

Commissioner Sid Miller

**Texas Department of Agriculture**

**Texans Feeding Texans:**

**Surplus Agricultural Products Grant Program**

**Request for Applications**

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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 Applications may result in the disqualification of the application.

**NOTICE REGARDING THE INCLUSION OF CONFIDENTIAL, PROPRIETARY, TRADE SECRET OR PRIVILEGED INFORMATION IN AN APPLICATION**

**Please take notice of the following:**

**If it is necessary for Respondent to include proprietary or otherwise confidential information in its application or other submitted information, Respondent must clearly mark and label all confidential, proprietary, trade secret or privileged material in 14 point or higher bold font on each page as it appears, and identify the specific exception to disclosure in the Texas Public Information Act (PIA) for each specific piece of confidential, proprietary, trade secret or privileged information. Additionally, all confidential, proprietary, trade secret or privileged information must be segregated in a separate and discrete section of the application, which must be able to be conveniently separated and detached from the other sections of the application. Failure to properly label, identify, and segregate any confidential, proprietary, trade secret or other privileged information in the application may result in all such information or material being disclosed as public information. Merely making a blanket claim that the entire application is protected from disclosure because it contains any amount of confidential, proprietary, trade secret or privileged information is not acceptable, and shall make the entire application subject to release under the PIA. In order to initiate the process of seeking an Attorney General opinion on the release of confidential, proprietary, trade secret or privileged information, the specific provisions of the application that are considered by Respondent to be confidential, proprietary, trade secret or privileged and confidential must be clearly labeled and segregated as described above. Any information which is not clearly identified as confidential, proprietary, trade secret or privileged shall be deemed to be subject to disclosure pursuant to the PIA.**

# Statement of Purpose

Pursuant to Chapter 21 of the Texas Agriculture Code, the Texas Department of Agriculture (TDA) requests applications for projects, to be completed during the period commencing October 1, 2019 through September 30, 2021, that collect and distribute surplus agricultural products to food banks and other charitable organizations that serve needy or low-income individuals.

# Request for application (RFA)

The Texas Department of Agriculture (TDA) is accepting applications for its Texans Feeding Texans: Surplus Agricultural Products Grant Program. Funding is limited to projects that coordinate the collection and transportation of surplus agricultural products to a statewide network of food banks and other charitable organizations that provide food to needy or low-income individuals.

# [Projected Timeline](#projected)

Application Availability July 2019

Application Deadline August 15, 2019

Anticipate Start Date of Project October 1, 2019

End Date of Project September 30, 2021

# Eligibility

Grant applications will be accepted from non-profit organizations that have been determined by the Internal Revenue Service (IRS) to be exempt from taxation pursuant to Section 501 (c) (3) of the Internal Revenue Code. These organizations must be established and operate for religious, charitable or educational purposes and not for financial gain. Additionally, these organizations must not distribute any of their income to their members, directors or officers. Organizations must have at least 5 years of experience coordinating a statewide network of food banks and charitable organizations that serve each of the 254 counties in this state.

For purposes of this application, the term "agricultural product" means an agricultural, apicultural, horticultural, or vegetable food product, either in its natural or processed state, for human consumption, including: (1) fish or other aquatic species; (2) livestock, a livestock product, or a livestock by-product; (3) poultry, a poultry product, or a poultry by-product; (4) wildlife processed for food or by-products; and (5) fruit, vegetables and grains. In addition to agricultural products grown in excess of a producer's needs, the term "surplus" includes any products not meeting that definition that are made available by a producer for distribution to food banks and other charitable organizations that serve the needy or low-income individuals. TDA will follow Section 2155.444 of the Texas Government Code, relating to preference to Texas and United States products and Texas services, in making awards under this request for applications.

# Grantee Responsibilities and Accountability

Selected applicants (grantees) will be responsible for the conduct of the project supported by the Texans Feeding Texans: Agricultural Surplus Grant Program and for the results achieved. Each grantee shall monitor the day-to-day performance of the grant funds to assure adherence to statutes, regulations, and grant terms and conditions. The grantee must carry out the activities described in the approved scope of work.

The grantee will be accountable for documenting the use of grant funds and must ensure funds are used solely for authorized purposes. The grantee must ensure:

* Funds are used only for activities covered by the approved program.
* Funds are not used in violation of the restrictions and prohibitions of applicable rules and statutes.
* All budget reports are completed in a timely manner.

Each grantee must ensure it has an adequate accounting system in place and sufficient internal controls to ensure expenditures are reported and maintained for three (3) years after the conclusion of the project, or longer if required by TDA.

# Funding Parameters

Selected projects will receive funding on a cost reimbursement basis. Based on the grantee’s request and justification, TDA may advance funds to a grantee in a **one-time payment** at the beginning of the grant term to meet its working capital needs. Otherwise, selected applicants must have the financial capacity to pay all costs up-front.

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

Applications are limited to a total of $4,850,000 in fiscal year 2020 and $4,850,000 in fiscal year 2021. Funding is limited to the operation of a program that coordinates the collection and transportation of surplus agricultural products to a statewide network of food banks or other charitable organizations that provide food to needy or low-income individuals.

In accordance with Section 2155.444(a)(2) of the Texas Government Code, and Title 34, Part 1, Chapter 20, Subchapter C, Section 20.306(a)(1)(B) of the Texas Administrative Code, preference shall be given to agricultural products grown in Texas and offered by a Texas bidder over comparable products grown outside Texas when the cost and quality of the goods are equal. Further, in the performance of this award, the State of Texas requires that grantees purchase products and materials produced in the State of Texas when available at a price and time comparable to products and materials produced outside the state.

**Term of Funding or Duration of Projects**

A Notice of Grant Award is *anticipated* to be made by September 2019. The approved project will have an *anticipated* term of October 1, 2019 to September 30, 2021.

**Application Requirements**

*Form Requirements:*

To be considered, applications must be complete and include all of the following information. Application and information can be downloaded from the Grants Office section under the Grants and Services tab at [www.TexasAgriculture.gov](http://www.texasagriculture.gov/).

1. **Application Form GTBD-160.** *(not counted in your page limit)*
   1. *Applicant organization information.* This is the lead organization that will be the recipient of funds and be held accountable for reporting and project performance.
   2. *Project Coordinator.* This should be the individual who can answer questions about the project’s activities and performance.
   3. *Authorized official.* This is the person legally able to bind the organization in contracts or agreements.
2. **Project Proposal**. This section provides a comprehensive framework and description of all aspects of the proposed project. Each proposal may not exceed six (6) pages (not including supporting documents). Proposals must address the following information:
   1. **Project Title**
   2. **Project Background**
   3. **Project Summary**
   4. **Project Description**
   5. **Project Results**
   6. **Project Oversight**
   7. **Project Budget**

**Budget Information**

**1. Reimbursement Payments.** To the extent funding has not been provided in advance, grant funds will be paid on a cost reimbursement basis. Grantees will be required to submit payment requests at least quarterly, but no more frequently than monthly, in order to show significant financial and programmatic progress. Payment requests must include sufficient documentation that details each expense. Acceptable documentation may include, but is not limited to, invoices, receipts, or detailed information regarding personnel costs, as determined by TDA, in its sole discretion. No in-kind donations or matching funds are required. *Payment requests shall only be submitted by the grantee to TDA for reimbursement after the grantee purchases the approved budget item.*

**2.** **Advanced Funding Payments:** This grant program may advance an amount in working capital for the grantee to ensure the necessary resources to carry out the project. These funds will require reporting to substantiate the advanced funds have been expended in compliance with eligibility requirements for reimbursement in Sections 3 and 4. Ineligible expenses must be personally reimbursed within 30 days of notice of ineligibility from TDA. Expenditures shall be reported no later than the last day of the month in which the expenditure occurred, and shall include sufficient documentation detailing each expense to make a determination of eligibility. Acceptable documentation may include, but is not limited to, invoices, receipts, or detailed information regarding personnel costs, as determined by TDA, in its sole discretion. No in-kind donations or matching funds are required.

**3. Eligible Expenses.** Generally, expenses that are necessary and reasonable for proper and efficient performance and administration of a project are eligible. Grant funds may not be used to supplant normal business costs but instead must be used to cover the costs incurred for the approved proposed activities. Examples of eligible expenditures are:

1. Contracts – agreements made with private parties to perform a portion of the award;
2. Controlled assets are defined as certain items valued $500.00 - $4,999.99 which must also be inventoried, link to [Controlled Property Listing](https://fmx.cpa.state.tx.us/fmx/pubs/spaproc/appendices/appa/index.php#classcodes);
3. Other direct expenses – any expenses that do not fall into the other categories directly related to the proposed activities;
4. Personnel costs – both salary and benefits directly related to project implementation;
5. Supplies and direct operating expenses – items that cost less than $5,000 per unit with a useful life of less than one year, office supplies, postage, telecommunications, printing, etc. that are directly related to the project activities;
6. Travel – mileage reimbursement, transportation and lodging;
7. Capital Expenditures means the cost of the asset including the cost to put it in place. Capital expenditure for equipment means the net invoice price of the equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. CAPITAL EXPENDITURES MUST BE SUBMITTED FOR APPROVAL TO TDA PRIOR TO EXPENDITURE/PURCHASE. Failure to secure written approval from TDA will result in disallowance of the cost;
   * 1. Special Purpose Equipment– an article of nonexpendable, tangible personal property having a useful life of more than one year and a cost of more than $5,000.
     2. Other capital assets – mean buildings and improvements to buildings or land that materially increase their value or useful life;
8. Indirect Costs- are limited to (ten) 10 percent.

**4. Ineligible Expenses.** Expenses may be prohibited by state or federal law or determined to be ineligible by program guidelines. Examples of these expenditures include, but are not limited to the following:

1. Alcoholic beverages;
2. Contributions, charitable or political;
3. Entertainment;
4. Expenses falling outside of the contract period *(expenses incurred before the grant approved start date or after end date of agreement)*;
5. Expenses not listed in the project budget or that fail to meet the intent of the program;
6. Expenses that are not adequately documented which would otherwise be eligible if properly documented;
7. Gift Card/Certificates;
8. Land (except for lease expenses);
9. Tips/gratuity;
10. Travel - NO meals, or any food items related to travel; and
11. Value of applicant’s own services.

**Evaluation and Selection Information**

After all responses to this Request for Applications have been received, an administrative review will be conducted by TDA program staff to determine whether an applicant has adequately responded to this Request for Application.

Applications will be evaluated based on the following criteria:

* **Relevance and Effectiveness:** Do the objectives and goals of the Surplus Agricultural Products Grant Program match the needs or problems addressed in the application? How will success of the applicant's proposed project be measured?
* **Feasibility and Efficiency:** Is the approach described in the application practical; has the approach been tried elsewhere? Are the applicant's project objectives clear? Are the budget and timeframe realistic?
* **Impact:** What will happen as a result of the project? How does the applicant's project make a difference in serving needy or low-income persons?

# Reporting Requirements

Grantees will be required to submit periodic performance reports. Reporting timelines are incorporated into the grant agreement. As part of TDA's ongoing monitoring of grant funds, grantees must 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.

*Periodic Performance Reports* must be in a narrative format, no more than three (3) pages in length and detail the accomplishments of the project objectives for a specified period.

The *Final Performance Report* is due thirty (30) days after project completion, or termination of the Grant Agreement, whichever occurs first. This report must be in a narrative format prescribed by TDA.

# Deadline for Submission of APPLICATIONS

LATE APPLICATIONS WILL NOT BE ACCEPTED.

Applicants must submit one complete, signed application. The application packet, including the signed application must be **received by TDA before close of business (5:00 p.m. CT) on Thursday, August 15, 2019 (*see submission options below*).** Applications may not be supplemented after the submission deadline. It is the applicant’s responsibility to ensure the timely delivery of all required materials.

For questions regarding submission of the proposal and/or TDA requirements, please contact TDA’s Grants Office at (512) 463-6616, or by email at [Grants@TexasAgriculture.gov](mailto:Grants@TexasAgriculture.gov).

**There are two options for submission: email and mail. Please only use ONE method.**

1. **Email submission of complete application packet:**

*Grants@TexasAgriculture.gov*

**The e-mail subject line must reference the RFA title and applicant (Ex: *2020-2021 AS- Organization Name*), and the email must be received by TDA before close of business (5:00 p.m. CT) on Thursday, August 15, 2019.** The applicant is solely responsible for ensuring that their complete application, regardless of method of delivery, is sent to, and actually received by, TDA in a timely manner and at the proper destination server, including all attachments. TDA will send a confirmation email after the application has been received.

IMPORTANT NOTE: TDA’s email system has a 10MB attachment limit. This restriction may require an applicant to submit its application in multiple e-mails, so that all required attachments may be submitted without exceeding TDA’s 10 MB attachment limit. Applicants must make sure that each email subject line references the RFA title and applicant. Unreadable submissions may be deemed unresponsive and will not be reviewed for funding consideration.

*TDA program staff will send an email acknowledging receipt of each application to each applicant as soon as administratively possible with an application ID number*.

1. **Hard copy mailed submissions – if not submitted by email**

All applications must be **received by TDA before close of business (5:00 p.m. CT) on Thursday, August 15, 2019**. TDA will affix or place a date and time stamp on each application it receives via U.S. mail. If Applicant uses U.S. mail for delivery of its application to TDA, the agency strongly recommends that Applicant send same by certified mail, return receipt requested, or equivalent delivery confirmation service provided by USPS.

Applications may be sent to TDA at either of the following addresses:

By U.S. Mail:

Texas Department of Agriculture

Trade & Business Development- Grants

P.O. Box 12847

Austin, TX 78711

By Overnight or Hand Delivery

Texas Department of Agriculture

Trade & Business Development- Grants

1700 North Congress, 11th Floor   
Austin, Texas 78701

*TDA program staff will send an email acknowledging the receipt of the application as soon as administratively possible with an application ID number.*

**General Information**

Selected applicants will receive a Notice of Grant Award (NGA) letter and an official Grant Agreement from TDA. The NGA is not legally binding until a grant agreement is fully executed.

TDA reserves the right to fund 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 acceptable for funding, TDA may request cooperation between grantees 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 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 the grant agreement.

Right to Amend or Terminate Program

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.

Proprietary Information/Public Information

The applicant is responsible for clearly designating any portion of the application that contains proprietary or trade secret information and must state the reason(s) the information is designated as such. Merely making a blanket claim that the entire application is protected from disclosure because it contains proprietary or trade secret information is not acceptable and may subject the entire application to release under the PIA.

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.

# General Compliance Information

1. Grantee (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 the Grantee to a subcontractor regarding any duties and responsibilities imposed by the grant award must be approved in advance by TDA and shall not relieve the Grantee of its responsibilities to TDA for performance of those duties.
2. Grantees 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. Grantees 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 three (3) 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 three-year retention period, then all records and accounts must be retained until their destruction is authorized in writing by TDA. TDA and the Texas State Auditor’s Office (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 three-year retention period or a final judgment in litigation, whichever is longer. TDA and the 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 the Grantee has a financial audit performed during the time the Grantee 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. Grantees must comply with Texas Government Code, Chapter 783, Uniform Grant and Contract Management, and the Texas Uniform Grant Management Standards (UGMS).



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**GRANTS OFFICE**

[FOR TDA USE ONLY]

File No. \_\_\_\_\_\_\_\_\_

Date Rec. \_\_\_\_\_\_\_\_

**Texans Feeding Texans:**

**Surplus Agricultural Products Grant Program**

GTBD - 120

**2020-2021 Application**

Application must be received by: **Thursday, August 15, 2019**. Late or incomplete applications will not be considered.

**Section A. Organization Information**

|  |  |
| --- | --- |
| Legal Business Name: |  |

|  |  |
| --- | --- |
| DBA ‘Doing Business As’ Name:  *(if applicable)* |  |

|  |  |  |
| --- | --- | --- |
| Mailing Address: |  |  |
|  | *Street Address* |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  | *City* | *State* | *Zip Code* | *County* |

|  |  |  |
| --- | --- | --- |
| Physical Address: |  |  |
|  | *Street Address* |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  | *City* | *State* | *Zip Code* | *County* |

**Section B. Contact Personnel**

|  |
| --- |
| **(1)** **Name of Primary Program Contact** *(This person can answer day-to-day questions about the organization and the project.)* |

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name: |  |  | Mr.  Dr.  Ms.  Other |
|  | *First* | *Last* |

|  |  |
| --- | --- |
| Position Title: |  |

|  |  |
| --- | --- |
| Email Address: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone: | ()  -  Ext. | Alt #: | ()  - |

|  |
| --- |
| **(2)** **Secondary Program Contact** *(This person can answer day-to-day questions about the organization and the project.)* |

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name: |  |  | Mr.  Dr.  Ms.  Other |
|  | *First* | *Last* |

|  |  |
| --- | --- |
| Position Title: |  |

|  |  |
| --- | --- |
| Email Address: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone: | ()  -  Ext. | Alt #: | ()  - |
| **(3) Name of Authorized Official** *(This person is authorized to enter into legal agreements on behalf of the organization. This person’s name will appear on the grant agreement for signature.)* | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name: |  |  | Mr.  Dr.  Ms.  Other |
|  | *First* | *Last* |

|  |  |
| --- | --- |
| Position Title: |  |

|  |  |
| --- | --- |
| Email Address: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone: | ()  -  Ext. | Alt #: | ()  - |

**Section C. Certifications**

|  |
| --- |
| **By signing below, applicant:** |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. certifies that all information provided in connection with this application is true and correct; 2. acknowledges that any misrepresentation or false statement made by applicant or an authorized agent of applicant in connection with this application, whether intentional or not, will constitute grounds for denial of this application and may be the subject of substantial civil and/or criminal liability and sanctions; 3. acknowledges that acceptance of funds in connection with this application acts as acceptance of the authority of the Texas Department of Agriculture (TDA), or any successor agency, 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 or its successors, 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 during the grant period and for at least three years after the grant has terminated; and 4. certifies that he or she is authorized to submit this application and to make the preceding certifications and acknowledgements on behalf of applicant.   **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.** | | | |
| **Authorized Official:** (*Person listed in section B.3)* | | |
| **X** |  | **/     /** |
| **Signature** | | **Date** |

*This application becomes public record and is subject to disclosure. With few exceptions, you have the right to request and be informed about the information that the State of Texas collects about you. You are entitled to receive and review the information upon request. You also have the right to ask the state agency to correct any information that is determined to be incorrect. (Reference: Texas Government Code, Sections 552.021, 552.023, and 559.004.)*

Texas Department of Agriculture ⬩ Commissioner Sid Miller



Commissioner Sid Miller

**GRANTS OFFICE**

**Texans Feeding Texans:**

**Surplus Agricultural Products Grant Program**

**Project Narrative**

**Applicant Name:**

*This form was developed to be completed electronically. Handwritten applications and/or narratives will not be accepted. Click the grey text boxes to type responses. A maximum of 6 pages may be used to fully answer the following sections.*

**Project Title:**

**Project Background**

**Project Summary (200 words)**

*Please provide a summary of the project that will be achieved as a result of this grant funding.*

**Project Description**

Provide a detailed description of the project including activities or how the program will be implemented, key milestones and timelines of each activity.

**Anticipated Project Results**

*Provide a detailed description of anticipated quantifiable results and how they will be measured.*

**Project Oversight**

*Who will oversee the project activities? Include name and title of the person. How will oversight be performed? What steps will take place to ensure the project is achieved as outlined?*

**Project Budget**

*This section should reflect the total budget. Provide a general description of all costs along with a justification for each item. The explanations should focus on how each budget item is required to achieve the project. Be sure to itemize the request with quantities and individual estimated costs. Applications are limited to a total of $4,850,000 in fiscal year 2020 and $4,850,000 in fiscal year 2021.*

|  |  |  |
| --- | --- | --- |
| **Expense Categories** | **FY 2020 Amount** | **FY 2021 Amount** |
| **Personnel** | **$** | **$** |
| **Fringe Benefits** | **$** | **$** |
| **Travel** | **$** | **$** |
| **Supplies** | **$** | **$** |
| **Contractual** | **$** | **$** |
| **Capital Expenditures** | **$** | **$** |
| * **Equipment** |  |  |
| * **Other Capital Assets** |  |  |
| **Other** | **$** | **$** |
| **Total Direct Costs** | **$** | **$** |
| **Indirect Costs** | **$** | **$** |
| **Total** | **$** | **$** |

**Personnel** ($      **total**) *For each employee receiving a portion of this grant as a wage or stipend, indicate their title, estimated time budgeted to the grant and the amount.*

**Travel** ($**total**) *Provide an itemized list of projected expenditures and the dollar amount for each item.*

**Supplies** ($**total**) *Provide an itemized list of projected supply expenditures and the dollar amount for each item.*

**Contractual** ($**total**) *Provide a detailed description of any services that are to be contracted for the completion of the project.*

**Infrastructure and Capacity Building Expenses ($      total)** *Provide a detailed description of any expenses associated with agency/program infrastructure and/or capacity building related to this project.*

**Other** ($**total**) *Provide detailed descriptions of other costs such as solicitation, transportation or acquisitions of surplus agricultural products, or other direct budgeted costs associated with the project.*