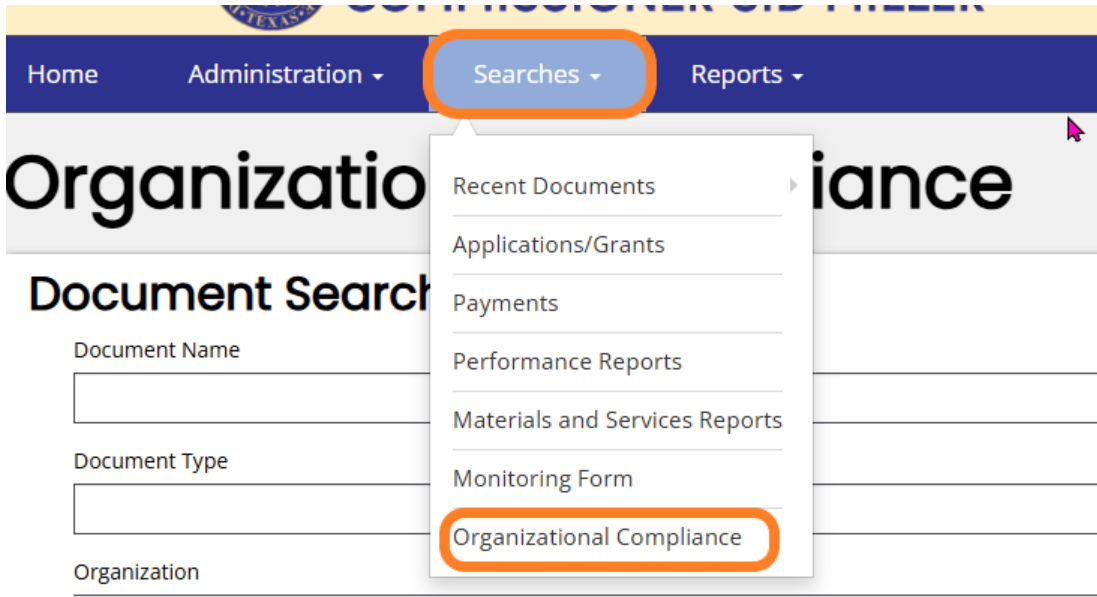
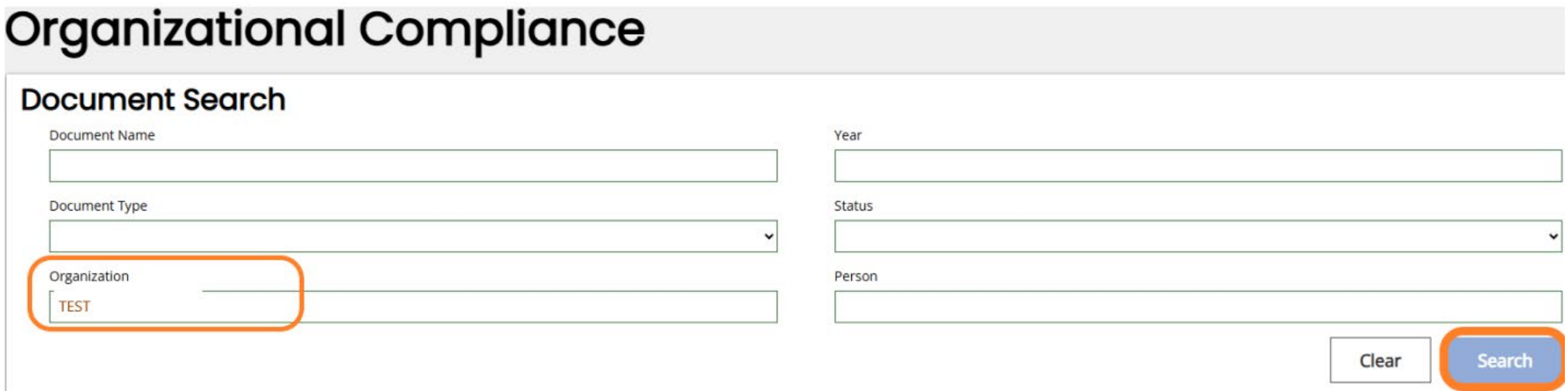


How To Complete the OCRA (Organizational Compliance-Reference Attachments) Report in TDA-GO

Step 1: Once in TDA-GO, click Searches in the blue header bar and select Organizational Compliance.



Step 2: On the Organizational Compliance page, enter the Grant Recipients name in the Organization field and click the Search button.



Step 3: After clicking the Search button, a list will show under Documents. All required reports will show a status of *In Process*, *Submitted*, or *Accepted*. (See yellow box.) If a report has a status *In Process*, it means the report has not been completed and/or submitted to TDA for review. To complete the OCRA-Test report that is *In Process*, click on OCRA-Test circled in orange to open the report.

Clear Search

▼ Documents Number of Results: 1

Name	Organization	Type	Status	Sub Code	Status Date
<u>OCRA -Test</u>	<u>Test</u>	Organizational Compliance - Reference Attachments	Organizational Compliance in Process	2024	7/1/2025 8:48:15 AM

Step 4: Once the Document Landing Page opens, click Organizational Details circled in red in the image below.

OCRA- Test County

▼ Forms

- Organizational Details
- Approved Beneficiary Surveys
- Accepted Corrective Action

Document Landing Page

Template
Organizational Compliance - Reference Attachments

Document Name
OCRA Test

Test

Instance
Organizational Compliance - Reference Attachments

Document Status
Organizational Compliance in Process

Your Role
Grant Specialist, Subject Matter Expert

Step 5: Complete Organizational Details by Uploading requested documents and entering the Effective Date, which is the date the document was executed. Click the SAVE button circled in red in upper right corner to lock in data. Once complete, change the status to Submit circled in red in the blue menu bar on left.

OCRA-Test Grantee Organization

▼ Forms

- Organizational Details
- Approved Beneficiary Surveys
- Accepted Corrective Action Plans

▼ Status Options

- Submit Org Compliance Report

▼ Tools

Organizational Details

New Note | Print | Save

Upload Description	<input type="button" value="Upload"/>	<input type="text" value="Effective Date"/>
Authorized Signatories and Financial Management		
Authorized Signatory Resolution (if applies to all TDA-GO TxCDBG grants) To submit an updated resolution, email CDDBGReportina@TexasAgriculture.gov	<input type="button" value="Browse"/> Drag Files Here	<input type="text" value="MM/DD/YYYY"/>