

Appendix C: TDA-GO Application Instructions

The following information describes how to respond to the fields or document requests within the TDA-GO! system. **NOTE:** TDA GO! cannot digest symbols (“&”, “-“, “;”, etc.). Please refrain from using symbols in the text fields.

Please refer to the following resources for instructions for general system functions:

[How to initiate an application in TDA-GO](#)

[How to find an application in TDA-GO](#)

[How to Navigate the Blue Tools Menu in TDA-GO](#)

[Responsibilities by User Type and Document Status](#)

Applicant Contact Information Page

1. Name of Authorized Official: Select appropriate person from your organization using the drop-down list. The list 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 application/organization. This person will be expected to execute the grant agreement within the TDA-GO system.
2. Name of Application Preparer / Administrative Contact: If your community has selected a third-party grant administrator to assist with the preparation of an application, select the primary point of contact for this application. If your community elects to self-prepare the application, select the primary local staff person who will be the point of contact.
3. Name of Additional Contact for Project (optional): Additional persons, such as the Applicant’s Public Works Director, the general manager for the Water Supply Corporation, or other local staff that are knowledgeable about the project’s technical details. Click the plus sign “+” to the right of this section to add additional contact information.
4. County: Select the county in which the Applicant’s local government offices are located. This information will be used for reporting purposes.
5. Legislative Districts: Select the legislative district(s) for the primary location of the project. Click the plus sign “+” next to each field to add multiple selections.

Community Application Page

Eligibility

1. County: Select the county in which the Applicant's local government offices are located. This information will be used for reporting purposes.
2. Total Applicant Population: Enter the total population of the Grant Applicant provided in Appendix B.

NOTE: This data was collected from the most recently available American Community Survey 5-Year Estimate, Table B01003. Source information can be found using the [US Census Bureau's Census Data](#) website. This population is used for certain reporting requirements and need not coordinate to the total persons served by the project.

3. Financial Capacity: Select the appropriate response (Yes or No) to confirm the Grant Applicant has sufficient financial management capacity to be responsible for federal grant funding.
4. Does the applicant levy the following tax revenues? Select the appropriate (Yes or No) response for each field. To be eligible to receive TxCDBG funding, a community must levy local property (Ad Valorem) tax and/or local sales tax. Please contact TxCDBG staff with additional questions regarding this eligibility requirement.

Citizen Participation – Opportunities to Identify Needs

1. Citizen participation is a key component of any TxCDBG application process. It is imperative that the residents of the community have an opportunity to provide input to the process and to review the final application prior to submittal. See *Steps in Community Application Process* section in the Application Guide for detailed requirements.

The screenshot shows a web application interface for a community development grant. On the left is a dark blue sidebar with white text for navigation: 'CDM24-0014', 'Template: Community Development Block Grant 2024', 'Status: Application In Process', 'Organization: Test Grantee Organization', 'Your Role(s): Authorized Official', 'Due Date: 12/31/2024', 'Applicant Contact Information', 'Community Application', 'CDM - Downtown Revitalization Program', 'Status Options', 'Submit Application', 'Cancel Application', 'Tools', 'Landing Page', 'Add/Edit People', 'Status History', and 'Attachment Repository'. The main content area is titled 'Citizen Participation - Opportunities to identify needs for this application'. It contains a paragraph of instructions and several form fields: 'Date of Public Hearing Notice' and 'Date of Required Public Hearing' are date pickers; 'Evidence of public notice - public hearing' and 'List of local service providers sent written notification of public hearing' are file upload fields with 'Select' buttons and 'Drag Files Here' text; 'Resolution passed by the Applicant governing body, authorizing submission of the application' is another file upload field. At the bottom is a large text area for 'Describe any additional opportunities residents, especially low-to-moderate income residents of the target area, were given to participate in the determination of these needs:'. A '0 of 4000' character count is visible at the bottom left of the text area.

2. Enter the dates as required the appropriate fields.

3. Upload the local resolution passed by the Applicant governing body that authorizes the submission of the application. See *Appendix A – Public Participation* for resolution templates.
4. Specify the dollar amount of matching funds committed. Enter \$0 if not applicable.
5. Upload evidence of publication of the public notices required for the public hearing. Also upload a list of local service providers that were sent written notification of the public hearing. See *Appendix A – Public Participation* for public notice templates.
6. If applicable, list all additional opportunities where citizens were given the opportunity to participate in the determination of community needs, including the date(s) of each method/assessment. Use the **plus sign “+”** to add each method/assessment. If the exact date is not known, choose the first day of the appropriate month and year.

Community Needs Information

1. Under **Community Need**, provide a list of all the Grant Applicant’s identified needs and brief description of the problem. List the needs in order of importance, using the boxes marked **+** and **x** to add or delete space for additional items.
2. Under **Action to Address Need**, provide a short description of the type of work that would address the associated community need.
3. Select the appropriate HUD IDIS activity code that corresponds to the project identified. See [CDBG Matrix Code Definitions](#) for additional information regarding this selection.

Submitting the Application

- In the menu on the left of the page under Status Options, select **Submit Application**
- The system will identify any errors that must be resolved before submitting
- The system will ask if you are sure—you are!
- In case of accidental/premature submission, Applicants can click “**Return Application (No Longer Submitted)**” so that work can be continued on the grant application. Be sure to click **Submit Application** when you are finally ready!

Home Searches ▾

CFA22-0002

Forms

▼ Status Options

Submit Application

Cancel Application

Tools

Landing Page

Add/Edit People

Status History

Application Certification

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

By signing below, the Applicant:

1. Certifies all information provided in connection with this application is true and correct to the best of Applicant's knowledge;
2. Acknowledges any misrepresentation or false statement made by Applicant, or an authorized agent of Applicant, in connection with this application as grounds for denial of this application;
3. Acknowledges acceptance of funds in connection with this application acts as an acceptance of the authority of the Texas Department of Urban Development (HUD), and the Texas State Auditor's Office (SAO) or any successor agency to conduct an investigation and cooperate fully with the agencies in the conduct of the audit or investigation, including allowing TDA, HUD, and/or SAO to review all records requested; and
4. By submission of this application, Applicant acknowledges as a condition of receipt of grant funds under this program that the Applicant is a member of the Texas Department of Agriculture, and further acknowledges that failure to timely execute the grant agreement will result in the grant funds being redistributed to other qualified applicants in accordance with state law and TDA rules; and
5. Certifies Applicant will comply with all applicable state and federal laws, as well as all applicable TxCDBG policies and

NOTE: Applications must be submitted by the opportunity due date. The online application will no longer be available after that time. Times identified are based on TDA headquarters (Central Time Zone) and are displayed on your TDA-GO! home screen.