

APPENDIX C: APPLICATION INSTRUCTIONS

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Initiating an application in TDA-GO

1. Launch TDA-GO and Login

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

Public Reports +

TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

★ TDA GO! ★
TEXAS DEPARTMENT OF AGRICULTURE GRANTS ONLINE

Welcome to the online Grants Management System - TDA Go!

Because this is a new online management system, all organizations will need to register with the system.

Steps to Get Started:

- The initial Registration for your organization must be completed by an Authorized Official (AO) for the organization
- Once the AO registers the organization, they will receive an email Notification of Access Approval from the online systems administrator
- The AO can then designate access to your organizational account for additional staff members as they deem appropriate

To visit the official TDA website, click [here](#).

Announcements

This is an announcement from TDA Go staff.

Login

Username

Username

Password

Password

Your session has expired. Please log back in to access IGX.

Log In

Login Assistance

New User/Organization Registration

TDA-GO Dashboard

After logging in, your Dashboard will appear. **My Tasks** shows documents/applications that are in process; **Initiate New Application** has links to blank grant applications.

Home Searches +

Dashboard

My Tasks

Filter

My Tasks

Name	Document Type	Organization	Status	Status Date	Due Date
CDA22-0037	CDBG - Colonia Economically Distressed Areas Program - 2022	Test Grantee Organization	Application in Process	6/17/2022 1:06:10 PM	5/20/2022 11:59:00 PM
CDM2021028-ENV-01	Performance Report	Test Grantee Organization	Performance Report in Process	4/11/2022 1:32:38 PM	

Initiate New Application

Filter

Initiate New Application

Name	Provider	Availability	Description
CDBG - Colonia Economically Distressed Areas Program - 2022	TXDOA Provider	1/12/2022 12:00:00 AM - 12/31/2023 11:59:00 PM	
CDBG - Colonia Fund - Construction - 2022	TXDOA Provider	1/12/2022 7:00:00 AM - 12/31/2023 11:59:00 PM	
CDBG - Colonia Fund - 2022	TXDOA Provider	12/1/2020 8:00:00 AM -	

2. Click on the desired application type from Initiate New Application.

NOTE: Only the Authorized Official or local staff Project Director for the applicant community can initiate a new application. TDA staff can also assist in initiating the application.

A brief description and agreement language appears.

CDBG – Downtown Revitalization Program

– 2022

Provided By:

TXDOA Provider

Provided To:

Test Grantee Organization

Application Availability Dates:

9/11/2021 12:00:00 AM - 12/31/2023 11:59:00 PM

Due Date:

5/3/2022 11:59:00 PM

Description:

Texas Main Street City receives public infrastructure grant \$50K-\$150K for Central Business District (CBD) enhancement

Agreement Language:

As an individual authorized to initiate a grant on behalf of my organization to request funding from the Texas Department of Agriculture, I will comply with all rules and requirements as described in the Request for Applications published to www.texasagriculture.gov.

Agree

Decline

3. Review the Details and Description then click “Agree”.
The Document Landing Page appears.

Home

Searches

CDV21-0115

Forms

Status Options

Cancel Application

Tools

Related Documents

Initiate Related Doc

Document Landing Page

Template

Community Development Block Grant 2021

Instance

CDBG - Community Development Fund - 2021

Process

Application

Document Name

CDV21-0115

Document Status

Application in Process

Organization

Test Grantee Organization

Your Role

Project Director

Period Date

12/31/2023 12:00:00 AM

Due Date

12/31/2022 11:59:59 PM

3

Add Users to the Document

In the Tools menu of the navigation pane (blue column to right), select Add/Edit People to confirm the internal staff and/or third-party users that have access to the grant application.

To request additional internal and/or external users to an application by submitting a Support Ticket. [link needed]

TxCDBG Support Ticket Form

Select the option that most closely describes your situation and answer the associated questions for assistance.

Select the type of assistance you need:

- ☐ Individual Registration - I do not have a individual TDAGO! account and I need assistance setting one up
- ☐ Organization Registration - My Organization does not have a TDAGO! account and I need assistance setting one up
- ☐ I can't login to TDAGO! - I have a TDAGO! account, but I am currently locked out
- ☐ Document Access - I need access to a Document that I am not currently associated with
- ☒ Document Functionality - I have access to a Document, but I need assistance with an error or similar issue
- ☐ Performance Report and/or Document Creation - I need assistance creating a new or additional Performance Report/Document

Please list the full names and organization(s) of users to be added in the text field at the bottom.

Community Application Instructions

Applicant Contact Information Page

This page is used by TDA staff to reach out to appropriate contacts when outreach is needed. To ensure TDA can contact your organization, this page can be edited throughout the life of the application and grant agreement and should be updated whenever changes to appropriate point-of-contacts occur.

The screenshot shows the 'Applicant Contact Information' page in the TDA-GO system. The left sidebar contains a navigation menu with the following items: Home, Searches, CDV25-0005, Forms, Community Application, Applicant Contact Information (highlighted), Community Application, CDV - Community Development Fund, Application, General Information, Project Feasibility Information, Additional Community Needs, Project Details, and Budget Details. The main content area is titled 'Applicant Contact Information' and includes instructions: 'Please complete this page and press the save button. Required fields are marked with an *'. The form fields are: Organization DBA (City of Sample), Name of Authorized Official (with a note that this person is authorized to enter into legal agreements on behalf of the applicant/organization and a note to select from the drop-down list), a drop-down menu for the Authorized Official (showing 'Mary Sue'), Prefix (Honorable), First Name (Mary), Last Name (Sue), Suffix (Jr.), Job Title (Authorized Official), and Telephone ((512) 111-1234 ext. 1).

Organization DBA

This information is automatically populated by the system. Please check to ensure spelling and designation is accurate. To address any errors, contact TDA support staff or navigate to your Organization Details page.

Name of Authorized Official

Select appropriate person from your organization using the drop-down menu. This menu will populate with all authorized officials (AO) associated with the document. The person selected should be authorized to enter into legal agreements on behalf of the organization. This person will be expected to certify the application and execute the grant agreement in TDA-GO.

Name of Application Preparer / Administrative Contact

If your community has selected a third-party grant administrator or grant writer to assist with the preparation of the application, enter the primary point of contact for this application from the drop-down menu. This menu will populate with all users associated with the document.

If your community elects to self-prepare the application, select the primary local staff person who will be the point of contact for this application.

Name of Additional Contact for Project (optional)

Additional persons, such as public works staff or general manager of the water supply corporation, or other local staff that will be involved with the application and/or technical aspects of the project development process.

County

Select the county in which the Grant Applicant local government is located. This information will be used for reporting purposes.

Legislative Districts

Select the legislative district(s) for the community. Click the “+” icon to add additional fields as needed.

Community Application Page

County

Select the county in which the Grant Applicant local government is located. This information will be used for reporting purposes and to populate the Region field below.

Region

This field will automatically populate once the county field is entered and the page is saved. Please verify the state planning region displayed is correct (and if incorrect contact TDA staff for further instruction).

Total Applicant Population

Enter the total population of the Grant Applicant as of the most recently available American Community Survey (ACS) 5-Year estimate, Table B01003. This information can be found using the [U.S. Census Bureau's Census Data](#) website or by referencing *Appendix B – Community Application Scoring Elements*.

Financial Capacity

Review the details listed below the drop-down and select “**Yes**” to confirm the Grant Applicant has sufficient financial management capacity to be responsible for federal grant funding and will complete a self-assessment prior to the release of grant funds, if awarded.

Does the applicant levy the following tax revenues?

To be eligible to receive TxCDBG funding, a community must levy local property (Ad Valorem) and/or local sales tax. Please contact TxCDBG staff with additional questions regarding eligibility.

Progress Thresholds

Click on the “**Review Existing Grants for Progress Thresholds**” hyperlink to view a list of current grant agreements and related information to ensure compliance with threshold requirements.

Resolution for Program Participation

Upload the local resolution passed by the Grant Applicant's local governing body that authorizes the locality's submission of a Community Application and confirms the community's commitments related to the program. See Appendix A – Community Application Public Participation for required resolution format.

Amount of Match Funds

Enter the dollar amount of matching funds committed in the local resolution.

Home

Searches ▾

CDV25-0008

▼ Forms

Community Application

Applicant Contact Information

Community Application !

Resolution to Submit & Match

Resolution for Program Participation *

Amount of Match Funds committed by resolution, if applicable *

Browse

Drag Files Here

DOC_17133.pdf

475.53 KB

×

\$

25,000

Community Needs Information

1. Under **Community Need**, provide list of community development and housing needs identified by community leaders. List the needs in order of importance and use the “+” icon to create additional fields.
2. Provide a general description of the project that would address the community need under **Action to Address Need**.
3. Choose the relevant **HUD activity code** from the drop-down menu.

Community Needs- General Information

Provide a list of all the applicant's identified community development and housing needs. Choose the relevant HUD activity code from the dropdown menu. Click [here](#) for a detailed list of HUD codes.

Use the boxes marked “+” and “-” to add or delete space for additional needs to be identified *

Community Need (identified by community leaders)	HUD Activity Code		
Water lines are deteriorated resulting in significant water loss	03J	+	-
Wastewater treatment plant has deficiencies identified by TCEQ	03J	+	-
Poor drainage leads to flooding and deteriorating infrastructure	03I	+	-
The community lacks a facility for community programs and local events	03E	+	-

CDV – Community Development Fund Page

1. Click on the “**Regional Project Priorities by state planning region**” hyperlink provided on the page and navigate to the Grant Applicant’s region and its adopted priorities document. (Alternatively, the “**2026 Regional Project Priorities Tracker**” hyperlink on this webpage can be used to access an excel document with all regional data).

USC Public Hearing Information & Resources: USC Meeting Minutes Unified Scoring Committee Charter 2026 USC Verified Scoring Factors- Draft for Stakeholders			
Regional Project Priorities 2027 Regional Project Priority Scoring Element- Default			
Region	USC Committee Member	2027 Adopted Priorities	Region Priorities Public Meeting
AACOG	Mark Gillespie, County Commissioner, Atascosa County	Adopted Priorities - AACOG	July 15, 2026, 5:00 PM 2700 NE Loop 410, Suite 101 San Antonio, TX
ATCOG	Mayor Lowell Walker, City of Dekalb	Adopted Priorities - ATCOG	June 25th 2026, 10:00 AM 820 W. Pecan St. Mt. Pleasant, TX
BVCOG	Judge Joe Fauth, Grimes County	Adopted Priorities - BVCOG	July 8th, 2026, 1:00 PM 3991 E 29th St. Bryan, Texas
CAPCOG	Mayor Stephanie Fisher, Johnson City	Adopted Priorities - CAPCOG	July 17, 2026, 9:00 AM 6800 Burleson Road, Building 310, Suite 165 Austin, TX

2. Discuss Community Needs list and Regional Priorities with community leadership to determine which project priority category is most appropriate. The project that is ultimately developed for the application will be an activity that meets the priority category selected in this field.

CDV25-0008

▼ Forms

Community Application

Applicant Contact Information ☐

Community Application ☐

CDV - Community Development Fund ☐

▼ Status Options

Submit Application

Cancel Application

▼ Tools

CDV – Community Development Fund

Instructions:
Please complete this page and press save.
Required fields are marked with *

The TxCDBG Community Application does not require the applicant to identify a specific project or activity. However, the applicant must commit to abide by the Regional Project Priorities in order to receive the associated points.

[Regional Project Priorities by state planning region \(texasagriculture.gov\)](#)

If invited to submit a Project Application, the project that is ultimately selected for the application will be an activity that meets the project priority category selected below: *

▼

Regional First Priority Activities only

Regional Second Priority (or higher) Activities

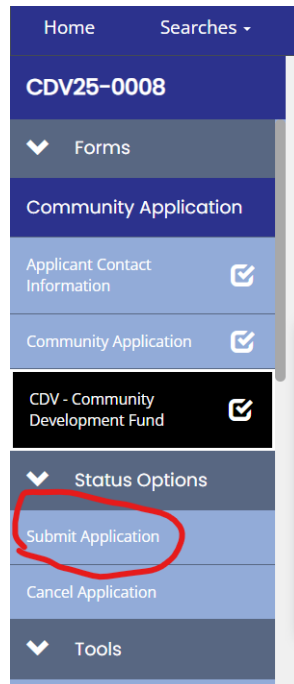
Regional Third Priority (or higher) Activities

No Commitment to Regional Priorities

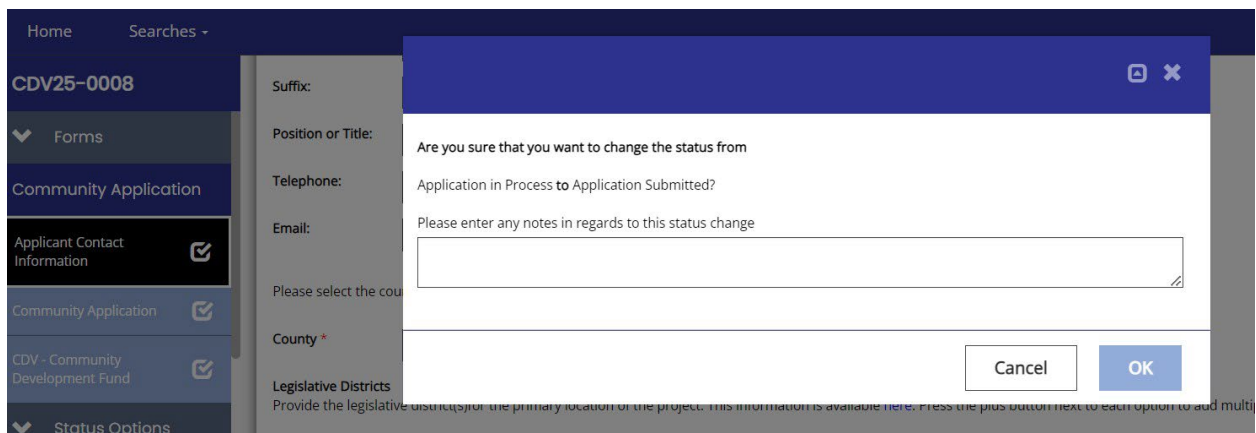
Submitting the Community Application

1. The Authorized Official or local personnel with Project Director role in the system should navigate to the application document and find **Status Options** in the navigation pane and select **“Submit Application”**.

Recent Process Update: For the Community Application (Phase 1), application certification from the locality's authorized official is not part of the submission process.



2. If data validation errors (commonly blank required fields) exist, a Document Validation pop up will appear and list the pages where issues still exist. Once all issues have been addressed, the system will allow submission.
3. Once all required fields have been completed, a pop-up will appear confirming that the user is changing the status of the application from Application in Process to Application Submitted. Click “OK”.



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