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.

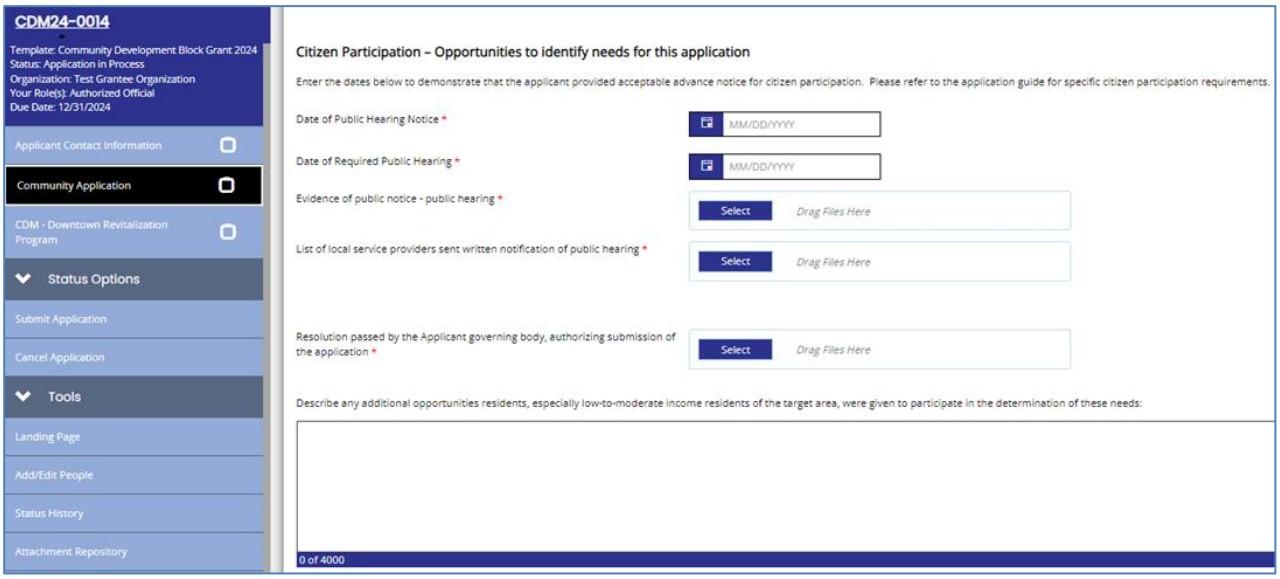
   NOTE: This data was collected from the most recently available American Community Survey 5-Year Estimate, Table B01003. Source information can be found using the US Census Bureau's Census Data website. This population is used for certain reporting requirements and need not coordinate to the total persons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



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.

Fund Specific Pages

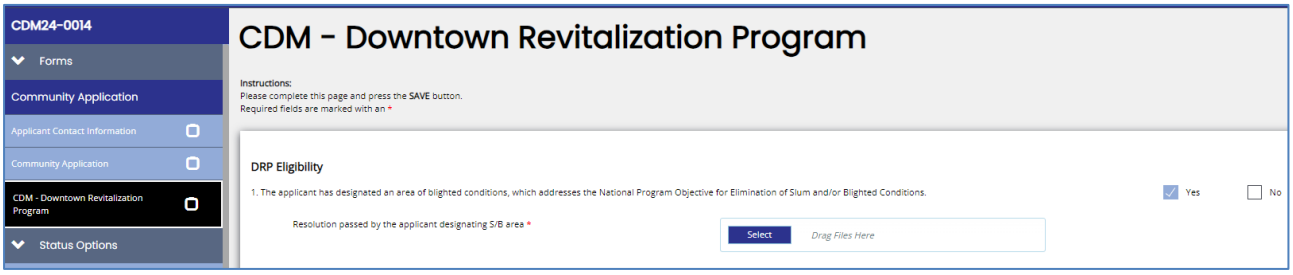
Any information that is specific to the Fund Category for the current application and is needed to determine scoring, eligibility, or feasibility for the project will be included on a separate page.

Fund Specific pages are located below the *Community Application* page in the menu, marked with a three-letter-fund-code. **EXAMPLE**: Community Development Fund pages are labeled **CDV**, while pages specific to the Downtown Revitalization Program are labeled **CDM**. Complete all required fields on each page, as detailed in the corresponding Application Guide.

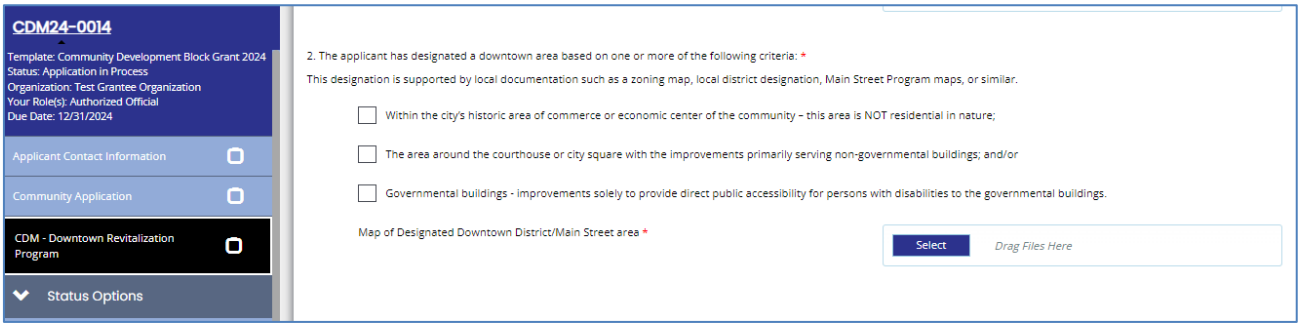
CDM

DRP Eligibility

1. Select appropriate (Yes or No) response to confirm the Applicant has designated an area experiencing blighted conditions within their downtown area. Upload Applicant's local resolution designating the blighted area in the upload field. See *Eligible Project Area* section of Application Guide for definitions.

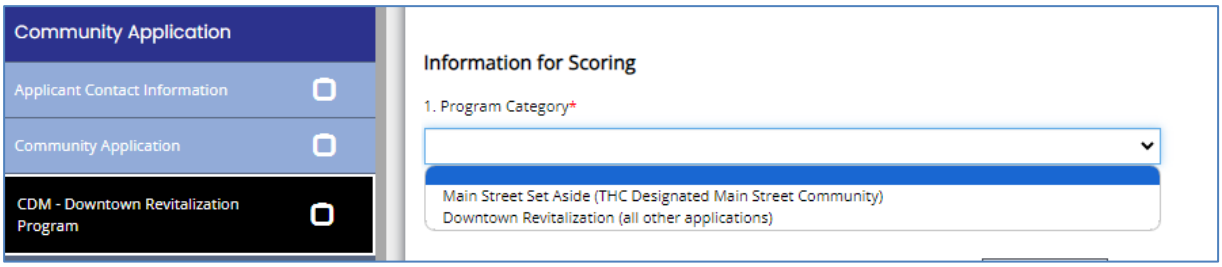


2. Select the criteria used to determine the Applicant's designation of the downtown area. The downtown district must be officially designated by the Applicant; supporting documentation should be uploaded in the field provided.



Information for Scoring:

1. Program Category: Select appropriate program category from the drop-down menu. Communities with a current designation as an official Texas Historical Commission (THC) Main Street City shall be scored and ranked separately from communities that are not participating in the Main Street program.



Main Street applicants ONLY: Applicants should upload their current Main Street Program Work Plan and enter the number of consecutive quarterly reports submitted to THC for the most recent 10-year period.

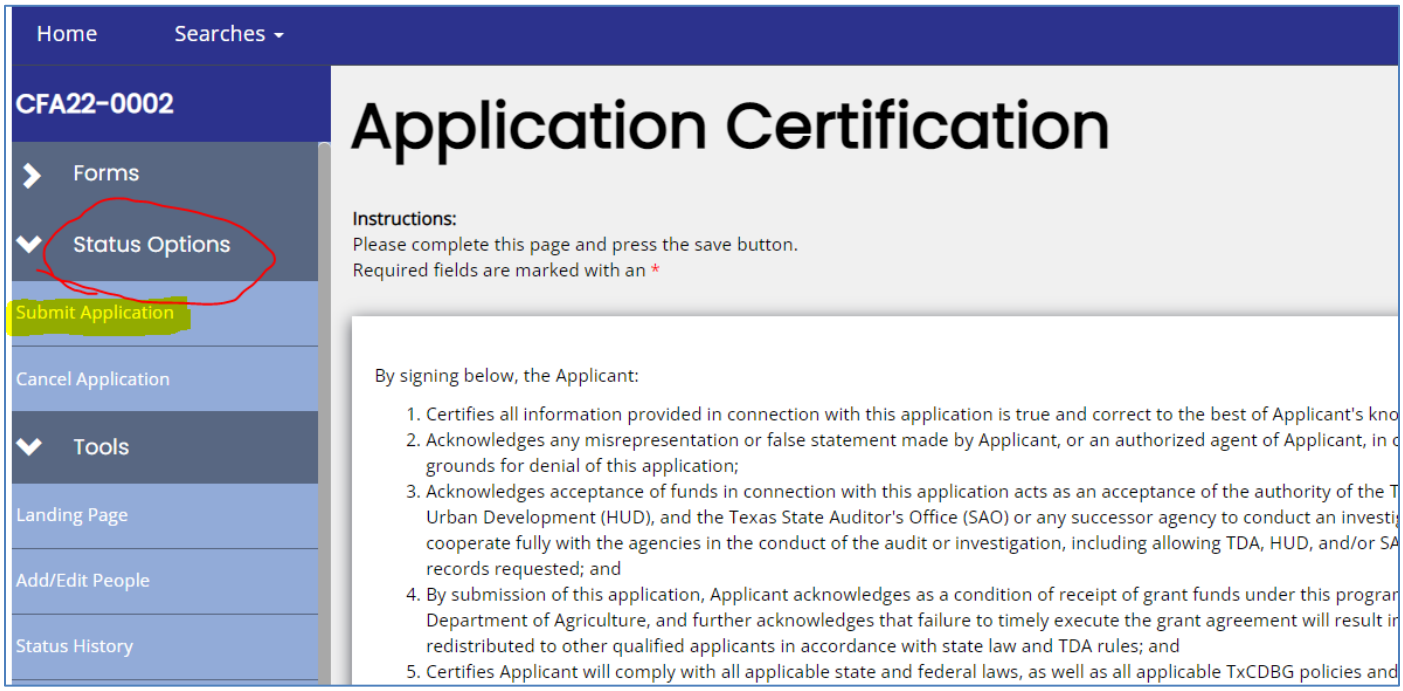
2. Economic Development/Main Street Participation: Enter the number of years of continuous participation in either:
    a. TCH's Main Street Program; or
    b. Financially support an economic development organization, such as an EDC.

    Applicants should also include appropriate supporting documentation in the upload field.

3. Local Economic Development sales tax: Select appropriate (yes or no) response to confirm applicant has passed and adopted a local economic development sales tax and upload supporting documentation.

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!



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.