TEXAS DEPARTMENT OF AGRICULTURE

STATE OF TEXAS AGRICULTURAL RELIEF (STAR)
AGRICULTURE DISASTER ASSISTANCE APPLICATION

COMMISSIONER SID MILLER

What is it?
The Texas Department of Agriculture (TDA) is accepting applications for the State of Texas Agriculture Relief (STAR) Fund Disaster Assistance Program (Program). Funding for the Program is available through the STAR Fund established to collect monetary contributions from private individuals and entities to fund disaster recovery efforts. TDA will provide a cost share to qualified agricultural businesses/operations/ranches/farms (applicant) for a specific value determined by TDA. The Program is designed to provide relief to Texas agricultural entities adversely impacted by natural disasters. Drought is not an eligible natural disaster under the STAR fund. Please refer to your local Farm Service Agency for drought assistance.

Who is eligible?
An eligible entity is an agriculture business/operation/ranch/farm located in a county declared a disaster by the Texas Governor. Applicants should submit documentation for agricultural related expenses not paid for by insurance or other governmental sources for costs directly related to rebuild from the natural disaster. Applicant must demonstrate that expenses incurred were related to agriculture production and directly caused by the disaster. If an entity/business/operation/ranch/farm is owned by more than one person, only one application may be submitted. An entity/business/operation/ranch/farm is eligible for only one single award every 24 months, regardless of the number of owners.

Agriculture business means - a business that is engaged in producing, processing, marketing, or exporting an agricultural product.

Agricultural product means - an agricultural, horticultural, viticultural, or vegetable product, bees, honey, fish or other seafood, planting seed, livestock, a livestock product, a forestry product, poultry, or a poultry product.

Person means one property/entity/owner.

How does it work?
Submitted applications will be reviewed individually and eligibility of expenses will be determined on a case-by-case basis. The STAR Fund offers a cost-share of up to 80% of eligible expenses to qualified agricultural producers not to exceed $8,000 per applicant. Applicants will be required to show all documentation of the costs paid to determine the STAR Fund assistance amount.

> Example: A producer would need to submit documentation for $10,000 of eligible expenses to receive $8,000 in reimbursement. See the website for additional details on amounts.

All expenses must be paid by the applicant before a reimbursement will be provided. Verification of the damage caused by the disaster is required prior to TDA disbursing funds. Please include any pictures, certifications, or other documentation of the damage. The maximum amount may vary based on donations collected and will reevaluated on a disaster proclamation basis by the Texas Agriculture Commissioner.

Deadline
Applications MUST be received by close of business 90 business days after the Texas Governor's declaration of disaster for the county in which assistance is sought. Please see TDA's website for a complete listing of eligible counties and deadlines.

Applications must be complete and have all required documentation to be considered. TDA reserves the right to request additional information or documentation to determine eligibility. Applications missing documentation or otherwise deemed incomplete will not be considered for funding until sufficient information has been received. TDA reserves the right to deny applications if the applicant is unable to provide required documentation within the deadline provided by TDA when requesting the information. All determinations regarding eligibility of expenses and funding amounts are final.

How to submit?
Applications must be submitted online via TDA-GO. Click here or copy and paste the following in your internet browser to access TDA-GO: https://tda-go.intelligrants.com/. *Mailed, faxed, emailed or hand-delivered applications will not be accepted.* For questions regarding submission of the application and/or TDA requirements, please contact the Grants Office at 833-380-8282 or by email at Grants@TexasAgriculture.gov.

Allowable Costs		Unallowable Costs	
• Fence supplies	• Feed	• Gas or Mileage	• Relocation Services
• Agricultural structure repair	• Disposal Fees	• Mileage	• Valuation of:
• Seed replacement	• Labor for debris removal	• Housing	• lost livestock
• Livestock replacement	• Detailed description of other	• Food	• lost seed
• Supplies needed to repair or	necessary agricultural related	• Replacement of Capital Assets	• lost crop
rebuild agricultural operation	costs for consideration	• Applicant's or immediate family	• lost feed
		member's labor costs	• lost land

TDA-GO STAR Fund Application Instructions
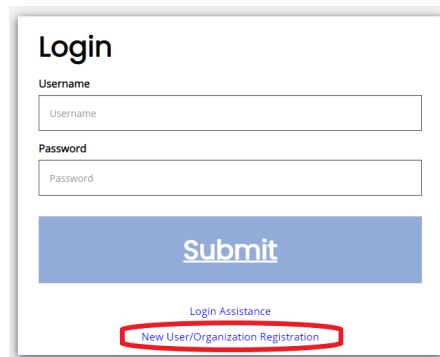
Step 1: Registering a New User in TDA-GO

The following describes how to access the TDA-GO online grant system by setting up a new user. The applicant must set up a new user account to access the STAR Fund application. <mark>THIS MUST BE DONE 24-48 HOURS PRIOR TO SUBMITTING AN APPLICATION!</mark>

Steps to Get Started:
- Complete New User Registration
- TDA will approve New User Registration
- New User will receive email of approval
- Once approved, New User can access and complete grant application

To register a New User, complete the following steps:

1) Go to the TDA-Go website: https://tda-go.intelligrants.com/
2) Click on the ***New User/Organization Registration*** link found in the Login box on the right side of the webpage.

3) Fill in the required fields and any optional fields desired. See Legend below for specific field instructions. Click on the ***Save*** button.

Legend
First Name (Required) – the first name of the registering user (applicant).
Middle Name – the middle name of the registering user (applicant).
Last Name (Required) – the last name of the registering user.
SAM&DUNS (Required) – Enter all zeros (e.g. 000000000) in this box.
Organization (Required) – Enter full name of registering user (applicant).
Title – Enter "***STAR Fund Applicant***".
Street Address (Required) – the physical street address of the registering user (applicant).
State (Required) – the state drop-down selection for the state of the registering user's address.
County (Required) – the county drop-down selection for the county of the registering user's address.
City (Required) – the name of the city of the registering user's address.
Zip Code (Required) – the zip of the registering user's address.
Email (Required) – the email address of the registering user (applicant).
Phone (Required) – the phone number of the registering user (applicant).
Username (Required) – the username the registering user wishes to register for.
Password/Verify Password (Required) – the password the registering user (applicant) wishes to register for.

3) Once saved, the registration for the New User will be approved by TDA-GO portal staff. You will receive an email indicating approval in the system. After approval, the New User can log on and access the TDA-GO platform.

> **NOTE: If a user attempts to access the system before they have been approved, the system will show their password as invalid.**

Step 2: Accessing Grant Opportunity
The following describes how to access the Grant program grant opportunity via TDA GO.

Dashboard
After your registration has been submitted and you have received an approval email, you will be able to log into the system and see the Dashboard. After logging in, the User's Dashboard will appear (Figure 1). **My Tasks** are documents/applications that are in process; **Initiate New Application Box** are blank grant applications.
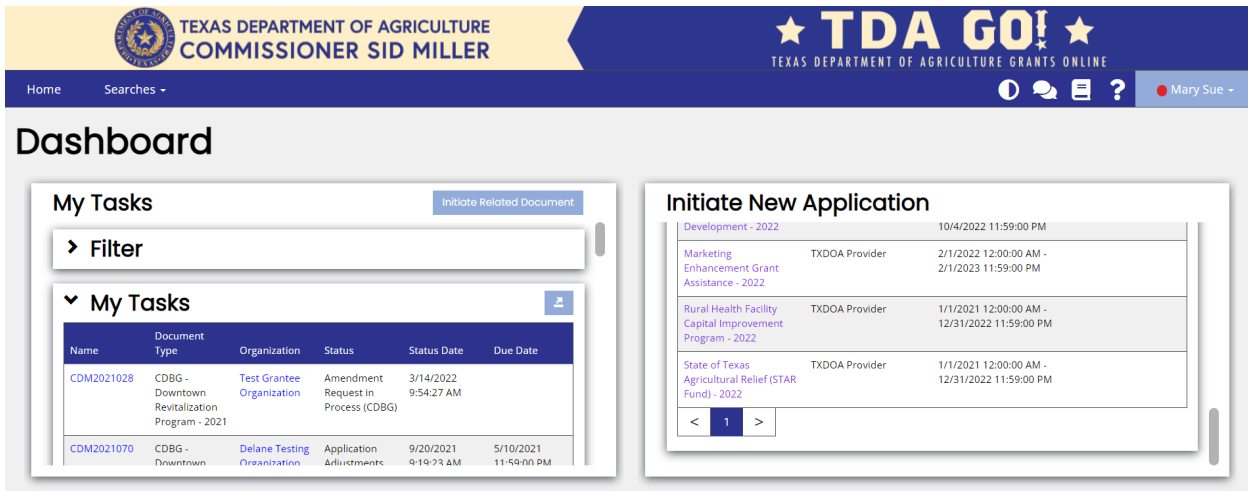
Figure 1. Landing page after logging in

Choose the **State of Texas Agricultural Relief (STAR Fund) – 2022** by scrolling down the **Initiate New Application** box and select **State of Texas Agricultural Relief (STAR Fund) – 2022** (Figure 2 & 3).
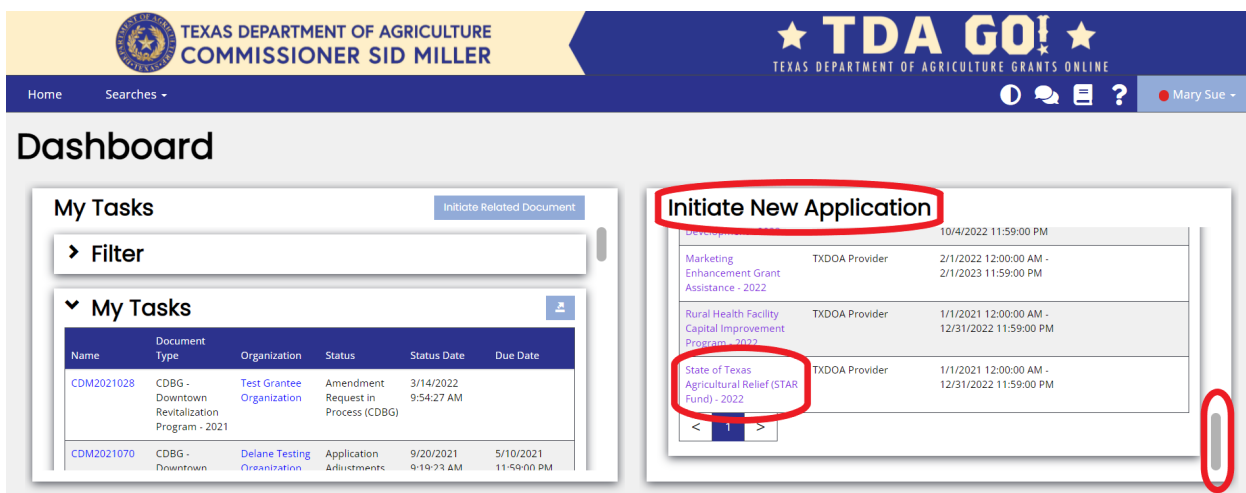

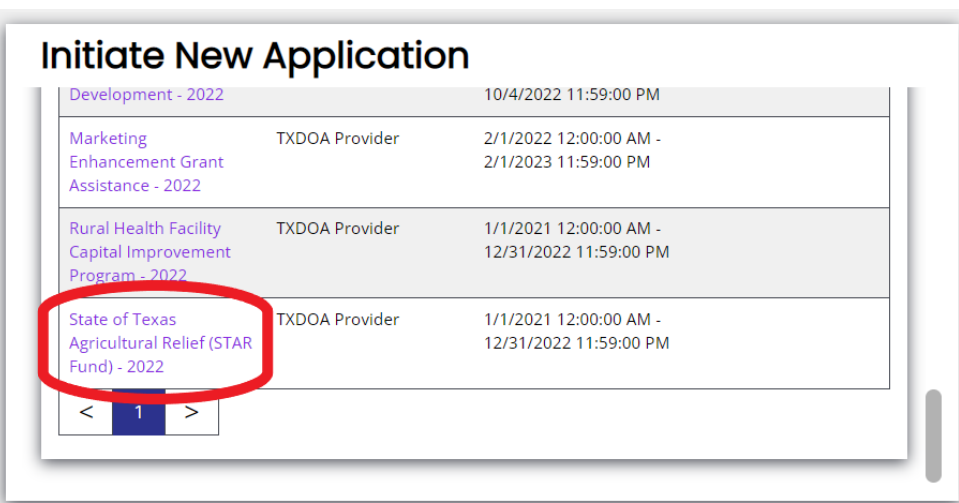*Figure 2. Initiate New Application and location of scrolling tool*

Figure 3. Selection for new STAR Fund Application. Please note dates are for testing and example purposes only.

A brief description and agreement language appears (Figure 4). Read and select **Agree**.

Figure 4. Agreement

Document Landing Page

After Agree is selected, the Document Landing Page will appear (Figure 5).

Figure 5. Document Landing Page

The left column has the Grant Project Number at the top, then four drop down menus: **Forms, Tools, Status Options, and Related Documents.**

- **Forms** is a list of required information that includes Applicant Form, Proposed Project, Budget Form, Required Uploads, and Certification.

- **Tools** include Add/Edit People that can access the application, Status History, Modification Summary, Attachment Repository, Notes and Print Document ability.

- **Status Options** is where the application can be submitted or cancelled.

- **Related Documents** is not applicable to the application submisson process. You will not need this function to submit your application.

Application Form Guidance

The following section provides additional guidance regarding selected sections of the application.

Step 1: Start Application Form

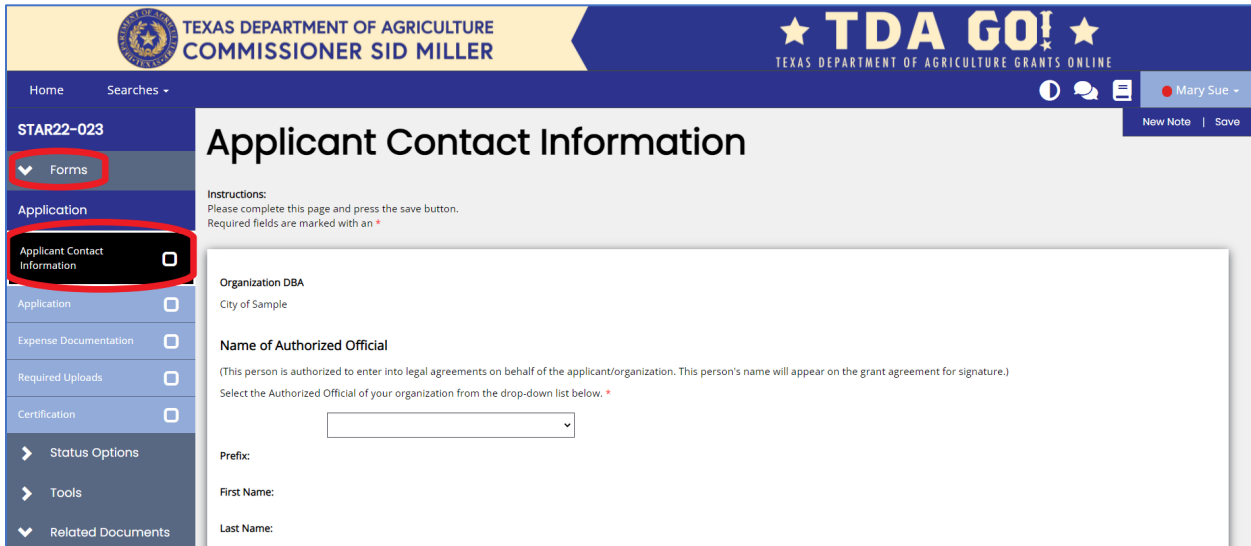Expand the **Forms** drop down menu and select **Application Contact Information** (Figure 6).

Figure 6. Applicant Contact Information Form location

All sections of the Application Form must be completed if applicable. See below for specific instructions.

General Functions:

NOTE: All required fields are marked with a *. An error message will appear and the application may not be submitted if these required fields are not filled out (Figure 7).
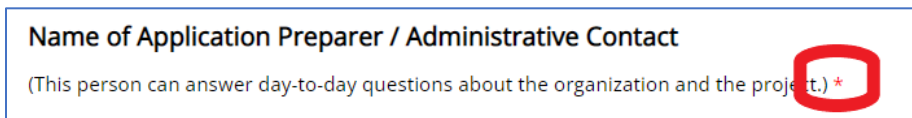

Figure 7. Example of Required Fields

NOTE: If a question has a **Select** button in the answer box, it is necessary to upload the appropriate documentation (Figure 8). Click on the Select Button to open the file selection screen.

Figure 8. The Select button allows applicant to select and upload the appropriate documentation

NOTE: Any field with a Plus (+) button has the ability to add an additional row (Figure 9).

Figure 9. Add additional rows by clicking the plus (+) button

You can delete additional rows by pressing the red minus (-) button (Figure 10)

Figure 10. Subtract additional rows by clicking the minus (-) button

Note: **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.

Name of Application Preparer / Administrative Contact: Please leave this blank if not applicable.

Name of Additional Contact: This person may not have a role in the TDA-GO system, but is knowledgeable of your STAR Fund application and can answer questions.

After completing the form, click the **Save** button in the top right hand corner (Figure 11). After clicking the **Save** button, if any required sections are missing, an error message will appear (Figure 12).

Figure 11. Regularly save your work by clicking the save button in the upper right hand corner

Figure 12. Error Message of missing required message

Step 2: Complete Application Form

Expand the **Forms** drop down menu and select **Proposed Project** (Figure 13).
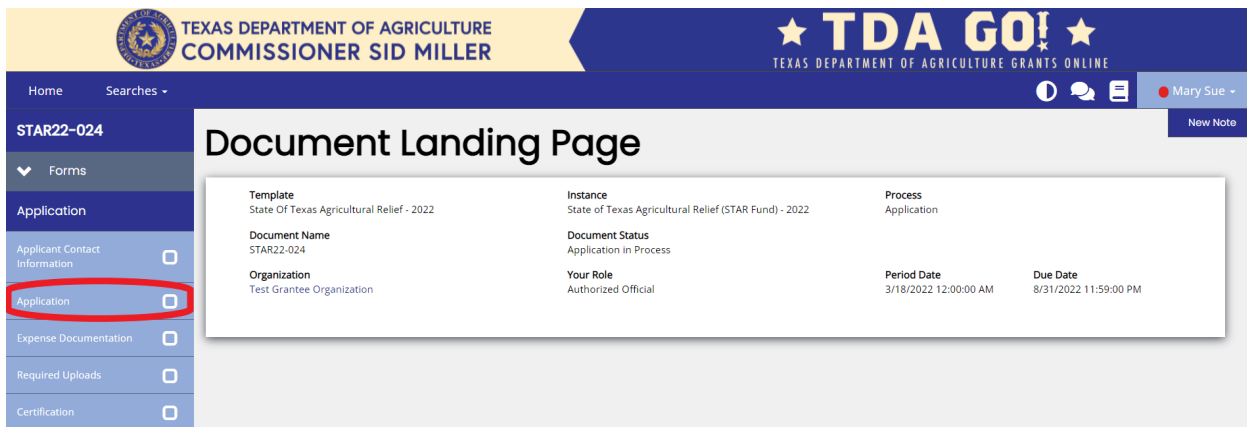
Figure 13. Application Form location

Complete all sections of the Application. See below for specific instructions.

Texas Agricultural of Timber Registration Number: Enter registration number here. If you do not have a registration number, enter all zeros. Additional documentation may be requested to verify agriculture operation if registration number is not provided. (Figure 14).

Figure 14. Texas Agricultural of Timber Registration Number

Property Ownership: Enter all person(s) who own more than 20% of the preperty(ies) listed in this application. Additional names may be added by clicking the plus (+) button (Figure 15).

Figure 15. List names of property owners. Add additional names by clicking the Plus (+) button

Impacted Property Information: Enter all required information. Please complete table for each Property Tax ID number. Additional properties may be added by clicking the plus (+) button (Figure 16). The Tax Property ID number is found on your property tax records, or you can contact your County Appraisal District.

For the primary agriculture purpose of the property, select all categories that apply. Please enter a short description for each purpose in the box(es) to the right (eg: Crop: Cotton, Vegetables. Livestock: Cattle, Goats) (Figure 16).

Impacted Property Information

Tax Property ID # (found on your property tax records)	Primary Purpose of the Property	Texas County Property Is Located In	Date Of Disaster	Number of Acres Impacted
	☐ Crop ____ ☐ Livestock ____ ☐ Other ____	▼	📅	

Figure 16. Required Impacted Property Information. Enter description in text boxes circled in red. Add additional property ID numbers by clicking the Plus (+) button

Description of Damage: Summarize the damage sustained by your operation directly related to the natural disaster events. Please include any additional details you feel will help TDA in determining your eligibility for funding. Include information about the items lost or damaged as result of the natural disaster.

After completing the Application form, click the **Save** button in the top right hand corner (Figure 11). After clicking the **Save** button, if any required sections are missing, an error message will appear (Figure 12).

Step 3: Expense Documentation Form

Expand the **Forms** drop down menu and select **Expense Documentation Form** (Figure 17).

Figure 17. Expense Documentation Form location

Complete all sections of the Expense Documentation Form. All sections are required.

Expense Table (Figure 18): Enter each expense demonstrating costs incurred for recovery of losses due to the disaster. Documentation is required for each expense. Applicant has to demonstrate that all payments have been both paid and cleared. If expense has not yet been paid for, please provide an estimate for the expense and the date of estimated completion. Pre-approved, estimated expenses will not be reimbursed until proof of payment is received.

Documentation includes an itemized invoice plus proof of payment. Acceptable forms of proof of payment are:
- Itemized invoices showing a $0 balance

- Copies of cancelled checks (submit image of front and back)
- Credit Card Statements with account numbers blacked out
- Receipts must show name and contact information of seller, date of purchase, itemized list of items purchased plus cost per item, total paid, and method of payment.

Additional expenses may be added by clicking the plus (+) button (Figure 18).

Complete the table for each expense to be reimbursed. *

Type of Disaster: * [dropdown]   Date of Disaster:

Invoice Date	Invoice Number	Vendor	1. Description of purchase 2. How it is used for rebuilding agricultural operation	Total Invoice/ Estimated Amount	Has this expense been paid for?	If this is an estimated expense provide the date the work is to be completed?	
📅				$	⚪ Yes ⚪ No	📅	+
			Total of Invoices	$0.00			

Figure 18. Enter each expense. Add additional expenses by clicking the Plus (+) button

Proof of Damages: Upload Proof of Damage related to the agricultural operation. You may upload pictures or other certifications for Damage and Proof of Loss by clicking the **Select** button (Figure 19). Additional pictures and/or files may be added by clicking the plus (+) button (Figure 19).

Please provide the following documents to prove the damages.

Proof of Damages *   [Select]   Drag Files Here   [+]

Figure 19. Upload Proof of Damages using the Select button. Add additional pictures/files by clicking the Plus (+) button

Proof of Payment: Upload Proof of Payment for each expense listed in the Expense Table above. Upload proof of payment documentation by clicking the **Select** button (Figure 20). Additional files may be added by clicking the plus (+) button (Figure 20).

Proof of Payment *   [Select]   Drag Files Here   [+]

Figure 20. Upload Proof of Payment using the Select button. Add additional files by clicking the Plus (+) button

Letter from Owner, if property is Leased: If property is leased, provide **Letter from Owner** giving permission for expenses and statement Owner will not be claiming for same expenses (Figure 21).
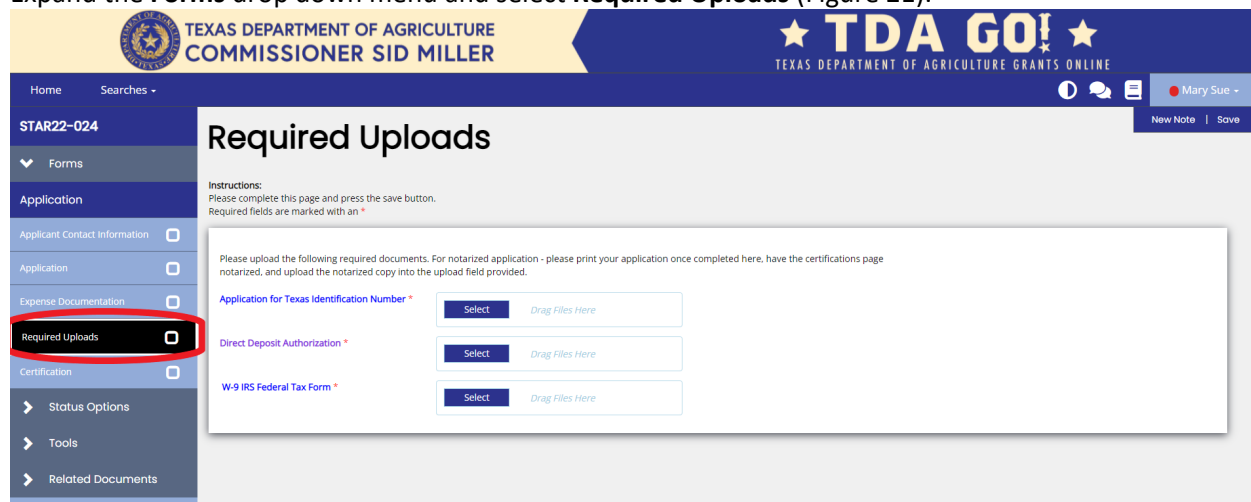
Letter from Owner, If property is leased   [Select]   Drag Files Here

Figure 20. Upload Letter from Owner using the Select button.

After completing the Expense Documentation form, click the **Save** button in the top right hand corner (Figure 11). After clicking the **Save** button, if any required sections are missing, an error message will appear (Figure 12).

Step 4: Complete Required Uploads

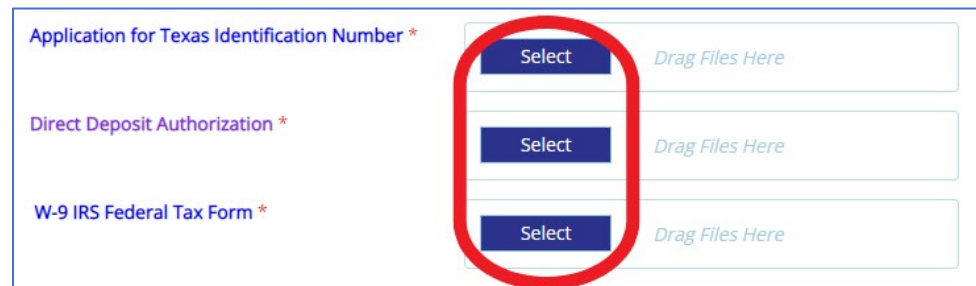Expand the **Forms** drop down menu and select **Required Uploads** (Figure 21).

Figure 21. Required Uploads location

Three (3) additional forms are required to be completed and uploaded for the STAR Fund application: **Application for Texas Identification Number**, **Direct Deposit Authorization**, and **W-9 IRS Federal Tax Form**.

Download the forms by clicking on the name of each form. Be sure to save a copy of the form before filling it out. Please contact the Grants Department at (512) 463-6695 for assistance with these forms.

Upload the completed forms by clicking the **Select** button (Figure 22) in the designated location.

Figure 22. Required Forms Upload

After uploading the required forms, click the **Save** button in the top right hand corner (Figure 11). After clicking the **Save** button, if any required sections are missing, an error message will appear (Figure 12).

Step 5: Complete Review and Certification

Before completing Step 5 Certification, please review application for completeness and accuracy. Once the application is certified and submitted, an applicant _CANNOT_ make any additional changes.

Before certifying the application, please go over each section ensuring all information is correct and there are no error messages. If there are no error messages in a section, the section in the drop down menu will have a check next to it (Figure 23).

Figure 23. Completed section with check mark

If there are error messages in a section, the section in the drop down menu will have an exclamation point next to it (Figure 24). Click on the selection in the drop down menu and review and resolve the error messages.
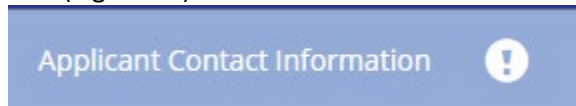

Figure 24. Incomplete section with error messages

Once all error messages are resolved and each section has a check as seen in Figure 23, the application can be certified and submitted.

Expand the **Forms** drop down menu and select **Certification** (Figure 25). To certify your application, check the box (Figure 25). The section is then complete. Click **Save** in the top right corner.
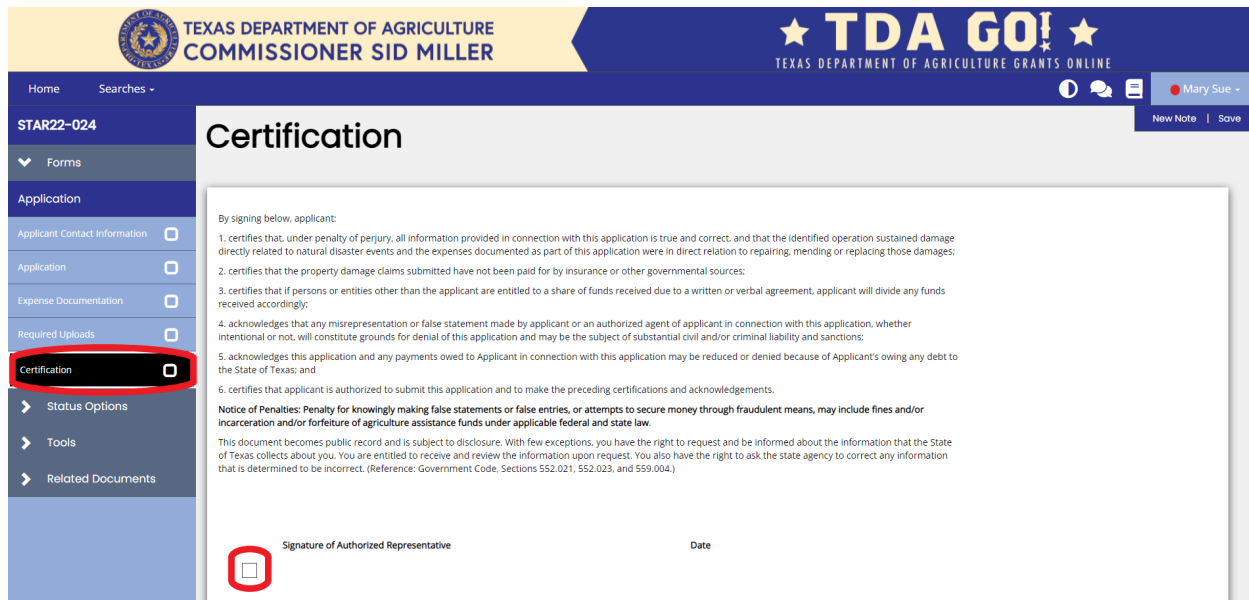

Figure 25. Certification and check box location

Step 6: Application Submission

Once the application is certified and complete, you must <u>submit</u> the application within the TDA-GO system.

Expand the **Status Options** drop down menu (Figure 26). Select **Submit Application.**
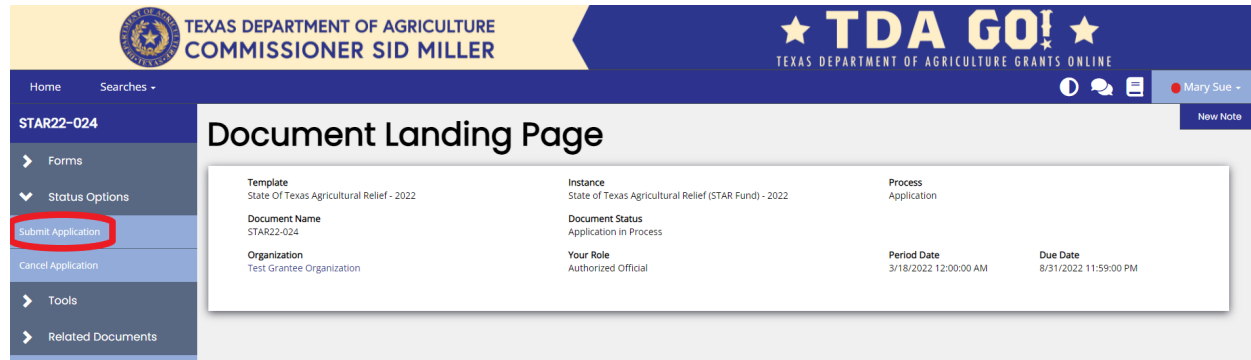

Figure 26. Status Options drop down menu and Submit Application button location

NOTE: If errors remain, an **Errors Present** message will pop up (Figure 27). You may click on each section name to be directed to the errors.
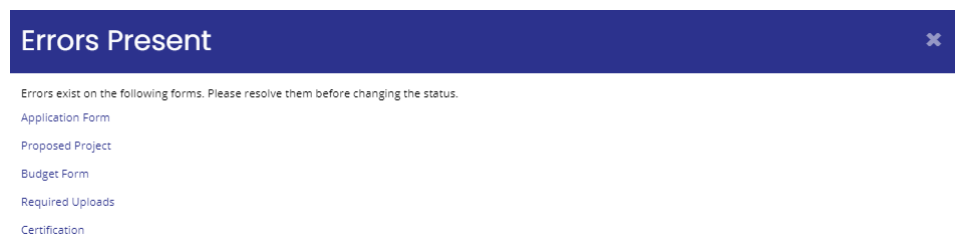

Figure 27. Error message will appear if you try to submit application with errors

If no errors are detected, the system will ask if you are sure. Once you select to submit, you will then be taken back to the **Landing Page** (Figure 28).

Figure 28. After application submission, you will return to the Document Landing Page.

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 Standard Time Zone) and are displayed on your TDA-GO home screen.

Confirmation Email

After submitting your application, you will receive a confirmation email (Figure 29).

From: websites@agatesoftware.com <websites@agatesoftware.com>
Sent: Tuesday, April 13, 2021 10:57 AM
████████████
Subject: Application HDM-2021-TGO-00005 Submitted

WARNING: This email originated from outside of the Texas Department of Agriculture email system. DO NOT click links or open attachments unless you expect them from the sender and know the content is safe.

Thank you for submitting Application HDM-2021-TGO-00005 for Test Grantee Organization. TDA staff will review and contact the persons identified in the application with any questions or concerns

Figure 29. Example of confirmation email

TDA Grants Office Contact

For questions regarding submission of the application and/or TDA requirements, please contact the Grants Office at (512) 463-6695 or by email at Grants@TexasAgriculture.gov.