

TDA-GO Responsibilities by Status - Applications and Awards				
Acronym/ Title	Activity During This Status		Roles with Save Permissions	Role(s) responsible for Change to Next Status
Application in Process	Drafting of application by Grant Recipient		Authorized Official, Project Director, Consultant	Authorized Official
Application Submitted	Initial review of application for basic eligibility and completeness	ALL form fields must be complete and all documents uploaded before reaching this status	TDA Staff	TDA Program Specialist
Application Scoring in Process	Calculation of score, per published Request For Application Guidelines		TDA Staff	TDA Program Specialist
Application Scoring Complete	Evaluation of all scored applications to determine funding range. For applications that score within funding range, review of application details to verify program eligibility		TDA Staff	TDA Program Specialist
Application Adjustments Needed	Application edits for clarifications or correctable deficiencies identified during the Scoring Complete step	<i>Optional status</i>	Authorized Official, Project Director, Consultant	Authorized Official
Application Adjustments Submitted	Review of edits made during Adjustments Needed step	<i>Optional status</i>	TDA Staff	TDA Program Specialist
Application Funding Preparation	Drafting of of grant agreement, including site visit and Grant Recipient review of grant packet sent via email		TDA Staff	TDA Program Specialist
Application Recommended for Funding	Formal award process		TDA Staff	TDA Director
Application Approved	Grant has been awarded	90 day issues must be addressed in this status	TDA Staff	TDA Director
Application Approved Pending Changes	Application edits for items identified during the formal award process	<i>Optional status</i>	Authorized Official, Project Director, Consultant	Authorized Official
Application Changes Submitted	Review of edits made during Approved Pending Changes step	<i>Optional status</i>	TDA Staff	TDA Director
Grant Agreement in Legal Review	Review of grant agreement by TDA legal staff		TDA Staff	TDA Legal
Grant Agreement Pending Grant Recipient Signature	Review and execution of grant agreement by Grant Recipient		Authorized Official	Authorized Official
Grant Agreement Pending TDA Signature	Review and execution of grant agreement by TDA		TDA Executive	TDA Executive
Grant Executed	Grant agreement fully executed	Grant Overview, Payment Requests, Performance Reports, Materials and Services Reports, and Monitoring Reviews occur in this status	See below	See below
Status Options for Applications Not Funded				
Application Cancelled	Application not submitted		n/a	n/a
Application Ineligible	Application disqualified		n/a	n/a
Application Not Recommended for Funding	Application will not be awarded - meets basic eligibility criteria but did not score within funding range	Not reviewed for detailed program eligibility	n/a	n/a
Application Pending - Wait List	Application not awarded during current process, but may be awarded if funding allows (including second year grant awards)- meets basic eligibility criteria but did not score within funding range,	Not yet reviewed for detailed program eligibility	TDA Staff	TDA Director

TDA-GO Responsibilities by Status - Amendments				
Amendment Request in Process (CDBG)	Drafting of amendment request by Grant Recipient		Authorized Official, Project Director, Consultant	Authorized Official
Amendment Request Submitted	Initial review of amendment request and recommendation by Grant Specialist		TDA Grant Specialist	TDA Grant Specialist
Amendment in Director Review	Review of amendment request by TDA Director; programmatic approval of request and determination of routing type (minor or full amendment)		TDA Director	TDA Director
Amendment Grant Agreement Details Updated	Incorporation of grant agreement revisions into amendment document		TDA Funding Specialist	TDA Funding Specialist
Amendment in Legal Review	Review of grant amendment by TDA legal staff		TDA Funding Specialist	TDA Legal
Amendment Pending Grant Recipient Signature	Review and execution of grant amendment by Grant Recipient		Authorized Official	Authorized Official
Amendment Pending TDA Signature	Review and execution of grant amendment by TDA Executive		TDA Executive	TDA Executive
Amendment Complete	Grant amendment fully executed		n/a	Automated change to Grant Executed
Status Options for Amendments not Approved				
Amendment Request Cancelled	Amendment not submitted/reviewed		n/a	n/a
Amendment Request Denied	Amendment request submitted, but not approved by TDA		n/a	n/a
TDA-GO Responsibilities by Status - Closeout				
Closeout In Process	Preparation of closeout by Grant Recipient	Closeout process compiles existing information from Grant Overview, Performance Reports, Materials and Services Record, and Payment Requests - these reports MUST be complete and accurate prior to beginning this status	Authorized Official, Project Director, Consultant	Authorized Official
Closeout Submitted	Review of closeout by TDA Staff	ALL form fields must be complete and all documents uploaded before reaching this status	TDA Staff	TDA Grant Specialist
Closeout Revision Required	Revisions for minor and correctable items identified during review process	Optional status - does not invalidate original closeout submission date	Authorized Official, Project Director, Consultant	Authorized Official
Closeout Submitted Verify Final Monitoring	Review of project status and readiness for closeout		TDA Staff	TDA Funding Specialist
Closeout Pending Final Monitoring	Closeout awaiting completion of final monitoring review	<i>Optional status</i>	n/a	TDA Funding Specialist
Closeout In Review	Final review and acceptance of grant closeout information		TDA Staff	TDA Funding Specialist
Grant Closed	Grant is administratively complete	Record Retention period has NOT begun	n/a	TDA Director
Funding Year Closed	TDA Funding Year has been closed with HUD, record retention period begins		n/a	n/a
Closeout Cancelled	Closeout not submitted		n/a	Automated change to Grant Executed

TDA-GO Responsibilities by Status - Payment Requests				
Payment Request in Process	Preparation of payment request by Grant Recipient		Authorized Official, Project Director, Consultant, Payment Processor	Project Director, Consultant
Request for Payment Submitted	Review of payment request by Grant Specialist for cost eligibility and project status	ALL form fields must be complete and all documents uploaded before reaching this status	TDA Staff	TDA Grant Specialist
Payment Request in Review	Confirmation of budget availability for payment request		TDA Staff	TDA Funding Specialist
Approved for Payment	Program and budget approval of payment request, including IDIS and CAPPs processing		n/a	Automated
CAPPs Payment in Process	Automated creation of CAPPs voucher		n/a	Automated
CAPPs Payment Error	Correction to CAPPs voucher	Examples: mail code correction, PO date corrections	n/a	Automated
CAPPs Payment Processed	Payment has been issued by Comptroller		n/a	n/a
Approved - Manual Processing	Program and budget approval of payment request - action to be processed outside the CAPPs system		n/a	n/a
Payment Request Cancelled	Payment not submitted		n/a	n/a
TDA-GO Responsibilities by Status - Performance Report		Includes Environmental Review, Acquisition of Real Property, and Current Status reports		
Performance Report In Process	Preparation of report by Grant Recipient		Project Director, Consultant	Project Director, Consultant
Performance Report Submitted	Review of report by TDA Staff	ALL form fields must be complete and all documents uploaded before reaching this status	TDA Staff	Grant Specialist; Automated for Environmental Review
Performance Report In Review	Review of report by TDA Subject Matter Expert		TDA Staff	TDA Subject Matter Expert
Performance Report Approved	Report has been accepted by TDA Staff	The original report pages cannot be edited in this status; however additional pages for updated information are now available for Environmental Review and Acquisition reports	n/a	n/a
Performance Report Cancelled	Report not submitted		n/a	n/a
TDA-GO Responsibilities by Status - Materials and Services Report		Create new MSR for each vendor/service provider contract		
MSR Selection in Process	Preparation of report by Grant Recipient	Includes planning, procurement, and contract execution actions	Project Director, Consultant	Project Director, Consultant
MSR Vendor Selection Submitted	Review of report by TDA Staff	ALL form fields must be complete and all documents uploaded before reaching this status	TDA Staff	Grant Specialist
MSR Vendor Selection Accepted	Report has been accepted by TDA Staff	The original report pages, other than the Subcontractor form, cannot be edited in this status	n/a	Project Director, Consultant
MSR Change Order in Process	Preparation of change order by Grant Recipient		Project Director, Consultant	Project Director, Consultant
MSR Change Order Submitted	Review of change order by TDA Staff		TDA Staff	Grant Specialist
MSR Change Order Complete	Report has been accepted by TDA Staff	Unapproved costs will be clearly identified	n/a	Project Director, Consultant
MSR Contract Closeout in Process	Final information prepared by Grant Recipient	Includes Certificate of Construction Completion	Project Director, Consultant	Project Director, Consultant
MSR Contract Completion Submitted	Review of report by TDA Staff		n/a	Grant Specialist
MSR Contract Complete	Final MSR information has been accepted by TDA Staff		n/a	n/a