



TEXAS DEPARTMENT OF AGRICULTURE COMMISSIONER SID MILLER

2023-2024 State Trade Expansion Program Request for Grant Applications

Executive Summary

The program's objectives are to increase the number of small businesses that are exporting, and to increase the value of exports for those small businesses that are currently exporting. The Texas State Trade Expansion Program (STEP) program helps small businesses overcome obstacles to exporting by providing grants to cover costs associated with entering and expanding into international markets.

Dates

Applications must be received by Thursday, February 29, 2024, by 11:59 pm Central Time.

Agency Division

Trade and Business Development – Grants Office, Grants@TexasAgriculture.gov

Assistance Listing Number

59.061

Key Elements

Required Action	Timing to Obtain/Submit
Create a TDA-GO Profile (<i>see TDA-GO Access Instructions</i>)	
<ul style="list-style-type: none">• Obtain Your Organization's UEI Number and establish an Active SAM.gov Account (if you do not already have one)	up to 2 weeks
<ul style="list-style-type: none">• Obtain a TIN/EIN (if you do not already have one) *	up to 2 weeks
<ul style="list-style-type: none">• Request Access to TDA-GO by creating a TDA-GO profile (if you do not already have one)*	At least 48-72 hours ahead of the application submission deadline for TDA to approve account.
TDA Deadline to receive final application and all supporting materials through TDA-GO!	February 29, 2024 – 11:59 p.m. Central Time

* Text hyperlinks will direct you to applicable websites



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Please read all materials before preparing and submitting the application. Failure to follow the instructions and requirements described in this Request for Grant Application (RFGA) may result in the disqualification of the application.

Statement of Purpose

This Request for Grant Applications (RFGA) is issued pursuant to Texas Agriculture Code (Code), §§12.002 and 12.027. Chapter 12 of the Code provides that Grantor shall encourage the proper development of agriculture and that Grantor may enter into cooperative agreements with private entities and local, state, federal and other governmental entities to carry out its duties under the Code. According to Code, Section 12.002, TDA is charged with encouraging proper development and promotion of industries that grow, process, or produce products in Texas. Texas Agriculture Code, Section 12.027 further directs TDA to maintain an economic development program for rural areas in Texas, to promote economic growth in rural areas, and to assist rural communities in maximizing economic opportunities.

The Texas Department of Agriculture (TDA) is requesting applications for the STEP program to receive assistance related to export training, consulting, participation in foreign trade missions and trade shows, and other eligible export activities that support foreign market entry. The purpose of the STEP program is to increase the number of eligible small businesses that are exporting and increase the dollar value of exports for small businesses in Texas.

The Export Stipend program is designed to provide flexibility and encourage innovative use of funds to meet the specific export needs of Texas companies. Events/activities that are eligible and may qualify include, but are not limited to, the following:

<ul style="list-style-type: none"> • Participation in foreign trade missions (virtual or in person) 	<ul style="list-style-type: none"> • Participation in export training workshops
<ul style="list-style-type: none"> • U.S. Commercial Service Programs* 	<ul style="list-style-type: none"> • Market Analysis
<ul style="list-style-type: none"> • Foreign Trade Show Exhibitions 	<ul style="list-style-type: none"> • E-Commerce
<ul style="list-style-type: none"> • Foreign Market Sales Trips 	<ul style="list-style-type: none"> • Design of marketing media <ul style="list-style-type: none"> ○ Brochures ○ advertisements in international magazines ○ Design of Digital Marketing
<ul style="list-style-type: none"> • Website fees 	
<ul style="list-style-type: none"> • Localization/Internationalization Growth Opportunities 	<ul style="list-style-type: none"> • Translation services for website or marketing materials.
<ul style="list-style-type: none"> • Other export initiatives (pre-approval required) 	

*Applicants wishing to use the stipend for “Fees for services provided by the U.S. Commercial Service (CS)” to utilize a customized (CS) program (i.e., Gold Key Matching, International Partner Search, Initial Market Check, International Company Profile or Business Facilitation Service) should be in contact with them prior to completing this application. To qualify for U.S. Commercial Service fee-based services, a company must have at least 51% U.S. content on its products or services.

Program Authority

The Trade Facilitation and Enforcement Act of 2015 (19 U.S.C. 4301 *et seq.*), signed into law on February 24, 2016, made the STEP Program a permanent provision of the Small Business Act to make grants to States, and the equivalent thereof, to carry out projects that help develop exports by eligible small business concerns (ESBC). The intended outcomes of STEP are to increase the number of U.S. small businesses that export and to increase the dollar value of exports by those small businesses.

Through a grant from the U.S. Small Business Administration (SBA), Texas has been allocated funds to provide assistance to small businesses under the STEP Program to fund activities related to export training, export activities, state sponsored trade show participation, and state sponsored trade missions.

Term of Grant Agreement

Start date (first date of expenses): Date that SBA Self-Representation as an ‘Eligible Small Business Concern’ is signed, per SBA rules. Except for airfare and tradeshow, advance payments as approved by the US Small Business Administration, the start date of a project will not be prior to October 1, 2023. This form will be uploaded in the application process.

End Date: December 31, 2024

Eligibility

- Only one application may be submitted per company per program year.
- Must not have received STEP benefits (a STEP Award) from the State of Texas more than three (3) times in the last five (5) program years.
- Must be registered in the federal System for Award Management ([SAM.gov](https://sam.gov)) database, provide a UEI number. To receive a UEI number, visit the following website:
<https://sam.gov>
- Qualifying Texas companies must:
 - Be organized or incorporated in the U.S.;
 - Operate in the U.S.;
 - Export-ready U.S. Company seeking to export goods or services of U.S. origin or have at least 51% U.S. content;
 - Meet
 - a) the applicable industry-based small business size standard established under section 3 of the Small Business Act; or
 - b) the alternate size standard applicable to the program under section 7(a) of the Small Business Act and the loan program under Title V of the Small Business Investment Act of 1958 (15 U.S.C. 695 *et seq.*). SBA size standards are found at 13 C.F.R Part 121. Use the following sba.gov link

for information on size standards for your business based on your NAICS code: https://www.sba.gov/sites/default/files/files/Size_Standards_Table.pdf;

- Have been in business for not less than one (1) year at the time of application (TDA will verify this information); and
- Demonstrate understanding of the costs associated with exporting and doing business with foreign purchasers, including the costs of freight forwarding, customs brokers, packing and shipping; have in effect a strategic plan for exporting; and demonstrate export readiness.

Eligible small businesses must meet the following additional criteria to be considered for this program:

- Operate a For-Profit Company in Texas to process, assemble, and/or distribute a product or provide an exportable service;
- Be in good standing with the Texas Comptroller of Public Accounts;
- Have a Federal Identification Number tied to a Texas address;
- Have a product/service manufactured, produced, processed or value-added in Texas; and
- Must be either “new to export” or “market expansion” – that is, the event/activity must help the company to enter a new market or segment, where it does not already have significant export sales.

Per TDA priorities, the following businesses are not eligible for STEP Funding:

- consulting agency,
- law firm,
- real estate developer or group,
- retail business defined as “the sale of items and services in small quantities to customers in-store or online”,
- hospitality or tourism operator,
- distributor representing clients,
- educational institution or for-profit school recruiting students,
- non-profit organization,
- foreign direct investment recruiter,
- multi-level marketing (MLM), or
- network marketing company.

Grant Recipient Responsibilities and Accountability

Selected applicants (Grant Recipients) will be responsible for the conduct of the project supported by the STEP Program and for the results described in the application. Each Grant Recipient shall monitor the day-to-day performance of the grant project to assure adherence to statutes, regulations, and grant terms and conditions. Grant Recipients must carry out the activities described in the approved scope of work.

Grant Recipients will be accountable for documenting the use of grant funds and must ensure funds are used solely for authorized purposes. This includes both TDA awarded funds and funds used to achieve the required match. Grant Recipients must ensure:

- Funds are used only for activities covered by the approved project,
- Funds are not used in violation of the restrictions and prohibitions of the grant agreement or applicable law, and
- All budget and performance reports are completed in a timely manner.

Grant Recipients must ensure they have an adequate accounting system in place and good internal controls to ensure expenditures and reimbursements are properly reported to TDA. Complete records relating to the grant project, including accounting records, financial records, progress reports and other documentation, must be maintained for four (4) years after the conclusion of the project or longer if required by TDA.

Funding Parameters

Grant Recipients will receive funding for their projects on a cost-reimbursement basis during the term of the grant agreement. Funds will not be advanced to Grant Recipients. Grant Recipients must have the financial capability to pay all costs upfront.

Grant awards will be available for no more than \$10,000 for each Grant Recipient selected to receive an award under the STEP Program. See *Budget Information* section for further details on payment schedule.

- ESBCs must identify a specific event/activity on their export stipend application.
- The specific event/activity must be a new activity and not have already occurred.
- ESBCs must be either “new to export (NTE)” or “market expansion (ME)” – that is, the event/activity must help them to enter a new market, where they do not already have significant export sales.
 - Market Expansion (ME) are ESBCs who currently export to one or more markets and are seeking to:
 - Expand into new country market(s)
 - Expand into a new region or new segment or new product line within an existing market
 - New to Export (NTE) are ESBCs with:

- No export experience at all
 - Only “accidental” or “novice” exporting experience
 - No export experience within 24 months
- An Export Stipend reimbursement
 - is limited to 85% of paid eligible expenses, not to exceed \$10,000.
 - ESBCs will be required to provide a minimum 15% cash match, or at least \$1,500 for a total project budget of \$11,500.
 - The 15% company cash match cannot come from another federal government source.
 - Expenditure of matching funds must be documented at the time a payment request is submitted. Any reduction of expenditure of recipient’s matching funds that fall below the amount proposed in the application and identified in the grant agreement will result in a proportionate reduction in the grant award and must be approved in writing by TDA.

Projects may be funded at varying levels depending on the nature of the grant project. TDA reserves the right to accept or reject any or all applications submitted. TDA is under no legal or other obligation to make an award on the basis of a response submitted to this RFGA. TDA shall not pay for any costs incurred by any entity in responding to this RFGA.

Written notifications will be made to all applicants. Favorable decisions will indicate the amount of award, duration of the award, and any special conditions associated with the project.

Award decisions are final. Awards are subject to the availability of funds. If funds are not appropriated or awarded for this purpose, applicants will be informed accordingly.

As a condition of receipt of funds under the STEP Program, the applicant will be required to execute a grant agreement with TDA and acknowledges that failure to timely execute the grant agreement will result in withdrawal of any funds awarded, and those funds will be redistributed to other qualified applicants in accordance with state law and TDA processes.

ESBCs may void their award or receive less than the full amount awarded if they do not fulfill their obligations with regard to participating in the STEP Program, including the timely submission of required receipts and performance reports.

Application Requirements

Applications must be submitted in TDA’s online Grant Application/ Management system called TDA-GO no later than **11:59 p.m. CT on Thursday, February 29, 2024**. All completed applications submitted before the deadline will be considered.

The grant application **must** be completed online at <https://tda-go.intelligrants.com/>.

To be considered, the online application must be complete and include all the following information:

- Applicant Contact Information
- Company Assessment
- Stipend Activity Detail
- Budget Narrative
- Required Uploads
 - Application for Texas Identification Number
 - Direct Deposit Authorization
 - W-9 IRS Federal Tax Form
 - SBA Self-Representation as an ‘Eligible Small Business Concern
- Certification

See “Application form guidance” for additional required details about each section.

Late or Ineligible Applications

- TDA will not consider applications submitted after the published due date unless the deadline has been revised for all applicants.
- TDA will perform an administrative review to determine applicant eligibility and responsiveness to the request for grant applications.
- Applications submitted by ineligible applicants will not receive funding consideration.
- Applications that are not fully responsive to the request for grant applications will not be considered during the competitive review process.
- Determinations of late or ineligible applications are final and not subject to an appeal process.

Budget Information

1. Payment. *This grant will be paid on a cost reimbursement basis after proportionate matching funds have been documented and expended.* Grant Recipients will be required to submit payment requests quarterly, but no more frequently than monthly. Payment requests must include sufficient documentation that details each expense. Documentation may include, but is not limited to, copies of receipts or invoices.

2. Program Costs. Reimbursable qualified expense categories are indicated below; other expenses may qualify but only upon TDA review and approval. **ALL EXPENSES MUST BE PAID TO A THIRD PARTY ENTITY.**

Eligible Expenses	Ineligible Expenses
<ul style="list-style-type: none"> • Travel <ul style="list-style-type: none"> • Airfare (economy only on U.S. carriers) <ul style="list-style-type: none"> ○ Economy airfare compliant with the Fly America Act for up to two (2) company employees ○ The Fly America Act requires a U.S. flagship carrier for all travel unless there is no service to that destination • Lodging <ul style="list-style-type: none"> ○ Per Diem Maximum Lodging Rate as set by the U.S. Department of State for up to two (2) company employees • Cost associated with CE mark (an acronym for the French “Conformite Europeenne”) • Rental car and fuel for the rental car • Foreign market sales trips • Trade show fees, activity registration, booth fees, equipment rental, etc. • Trade mission fees, activity registration, etc. • Translation services: web, marketing material, etc. • Services of the U.S. Commercial Service • Market analysis • Export training programs • Design of marketing media <ul style="list-style-type: none"> ○ brochures ○ advertisements in international magazines ○ website and social media advertisement with an international focus. Social media placement costs must show proof they are targeting foreign markets. • Pre-award <ul style="list-style-type: none"> ○ Booth Space Rental Fees: Up to one year in advance of the approved trade show is allowable ○ Airfare: Up to six months in advance of the approved trade show is allowable • Fees for shipping sample products • Cost of compliance testing an existing product for entry into an export market • Applicant export research tool subscription used to assist STEP Clients with market research • Website Fees 	<ul style="list-style-type: none"> • Capital goods, product samples and supplies (except for trade show demonstration supplies) • Cellphones and cellphone charges • Cost for enhancement and/or development of an existing company’s product • Efforts to create or augment marketing and advertising campaigns to draw international visitors to a state • Expenses incurred outside of the STEP grant period • Expenses to pay your company. • Expenses related to entertaining current or prospective clients or government officials • Immunizations • Meals, beverages, tips, alcohol • New product development or alteration of existing products • Passport or visa costs • Printing of business cards • Printing costs for marketing material for an ‘eligible small business concern’ • Television and radio production • Travel expenses for importers/distributors or in-market company representatives • Wages, salaries, benefits, bonuses, or other employee incentives • First Class or Business Class airline tickets <ul style="list-style-type: none"> ○ If you fly first class, you will only be reimbursed up to the Economy rate. ○ To receive reimbursement for the value of an Economy ticket when you fly First/Business class, you MUST provide a model of what the economy fare would have been at the time you booked your First/Business class ticket. ○ Ensure you or your travel agent secures this documentation; without it we cannot reimburse you. • Airline Point Redemption <ul style="list-style-type: none"> ○ The value of Airline Point Redemption is not a reimbursable expense. You may use points to upgrade to business or first class, however, the economy airfare must be clearly shown on receipts.

Eligible Expenses	Ineligible Expenses
<ul style="list-style-type: none"> • Design and development of a website with an international focus • Translation of website • Search engine Optimization • Oversight and maintenance and monitoring fees for search engine optimization • Online market listing fees • E-Commerce platform, including hosting and/or maintenance fees during the grant period only • Expenses to set up websites to accept international payments 	<p>NOTE: This list is subject to change based on program guidelines given by the U.S. Small Business Administration.</p>

3. SPECIAL CONDITIONS FOR AIRFARE

The following requirements must be met prior to your travels to receive reimbursement for airfare:

- Travelers must comply with the [Fly America Act](#).
- The traveler must use a U.S. carrier when available or a carrier from a country with a current [Open Skies Agreement](#) with the U.S.
- Airfare must be economy class. Premium economy is not economy. If free upgrades are given, please notify the STEP Manager. If a traveler wishes to fly premium economy or business class, they can do so and pay the difference out of pocket if they send a screenshot (or an equivalent) of the cost of an economy class ticket for the same flight on the same day the premium flight was purchased.
- Any airfare purchased with frequent flyer miles is ineligible for reimbursement.
- **Boarding passes** must be retained and submitted to TDA. If boarding passes are not available, a travel confirmation sent directly from the airline (requested and sent post trip) is acceptable as well.

Evaluation of Applications

TDA will review submitted applications to determine whether the applicant was responsive to the requirements of this RFGA. Applications for funding will be evaluated on applicant’s export capabilities, product/service potential, commitment and resources, proposal completeness, and potential impact on the Texas company and the greater state economy.

See next section for specific scoring criteria.

Scoring STEP Award						
What we will measure	Application Question	Scoring Criteria for STEP	Total Possible Score	Scoring Levels	Weight	
A.	Applicant Overview and Information	A.1. Entire Applicant Information Section	A.1. How complete/accurate is the company overview info?	5	Very Poor = 1, Poor = 2, Fair = 3, Good = 4, Very Good = 5	10%
B.	Product & Export Activity	Provide a description of your company and the products and or services offered. B.1. Describe your niche or sub-industry. Provide a brief, non-technical description of the company's products, services or applications. Of the products/services listed above, what do you plan to increase exports of? How is your product typically distributed and marketed in the U.S. and in other countries?	B.1. Clear description of company's products?	5	Very Poor = 1, Poor = 2, Fair = 3, Good = 4, Very Good = 5	50%
		B.2. Are you currently represented in a foreign country? If yes, which country? How are you represented? (Eg. agent, distributor, sales office, etc.) How long have you had an established market in that country(ies)? Provide information on the international country(ies) you plan to target. If you are currently exporting to markets, provide information on how you plan to expand to new countries. If you have an export business plan, please include some details from that in this section. TDA must have a clear understanding of how STEP funds will help your business enter a new market or segment, where they do not already have significant export sales.	B.2. Clear description of foreign representation?	5		
		B.3. Describe any known barriers to your product(s)/Services being exported.	B.3. How well does the project address identified obstacles and challenges with international business?	5		
		B.4. Describe your business's capacity to increase export activity. (Example: commitment and support of management, dedicated financial resources, and team's international experience.) What internal adjustments is management willing to make to ensure international success? Please describe your business's international business goals and objectives within the next year. Have you received any export counseling assistance from other Texas, federal or nonprofit export promotion programs? This may include programs offered by the Southern United States Agricultural Trade Association (SUSTA), Texas Department of Agriculture, U.S. Commercial Services, Small Business Development Centers or other similar organizations. Please describe.	B.4 Level of export readiness.	5		
		B.5. Export/Distribution plans (Texas/NonTexas) questions.	B.5. Clearly demonstrates how the company will be exporting goods/services.	5		

Scoring STEP Award					
What we will measure	Application Question	Scoring Criteria for STEP	Total Possible Score	Scoring Levels	Weight
C. Project Impact, Proposal, and Budget	C.1. What type of internal resources (new staff, financial resources, specialized training, international certification, export audit, etc.) will be deployed following this effort to leverage its success?	C.1 How well does this the response signify a company's commitment to an export program?	5	Very Poor = 1, Poor = 2, Fair = 3, Good = 4, Very Good = 5	30%
	C.2 How will the proposed grant activities help you achieve on your one-year goals? (Sales, Revenue Growth, Job Creation) If your business is awarded this grant, how do you expect the proposed activities to impact your company in terms of sales and revenue growth? Has your company undertaken this event/activity in the past? if yes, how will this event/activity help your company enter a new export market or promote a new product/service? How will this activity help generate additional export opportunities ? As a condition of receiving an Export Stipend, you will be required to respond to TDA export success surveys. How does this activity support the company's overall growth and export strategies? If your business is awarded this grant, how do you expect the proposed activities to impact your company in terms of Job Creation? (Include expected number of new jobs as well as distinction of wage level relative to your industry standards.)	C.2. How does this activity support the company's overall growth and export strategies	5		
	C.3. Stipend Activity Detail	C.3. How great is the need for the project? How effective will the project be at establishing/increasing the company's exports? How significant are the long-term benefits?	5		
D. Project Budget	D.1 Budget Narrative	C.4. Does the budget adequately reflect the proposed STEP activities? Does the budget provide adequate justification for requested funds?	5	Very Poor = 1, Poor = 2, Fair = 3, Good = 4, Very Good = 5	10%

Bonus Criteria		
What we will measure: Small Business Communities	Definitions: For the Purpose of the STEP program	Weight - up to 14 Bonus Points (Cumulative)
a. Owned and Controlled by Socially and Economically Disadvantaged Individuals	(Set forth in 13 C.F.R 124.103 and 104) Individuals who have been subjected to racial or ethnic prejudice or cultural bias within American society because of their identities as members of groups and without regard to their individual qualities; whose ability to compete in the free enterprise system has been impaired due to diminished capital and credit opportunities as compared to others in the same or similar line of business who are not socially disadvantaged. The socially and economically disadvantage individual must own not less than 51% of the firm. These include: Black Americans, Hispanic Americans, Native Americans, Asian Pacific Americans, Subcontinent Asian Americans	2 Bonus Points
b. Owned and Controlled by Women	Not less than 51% unconditionally and directly owned and controlled by one or more women who are United States citizens	2 Bonus Points
c. Owned and Controlled by Veterans or Service-Connected Disabled Veterans	A person who served in the active military, naval, or air service and who was discharged or released under conditions other than dishonorable, which is demonstrated on the DD Form 214 and who is not less than 51% unconditionally and directly owned and controlled by one or more veterans who are U.S. citizens.	2 Bonus Points
d. Rural Classification	Located in a rural area, as defined at 26 USC 1393(2), Rural area. This includes any area that is outside of a metropolitan statistical area (MSA). MSAs have at least one urbanized area of 50,000 or more population, plus adjacent territory that has a high degree of social and economic integration as measured by commuting ties. See OMB Bulletin No. 15-01 for a complete list of MSAs.	2 Bonus Points
e. Located in an Opportunity Zone	An opportunity zone is an economically-distressed community where new investments, under certain conditions, may be eligible for preferential tax treatment. Localities qualify as opportunity zones if they have been nominated for that designation by the state and that nomination has been certified by the Secretary of the U.S. Treasury via his delegation of authority to the Internal Revenue Service. Use this link for a list of designated Qualified Opportunity Zones at http://www.statsamerica.org/opportunity/map.aspx . Be sure to zoom down to the street level to officially determine if located in the zone.	2 Bonus Points
f. New to STEP	"New" defined as any of the following: - Never been awarded a STEP Grant. - Never participated in a STEP funded trade show organized Texas Department of Agriculture. - Never participated in a STEP funded trade mission organized by Texas Department of Agriculture	4 Bonus Points

Risk Rating - Only for previous award recipients evaluated on a per-award basis					
What we will measure		Rating Criteria	Rating Levels	Rating	Weight - 15 Points Deducted (Cumulative)
					Meets Standards (in good standing): -0 Slightly under Standards: -1 to -5 Significantly under Standards: -6 to -10 Severely under Standards: -11 to -15
a.	REQUEST FOR FUNDS	Post Project Fiscal Request for Reimbursement - <i>Habitual and Repeated Offenses</i>	Late and/or incomplete submittal:	-1	Up to 5 Points Deducted
			Insufficient proof/documentation:	-1	
			Inadequate communication (max):	-3	
b.	REPORTING	Progress Performance Reporting	Late submittal (per reporting period):	-1	Up to 5 Points Deducted
			Incomplete submittal:	-1	
			No submittal:	-3	
c.	RETURNED FUNDS	Award Agreement Never Executed at Notice of Award	If execution or coorespondence not received in allotted time period, award deemed void and funds returned to the program:	-5	Up to 5 Points Deducted
		Project Cancellation	Project is cancelled after executing the award agreement:	-5	
		Project Executed, but awardee <i>deobligated</i> unspent funds to the program, sliding scale starting at return of more than 10% of award	11-20% unspent:	-1	
			21-30% unspent:	-2	
			31-40% unspent:	-3	
			41-50% unspent:	-4	
			51-100% unspent:	-5	

Post Award/Event/Activity Process

If a grant applicant is successful through the application process, a grant agreement will be executed with an ESBC. The following are key processes that must happen to receive reimbursement. Full details on how to complete payment requests and reporting will be provided at the time of award.

Payments

- Submitted receipts must be for expenses explicitly included in Export Stipend Application—otherwise prior approval is required.
- All expenses must be paid to a third party entity.
- Export Stipend reimbursements will be mailed/direct deposited within 30 days of submission of receipts and required event summary documentation, assuming all other criteria have been met. Additional program criteria will be provided to successful applicants in their notification letters.
- Only receipts incurred for expenses during the program's duration are valid for reimbursement. The eligible dates will be listed in the grant agreement.

Performance Reports

- Progress reports must be submitted and or updated prior to receiving a reimbursement. Reports will be submitted at 30 days, 6 months, 12 months and 18 months post event/activity completion.
- ESBC Reporting will be based upon sales that were a result of STEP-funded activities. Sales data will be aggregated and reported back to the U.S. Small Business Administration to determine the STEP Return on Investment of the State of Texas.
- Failure to submit a report within one (1) week of its due date may cause TDA to deny reimbursement of expenditures, require funding be returned to TDA, and/or eliminate recipient from future program eligibility.

General Information

Grant Awards

- The announcement of preliminary grant awards will be made by the date outlined in this RFGA or as soon thereafter as practical. Selected applicants will receive a Notice of Grant Award (NOGA) letter and the grant agreement from TDA. The NOGA is not legally binding until a grant agreement is fully executed.
- All grant awards are subject to the availability of appropriations and available funding, as well as necessary authorizations by the Texas Legislature.
- TDA reserves the right to fund multiple projects partially or fully. TDA reserves the right to negotiate individual elements of any application and to reject any and all applications. Where more than one application is awarded and is acceptable for funding, TDA may request cooperation between Grant Recipients or

revisions/adjustments to an application in order to avoid duplication and to realize the maximum benefit to the state.

Applications

- TDA reserves the discretion and right to reject all applications and is not liable for costs incurred by the applicant in the development, submission, or review of the application; all costs incurred by the applicant prior to the effective date of a grant award agreement, if any, shall be the sole responsibility of the applicant.
- TDA reserves the right to alter, amend, or clarify any provisions, terms, or conditions of this program or any grant awarded as a result thereof, or to terminate this program at any time prior to the execution of an agreement, if TDA deems any such action to be in the best interest of TDA and of the State of Texas. The decision of TDA will be administratively final in this regard.

Public Information

- In the event that a public information request for the application is received, TDA shall process such request in accordance with Chapter 552 of the Texas Government Code. Applicants are advised to consult with their legal counsel regarding disclosure issues and to take appropriate precautions to safeguard trade secrets or any other proprietary information.
- All applications submitted under this program are subject to release as public information, unless the application or specific parts of any such application can be shown to be exempt from disclosure under the Texas Public Information Act, Chapter 552 of the Texas Government Code.

Additional Information

- Assistance is available in English and Spanish. Please call (512) 463-7448 to request assistance.
- In accordance with federal civil rights laws and USDA civil rights regulations and policies, the SBA, its agencies, offices, and employees, and institutions participating in or administering SBA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by SBA.
- Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.), should contact TDA where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact TDA through the Federal Relay Service at (800) 877-8339 or Texas Relay 7-1-1. Additionally, program information may be made available in languages other than English.
- To file a program discrimination complaint, complete with the US Small Business Administration click the following link <https://www.sba.gov/about-sba/oversight-advocacy/office-inspector-general/office-inspector-general-hotline>

Reporting Fraud in State Government

- TDA is committed to promoting a culture of integrity within the agency. As part of the agency's commitment, TDA has instituted a Fraud, Waste, and Abuse Prevention Program to provide its employees with the necessary guidance and support to prevent, detect, and eliminate fraud, waste, and abuse within the agency. TDA's Fraud, Waste, and Abuse Prevention Program complies with Executive Order RP-36 of July 12, 2004.
- Reports of suspected fraud or illegal activities involving state resources may be made by:
 - contacting the Texas State Auditor's Office (SAO) Hotline by calling (800) TX-AUDIT (892-8348);
 - visiting the SAO's website at (<https://sao.fraud.texas.gov/ReportFraud/>);
 - contacting TDA by calling the TDA Fraud Prevention Hotline at (512) 475-3423 or (866) 5-FRAUD-4 (866) 537-2834; or
 - sending a written complaint to:
 - by mail: Texas Department of Agriculture
1700 N. Congress Avenue
Austin, TX 78701
 - by email: fraud@texasagriculture.gov.

General Compliance Information

1. Grant Recipient (an applicant who receives a grant under this program) must comply with TDA's reporting requirements and financial procedures outlined in the grant agreement. Any delegation by Grant Recipient to a subcontractor regarding any duties and responsibilities imposed by the grant award must be approved in advance by TDA and shall not relieve Grant Recipient of his/her responsibilities to TDA for performance of those duties.
2. Grant Recipient must remain in full compliance with state and federal laws and regulations. Non-compliance may result in termination of the grant or ineligibility for reimbursement of expenses.
3. Grant Recipient must keep separate records and a bookkeeping account (with a complete record of all expenditures) for a project. Records shall be maintained for a minimum of four (4) years after the completion of the project, or as otherwise agreed upon with TDA. If any litigation, claim, negotiation, audit or other action is initiated prior to the expiration of the four-year retention period, then all records and accounts must be retained until their destruction is authorized in writing by TDA. TDA and SAO reserve the right to examine all books, documents, records, and accounts relating to the project, including all electronic records, at any time throughout the duration of the agreement until all litigation, claims, negotiations, audits or other action pertaining to a grant is resolved, or until the expiration of the four-year retention period or a final judgment in litigation, whichever is longer. TDA and SAO shall have access to: all electronic data or records pertaining to the grant project; paper or other tangible documents or records, including

the physical location where records are stored; and all locations related to project activities.

4. If Grant Recipient has a financial audit performed during the time Grant Recipient is receiving funds from TDA, upon request, TDA shall have access to information about the audit, including the audit transmittal letter, management letter, any schedules, and the final report or result of such audit.
5. Grant Recipients must comply with Texas Government Code, Chapter 783 (Uniform Grant and Contract Management) and the Texas Grant Management Standards (TxGMS), along with USDA-AMS General Terms and Conditions, 2 CFR Parts 200 and 400, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

Deadline for Submission of Responses

Applicants must submit one complete, electronically signed application through the TDA-GO! system to TDA by **11:59 p.m. CT on Thursday, February 29, 2024** ([see submission instructions below](#)). Applications may not be supplemented after the submission deadline. It is the applicant's responsibility to ensure the timely receipt of the application and all required materials.

Click the following link for the access the online application portal or copy and paste it into your web browser: <https://tda-go.intelligrants.com/>.

TDA staff is available to answer questions regarding the program and to provide clarifying information concerning this RFGA. TDA staff will not review any grant proposals prior to the application deadline.

- **Mailed, faxed, emailed or hand-delivered applications will not be accepted.**
- **Applications must be submitted online via TDA-GO!.**

The online system will date and time stamp the submission for receipt documentation purposes. An automated receipt email will be sent from the TDA-GO! system indicating the application has been received.

Program Contact Information

Grant Program and Application Support - Monday – Friday 8:00 AM to 5:00 PM (CT)

TDA staff is available to answer questions regarding the STEP Program and to provide clarifying information concerning this RFGA.

Ms. Bradine Griffiths
Grants Specialist

Ms. Kat Neilson
Lead Grants Specialist

Phone: (833) 380-8282

Email: Grants@TexasAgriculture.gov

(continued)

TDA-GO! Application Instructions

Click here to access the TDA-GO! website or copy and paste the following in your browser:
<https://tda-go.intelligrants.com/>

Step 1: Accessing Grant Opportunity

The following describes how to access the 2023-2024 STEP – State Trade Expansion Program opportunity via TDA-GO for returning users.

- **Returning users - Log in with your current username and password**
- **New Users – see section “TDA-GO! New User Instructions” on page 25**

For returning users that have not accessed or used the TDA-GO! System within one year, accounts are automatically de-activated. You MUST contact the TDA Grants department at Grants@TexasAgriculture.gov to re-activate your account. Please allow 24-48 business hours for your account to be re-activated.

Dashboard

After logging in, your Dashboard will appear (Figure 1).

- **My Tasks** are documents/applications that are in process;
- **Initiate New Application** are blank grant applications.

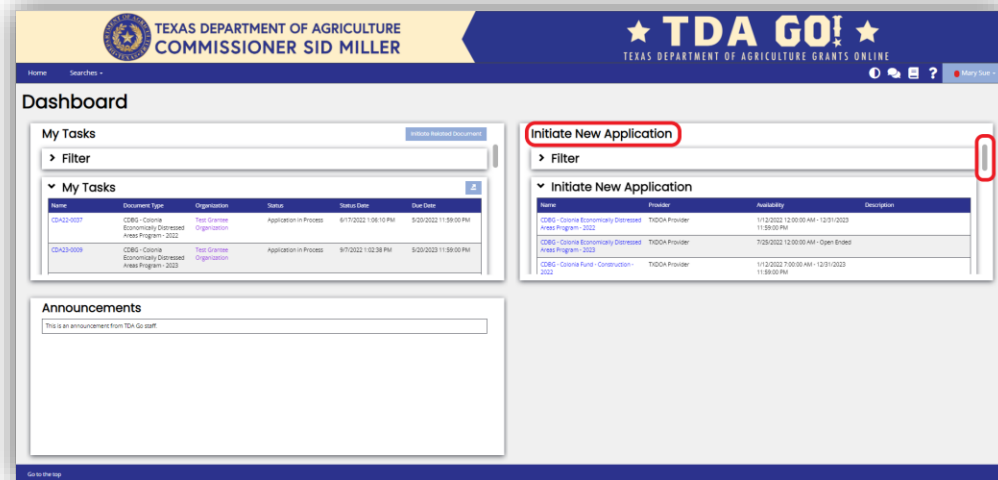


Figure 1. Landing page after logging in and location of Initiate New Application and scrolling tool

Scroll down the “Initiate New Application” box and select **Grant – STEP State Trade Expansion Program - 2024** (Figure 1 & 2).

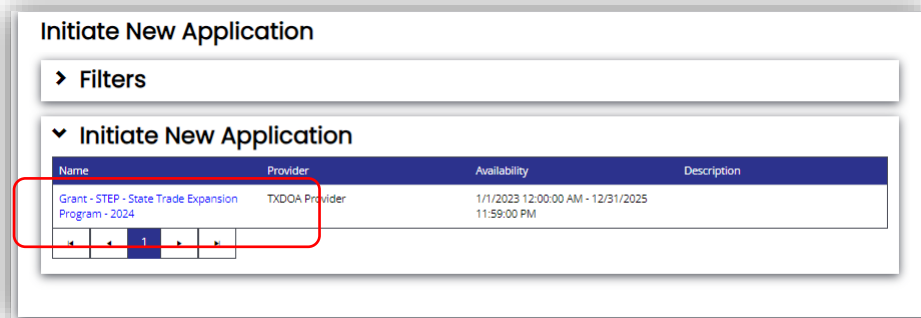


Figure 2. Selection for new Grant Application. Please note dates are for testing purposes only.

A brief description and agreement language appears (Figure 3). Read and select **Agree**.



Figure 3. Agreement

Document Landing Page

After Agree is selected, the Document Landing Page will appear (Figure 4).

The screenshot shows the 'Document Landing Page' for grant 'GST2024002'. On the left is a navigation menu with 'Forms', 'Status Options', 'Tools', and 'Related Documents'. The main content area displays application details: Template (Grant - STEP - State Trade Expansion Program - 2024), Instance (Grant - STEP - State Trade Expansion Program - 2024), Process (Application), Document Name (GST2024002), Document Status (Application in Process), Organization (Test Grantee Organization), Your Role (Authorized Official), and Due Date (11/7/2025 11:59:00 PM). A progress bar at the bottom shows seven stages: Application in Process (checked), Application Cancelled (Not Submitted), Application Submitted, Application Approved, Grant Agreement Executed, Closeout Submitted, and Grant Closed.

Figure 4. 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. See *“Application Form Guidance”* section for instructions on how to complete the application.
- **Status Options** is where the application can be submitted or cancelled.
- **Related Documents** is not applicable to the application submission process. You will not need this function to submit your application.

(continued)

Application Form Guidance

The following section provides additional guidance regarding key sections of the application. As a reminder, this is a competitive grant application; TDA staff is available to answer questions regarding the program and to provide clarifying information concerning this RFGA.

TDA staff will not review any grant proposals prior to the application deadline.

Step 1: Start Application Contact Information & Application Form

Expand the **Forms** drop down menu and select **Application Contact Information** (Figure 5).

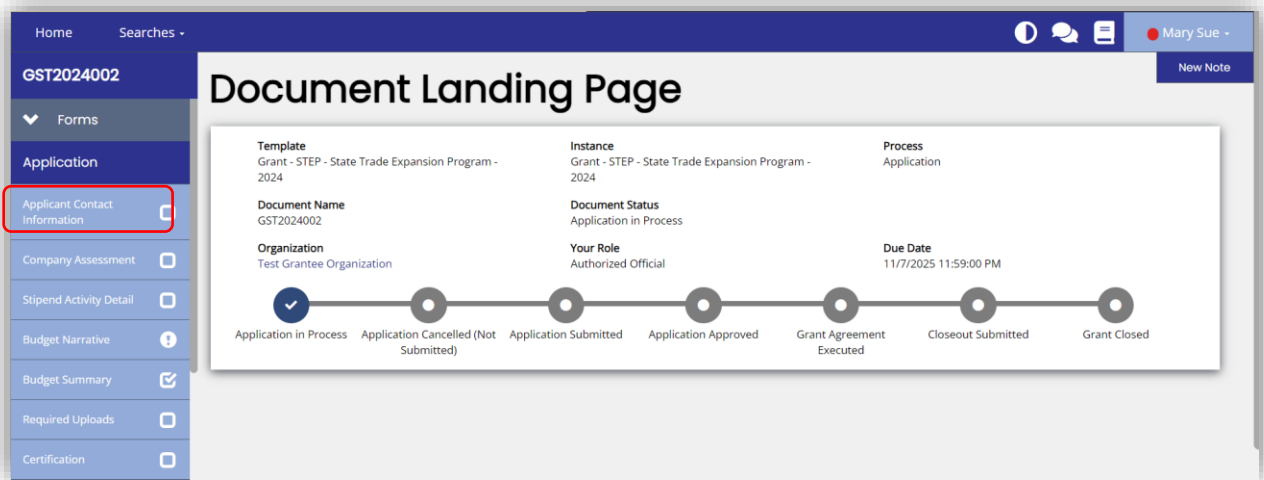


Figure 5. Application Contact Information and Application Form location

All sections of the Application Contact Information must be completed. See below for specific instructions.

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 6).

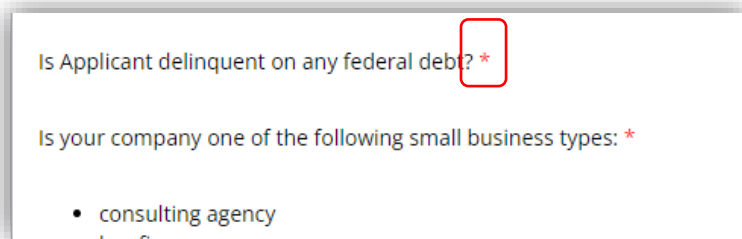


Figure 6. Example of Required Fields

NOTE: If a question has a Select button in the answer box, it is necessary to upload the appropriate documentation (Figure 7). Click on the Select Button to open the file selection screen, or use the drag and drop feature.

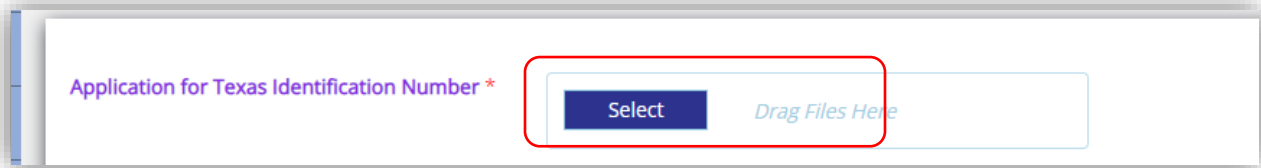


Figure 7. The Select button allows applicant to select and upload the appropriate documentation

After completing the form, click the **Save** button in the top right hand corner (Figure 8). After clicking the **Save** button, if any required sections are missing, an error message will appear (Figure 9).

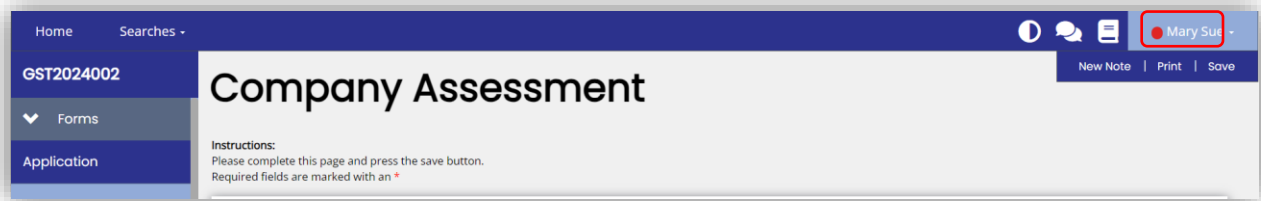


Figure 8. Regularly save your work by clicking the save button in the upper right hand corner

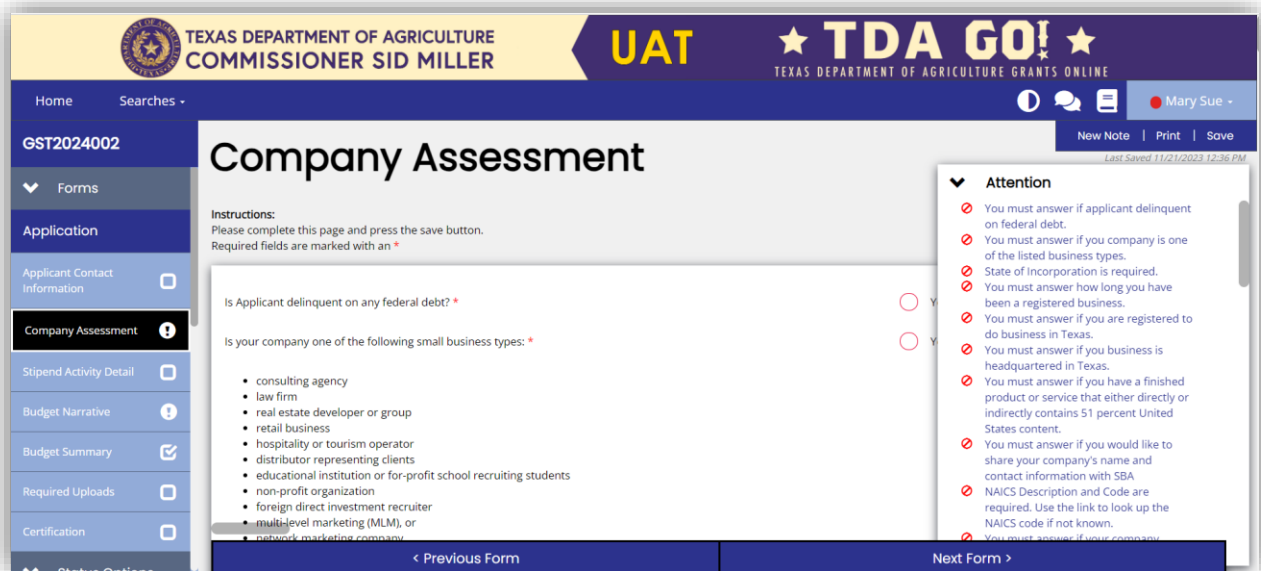


Figure 9. Error Message of missing required message

Step 2: Complete Company Assessment

In **Forms** drop down menu, select **Company Assessment** (Figure 10). Complete all appropriate sections. See below for specific instructions.

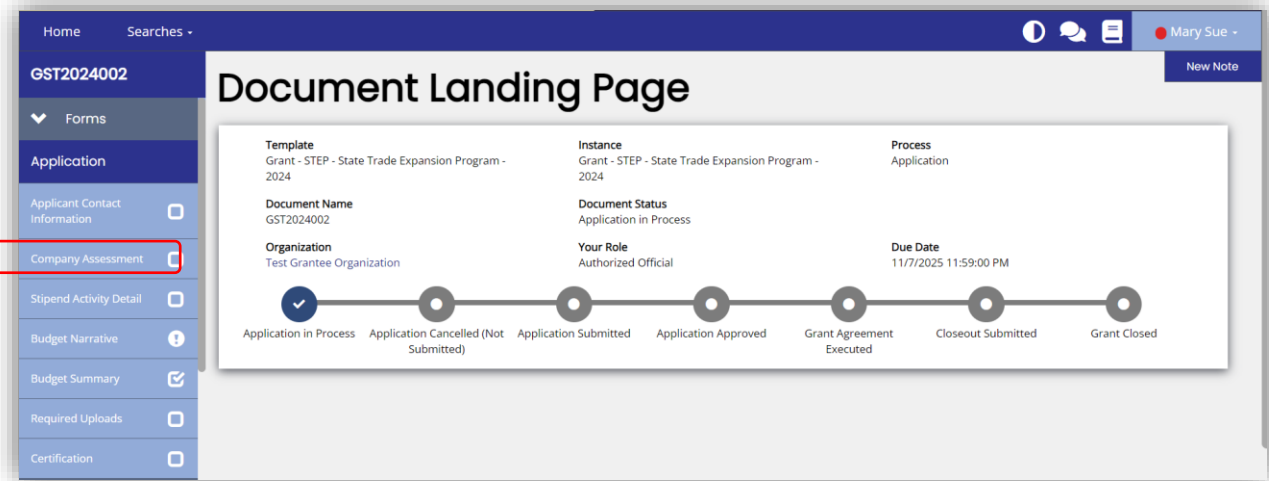


Figure 10. Company Assessment location

All sections of the Company Assessment must be completed.

- If you are Delinquent on any federal debt, or if your company is one of the following business types you are not eligible for STEP.
 - ❖ consulting agency
 - ❖ law firm
 - ❖ real estate developer or group
 - ❖ retail business
 - ❖ hospitality or tourism operator
 - ❖ distributor representing clients
 - ❖ educational institution or for-profit school recruiting students
 - ❖ non-profit organization
 - ❖ foreign direct investment recruiter
 - ❖ multi-level marketing (MLM) or
 - ❖ network marketing company
- All required information regarding the business including The North American Industry Classification System (NAICS) code, employee numbers and annual sales are required to verify you meet the ESBC size requirements.
- Provide detailed, well thought out responses to each narrative question to help TDA understand more about your product you plan to export and your export plans.

After completing, hit the **Save** button in the top right hand corner (Figure 8). After clicking the **Save** button, if any required sections are missing, an error message will appear (Figure 9).

Step 3: Complete Stipend Activity Details

Expand the **Forms** drop down menu and select **Stipend Activity** (Figure 11).

The screenshot shows a web application interface for document management. On the left, a sidebar contains a 'Forms' dropdown menu with several options: 'Company Assessment' (highlighted with a red box), 'Stipend Activity Detail', 'Budget Narrative', 'Budget Summary', 'Required Uploads', and 'Certification'. The main content area is titled 'Document Landing Page' and displays the following information:

Template Grant - STEP - State Trade Expansion Program - 2024	Instance Grant - STEP - State Trade Expansion Program - 2024	Process Application
Document Name GST2024002	Document Status Application in Process	
Organization Test Grantee Organization	Your Role Authorized Official	Due Date 11/7/2025 11:59:00 PM

Below the details is a progress timeline with seven stages: Application in Process (checked), Application Cancelled (Not Submitted), Application Submitted, Application Approved, Grant Agreement Executed, Closeout Submitted, and Grant Closed.

Figure 11. Stipend Activity location

Complete all applicable sections of the Budget Form. Read instructions included in application carefully. See below for specific instructions.

After completing the form, click the **Save** button in the top right hand corner (Figure 10). After clicking the **Save** button, if any required sections are missing, an error message will appear (Figure 11).

- Describe what you will be doing with the Export Stipend as it relates to the event/activity. Include all supplemental activities listed in your Program Budget.
- Be sure to include timelines of when the activity will start and finish.
- If you are planning on using these funding for marketing media, describe how you will utilize the stipend and the target market value you will be using the marketing material for.
- If you are using the funds for a Trade Mission, explain the purpose of the trip and include the destination and any other companies that will be going with you.
- For Trade shows include the name of the Trade Show you will be attending using these funds.
- If you are planning on traveling, provide the estimated dates and countries.

Note: TDA must have a clear understanding of the projects you want to achieve that are in line with the approved uses outlined in the Funding Parameters section.

Step 4: Complete Budget Narrative

Expand the **Forms** drop down menu and select **Budget Narrative** (Figure 12).

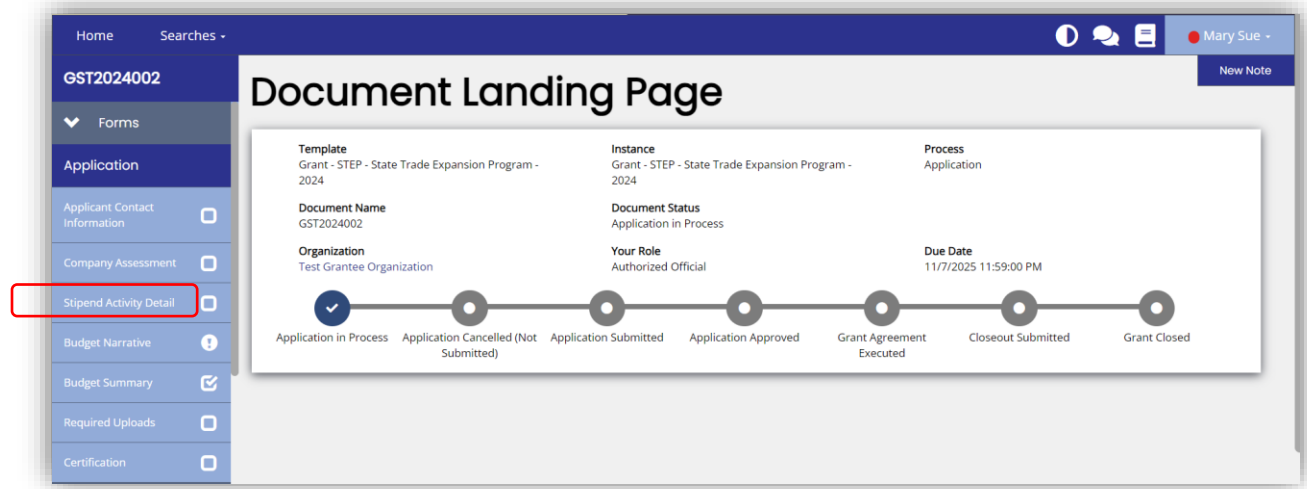


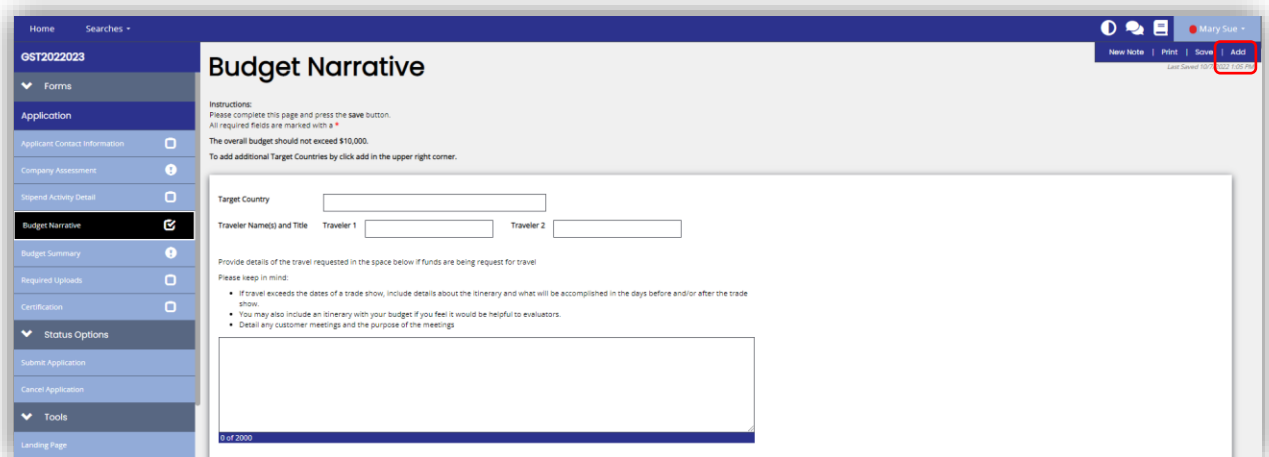
Figure 12. Budget Narrative location

The total budget STEP REQUESTED FUND may not exceed \$10,000.

Complete the budget narrative for each Country you would like to target with these funds. Please list the country and not the region. Example:

- Germany, not Europe
- Nigeria, not Africa
- Peru, not South America

To add additional target countries, click add.



After completing, hit the **Save** button in the top right hand corner (Figure 8). After clicking the **Save** button, if any required sections are missing, an error message will appear (Figure 9).

Step 5: Complete Required Uploads

Expand the **Forms** drop down menu and select Required Uploads (Figure 13).

Home Searches - Mary Sue - New Note | Print | Save

GST2024002

Template: Grant - STEP - State Trade Expansion Program - 2024
Status: Application in Process
Organization: Test Grantee
Your Role(s): Authorized Official
Due Date: 11/07/2025

Information
Company Assessment
Stipend Activity Detail
Budget Narrative
Budget Summary
Required Uploads
Certification

Required Uploads

Instructions:
Please complete this page and press the save button.
Required fields are marked with an *

Click the blue hyperlink to download the form, complete the information, sign it and reupload.

Application for Texas Identification Number *
click to download (MUST USE THIS FORM ONLY)
This will NOT generate a new number. Information provided is used for background checks and to set up account for payment, if awarded.

Select Drag Files Here

Direct Deposit Authorization *
click to download (MUST USE THIS FORM ONLY)

Select Drag Files Here

W-9 IRS Federal Tax Form *
click to download (MUST USE THIS FORM ONLY)

Select Drag Files Here

SBA Self-Representation as an 'Eligible Small Business Concern *
visit www.texasagriculture.gov/step to download the form.

Select Drag Files Here

Figure 13. Required Upload location

Click the blue hyperlink in TDA-GO! to download the form, sign it and reupload. **ONLY USE THESE FORMS. DO NOT UPLOAD YOUR OWN VERSION.**

Required Uploads

- Application for Texas Identification Number – *This does not get you a new number. This is a standard form TDA will use to conduct a background check and set up your account to issue payment upon successful award.*
- Direct Deposit Authorization
- W-9 IRS Federal Tax Form
- SBA Self-Representation as an 'Eligible Small Business Concern' – see note in Term of Grant Agreement project regarding start date of award.

Step 6: Complete Review and Certification

Before completing Step 6 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 navigation menu will have a check next to it (Figure 14).

Certification

Figure 14. Completed section with check mark

If there are error messages in a section, the section in the drop down navigation menu will have an exclamation point next to it (Figure 15). Click on the section to review and resolve the error messages.

Applicant Contact Information

Figure 15. Incomplete section with error messages

Once all error messages are resolved and each section has a check as seen in Figure 16, the application can be certified and submitted.

To certify your application, check the box (Figure 17). The section is then complete. Click **Save** in the top right corner.

GST2024002

Forms

Application

- Applicant Contact Information
- Company Assessment
- Stipend Activity Detail
- Budget Narrative
- Budget Summary
- Required Uploads
- Certification**
- Status Options
- Tools
- Related Documents

Certification

Instructions:
Please complete this page and press the save button.
Required fields are marked with an *

By submitting and electronically signing this application, Applicant certifies/acknowledges:

- All information provided in connection with this application is true and correct to the best of Applicant's knowledge;
- 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 if discovered after an agreement is executed, Applicant may be subject to civil and criminal remedies and penalties, including repayment of a portion or all of the funds awarded;
- Acceptance of grant funds in connection with this application acts as an acceptance of the authority of TDA and the Texas State Auditor's Office (SAO) or any successor agency, as well as any federal or other external funding agency responsible for funds to be awarded through this application, to conduct an investigation in connection with those funds, and Applicant further agrees to cooperate fully with TDA and/or SAO or its successor in addition to any federal or other external funding agency responsible for award of grant funds in the conduct of the audit or investigation, including allowing TDA and/or SADAs well as any federal or other external funding agency responsible for funds, to inspect Applicant's premises and providing all records requested;
- 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 if Applicant is an individual, that this application and any payments owed to Applicant in connection with this application may be denied because of delinquency in payment of a guaranteed student loan and for failure to pay child support and that no state or federal tax liens have been filed against Applicant or Applicant's property;
- Pursuant to the Texas Grant Management Standards (TXGMS), if Applicant fails to comply with any condition, provision, or term of an award made as a result of this application, Applicant may have to make a partial or total repayment of such award;
- TDA is authorized to review, verify and authenticate all information provided in this application;
- TDA may request further documentation supporting this application, including contacting other agencies, organizations, facilities or third parties to verify data provided by an applicant from the records of such agencies, organizations, facilities or third parties;
- As a condition of receipt of grant funds under this program, Applicant will be required to execute a grant agreement with TDA, and failure to timely execute the grant agreement will result in withdrawal of any grant funds awarded, resulting in redistribution of those funds to other qualified applicants in accordance with state law and TDA rules.
- Applicant does not and will not knowingly employ an undocumented worker who, at the time of employment, is not lawfully admitted for permanent residence to the United States or authorized under law to be employed in that manner in the United States. If, after receiving an award, Applicant is convicted of a violation under 8 U.S.C. Section 1324(a)(1), Applicant shall repay the amount of the award with interest, at the rate and according to the other terms provided by an agreement under Section 2264.053 of the Texas Government Code, not later than the 120th day after the date of the public agency, state or local taxing jurisdiction, or economic development corporation notifies Applicant of the violation.

Notice of Penalties: The 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 funds under applicable federal and/or state law.

THIS APPLICATION AND ALL SUPPORTING DOCUMENTATION MAY BE SUBJECT TO DISCLOSURE UNDER THE TEXAS PUBLIC INFORMATION ACT (PIA). PLEASE IDENTIFY ON YOUR APPLICATION OR ATTACHMENTS ALL INFORMATION YOU CONTEND IS PROPRIETARY, CONFIDENTIAL, PRIVILEGED OR OTHERWISE EXEMPT FROM DISCLOSURE UNDER THE PIA. 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 THAT IS DETERMINED TO BE INCORRECT. (REFERENCE: TEXAS GOVERNMENT CODE, SECTIONS 552.021, 552.023, AND 559.004.)

Authorized Official	Title	Date
<input type="checkbox"/>		

After saving your signature, when you are ready to submit this application to TDA, you **MUST** change the status by selecting "Submit Application" under the Status Options heading in the navigation menu to the left.

Figure 17. Certification and check box location

Step 6: Application Submission

Once the application is certified/e-signed and complete, you must **SUBMIT** the application within the TDA-GO! system.

Expand the **Status Options** drop down menu (Figure 18). Select **Submit Application**.

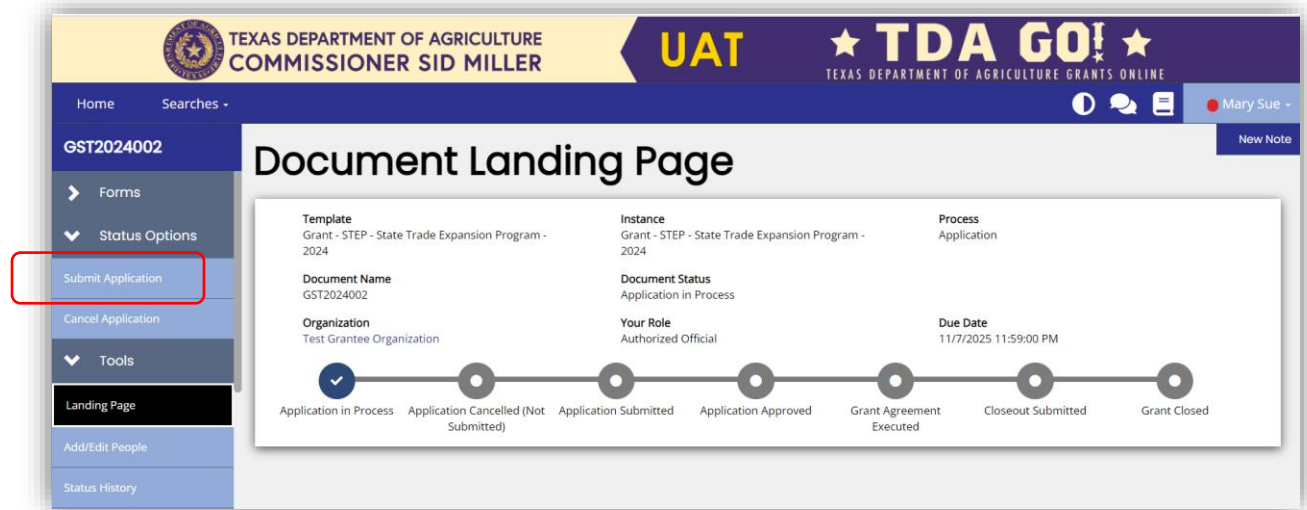


Figure 18. Status Options drop down menu and Submit Application button location

NOTE: If errors remain, an **Errors Present** message will pop up (Figure 19). You may click on each section name to be directed to the errors.

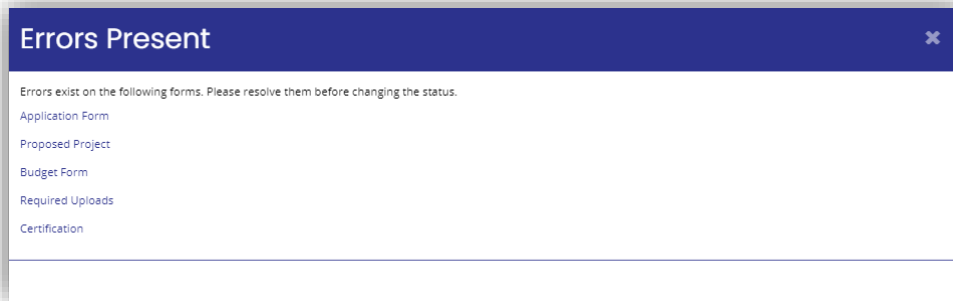


Figure 19. Error message will appear if you try to submit application with errors

If no errors are detected, the system will ask for confirmation if you would like to change the status (Figure 18). Hit the “OK” Button. Once you select to submit, you will then be taken back to the **Landing Page** (Figure 19).

Are you sure that you want to change the status from
Application in Process to Application Submitted?

Please enter any notes in regards to this status change

Cancel **OK**

Figure 18. Submit Application Confirmation

TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

UAT

★ TDA GO! ★
TEXAS DEPARTMENT OF AGRICULTURE GRANTS ONLINE

Home Searches - Mary Sue - New Note

Document Landing Page

Template Grant - STEP - State Trade Expansion Program - 2024	Instance Grant - STEP - State Trade Expansion Program - 2024	Process Application
Document Name GST2024002	Document Status Application in Process	
Organization Test Grantee Organization	Your Role Authorized Official	Due Date 11/7/2025 11:59:00 PM

Figure 19. 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 20).

From: websites@agatesoftware.com
Sent: Thursday, September 22, 2022 4:17 PM
To:
Subject: Application GYF2023003 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 GYF2023003 for Test Grantee Organization. TDA staff will review and contact the persons identified in the application with any questions or concerns

Figure 20. Example of confirmation email

TDA-GO! New User Instructions

Step 1: Registering a New User in TDA-GO!

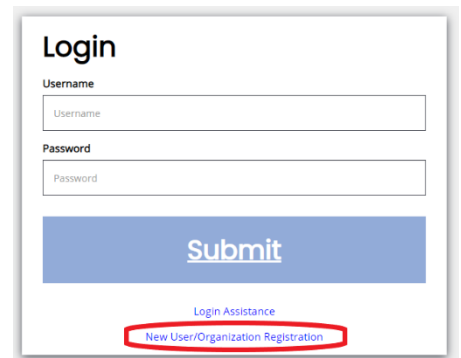
The following describes how to access the TDA-GO! online grant system by setting up a new user. The applicant must set up a new user account to access the Young Farmer Grant application. **THIS MUST BE DONE 48-72 HOURS PRIOR TO SUBMITTING AN APPLICATION!**

Overall Steps to Getting Access:

- 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)

Last Name (Required)

UEI/SAM/DUNS (Required) – Enter your number in this box. It is Required for Federal Grant awards. If you do not have a number, enter 12 zeros.

Organization (Required) – Enter business name (applicant).

Title – Enter your job title so we know what user role to give you in the system.

Street Address (Required)

State (Required)

County (Required)

City (Required)

Zip Code (Required)

Email (Required)

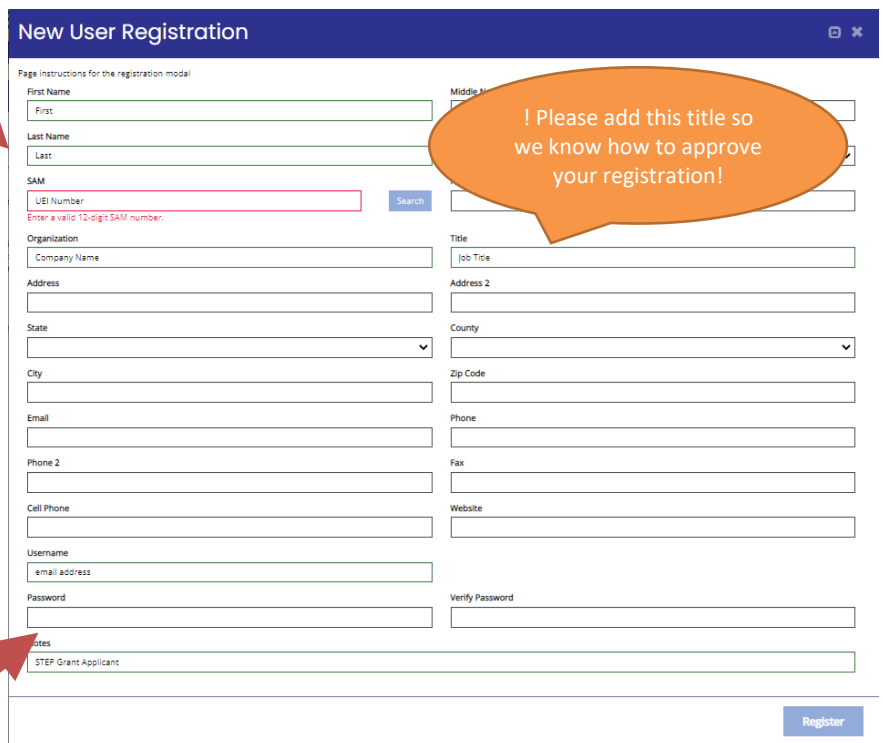
Phone (Required)

Username (Required) – the username the registering user wishes to register for. **Use your email address.**

Password/Verify Password (Required)

– the password the registering user (applicant) wishes to register for.

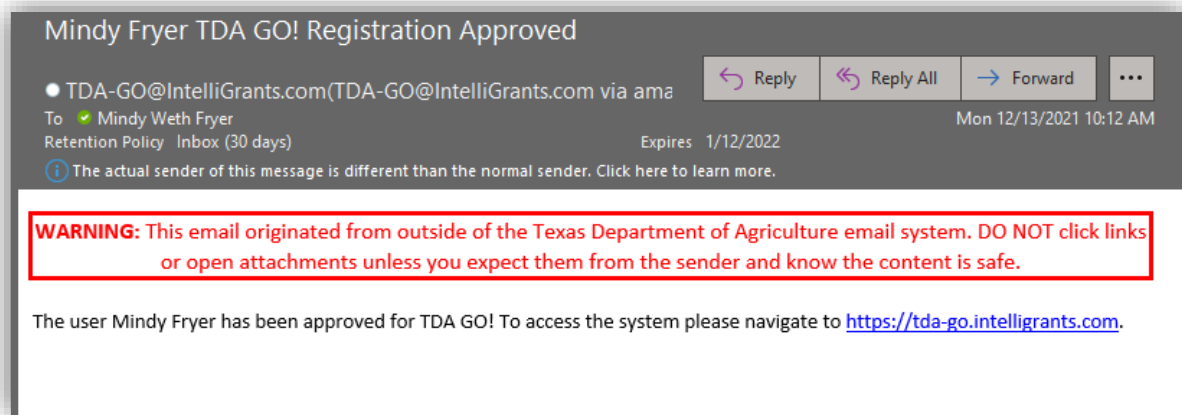
Note: – Enter **“STEP Grant Applicant”**.



4) **Hit Register.** The registration for the New User will be sent to TDA staff for approval. **You will receive an email indicating approval within 24-48 hours.** 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.

You will receive an email confirming registration approval. Once for the organization and another for the user.



TDA-GO User Roles:

Authorized Official (AO) for Applicant Organizations

- Who: Person authorized to enter into legal agreements on behalf of the organization
- Created By: Initially, the AO is created when the Organization account is established. Additional AO's may be added once Organization account is approved.
- TDA-GO tasks:
- Create new user accounts for organization members
 - Initiate an application
 - Complete all required application fields
 - Certify and Submit an application
 - Execute Grant Agreements
 - Initiate/Complete/Submit Payment request/Performance reports

Project Director (PD) for Applicant Organizations

- Who: Personnel involved in grant administration
- Created By: The organization's AO creates and manages PD users
- TDA-GO tasks:
- Create new user accounts for organization members
 - Initiate an application
 - Complete all required application fields
 - Initiate/Complete/Submit Payment request/Performance reports

Consultant

- Who: A third-party person assisting with a grant application that is not directly employed by the organization as personnel.
- Created By: This role registers individually as a New User separate from the applying entity. An AO must invite a consultant to be a part of the application, or TDA can assign them.
- TDA-GO tasks:
- Complete all required application fields
 - Initiate/Complete Payment request/Performance reports

Login Assistance

The TDA GO! portal allows the user to request a temporary password be generated and sent to their email address. To do so, complete the following steps:

- 1) Click on the Login Assistance link.
- 2) Enter the username and email address. Click on the Email button. A reset link will be sent to the email address supplied.



The screenshot shows a web form titled "Forgot Password". It contains two text input fields: "Email" and "Username". Below the "Username" field is a link that says "Forgot Username". At the bottom right of the form are two buttons: a white "Clear" button and a green "Email" button.

- 3) An email like the following will be sent to reset your password:

From: TDA-GO@IntelliGrants.com <TDA-GO@IntelliGrants.com>
Sent: Monday, June 26, 2023 1:01 PM
To: Mindy Weth Fryer <Mindy.Fryer@TexasAgriculture.gov>
Subject: Password Reset

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.

You have requested a password reset. Please use the link below reset your password. It will expire in 15 minutes.

[Reset Password](#)

If you did not request this reset and would like to invalidate and cancel the request, please click [here](#).

- 4) At that point, the user will be brought directly to the Profile page and requested to create a new password into the Password and Confirm Password fields are available.

NOTE: The password field is case sensitive and will not recognize characters of the wrong case. Precision when entering the password into the password field will decrease the risk of error messages being generated by the system.