

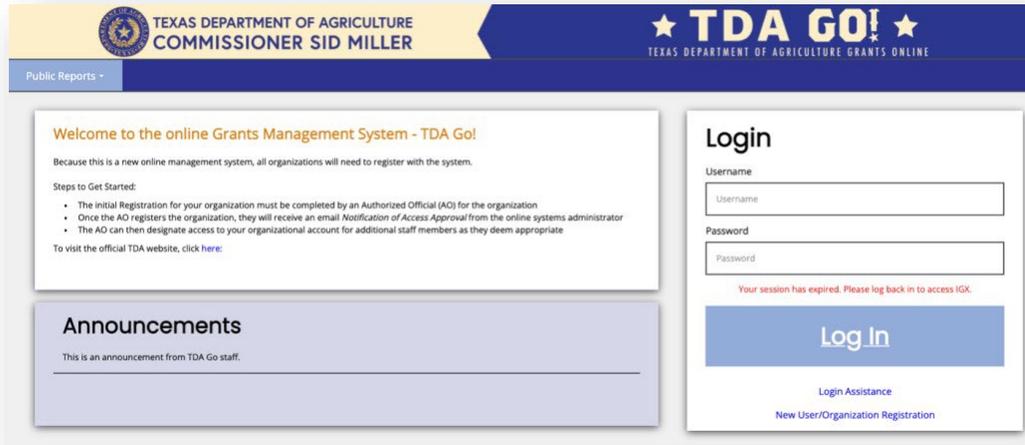
How to Initiate, Complete, and Submit a Grant Application in TGA-GO

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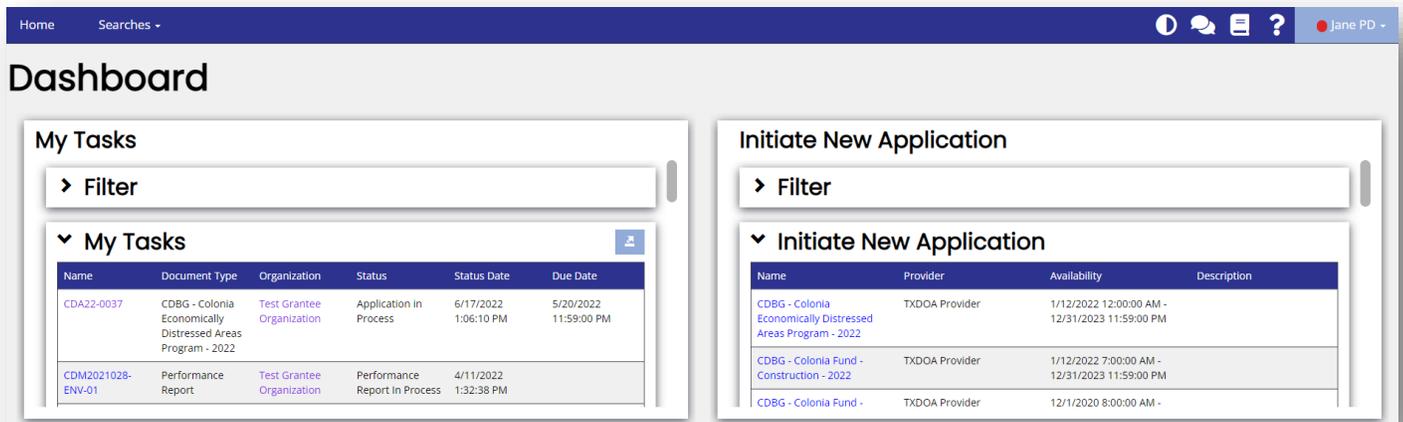
1. Launch TDA-GO and Login

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



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.



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 ▾
🔍 🗨️ 📄 Jane PD ▾

CDV21-0115
New Note

- Forms
- ▾ Status Options
- Cancel Application
- Tools
- ▾ Related Documents
- 📄 Initiate Related Doc

Document Landing Page

Template Community Development Block Grant 2021 Document Name CDV21-0115 Organization Test Grantee Organization	Instance CDBG - Community Development Fund - 2021 Document Status Application in Process Your Role Project Director	Process Application Period Date 12/31/2023 12:00:00 AM Due Date 12/31/2022 11:59:59 PM
-------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------

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

Add/Edit People

CDV21-0115

Document Add/Edit People

New Note

- ▼ Status Options
- Cancel Application
- ▼ Tools
- Landing Page
- Add/Edit People
- Status History
- Attachment Repository
- Modification Summary
- Document Validation
- Notes
- Print Document
- Document Messages
- ▼ Related Documents

Add or Edit people assigned to the document.

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

▼ **People Assigned to this Document** +

Person	Organization	Role	Active Dates	Assigned By	
AO, Second	Test Grantee Organization	Authorized Official Project Director	09/17/21 - 09/17/21 - 12/14/21	Grant System Grant System	✎
AO, Third	Test Grantee Organization	Authorized Official	09/17/21 -	Grant System	✎
AO Test, Delane	TXDOA Provider	Authorized Official	09/17/21 -	Grant System	✎
Barnard, Suzanne	TXDOA Provider	Project Director	09/17/21 -	Grant System	✎
HDM, Director	Test Grantee Organization	Project Director	09/17/21 - 12/06/21	Grant System	✎
PD, Jane	Test Grantee Organization	Project Director	09/17/21 -	Grant System	✎
Sue, Mary	Test Grantee Organization	Authorized Official	09/17/21 -	Grant System	✎

- In the Tools menu, select **Add/Edit People*** to add internal staff to the application or to invite third-party users.

**See "How to Add Users to Documents in TDA-GO" for a more detailed explanation of this tool.*

NOTE: Adding a third-party consultant before formally selecting the entity through a procurement or subrecipient process will create a conflict of interest that will not allow that entity to serve as administrator if the project is funded.

Applicant Contact Information

The screenshot shows a web application interface for 'Applicant Contact Information'. The top navigation bar includes 'Home', 'Searches', and a user profile for 'Jane PD'. The left sidebar lists various application sections: 'Forms', 'Application', 'Applicant Contact Information' (selected), 'General Information', 'Project Feasibility Information', 'Community Needs Assessment', 'Project Details', 'Budget Details', 'Required Uploads', and 'Application Certification'. The main content area is titled 'Applicant Contact Information' and contains the following fields and instructions:

- Instructions:** Please complete this page and press the save button. Required fields are marked with an *
- Organization DBA:** City of Sample
- Name of Authorized Official:** (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.) Select the Authorized Official of your organization from the drop-down list below. *
- Prefix:** (Empty field)
- First Name:** (Empty field)
- Last Name:** (Empty field)

A 'Next Form >' button is located at the bottom right of the form area.

1. Select the Authorized Official (AO).

The list will populate with all Authorized Officials associated with the document.

2. Select the Application Preparer / Administrative Contact Person.

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

3. Name an Additional Contact Person (optional).

Click the plus sign "+" to add more contact persons.

4. Select the legislative district(s) for the primary location of the project.

Click the plus sign "+" next to each field to add multiple selections.

5. Click "Save"

General Information

Home Searches - Jane PD - New Note | Print | Save

CDA22-0037

General Information

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

County and Region

Please select the county the project will take place from the drop-down list below. If multiple counties, press the 'plus' button to add additional drop-down lists. The region will populate when the page is saved. *

County * COG Region

Total Applicant Population (from most recent census)

Project Short Description: *

National Program Objectives

1. Activities benefiting low-to-moderate income persons.

2. Prevention/ Elimination of Slums or Blight

3. Urgent Needs

< Previous Form Next Form >

1. Select the county in which the project is located.

If the project will serve beneficiaries in multiple counties, click the button marked with a **plus sign** to add a new row. Once the page is saved, the associated region will be automatically populated.

2. Enter the total population of the Grant Applicant.

Total population from the most recently available American Community Survey 5-Year Estimate, Table B01003. This information can be found using the [US Census Bureau's Census Data](https://www.census.gov/data/tables/2019/acs/5-year/tables.html) website.

NOTE: This population is used for certain reporting requirements and need not coordinate to the total persons served by the project.

3. Describe the project using up to 100 characters.

This description will be used to identify the project in correspondence and reports. **EXAMPLES:**

- Water improvements for citywide benefit including a new elevated water storage tank.
- First-time sewer service in the Blue Community.
- Housing rehabilitation for ten households in Green County.
- Water main replacement and street reconstruction in the Lavender Neighborhood.
- Water line installation in the Lavender neighborhood and street reconstruction in the Teal Community.

National Program Objectives

National Program Objectives

- 1. Activities benefiting low-to-moderate income persons.
- 2. Prevention/ Elimination of Slums or Blight
- 3. Urgent Needs

4. Select which National Program Objective, or NPO, the proposed activity meets.

See the *Request for Applications & Guide Part I* for eligible options for this competition, and *TxCDBG Guide to National Program Objectives* for detailed information on NPOs. Each selection includes additional fields used to support the use of this NPO.

Additional Activity Information

5. Select all categories that apply to the project(s) included in the application.

These responses are used for HUD reporting only. See *Appendix I* for detailed descriptions of each.

Professional Interest Information and Other Financial Interests

Professional Interest Information: Administrative / Professional Services (See Appendix F)

Type of Assistance	Name of Firm or Individual	Interest Type	SAM Expiration Date	Award Date of Contract	Date Work Began	Contract Amount/ Financial Interest	Assisted With Application	Will assist if Grant is funded
Admin. Svs.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eng. Svs.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other Financial Interests:
Enter information for firms or individuals with reportable financial interest in this project.
Reportable financial interests are those values at \$50,000 or 10% of the grant request, whichever is lower.
Examples of other financial interests include, but are not limited to:
• owners of property to be acquired as a result of the project
• developers providing services related to the project but not directly involved in the administration of the grant project; or other contractors/service providers already committed the project.

Full Name	Amount	Interest Type
<input type="text"/>	<input type="text"/>	<input type="text"/>

6. Identify the service providers related to this application.

- Identify service providers that participate only in the application preparation, as well as those under agreement to provide services contingent upon grant funding. **REMINDER:** Service providers that participate in the application may not *later* be procured to provide grant implementation services; however, service providers procured prior to beginning work on the

application may continue to carry out those services throughout the life of the grant. See Conflict of Interest Provisions in Part II of the Regulatory Flexibility Act (RFA).

- If any service providers identified for grant implementation “if funded” are employees of the Applicant, a partnering city/county, a public utility district, or a utility company i.e., force account employees, the Applicant must include *Force Account Justification (Form A808)* on the Required Uploads page.

7. Identify any other firm or individual with a reportable financial interest.

- A financial interest is any financial involvement in the project or activity, including but not limited to situations in which an individual or entity has an equity interest in the project or activity, shares in any profit on resale or any distribution of surplus cash or other assets of the project or activity, or receives compensation for any goods or services provided in connection with the project or activity.
- This includes developers, contractors, or consultants involved in the application for TxCDBG assistance or in the planning, development, or implementation of the project or activity (if not listed above).

8. Click “Save”

Project Feasibility Information

	Yes	No	N/A
1. Does the applicant levy the following tax revenues? *			
1.1. Local Property (Ad Valorem) Tax: *	<input type="radio"/>	<input type="radio"/>	
1.2. Local Sales Tax Option: *	<input type="radio"/>	<input type="radio"/>	

NOTE: Some items on this form include follow-up questions that will only appear if necessary. If a question does not apply to the proposed project, select “N/A”.

1. Answer all questions.

See *Appendix I* for detailed descriptions of each category.

2. Click “Save”

Community Needs Assessment

Citizen Participation – Opportunities to Identify Needs

NOTE: Not all Grant Applications will display the above sections on this page. If this Citizen Participation section is not visible, skip to “Community Needs Information” below.

1. Enter the dates as required

See Application Guide Part II, *Published Notices of Public Hearing and Application Activities* for detailed requirements.

2. Upload the local resolution that authorizes the submission of the application.

See Application Guide Part II, *Basic Eligibility Documentation Requirements – Resolutions* for detailed requirements.

3. Upload evidence of publication of required public notices.

Also upload a list of local service providers that were sent written notification of the public hearing. See Application Guide Part II, *Basic Eligibility Documentation Requirements – Published Notices and Public Hearing and Application Activities* for detailed requirements.

4. List all additional opportunities for community participation.

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

Community Needs Information

Provide a list of all the applicant's identified community development and housing needs, not just those addressed in the application. List the needs in order of importance, using the boxes marked "+" and "-" to add or delete space for additional items. Provide a short description and location of the project associated with the need. Applicant may also include additional needs with specific projects identified and prioritized that could be considered if additional funding is available. *

Community Need	Specific Project to Address Need	Addressed in this Application	Additional or Future Project	
<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input style="background-color: #4a7ebb; color: white; padding: 5px 10px; border: none; border-radius: 3px;" type="button" value="+"/>

1. Complete the Community Needs section

Under **Specific Project to Address Need**, provide a short description of the project associated with the need. A project description must include basic details, such as benefit area or type of infrastructure to improve—the name of an activity type, i.e., water improvements, is not a project description.

2. Click the appropriate circle

Indicate whether the stated need is being addressed in this application or will be addressed in a future project.

If funds are available after the original project is completed, TDA may consider including one or more of these projects, but only if both the need and project description are completed.

Community Needs Assessment Questionnaire

Community Needs Assessment Questionnaire

Describe the applicant's current supply of affordable housing (Public Housing, Section 8 assisted, RHS assisted, HOME program assisted, TDHCA assisted, Local Housing Development Corp. assisted, etc.) *

0 of 2000

1. Complete all sections.

Fair Housing Activities

Does the Applicant have a Fair Housing Ordinance or Policy adopted by the governing body? *

Yes No

Any locality receiving TxCDBG funds must certify that it will affirmatively further fair housing. By checking this box, the Applicant confirms its commitment to Affirmatively Furthering Fair Housing choice. *

Fair Housing Activities

Any locality receiving TxCDBG monies must certify that it will affirmatively further fair housing. Using the below drop-down box, please identify the activities presently undertaken to affirmatively further fair housing and which new activities will be undertaken if an award is made by TxCDBG. Localities should be aware that, in the event of funding, these fair housing efforts will be monitored. Other activities may be eligible, and the applicant should contact TDA to determine eligibility.

Activities

Undertaken To be Undertaken

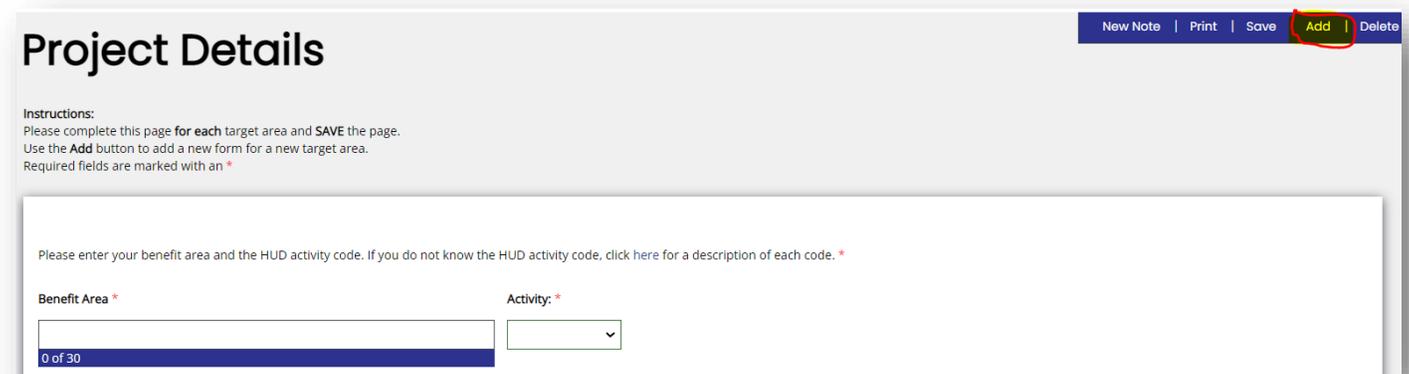
1. Answer the question and certify by checking the box.

2. Select Fair Housing Activities

Use the drop-down menu to choose an activity, then click the appropriate circle. Click the plus sign “+” to add additional Fair Housing activities.

3. Click “Save”

Project Details Page(s)



The screenshot shows a web interface titled "Project Details". At the top right, there is a navigation bar with buttons for "New Note", "Print", "Save", "Add", and "Delete". The "Add" button is highlighted with a red circle. Below the navigation bar, the main heading "Project Details" is displayed. Underneath, there are instructions: "Instructions: Please complete this page for each target area and SAVE the page. Use the Add button to add a new form for a new target area. Required fields are marked with an *". The main form area contains a text prompt: "Please enter your benefit area and the HUD activity code. If you do not know the HUD activity code, click here for a description of each code. *". Below this prompt, there are two input fields: "Benefit Area *" which is a text box with a character count "0 of 30" below it, and "Activity: *" which is a dropdown menu.

Benefit Area and Activity

1. Enter the name of the benefit area and select the activity code from the drop-down list.

For a description of each activity code, click the link in the sentence above (“click here”). If the same area will benefit from multiple activities, be consistent in naming and capitalization for each benefit area.

NOTE: A separate Project Details page must be completed for each benefit area. To add a new page, select “Add” in the top right corner (circled in the image above). The Benefit Area and Activity fields must be completed and saved for the first page before adding a second Project Details page.

Problem and Solution

2. Answer the questions

Q1 – The response to this question must fully identify, explain and describe the identified problems within the benefit area.

Q2 – The response to this question must provide a detailed explanation as to how the proposed project will address or resolve the issue(s) identified in question #1.

For linear activities, the application must provide the approximate linear footage of the projects.

Project Physical Location

3. In the text box, describe the locations where the work will be performed.

If the construction location is not located within the benefit area, explain how the benefit area was determined.

4. Confirm whether the property required for this project is owned by the applicant or service provider, or if the property must be acquired.

Depending on the selection made additional information will be required.

See Chapter 3 and Chapter 6 of the [TxCDBG Project Implementation Manual](#) for details on acquisition of property.

Beneficiary Identification Information

5. Enter the total number of persons to benefit from this activity, and the number of LMI persons to benefit.

If the application is intended to meet the LMI National Program Objective, the activity must benefit at least 51.00% LMI persons—50.99% is not acceptable.

Activities intended to benefit individual households, such as yard-line installation or work on private property, generally must benefit 100% LMI persons.

For additional information on LMI beneficiaries see the [TxCDBG Guide to National Objectives](#).

6. Select the method used for identifying beneficiaries.

7. Select a method for identifying beneficiaries:

TxCDBG survey

When was the survey started? *

When was the survey completed? *

Select the statement that best represents the reason a survey was used to identify the beneficiaries for this benefit area. If none apply, contact TDA for guidance. *

Provide a detailed explanation of the reason a survey was used, as needed.

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The response will trigger additional information fields that are necessary to meet the requirement of fully documenting the National Program Objective and beneficiary data.

- **TxCDBG Survey:** enter survey start and end dates and select “reason for survey” from the drop-down selections. Provide a detailed explanation of the survey rationale, as needed, in the text field.
- **LMISD Information:** select the LMISD geography that represents the scope of the beneficiary documentation provided.
- **Limited Clientele:** describe basis for determination and enter date TDA approved use of LMC justification.

8. Reporting information for HUD

Anticipated Objective: *

Anticipated Outcome: *

Type of Service: *

Identify the County, Census Tract, and all blocks within that census tract in which project beneficiaries reside. [Click here](#) for a list of County codes: *

County Code	Census Tract (####.##)	1	2	3	4	5	6	7	8	9	10
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>									

7. Identify the HUD Performance Goals that best fit the activity.

These responses are used for HUD reporting purposes only.

8. Enter the county code, census tract, and all blocks in which the project beneficiaries reside.

If you don't your County Code, click the link ("Click here") in the sentence above the text boxes.

Supporting Documentation

Supporting Documentation

Beneficiary support documentation (Press "+" for additional upload fields) *

Project site "before" photos

Project Map 1: must show both the location of improvements and the boundaries of the identified benefit area.

Project Map 2: must show the boundaries of both the identified benefit area and the relevant census geography(ies)

Engineer's Certification: certifies the cost estimate for the project and provides statement clearly identifying the technical approach used to justify the identified benefit area

Selection Guidelines for Housing Activities with Waiting List

Select Drag Files Here +

Select Drag Files Here

9. Upload supporting documents

Details on next page

Beneficiary Support Documentation:

Documentation to support the identification of beneficiaries. May include:

- TxCDBG approval letter and the survey tabulation form for a previously approved survey;
- Survey tabulation form, address list, and survey questionnaires for a new survey; TDA also recommends including a map documenting these addresses;
- HUD-based census low-to-moderate-income summary data (LMISD) spreadsheet for the census geographic area; or
- documents requested by TDA for projects using the **limited clientele** method with TDA's prior approval.

Project site “before” photos:

For projects with construction activities, applicants should provide photos of the project location(s) that demonstrate current conditions. Photos should be combined into a single PDF document for upload. Images should be numbered, illustrate the entire project area, and include a description that identifies the specific location/address the photo was taken and the conditions to be addressed by the project's activities.

Project Map 1 should clearly show all the following:

- Boundaries of the benefit area(s)
- Location(s) of all proposed project activities
- Applicant's jurisdictional boundaries
- Include if project location(s) are nearby or cross jurisdictional boundaries.

Project Map 2 should clearly show all the following:

- Census geographic areas (e.g., census tracts, block groups, etc.)
- Boundaries of the benefit area(s)
- Location(s) of all proposed activities

NOTE: If additional maps are needed to fully represent the proposed project, they may be uploaded in the Required Uploads page under “Other”.

Engineer's Certification:

The engineer must fully complete and certify the *Engineer Explanation of Benefit Area* form. The complete and certified document should then be uploaded to this field.

- One form should be completed for each benefit area; click the “+” button to add an additional benefit area to the form document.

Selection Guidelines (if applicable):

Applicants with projects that include on-site sewage facilities (OSSF) or scattered first-time service yard lines must provide a waitlist of homeowners that have indicated willingness to participate and submit a draft of the selection guidelines that will govern the selection process.

10. Click “Save”

Budget Details

The Budget Details Page automatically generates a budget table for the benefit area each time a new Project Details or Project Beneficiaries and Locations Page is saved.

EXAMPLE: If a Grant Applicant creates Project Beneficiary and Locations Pages for three benefit areas, the Budget Details Page will generate three budget tables using the same benefit area labels.

Project Beneficiaries and Locations	
Blue Community - 14A	
Blue Community - 03J	
Green Community - 03J	

Benefit Area: Green Community
HUD Activity: 03J

Item	Units	Cost Per Unit	Quantity	Quantity
<input style="width: 95%;" type="text"/>	<input style="width: 5%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>	<input style="width: 15%;" type="text"/>	\$0.00
Subtotal:				\$

Benefit Area: Blue Community
HUD Activity: 03J

Item	Units	Cost Per Unit	Quantity	Quantity
<input style="width: 95%;" type="text"/>	<input style="width: 5%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>	<input style="width: 15%;" type="text"/>	\$0.00
Subtotal:				\$

Benefit Area: Blue Community
HUD Activity: 14A

Item	Units	Cost Per Unit	Quantity	Quantity
<input style="width: 95%;" type="text"/>	<input style="width: 5%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>	<input style="width: 15%;" type="text"/>	\$0.00
Subtotal:				\$

1. For each benefit area, list the project elements necessary to complete the project.

- Minor project supplies, including fittings and other appurtenances, may be included with the cost estimates of the major items, rather than listed separately.
- Do not include cost categories such as contingency funds, profit, overhead, and bonding as separate costs. Mobilization can be included at a maximum of 10% of construction costs. Costs other than work performed are not eligible for TxCDBG funding.
- If real property acquisition is required for the benefit area, include one line item for acquisition costs.
 - See Chapter 6 of the *TxCDBG Project Implementation Manual* for specific guidance related to acquisition.
- If force account labor is anticipated for the benefit area, include one line item for force account labor costs and one line item for equipment usage. Document the method used to estimate these costs by uploading the *Force Account Justification (Form A808)* to the required uploads page
 - See Chapter 8 of the *TxCDBG Project Implementation Manual* for eligible force account costs.
- The subtotal for the Benefit Area will calculate automatically only after selecting the “Save” button at the top right of the Budget Details page.

Budget Summary

Budget Summary			
Activity	Requested Project Cost	Recommended Grant	Recommended Match
	\$	\$	\$
Engineering	\$	\$	\$
Admin	\$	\$	\$
Project Total	\$0.00		
Grant Amount Requested	\$		\$
Match Commitment:	\$0.00		\$
Match Ratio	%		%

2. Enter the anticipated costs for engineering and administration services.

All applications must complete these fields. If no funds will be expended for these services, enter \$0.

3. Enter the Grant Amount Requested.

The form will calculate the difference between the Project Total and the Grant Amount Requested – **this amount must be committed as matching funds.**

4. Identify all sources of funding that have been committed to this project.

Disclose the source(s) and use(s) of all non-TxCDBG funds committed to this project. This includes cash, materials, land, and in-kind match. If the proposed project is part of a larger plan that includes additional funding that may not be considered matching funds, contact TDA for guidance.

Source of Funds	Amount	Requested Use of Funds
	\$	

Match documentation (if matching funds committed by entities other than the Applicant)

5. Provide match documentation (if applicable).

Required Uploads Page

Please upload all required upload fields and save this page. Uploaded documents cannot be removed once the page is saved, but can be overwritten if necessary.

Evidence of SAM registration *

Select

Drag Files Here

Annual Audit (opinion letter required) *

Select

Drag Files Here

Optional Uploads

FEMA Flood Map (for projects located within floodplain)

Select

Drag Files Here

Force Account Justification

Select

Drag Files Here

Other

Description

Upload

Select

Drag Files Here



1. Upload the appropriate document for each requirement indicated.

Once the page is saved, an uploaded document cannot be deleted; however, it can be replaced by a corrected document.

NOTE: Failure to upload adequate documentation will result in disqualification of the application.

Application Certification Page

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, whether intentional or not, will constitute 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 Agriculture (TDA), the U.S. Department of Housing and Urban Development (HUD), and the Texas State Auditor's Office (SAO) or any successor agency to conduct an investigation in connection with those funds, and Applicant further agrees to cooperate fully with the agencies in the conduct of the audit or investigation, including allowing TDA, HUD, and/or SAO and any successor agency to inspect Applicant's premises and providing all records requested; and
4. By submission of this application, Applicant acknowledges as a condition of receipt of grant funds under this program the Applicant will be required to execute a grant agreement with the Texas Department of Agriculture, and further acknowledges that failure to timely execute the grant agreement will result in withdrawal of any grant funds awarded, and those funds will be 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 procedures, including procurement procedures for professional services and applicable vendors, interlocal agreements, environmental review requirements prior to any commitment of funds or other choice limiting action, URA acquisition requirements, plans and specifications approval by appropriate regulatory agencies, Davis Bacon wage requirements, and any applicable contract Special Conditions.

Notice of Penalties: The penalty for knowingly making false statements or false entries, or attempts to secure money through fraudulent means, may include fines and/or incarceration and/or forfeiture of funds under applicable state or federal law.

This application becomes public record and is subject to disclosure. With few exceptions, you have the right to request and be informed about the information that the State of Texas collects about you. You are entitled to receive and review the information upon request. You also have the right to ask the state agency to correct any information that is determined to be incorrect. (Reference: Texas Government Code, Sections 552.021, 552.023, and 559.004.)

Signature of Authorized Official

Title

Date

When you are ready to submit this application to TDA, you **MUST** change the status by selecting "**Submit Application**" under the Status Options heading in the navigation menu to the left.

Beginning on the published due date for this application, the Department will allow Applicant to proceed at its own risk with administrative and engineering activities associated with the application. By checking this box, Applicant acknowledges that Department shall not reimburse any costs under this agreement until an agreement is fully executed with the Applicant. Department shall not be liable for costs incurred prior to the published due date for this application, or for any activities not included in Exhibit A, Performance Statement, and Exhibit B, Budget of the executed contract associated with the grant. By submission of this application, the Applicant knows or should know that federal funding may be committed to the project and no federal, state, or program requirements are waived during the pre-agreement period.

1. Complete this page and press the save button.

The first check box is the certification and signature from the Applicant's Authorized Official for the application submission.

The second check box acknowledges pre-agreement cost stratagem policies. Required fields are marked with an asterisk.

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.

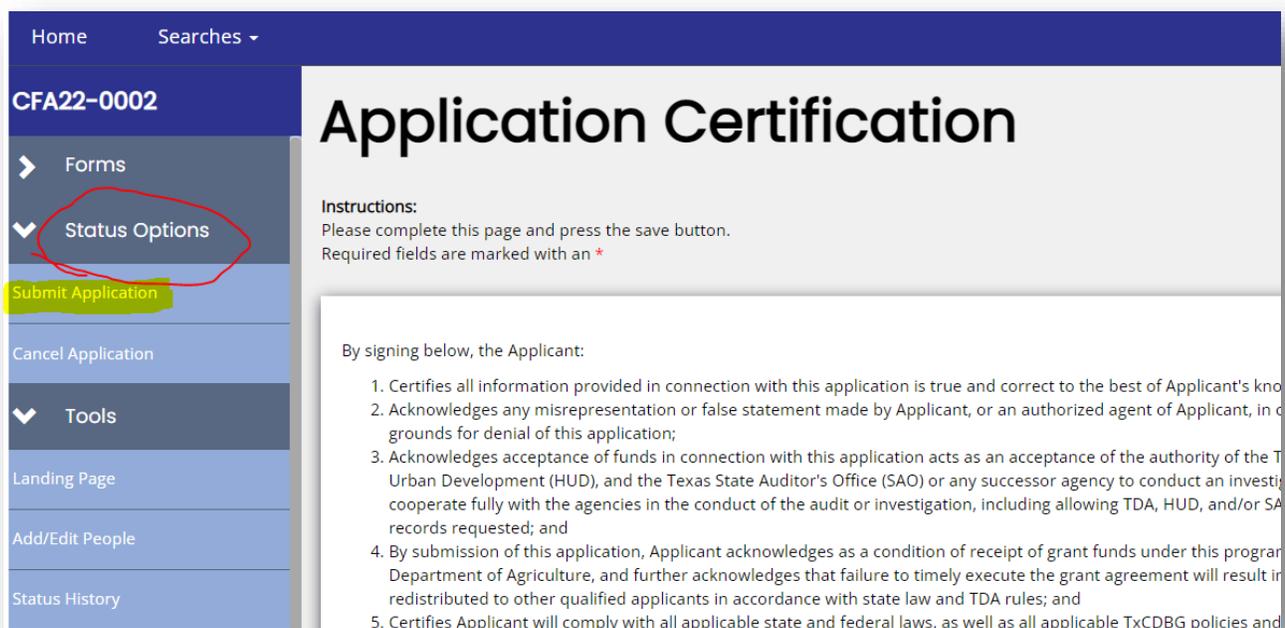
Fund Specific pages are located below the Application Certification page in the menu, marked with a three-letter-fund-code.

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 RFA and Guidance Part I.

Submitting the Application

Once the application is complete the **authorized official** must submit the application within the TDA-GO system.

1. 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.