



COMMISSIONER SID MILLER

# TEXAS DEPARTMENT OF AGRICULTURE

## National Organic Certification Cost Share Reimbursement

### Request for Grant Applications

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#### Executive Summary

The Texas Department of Agriculture (TDA) has a cooperative agreement with the United States Department of Agriculture (USDA) to provide cost share assistance to producers, processors, distributors, or other handlers of organic agricultural products.

#### Dates

Applications must be received by Wednesday, November 1, 2023, 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

10.171

#### Key Elements

Required Action	Timing to Obtain/Submit
Create a TDA-GO Profile ( <i>see TDA-GO Access Instructions</i> )	
<a href="#">Obtain Your Organization’s UEI Number and establish an Active SAM.gov Account (if you do not already have one) *</a>	Not required for this grant
<a href="#">Obtain a TIN/EIN (if you do not already have one) *</a>	up to 2 weeks prior to deadline
Request access to <a href="#">Create your TDA-GO profile (if you do not already have one)*</a>	48-72 hours ahead of the application submission deadline for TDA to approve account.
TDA Deadline to receive final application and all supporting materials through TDA-GO	November 1, 2023 - 11:59 p.m. Central Time
Award Timeline	
<ul style="list-style-type: none"> <li>Anticipated Award</li> </ul>	End of November 2023 (or as soon thereafter as practical)
<ul style="list-style-type: none"> <li>Anticipated Payment of Cost Share</li> </ul>	No later than December 31, 2023

\* Text hyperlinks will direct you to applicable websites

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

## Statement of Purpose

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This Request for Grant Applications (RFGA) is issued pursuant to Texas Agriculture Code (“Code”), Section 12.002, which authorizes Texas Department of Agriculture (TDA) to encourage the proper development and promotion of agriculture, and Section 18.002, which authorizes TDA to create and administer a program for the administration and enforcement of standards related to organic agricultural products, including certification of persons who produce, process, distribute, or handle organic agricultural products, including certification. TDA hereby requests applications for the National Organic Certification Cost Share Program (NOCCSP) designed to assist Texas producers and handlers with the cost of organic certification.

## Program Authority

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The NOCCSP is authorized under section 10606(d) of the Farm Security and Rural Investment Act of 2002 (7 U.S.C. 6523(d)), as amended by section 10004(c) of the Agriculture Act of 2014 (2014 Farm Bill; Pub. L. 113–79) and Section 10105 of the Agricultural Improvement Act of 2018 (2018 Farm Bill, Pub. L. 115-334). Under this authority, Congress authorizes USDA to provide organic certification cost share assistance to producers and handlers of agricultural products who are obtaining certification under the National Organic Program. These producers and handlers may be located within the 50 United States, the District of Columbia, and five U.S. Territories including the Commonwealth of Puerto Rico, Guam, American Samoa, the United States Virgin Islands, and the Commonwealth of the Northern Mariana Islands.

## Eligibility

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An applicant must be a Texas-based business that produces or handles organic crops. Operations must possess current USDA organic certification to be eligible to receive reimbursements. This means operations either (i) must have successfully received their initial USDA organic certification from a USDA-accredited certifying agent or (ii) must have incurred expenses related to the renewal of their USDA organic certification from a USDA-accredited certifying agent between October 1, 2022 and September 30, 2023. Operations with suspended, revoked, or withdrawn organic certifications are ineligible for cost share reimbursement. The applicable National Organic Program (NOP) regulations and resources for certification are available on the NOP website at [www.ams.usda.gov/nop](http://www.ams.usda.gov/nop).

Organic operations, certified to the scopes of crops, wild crops, and/or livestock; and/or handlers are eligible to participate in the NOCCSP.

**WARNING: The Farm Service Agency (FSA) is also offering this National Organic Certification Cost Share Program (NOCCSP). Eligible entities described above may only receive ONE cost-share per organic certificate or category of certification from TDA or FSA, not both. TDA will work with FSA to ensure duplicate awards are not made. If a duplicate award is made, FSA will be the agency to seek collections.**

## Program Contacts

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

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

Dr. Zach Nolen

Grant Specialist

Phone: (512) 463-4406

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

TDA-GO Help Desk for technical support related to system issues

Monday – Friday 8:00 AM to 5:00 PM (CT)

866-449-1425

[azhelpdesk@agatesoftware.com](mailto:azhelpdesk@agatesoftware.com)

## Funding Parameters

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Applications must be complete and have all required documentation to be considered. Applications missing documentation or otherwise deemed incomplete will not be considered for funding until sufficient information has been received by TDA within a timeframe set forth by the agency during the administrative review process.

The cost share program will be conducted on a first come, first served basis.

## Organic Operation Certification Costs

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Allowable Costs	Unallowable Costs
<ul style="list-style-type: none"> <li>• Application fees</li> <li>• Inspection costs, including travel costs and per diem for organic inspectors</li> <li>• User fees/ sales assessments</li> <li>• Postage</li> <li>• USDA organic certification costs, including fees necessary to access international markets with which AMS has equivalency agreements or arrangements</li> <li>• State Organic Program fees</li> </ul>	<ul style="list-style-type: none"> <li>• Late fees</li> <li>• Inspections due to violations of NOP regulations or State Organic Program requirements</li> <li>• Costs related to non-USDA certifications</li> <li>• Costs related to any other labeling programs</li> <li>• Costs related to transitional certifications</li> <li>• Materials and supplies</li> <li>• Equipment</li> <li>• Membership fees</li> <li>• Consultant fees</li> </ul>

Payments are limited to 75% (seventy-five percent) of an individual producer’s certification costs, up to a maximum of \$750 (seven hundred and fifty dollars) per certificate or category of certification, per year. Eligible operations may receive one (1) reimbursement per year per certificate or certification scope (if one certificate includes multiple scope certifications). Each certificate may be reimbursed separately. Likewise, each category of certification may be reimbursed separately.

## Application Requirements

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Applications must be submitted in TDA’s online Grant Application/ Management system called TDA-GO! by the deadline in the Submission Instructions Section.

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

### Form Requirements:

1. Application Contact Information
2. Business Information
3. Expense Documentation
4. Administrative Form Uploads
  - a. Application for Texas Identification Number
  - b. Direct Deposit Authorization
  - c. W-9 IRS Federal Tax Form
5. Certification

See Section entitled **Application Form Guidance** below for detailed instructions on each section of the application.

## Evaluation and Selection Information

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Following the application deadline, an administrative review will be conducted by TDA program staff to determine whether an applicant has adequately responded to this Request for Grant Applications (RFGA). Only those responsive applications submitted by eligible applicants will be considered and evaluated under this RFGA. Applications are considered final when submitted, and TDA staff will not communicate with any applicant regarding the content or status of an application until after formal evaluation of all applications.

Late applications or applicants that do not meet the minimum requirements of this RFGA will be subject to disqualification and will receive no further consideration for funding.

## 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 by TDA 11:59 p.m. CT on Wednesday, November 1, 2023 (see submission instructions below). Applications may not be supplemented after the submission deadline. It is the applicant's responsibility to ensure the timely receipt of the application and all required materials.

For questions regarding submission of the application and/or TDA requirements, please contact TDA's Grants Office by email at [Grants@TexasAgriculture.gov](mailto:Grants@TexasAgriculture.gov). TDA staff is available to answer questions regarding the program and to provide clarifying information concerning this RFGA.

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

An automated receipt email will be sent from the TDA-GO! system indicating the application has been received.

## General Information

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Selected applicants will receive a Notice of Grant Award (NOGA) letter.

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 Grant Recipients or revisions/adjustments to an application in order to avoid duplication and to realize the maximum benefit to the State of Texas. 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 the State of Texas. The decision of TDA 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 the Texas Public Information Act (PIA), Chapter 552 of the Texas Government Code. Applicants are advised to consult with their legal counsel regarding disclosure issues and to take appropriate precautions to safeguard trade secrets or any other proprietary information.

All applications submitted under this Program are subject to release as public information, unless the application or specific parts of any such application can be shown to be exempt from disclosure under the PIA.

All information submitted through the TDA-GO! system is subject to disclosure under the PIA. Applicants should NOT include proprietary or otherwise confidential information in their applications or other submitted information. If confidential, proprietary, trade secret or privileged material is essential to the application, please contact TDA.

### **Additional Information**

- Assistance is available in English and Spanish. Please call (512) 463-7448 to request assistance.
- In accordance with federal civil rights laws and USDA civil rights regulations and policies, USDA, its agencies, offices, and employees, and institutions participating in or administering

USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

- Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.), should contact TDA where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact TDA through the Federal Relay Service at (800) 877-8339 or Texas Relay 7-1-1. Additionally, program information may be made available in languages other than English.
- To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: 1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; 2) fax: (202) 690-7442; or 3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). USDA is an equal opportunity provider, employer, and lender.

### **Reporting Fraud in State Government**

- TDA is committed to promoting a culture of integrity within the agency. As part of the agency's commitment, TDA has instituted a Fraud, Waste, and Abuse Prevention Program to provide its employees with the necessary guidance and support to prevent, detect, and eliminate fraud, waste, and abuse within the agency. TDA's Fraud, Waste, and Abuse Prevention Program complies with Executive Order RP-36 of July 12, 2004.
- Reports of suspected fraud or illegal activities involving state resources may be made by:
  - contacting the Texas State Auditor's Office (SAO) Hotline by calling (800) TX-AUDIT (892-8348);
  - visiting the SAO 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).



## 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 its 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. USDA-AMS, Inspectors General, the Comptroller General of the United States, 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. USDA-AMS, Inspectors General, the Comptroller General of the United States, TDA and SAO shall have access to: all electronic data or records pertaining to the grant project; paper or other tangible documents or records, including the physical location where records are stored; and all locations related to project activities.
4. If Grant Recipient has a financial audit performed during the time Grant Recipient is receiving funds from TDA, upon request, TDA shall have access to information about the audit, including the audit transmittal letter, management letter, any schedules, and the final report or result of such audit.
5. Grant Recipients must comply with Texas Government Code, Chapter 783 (Uniform Grant and Contract Management) and the Texas Grant Management Standards (TxGMS), along with 2 CFR Parts 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) and 400 (Conflicts of Interest).

# TDA-GO Access 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 National Organic Certification Cost Share Program Application – 2023 (GOC) opportunity via TDA-GO! for returning users.

**Applications may only be initiated by an Authorized Official or Project Director.**

- **Returning users - Log in with your current username and password**
- **New Users – see section “TDA-GO! New User Instructions” on page 18**

## 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.

The screenshot shows the TDA-GO! dashboard interface. At the top, there is a header with the Texas Department of Agriculture logo and Commissioner Sid Miller's name on the left, and the TDA GO! logo with 'TEXAS DEPARTMENT OF AGRICULTURE GRANTS ONLINE' on the right. Below the header, there are navigation links for 'Home' and 'Searches'. The main content area is titled 'Dashboard' and contains three main sections: 'My Tasks', 'Initiate New Application', and 'Announcements'. The 'My Tasks' section has a filter dropdown and a table with columns: Name, Document Type, Organization, Status, Status Date, and Due Date. It lists two tasks: GVF2021005 and GVF2021006. The 'Initiate New Application' section also has a filter dropdown and a table with columns: Name, Provider, Availability, and Description. It lists three application opportunities: CDRE - Colonia Economically Distressed Areas Program - 2022, CDRE - Colonia Fund - Construction - 2022, and CDRE - Colonia Fund - Planning - 2021. The 'Announcements' section contains a placeholder for an announcement from TDA Go staff.

Figure 1. Landing page after logging in

Choose the **Application** by scrolling down the “**Initiate New Application**” box and select **Organic Cost Share Program Application - 2023** (Figure 2 & 3).

**My Tasks**

Name	Document Type	Organization	Status	Status Date	Due Date
CDM2021074	CDBG - Downtown Revitalization Program - 2021	Test Grantee Organization	Application in Process	11/10/2020 7:10:38 AM	5/9/2021 11:59:00 PM
CDP2021081	CDBG - Colonia Economically Distressed Areas Reversion - 2021	Test Grantee Organization	Application in Process	10/16/2020 9:54:48 AM	5/20/2021 11:59:00 PM

**My Opportunities**

Grant - Organic Cost Share - 2022	TXDOA Provider	1/1/2021 12:00:00 AM - 12/31/2021 11:59:00 PM
Grant - Urban Schools Agricultural - 2022	TXDOA Provider	5/12/2020 12:00:00 AM - 12/31/2021 11:59:00 PM
Grant - Young Farmer Program - 2022	TXDOA Provider	7/28/2020 8:45:00 AM - 10/1/2021 12:00:00 AM
Grant Agricultural Development - 2022	TXDOA Provider	9/1/2021 12:00:00 AM - 10/4/2021 11:59:00 PM
Home-Delivered Meal Grant Program - 2022	TXDOA Provider	1/1/2021 12:00:00 AM - 11/1/2021 11:59:00 PM
Organic Cost Share Program Application - 2022	TXDOA Provider	1/1/2021 12:00:00 AM - 12/31/2021 11:59:00 PM

**Announcements**

This is an announcement from TDA Go staff.

Figure 2. My Opportunities and location of scrolling tool

## Initiate New Application

	PM
Organic Cost Share - 2023	TXDOA Provider
	1/1/2022 12:00:00 AM - 11/1/2023 11:59:00 PM

Figure 3. Selection for new Grant Application. Please note dates are for testing purposes only.

A brief description and agreement language appears (Figure 4). Read and select **Agree**.

**Organic Cost Share - 2023**

Provided By: TXDOA Provider

Provided To: Test Grantee Organization

Application Availability Dates: 1/1/2022 12:00:00 AM - 11/1/2023 11:59:00 PM

Due Date: N/A

**Description:**  
The Texas Department of Agriculture (TDA) has a cooperative agreement with the United States Department of Agriculture (USDA) to provide cost share assistance to producers, processors, distributors or other handlers of organic agricultural products.

**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 on www.texasagriculture.gov.

Figure 4. Agreement

## Document Landing Page

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

The screenshot shows a web application interface for a grant application. The main content area is titled "Document Landing Page" and contains the following information:

Template	Instance	Process
Grant - Organic Cost Share Program - 2023	Organic Cost Share - 2023	Application

Document Name	Document Status	Period Date
GOC2023003	Application in Process	1/7/2021 12:00:00 AM 7/5/2021 11:59:59 PM

Organization	Your Role
Test Grantee Organization	Authorized Official

Below the details is a progress bar with six stages:

- Application in Process (checked)
- Application Submitted
- Application Approved
- Grant Agreement Executed
- Closure Submitted
- Grant Closed

Figure 5. Document Landing Page

The left column has the Grant Project Number at the top, then four drop down menus: **Forms, Tools, Status Options, and Related Documents.**

- **Forms** is a list of required information that includes Applicant Form, Proposed Project, Budget Form, Required Uploads, and Certification.
- **Tools** include Add/Edit People that can access the application, Status History, Modification Summary, Attachment Repository, Notes and Print Document ability. 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 section provides some additional guidance regarding key sections of the application. TDA staff is available to answer questions regarding the program and to provide clarifying information concerning this RFGA.

## Step 1: Start Application

Expand the **Forms** drop down menu and select **Application Contact Information** (Figure 6).

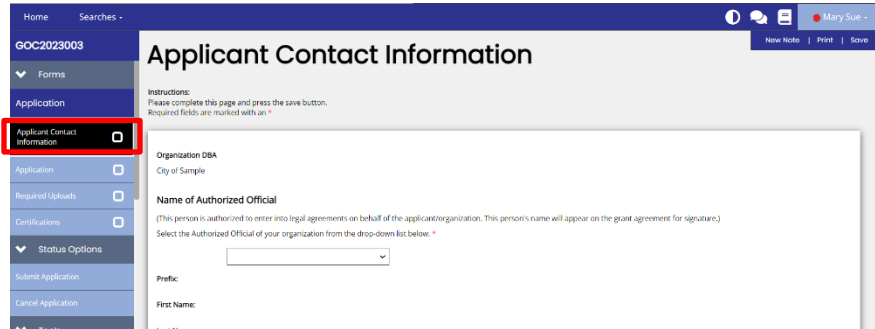


Figure 6. Application Contact Information location

All sections of the 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 7).

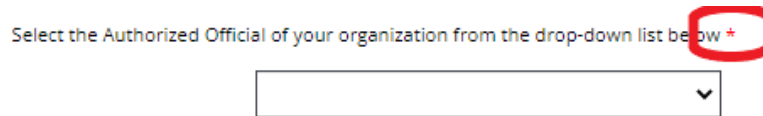


Figure 7. Example of Required Fields

**NOTE:** Any field with a Plus (+) button has the ability to add an additional row (Figure 8).

### Congressional Districts

Provide the congressional districts of the entity applying for funding, as well as for the proposed project site(s). This information is available [here](#). Press the plus button next to each option to add multiple selections. \*



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

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

**Congressional Districts**  
Provide the congressional districts of the entity applying for funding, as well as for the proposed project site(s). This information is available [here](#). Press the plus button next to each option to add multiple selections. \*



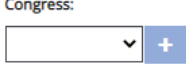
Representative:  Senate:  Congress: 

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).

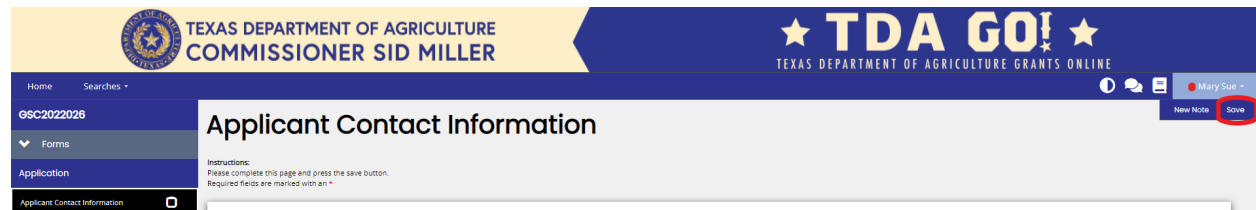


Figure 10. Regularly save your work by clicking the save button in the upper right hand corner

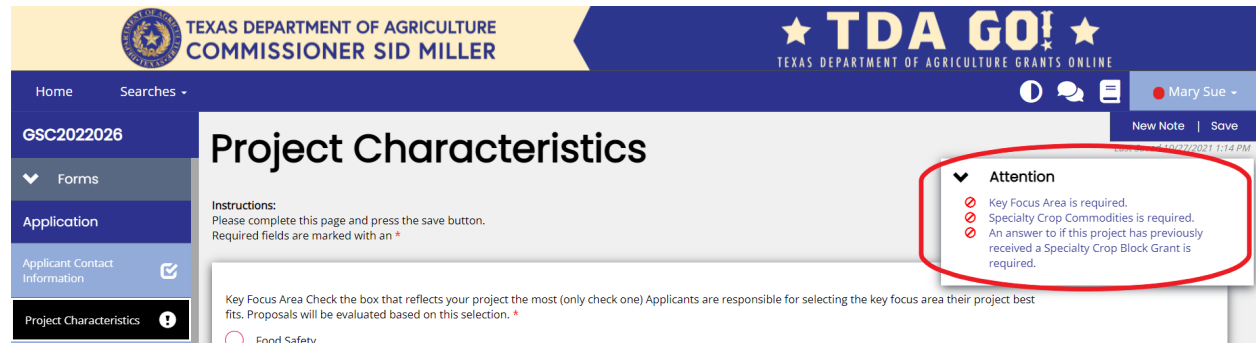


Figure 11. Error Message of missing required information

## Step 2: Application

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

Home Searches - Mary Sue -

GOC2023003

Forms

Application

Applicant Contact Information

**Application**

Required Uploads

Certifications

Status Options

Submit Application

Cancel Application

New Note | Print | Save

### Application

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

Have you applied for a cost share from your local Farm Service Agency (FSA) Office?  Yes  No (If "YES", you will be ineligible for cost share benefits with TDA.)

WARNING: The Farm Service Agency (FSA) is also offering this National Organic Certification Cost Share Program (NOCCSP). Eligible entities described above may only receive ONE cost-share per organic certificate or category of certification from TDA or FSA, not both. TDA will work with FSA to ensure duplicate awards are not made. If a duplicate award is made, FSA will be the agency to seek collections. Collections may include repayment from the applicant.

Figure 12. Project Characteristic screen shot

**Complete all appropriate sections.**

(space left blank intentionally)

### Step 3: Complete Required Uploads

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

Home Searches - Mary Sue -

GOC2023003

Please complete this page and press save.  
Required fields are marked with an \*

New Note | Print | Save

Forms

Application

Applicant Contact Information

Application

**Required Uploads**

Certifications

Status Options

Submit Application

Cancel Application

Tools

REQUIRED: In order to be eligible for funding, the following items are required.

- 1. Completed W-9 IRS Federal Tax Form \***  
Select Drag Files Here
- 2. Completed Texas Application for Payee Identification Form \***  
(To help TDA make sure payments are issued correctly, this must match Legal Business Name given on application. This form must be resubmitted every year.)  
Select Drag Files Here
- 3. Direct Deposit Authorization** - to arrange electronic deposit of grant payments. \*  
Select Drag Files Here
- 4. Proof of operation's current organic certification within the qualifying period. \***  
NOTE: If you are still waiting on your updated certificate, turn in the copy of your most recent organic certification with your application, even though it may be expired. Refer to TDA's website for information on qualifying period. (Press the + button for additional upload fields)

Figure 13. Required Uploads location

#### Required forms (Figure 13):

Click on the blue hyperlink in the online application to download the form to complete.

1. Application for Texas Identification Number: *This form is required per Texas Contract Management guidelines. By completing this form, you are assisting TDA with contract management standards to set up accounts for grant awards. This does not actually get you a new ID number. This is a standard form TDA must collect.*
2. Direct Deposit Authorization: *Required for ACH Payments.*
3. W-9 Federal Tax Form: *This form is required per Texas Contract Management guidelines.*
4. Proof of operation's current organic certification within the qualifying period. NOTE: If you are still waiting on your updated certificate, turn in the copy of your most recent organic certification with your application, even though it may be expired. Refer to TDA's website for information on qualifying period.
5. Itemized invoice(s), or other documentations demonstrating costs incurred for certification.
6. Proof of Payment. To be eligible, a producer or handler must have paid fees/expenses related to certification under the National Organic Program. Applicant must demonstrate that all payments have both paid and cleared. Refer to TDA's website for information on valid expenditure date range. Invoices must show a \$0 balance or canceled checks can be used, but both sides of the check must be submitted to document all expenses have been paid.



## Step 4: Complete Review and Certification

**Before completing Step 4 Certification, please review application for completeness and accuracy. Once the application is certified and submitted, an applicant *CANNOT* make any additional changes.**

Review each section ensuring all information is correct and there are no error messages. If there are no errors, the section label in the drop down menu will have a check next to it (Figure 14).



Figure 14. Completed section with check mark

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



Figure 15: Incomplete section with error messages

Once all error messages are resolved and each section has a check mark as seen in Figure 14, the application may be certified and submitted.

Expand the **Forms** drop down menu and select **Certification** (Figure 16). This section requires an electronic signature from the Authorized Official, so the Authorized Official must be logged into their account.

**NOTE: Only the Authorized Official for your organization may Certify an application.**

A screenshot of a web application interface. The top navigation bar includes 'Home', 'Searches', and a user profile 'Mary Sue'. The main content area is titled 'Certification'. On the left, a sidebar menu shows 'Forms' expanded, with 'Certification' selected and marked with a checkmark. The main content area contains 'Instructions' and a list of six certification statements. Below the statements is a 'Notice of Penalties' and a signature line with fields for 'Signature of Authorized Official', 'Title', and 'Date'. A small red asterisk indicates a required field.

Figure 16. Certification and check box location

## Step 5: Application Submission

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

Expand the **Status Options** drop down menu (Figure 17). Select **Application Submitted**.

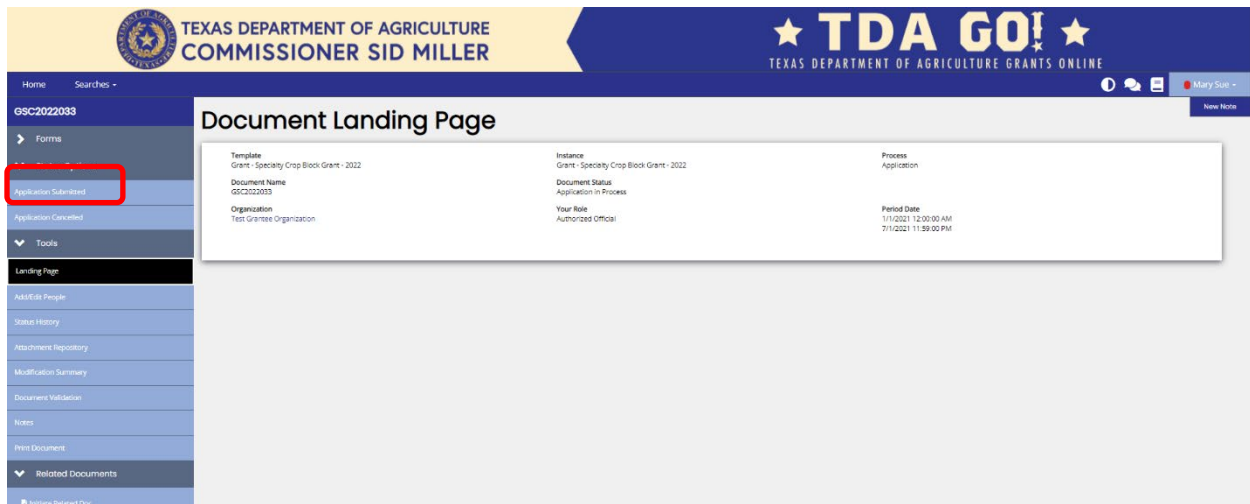


Figure 17. Status Options drop down menu and Application Submitted button location

**NOTE:** If errors remain, a **Document Validation** message will pop up noting what sections still have errors (Figure 18). You may click on each section name to be directed to the errors.



Below is the status of each form. Select the form name to navigate and make changes to any of the forms.

Show forms that I cannot adjust

Form Name	Status	May Prevent Status Change
Project Profile	Error(s)	Yes

Figure 18. Document Validation message will appear if you try to submit application with errors

If no errors are detected, the system will ask if you are sure. Once you select submit, you will then be taken back to the **Landing Page** (Figure 19).

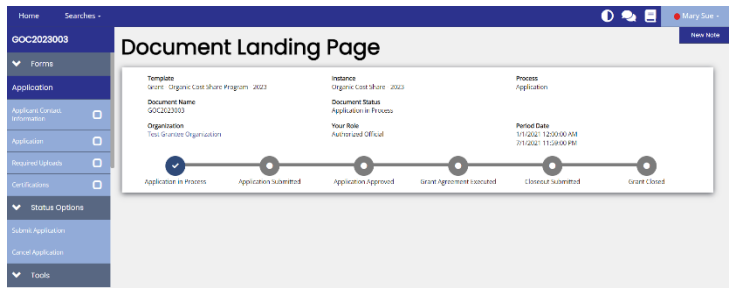


Figure 19. After application submission, you will return to the Document Landing Page.

**NOTE:** Applications must be submitted by the opportunity due date. The online application will no longer be available after that time. Times identified are based on TDA headquarters (Central Time Zone) and are displayed on your TDA-GO! home screen.

### Confirmation Email

After submitting your application, you will receive a confirmation email (Figure 20).

From: [websites@agatesoftware.com](mailto:websites@agatesoftware.com) <[websites@agatesoftware.com](mailto:websites@agatesoftware.com)>  
 Sent: Tuesday, April 13, 2021 10:57 AM  
 [REDACTED]  
 Subject: Application HDM-2021-TGO-00005 Submitted

**WARNING:** This email originated from outside of the Texas Department of Agriculture email system. DO NOT click links or open attachments unless you expect them from the sender and know the content is safe.

Thank you for submitting Application HDM-2021-TGO-00005 for Test Grantee Organization. TDA staff will review and contact the persons identified in the application with any questions or concerns

Figure 20. Example of confirmation email

## TDA-GO New User Instructions

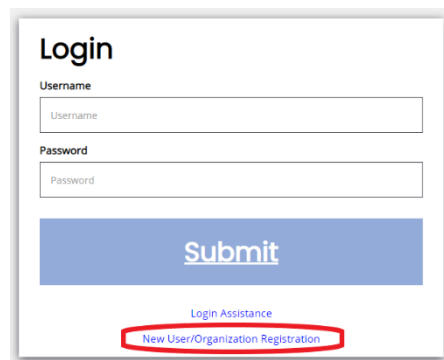
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### Step 1: User Access

An applicant must first register as a User in TDA's online Grant Application/Management system called TDA-GO!. If the applicant organization is a new user to TDA-GO, proceed to **Step 2: TDA-GO! New User Set Up**. If the applicant organization is already a User of the TDA-GO! system and need to add additional personnel as New Users, please proceed to **Step 3: Adding Users and Assigning Roles**.

The TDA-GO! system allows organizations to assign applicable security roles to different users. When a New User request is submitted, TDA will approve the user and apply the appropriate security role: Authorized Official, Project Director, and Consultant/Researcher.

- Authorized Official – person authorized to enter into legal agreements on behalf of the organization.
- Project Director – Personnel involved in grant administration.
- Consultant/Researcher – A third party member assisting with a single grant application *or* employee/researcher/staff/PIs/Professors assisting with a single grant application.



### Step 2: Registering a New User Organization in TDA-GO!

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

#### Steps to Get Started:

- The initial registration for the organization must be completed by an Authorized Official (AO) for the organization
- Once registered, the AO can designate access to the organizational account for additional staff members as they deem appropriate.

To register a New User, complete the following steps:

- 1) Go to the TDA-GO! website: <https://tda-go.intelligrants.com/>
- 2) Click on the **New User/Organization Registration** link found in the Login box on the right side of the webpage.
- 3) Fill in the required fields and any optional fields desired. See Legend below for specific field instructions. Click on the **Save** button.

## Legend

**First Name (Required)**

**Last Name (Required)**

**SAM/UEI & DUNS (Required)** –

Enter all zeros if you do not have these numbers (e.g. 0000000000)

**Organization (Required)** – Enter FIRST AND LAST NAME (applicant).

**Title** – Enter Business title

**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: "GOC"

**New User Registration**

Page instructions for the registration modal

First Name  Middle Name

Last Name  Prefix  Suffix

Title

SAM Number (UEI Number)   FEIN

Organization

Address  Address 2

City  State

Zip Code  County

Email  Phone

Phone 2  Fax

Cell Phone  Website

Username

Password  Verify Password

Notes

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.

Mindy Fryer TDA GO! Registration Approved

TDA-GO@IntelliGrants.com(TDA-GO@IntelliGrants.com via ama)

To: Mindy Weth Fryer  Expires: 1/12/2022 Mon 12/13/2021 10:12 AM

Retention Policy: Inbox (30 days)

The actual sender of this message is different than the normal sender. Click here to learn more.

**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.**

The user Mindy Fryer has been approved for TDA GO! To access the system please navigate to <https://tda-go.intelligrants.com>.

### Step 3: Adding Users and Assigning Roles

Once the Authorized Official has completed set up of the organization in TDA-GO!, additional personnel may be added to the organization and be granted access to TDA-GO!. Carefully review the role definitions below and refer to the appropriate instructions for each role.

#### TDA-GO User Roles:

##### **Authorized Official (AO) for Applicant Organizations**

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

##### **Project Director (PD) for Applicant Organizations**

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

##### **Consultant/Researcher (C/R)**

- Who: A third-party person assisting with a *single* grant application or employee/researcher/staff/PIs/professors assisting with a *single* grant application.
- Created By: The C/R registers individually as a New User. The AO DOES NOT create C/R users.
- TDA-GO tasks:
- Complete all required application fields
  - Initiate/Complete Payment request/Performance reports

#### Adding additional Authorized Officials and Project Directors Instructions

After logging into the TDA-GO! system, the AO will see the Dashboard. In the upper right-hand corner, click on the arrow next to the AO name, and select **Profile** from the drop-down menu (Figure 1).

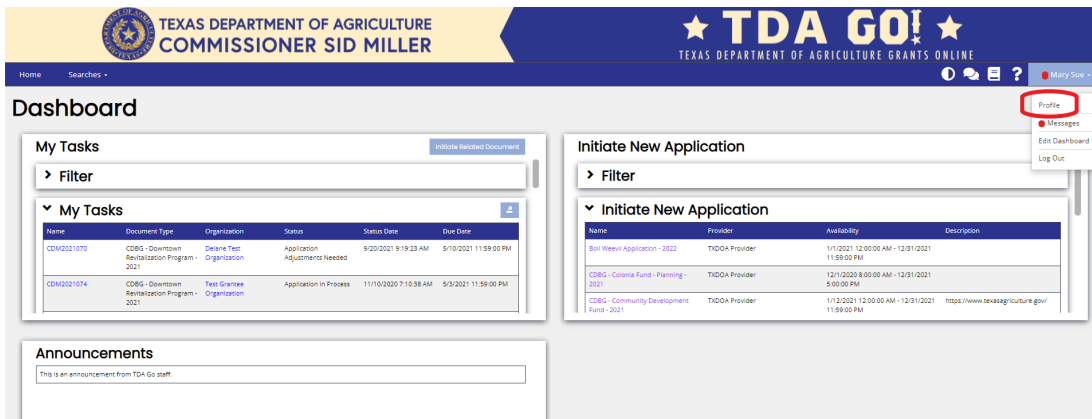


Figure 1. Landing page after logging in and Profile button location

The **Profile** page shows basic information for the primary AO and the Organization. Located on the left-hand side of the webpage, the AO can access the Organization information (Figure 2). The AO can update general information for the organization, as well as add and manage organization members.

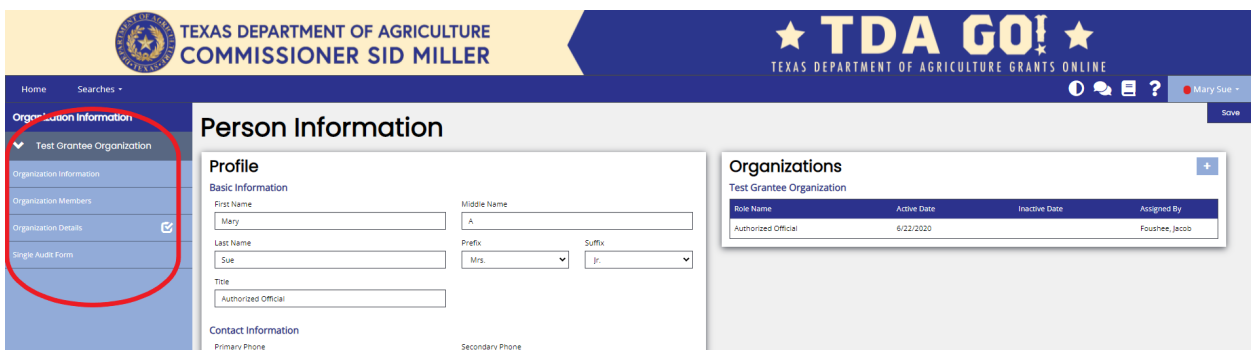


Figure 2. Accessing Organization pages

To add a new member, click on **Organization Members**. To the right in the box titled “Members Search”, click the **Plus (+)** button to add person.

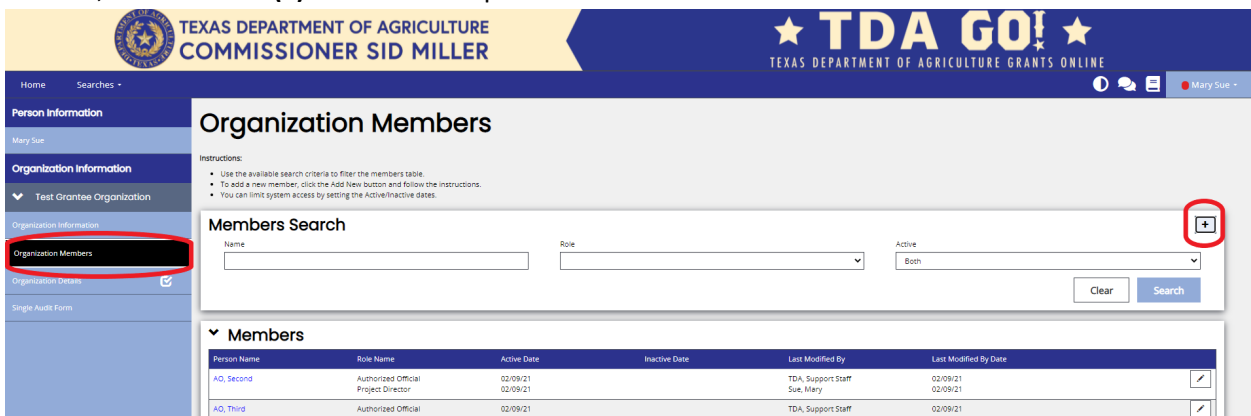


Figure 3. Location of Plus (+) button to add new organization members (AO and PD)

Complete the **Add Person** form (Figure 4) for the new user to the organization. Please remember, this process is only to add additional Authorized Officials (AO) or Project Directors (PD). Click the **Save** button. See below for form Legend.

**Legend**

- First Name (Required)** – the first name of new user.
- Middle Name** – the middle name of new user.
- Last Name (Required)** – the last name of new user.
- Title** – the position title of the new user.
- Address (Required)** – the street address of the organization.
- City (Required)** – the name of the city of the organization.
- State (Required)** – select the state of the organization using the state drop-down menu.
- Zip Code (Required)** – the zip code of the organization.
- County (Required)** – select the county where the organization is located using the county drop-down menu.
- Phone (Required)** – phone number of the new user.
- Email (Required)** –email address of the new user.
- Role** - select drop-down menu to select a role for the new user.
- Active Date** – date selection tool to select the active date for the new user.
- Inactive Date** – date selection tool

to select the inactive date for when the user is no longer active.

**Username (Required)** – create a username for the new user. An email address is highly encouraged for usernames.

**Password (Required)** – create a password for the new user. The user can reset this once access to TDA-GO! is granted. The password field is case sensitive and will not recognize characters of the wrong case.



### [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 text input fields: "Email" and "Username". Below the "Username" field, there is a link that says "Forgot Username". At the bottom right of the form, there are two buttons: a white "Clear" button and a green "Email" button.

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

---

**From:** [TDA-GO@IntelliGrants.com](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.

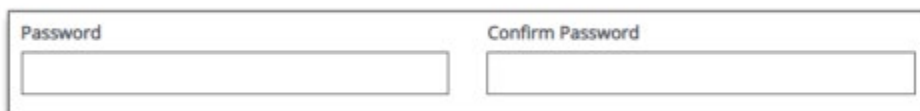
You have requested a password reset. Please use the link below reset your password. It will expire in 15 minutes.

[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 text input fields side-by-side. The left field is labeled "Password" and the right field is labeled "Confirm Password".