



# TEXAS DEPARTMENT OF AGRICULTURE COMMISSIONER SID MILLER

## 2024 YOUNG FARMER GRANT PROGRAM - ROUND 2

### Request for Grant Applications

#### Executive Summary

The Young Farmer Grant (YFG) Program is administered by the Texas Department of Agriculture (TDA) under the direction of the Texas Agricultural Finance Authority (TAFA). The purpose of this program is to provide financial assistance in the form of dollar-for-dollar matching grant funds to those persons 18 years or older, but younger than 46 years of age at the time of the grant application submission deadline, who are engaged or will be engaged in creating or expanding an agricultural business in Texas. This program is intended to support Agricultural Producers.

#### Dates

Applications must be received by Wednesday, April 3, 2024, by 11:59 pm Central Time.

#### Agency Division

Trade and Business Development – Grants Office, [Grants@TexasAgriculture.gov](mailto:Grants@TexasAgriculture.gov)

#### Catalog of Domestic Federal Assistance (CFDA) Number

N/A

#### 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"> <li><a href="#">Obtain Your Organization’s UEI Number and establish an Active SAM.gov Account (if you do not already have one)</a> *</li> </ul>	Not required for this grant
<ul style="list-style-type: none"> <li><a href="#">Obtain a TIN/EIN (if you do not already have one)</a> *</li> </ul>	up to 2 weeks
<ul style="list-style-type: none"> <li>Request Access to by creating <a href="#">TDA-GO profile (if you do not already have one)</a>*</li> </ul>	48-72 hours ahead of the application submission deadline for TDA to approve account. <b>Last minute registrations are not guaranteed.</b>
TDA Deadline to receive final application and all supporting materials through TDA-GO!	April 3, 2024 - 11:59 p.m. Central Time
Award Timeline	
<ul style="list-style-type: none"> <li>Anticipated Award</li> </ul>	July 2024 (or as soon thereafter as practical)
<ul style="list-style-type: none"> <li>Anticipated Start Date of Project/Grant</li> </ul>	August 1, 2024
<ul style="list-style-type: none"> <li>End Date of Project</li> </ul>	October 31, 2025

\* Text hyperlinks will direct you to applicable websites

# 2024 YOUNG FARMER GRANT PROGRAM

## ROUND 2

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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

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This Request for Grant Applications (RFGA) is issued pursuant to Texas Agriculture Code, §58.091. The Texas Department of Agriculture (TDA) is requesting applications for the Young Farmer Grant (YFG) Program.

The YFG Program is administered by TDA under the direction of the Texas Agricultural Finance Authority (TAFA). The purpose of this program is to provide financial assistance in the form of dollar-for-dollar matching grant funds to those persons 18 years or older, but younger than 46 years of age at the time of the grant application submission deadline, who are engaged or will be engaged in creating or expanding an agricultural business in Texas.

## Eligibility

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Grant applications will be accepted from any individual person 18 years or older, but younger than 46 years of age as of the application deadline, who is engaged or will be engaged in creating or expanding an agricultural business in Texas (the “Applicant”) and who is an agricultural producer. Applications that merely propose to sustain an existing agricultural business are not eligible for an award under this program.

**Agricultural Producer** - An individual directly engaged in the production of agricultural products for commercial purposes, including crops (including farming); livestock (including ranching); forestry products; hydroponics; nursery stock; or aquaculture, whereby 50 percent or greater of their gross income is derived from those products.

Applicants must be able to make dollar-for-dollar matching expenditures on the proposed project.

Applicant must be a U.S. citizen and must reside and operate in Texas.

Applications must be submitted by an individual, agricultural producer. Corporations, limited liability companies, partnerships, or other types of foreign or domestic business entities are not eligible for awards under this program.

**NOTE: TDA will immediately disqualify any application filed on behalf of a corporation, limited liability company, partnership, or other type of foreign or domestic business entity.**

To be eligible for a grant, Applicant must have a substantial interest in the agricultural business or operation identified in the application for which the project will impact.

Each individual grant applicant, even if part of a family or business entity must clearly describe a distinct project and demonstrate how the individual grant applicant will independently benefit

from the grant. Grant funds will not be awarded to multiple family members applying for funding for the same project. Grantor reserves the right to request additional information to determine eligibility of each applicant.

An applicant that has a family, employment or business relationship with an executive, officer, or employee of TDA, or a member of the TAFE Board of Directors (Board), is not eligible for a grant and may not participate in the YFG Program. A "family" or familial relationship is defined as a relationship within the third degree of consanguinity, or second degree of affinity, as established in Texas Government Code, Sections 573.023-.025.

Consanguinity and Affinity Relationship Chart				
Consanguinity (Includes individuals related by blood to the official or employee)			Affinity (Includes an officials' or employee's spouse and individuals related to the spouse)	
First Degree	Second Degree	Third Degree	First Degree	Second Degree
Parents	Grandparents Grandchildren	Great-grandparents Great-grandchildren	Spouse Spouse's Parents	Spouse's Grandparents Spouse's Grandchildren
Children	Brothers & Sisters	Nephews & Nieces Uncles & Aunts	Children's Spouses Spouse's Children	Spouse's Brothers & Sisters Brothers & Sisters' Spouses

**Grant Recipients who have a current, open Young Farmer grant at the submission deadline may not receive a new grant during this grant cycle.**

## Grant Recipient Responsibilities and Accountability

Selected applicants (Grant Recipients) will be responsible for the conduct of the grant project supported by the YFG 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 TAFE-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.

Each Grant Recipient must ensure he or she has 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 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

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Selected 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. Selected Grant Recipients must have the financial capability to pay all costs upfront.

Grant awards will be available for no less than \$5,000 and no more than \$20,000 for each Grant Recipient selected to receive an award under the program. Recipients will have up to fifteen (15) months to complete their projects and seek reimbursement for allowable grant expenses, as authorized by the approved project budget. See *Budget Information* section for further details on payment schedule.

Program restrictions require the Grant Recipient to individually incur and pay project expenses upfront. All invoices/receipts generated under this project must be in the name of Grant Recipient. TDA will not reimburse receipts for expenses incurred by a corporation, limited liability company, partnership, or other type of foreign or domestic business entity.

The TAFE Board makes funding decisions and reserves the right to fully or partially fund any particular grant application. Award decisions are final.

Grant Recipients will be required to meet a 1:1 match requirement. For every dollar requested, Grant Recipient must show expenditure(s), prior to reimbursement, of at least an equal amount of Grant Recipient matching funds from allowable sources. See *Matching* in the Budget section below for more details.

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

## Term of Funding or Duration of Projects

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A notice of grant award (NOGA) is anticipated to be made in July 2024. All approved projects have an **anticipated** start date of August 1, 2024 and must be completed by October 31, 2025.

## Application Requirements

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Applications must be submitted in TDA's online Grant Application/ Management system TDA-GO! no later than **11:59 p.m. CT on Wednesday, April 3, 2024**.

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

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

- Completed online application;
- Copy of applicant's Texas Driver's License or other form of government-issued identification (U.S. Passport, State of Texas I.D., or birth certificate); *(jpeg/pdf file)*
- IRS Form Schedule F to evaluate farm income from most recent tax return or other IRS forms that were filed to describe your operation's farm income;
- 3 Letters of Support –
  - 1 letter - Personal (not parents or members of your immediate family)
  - 2 letters – Professional
  - Letters must, at a minimum, include:
    - The relationship to the applicant,
    - Specific skills that the applicant has and why the recommender thinks the applicant will be successful with this project,
    - Any opportunities the recommender will have to interact with the applicant in relation to this project and
    - How this experience will help the applicant achieve his/her stated goals.
    - Letters must have an original handwritten signature from recommender (electronic signatures or typed names will not be accepted). You can scan a copy of the letters with signature for submission.
- Business plan and work plan for proposed project;
- Lender commitment letter if a loan is used to fund your proposed project; and
- Any contract or letter of intent relied upon in connection with your proposed project.

## Budget Information

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**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. Payment Schedule:** Upon timely receipt of payment requests and documentation, TDA will approve reimbursement for up to 90% of the total grant award prior to submission of the Final Performance Report.

The remaining 10% will be disbursed once all reporting requirements have been met. These reports include, but are not limited to, the Final Performance Report.

**3. Eligible Expenses.** Generally, expenses that are necessary and reasonable for proper and efficient performance and administration of a project are eligible. The fact that a proposed cost is awarded, as requested by an applicant, does not indicate a determination of allowability. Examples of eligible expenditures are:

- a) Personnel costs – both salary and benefits (grant funds may be used for directly supporting salaries and wages of employees, but not for the value of the applicant’s own services or that of immediate family);
- b) Contracts – agreements made with private parties to perform a portion of the grant project;
- c) Supplies and direct operating expenses – costs for materials, supplies, and fabricated parts necessary to carry out the grant project;
- d) Other expenses – any expenses that do not fall into the above categories but are itemized on the approved project budget; and
- e) Non-capitalized equipment – nonexpendable, tangible personal property having an acquisition cost of less than \$5,000.

Notes: See Eligible and Ineligible list of expenses that may help in the development of the application.

<https://texasagriculture.gov/Portals/0/Publications/ER/YoungFarmer/2022/Eligible%20and%20Ineligible%20YFG%20Expenses.pdf>

**4. Ineligible Expenses.** Expenses that are prohibited by state or federal law are ineligible for reimbursement. Additional expenses have been identified as ineligible by TDA. Examples of these expenditures include, but are not limited to, the following:

- a) Alcoholic beverages;
- b) Entertainment;
- c) Tips/gratuities;
- d) Contributions, charitable or political;
- e) Expenses falling outside of the contract period (expenses incurred before the grant approved start date or after end date of agreement);
- f) Expenses not listed in the project budget;
- g) Expenses that fail to meet the intent of the program;
- h) Value of applicant’s own services;
- i) Personnel costs of spouses, children, parents, grandparents, and/or business partners;
- j) Land (except for lease expenses);
- k) Capitalized Equipment - Personal property or other capital items with a cost of more than \$5,000;
- l) Capital Expenditures for improvements – items that materially increase the value or useful life of building, equipment or land;
- m) Travel, lodging, or meals; and

- n) Expenses that are not adequately documented which would otherwise be eligible if properly documented.

*Note: Failure to mention a particular item of cost is not intended to imply that it is either allowable or unallowable; rather, determination as to allowability in each case should be based on the treatment provided for similar or related items in the selected items of costs under cost principles.*

**5. Matching Funds**– This grant requires the Grant Recipient to expend matching funds equal to or greater than the total grant award. Demonstration of planned expenditure of funds in excess of the minimum match amount will not impact the selection process. If an applicant submits a budget that includes an amount with a match greater than 1:1, the Grant Recipient is required to demonstrate expenditures in a proportionate amount prior to reimbursement. Expenditure of matching funds must be documented on applicant’s budget and reported to TDA 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 must be approved in writing by TDA and will result in a proportionate reduction in the grant award.

**6. Additional Budget Information.** Applicant should provide additional information that will be helpful to the Board in evaluating a grant application, including justification for small equipment purchases, a list of subcontractors and amounts, a list of key personnel and salaries to be paid with the grant, and a description of other large expenditures.

The following category definitions should be used when determining the budget in the application:

- Land – payments for land rent/lease
- Equipment – payments for equipment lease/rental
- Employee Salary/Benefits – payments for hired employees
- Contract Labor – hiring someone to perform a service as outlined in a contract
- Custom Hire – services hired to complete tasks where there is no contract
- Animals – expenses to purchase livestock, provide veterinary care including medicines
- Seeds/Plants – expenses to purchase seeds and plants
- Feed – expenses related to feed and supplements
- Fertilizer – expenses related to fertilizer and other soil amendments
- Irrigation – expenses related to installing or maintaining irrigation systems
- Fuel – expenses for gasoline, oil, or other fuels specifically for agriculture operation
- Operating Costs: Other – expenses that are necessary for day-to-day of agricultural operation. Examples include consumable supplies, tools with a short life or low price, marketing/advertising, insurance, repairs/maintenance, utilities, etc.



- Small Equipment – Non-expendable (i.e. will not be consumed within 1 year and has a useful lifespan of more than 1 year), tangible personal property purchased for use in a business that costs less than \$5,000.
- Other – expenses that do not fall within any of the above categories. Examples include: materials to build agriculture structure (one time purchases to complete project), etc.)

**7. Documentation of Employment Status.** The applicant should be prepared to furnish documentation of lawful employment status for each employee included in personnel costs for the project.

## Evaluation of Applications

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TDA will review submitted applications to determine whether the applicant was responsive to the requirements of this RFGA.

The TAFE Board will review and evaluate eligible applications independently and then meet as a collective board to make final award decisions.

The TAFE Board may consider other factors in making grant awards under the YFG Program, including, without limitation, the quality of the application, applicant's need for financial assistance, the project's ability to create or enhance applicant's agricultural operation, the project's ability to improve overall agricultural productivity in Texas, the project and applicant's impact on the local community, and the project's ability to increase the number of agricultural enterprises in Texas that are owned and operated by young farmers. These considerations are broken down by the following evaluation panel:

- Business Plan – 20 points
- Need – 20 points
- Financial Viability - 30 points
- Longevity – 5 points
- Industry/ Deficit Commodity – 5 points
- Innovate/ Community Impact/Positive Impact on Texas Agriculture/Other – 5 points

The TAFE Board may also consider an applicant's previous participation in the YFG Program.

## Reporting Requirement

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Grant Recipients will be required to submit periodic performance reports in TDA-GO. Reporting timelines will be incorporated into the grant agreement. As part of TDA's ongoing monitoring of grant funds, Grant Recipients must regularly demonstrate progress toward achieving project goals. Failure to comply with reporting requirements may result in the withholding of requests for reimbursement and/or termination of the award.

## General Information

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Selected applicants will receive an electronic NOGA and a grant agreement from TDA, acting on behalf of TAFA. The NOGA is not legally binding until a grant agreement is fully executed.

TDA/TAFA reserves the right to fund projects partially or fully. TDA/TAFA reserves the right to negotiate individual elements of any application and to reject any and all applications. Where more than one application is acceptable for funding, TDA/TAFA 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. Selected projects will receive funding on a cost-reimbursement basis.

### Applications

TDA/TAFA reserves the right to reject all applications and is not liable for costs incurred by the applicant in the development, submission, or review of the application; or costs incurred by the applicant prior to the effective date of grant agreement.

### Right to Amend or Terminate Program

TDA/TAFA 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/TAFA deems any such action to be in the best interest of TDA/TAFA and of the State of Texas. The decision of TDA/TAFA will be administratively final in this regard.

### Proprietary Information/Public Information

In the event that a public information request for the application is received, TDA shall process such request in accordance with §552.305 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 Government Code.

### Conflict of Interest

The applicant is required to disclose any existing or potential conflicts of interest relative to this grant program. Failure to disclose any such relationship may result in the applicant's disqualification or termination of any resulting grant agreement.

### Additional Information

- Assistance is available in English and Spanish. Please call (512) 463-7448 to request assistance.

- 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.

### 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 Hotline (SAO) by calling (800) TX-AUDIT (892-8348);
  - visiting the Texas State Auditor's Office Website at (<https://sao.fraud.texas.gov/ReportFraud/>);
  - contacting TDA by calling the TDA Fraud 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](mailto:fraud@texasagriculture.gov).

## General Compliance Information

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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 Act) and the Texas Grant Management Standards (TxGMS).

## Deadline for Submission of Responses

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*Late or incomplete applications will not be accepted.*

Applicants must submit one complete, electronically signed application through the TDA-GO! system to TDA by **11:59 p.m. CT on Wednesday, April 3, 2024** (see submission instructions below). **Do not wait until the last minute to submit your application.**

- 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.
- All required letters and attachments must be attached to the TDA-GO application package. Any supplemental information/files submitted outside TDA-GO (email, mail, hand delivered) will not be considered as eligible submissions.

For questions regarding submission of the application and/or TDA requirements, please contact the TDA Grants Office by email at [Grants@TexasAgriculture.gov](mailto:Grants@TexasAgriculture.gov).

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

TDA staff is available to answer questions (during business hours) regarding the program and to provide clarifying information concerning this RFGA. TDA staff will not review any grant applications prior to the posted 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.

The applicant is responsible for ensuring their application is submitted in a timely manner. TDA highly recommends applicants submit their application early to allow time to resolve any issues that may arise. Late applications due to technical problems or errors will not be accepted. Allow time to resolve any issues that may arise.

## Late or Ineligible Applications

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- 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.
- Problems with computer systems at the applicant organization, Adobe compatibility settings issues, failure to follow instructions in the RFA, or failure to complete required registrations(e.g., Grants.gov, Sams.gov, UEI Number, etc.) by the submission deadline are NOT considered government system issues and do not constitute grounds for an appeal. The RFGA explains the time required to complete these registration requirements.
- Failure to attach documents to the application package correctly are not considered system issues.

## Program Contact Information

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

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

**Ms. Kat Neilson**

Lead Grants Specialist

Phone: (512) 463-6695

Email: [Grants@TexasAgriculture.gov](mailto:Grants@TexasAgriculture.gov)

***Do not wait until the last minute to submit your application.  
Staff will not be available after 5:00 PM on the date of  
deadline.***

# 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 2024 Young Farmer Grant 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 23**

## 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.

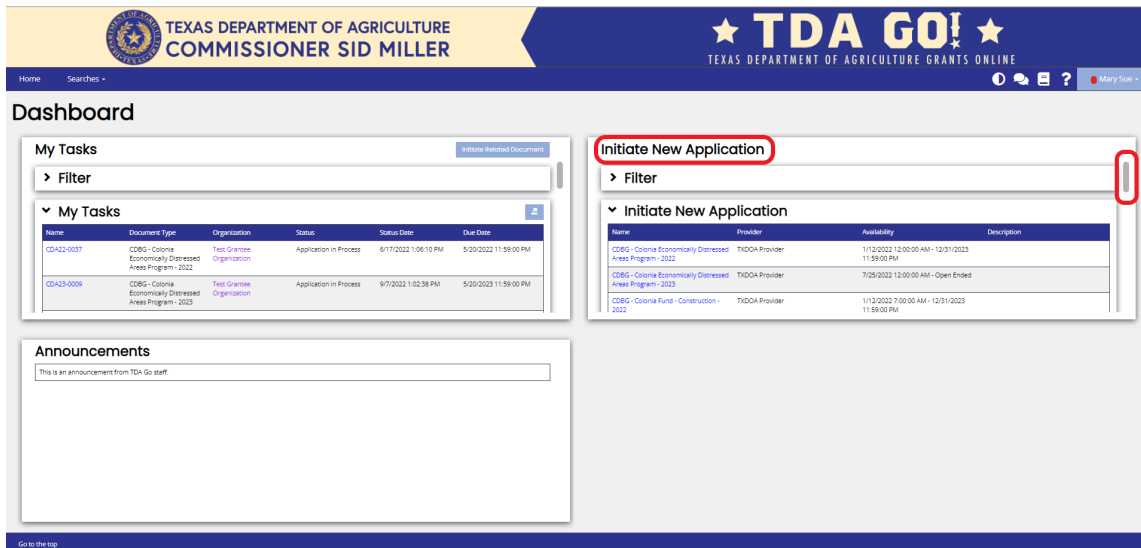


Figure 1. Landing page after logging in and location of Initiate New Application and scrolling tool

Choose the Young Farmer Grant Program by scrolling down the “Initiate New Application” box and select **Grant – Young Farmer Program – 2024 Round 2** (Figure 1 & 2).

Initiate New Application		
Grant - Specialty Crop Block Grant - 2024	TXDOA Provider UAT	10/2/2023 12:00:00 AM - 10/3/2024 11:59:00 PM
Grant - Young Farmer Program - 2024 Round 1	TXDOA Provider UAT	7/14/2023 12:00:00 AM - 7/14/2024 11:59:00 PM
Grant - Young Farmer Program - 2024 Round 2	TXDOA Provider UAT	2/26/2024 12:00:00 AM - 2/26/2025 11:59:00 PM

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

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

### Grant - Young Farmer Program - 2024 Round 2

**Provided By:** TXDOA Provider UAT  
**Provided To:** Test Grantee Organization  
**Application Availability Dates:** 2/26/2024 12:00:00 AM - 2/26/2025 11:59:00 PM  
**Due Date:** 4/3/2024 11:59:00 PM

**Agreement Language:**  
 As an individual authorized to initiate a grant on behalf of my organization to request funding from the Texas Department of Agriculture, I will comply with all rules and requirements as described in the Request for Applications published to [www.texasagriculture.gov](http://www.texasagriculture.gov).

Figure 3. Agreement

### Document Landing Page

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

**TEXAS DEPARTMENT OF AGRICULTURE**  
**COMMISSIONER SID MILLER**

★ TDA GO! ★

TEXAS DEPARTMENT OF AGRICULTURE GRANTS ONLINE

Home
Searches
Mary Sue

**GYF2022017**

- Forms
- Tools
- Status Options
- Related Documents

### Document Landing Page

Grant - Young Farmer Program - 2022	Grant - Young Farmer Program - 2022	Application
GYF2022017		
Organization Test Grantee Organization	Your Role Authorized Official	Period Date 1/1/2021 12:00:00 AM

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.



# Application Form Guidance

The following 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 Form** (Figure 5).

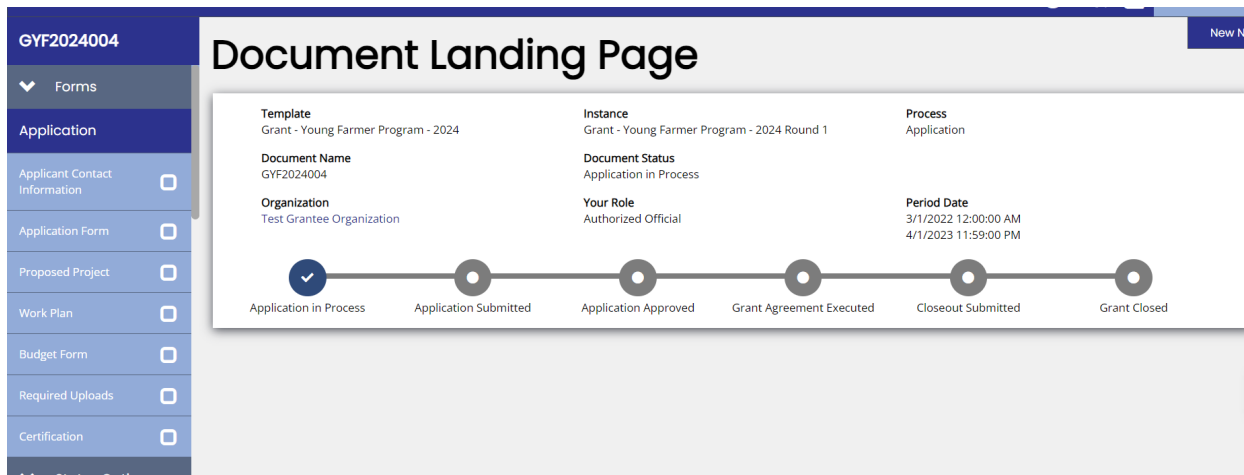


Figure 5. Application Contact Information and Application Form location

All sections of the Application Contact Information and Application Form 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).

### Qualifiers

Age of applicant as of deadline \*

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.

State issued id for proof of age and residence \*



Figure 7. 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 8).

Operation or business	Position	Description of experience	Dates of experience (From Date - To Date)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>




Figure 8. Add additional rows by clicking the plus (+) button

You can delete additional rows by pressing the red minus (-) button (Figure 9)

Operation or business	Position	Description of experience	Dates of experience (From Date - To Date)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

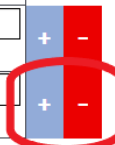


Figure 9. Subtract additional rows by clicking the minus (-) button

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).



Figure 10. Regularly save your work by clicking the save button in the upper right hand corner

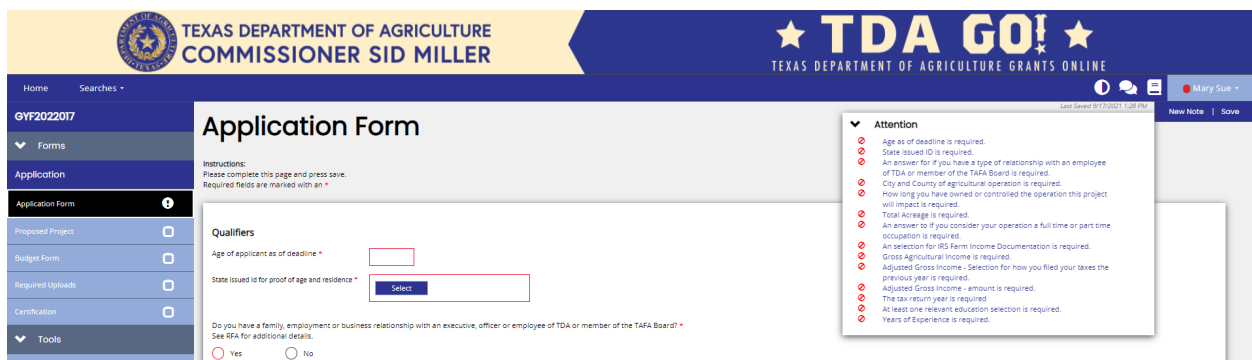


Figure 11. Error Message of missing required message

## Step 2: Complete Proposed Project

In **Forms** drop down menu and select **Proposed Project** (Figure 12). Complete all appropriate sections of the Proposed Project. See below for specific instructions.

The screenshot shows the 'Document Landing Page' for a grant application. On the left, a sidebar contains a 'Forms' dropdown menu with 'Proposed Project' selected and highlighted with a red circle. The main content area displays the following information:

<b>Template</b> Grant - Young Farmer Program - 2023	<b>Instance</b> Grant - Young Farmer Program - 2023 Round 1	<b>Process</b> Application
<b>Document Name</b> GYF2023003	<b>Document Status</b> Application in Process	
<b>Organization</b> Test Grantee Organization	<b>Your Role</b> Authorized Official	<b>Period Date</b> 1/1/2022 12:00:00 AM

Figure 12. Proposed Project location

**NOTE: Measurable Results.** Please add additional lines to include all applicable measurables of Type of Crop/Livestock/Production in Units to adequately represent your project. Additional lines may be added by pressing the Plus (+) button on the right (Figure 13).

Type of Crop / Livestock / Production in Units	Please include the type and number of item you have at the time of application.	Indicate how these funds will help you expand your agricultural business or operation, or increase your production. Provide the estimated increased number.
	Example: 50 head of angus cattle or 50 bales of cotton, 0 tons of corn, 2 apiaries	Example: 65 head of angus cattle or 75 bales of cotton, 3 tons of corn, 10 apiaries
	<input type="text"/>	<input type="radio"/> Same <input type="radio"/> Increase to: <input type="text"/>

Figure 13. Add additional rows by clicking the Plus (+) button

**NOTE: Supplemental Documents (Optional).** Applicants may upload a business plan or any supportive documents related to their project. Click the Select button to add a file. Additional documents may be added by clicking the plus (+) button (Figure 14).

### Supplemental Documents

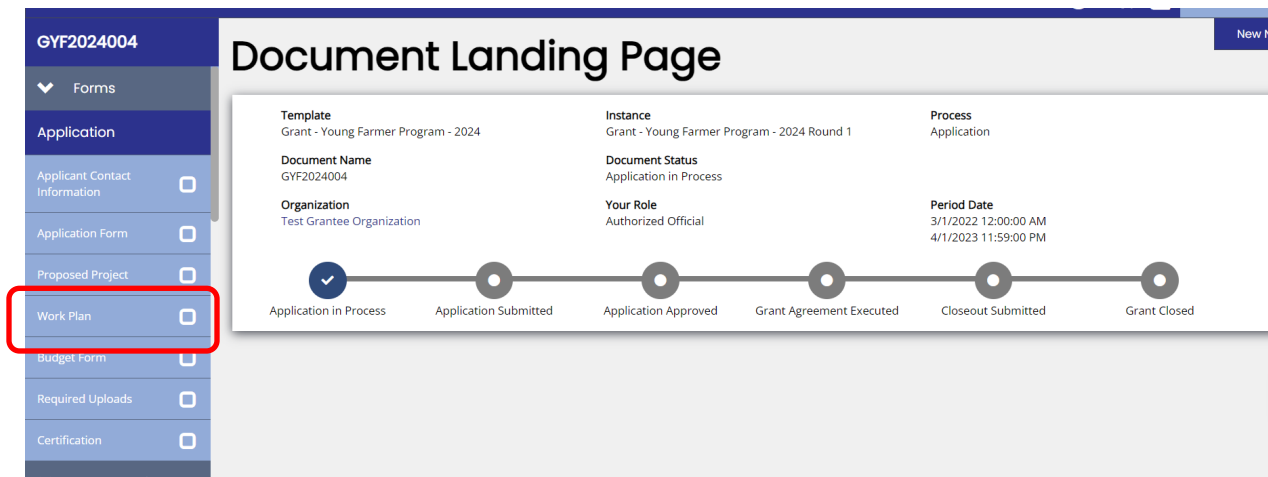
The screenshot shows the 'Supplemental Documents' section. It includes an 'Upload Description:' text input field, an 'Upload:' text input field with a blue 'Select' button highlighted by a red circle, and a plus (+) button on the right side of the 'Upload:' field.

Figure 14. Upload documents using the Select button. Add additional rows by clicking the Plus (+) button

After completing the Proposed Project 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).

## Step 3: Complete Work Plan

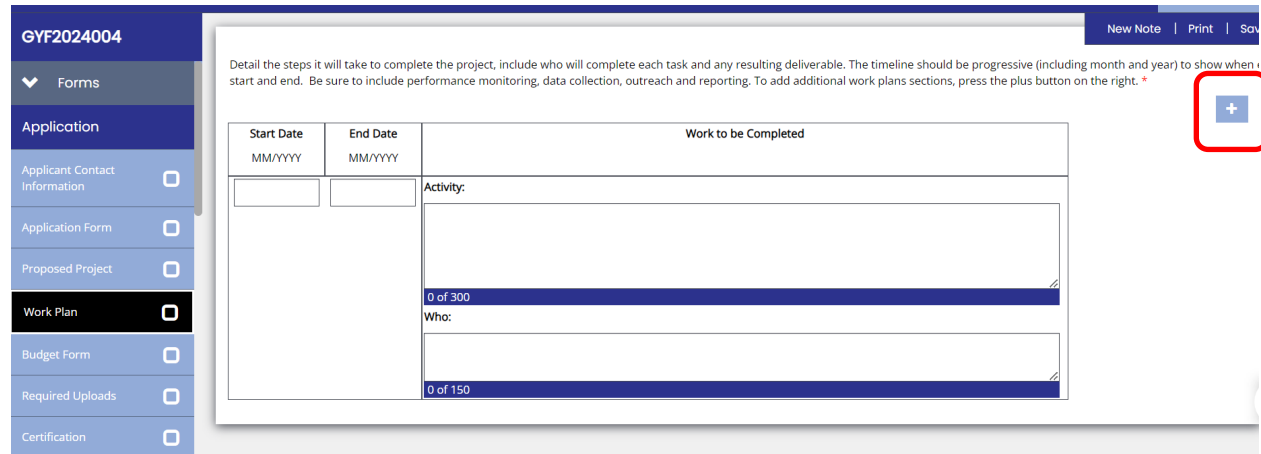
Expand the **Forms** drop down menu and select **Work Plan** (Figure 15).



The screenshot shows the 'Document Landing Page' for application GYF2024004. On the left, a 'Forms' dropdown menu is expanded, with 'Work Plan' highlighted by a red box. The main content area displays document details: Template (Grant - Young Farmer Program - 2024), Instance (Grant - Young Farmer Program - 2024 Round 1), Process (Application), Document Name (GYF2024004), Document Status (Application in Process), Organization (Test Grantee Organization), Your Role (Authorized Official), and Period Date (3/1/2022 12:00:00 AM to 4/1/2023 11:59:00 PM). A progress bar below shows six stages: Application in Process (checked), Application Submitted, Application Approved, Grant Agreement Executed, Closeout Submitted, and Grant Closed.

Figure 15. Work Plan location

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



The screenshot shows the 'Work Plan' page. At the top, there are instructions: 'Detail the steps it will take to complete the project, include who will complete each task and any resulting deliverable. The timeline should be progressive (including month and year) to show when it starts and ends. Be sure to include performance monitoring, data collection, outreach and reporting. To add additional work plans sections, press the plus button on the right.' A red box highlights a plus sign button on the right. Below the instructions is a table with columns for 'Start Date' (MM/YYYY), 'End Date' (MM/YYYY), and 'Work to be Completed'. The table has two rows, each with a 'Who:' field and a character count (0 of 300 and 0 of 150). A red box highlights the plus sign button on the right side of the page.

Figure 16. Work Plan page

On this page, describe the steps that you will take to complete your proposed project. Include the start and end dates, the specific activity to be performed, and who will be completing the task.

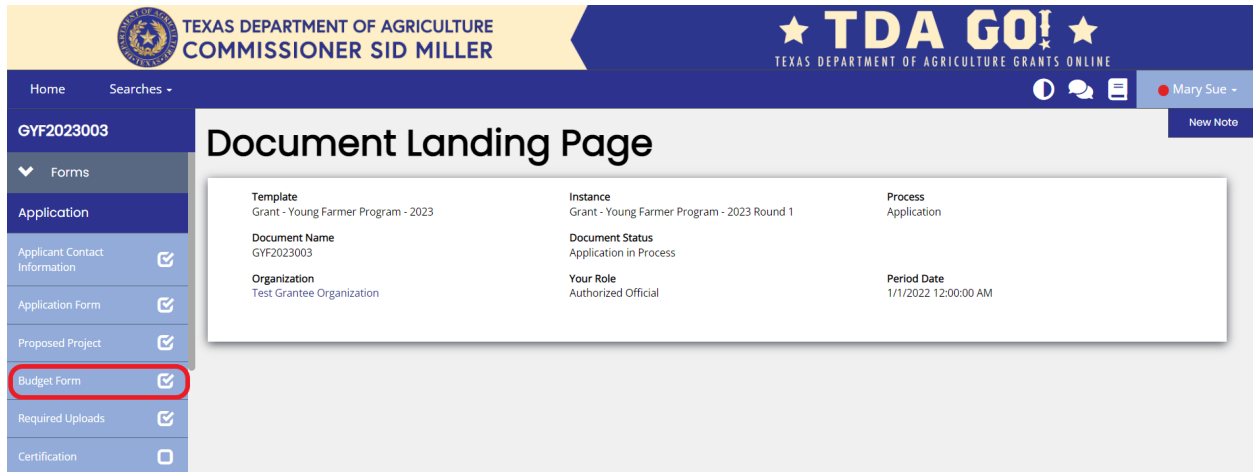
To add additional tasks, click on the plus sign on the right side of the page (Figure 16)

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## Step 4: Complete Budget Form

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



The screenshot shows the TDA GO! Document Landing Page. The header includes the Texas Department of Agriculture logo and Commissioner Sid Miller's name on the left, and the TDA GO! logo with the text 'TEXAS DEPARTMENT OF AGRICULTURE GRANTS ONLINE' on the right. Below the header, there is a navigation bar with 'Home' and 'Searches' on the left, and a user profile for 'Mary Sue' on the right. The main content area is titled 'Document Landing Page' and contains a table with the following information:

<b>Template</b> Grant - Young Farmer Program - 2023	<b>Instance</b> Grant - Young Farmer Program - 2023 Round 1	<b>Process</b> Application
<b>Document Name</b> GYF2023003	<b>Document Status</b> Application in Process	
<b>Organization</b> Test Grantee Organization	<b>Your Role</b> Authorized Official	<b>Period Date</b> 1/17/2022 12:00:00 AM

On the left side of the page, there is a sidebar menu with the following items: 'Forms' (expanded), 'Application', 'Applicant Contact Information', 'Application Form', 'Proposed Project', 'Budget Form' (highlighted with a red circle), 'Required Uploads', and 'Certification'.

Figure 17. Budget Form location

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

**NOTE:** All sections of the **Estimated Young Farmer Grant Project Budget** are *required*.

### Section: Estimated Revenue and Operation Budget

Goal: The TFA Board wants to gain an understanding of the financial and production capabilities of your project. They use the information in the **Estimated future 12-Month Agricultural Revenue (Figure 18)** and **Total Operation Budget** section to review your ability to turn production into revenue and pay expenses during the estimated project period.

**Estimated future 12-Month Agricultural Revenue** - The TFA Board will use this section to estimate the impact the Young Farmer Grant will have on your future revenue. Indicate the estimated revenue expected in the next 12 months if this project is implemented.

See [Young Farmer Grant Program – Recommended Eligible Expense Guide](#) for additional support

Home    Searches ▾

**GYF2023003**

- Forms
- Application
- Applicant Contact Information
- Application Form
- Proposed Project
- Budget Form**
- Required Uploads
- Certification
- Status Options
- Tools
- Related Documents

### Estimated Revenue and Operation Budget

**Estimated future 12- Month Agricultural Revenue**  
*Instructions: The TAFE Board will use this section to estimate the impact the Young Farmer Grant will have on your future revenue. Indicate the estimated revenue expected in the next 12 months if this project is implemented.*

Category	Amount
Government Payments (do not include YFG grant here)	\$ <input type="text"/>
Livestock (cattle, goats, chickens, etc.)	\$ <input type="text"/>
Milk Production (cattle, goats, etc.)	\$ <input type="text"/>
Equipment	\$ <input type="text"/>
Crops (Grains, cotton, produce, etc.)	\$ <input type="text"/>
CRP	\$ <input type="text"/>
Custom Farming	\$ <input type="text"/>
Other Agricultural Revenue Described: <input type="text"/>	\$ <input type="text"/>
<b>Total Annual Revenue</b>	<b>\$0.00</b>

Figure 18. Example of Estimated Revenue and Operation Budget

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).

## Step 5: Complete Required Uploads

Expand the **Forms** drop down menu and select **Required Uploads** (Figure 19).

The screenshot shows the 'Document Landing Page' for application GYF2023003. The left sidebar contains a 'Forms' dropdown menu with the following items: Application, Applicant Contact Information, Application Form, Proposed Project, Budget Form, **Required Uploads** (highlighted with a red circle), and Certification. The main content area displays a summary table:

Template	Instance	Process
Grant - Young Farmer Program - 2023	Grant - Young Farmer Program - 2023 Round 1	Application
Document Name	Document Status	
GYF2023003	Application in Process	
Organization	Your Role	Period Date
Test Grantee Organization	Authorized Official	1/1/2022 12:00:00 AM

Figure 19. Required Uploads location

Three (3) letters of support are the **Required Uploads** for the Young Farmer Grant (Figure 20). Letters must have an **original, handwritten signature** from recommender (electronic signatures or typed names will not be accepted). Please scan a copy of the letters with signature for submission. Additional requirements and instructions are included in application.

The screenshot shows the 'Required Uploads' page. It includes instructions: 'Please complete this page and press save. Required fields are marked with an \*'. The 'Letters of Support' section states: 'At least 3 letters of support with original signature should be submitted.' and lists requirements: 1 letter - Personal (not parents or members of your immediate family), 2 letters - Professional, and The lender commitment letter does not qualify as a letter of support. It also lists five minimum requirements for the letters. At the bottom, there are two upload fields: 'Personal (not Parent or members of your immediate family) \*' and 'Professional (2 letters required) \*', each with a 'Select' button and a 'Drag Files Here' link.

Figure 20. Letters of Support Upload

After uploading the required letters, hit 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).

## Step 6: 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 navigation menu will have a check next to it (Figure 21).



Figure 21. 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 22). Click on the section to review and resolve the error messages.

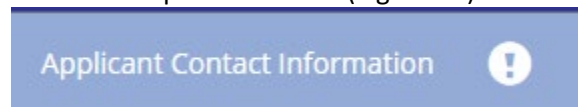
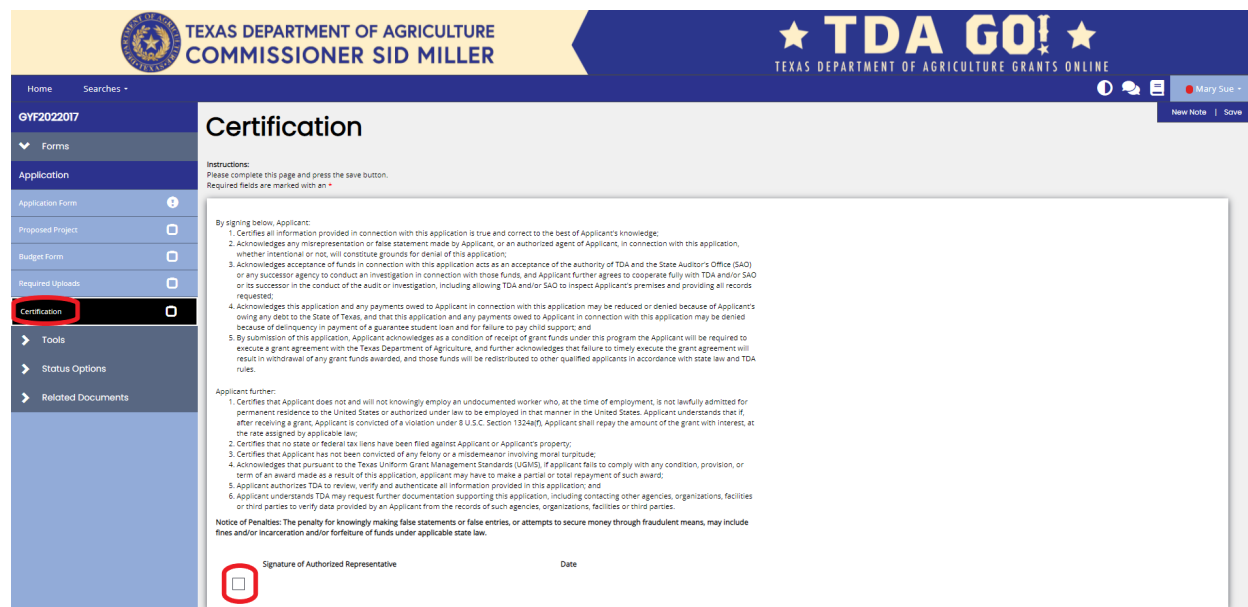


Figure 22. Incomplete section with error messages

Once all error messages are resolved and each section has a check as seen in Figure 21, the application can be certified and submitted.

Expand the **Forms** drop down menu and select **Certification** (Figure 23). To certify your application, check the box (Figure 23). The section is then complete. Click **Save** in the top right corner.



The screenshot shows the TDA GO! application interface. The top navigation bar includes the Texas Department of Agriculture logo and the text "TEXAS DEPARTMENT OF AGRICULTURE COMMISSIONER SID MILLER" and "TDA GO! TEXAS DEPARTMENT OF AGRICULTURE GRANTS ONLINE". The user is logged in as "Mary Sue". The left-hand navigation menu is expanded to show "Forms", and the "Certification" option is highlighted with a red box. The main content area is titled "Certification" and contains instructions: "Please complete this page and press the save button. Required fields are marked with an \*". Below the instructions is a list of certification steps, with the "Certification" checkbox highlighted by a red box. The steps include: 1. Certifies all information provided in connection with this application is true and correct to the best of Applicant's knowledge; 2. Acknowledges 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; 3. Acknowledges acceptance of funds in connection with this application acts as an acceptance of the authority of TDA and the State Auditor's Office (SAO) or any successor agency 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 the conduct of the audit or investigation, including allowing TDA and/or SAO to inspect Applicant's premises and providing all records requested; 4. 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 that this application and any payments owed to Applicant in connection with this application may be denied because of delinquency in payment of a guarantee student loan and for failure to pay child support; and 5. By submission of this application, Applicant acknowledges as a condition of receipt of grant funds under this program the Applicant will be required to execute a grant agreement with the Texas Department of Agriculture, and further acknowledges that failure to timely execute the grant agreement will result in withdrawal of any grant funds awarded, and those funds will be redistributed to other qualified applicants in accordance with state law and TDA rules. Below the steps is a section for "Applicant further:" with six numbered items. At the bottom of the form, there are two input fields: "Signature of Authorized Representative" and "Date", both with red boxes around them.

Figure 23. Certification and check box location



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## Step 7: Application Submission

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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 24). Select **Submit Application**.



Figure 24. Status Options drop down menu and Submit Application button location

**NOTE:** If errors remain, an **Errors Present** message will pop up (Figure 25). You may click on each section name to be directed to the errors.

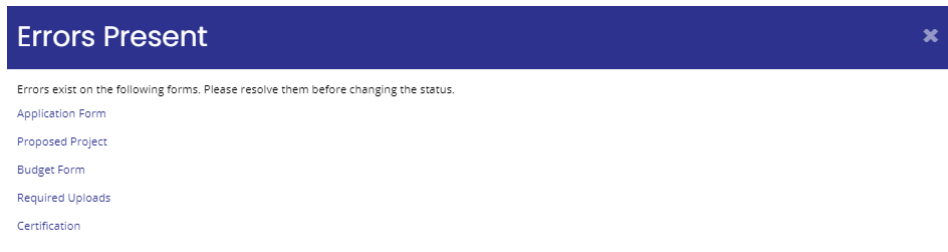


Figure 25. Error message will appear if you try to submit application with errors

If no errors are detected, the system will ask for confirmation if you would like to change the status (Figure 26). Hit the "OK" Button. Once you select to submit, you will then be taken back to the **Landing Page** (Figure 27).

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 26. Submit Application Confirmation



Figure 27. 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 Time Zone) and are displayed on your TDA-GO! home screen.

### Confirmation Email

After submitting your application, you will receive a confirmation email (Figure 28).

---

**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 28. 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!** Last minute registrations are not guaranteed.

### 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 **Register** button.

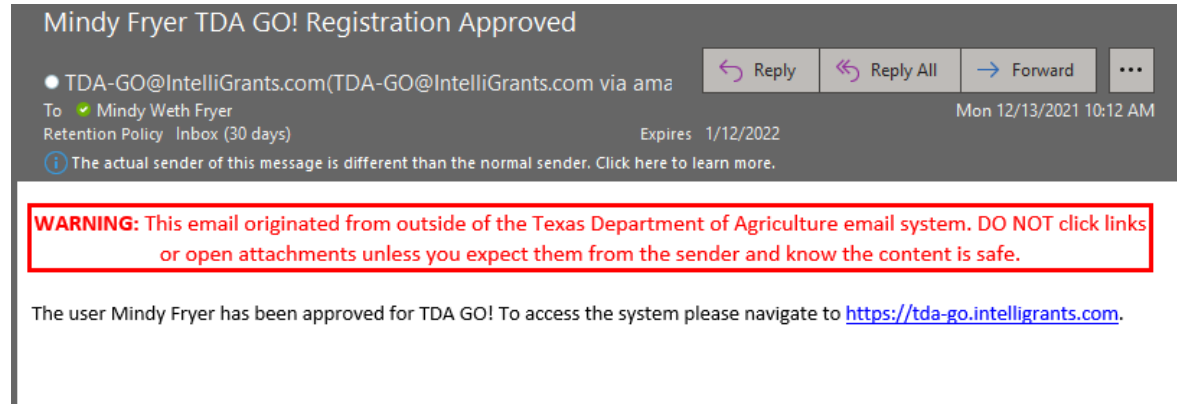
### Legend FOR YOUNG FARMER GRANT

- First Name (Required)**
- Last Name (Required)**
- SAM Number/ UEI (Required)** – Enter all zeros (e.g. 000000000000) in this box.
- Organization (Required)** – Enter FIRST AND LAST NAME (applicant).
- Title** – Enter **“Young Farmer Grant Applicant”**.
- 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.
- Notes:** Enter **“Young Farmer Grant”**

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

## Login Assistance

The TDA-GO! portal allows the user to request a password reset 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 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. If there is no link, then your server has marked it as SPAM. You will need to work with your network administrator to resolve this.

**From:** [TDA-GO@IntelliGrants.com](mailto:TDA-GO@IntelliGrants.com) <[TDA-GO@IntelliGrants.com](mailto:TDA-GO@IntelliGrants.com)>  
**Sent:** Monday, June 26, 2023 1:01 PM  
**To:** Mindy Weth Fryer <[Mindy.Fryer@TexasAgriculture.gov](mailto: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.



The screenshot shows two input fields side-by-side. The left field is labeled "Password" and the right field is labeled "Confirm Password". Both fields are empty.