search results have appeared on the screen, you can open the application by clicking on the document name.

Organization: PERSON:

Clear Search

Documents Number of Results: 26

| Name | Organization | Type | Status | Sub Code |
|------------|--------------|---|---|----------|
| CDV21-0002 | Lometa | CDBG - Community Development Fund - 2021 | Grant Agreement in Legal Review | 2021 |
| CDM21-0045 | Palacios | CDBG - Downtown Revitalization Program - 2021 | Grant Agreement Pending TDA Signature | 2021 |
| CDV21-0073 | Carmine | CDBG - Community Development Fund - 2021 | Grant Agreement in Legal Review | 2021 |
| CDV21-0102 | Nolanville | CDBG - Community Development Fund - 2021 | Grant Agreement Pending Grant Recipient Signature | 2021 |
| CDV21-0115 | Timpson | CDBG - Community | Grant Agreement Pending | 2021 |

Figure 4. Example of application/grant search results.

The Document Landing Page appears.

Home Searches Mary Sue

CDM22-0010 New Note

Document Landing Page

| | | |
|---|--|---|
| Template Community Development Block Grant 2022 | Instance CDBG - Downtown Revitalization Program - 2022 | Process Application |
| Document Name CDM22-0010 | Document Status Application in Process | |
| Organization Test Grantee Organization | Your Role Authorized Official | Due Date 5/3/2022 11:59:00 PM |

Forms: Application, Applicant Contact Information, General Information, Project Feasibility Information, Community Needs Assessment, Project Details

Figure 5. Example of a document landing page