Executive Summary
The Texas Department of Agriculture (TDA) will accept applications for the Specialty Crop Block Grant Program (Round 2) (SCBGP). The purpose of the SCBGP is to increase consumption of specialty crops and improve the competitiveness of specialty crop producers. Specialty crops are defined as fruits, vegetables, tree nuts, dried fruits, horticulture and nursery crops (including floriculture). The United States Congress has approved additional funding under FY2021 SCBGP due to COVID-19 impacts to the food system. These additional funds are referred to as H.R. 133 Stimulus Funds throughout this document.

Preference may be given to projects responding to priority needs relating to COVID-19 impacts to the food system or minimizing impacts that may be caused by similar disruptions in the future.

Dates
Applications must be received by Wednesday, June 29, 2022, by 11:59 pm Central Daylight Time (CDT).

Agency Division
Trade and Business Development – Grants Office, Grants@TexasAgriculture.gov

Catalog of Domestic Federal Assistance (CFDA) Number
10.170
SPECIALTY CROP BLOCK GRANT PROGRAM (ROUND 2)

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Please read all materials before preparing and submitting the application. Failure to follow the instructions and requirements described in this Request for Grant Applications (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 be used by state departments of agriculture solely to enhance the competitiveness of specialty crops under the Specialty Crop Block Grant Program (SCBGP). The SCBGP is implemented under 7 CFR Part 1291. The U.S. Congress has approved additional funding under FY2021 SCBGP due to COVID-19 impacts to the food system. These additional funds are referred to as H.R. 133 Stimulus Funds throughout this document.

The purpose of the SCBGP is to increase consumption of specialty crops and improve the competitiveness of specialty crop producers. 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 and horticulture, to investigate the pests and diseases of crops grown in Texas, and to supervise the protection of fruit trees, shrubs, and plants as provided by law.

In accordance with the aforementioned state and federal statutes, and for 2021 SCBGP H.R. 133 Stimulus Funds consideration, TDA will prepare and submit, for approval by the U.S. Secretary of Agriculture, an H.R. 133 State Plan to carry out the purpose of the SCBGP.

Request for Grant Application (RFGA)

TDA is accepting grant applications to consider for the 2021 H.R. 133 State Plan to the United States Department of Agriculture-Agricultural Marketing Service (USDA-AMS) for projects to enhance the competitiveness of specialty crops, including:

- Leveraging efforts to market and promote specialty crops;
- Assisting producers with research and development relevant to specialty crops;
- Expanding availability and access to specialty crops;
- Addressing local, regional, and national challenges confronting specialty crop producers; and
- For such other purposes determined to be appropriate by the U.S. Secretary of Agriculture, in consultation with specialty crop stakeholders and relevant state departments of agriculture.

SCBGP H.R. 133 Stimulus Funds will be made available to Texas from the USDA 2021 fiscal year budget. TDA has been awarded approximately $2.1M for Texas projects.
To be considered for funding, applicants must: be an eligible entity, meet the requirements as set forth in this RFGA, and provide a complete grant application by the stated deadline. Preference may be given to projects responding to priority needs relating to COVID-19 impacts to the food system or minimizing impacts that may be caused by similar disruptions in the future.

**Projected Timeline of Events**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Application Availability</td>
<td>April 2022</td>
</tr>
<tr>
<td>Application Deadline</td>
<td>June 29, 2022</td>
</tr>
<tr>
<td>Preliminary Selection</td>
<td>August 2022</td>
</tr>
<tr>
<td>Selected Projects submitted to USDA</td>
<td>September 2022</td>
</tr>
<tr>
<td>Award Announcements</td>
<td>October 2022</td>
</tr>
<tr>
<td>Anticipated Start Date of Project</td>
<td>December 1, 2022</td>
</tr>
<tr>
<td>End Date of Project</td>
<td>September 30, 2024</td>
</tr>
</tbody>
</table>

**Eligibility**

Responses will be accepted from Texas state agencies, universities, institutions, and producer, industry, or community-based organizations involved with or that promote specialty crops.

- Grant applications must demonstrate that they will enhance the competitiveness of a Texas specialty crop industry.
- Grant funds may only be used for activities benefiting specialty crops.
- Grant funds must benefit more than one individual, institution, or organization.
- Grant funds will not be awarded for projects that solely benefit a particular commercial product or provide a profit to a single organization, institution or individual.

**Funding Areas and Priorities**

TDA encourages applicants to develop projects to enhance the competitiveness of specialty crops pertaining to the following five (5) key focus areas affecting the specialty crop industry: Food Safety, Nutrition, Plant Health, Value-Added and Industry Development, and Marketing. Applicants are responsible for selecting the key focus area that best fits their project. Preference may be given to projects responding to priority needs relating to COVID-19 impacts to the food system or minimizing impacts that may be caused by similar disruptions in the future.

Research projects in all focus areas should be applied research and results should be available to producers, processors and/or consumers within one (1) to two (2) years of the grant term date. Projects with a large research component will be evaluated on their ability to document and transfer results to the industry.
TDA may choose to use a portion of the funds for projects conducted internally, including, but not limited to, outreach activities, nutrition, regulatory or marketing. Internal projects will also be evaluated in the competitive process.

A. Food Safety
TDA will consider projects that assist production of Texas specialty crop agricultural operations in continuing to supply the safest food in the world.

*Project examples include, but are not limited to:*
- Assisting entities in the specialty crop distribution chain in developing “Good Agricultural Practices,” “Good Handling Practices,” or “Good Manufacturing Practices”;
- Researching new methods to improve food safety; and
- Marketing or outreach to specialty crop producers/distributors regarding new or upcoming food safety requirements.

B. Nutrition
TDA will consider projects that improve access to and consumption of Texas specialty crops. Ensuring access to healthy foods in underserved low-income areas of Texas and increasing Texans’ access to and consumption of fruits, vegetables and tree nuts is a key strategy to improve human health.

All projects must increase the competitiveness of Texas specialty crops and clearly demonstrate a benefit to the specialty crop industry. TDA will consider projects that integrate human health and nutrition into applications that show a direct impact on Texas specialty crops.

- **Food Security**
  *Project examples include, but are not limited to:*
  - Increasing participation in under-utilized federal nutrition assistance programs;
  - Developing innovative projects that support local and regional food systems; and
  - Improving access to affordable, nutritious and culturally appropriate food in ways that foster self-reliance, enhance dignity and assure environmental sustainability.

- **Healthy Eating**
  *Project examples include, but are not limited to:*
  - Increasing consumption of Texas specialty crops among all populations;
  - Developing farm-to-fork networks that include schools, worksites, retail, and restaurant outlets to connect local agriculture with nearby communities; and
  - Promoting and/or demonstrating the health benefits of Texas specialty crops.

C. Plant Health
TDA will consider applications that address pests and diseases, which affect the production of Texas’ specialty crops. This includes research related to the probability and impact of invasive
pest, disease and weed threats to specialty crops and research to develop tools to detect, eradicate and control pests and disease. Results should be available to producers, processors, or consumers within one to two years of the grant term date.

TDA will also consider projects that enhance the conservation or improve the quality of agricultural land, water, habitat, and biodiversity, as well as applications that address Texas specialty crops’ contribution to adaptation and/or mitigation of climate change.

- Plant Health and Pest Challenges
  Project examples include, but are not limited to:
  - Enhancing the speed and reliability of detection,
  - Developing new tools for eradication,
  - Developing plants resistant to pests and disease, and
  - Evaluating organic and sustainable practices.

- Environmental Concerns and Conservation
  Project examples include, but are not limited to:
  - Evaluating water use efficiency in regard to current drought conditions and for climate change adaptation;
  - Assisting growers to adapt to climate change by conducting research and demonstrating the implementation of strategies where technologies are already available - especially water use efficiency and invasive pest detection, control, and management; and
  - Accelerating implementation of Best Management Practices (BMP) for water conservation and efficiency, including development of a BMP manual for specific Texas specialty crops.

D. Value Added and Industry Development
TDA will consider projects that add to the value of Texas specialty crops, or develop new ideas, tools, or information that increase the benefit to the industry.

Project examples include, but are not limited to:
- Providing support for development of value added processing facilities;
- Strengthening specialty crop agricultural career technical education through establishment of certification programs for critical job training;
- Improvement of distribution methods both domestically and internationally;
- Evaluating industry feasibility or development of a new industry;
- Conducting market research of consumer preference;
- Researching a new tool to improve marketability; and
- Developing new and improved specialty crop variety/use, technology advancements and growing season extensions in an effort to diversify and strengthen specialty crop production.
E. Marketing
TDA will consider projects that improve consumers’ knowledge and understanding of Texas specialty crops through education and outreach. Additionally, TDA will consider projects that increase or develop long-term sales, consumption, and competitiveness of Texas specialty crop products, including international marketing and trade activities.

- **Agriculture Education/Outreach**
  *Project examples include, but are not limited to:*
  - Promoting Texas specialty crops and strengthening the connection between specialty crops and agriculture,
  - Extending science-based information to specialty crop growers and other key stakeholders,
  - Educating consumers about Texas’ specialty crops and agriculture,
  - Reconnecting communities with specialty crop production,
  - Educating the public about the identity and threat of invasive species to Texas specialty crops, and
  - Promoting/marketing specialty crop certification and/or education program opportunities that further enhance critical job skills.

- **Market Enhancement and Promotion**
  *Project examples include, but are not limited to:*
  - Conducting statewide promotion and awareness activities of Texas specialty crops;
  - Targeting specialty crop marketing concepts on the unique characteristics of local and regional areas such as culture, geography, history, and types of agricultural production;
  - Developing cooperative marketing and promotions such as cross-menu promotions of specialty crops;
  - Marketing agritourism as it relates to Texas specialty crops; and
  - Creating innovative consumer/trade promotions in foreign markets.

### Funding Parameters, Award Information and Notification

- State, local or Indian tribal governments, non-profit organizations, colleges and universities will be subject to 2 C.F.R. Parts 200 and 400, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards.

- Applicants may be awarded funding at varying levels depending on the nature of the project.

- Applications must demonstrate strong justification for the requested budget, as well as the potential for providing significant, demonstrable benefits to Texas specialty crops.

- Where more than one (1) application on an eligible research topic is acceptable for funding, TDA 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 reserves the right to accept or reject any or all applications submitted. 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.

• Public announcements and written notifications 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**

TDA anticipates that a Conditional Notice of Grant Award will be made in August 2022, or as soon thereafter as practical. All approved grant projects will have an anticipated grant term from December 1, 2022 through September 30, 2024.

**Application Requirements**

Applications must be submitted via TDA-GO, TDA’s online Grant Application / Management system, no later than 11:59 p.m. CDT on Wednesday, June 29, 2022.

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

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

a. **Applicant Contact Information**
b. **Project Characteristics**
c. **Project Profile** – Must address the following information:
   i) Primary Applicant
   ii) Partner Organization(s)–list name(s) of organization(s) assisting on the project
   iii) Project Title
   iv) Duration of Project
   v) Project Summary
   vi) Project Purpose
   vii) Objectives
   viii) Project Beneficiaries
   ix) External Project Support
d. **Expected Measurable Outcomes**
e. **Work Plan**
f. **Budget** Narrative/Justification
g. **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 webpage;
     ▪ 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.

2. Additional supporting documentation (e.g. publications, supporting data, reference list, letters of support, etc.) may be included as supplemental attachments. Documents may be uploaded under Supporting Documentation found in the Project Characteristics section. Letters of Support are not required but are highly encouraged.

**Evaluation and Selection Information**

The entire application package, comprised of the Application, Project Profile (using required template format), and all additional attachments, will be evaluated on its comprehensiveness, completeness, and overall quality. An administrative review will be conducted by TDA to determine whether the applicant was adequately responsive to the requirements of this RFGA. TDA will take into consideration the status of any open project’s progress, timely expenditure of funding on previous projects/utilization rate, performance report compliance and risk assessment score. For applicants that do not have previous SCBGP awards, TDA will ensure the prior considerations do not cause a disadvantage to the application submitted.

Based on the application requirements set forth above, a review team including internal and external experts and/or stakeholders will competitively review all applications, by key focus area, to evaluate each project’s ability to enhance the competitiveness of specialty crops.

Projects that are selected to be included in TDA’s H.R. 133 State Plan must show a direct benefit to Texas specialty crops. Applications will be scored using the criteria set forth in the Proposal Evaluation Criteria. Additionally, TDA will review projects from each key focus area and ensure diversity among Texas specialty crop industries.

Evaluations will consider:
• **Project Purpose (25 points):**
  Rate how well the proposal conveys the project’s purpose and its capacity to enhance the competitiveness of the Texas specialty crop industry.

• **Measurable Objectives: (15 points):**
  Rate how well the applicant identifies the project's goals/objectives and their appropriateness to the project.

• **Project Impact and Beneficiaries (20 points):**
  Rate the grant proposal’s projection of the project's beneficiaries and impact on the Texas specialty crop industry.

• **Project Sustainability (10 points)**
  Rate the grant proposal’s ability to achieve sustainability for the project beyond the grant duration.

• **External Support (10 Points)**
  Rate the level of support this project demonstrates; are project partners and stakeholders actively involved or have they pledged their support of the project’s goals? This section includes both the question under ‘Project Profile’ and any additional letters of support the applicant has included.

• **Project Work Plan (20 Points):**
  Rate how well the applicant describes the plan of activities necessary to accomplish the stated objectives.

• **Outcome/Indicator Performance Measures (15 Points)**
  Review the selected Expected Measurable Outcomes (SCBGP Performance Measures) and Data Collection to determine how well the applicant addresses the requirements for Outcome Measures.

• **Budget: (15 Points)**
  Review the Budget Narrative to determine how well the applicant demonstrates the reasonableness of the requested amount and relevance to the project's purpose, objectives, and outcomes.

Preference may be given to projects showing specialty crop industry support and/or collaboration. Additionally, preference may be given to projects responding to priority needs relating to COVID-19 impacts to the food system or minimizing impacts that may be caused by similar disruptions in the future.
Risk Assessment and Monitoring

In accordance with 2 CFR §200.332(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, each 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 ranging 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.

Grant Recipient Responsibilities and Accountability

Awarded applicants (Grant Recipients) will be responsible for the conduct of their projects supported by the SCBGP and for the results described in the corresponding applications. Each Grant Recipient shall monitor the day-to-day performance of the grant project to assure adherence to statutes, regulations, and grant terms and conditions. Grant Recipient must carry out the activities described in the approved scope of work.

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

- Funds are used only for activities covered by the approved project;
- Funds are not used in violation of the restrictions and prohibitions of the grant agreement or applicable law; and
- All budget and performance reports are completed in a timely manner.

Each Grant Recipient must ensure it has an adequate accounting system in place and sufficient 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**

Grant Recipients will be required to submit periodic performance reports in TDA-GO. Reporting timelines are incorporated into the grant agreement. As part of TDA’s ongoing monitoring of grant funds, Grant Recipients 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 on the H.R. 133 State Plan to USDA. Grant Recipients will provide an annual report in a narrative format prescribed by TDA, documenting the accomplishments of their project for that period.*

*The Final Performance Report is due thirty (30) days after project completion, or termination of the Grant Agreement, whichever occurs first. This report must be in a narrative format prescribed by TDA. Similar to the annual performance reports, the final performance reports will be provided to USDA documenting Texas’ progress on the 2021 H.R. 133 State Plan.*

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

<table>
<thead>
<tr>
<th>GRANT RECIPIENT REPORTING REQUIREMENTS</th>
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<tr>
<td>Specialty Crop Block Grant Program</td>
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<tr>
<td>Contract Term: 12/1/2022 - 9/30/2024</td>
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<tr>
<td><strong>Due Date</strong></td>
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<tr>
<td>Performance Report 2</td>
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<tr>
<td>Performance Report 3</td>
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<tr>
<td>Annual Performance Report</td>
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<td>Performance Report 4</td>
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<tr>
<td>Performance Report 5</td>
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<tr>
<td>Performance Report 6</td>
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<tr>
<td>Final Performance Report</td>
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</tbody>
</table>

**Budget Development Information**

**A. Payment.** *Grant funds will be paid on a cost reimbursement basis.* Grant Recipients 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 Grant Recipient to TDA for reimbursement after Grant Recipient 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;
   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. Indirect Costs are limited to 8 percent of the total Federal funds provided under the award. If TDA does not take the full 8 percent of indirect costs, individual sub-applicants may claim the remaining portion of these costs at the discretion of TDA. At the time of the publication of this RFGA, TDA will be taking the full 8 percent for indirect costs.
Indirect costs will be deemed as an ineligible expense in both the Grant Recipient and subcontractor budgets;
2. Alcoholic beverages;
3. Entertainment;
4. Tips
5. Contributions, charitable or political;
6. Expenses falling outside of the contract period;
7. Expenses for items not listed in the project budget or that fail to meet the intent of the program;
8. Expenses that are not adequately documented;
9. Meal reimbursements related to travel, meetings, conferences or other events;
10. 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;
11. 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
12. 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.


General Information

Grant Awards.

- The announcement of grant awards will be made by the date outlined in this RFGA or 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 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. 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.

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) and the Texas Grant Management Standards (TxGMS), along with 2 CFR Parts 200 and 400, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

Contact Information and Submittal Instructions

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. CDT on Wednesday, June 29, 2022 (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 the Grants Office at (512) 463-6695 or by email at Grants@TexasAgriculture.gov. 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.

- 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

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

Mindy Fryer
Director
Email: 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

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.

TDA-GO Application Instructions

Click here to access the TDA-GO website or copy and paste the following in your browser: https://tda-go.intelligrants.com/

Step 1: 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 Block Grant 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.

![Login Form](image)

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.
EIT/SAM & DUNS (Required) – the DUNS 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

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 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](image)

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.
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.

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.
**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.

---

**STEP 1**
Navigate to tda-go.intelligrants.com/

**STEP 2**
Click "New User/Organization Registration"

**STEP 3**
Fill in Required Fields for C/R new user

**STEP 4**
DUNS enter all zeros (e.g. 000000000)

**STEP 5**
Organization Name
Put C/R New User First and Last name, **DO NOT** enter the Organization name

**STEP 6**
Enter Organization address and work email

**STEP 7**
Contact the Organization Authorized Official or Project Director to initiate a new application on your behalf.

**STEP 8**
AO or PD must request access of C/R to the appropriate application at this link
https://form.jotform.com/210115060292036

**STEP 9**
TDA will approve the C/R New User. C/R can log in and access assigned application.
To register a Consultant/Research New User, complete the following steps:

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

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 & DUNS (Required) – Enter all zeros if you are a C/R at a University/College (e.g. 000000000).
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 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.

4) Once saved, 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 request access for the C/R by completing the “Request for Third-Party Access to Grant Documents” form.

The form is found here: https://form.jotform.com/210115060292036

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 temporary password 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 the email address. Click on the Email button. A temporary password will be sent to the email address supplied.

3) Once the user has received a temporary password, they will need to login.
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.
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.
Accessing Grant Opportunity

The following describes how to access the Specialty Crop Block Grant 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.

Choose the **Specialty Crop Block Grant Program** by scrolling down the **Initiate New Application** box and select **Grant – Specialty Crop Block Grant - 2022** (Figure 2 & 3).
A brief description and agreement language appears (Figure 4). Read and select Agree.

Document Landing Page
After Agree is selected, the Document Landing Page will appear (Figure 5).
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, Project Characteristics, Project Profile, Project Outcomes, Work Plan, Budget Narrative, Accounting System and Financial Capability Questionaire, and Certification.

- **Tools** include Add/Edit People who can access the application, Status History, Attachment Repository, Modification Summary, Document Validation, Notes, and Print Document ability.

- **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 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).

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).

Select the Authorized Official of your organization from the drop-down list below *

Figure 7. Example of Required Fields

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

You can delete additional rows by pressing the red minus (-) button (Figure 9)
After completing the form, click the Save button in the top right hand corner (Figure 10). After clicking the Save button, if any required sections are missing, an error message will appear (Figure 11).

Step 2: Complete Project Characteristics
Expand the Forms drop down menu and select Project Characteristics (Figure 12).
Complete all appropriate sections of the Project Characteristics. 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.

**Supporting Documentation**

<table>
<thead>
<tr>
<th>Description</th>
<th>Upload</th>
</tr>
</thead>
</table>

(Figure 13. The Select button allows applicant to select and upload the appropriate documentation)

**Supporting Documentation Upload (Optional):** Applicants may upload relevant additional documentation in this field (e.g. letters of support, references, supporting data, etc.). Click the **Select** button to add a file. Additional documents may be added by clicking the **plus** (+) button (Figure 13).

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

**Step 3: Complete Project Profile**

Expand the **Forms** drop down menu and select **Project Profile** (Figure 14).

(Figure 14. Project Profile location)

Complete all sections of the Project Profile.
After completing the Project Profile form, click the **Save** button in the top right hand corner (Figure 10). After clicking the **Save** button, if any required sections are missing, an error message will appear (Figure 11).

**Step 4: Complete Project Outcomes**

Expand the **Forms** drop down menu and select **Project Outcomes** (Figure 15).

![Figure 15. Project Outcomes location](Image)

**Instructions**: Select at least one of the eight outcome measure(s) that are applicable for this project, and at least one of the indicators listed underneath the selected outcome(s). If there are multiple sub-indicators under the selected indicator, select at least one. See Figure 16.

The progress of each indicator must be reported in the in the Annual Performance Report and the result in the Final Performance Report. The SCBGP Performance Measures are approved by the Office of Management and Budget (OMB) to evaluate the performance of the SCBGP on a national level.

![Figure 16. Project Outcomes selection example](Image)
After completing the Project Outcomes form, click the **Save** button in the top right hand corner (Figure 10). After clicking the **Save** button, if any required sections are missing, an error message will appear (Figure 11).

**Step 5: Complete Work Plan**
Expand the **Forms** drop down menu and select **Work Plan** (Figure 17).

![Work Plan location. Add additional rows by clicking the plus (+) button on the right hand side.](image)

**Instructions:** Detail the steps it will take to complete the project, include who will complete each task and any resulting deliverable. The timeline should be progressive (including month and year) to show when each activity will start and end. Be sure to include performance monitoring, data collection, outreach and reporting.

After completing the Work Plan, 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 6: Complete Budget Narrative**
Expand the **Forms** drop down menu and select **Budget Narrative** (Figure 18).
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 18).

All expenses described in the Budget Narrative must be associated with expenses covered by the SCBGP. 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 Block Grant.

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 19)
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 20). If the contractor is not paid by flat rate, an additional contractual budget narrative will need to be completed.

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 21) and is only accessible after the Not Flat Rate box is checked and when the page is saved.

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
additional 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 7: Complete Accounting System and Financial Capability Questionnaire**

Expand the **Forms** drop down menu and select **Accounting System and Financial Capability Questionnaire** (Figure 22).

![Figure 22. Accounting System and Financial Capability Questionnaire location](image)

**Step 8: Complete Review and Certification**

Before completing Step 8 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 23).

![Figure 23. Completed section with check mark](image)

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 24). Return to the applicable section to review and resolve any error messages.

![Figure 24. Incomplete section with error messages](image)
Once all error messages are resolved and each section has a check mark as seen in Figure 23, the application may be certified and submitted.

Expand the **Forms** drop down menu and select **Certification** (Figure 25). 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 25). The section is then complete. Click **Save** in the top right corner.

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**Step 9: 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 26). Select **Application Submitted**.
NOTE: If errors remain, a Document Validation message will pop up noting what sections still have errors (Figure 27). 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

<table>
<thead>
<tr>
<th>Form Name</th>
<th>Status</th>
<th>May Prevent Status Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Profile</td>
<td>Error(s)</td>
<td>Yes</td>
</tr>
</tbody>
</table>

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 28).
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 29).

From: websites@agatesoftware.com
Sent: Tuesday, April 13, 2021 10:57 AM
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 29. Example of confirmation email