How to Access My Approved Grant in TDA-GO?

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Launch TDA-GO and Login

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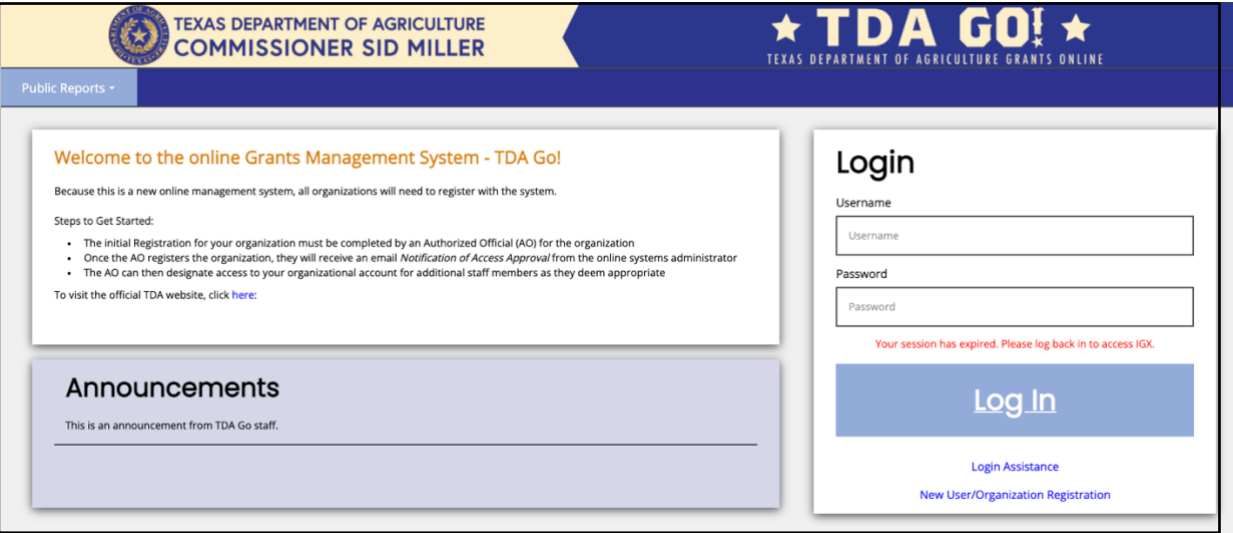

Figure 1. Launch TDA-GO and login

TDA-GO Dashboard

After logging in, the TDA-GO **Dashboard** will appear.

My Tasks are documents/applications that are in process. **My Opportunities** are blank grant applications. This **Dashboard** is where a grant is initiated—a new application is started.
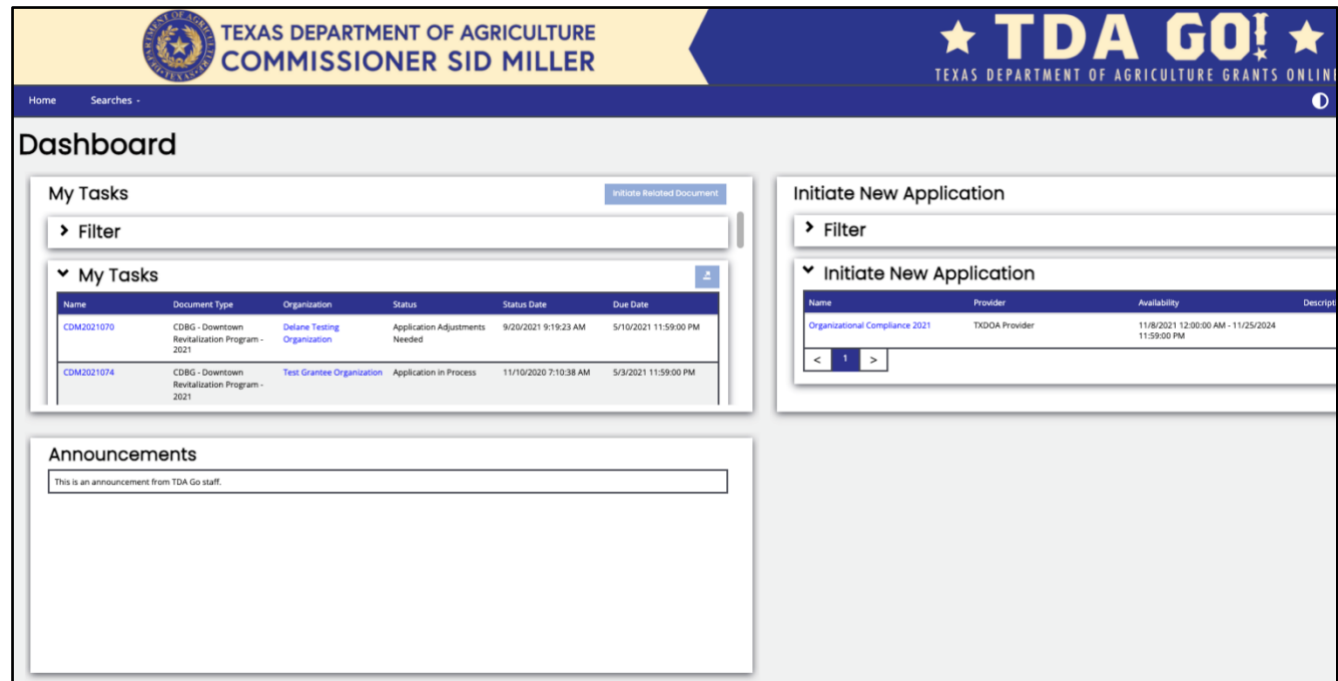

Figure 2. The TDA-GO Dashboard—gateway to the TxCDBG grant program

Searches

The Dashboard will only show the Grant Recipient grants that are waiting for action by your ***specific role.*** The **Search** menu shows all grants that the Grant Recipient has the right to access, regardless of where that grant is in the process
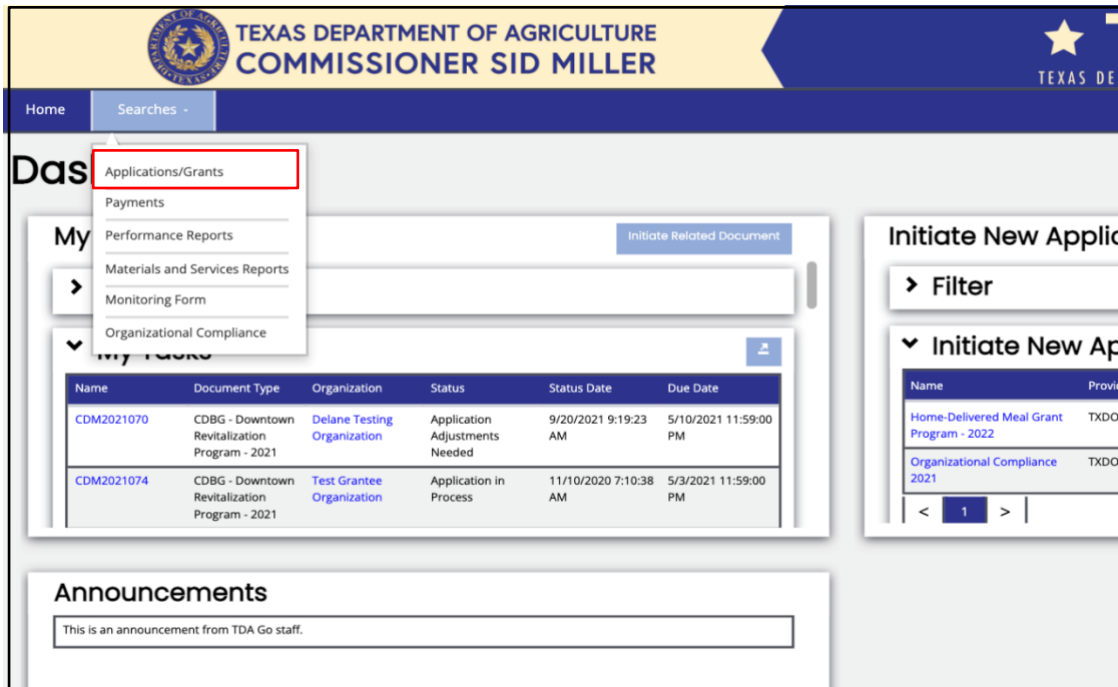

Figure 3. Select Applications/Grants from the drop-down menu to access the completed grant

Search for the Grant

After selecting **Searches,** select **Applications/Grants**, and search by document name, document type, organization, year. Status. Or person; then select the blue **Search** button.
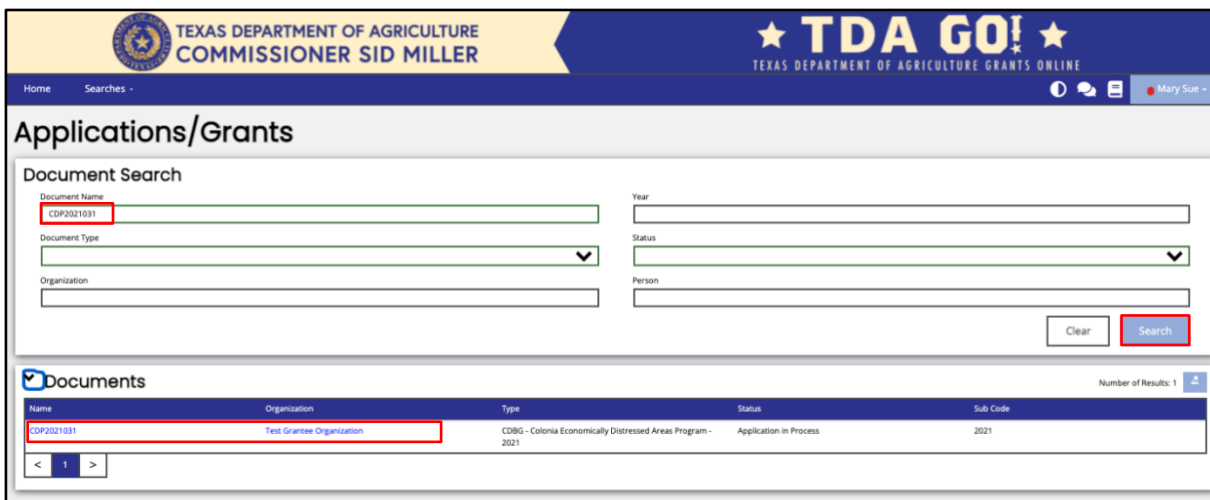

Figure 4. Search for the grant and a list will appear; select the document

Document Landing Page

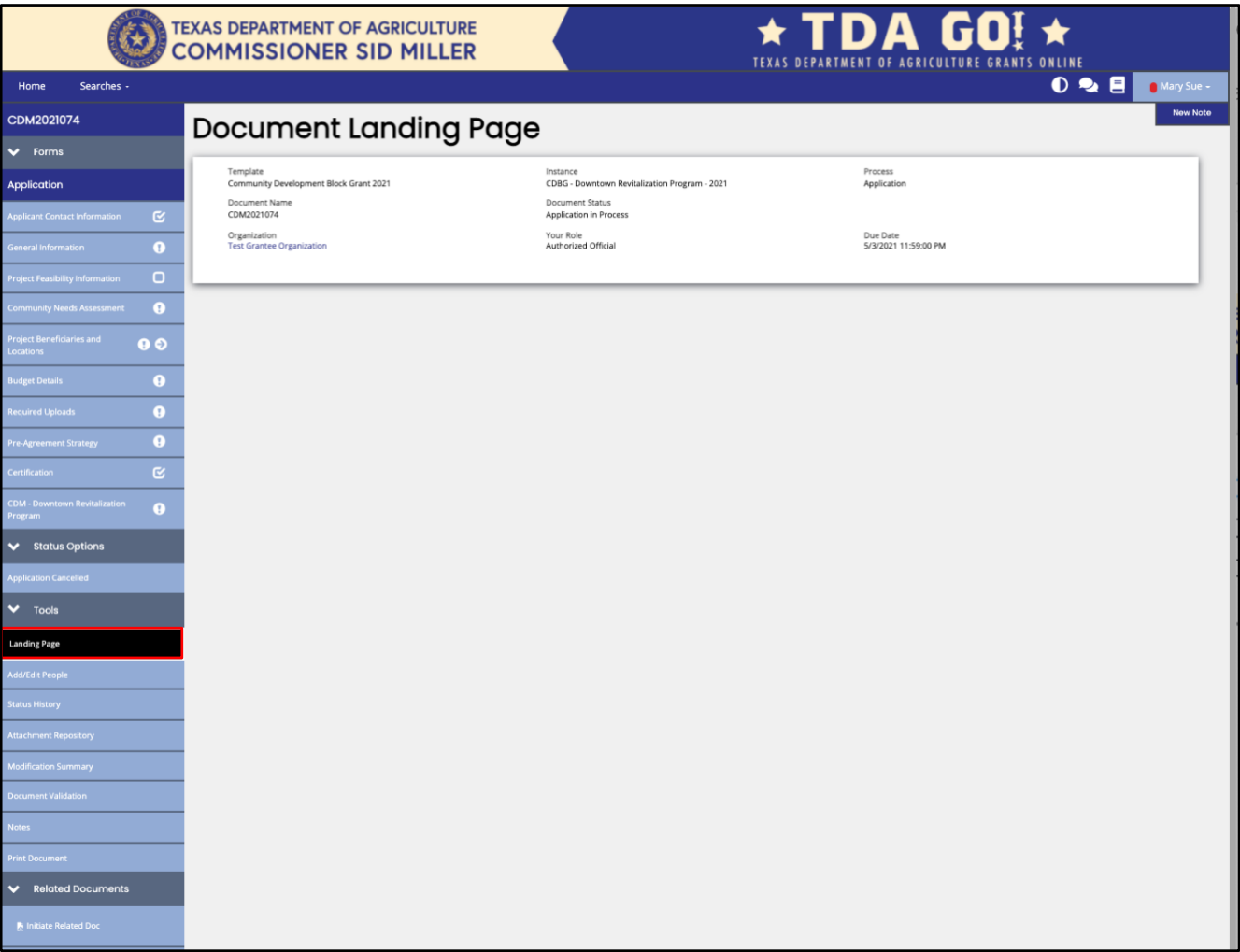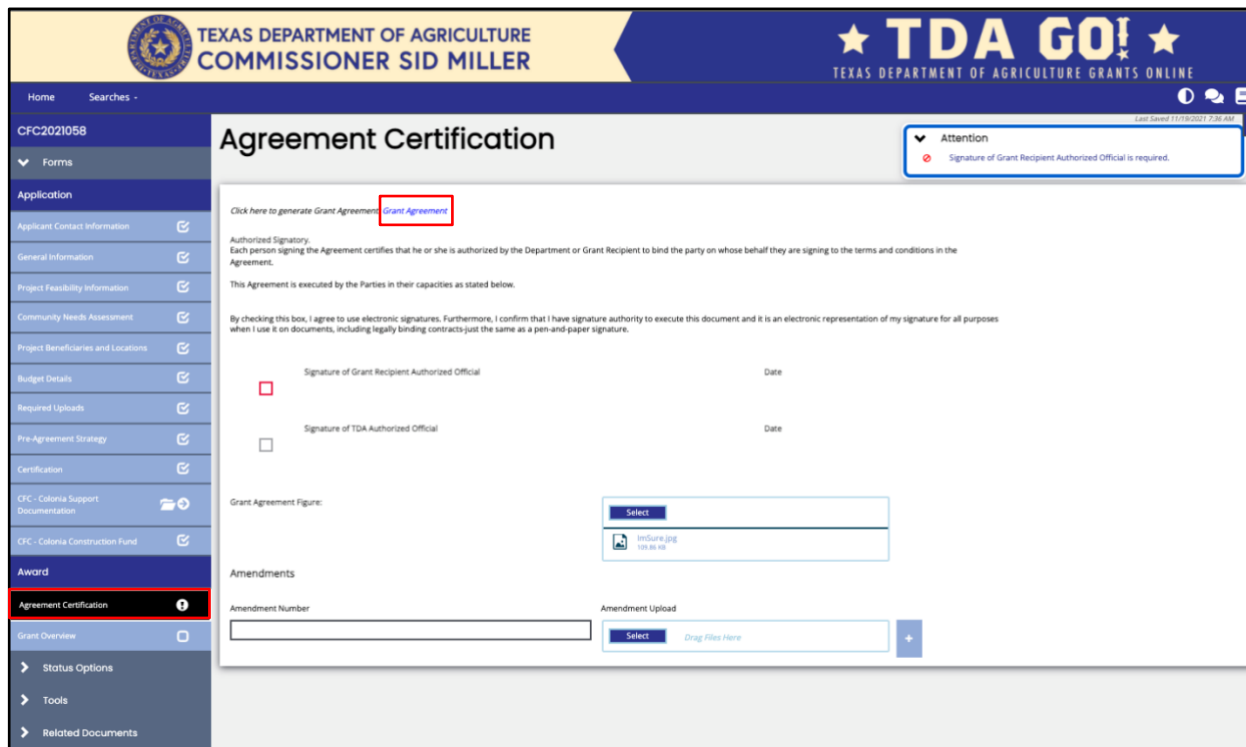After selecting the document, the **Document Landing Page** will appear.

Figure 5. Welcome to the Document landing page

Grant Agreement

Using the navigation menu on the left side of the page, navigate to the Agreement Certification page. This page can be found under the **Award** heading in the navigation menu.

Figure 6. Select the blue Grant Agreement to see the grant agreement

To access the agreement, click the small web link at the top of the page marked **Grant Agreement**. A PDF will be generated with the full text of the agreement.

Executing / Signing a Grant Agreement

To execute the agreement, the document must be in **Grant Agreement Pending Grant Recipient Signature** status. (Navigate to Document Landing Page to see current status).

Authorized Official assigned to the grant must check the box marked **Signature of Grant Recipient Authorized Official** and save the page. Once completed, you may generate the grant agreement document again to see the name and date of the certification now visible on the document.

After executing the agreement, find the Status Options header of the navigation menu and click *Send Agreement to TDA for Signature*.

The grant agreement PDF document can be generated at any time to provide the most current document. If amendments are approved to the grant agreement over the course of the grant period, a pdf of the original agreement will be uploaded to the same page.