

INTRODUCTION

The goal of the Texas Community Development Block Grant (TxCDBG) program is to develop viable communities by providing decent housing and a suitable living environment, as well as by expanding economic opportunities—principally for persons of low-to-moderate income.

Eligible applicants are non-entitlement cities under 50,000 in population and non-entitlement counties that have a non-metropolitan population under 200,000 and are not eligible for direct CDBG funding from HUD may apply for funding through any of the Texas CDBG programs.

In awarding funding pursuant to Texas Government Code, Section 487.351(c), the Texas Department of Agriculture (TDA) shall give priority to eligible activities in the areas of economic development, community development, and rural health to support workforce development.

The objectives of the TxCDBG program are:

- Improve public facilities to meet basic human needs, principally for low-to-moderate income persons;
- Improve housing conditions, principally for persons of low-to-moderate income;
- Expand economic opportunities by creating or retaining jobs, principally for low-to-moderate income persons; and
- Provide assistance and public facilities to eliminate conditions hazardous to the public health and of an emergency nature.

Welcome to TDA-GO

The TxCDBG program is currently administered through the TDA-GO grant management system. This interactive, online application system has been designed with the Grant Applicant / Grant Recipient in mind—easy-to-navigate and easily updated. TDA-GO will store all necessary forms for your grant application in one place and be accessible from a computer through a unique log-in for each user.

Weblinks to Get Started in TDA-GO

To register a new organization (city, county, consulting firm, etc.) and/or individual users:
<https://form.jotform.com/232744761156156>

- The initial registration for your organization must be completed by an Authorized Official (AO) for the organization
- Each user will receive notification of approval from the online systems administrator.
- Individual users will be assigned to the organizations by which they are employed. Non-employees contracted to provide services for a grant will be assigned to that specific grant and will not be considered members of the local government organization.

To log in to the TDA-GO system: <https://tda-go.intelligrants.com>

To visit the TxCDBG website: <https://www.texasagriculture.gov/CDBG>

Key TDA-GO Roles

Authorized Official (AO)	Person authorized by resolution as signatory for grant agreements and payment requests
Project Director (PD)	Local official or employee of Grant Recipient designated 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
Payment Processor (PP)	Local official or employee of Grant Recipient authorized to prepare and submit payment request documentation only
Consultant (C)	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
Agency Viewer (AV)	Local official or employee of the Organization that is granted view only access to applications in the TDA-GO system

Key TDA-GO Functions

Navigating the Document

The TDA-GO grant document, referred to in the system as the Application for the entire project, is navigated using the navigation menu that appears on the left side of every TDA-GO page. The menu includes several major sections, with headings shown as dark blue bars:

- **Application** – Forms originally completed by the Grant Recipient when applying for grant funding.
- **Award** – Includes the grant agreement and other project information that may be updated throughout the agreement period.
- **Status Options** – See discussion below.
- **Tools** – Includes tools for managing access to and recording action history for the grant document.
- **Related Documents** – Subdocuments that are related to the grant agreement and submitted for TDA action, including Payment Requests and Performance Reports.

The screenshot displays the left-hand navigation menu of the TDA-GO system. At the top, there are links for 'Home' and 'Searches +'. Below these, the document identifier 'CDV21-0110' is shown. The menu is organized into several sections, each with a dark blue header bar and a downward-pointing chevron icon:

- Forms**: This section contains a list of forms related to the application, each with a checkmark icon indicating completion status:
 - Application
 - Applicant Contact Information
 - General Information
 - Project Feasibility Information
 - Community Needs Assessment
 - Project Beneficiaries and Locations
 - Budget Details
 - Required Uploads
 - Pre-Agreement Strategy
 - Certification
 - CDV - Community Development Fund
- Award**: This section contains two items, each with an empty square icon:
 - Agreement Certification
 - Grant Overview
- Status Options**: This section contains one item with an empty square icon:
 - Amendment Request in Process (CDBG)
- Tools**: This section contains a list of tools:
 - Landing Page
 - Add/Edit People
 - Status History
 - Attachment Repository
 - Modification Summary
 - Document Validation
 - Notes
 - Print Document
- Related Documents**: This section contains two items:
 - Initiate Related Doc
 - Payment Request

Saving the Page

Throughout the life of the project, the Grant Recipient will provide information, including reporting data and documents, to TDA through the TDA-GO system. System roles with permission to complete these entries will have a Save button in the top right corner of the page.

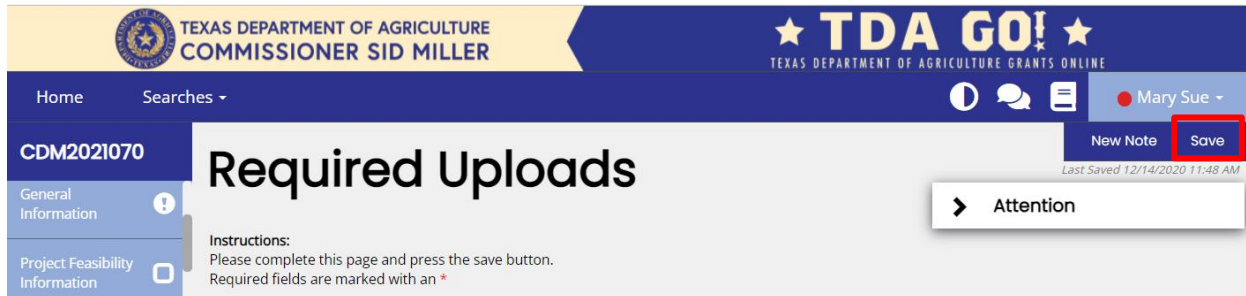


Figure 1. Note the Save button in the top right corner of the page.

NOTE: Certain pages are restricted so that only TxCDBG Certified Administrators (assigned Project Director or Consultant roles) will have permissions to Save the page. Other pages and/or fields are limited to Authorized Officials.

Changing Status

Reports and requests are submitted in TDA-GO by changing the status of the TDA-GO form. The status options available vary based on the current status of the grant and role of the individual user. Changing the status of a document means updating the role responsible for the next step in the approval process; the previous role may no longer have **Save** permissions once the status is updated.

Identify the **current status** by hovering over the Application/Grant Agreement number.

Find the available status options by scrolling down the blue navigation menu. Select the appropriate menu option for the action you wish to take.



Figure 2. Hover over the application number for the current status

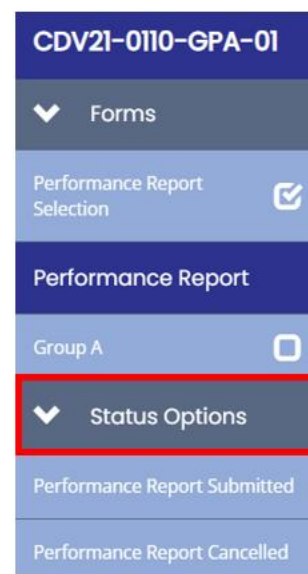


Figure 3. Status options