

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 + Jane PD

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 -	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 – Colonia Fund – Construction – 2027

Provided By:

TXDOA Provider UAT

Provided To:

Test Grantee Organization

Application Availability Dates:

8/3/2026 12:00:00 AM -

Due Date:

N/A

Description:

Colonia Fund: Construction (CFC) program provides grants to fund water and wastewater improvements, housing rehabilitation, and other improvements.

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

CFC27-0014

Forms

Community Application

Status Options

Tools

Related Documents

Initiate Related Doc

Document Landing Page

Template

Community Development Block Grant 2027

Instance

CDBG - Colonia Fund - Construction - 2027

Process

Application

Document Name

CFC27-0014

Document Status

Application in Process

Organization

[Test Grantee Organization](#)

Your Role

Authorized Official

Period Date

8/3/2026 12:00:00 AM

Application in Process

Application Cancelled (Not Submitted)

Application Submitted

Application Approved

Grant Agreement Executed

Closeout Submitted

Closeout Revision Required

Grant Closed

The left column has the document number at the top, then four drop-down menus: **Forms**, **Status Options**, **Tools**, and **Related Documents**.

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 [TDA-GO Support Ticket](#).

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, CFC27-0014, Forms, Community Application, Applicant Contact Information (highlighted), Community Application, CFC - Colonia Support Documentation, Status Options, Submit Application to TDA, Cancel Application, Tools, Landing Page, Add/Edit People, Status History, Attachment Repository, Modification Summary, Document Validation, and Notes. 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: '(This person is authorized to enter into legal agreements on behalf of the applicant/organization. This person's name will appear on the grant agreement for signature.)'), 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 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 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	+ -

CFC – Colonia Support Documentation Page

Applicants must complete a CFC-Colonia Support Documentation page in TDA-GO for each colonia under consideration for a project. If selected for funding, the applicant must select a project location within the colonia(s) areas supported by the Community Application documentation.

A. Colonia Identification

Colonia Name

Enter the official or commonly recognized name of the colonia.

Colonia ID (M-Number)

Enter the colonia's assigned M-Number issued by the Texas Water Development Board.

Other Names

List any alternate names, previous names or other names by which the colonia is known. If there is none, enter "none".

Colonia location

Select the applicable box to indicate whether the colonia is:

- ☐ Within 150 miles of the US – Mexico Border; and/or
- ☐ Within 100 km of the US – Mexico Border

Identification

Select Yes or No to indicate whether the colonia is:

- ☐ Identified in the Office of the Attorney General Colonia Geographic Database; and
- ☐ Is included in the 2015 Secretary of State Office of Colonia Initiatives list.

Community Existence Date

Select Yes or No to indicate whether the colonia existed as an identifiable community before November 28, 1990.

Supporting Documentation of Colonia Existence

Each colonia identified in the Community Application must meet the applicable federal and TxCDBG colonia requirements, including the definition established under the Cranston-Gonzalez National Affordable Housing Act. Upload supporting information to document the colonia's existence prior to November 28, 1990 here.

Basis for Colonia Identification

Select every condition that applies:

- ☐ Lack of Potable Water
- ☐ Lack of Adequate Sewage System
- ☐ Lack of Decent, Safe, and Sanitary Housing
- ☐ Lack of Safe and Accessible Streets / Transportation

Description of Need

Briefly explain the extent of the selected deficiencies and any other conditions used to identify the area as a colonia.

Color Classification

Use the descriptions provided in the application to select the colonia's current classification. Then select the anticipated classification after the proposed project is completed.

B. Status of Colonia**Mapped or Platted**

Indicate whether the colonia has been mapped or platted.

Indicate whether the plat has been recorded with the county.

Number of Lots

Enter the total number of lots within the colonia boundary.

Occupied Lots

Enter the number of occupied lots.

Occupied Housing Units

Enter the number of occupied housing units.

Residents

Enter the total number of residents.

C. Access to, and information about, Healthcare

Answer each question based on current conditions located in a health professional shortage area.

Health Profession Shortage

Enter whether the colonia is in a health professional shortage area.

Access to Health Services

Indicate whether residents have access to a Texas A&M Community Resource Center, clinic, mobile clinic or transportation to a clinic.

Outreach Programs

Indicate whether residents have promotoras or a comparable community-health outreach program is available. Select yes if the program is fully available, select partial if availability or services are limited; or select no if no such program is available.

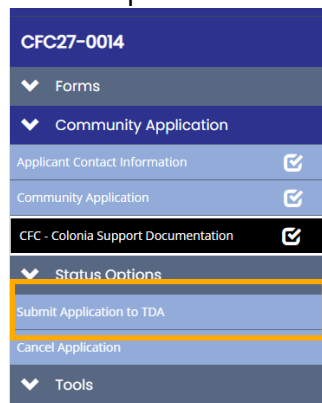
D. Financial Availability

List each federal or state agency, nonprofit organization, or other entity that currently or will provide services in the colonia. Enter the name of the organization, the project or service being provided. Select the (+) to add additional organizations or services.

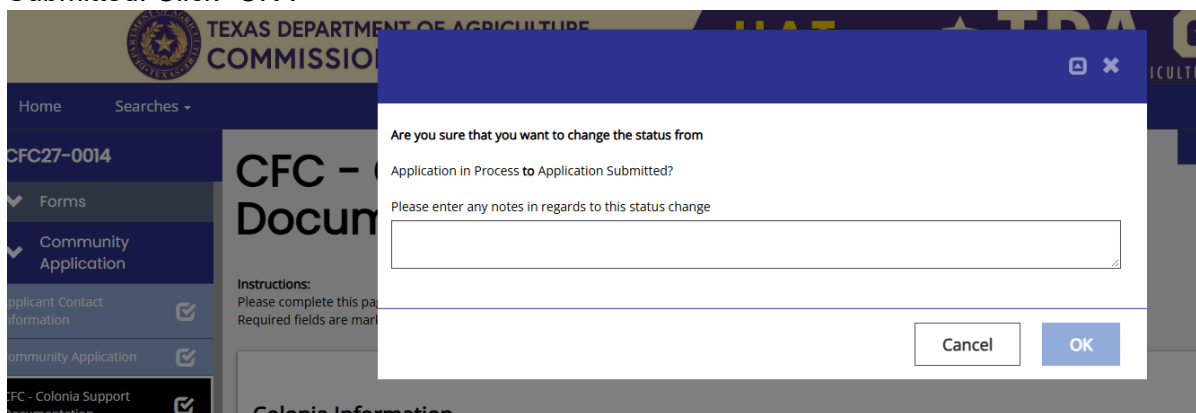
Submitting the Community Application

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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