



COMMISSIONER SID MILLER

TEXAS DEPARTMENT OF AGRICULTURE
Texans Feeding Texans:
Home-Delivered Meals Grant Program
Request for Application

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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 Application (RFA) 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.



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STATEMENT OF PURPOSE

In accordance with Texas Agriculture Code, Section 12.042, the Texas Department of Agriculture (TDA) is requesting applications for the Texans Feeding Texans: Home-Delivered Meals Grant Program (HDM). Applicants may include governmental agencies or qualifying non-profit organizations that deliver meals to homebound persons that are elderly and/or have a disability.

PROJECTED TIMELINE OF EVENTS

| | |
|-------------------------------------|--|
| Application Availability | September 2016 |
| TDA to Begin Accepting Applications | September 1, 2016 |
| Application Deadline | November 1, 2016 (<i>see submission information section</i>) |
| Anticipated Start Date of Project | February 1, 2017 |
| End Date of Project | January 31, 2018 |

ELIGIBILITY

To be eligible for HDM funds, an applying organization must meet the following criteria:

1. Must be a governmental agency or a nonprofit private organization that is exempt from taxation under Section 501(a), Internal Revenue Code of 1986, as an organization described by Section 501(c)(3) of that code, that is a direct provider of home-delivered meals to the elderly or persons with disabilities in this state;
2. If a nonprofit private organization, must have a volunteer board of directors;
3. Must implement and enforce nondiscrimination practices;
4. Must have an accounting system or fiscal agent approved by the county in which it provides meals;
5. Must have a system to prevent the duplication of services to the organization's clients;
6. Must agree to use funds received under this section only to supplement and extend existing services related directly to home-delivered meal services;
7. Must have received a grant from the county in which the organization provides meals;
8. Must submit the grant application using the form provided by TDA;
9. Must submit a completed county resolution form, as provided by TDA;
10. Must strictly comply with HDM rules adopted by TDA (4 TAC §§1.950 - 1.962); program guidelines and policies; and the HDM grant application and agreement; and
11. Must provide current health inspection before grants funds are awarded.

For purposes of this Grant Program, "Homebound" means a person who is unable to leave his or her residence without aid or assistance or whose ability to travel from the residence is substantially impaired; "Elderly" means an individual who is 60 years of age or older; and

"Disability" means a physical, mental or developmental impairment, temporarily or permanently limiting an individual's capacity to adequately perform one or more essential activities of daily living, which include, but are not limited to, personal and health care, moving around, communicating and housekeeping.

Applicants should note that congregate meals are **not** eligible for reimbursement under HDM. A congregate meal is a meal served in a group setting, not at an eligible person's personal home.

GRANTEE RESPONSIBILITIES AND ACCOUNTABILITY

Selected applicants (grantees) will be responsible for the conduct of the project supported by the Texans Feeding Texans: Home Delivered Meals Grant Program and for the results achieved. Each grantee shall monitor the day-to-day performance of the grant project 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 project.
- 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 they have 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

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

Total program funding for this application period is approximately \$8,787,500 million to provide assistance to home-delivered meal providers by supplementing and/or extending their current program. Individual awards shall be calculated pursuant to the formula set out in §12.042 of the Agriculture Code, and as more particularly described in 4 TAC §1.952.

APPLICATION REQUIREMENTS

Applications will be accepted beginning September 1, 2016, and must be submitted on the form provided by TDA. Starting in 2016, TDA will also offer an online application form that may be submitted in lieu of the hardcopy copy application. The link to online application as well as the

downloadable form is located on TDA's website under the Texans Feeding Texans Home Delivered Meal program. Please note faxed applications will no longer be accepted.

To be considered, applications must be complete and include all of the following information. Application materials and information can be downloaded from the Grants Office section under the Grants and Services tab at www.TexasAgriculture.gov.

1. Application Form GTBD-201.
2. Attachment A – Meal Number Documentation Worksheet.
3. TDA approved County Resolution.
4. Balance Sheet (*Assets/Liabilities*) and Profit and Loss Statement from the previous 12 month period, or Audited Financial Statement. (IRS Form 990 is not accepted).
5. Copy of most recent food establishment permit or proof of exemption.

Additional documentation for Nonprofits only

6. Documentation of qualifying nonprofit status (i.e. IRS Determination Letter); and
7. List of the organization's Board of Directors and/or Officers, if applicable.

PAYMENT SCHEDULE

TDA will distribute funds after applications are processed and grant agreements have been fully executed. In the event that the amount of qualifying grants exceeds the amount of funds available, funds may be distributed on a pro rata basis. Fifty percent (50%) of any grant awarded shall be distributed on or before February 1. The remaining fifty percent (50%) of the grant award shall be distributed to each Grantee on or before August 1.

REPORTING REQUIREMENT

Approved projects will be required to submit periodic performance reports. Reporting timelines will be provided in an official grant agreement. Failure to comply with reporting requirements may result in the withholding of future payments and/or termination of the award.

SUBMISSION INFORMATION

LATE APPLICATIONS WILL NOT BE ACCEPTED.

Applicants must submit one complete, signed application. The application packet, including the signed application, completed county resolution form and all other required backup documents must be **postmarked by Tuesday, November 1, 2016 (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. **TDA is no longer accepting faxed applications.**

For questions regarding submission of the proposal and/or TDA requirements, please contact TDA's Grants Office at (512) 463-9932, or by email at Grants@TexasAgriculture.gov.

There are 3 options for submission: online, email and mail. Please only use ONE method.

1. Online Form – Preferred.

If using the online format, the submittal must be **received by TDA before close of business (5:00 p.m. CT) on Tuesday, November 1, 2016**. The online system will date and stamp the submission for receipt documentation purposes.

An automated receipt email will be sent from the online system indicating the application has been received. TDA program staff will also send a separate email as soon as administratively possible with an application ID number.

2. Email submission of complete application packet:

Grants@TexasAgriculture.gov

The e-mail subject line must reference the RFA title and applicant (Ex: 2017 HDM-ABC Organization), and the email must be received by TDA before close of business (5:00 p.m. CT) on Tuesday, November 1, 2016. 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. TDA will send a confirmation email after the application has been received.

IMPORTANT NOTE: TDA recommends a limit on the attachments to 10MB each. This may require applicants to submit one 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 takes no responsibility for electronic submissions that are captured, blocked, filtered, quarantined or otherwise prevented from reaching the proper destination server by any TDA anti-virus or other security software.

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

3. Hard copy mailed submissions – not submitted by options 1 and 2

All applications must be **postmarked by TDA on Tuesday, November 1, 2016**. Applications will be documented with a date/time stamp for receipt documentation purposes.

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 receipt acknowledged receipt of the application as soon as administratively possible with an application ID number.

GENERAL INFORMATION

1. Grant Awards.

- a. The announcement of grant awards will be made by the date outlined above. Selected applicants will receive a Notice of Grant Award (NGA) letter and the Grant Agreement from TDA. The NGA is not legally binding and a grant agreement must be fully executed. All approved projects will have a start date of February 1, 2017 and must be completed by January 31, 2018.
- b. All grant awards are subject to the availability of appropriations and authorizations by the Texas Legislature.
- c. TDA reserves the right to fund projects partially or fully. TDA reserves the right to negotiate individual elements of any proposal and to reject any and all proposals. Where more than one proposal is acceptable for funding, TDA may request cooperation between grantees or revisions/adjustments to a proposal in order to avoid duplication and to realize the maximum benefit to the state.

2. Applications.

- a. 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; costs incurred by the Applicant prior to the effective date of grant agreement.
- b. 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.

3. Public Information.

- a. 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 the Texas Public Information Act, Chapter 552 of the Government Code.
 - b. The Applicant is responsible for clearly designating any portion of the application that contains proprietary information and must state the reason(s) the information is designated as such. Marking the entire application as proprietary is not acceptable and will not be honored. In the event that a public information request for the application is received, TDA shall review the information deemed proprietary, provide notice to the Applicant, and submit a request for opinion to the Office of the Attorney General for determination in accord with the Public Information Act, 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.
4. 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 agreement.

GRANTEE REQUIREMENTS

1. Grantees 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 their performance.
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 a separate bookkeeping account with a complete record of all expenditures relating to the project. Records shall be maintained for three (3) years after the completion of the project, or as otherwise agreed upon with 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 at any time throughout the duration of the agreement and for three years immediately following completion of the project. If any litigation, claim, negotiation, audit or other action is initiated prior to the expiration of the retention period, then the records must be retained until authorized by TDA. TDA and the SAO shall have access to the physical 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, and any schedules in which the Grantee's funds are included.

5. Grantees must comply with Texas Government Code, Chapter 783, Uniform Grant and Contract Management, the Uniform Grant Management Standards (UGMS), 2 CFR Part 200, if applicable.