

## How to Sign a Grant Agreement in TDA-GO

Once you get the email notification that the grant agreement is ready for Grant Recipient Signature, login to TDA-GO. You will be taken to your Dashboard. The grant agreement for e-signature will be listed in “My Tasks”

*Sample view*

My Tasks					
Name	Document Type	Organization	Status	Status Date	Due Date
HDM2022034	Home-Delivered Meal Grant Program - 2022	Test Grantee Organization	Grant Agreement Pending Grant Recipient Signature	1/11/2022 11:55:43 AM	

You can scroll until you find the one you want or use the filter to narrow down the ones that need a Grant Agreement signed.

**My Tasks** Initiate Related Document

**Filter**

Name

Organization

Type

Status

Search

Choose

Status

Grant Agreement Pending Grant Recipient Signature

Then select the application you want to work in:

Documents	
Name	
GDV2022024	

Home Search - Mary Stan - Home

### Document Landing Page

Template: Home-Care-Grant-Med-Grant-2022  
Grant: Home-Care-Grant-Med-Grant-Program-2022  
Organization: Test-Grants-Organization  
Year: 2022  
Period Date: 09/01/2021 - 11/01/2021

Template	Instance	Process
Home-Care-Grant-Med-Grant-2022	Home-Care-Grant-Med-Grant-Program-2022	Application
Document Name	Document Status	
HCMG2022034	Application Pending Grant Recipient Signature	
Organization	Year Role	Period Date
Test-Grants-Organization	Authorized Official	01/01/2021 12:00:00 AM 11/01/2021 11:00:00 AM

**Application**

- Applicant Contact Information
- Service Information
- Med-Recipient-Documentation
- Required Uploads
- Certification

**Award**

- Budget Summary
- Agreement Certification

**Attachment**

- Download Budget Form
- Download Certification Form

**Status Options**

- Application Pending TDA Signature

- Certification
- Award
- Budget Summary**
- Agreement Certification

The Texans Feeding Texans Home-Delivered Meal Grant Program was established to help supplement and extend the applicants current home-delivered meal program for seniors and/or disabled Texans. Governmental and non-profit agencies are eligible for this grant program.

Complete the table below. Please estimate, to the best of your ability, how Texans Feeding Texans: Home Delivered Meal Grant program funds will be expended for your organization during the grant period.

TDA Calculated Grant Amount

\$11,000.00

**Your total grant award will be listed here**

Expenditure Category	Estimated Amount *
Personnel	\$ <input type="text" value="0"/>
Food/Meals	\$ <input type="text" value="10,000"/>
Equipment	\$ <input type="text" value="0"/>
Building Occupancy	\$ <input type="text" value="0"/>
Transportation	\$ <input type="text" value="0"/>
Office Supplies and Services	\$ <input type="text" value="0"/>
Other: Please specify exactly	\$ <input type="text" value=""/> +
<b>Total Budgeted Grant Amount</b>	<b>\$10,000.00</b>

**Enter your estimated budget here. If you are not requesting a dollar amount for a category, you MUST enter 0**

### Possible Errors



**Even if you don't have an other category to fill in you MUST enter 0**

- Attention**
- ⊘ All expenditure estimated amounts are required. If none, enter 0.
  - ⊘ TDA Calculated Grant Amount must equal Total Budgeted Grant Amount.

**If your total budget does not equal your grant allocation, you will get an error message**

After the budget is entered, the Authorized Official listed on the application must check this box.

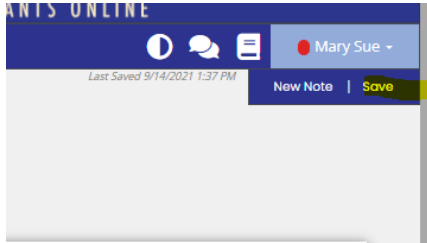
During the grant year, Grantee must demonstrate that HDM grant funds were used to directly supplement or extend existing home delivered meal services to homebound persons that are elderly and/or have a disability.

By signing, I certify that the information entered on this form is true and correct to the best of my knowledge.

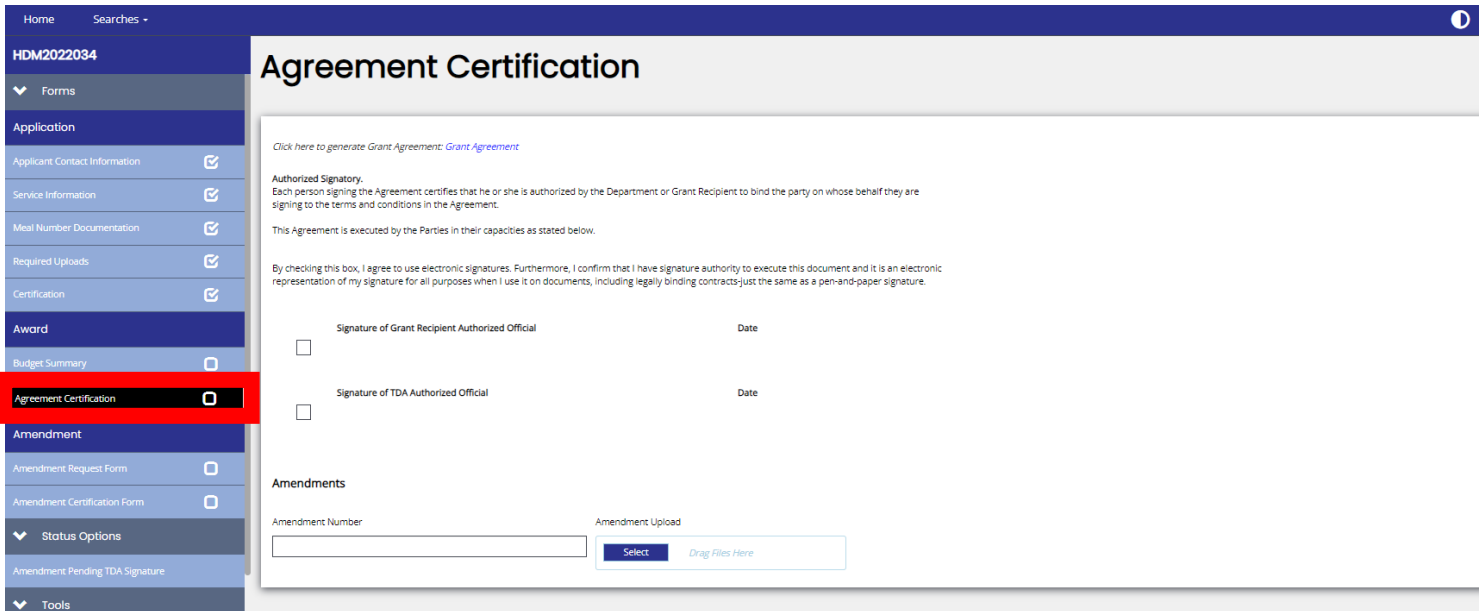
Authorized Official Signature:

Date

When finished with the budget summary click save.



The final step will be to Navigate to “Agreement Certification” in the tool bar on the left.



Click the blue hyper link to review the grant agreement.

Click here to generate Grant Agreement: [Grant Agreement](#)

**Authorized Signatory.**

Each person signing the Agreement certifies that he or she is authorized by the Department or Grant Recipient to bind the party on whose behalf they are signing to the terms and conditions in the Agreement.

This Agreement is executed by the Parties in their capacities as stated below.

By checking this box, I agree to use electronic signatures. Furthermore, I confirm that I have signature authority to execute this document and it is an electronic representation of my signature for all purposes when I use it on documents, including legally binding contracts-just the same as a pen-and-paper signature.

Signature of Grant Recipient Authorized Official

Date

Signature of TDA Authorized Official

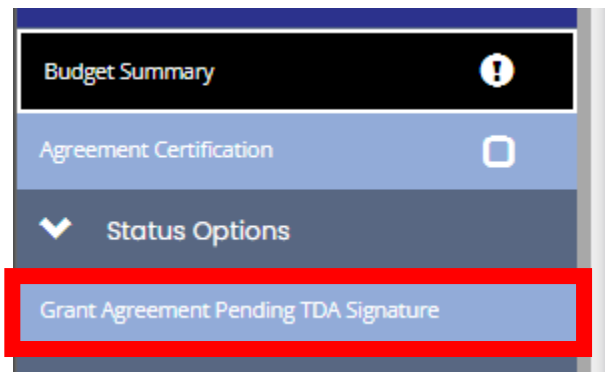
Date

When ready, click the check box to "e-sign" the agreement.



Then Click Save

Finally Navigate to Status Options and change the status to “Grant Agreement Pending TDA Signature”



If you change the status and the budget is not complete, the following error will show up.

Document Validation

Below is the status of each form. Select the form name to navigate and make changes to any of the forms.

Show forms that I cannot adjust

Form Name	Status	May Prevent Status Change
Budget Summary	Error(s)	Yes

Home Searches -

IDM2022034

Service Information

Meal Number Documentation

Required Uploads

Certification

Award

Budget Summary

Agreement Certification

Status Options

Grant Agreement Pending TDA Signature

Tools

Ending Page

Add/Edit People

## Agreement

[Click here to generate Grant Agreement](#)

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<input checked="" type="checkbox"/>	Signature of Grant Recipient Authorized Official	Date
	Mary Sue	01/11/2022
<input type="checkbox"/>	Signature of TDA Authorized Official	Date

Are you sure that you want to change the status from

Contract Pending Grant Recipient Signature to Contract Pending TDA Signature?

Please enter any notes in regards to this status change

Cancel OK

Once back at TDA the executive will e-sign for final signature to execute the agreement. You will always be able to click on “agreement certification” in the tools and see that both boxes are checked meaning dual signature and full execution of the award, as well as the names printed on the agreement.

[Click here to generate Grant Agreement: Grant Agreement](#)

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<input checked="" type="checkbox"/>	Signature of Grant Recipient Authorized Official Mary Sue	Date 05/10/2021
<input checked="" type="checkbox"/>	Signature of TDA Authorized Official Executive TDA	Date 05/17/2021

Agreement Number: GSA2021044

GRANTEE	GRANTOR
<b>Test Grantee Organization</b>	<b>TEXAS DEPARTMENT OF AGRICULTURE Trade and Business Development</b>
1700 N. Congress. 11th Floor Austin, Texas 78701	1700 N Congress Ave Austin, TX 78701
<b>AUTHORIZED SIGNATORY/AUTHORITY TO BIND</b>	
Each person signing the Agreement certifies that he or she is authorized by the Grantor or Grant Recipient to sign and execute the Agreement and to bind such party to its terms, performances, and conditions.	
PRINTED NAME AND TITLE OF PERSON SIGNING: Mary Sue	PRINTED NAME AND TITLE OF PERSON SIGNING: Executive TDA
DATE SIGNED: 5/10/2021	DATE SIGNED: 5/17/2021