



# TEXAS DEPARTMENT OF AGRICULTURE COMMISSIONER SID MILLER

## 2023 SPECIALTY CROP MULTI-STATE GRANT PROGRAM Request for Grant Applications

### Executive Summary

The Texas Department of Agriculture (TDA) will accept applications for the Specialty Crop Multi-State Grant Program (SCMP), under the United States Department of Agriculture-Agricultural Marketing Service (USDA-AMS) for projects to enhance the competitiveness of specialty crops through collaborative multi-state projects that address the following regional or national level specialty crop issues: food safety; plant pests and disease; research; crop-specific projects addressing common issues; and marketing and promotion.

Approximately \$10 million dollars are available nationwide to fund applications.  
To be competitive, applications must meet all program requirements and be of high quality.

This announcement identifies the eligibility criteria for SCMP projects and applicants, and the application forms and associated instructions needed to apply for a SCMP grant. All interested stakeholders/potential applicants should also refer to the USDA-AMS Request For Applications (RFA) for complete information needed to prepare an application.

### Dates

Applications must be received by Friday, December 22, 2023, by 4:00 pm Central Time (CT).

### Agency Division

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

### Assistance Listing Number (Formerly CFDA)

10.170

### Key Elements

Required Action	Timing to Obtain/Submit
Create a TDA-GO Profile ( <i>see TDA-GO Access Instructions</i> )	
<ul style="list-style-type: none"><li><a href="#">Obtain Your Organization's UEI Number and establish an Active SAM.gov Account (if you do not already have one)</a></li></ul>	up to 2 weeks
<ul style="list-style-type: none"><li><a href="#">Obtain a TIN/EIN (if you do not already have one) *</a></li></ul>	up to 2 weeks
<ul style="list-style-type: none"><li>Request Access to TDA-GO by creating a <a href="#">TDA-GO profile (if you do not already have one)*</a></li></ul>	48-72 hours ahead of the application submission deadline for TDA to approve account.
TDA Deadline to receive final application and all supporting materials through TDA-GO!	December 22, 2023 – 4:00 p.m. Central Time

\* Text hyperlinks will direct you to applicable websites

# 2023 SPECIALTY CROP MULTI-STATE GRANT PROGRAM

## TABLE OF CONTENTS

---

Statement Of Purpose.....	2
Request For Grant Application (RFGA) .....	2
Projected Timeline Of Events.....	3
Eligibility .....	3
Funding Areas And Priorities.....	<b>Error! Bookmark not defined.</b>
Funding Parameters, Award Information, And Notification.....	5
Term Of Funding Or Duration Of Projects .....	6
Application Requirements .....	6
Evaluation And Selection Information .....	8
Risk Assessment & Monitoring .....	8
Grantee Responsibilities And Accountability.....	9
Reporting Requirements.....	9
Budget Development Information.....	10
General Information .....	13
General Compliance Information.....	15
Deadline For Submission Of Responses & Contact Information.....	16
Program Contacts .....	16
TDA-GO Application Instructions .....	17
Accessing Grant Opportunity.....	27
Application Form Guidance .....	30

**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

---

Section 101 of the Specialty Crops Competitiveness Act of 2004 (7 U.S.C. 1621 note), as amended under Section 10010 of the Agricultural Act of 2014 (Public Law 113-79), and as further amended by Section 10107 of the Agricultural Improvement Act of 2018 (Public Law 115-334), collectively referred to herein as the “Farm Bill,” authorizes the U.S. Department of Agriculture to make grants to enhance the competitiveness of specialty crops under the Specialty Crop Multi-State Program (SCMP).

The SCMP supports collaborative multi-state partnerships to enhance the competitiveness of specialty crops through competitively funded projects. A multi-state partnership is a project that implements activities with measurable outcomes that benefit specialty crops growers from two or more U.S. States and/or Territories. The focus is to address regional or national level specialty crop issues, including, but not limited to, food safety, plant pests and disease, research, crop-specific projects addressing common issues, and marketing and promotion. Projects must enhance the competitiveness of U.S. or U.S. territory-grown specialty crops in either domestic or foreign markets. Specialty crops are defined as fruits, vegetables, tree nuts, dried fruits, horticulture and nursery crops (including floriculture). Refer to the following website for a list of common specialty crops:

<https://www.ams.usda.gov/services/grants/scbgp/specialty-crop>

The Texas Department of Agriculture (TDA) is authorized by [§12.002](#) and [§12.007](#) of the Texas Agriculture Code to encourage the proper development and promotion of agriculture, to investigate the pests and diseases of crops grown in this state, and to supervise the protection of fruit trees, shrubs, and plants, as provided by law.

The Texas Department of Agriculture has elected to be a Participating State and will submit applications to the Agricultural Marketing Service (AMS) on behalf of interested entities as well as oversee the administration of awarded agreements.

## Request for Grant Applications (RFGA)

---

TDA is accepting grant applications on behalf of interested entities and will submit each application received that meets the requirements outlined in the USDA-AMS RFA as separate application packages through Grants.gov, including each applicable component listed in section 5.2 Content and Form of Application Submission in the USDA-AMS RFA. Furthermore, TDA will oversee the administration of awarded agreements.

Interested entities must refer to the USDA-AMS SCMP RFA for complete program information and application requirements.

Approximately \$10 million dollars are available to fund applications under USDA’s 2023 SCMP. In FY 2021 application cycle, AMS received 81 applications and was able to fund 14 of the

applications. To be competitive, applications must meet all program requirements and be of high quality.

## Projected Timeline of Events

---

Application Availability	October 2023
Application Deadline to Participating states	December 22, 2023 at 4:00 PM CT
Applications submitted to USDA	January 29, 2024
Start Date of Project	September 30, 2024
End Date of Project	September 29, 2027

## Eligibility

---

All applicants must be domestic entities owned, operated, and located within the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the United States Virgin Islands, or the Commonwealth of the Northern Mariana Islands. Eligible applicants include:

<b>Participating States</b>	State Departments of Agriculture that elect to submit proposals to AMS on behalf of interested entities as well as oversee the administration of awarded agreements.
<b>Nonparticipating States</b>	State Departments of Agriculture that do not elect to submit proposals to AMS on behalf of interested entities and will not oversee the administration of awarded agreements.
<b>Entities in Nonparticipating States</b>	Local governments, Indian tribes, institutions of higher education, or nonprofit organizations residing in Nonparticipating States. Entities located in a Nonparticipating State would apply directly to AMS or choose to contact an adjacent participating state to apply on behalf of the entity.
<b>Nonprofit Corporations</b>	Any organization or institution, including nonprofits with State or IRS 501 (c) status, where no part of the organization or institution's net earnings of which inure to the benefit of any private shareholder or individual.

- Entities residing in a participating state must apply through their State Department of Agriculture. Entities residing in a participating state are ineligible to apply directly to AMS.
- Entities in a non-participating state may apply to AMS directly or choose to contact an adjacent participating state to apply on behalf of the entity.
- Non-profit entities must apply directly to AMS.
- Partnerships must include two or more states/territories.

## Project Area Types

---

Multi-state partners must develop projects that bring together teams for solutions to practical problems that cross State boundaries and address the needs of specialty crop growers in the areas described below. Projects should lead to measurable benefits for specialty crop growers, encourage partnerships among specialty crop organizations, and reduce duplication of effort among participating organizations. An SCMP project must:

- (1) Address one or more regional or national (multiple-State) issues described below;
- (2) Define the geographic target area of impact of the project such as the specific states or foreign markets;
- (3) Define the specific specialty crop(s) that are the focus of the project; and
- (4) Involves at least two partners located in different states.

- **Food Safety**

Projects that address the handling, preparation, and storage of specialty crops in ways that reduce foodborne threats may include, but are not limited to:

- Improving detection, monitoring, control, and response to potential food safety hazards in the production, processing, and handling of specialty crops;
- Conducting research focused on issues related to (1) water quality; or (2) the use of biological soil amendments of animal origin on similar Agro-ecological regions or localities; and/or
- Strengthening regional and national traceback systems; promoting an outbreak response system that shortens the time between outbreak detection, resolution, and recovery; and improving methods for communicating with consumers about traceback of foodborne illness outbreaks.

- **Plant Pests and Disease**

Projects that address threats from pests and diseases may include, but are not limited to:

- Developing safe, effective, and economical pest and disease management solutions for growers of specialty crops;
- Developing monitoring systems to enhance capabilities to predict pest and disease incidence, estimate damage, and identify valid action thresholds;
- Developing treatments for quarantine pests and diseases to maintain or open healthy markets with U.S. trading partners; and/or
- Developing diagnostic tools, particularly new ones, for plant pests and diseases and for detection of pesticide resistance in pest populations, including weeds.

- **Research**

Research projects are systematic studies directed toward fuller scientific knowledge or understanding of the subject studied. Projects may include, but are not limited to:

- Conducting research in plant breeding, genetics, and genomics to improve crop characteristics;

- Improving production, processing, storage, and distribution efficiencies for conventionally or organically grown specialty crops;
- Reducing environmental impacts; and
- Improving supply chain logistics.
- **Crop-Specific Projects Addressing Common Issues**  
Crop-specific projects involve collaborative efforts to address issues that affect a specific specialty crop. An acceptable project would involve a specific specialty crop that is grown commercially in several distinct and widely dispersed geographic areas or regions of the country. Projects may include, but are not limited to:
  - Conducting research to determine consumer preferences, including studies of agricultural product price decision, value-added, sensory evaluations, focus groups; and
  - Other evaluative research methods that will enhance the impacts of agricultural marketing and promotion efforts.
- **Marketing and Promotion**  
Marketing and promotion projects focus on multiple-state efforts to sell, advertise, promote, market, generate publicity, attract new customers, enhance food transportation, and raise customer awareness for specialty crops or a specialty crop venue.

#### **Projects and Activities Not Eligible for Funding**

- Duplicate the content of food safety training curricula or any resources or materials already developed;
- Provide direct financial assistance to producers or processors to offset the cost of, or to cost share for, funding audits of production, handling, or management systems;
- Benefit a particular commercial product or provide a profit to a single organization, institution, or individual. Funds cannot be used to compete unfairly with private companies that provide equivalent products or services; or
- Generate no direct, assessable benefits for the U.S. specialty crop producers or agricultural community.

## **Funding Parameters, Award Information, and Notification**

---

- State, local, or Indian tribal governments, non-profit organizations, colleges, and universities will be subject to 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards.
- Applicants may not request less than or more than the respective minimum/maximum amounts. Minimum Award: \$250,000; Maximum Award: \$1,000,000 (*see budget information for more details*).
- Applicants may be awarded funding at varying levels depending on the nature of the project.

- The amount available to fund SCMP awards in FY 2023 is approximately \$10 million. Enactment of continuing resolutions or appropriations acts may affect the availability or level of funding for this program. There is no commitment by USDA to fund any particular application, to guarantee minimum funding levels, or to make a specific number of awards.
- Where more than one (1) application on an eligible topic is acceptable for funding, TDA/USDA may request cooperation between applicants or revision/adjustment to an application in order to avoid duplication and to realize the maximum benefit to the state.
- TDA is under no legal or other obligation to execute a grant on the basis of a response submitted to this RFGA. TDA shall not pay for any costs incurred by any entity in responding to this RFGA.
- Written notifications on award decisions will be made to all applicants and their affiliated agencies, organizations, or institutions. Favorable decisions will indicate the amount of award, duration of the grant, and any special conditions associated with the project.

## Term of Funding or Duration of Projects

---

The anticipated grant term for approved grant projects is September 30, 2024 through September 29, 2027.

## Application Requirements

---

Applications must be submitted in TDA's online Grant Application/ Management system called TDA-GO no later than **4:00 p.m. CT on Friday, December 22, 2023.**

The grant application **must** be completed online at <https://tda-go.intelligrants.com/>. Mailed, faxed, emailed, or hand-delivered applications will not be accepted.

Texas elected to be a Participating State. Entities in Participating States must submit their applications to their respective Participating State using that State's instructions. Below are the application requirements for Texas.

As a Participating State, TDA will submit each application received from entities that meets the requirements outlined in this RFGA as separate application packages through Grants.gov.

**Applicants must refer to the USDA-AMS SCMP RFA for complete application requirements in addition to the state specific terms.**

Applicants *do not* need to submit the SF-424 and SF-424A at the time of submission to TDA. TDA will submit these forms on behalf of eligible proposals to USDA.

**Grant Application Structure** – Includes the following screens. See Section **Application Form Guidance** for detailed instructions on each section.

- a. **Applicant Contact Information**
- b. **Administrative Form Uploads** – Must upload the following information:
  - i) Application for Texas Identification Number
  - ii) Direct Deposit Authorization
  - iii) W-9 IRS Federal Tax Form
  - iv) Supplemental Uploads
    - (1) Project Narrative\*
    - (2) Outcome Measures Template\*
    - (3) Budget Narrative\*
    - (4) Budget Spreadsheet\*
    - (5) Project Abstract Summary\*
    - (6) Letters of Commitment
    - (7) Negotiated Indirect Cost Rate Agreement (NICRA)
    - (8) Additional supporting documentation (e.g. publications, supporting data, reference list, resumes, etc.) may be included as supplemental attachments.

\*These forms are available for download on the TDA SCMP website.

- c. **Budget Narrative/Justification**
- d. **Accounting System and Financial Capability Questionnaire**
  - i. Copy or hyperlink to applicant's written accounting policies and procedures.
  - ii. Copy or hyperlink to applicant's written internal controls for Federal awards.
  - iii. Copy or hyperlink to applicant's most recent financial audit conducted. See below for options.
    - Single Audit, if applicable
      - All non-federal entities that expend \$750,000 or more of federal awards in a year are required to obtain an annual audit in accordance with [2 CFR Part 200](#)-Uniform Administrative Requirements, Cost Principles and Audit Requirements for federal Awards. Additional information can be found on the [Office of Management and Budget \(OMB\) Policy Statements web page](#);
      - The Single Audit also must be submitted to any pass-through entity, if applicable; and
      - Copies of the audit report must be made available to the public, which can be accomplished by posting a link to the report from the entity's website;
    - Audited Financial Statements; or
    - IRS Form 990.



## Evaluation and Selection Information

---

As a Participating State, TDA will accept applications from interested entities and submit on their behalf to the USDA-AMS. As part of TDA's commitment as a Participating State, TDA will conduct initial screenings of submitted applications by following USDA-AMS protocols for accepting applications to ensure the applications meet both the definition of a multi-state project and the requirements outlined in this RFGA and the USDA-AMS SCMP RFA.

When evaluating applications to determine alignment with SCMP and its requirements, Participating States must ensure that the applications:

- (1) Materially adheres to the requirements of the USDA-AMS SCMP RFA;
- (2) Fits into at least one of the USDA-AMS SCMP RFA's project area types;
- (3) Meets the USDA-AMS SCMP RFA's definition of a multi-state project;( (multi-state projects must address regional or national level specialty crop issues: food safety; plant pests and disease; research; crop-specific projects addressing common issues; and marketing and promotion.)
- (4) Differs from and/or supplements but does not duplicate projects currently or previously funded by the SCBGP or another Federal award program; and
- (5) Does not name any partner with current performance and compliance violations relating to a SCBGP-funded project.

Applications that are materially compliant may be submitted. If there is a missing application component, TDA will request that the multi-state partners provide it before submitting the application to AMS. Applications that are submitted to TDA late or that do not materially comply with the requirements of the USDA's RFA will not be considered for AMS competitive review. Please review the [USDA-AMS Policy Regarding Late and non-Responsive Applications](#) for more information.

For Application Review Information, including Project Evaluation Criteria and Review and Selection Process, please reference Section 6 of the USDA-AMS SCMP RFA.

## Risk Assessment & Monitoring

---

In accordance with [2 CFR §200.331\(b\)](#), TDA will evaluate each awarded applicant's risk of noncompliance with Federal statutes, regulations, and terms and conditions of the grant award for the purposes of determining the appropriate monitoring.

To evaluate this risk and determine the appropriate level of monitoring, the applicant must complete and submit the Accounting System & Financial Capability Questionnaire as part of the grant application package by the deadline stated in this RFGA. Responses from this questionnaire will be inserted into a program risk assessment tool.

The risk assessment is based on a score and goes from 1 to 100 points and takes into consideration the following information:

- Accounting System and Financial Capability Questionnaire;
- Recent history of performance with TDA grant programs (any open grants and grants closed within the last five years);
- Alignment of the pending application with the statutory authority of the grant program as well as program regulations and policies; and
- Audits, reviews, and/or reported findings, if applicable.

## Grantee Responsibilities and Accountability

---

Selected applicants (grantees) will be responsible for the conduct of the project supported by the SCMP and for the results described in the application. 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 the grant agreement or applicable law.
- All budget and performance reports are completed in a timely manner.

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

## 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 programmatic and financial progress toward achieving project goals. Failure to comply with reporting requirements may result in withholding requests for reimbursement and/or termination of the award.

*Performance Reports must be in a narrative format prescribed by TDA and detail the accomplishments of the project objectives for that period.*

*An Annual Performance Report is due each year of performance. Grantees will provide an annual report in a narrative format prescribed by TDA, documenting the accomplishments of their project for that period. TDA will submit the report to USDA on grantee's behalf.*

*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. Similar to the annual performance reports, the final performance reports will be provided to USDA on behalf of the grantee.*

*The following schedule is a sample of the reporting terms:*

GRANTEE REPORTING REQUIREMENTS			
		<u>Period</u>	<u>Due Date</u>
1st Quarter Report		9/30/2024 - 11/30/2024	12/30/2024
2nd Quarter Report		12/1/2024 - 2/28/2025	3/28/2025
3rd Quarter Report		3/1/2025 - 5/31/2025	6/31/2025
4th Quarter Report		6/1/2025 - 8/31/2025	9/30/2025
<b>1st Annual Report</b>		9/30/2024 - 9/29/2025	10/29/2025
5th Quarter Report		9/1/2025 - 11/30/2025	12/30/2025
6th Quarter Report		12/1/2025-2/28/2026	3/28/2026
7th Quarter Report		3/1/2026 - 5/31/2026	6/30/2026
8th Quarter Report		6/1/2026 - 8/31/2026	9/30/2026
<b>2nd Annual Report</b>		9/30/2025 - 9/29/2026	10/29/2026
9th Quarter Report		9/1/2026 - 11/30/2026	12/30/2026
10th Quarter Report		12/1/2026 - 2/28/2027	3/28/2027
11th Quarter Report		3/1/2027 - 5/31/2027	6/30/2027
12th Quarter Report		6/1/2027 - 8/31/2027	9/30/2027
<b>Final Performance Report</b>		9/30/2024 - 9/29/2027	10/29/2027

## Budget Development Information

Please reference Section 4.0 Funding Considerations in the [USDA-AMS SCMP RFA](#) for additional information regarding budget requirements.

- A. Payment.** *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.*

**B. Payment Schedule.** In order to be eligible for reimbursement of a payment request, all reporting requirements must be current. Grant funds shall be paid according to the following schedule:

- a. Up to 90% of the total grant award may be disbursed provided the work for which payment is requested has been completed and proper documentation to substantiate the request has been submitted.
- b. The remaining 10% will only be disbursed once all reporting requirements have been met, including, but not limited to, the Equipment – Acquisition and Disposition of Property Form (if applicable) and the Final Performance Report.

**C. Eligible Expenses.** Generally, expenses that are necessary and reasonable for proper and efficient performance and administration of the 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.

1. Personnel costs – both salary and benefits directly related to project implementation;
2. Contracts – agreements made with a third-party to perform a portion of the project;
3. Travel – mileage reimbursement, transportation and lodging; reimbursement for travel is limited to the federal Domestic Per Diem Rates at the time of travel;
4. Capital Expenditures – Equipment that has a useful life of more than one year and a cost of more than \$5,000. 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;
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. Controlled assets are defined as certain items valued \$500.00 - \$4,999.99 which must also be inventoried, [Controlled Property Listing](#); and
7. Direct operating expenses (other) – any expenses that do not fall into the other categories directly related to the proposed activities.

**D. Ineligible Expenses.** Certain expenses may be prohibited by state or federal law or determined to be ineligible by program guidelines. Some common ineligible expenses include but are not limited to the following:

1. Alcoholic beverages;
2. Entertainment;
3. Tips/ gratuity
4. Contributions, charitable or political;
5. Expenses falling outside of the contract period;

6. Expenses for items not listed in the project budget or that fail to meet the intent of the program;
7. Expenses that are not adequately documented;
8. Meal reimbursements related to travel, meetings, conferences, or other events;
9. Advertising and Public Relations costs designed solely to promote the image of an organization, general logo, or general brand rather than eligible specialty crops are unallowable;
10. Coupon/incentive redemptions or price discounts. Costs associated with printing, distribution, or promotion of coupons/tokens or price discounts (i.e., a print advertisement that contains a clip-out coupon) are allowable only if they solely promote the specialty crop rather than promote or benefit a program or single organization; and
11. Costs associated with the use of trade shows, meeting rooms, displays, demonstrations, exhibits, and the rental of space are allowable only if they solely promote the specialty crop. Cost sharing to promote both specialty crops and non-specialty crops is not allowable for these types of expenses.

Please reference Allowable and Non-allowable Costs Contained in [2 CFR Part 200 Subpart E - Cost Principles](#) and [AMS General Terms and Conditions](#) for additional guidance.

**E. Indirect Costs.** Please refer to section 4.2 Indirect Costs in the USDA-AMS SCMP RFA for full guidance on Indirect Costs (IDC).

TDA will claim 4% of the allowable IDC for administrative costs. Awarded partners may claim the remaining 4% related to their direct costs. A lead partner may not claim the 4% on the contractual line item if the contractor is also claiming 4% on their direct costs.

Total Grant Award / 1.08 = Max direct expenses

Total Grant Award – Mac Direct expenses = max allowable indirect

Max allowable indirect / 2 = max grantee allowable indirect costs

Example:

\$1,000,000.00	Max Total Award
\$ 925,925.93	Max direct expenses
\$ 74,074.07	Max allowable indirect at 8%
\$ 37,037.04	TDA 4%
\$ 37,037.04	Grantee allowable 4%

**Total Grant Award / 1.08 = Max direct expenses**

**Total Grant Award – Mac Direct expenses = max allowable indirect**

**Max allowable indirect / 2 = max grantee allowable indirect costs**

## General Information

---

### Grant Awards.

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

### Applications.

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

### Public Information

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

### Additional Information

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

- In accordance with federal civil rights laws and USDA civil rights regulations and policies, the 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, audiotape, American Sign Language, etc.), should contact TDA where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact TDA through the Federal Relay Service at (800) 877-8339 or Texas Relay 7-1-1. Additionally, program information may be made available in languages other than English.
- To file a program discrimination complaint, complete 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 Hotline (SAO) by calling (800) TX-AUDIT (892-8348);
  - visiting the Texas State Auditor's Office Website at (<https://sao.fraud.texas.gov/ReportFraud/>);
  - contacting TDA by calling the TDA Fraud Hotline at (512) 475-3423 or (866) 5-FRAUD-4 (866) 537-2834; or
  - sending a written complaint to:
    - by mail: Texas Department of Agriculture  
1700 N. Congress Avenue  
Austin, TX 78701

➤ by email: [fraud@texasagriculture.gov](mailto:fraud@texasagriculture.gov).

## General Compliance Information

---

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 a 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 the Grant Recipient of his/her responsibilities to TDA for performance of those duties.
2. Grant Recipient must remain in full compliance with state and federal laws and regulations. Non-compliance may result in termination of the grant or ineligibility for reimbursement of expenses.
3. Grant Recipient must keep separate records and a bookkeeping account (with a complete record of all expenditures) for a project. Records shall be maintained for a minimum of four (4) years after the completion of the project, or as otherwise agreed upon with TDA. If any litigation, claim, negotiation, audit or other action is initiated prior to the expiration of the four-year retention period, then all records and accounts must be retained until their destruction is authorized in writing by TDA. TDA and SAO reserve the right to examine all books, documents, records, and accounts relating to the project, including all electronic records, at any time throughout the duration of the agreement until all litigation, claims, negotiations, audits or other action pertaining to a grant is resolved, or until the expiration of the four-year retention period or a final judgment in litigation, whichever is longer. TDA and SAO shall have access to: all electronic data or records pertaining to the grant project; paper or other tangible documents or records, including the physical location where records are stored; and all locations related to project activities.
4. If Grant Recipient has a financial audit performed during the time Grant Recipient is receiving funds from TDA, upon request, TDA shall have access to information about the audit, including the audit transmittal letter, management letter, any schedules, and the final report or result of such audit.
5. Grant Recipients must comply with Texas Government Code, Chapter 783 (Uniform Grant and Contract Management Act) and the Texas Grant Management Standards (TxGMS), along with 2 CFR Parts 200 and 400, Uniform Administrative Requirements, Cost Principles, USDA-AMS General Terms and Conditions, and Audit Requirements for Federal Awards.



## Deadline for Submission of Responses

---

LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

Applicants must submit one complete, electronically signed application through the TDA-GO system by **TDA 4:00 p.m. CT on Friday, December 22, 2023** (see submission instructions below). Applications may not be supplemented after submission to USDA on or before 11:59 PM EST January 29, 2024. TDA will verify submission package prior to submission to USDA. It is the applicant's responsibility to ensure the timely receipt of the application and all required materials to TDA by the stated deadline.

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

The online system will date and time stamp the submission for receipt documentation purposes. Click the link to access TDA-GO 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.

## Program Contacts

---

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

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

Kat Neilson  
Lead Grant Specialist  
Phone: (512) 463-6695  
Email: [Grants@TexasAgriculture.gov](mailto:Grants@TexasAgriculture.gov)

Mindy Fryer  
Director, Contracts & Grants  
Email: [Grants@TexasAgriculture.gov](mailto:Grants@TexasAgriculture.gov)

**TDA-GO Help Desk for Technical support**

Monday – Friday 8:00 AM to 5:00 PM  
866-449-1425  
[azhelpdesk@agatesoftware.com](mailto:azhelpdesk@agatesoftware.com)

## 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/>

**Returning users – Log in with your current username and password**

**New Users – see below.**

### 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

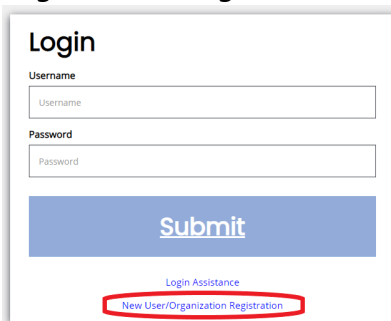
The following describes how to access the TDA-GO online grant system by setting up a new account for an organization. The applicant organization must have a user account to access the Specialty Crop Multi-State Program application. **THIS MUST BE DONE 48-72 HOURS PRIOR TO SUBMITTING AN APPLICATION!**

#### 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 organization, complete the following steps:**

- 1) Click on the **New User/Organization Registration** link.



- 2) Fill in the required fields and any optional fields desired. See **Legend** below for specific field instructions. Click the **Save** button.

### Legend

**First Name (Required)** – the first name of Authorized Official (AO).

**Middle Name** – the middle name of AO.

**Last Name (Required)** – the last name of AO.

**SAM (UEI Number) (Required)** – the UEI number for the organization. See *instructions below for Consultant/Researcher role.*

**Organization (Required)** – the name of the organization the AO is representing.

**Title** – the position title of the AO.

**Street Address (Required)** – the street address of the organization.

**State (Required)** – select the state of the organization using the state drop-down menu.

**County (Required)** – select the county where the organization is located using the county drop-down menu.

**City (Required)** – the name of the city of the organization.

**Zip Code (Required)** – the zip code of the organization.

**Email (Required)** – the email address of the AO.

**Phone (Required)** – the phone number of the AO.

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

**Password/Verify Password (Required)** – create a password for the AO. The password field is case sensitive and will not recognize characters of the wrong case

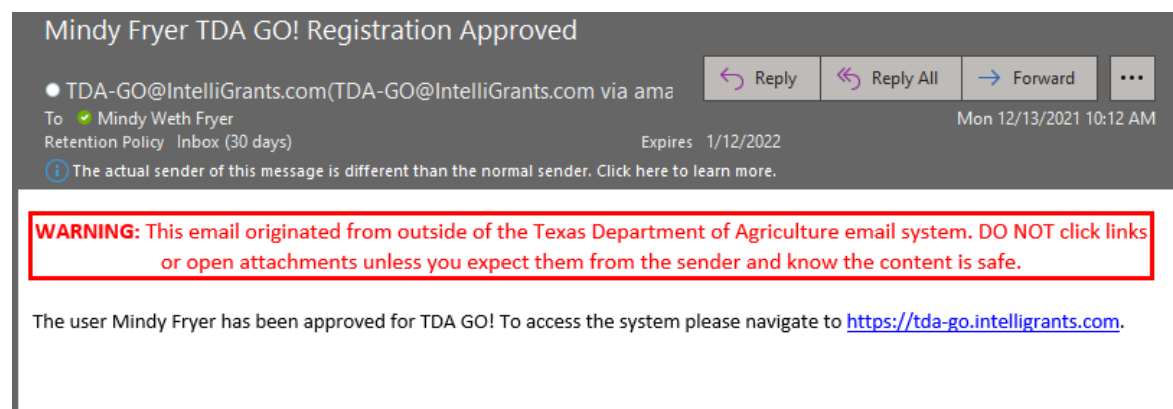
**Notes** – enter “Specialty Crop Multi-State Program”. This helps TDA set up your account correctly.

The screenshot shows a 'New User Registration' form with a blue header. The form is divided into two columns. The left column contains fields for First Name, Last Name, Title, SAM Number (UEI Number), Organization, Address, City, Zip Code, Email, Phone 2, Cell Phone, Username, Password, and Notes. The right column contains fields for Middle Name, Prefix, Suffix, FEIN, Address 2, State, County, Phone, Fax, Website, and Verify Password. There is a 'Search' button next to the SAM Number field. At the bottom right, there is a blue 'Register' button. The Notes field at the bottom left contains the text 'Specialty Crop Multi-State Program'.

3) **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 business 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.



### 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).

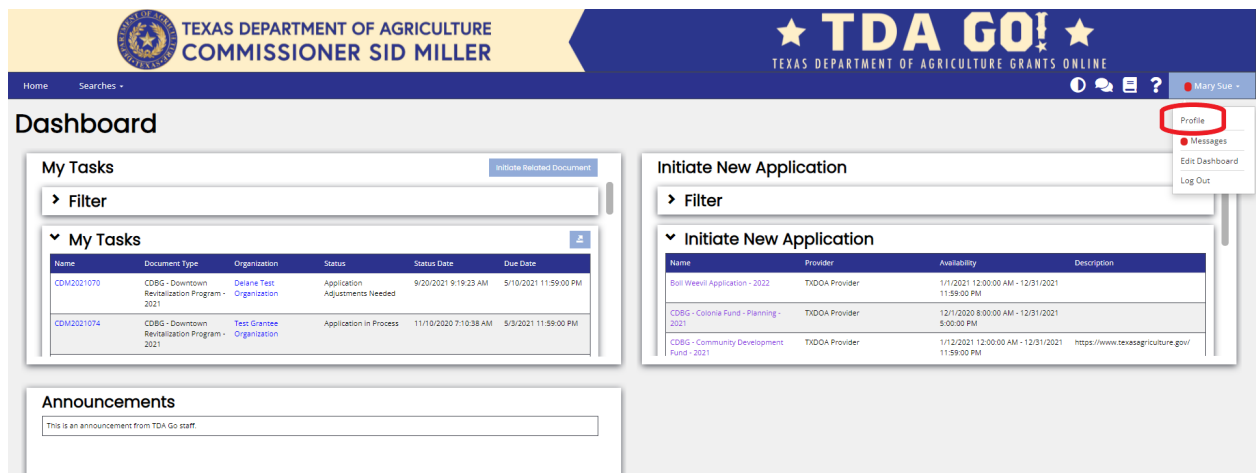


Figure 1. Landing page after logging in and Profile button location

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.

TEXAS DEPARTMENT OF AGRICULTURE  
COMMISSIONER SID MILLER

★ TDA GO! ★  
TEXAS DEPARTMENT OF AGRICULTURE GRANTS ONLINE

Home Searches

Organization Information

Test Grantee Organization

Organization Information

Organization Members

Organization Details

Single Audit Form

### Person Information

#### Profile

##### Basic Information

First Name:  Middle Name:

Last Name:  Prefix:  Suffix:

Title:

##### Contact Information

Primary Phone:  Secondary Phone:

#### Organizations

Test Grantee Organization

Role Name	Active Date	Inactive Date	Assigned By
Authorized Official	6/22/2020		Foushee, Jacob

Save

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.

TEXAS DEPARTMENT OF AGRICULTURE  
COMMISSIONER SID MILLER

★ TDA GO! ★  
TEXAS DEPARTMENT OF AGRICULTURE GRANTS ONLINE

Home Searches

Person Information

Mary Sue

Organization Information

Test Grantee Organization

Organization Information

Organization Members

Organization Details

Single Audit Form

### Organization Members

Instructions:

- Use the available search criteria to filter the members table.
- To add a new member, click the Add New button and follow the instructions.
- You can limit system access by setting the Active/Inactive dates.

#### Members Search

Name:  Role:  Active:

Clear Search

#### Members

Person Name	Role Name	Active Date	Inactive Date	Last Modified By	Last Modified By Date
AQ_Secord	Authorized Official	02/09/21		TDA_Support Staff	02/09/21
AQ_Thing	Project Director	02/09/21		Sue, Mary	02/09/21
AQ_Thing	Authorized Official	02/09/21		TDA_Support Staff	02/09/21

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.

## Add Person

Instructions:

- Enter new Person information and Save.
- New Person will be added to Organization currently being viewed.

### General Information

First Name

Middle Name

Last Name

Title

Prefix

Suffix

### Contact Information

Address

City

State

Zip Code

County

Primary Phone

Email

### Assign Roles

Role

Active Date

Inactive Date

### Security Information

Username

Username is required.

Password

Password is required.

## 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.

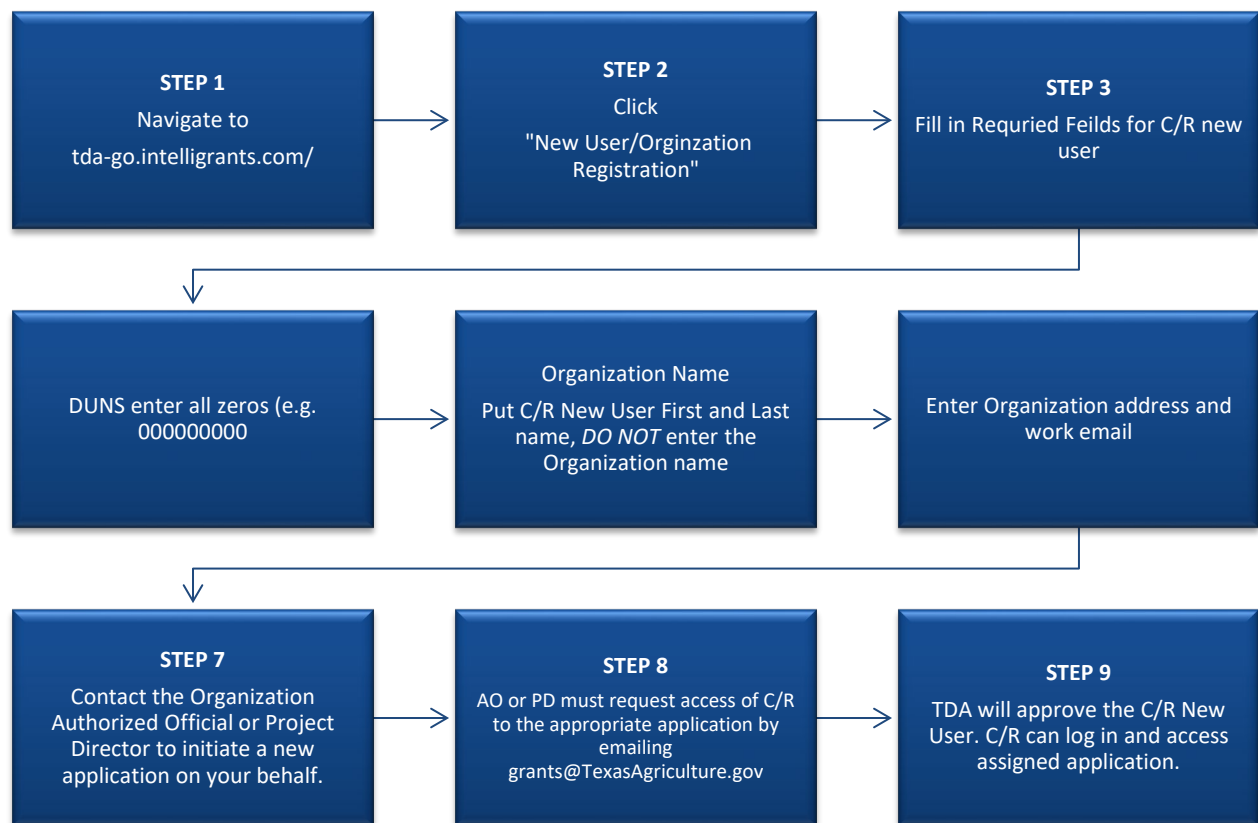
**Password (Required)** – create a password for the new user. The user can reset this once access to TDA-Go is granted. The password field is case sensitive and will not recognize characters of the wrong case.

## Adding Consultants/Researchers

### General Overview for Consultant/Researcher Role

The TDA-GO System allows organization Staff/Researchers/PIs/Professors or third-party consultants to work directly on a particular application using the Consultant/Researcher (C/R) role. This role allows the organization to maintain privacy and confidentiality of all grant applications and projects in TDA-GO. The following high-level chart outlines the steps needed for the C/R to gain access to the application. See the following pages for step-by-step instructions.

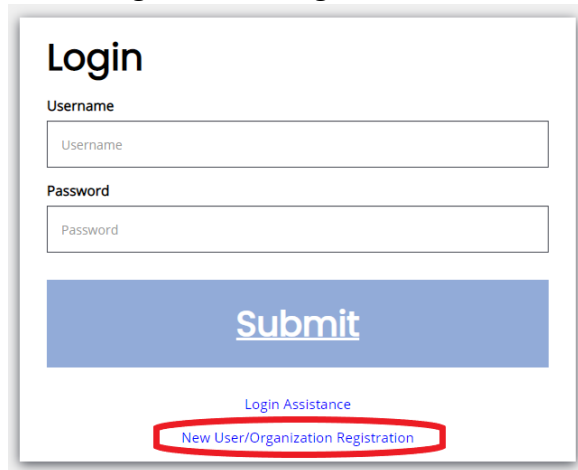
Note: The Project Director role does not work for project Staff/Researchers/PIs/Professors because this role allows access all information under the Organization.





To register a Consultant/Research New User, complete the following steps:

- 1) Navigate to TDA-GO Portal website: [tda-go.intelligrants.com](http://tda-go.intelligrants.com)
- 2) Click on the **New User/Organization Registration** link.



The image shows a login form titled "Login". It has two input fields: "Username" and "Password". Below these fields is a large blue "Submit" button. At the bottom of the form, there is a link labeled "Login Assistance" and a link labeled "New User/Organization Registration" which is circled in red.

- 3) Fill in the required fields and any optional fields desired. See **Legend** below for specific field instructions. Click the **Save** button.

### Legend

#### First Name (Required)

– the first name of Consultant/Research (C/R) New User.

**Middle Name** – the middle name of C/R.

**Last Name (Required)** – the last name of C/R.

**UEI/SAM (Required)** –

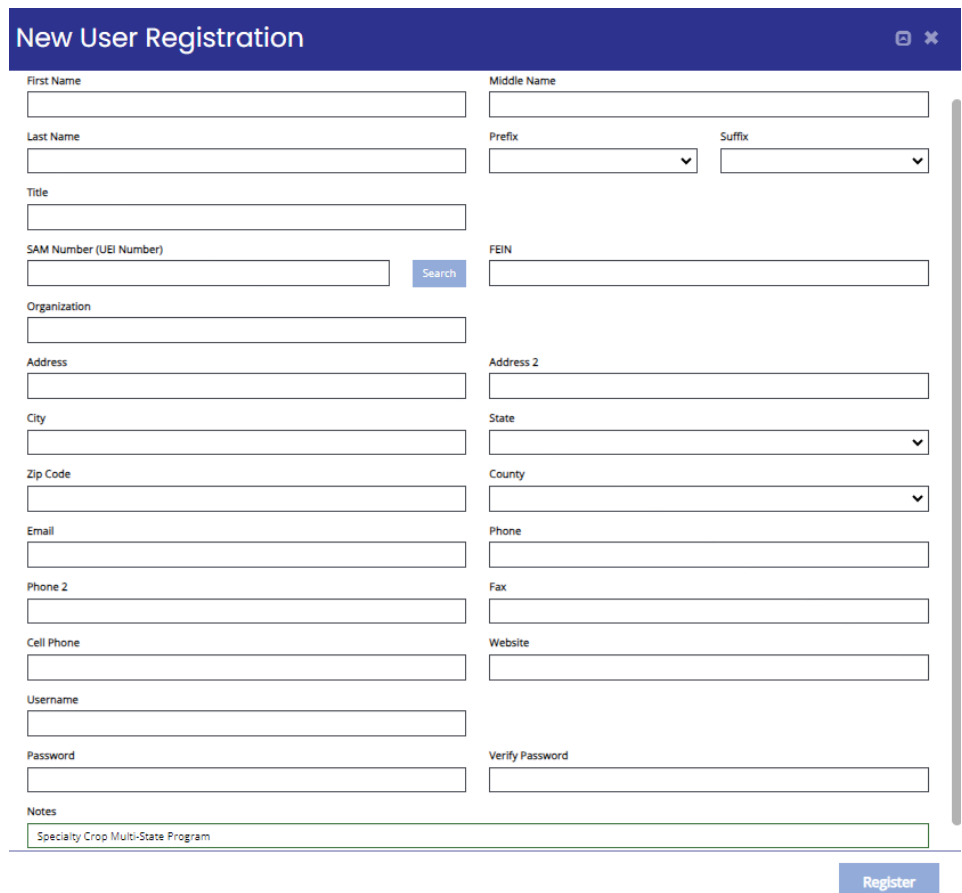
Enter all zeros if you are a C/R at a University/College (e.g. 000000000000).

#### Organization

**(Required)** – Enter the name of the C/R New User. Do not enter the name of the organization.

**Title** – the position title of the C/R.

**Street Address (Required)** – the street



The image shows a "New User Registration" form. It has a dark blue header with the title "New User Registration" and a close button. The form is divided into two columns. The left column contains fields for First Name, Last Name, Title, SAM Number (UEI Number) with a search button, Organization, Address, City, Zip Code, Email, Phone 2, Cell Phone, Username, Password, and Notes. The right column contains fields for Middle Name, Prefix, Suffix, FEIN, Address 2, State, County, Phone, Fax, Website, and Verify Password. At the bottom right, there is a blue "Register" button.

address of the organization.

**State (Required)** – select the state of the organization using the state drop-down menu.

**County (Required)** – select the county where the organization is located using the county drop-down menu.

**City (Required)** – the name of the city of the organization.

**Zip Code (Required)** – the zip code of the organization.

**Email (Required)** – the email address of the C/R.

**Phone (Required)** – the phone number of the C/R.

**Username (Required)** – create a username for the C/R.

**Password/Verify Password (Required)** – create a password for the C/R.

**Notes** – enter “Specialty Crop Multi-State Program”. This helps TDA set up your account correctly.

4) Once registered, contact the A/O or P/D to initiate the new application the C/R will be accessing.

5) The A/O or P/D must then request access for the C/R by contacting [grants@texasagriculture.gov](mailto:grants@texasagriculture.gov).

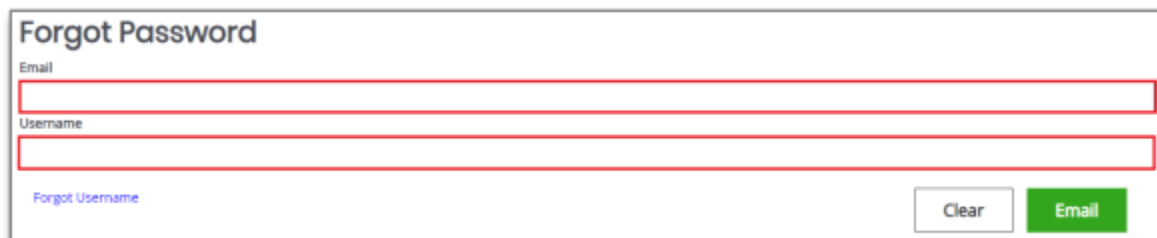
6) Once the request is received, the C/R New User will be approved by TDA-GO portal staff. **Please allow 1 – 2 business days for approval.** After approval, the C/R can log on and access the TDA-GO platform.

**NOTE: If a user attempts to access the system before they have been approved, the system will show their password as invalid.**

### 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.



The screenshot shows a web form titled "Forgot Password". It contains two text input fields, one labeled "Email" and one labeled "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 "Clear" button and an "Email" button.

3) A reset link will be sent to the email address supplied. Click “Reset 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.

Password	Confirm Password
<input type="text"/>	<input type="text"/>

## Accessing Grant Opportunity

The following describes how to access the Specialty Crop Multi-State Program grant opportunity via TDA GO. Applications may only be initiated by an Authorized Official or Project Director.

### Dashboard

After your registration has been submitted and you have received an approved email, you will be able to log into the system and see the Dashboard. The User's Dashboard will appear (Figure 1).

- **My Tasks** are applications/reports that are in process; or where you will go when you want to edit an application you have started.
- **Initiate New Application** are blank grant applications.

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

**TDA GO!**  
TEXAS DEPARTMENT OF AGRICULTURE GRANTS ONLINE

Home Searches + Mary Sue +

### Dashboard

#### My Tasks

Task ID	Task Name	Organization	Status	Last Modified
CDV21-0108-GPA-01	Performance Report	Test Grantee Organization	Performance Report In Process	8/24/2021 9:25:58 PM
CDV21-0108-MON-02	Monitoring Report	Test Grantee Organization	Monitoring Document Preparation	10/5/2021 2:49:16 PM
CDV21-0108-RPT-04	Performance Report	Test Grantee Organization	Performance Report In Process	8/11/2021 5:34:49 PM
CDV21-0109-MON-02	Monitoring Report	Test Grantee Organization	Monitoring Document Preparation	10/9/2021 12:26:58 PM
CDV21-0109-RPT-01	Performance Report	Test Grantee Organization	Performance Report In Process	8/10/2021 12:55:24 PM
CDV21-0109-RPT-02	Performance Report	Test Grantee Organization	Performance Report In Process	8/10/2021 12:55:57 PM

#### Initiate New Application


Application Name	Provider	Start Date	End Date	Link
CDRG - Community Development Fund - 2021	TXDOA Provider	1/13/2021 12:00:00 AM - 12/31/2021	11:59:00 PM	<a href="https://www.texasagriculture.gov/">https://www.texasagriculture.gov/</a>
Grant - Specialty Crop Block Grant - 2022	TXDOA Provider	1/1/2021 12:00:00 AM - 12/31/2021	11:59:00 PM	
Grant - Urban Schools Agricultural - 2022	TXDOA Provider	5/13/2020 12:00:00 AM - 12/31/2021	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	
Rural Communities Healthcare	TXDOA Provider	8/4/2021 11:59:00 AM - 12/31/2021		

#### Announcements

This is an announcement from TDA Go staff.

Figure 1. Landing page after logging in


Choose the **Specialty Crop Multi-State Program** by scrolling down the **Initiate New Application** box and select **Grant – Specialty Crop Multi-State Program- 2023** (Figure 2 & 3).



TEXAS DEPARTMENT OF AGRICULTURE  
COMMISSIONER SID MILLER

★ TDA GO! ★  
TEXAS DEPARTMENT OF AGRICULTURE GRANTS ONLINE

Home   Searchers +



Dashboard

My Tasks

CDV21-0108-GPA-01	Performance Report	Test Grantee Organization	Performance Report In Process	8/24/2021 9:25:58 PM
CDV21-0108-MON-02	Monitoring Report	Test Grantee Organization	Monitoring Document Preparation	10/5/2021 2:49:16 PM
CDV21-0108-RPT-04	Performance Report	Test Grantee Organization	Performance Report In Process	8/11/2021 5:34:49 PM
CDV21-0108-MON-02	Monitoring Report	Test Grantee Organization	Monitoring Document Preparation	10/8/2021 12:26:58 PM
CDV21-0108-RPT-01	Performance Report	Test Grantee Organization	Performance Report In Process	8/10/2021 12:55:24 PM
CDV21-0108-RPT-02	Performance Report	Test Grantee Organization	Performance Report In Process	8/10/2021 12:55:57 PM

Initiate New Application

CDBG - Community Development Fund - 2021	TXDOA Provider	1/12/2021 12:00:00 AM - 12/31/2021	11:59:00 PM	<a href="https://www.texasagriculture.gov/">https://www.texasagriculture.gov/</a>
Grant - Specialty Crop Block Grant - 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	
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	
Rural Communities Healthcare	TXDOA Provider	8/4/2021 11:59:00 AM - 12/31/2021		

Announcements

This is an announcement from TDA Go staff.

Figure 2. Initiate New Application Box and location of scrolling tool

Initiate New Application

Grant Program - 2022		11:59:00 PM	
Small Rural Hospital Improvement Grant Program - 2023	TXDOA Provider	9/12/2022 12:00:00 AM - 9/11/2023 11:59:00 PM	
Specialty Crop Multi-State Program- 2023	TXDOA Provider	5/12/2023 12:00:00 AM - 7/13/2024 11:59:00 PM	
STAR Fund - Severe Weather Cameron County	TXDOA Provider	6/7/2023 12:00:00 AM - 6/7/2024 11:59:00 PM	Cameron County
Surplus Agricultural Products - 2023	TXDOA Provider	1/1/2022 12:00:00 AM - 12/31/2023 11:59:00 PM	Fiscal Year 2024-2025

1   2

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

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

Specialty Crop Multi-State Program-2023

Provided By:

TXDOA Provider

Provided To:

Test Grantee Organization

Application Availability Dates:

5/12/2023 12:00:00 AM - 7/13/2024 11:59:00 PM

Due Date:

7/13/2024 11:59:00 PM

Description:

Specialty Crop Multi-state Program (SCMP) is provided under section 101 of the Specialty Crops Competitiveness Act of 2004 (7 U.S.C. 1621 note), as amended under section 10107 of the Agriculture Improvement Act of 2018, Public Law 115-343.

Agreement Language:

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

Agree

Decline

Figure 4. Brief Description and Agreement Language

## Document Landing Page

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

TEXAS DEPARTMENT OF AGRICULTURE

COMMISSIONER SID MILLER

Shared Development

★ TDA GO! ★

TEXAS DEPARTMENT OF AGRICULTURE GRANTS ONLINE

Home

Searches

GSCM2023006

Forms

Status Options

Tools

Related Documents

Initiate Related Doc

Document Landing Page

Template

Grant - Specialty Crop Multi-State Program - 2023

Instance

Specialty Crop Multi-State Program-2023

Process

Application

Document Name

GSCM2023006

Document Status

Application in Process

Period Date

7/13/2023 12:00:00 AM  
7/13/2024 11:59:00 PM

Due Date

7/13/2024 11:59:00 PM

Organization

Test Grantee Organization

Your Role

Authorized Official

Application in Process

Application Submitted

Application Approved

Grant Agreement Executed

Closedout Submitted

Grant Closed

Figure 5. Document Landing Page

The left column has your unique 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 including Applicant Contact Information, Administrative Upload Forms, Budget Narrative, Accounting System and Financial Capability Questionnaire, and Certification.
- **Status Options** is where the application can be submitted or cancelled.
- **Tools** include Add/Edit People who can access the application, Status History, Attachment Repository, Modification Summary, Document Validation, Notes, and Print Document ability.
- **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 additional guidance regarding selected sections of the application. As a reminder, this is a competitive grant application; TDA staff is available to answer questions regarding the program and to provide clarifying information concerning this RFGA. TDA staff will not review any grant proposals prior to the application deadline.

### Step 1: Start Application

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

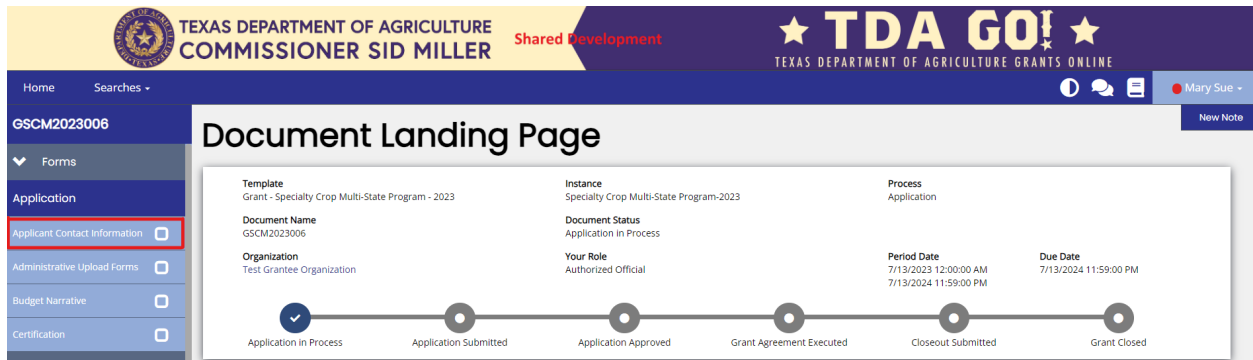
The screenshot shows the 'Document Landing Page' for the 'Texas Department of Agriculture Commissioner Sid Miller'. The left sidebar has a 'Forms' dropdown menu with 'Application' expanded. Under 'Application', 'Application Contact Information' is highlighted with a red box. The main content area shows a progress bar with six steps: 'Application in Process' (checked), 'Application Submitted', 'Application Approved', 'Grant Agreement Executed', 'Closeout Submitted', and 'Grant Closed'. The 'Application in Process' step is currently active.

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).

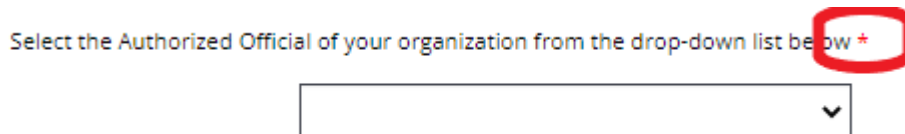
The screenshot shows a text input field with a red asterisk (\*) next to it, indicating it is a required field. The text above the field says 'Select the Authorized Official of your organization from the drop-down list below \*'. The input field is empty and has a dropdown arrow on the right.

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. \*

The screenshot shows three input fields labeled 'Representative:', 'Senate:', and 'Congress:'. Each field has a plus (+) button next to it, which is highlighted with a red circle. The plus buttons are used to add multiple selections for each category.

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

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

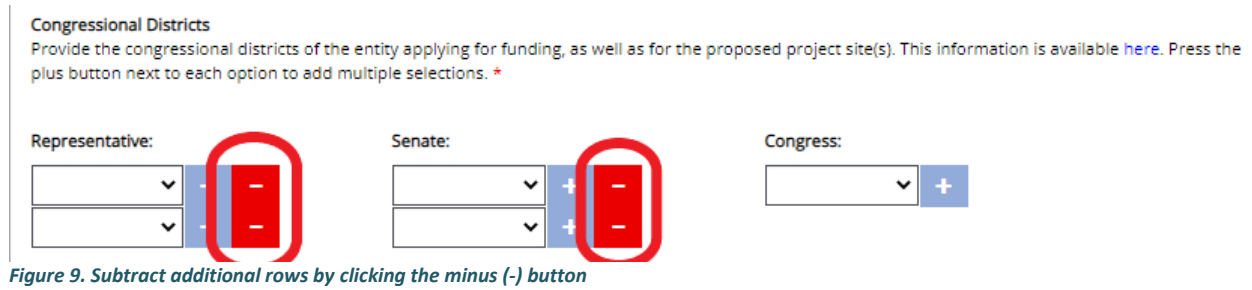


Figure 9. Subtract additional rows by clicking the minus (-) button

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).

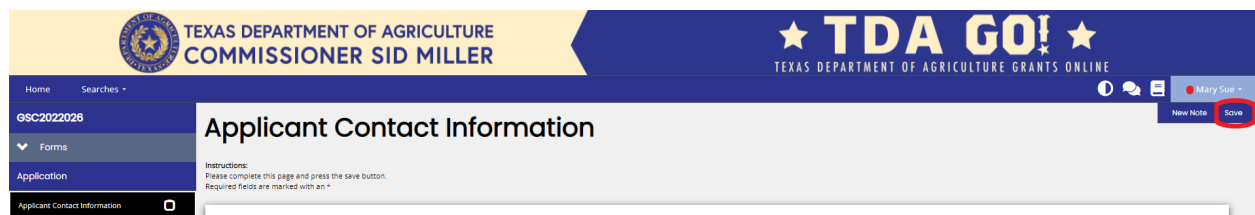


Figure 10. Regularly save your work by clicking the save button in the upper right hand corner

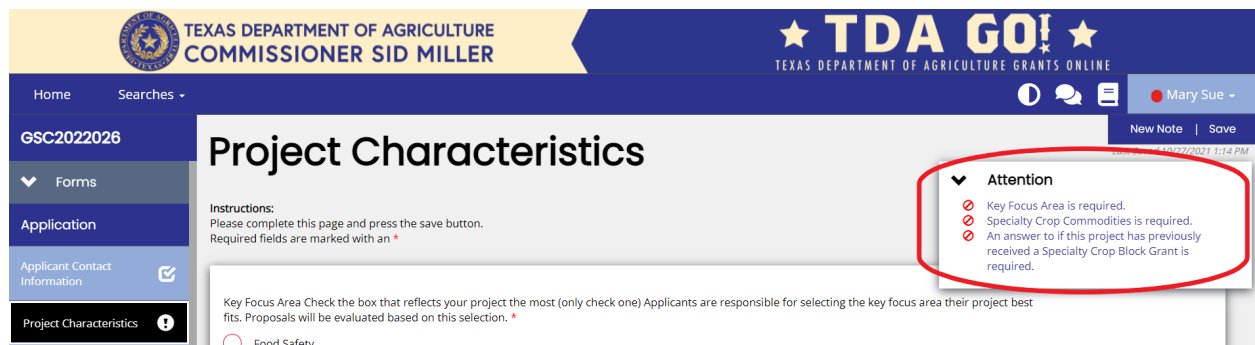


Figure 11. Error Message of missing required information



## Step 2: Complete Administrative Form Uploads

Expand the **Forms** drop down menu and select **Administrative Form Uploads** (Figure 12).

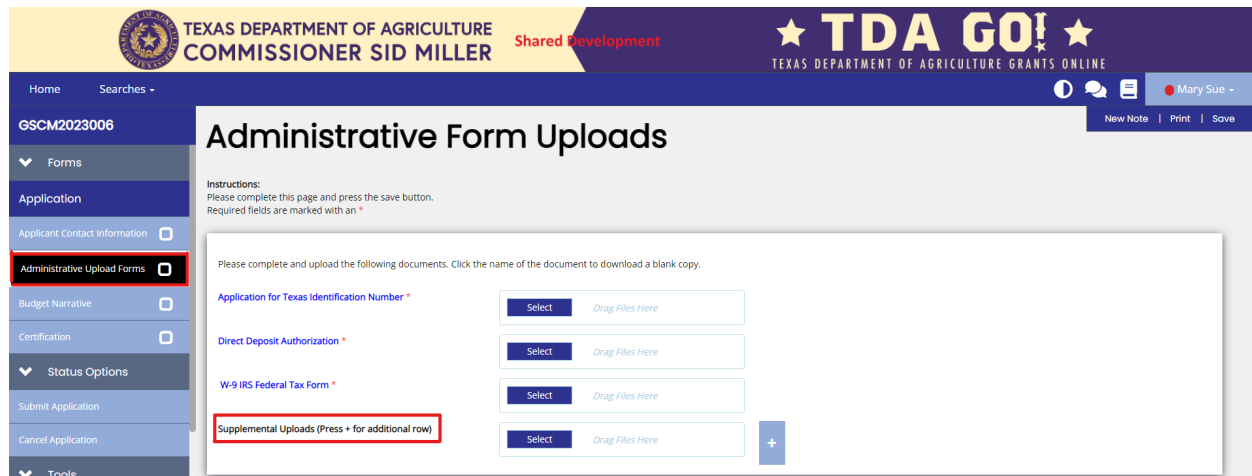


Figure 12. Administrative Upload Forms and Supplemental Uploads location

**Upload all appropriate documents in Administrative Form Uploads. See below for specific instructions.**

**NOTE:** If a question has a **Select** button in the answer box, you will need to upload the appropriate documentation if applicable (Figure 13). Click on the **Select** button to open the file selection screen.



Figure 13. The Select button allows applicant to select and upload the appropriate documents

**Supporting Documentation Upload:** Applicants must upload all required and relevant additional documentation in this field. Click the **Select** button to add a file. Additional documents may be added by clicking the **plus (+)** button (Figure 13).

You may download the following forms by clicking the name of the document in TDA-GO:

- Application for Texas Identification Number
- Direct Deposit Authorization
- W-9 IRS Federal Tax Form

You may download the following forms from the TDA SCMP website:

- Supplemental Uploads
  - Project Narrative\*
  - Outcome Measures Template\*
  - Budget Narrative\*

- Budget Spreadsheet\*
- Project Abstract Summary\*

Other required documents for upload:

- Letters of Commitment
- Negotiated Indirect Cost Rate Agreement (NICRA)
- Additional supporting documentation (e.g. publications, supporting data, reference list, resumes, etc.) may be included as supplemental attachments.

**Applicants must refer to the USDA-AMS SCMP RFA for complete application requirements.**

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

### Step 3: Complete Budget Narrative

Expand the **Forms** drop down menu and select **Budget Narrative** (Figure 14).

The screenshot shows the TDA GO! Texas Department of Agriculture Grants Online interface. The top header includes the Texas Department of Agriculture logo, Commissioner Sid Miller's name, and the 'TDA GO!' logo. The left sidebar has a 'Forms' dropdown menu with 'Budget Narrative' selected. The main content area shows the 'Budget Narrative' title, instructions, and a 'Budget Summary' table.

**Budget Narrative**

Instructions:  
Please complete this page and press the save button.  
Required fields are marked with an \*  
All expenses described in the Budget Narrative must be associated with expenses that will be covered by the SCBGP.

**Budget Summary**

Expense Categories	Amount
Personnel	\$0.00
Fringe Benefits	\$0.00
Travel	\$0.00
Equipment	\$0.00
Supplies	\$0.00
Contractual	\$0.00
Other	\$0.00
Total Budget	\$0.00

Figure 14. Budget Narrative location. Budget Summary will auto-populate the circle fields.

**Instructions:** Complete each budget category expense (Personnel, Fringe Benefits, Travel, Equipment, Supplies, Contractual/Consultant, and Other) as applicable to the project. The Budget Summary at the top will auto-populate as the individual categories are completed (Figure 14).

All expenses described in the **Budget Narrative** must be associated with expenses covered by the SCMP. The Budget entered in TDA-GO must match the USDA-AMS Budget Form.

Add additional rows by clicking the plus (+) button on the right hand side.

The following is specific instruction related to certain budget areas for the Specialty Crop Multi-State Program.

**NOTE: PERSONNEL** - Please indicate the title and the role (PI, Co-Pi, Researcher, etc.) for each personnel listed. Include all personnel with key roles in the project, even if no funding will be allocated to their participation. (Figure 15)

## Personnel

List the organization's employees whose time and effort can be specifically identified and easily and accurately traced to project activities that solely enhance the competitiveness of specialty crops. Add more lines if needed.

Name	Title	# of hours OR % FTE	Funds Requested		
Dr. Jane Doe	Professor, Principal Investigator	50	\$ 0.00	+	-
John Smith	Graduate Research Assistant	100	\$ 45,000	+	-
Personnel Subtotal			\$45,000.00		

Figure 15. Personnel example fields

**NOTE: TRAVEL** – For each trip listed in the table describe the purpose of this trip and how it will achieve the objectives and outcomes of the project. Be sure to include approximately when the trip will occur and any other relevant information regarding expenses.

Use the first narrative box for information relevant to all travel. Use the individual trip narrative boxes for each trip listed in the table. All trips, including repeat trips, must be listed in both the table and the justification.

List details of each trip in the following format: Trip 1 (Approximate date Month/Year): Travel TO [Location] and FROM [Location] by NAME to [PURPOSE].

**NOTE: CONTRACTUAL** –Please indicate if a contractor/consultant will or will not be paid as a flat rate by checking the box to the left of the contractor's Name/Organization (Figure 16). If the contractor is not paid by flat rate, an additional contractual budget narrative will need to be completed.

## Contractual/Consultant

Contractual/consultant costs are the expenses associated with purchasing goods and/or procuring services performed by an individual or organization other than the applicant in the form of a procurement relationship. If there is more than one contractor or consultant, each must be described separately. (Repeat this section for each contractor/consultant.) Please note indirect expenses are not allowable under this RFA.

NOT Flat Rate	Name/Organization	Task/Description of work contract will cover	Total Funds request for Each Contract	
<input type="checkbox"/>	ABC Organization		\$	+
Contractual/Consultant Subtotal			\$0.00	

Figure 16. Contractual/Consultant Flat Rate Check box

To access the Subcontractor Budget, check the **Not Flat Rate** box, complete the line including entering the total for the contractor's budget, and click save in the upper right hand corner. This will save the Budget Narrative form and initiate the Subcontractor Budget Details form. This form can now also be accessed in the lefthand panel (Figure 17) and is only accessible after the **Not Flat Rate** box is checked and when the page is saved.

TEXAS DEPARTMENT OF AGRICULTURE  
COMMISSIONER SID MILLER

Shared Development

★ TDA GO! ★  
TEXAS DEPARTMENT OF AGRICULTURE GRANTS ONLINE

Home Searches -

GSCM2023006

Forms

Application

Applicant Contact Information

Administrative Upload Forms

Budget Narrative

**Subcontractor Budget Details**

Certification

Status Options

Tools

Related Documents

Instructions:  
Please complete this page and press the save button.  
Required fields are marked with an \*  
All expenses described in the Budget Narrative must be associated with expenses that will be covered by the SCBGP.

Subcontractor Name: \*

0 of 99

Budget Summary

Expense Categories	Amount
Personnel	\$0.00
Fringe Benefits	\$0.00
Travel	\$0.00
Equipment	\$0.00
Supplies	\$0.00

New Note | Print | Save | Add

Mary Sue

Figure 17. Subcontractual Budget Details Location

Complete the Subcontractor Budget Details the same as the main Budget Narrative. Once complete, 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). If you have more than one subcontractor, click on the **Add** button in the top right hand corner to add additional subcontractor budget pages. You may return to the Budget Narrative by clicking on the **Budget Narrative** button on the left.

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

## Step 4: Complete Accounting System and Financial Capability Questionnaire

Expand the **Forms** drop down menu and select **Accounting System and Financial Capability Questionnaire** (Figure 18).

TEXAS DEPARTMENT OF AGRICULTURE  
COMMISSIONER SID MILLER

★ TDA GO! ★  
TEXAS DEPARTMENT OF AGRICULTURE GRANTS ONLINE

Home Searches + Mary Sue + New Note

GSC2022026

Template: Grant - Specialty Crop Block Grant - 2022  
Status: Application in Process  
Organization: Test Grantee Organization  
Your Role(s): Authorized Official  
Period Date: 01/01/2021 - 03/01/2021

Applicant Contact Information ☐  
Project Characteristics ☐  
Project Profile ☐  
Project Outcomes ☐  
Work Plan ☐  
Budget Narrative ☐  
**Accounting System and Financial Capability Questionnaire ☒**  
Certification ☐

Document Landing Page

Template Grant - Specialty Crop Block Grant - 2022	Instance Grant - Specialty Crop Block Grant - 2022	Process Application
Document Name GSC2022026	Document Status Application in Process	
Organization Test Grantee Organization	Your Role Authorized Official	Period Date 1/1/2021 12:00:00 AM 7/1/2021 11:59:00 PM

Figure 18. Accounting System and Financial Capability Questionnaire location

## Step 5: Complete Review and Certification

**Before completing Step 5 Certification, please review application for completeness and accuracy.**

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 19).



Figure 19. 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 20). Return to the applicable section to review and resolve any error messages.



Figure 20. Incomplete section with error messages

Once all error messages are resolved and each section has a check mark as seen in Figure 19, the application may be certified and submitted.

Expand the **Forms** drop down menu and select **Certification** (Figure 21). 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.

To certify your application, the Authorized Official will check the box (Figure 21). The section is then complete. Click **Save** in the top right corner.

The screenshot shows the 'Certification' page in the Texas Department of Agriculture Grants Online system. The header includes the Texas Department of Agriculture logo, Commissioner Sid Miller's name, and the 'TDA GO!' logo. The left sidebar shows a navigation menu with 'Application' selected, and 'Certification' highlighted in red. The main content area is titled 'Certification' and contains a series of instructions for the Authorized Official to complete. At the bottom, there is a table with three columns: 'Authorized Official', 'Title', and 'Date'. A red box highlights the 'Authorized Official' column, indicating where the official should sign. Below the table, a note states: 'After saving your signature, when you are ready to submit this application to TDA, you MUST change the status by selecting "Submit Application" under the Status Options heading in the navigation menu to the left.'

Home Searches -

6SCM2023006

Forms

Application

Application Contact Information

Administrative Upload Forms

Budget Narrative

Subcontractor Budget Details

**Certification**

Status Options

Tools

Related Documents

**Certification**

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

By signing below, Applicant:  
(1) Certifies all information provided in connection with this application is true and correct to the best of Applicant's knowledge;  
(2) Acknowledges any misrepresentation or false statement made by Applicant, or an authorized agent of Applicant, in connection with this application, whether intentional or not, will constitute grounds for denial of this application;  
(3) Acknowledges acceptance of funds in connection with this application as an acceptance of the authority of TDA, the United States Department of Agriculture (USDA), and the Texas State Auditor's Office (SAO) or any successor agency to conduct an investigation in connection with these funds, and Applicant further agrees to cooperate fully with TDA and/or SAO or its successor in the conduct of the audit or investigation, including allowing TDA, USDA, and SAO to inspect Applicant's premises and providing all records requested;  
(4) Acknowledges this application and any payments owed to Applicant in connection with this application may be reduced or denied because of Applicant's owing any debt to the State of Texas and that this application and any payments owed to Applicant in connection with this application may be denied because of delinquency in payment of a guaranteed student loan and/or for failure to pay child support;  
(5) Applicant does not and will not knowingly employ an undocumented worker who, at the time of employment, is not lawfully admitted for permanent residence to the United States or authorized under law to be employed in that manner in the United States. Applicant understands that if, after receiving an award, Applicant is convicted of a violation under 8 U.S.C. Section 1324(a)(4), Applicant shall repay the amount of the award within three months, not later than the 120th day after the date of the public agency, state or local being jurisdiction, or economic development corporation notifies Applicant of the violation;  
(6) Certifies that no state or federal enforcement action under state or federal securities laws, or state or federal tax laws have been filed against Applicant or Applicant's property;  
(7) Certifies that Applicant has not been convicted of any felony or a misdemeanor involving moral turpitude;  
(8) Acknowledges that pursuant to the 2 CFR 200 and the Texas Uniform Grant Management Standards (TUGMS), if Applicant fails to comply with any condition, provision, or term of an award made as a result of this application, Applicant may have to make a partial or total repayment of such award;  
(9) Applicant authorizes TDA to review, verify and authenticate all information provided in this application; and  
(10) Applicant understands TDA may request further documentation supporting this application, including contacting other agencies, organizations, facilities or third parties to verify data provided by Applicant from the records of such agencies, organizations, facilities or third parties.

Notice of Penalties: The penalty for knowingly making false statements or false entries, or attempts to secure money through fraudulent means, may include fines and/or incarceration and/or forfeiture of funds under applicable federal or state law.

THIS AFFIDAVIT AND ALL SUPPORTING DOCUMENTATION BECOMES PUBLIC RECORD AND IS SUBJECT TO DISCLOSURE UNDER THE TEXAS PUBLIC INFORMATION ACT (PIA), TEXAS GOVERNMENT CODE, CHAPTER 552. PLEASE IDENTIFY ON YOUR APPLICATION OR ATTACHMENTS ALL INFORMATION YOU CONSIDER IS PROPRIETARY, CONFIDENTIAL, PRIVILEGED OR OTHERWISE EXEMPT FROM DISCLOSURE UNDER THE PIA, WITH ANY 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 552.024.)

Authorized Official	Title	Date

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

**Figure 21. Certification and check box location**

## Step 6: Application Submission

Once the application is certified (e-signed) and complete, you must submit the application within the TDA-GO system.

Expand the **Status Options** drop down menu (Figure 22). Select **Application Submitted**.

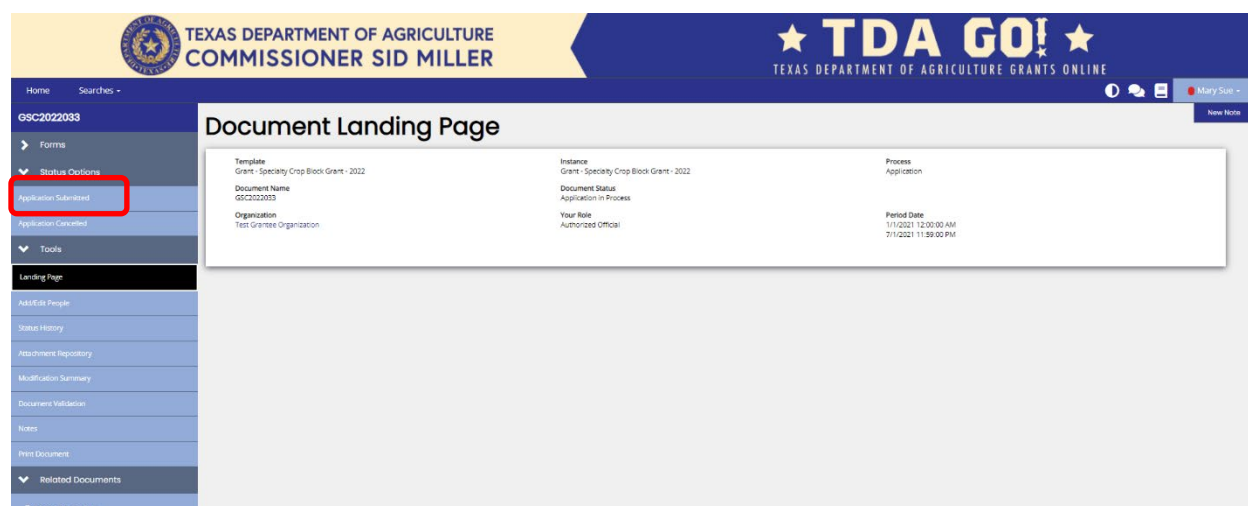


Figure 22. Status Options drop down menu and Application Submitted button location

**NOTE:** If errors remain, a **Document Validation** message will pop up noting what sections still have errors (Figure 23). You may click on each section name to be directed to the errors.

## Document Validation

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
<a href="#">Project Profile</a>	Error(s)	Yes

Figure 23. 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 24).



Template	Instance	Process
Grant - Specialty Crop Block Grant - 2022	Grant - Specialty Crop Block Grant - 2022	Application
Document Name GSC2022026	Document Status Application In Process	
Organization Test Grantee Organization	Your Role Authorized Official	Period Date 1/1/2021 12:00:00 AM 7/1/2021 11:59:00 PM

Figure 24. After application submission, you will return to the Document Landing Page.

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

## Confirmation Email

After submitting your application, you will receive a confirmation email (Figure 25).

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 25. Example of confirmation email