

TDA-GO Roles and Definitions		
Acronym/ Title	Meaning	Special Notes
<b>Types of CDBG Grants</b>		
<b>CDP</b>	Colonia Economically Distressed Areas Program	
<b>CFC</b>	Colonia Fund: Construction	
<b>CFP</b>	Colonia Fund: Planning & Needs Assessment	
<b>CSH</b>	Colonia Self-Help Centers Program (TDHCA administered program)	
<b>CDV</b>	Community Development Fund	
<b>CDM</b>	Downtown Revitalization Program	
<b>CFA</b>	Fire, Ambulance and Service Truck (FAST) Fund	
<b>CPC</b>	Planning and Capacity Building	
<b>CSU</b>	State Urgent Need Program	
<b>TDA-GO Titles and Their Role/Responsibilities</b>		
<b>AO</b>	Authorized Official (i.e. Mayor, City Manger, County Judge, etc.)	Person authorized by local resolution to execute contractual approvals and expenditures under a TxCDBG grant.
<b>PD</b>	Project Director	Local official or non-contract employee of Grant Recipient authorized to prepare and submit grant related documents in TDA-GO.
<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 individual or firm whose services have been formally procured and will assist with preparation and submission grant related documents in TDA-GO; <b>must</b> be certified as TxCDBG Certified Administrator 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.
<b>CRO</b>	Civil Rights Officer	Local official or employee of the grant Recipient designated by the AO as the person responsible for ensuring civil rights, equal protection, and fair husing requirements are met for the grant.
<b>LSO</b>	Labor Standards Officer	Person designated by the AO as the person responsible for ensuring compliance with all labor standards requirements, including Davis-Bacon and Related Acts.

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<b>Key Terms</b>		
<b>Application</b>	TDA-GO request for grant funding that includes the initial application process and documentation. If funded, grant implementation statuses and forms begin and the application number will become the grant number.	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 the grant recipient and vendors for services, construction, materials, etc.	
<b>(AMD) Amendment</b>	Method to request changes to a Grant Agreement Performance Statement, Budget or Schedule. <b>Note:</b> Amendments must be processed in full <u>before</u> a new amendment, payment request, or other grant action can be initiated.	Formerly known as contract amendment or modification.
<b>(PMT) 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</b>	Administrative Services	
<b>Eng</b>	Engineering Services	
<b>AUGF</b>	Authority to Use Grant Funds, also known as Environmental Clearance	TDA must release this <b>before</b> executing any construction contracts, acquisition, etc.
<b>Status Change</b>	TDA-GO function used to move documents through the workflow. Changing the status impacts the users that have save permission, status options, and My Tasks assignments.	Found in the Status Options section of left, blue navigation bar. Each status link provided will push a document forward or send it back as needed in the workflow. <u>Not changing the status will cause delays.</u>
<b>OCSAR</b>	Organizational Compliance Single Audit Report submission will determine which type of audit is required for the grant recipient.	The report will be generated by TDA in TDA-GO. It <b>must</b> be submitted in TDA-GO within nine months of the city/county fiscal year end date. <b>Failure to meet reporting requirements will result in sanctions.</b>