

## **TEXAS DEPARTMENT OF AGRICULTURE**

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

### <u>What is it?</u>

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.

<u>All expenses must be paid by the applicant before a reimbursement will be provided.</u> 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.

### <u>Deadline</u>

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 <u>here</u> or copy and paste the following in your internet browser to access TDA-GO: <u>https://tda-go.intelligrants.com/</u>. *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 <u>Grants@TexasAgriculture.gov</u>.

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

## **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. **THIS MUST BE DONE 24-48 HOURS PRIOR TO SUBMITTING AN APPLICATION!** 

### 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: <u>https://tda-go.intelligrants.com/</u>
- 2) Click on the *New User/Organization Registration* link found in the Login box on the right side of the webpage.

Login	
Username	
Username	
Password	
Password	
	<u>Submit</u>
	Login Assistance
	New User/Organization Registration

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. 00000000) 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 dropdown 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.

New User Registration			×
age instructions for the registration modal			
First Name		Middle Name	
Last Name		Prefix Suffix	
		✓	~
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	Search		
Organization		Title	
Address		Address 2	
State		County	
	*		~
City		Zip Code	
Email		Phone	
Phone 2		Fax	
Cell Phone		Website	
Username			
Password		Verify Password	
Notes			
			Register

**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.

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ashba	bard									
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iny rask	0						Development - 2022	Applicatio	10/4/2022 11:59:00 PM	
> Filter						211	Marketing Enhancement Grant Assistance - 2022	TXDOA Provider	2/1/2022 12:00:00 AM - 2/1/2023 11:59:00 PM	
✓ My Tasks				Rural Health Facility TXDOA Provider 1/1/2021 12:00:00 AM -						
Name	Document Type	Organization	Status	Status Date	Due Date		Capital Improvement Program - 2022		12/31/2022 11:59:00 PM	
CDM2021028	CDBG - Downtown Revitalization Program - 2021	Test Grantee Organization	Amendment Request in Process (CDBG)	3/14/2022 9:54:27 AM			State of Texas Agricultural Relief (STAR Fund) - 2022	TXDOA Provider	1/1/2021 12:00:00 AM - 12/31/2022 11:59:00 PM	
		Delane Testing	Application	9/20/2021	5/10/2021					

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).

e Search	ALL	IMISSIO	NER SID	MILLE	R			A GOL ★ Agriculture grants online O & E ?
shba	bard							
My Task	S			Initiate	Related Document	Initiate Ne	w Applicatio	
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Name CDM2021028	Type CDBG - Downtown Revitalization Program - 2021	Organization Test Grantee Organization	Status Amendment Request in Process (CDBG)	Status Date 3/14/2022 9:54:27 AM	Due Date	State of Texas Agricultural Relief (S Fund) - 2022	TXDOA Provider	1/1/2021 12:00:00 AM - 12/31/2022 11:59:00 PM

Figure 2. Initiate New Application and location of scrolling tool

Marketing Enhancement Grant Assistance - 2022	TXDOA Provider	2/1/2022 12:00:00 AM - 2/1/2023 11:59:00 PM	
Rural Health Facility Capital Improvement Program - 2022	TXDOA Provider	1/1/2021 12:00:00 AM - 12/31/2022 11:59:00 PM	
State of Texas Agricultural Relief (STAR Fund) - 2022	TXDOA Provider	1/1/2021 12:00:00 AM - 12/31/2022 11:59:00 PM	

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.

State of Texas Agricultural Relief (STAR × Fund) - 2022						
Provided By:	TXDOA Provider					
Provided To:	Test Grantee Organization					
Application Availability Dates:	1/1/2021 12:00:00 AM - 12/31/2022 11:59:00 PM					
Due Date:	8/31/2022 11:59:00 PM					
Description						
No Summary Provided						
	initiate a grant on behalf of my organization to request funding from the Texas Department of all rules and requirements as described in the Request for Applications published					
	Agree Decline					

Figure 4. Agreement

### **Document Landing Page**

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

		EXAS DEPARTMENT OF AGRICULTURE		FDA GO		
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ST/	AR22-023	Document Landing	n Paae			New Note
>	Forms	Boodinone Editaing	gr ugo			_
>	Status Options	<b>Template</b> State Of Texas Agricultural Relief - 2022	Instance State of Texas Agricultural Relief (STAR Fund) - 2022	Process Application		
>	Tools	Document Name STAR22-023	Document Status Application in Process			
~	Related Documents	Organization Test Grantee Organization	Your Role Authorized Official	Period Date 3/18/2022 12:00:00 AM	Due Date 8/31/2022 11:59:00 PM	
R						_

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).

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Home Searches <del>-</del>	🕖 🔍 🚍 🌒 Mary Sue -
STAR22-023	Applicant Contact Information
✓ Forms	
Application	Instructions: Please complete this page and press the save button. Required fields are marked with an *
Applicant Contact Information	Organization DBA
Application	City of Sample
Expense Documentation	Name of Authorized Official
Required Uploads	(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.)
Certification	Select the Authorized Official of your organization from the drop-down list below. *
Status Options	Prefix:
> Tools	First Name:
✓ Related Documents	Last Name:

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).

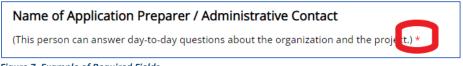


Figure 7. Example of Required Fields

**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.

State issued id for proof of age and residence *	Select

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).

Operation or business	Position	Description of experience	Dates of experience (From Date - To Date)	
				+

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

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

Operation or business	Position	Description of experience	Dates of experience (From Date - To Date)	
		<i>h</i>		+ -
				+ -

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).

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Home Searches <del>-</del>		🕦 喿 📃 🔹 Mary Sue -
STAR22-024	Applicant Contact Information	New Note Save
✓ Forms		
Application	Instructions: Please complete this page and press the save button. Required fields are marked with an *	
Applicant Contact Information	Organization DBA save your work by clicking the save button in the upper right ha	ind corner

	EXAS DEPARTMENT OF AGRICULTURE	★ TDA GO! ★ TEXAS DEPARTMENT OF AGRICULTURE GRANTS ONLINE
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STAR22-023	Application Form	New Note   Save
✤ Forms	Application	✓ Attention
Application	Instructions: Please complete this page and press the save button. Required fields are marked with an *	<ul> <li>Texas Agricultural or Timber Registration Number is required.</li> <li>Property Owner Name is required.</li> <li>Property Owner - Ownership Recentage is required.</li> </ul>
Applicant Contact Information		Tax Property ID is required.     Impacted Property County is required.
Application !	Texas Agricultural or Timber Registration Number *	Date of Disaster is required.     IPI Number of Acres is required     Description of Damage is required.
Expense Documentation		
Required Uploads	Property Ownership	
Certification	List any person who owns more than 20% of the property(ies) listed in this application.	

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).

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Application	Template State Of Texas Agricultural Relief - 2022	Instance State of Texas Agricultural Relief (STAR Fund) - 2022	Process Application		
Applicant Contact	Document Name STAR22-024	Document Status Application in Process			
Application	Organization Test Grantee Organization	Your Role Authorized Official	Period Date 3/18/2022 12:00:00 AM	Due Date 8/31/2022 11:59:00 PM	
Expense Documentation					
Required Uploads					
Certification					
igure 13. Applicat	ion 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).

Texas Ag	ricultural or Timber Registration Number *	
igure 14.	Texas Agricultural of Timber Registratio	n 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).

<b>Property Ownership</b> List any person who owns more than 20% of the property(ies) listed in this application.	
Name *	Percent Ownership *
	· · · · · · · · · · · · · · · · · · ·

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

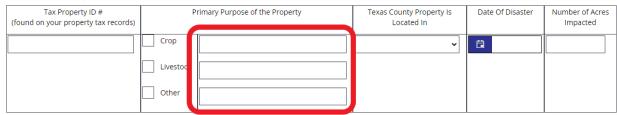


Figure 16. Required Impacted Property Information. Enter description in text boxes circled in red. Add additional property ID numbers by clicking the Plus (+) button

**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).

	EXAS DEPARTM				TEXAS DEPARTMENT OF			
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STAR22-024 Template: State Of Texas Agricultural Relief	Expens	e Docu	umento	ation				New Note   Sav
2022 tatus: Application in Process irganization: Test Grantee Organization our Role(s): Authorized Official iue Date: 08/31/2022	Instructions: Please complete this page Required fields are marke							
Applicant Contact Information								_
Application	Complete the table for	each expense to be reim	bursed. *					
Expense Documentation	Type of Disaster: *		~	Date of Disaster:				
Required Uploads	Invoice Date	Invoice Number	Vendor	1. Description of purchase 2. How it is used for rebuilding agricultural opera	tion 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?	
Status Options	8				s	Yes No	ä	÷
> Tools				Total o	f Invoices \$0.00	1 1		
Related Documents	Please provide the follo	wing documents to prov	e the damages.					
	Proof of Damages *		Select Drag Fil	les Here				
	Proof of Payment *		Select Drag Fil	les Here				

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 reim	nbursed. *					
Type of Disaster: *		~	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?	
i i				\$	Yes No	Ë	+
		-	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 <u>agricultural operation</u>. 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 docum	ents 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).



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).

Select Drag Files Here	Letter from Owner, lf 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**

OF	•		d Uploads (Figure 21).
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STAR22-024	Required Uplo	ads	New Note   Sove
✓ Forms			
Application	Instructions: Please complete this page and press the save butto Required fields are marked with an *	in.	
Applicant Contact Information			
Application	Please upload the following required documents notarized, and upload the notarized copy into the	. For notarized application - please print your application e upload field provided.	once completed here, have the certifications page
Expense Documentation	Application for Texas Identification Number *	Select Drag Files Here	
Required Uploads	Direct Deposit Authorization *	Select Drag Files Here	
Status Options	W-9 IRS Federal Tax Form *	Select Drag Files Here	
> Tools			
Related Documents			

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.

Application for Texas Identification Number *	Select	Drag Files Here
Direct Deposit Authorization *	Select	Drag Files Here
W-9 IRS Federal Tax Form *	Select	Drag Files Here

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).



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.



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.

	EXAS DEPARTMENT OF AGRICULTURE
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STAR22-024	Certification
❤ Forms	
Application	
Applicant Contact Information	By signing below, applicant: 1. certifies that, under penalty of perjury, all information provided in connection with this application is true and correct, and that the identified operation sustained damage directly related to natural disaster events and the expenses documented as part of this application were in direct relation to repairing, mending or replacing those damages:
Application	2. certifies that the property damage claims submitted have not been paid for by insurance or other governmental sources;
Expense Documentation	3. certifies that if persons or entities other than the applicant are entitled to a share of funds received due to a written or verbal agreement, applicant will divide any funds received accordingly;
Required Uploads	4. acknowledges that any misrepresentation or false statement made by applicant or an authorized agent of applicant in connection with this application, whether intentional or not, will constitute grounds for denial of this application and may be the subject of substantial civil and/or criminal liability and sanctions;
Certification	5. acknowledges this application and any payments owed to Applicant in connection with this application may be reduced or denied because of Applicant's owing any debt to the State of Texas; and
	6. certifies that applicant is authorized to submit this application and to make the preceding certifications and acknowledgements.
Status Options	Notice of Penalties: Penalty for knowingly making false statements or false entries, or attempts to secure money through fraudulent means, may include fines and/or incarceration and/or forfeiture of agriculture assistance funds under applicable federal and state law.
> Tools	This document becomes public record and is subject to disclosure. With few exceptions, you have the right to request and be informed about the information that the State of Texas collects about you. You are entitled to receive and review the information upon request. You also have the right to ask the state agency to correct any information
Related Documents	that is determined to be incorrect. (Reference: Government Code, Sections 552.021, 552.023, and 559.004.)
	Signature of Authorized Representative Date

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.

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> Forms	Document Landing Page					
✓ Status Options	Template State Of Texas Agricultural Relief - 2022	Instance State of Texas Agricultural Relief (STAR Fund) - 2022	Process Application			
Submit Application	Document Name STAR22-024	Document Status Application in Process				
Cancel Application	Organization Test Grantee Organization	Your Role Authorized Official	Period Date 3/18/2022 12:00:00 AM	Due Date 8/31/2022 11:59:00 PM		
> Tools					_	
Related Documents						

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.

Errors Present	×		
Errors exist on the following forms. Please resolve them before changing the status.			
Application Form			
Proposed Project			
Budget Form			
Required Uploads			
Certification			

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).

		EXAS DEPARTMENT OF AGRICULTURE	TEXAS D	TDA GO EPARTMENT OF AGRICULTURE GR		
H	lome Searches <del>-</del>				🕕 ዲ 📃 🛛 🗛	
ST	AR22-023	Document Landing	Page		Ne	iew Note
>	Forms	Document Landing	ruge			_
>	Status Options	<b>Template</b> State Of Texas Agricultural Relief - 2022	<b>Instance</b> State of Texas Agricultural Relief (STAR Fund) - 2022	Process Application		
>	Tools	Document Name STAR22-023	Document Status Application in Process			
~	Related Documents	Organization Test Grantee Organization	Your Role Authorized Official	Period Date 3/18/2022 12:00:00 AM	Due Date 8/31/2022 11:59:00 PM	
	Initiate Related Doc					-1

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 <u>Grants@TexasAgriculture.gov</u>.