



# TEXAS DEPARTMENT OF AGRICULTURE

## TEXAS LOCAL FOOD PURCHASE ASSISTANCE (TxLFPA)

COMMISSIONER SID MILLER

### Request for Grant Applications

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#### Executive Summary

The Texas Department of Agriculture (TDA) is administering the Texas Local Food Purchase Assistance Program (TxLFPA).

The purpose of the program is to maintain and improve Texas' food and agricultural supply chain resiliency. The goal of this program is to foster in-state, long-term relationships and build sustainable market opportunities for State of Texas producers, with an emphasis on supporting local or regional and socially disadvantaged producers to increase the amount of products distributed to underserved communities in the State of Texas. In addition, TDA aims to tailor food distribution for unique local challenges to serve the State's population and feeding programs, including food banks and other organizations that target underserved communities.

#### Dates

Applications must be received by Thursday, August 11, 2022, by 11:59 pm Central Daylight Time (CDT).

#### Agency Division

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

#### Cost Sharing and Matching

TxLFPA does not have a Federal cost-sharing or matching requirement.

#### Catalog of Domestic Federal Assistance (CFDA) Number

10.182

## TABLE OF CONTENTS

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<b>EXECUTIVE SUMMARY.....</b>	<b>1</b>
<b>STATEMENT OF PURPOSE .....</b>	<b>3</b>
<b>PROJECTED TIMELINE OF EVENTS .....</b>	<b>3</b>
<b>PROGRAM DESCRIPTION.....</b>	<b>3</b>
<b>DEFINITIONS.....</b>	<b>4</b>
<b>ELIGIBILITY.....</b>	<b>5</b>
<b>GRANT RECIPIENT RESPONSIBILITIES AND ACCOUNTABILITY .....</b>	<b>5</b>
MONITORING AND DOCUMENTING .....	5
<b>FUNDING PARAMETERS .....</b>	<b>6</b>
<b>EVALUATION AND SELECTION INFORMATION .....</b>	<b>6</b>
EVALUATION FACTORS AND CRITERIA .....	7
REVIEW AND SELECTION PROCESS .....	8
<b>TERM OF FUNDING OR DURATION OF PROJECTS.....</b>	<b>8</b>
<b>REPORTING REQUIREMENTS .....</b>	<b>8</b>
<b>APPLICATION REQUIREMENTS .....</b>	<b>9</b>
<b>BUDGET INFORMATION .....</b>	<b>10</b>
<b>GENERAL INFORMATION.....</b>	<b>12</b>
<b>COMPLIANCE INFORMATION .....</b>	<b>14</b>
<b>DEADLINE FOR SUBMISSION OF RESPONSES .....</b>	<b>14</b>
<b>PROGRAM CONTACTS .....</b>	<b>15</b>
<b>TDA-GO APPLICATION INSTRUCTIONS.....</b>	<b>15</b>
<b>ACCESSING GRANT OPPORTUNITY.....</b>	<b>22</b>
<b>APPLICATION FORM GUIDANCE .....</b>	<b>25</b>

## Statement of Purpose

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This Request for Grant Applications (RFGA) is issued pursuant to Texas Agriculture Code (“Code”), Sections 12.002 and 12.027, which authorize the Texas Department of Agriculture (TDA) to encourage the proper development and promotion of agriculture. TDA hereby requests applications for the Texas Local Food Purchase Assistance (TxLFPA) Program.

This program aims to maintain and improve food and agricultural supply chain resiliency. The program achieves this purpose in the overarching goals below:

- Support and strengthen the local and regional food system by building and enhancing relationships between community organizations and food businesses,
- Support food distribution through new distribution sites to meet the population’s diverse cultural preferences in underserved communities,
- Track metrics, evaluate results and share program performance information with interested audiences to increase opportunities for sustainability, and
- Procure culturally relevant food for the diverse communities in Texas.

## Projected Timeline of Events

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Application Availability	June 2022
Kickoff Pre-award conference call	July 7, 2022 (email <a href="mailto:grants@TexasAgriculture.gov">grants@TexasAgriculture.gov</a> to register)
Application Deadline	August 11, 2022
Anticipated Award	August 2022 (or as soon thereafter as practical)
Anticipated Start Date	September 15, 2022
End Date of Project	May 31, 2024

## Program Description

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TDA requested initial funds of \$22,680,000, which may later be increased to \$37.8 million under USDA’s Local Food Purchase Assistance Cooperative Agreement Program. TDA anticipates ~99% will be sub-awarded to non-profits and/or community organizations to increase purchases of local food from socially disadvantaged producers and provide additional variety and culturally relevant products to underserved communities. Funding through the TxLFPA will allow new relationships to be formed between vendors (small farmers and food manufacturers) and the grant recipients (non-profits/community organizations). Besides immediate sale impacts, it is anticipated that vendors will expand their brand awareness, not just with the entity purchasing their food products, but also with the end consumer who may continue to seek them out in the future, providing longer-term economic impact to the businesses.

TDA intends to reconnect communities to their food system by creating an opportunity where local, regional, and socially disadvantaged farmers and producers can simultaneously sell fresh, local food and serve underserved communities. With this grant, TDA has the opportunity to drive an outreach initiative to underserved communities to seek out healthy and nutritious food, along with requiring our grant recipients to reach out to socially disadvantaged farmers.

The expectation of this program is for selected applicants (Grant Recipients) to spend the predominance of

awarded funds on food purchases. Food purchases can include both fresh and processed foods. Applicants may also request direct and indirect costs associated with developing and administering the program in accordance with [2 CFR § 200.413-414](#). All food purchased must meet the definition of domestically produced as well as the definition of local as defined below. Funds may also be used to cover the activities associated with program development, administration, food storage, and food distribution.

Applications submitted to TDA by non-profit/community organizations must detail both how they will target underserved communities that are not generally served through traditional food distribution networks and also describe their plan for connecting with new socially disadvantaged producers and food manufacturers.

After vendors (including new socially disadvantaged producers and/or processed food manufacturers) have been identified, Grant Recipients will be responsible for contracting, determination of product types, quantities, delivery dates, and transportation logistics. Grant Recipients may attempt to diversify their purchases with both fresh/perishable and shelf-stable food for their feeding programs. They may also schedule delivery to optimize the amount and mix of food available for distribution to those in need.

## Definitions

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For the purposes of this RFGA, the following definitions will be used:

- **Local or regional producers** are farmers, ranchers, producers, processors or distributors and other businesses involved in food production or distribution that are located in the State of Texas or tribal region or within 400 miles of the delivery destination.
- **Local or regional food.** Locally and Regionally Produced Food means food that is raised, produced, aggregated, stored, processed, and distributed in the locality or region where the final product is marketed to consumers, so that the total distance that the product travels between the farm or ranch where the product originates, and the point of sale to the end consumer is at most 400 miles, or both the final market and the origin of the product are within the same State, territory, or tribal land.
- **Domestic Food.** “Agricultural Commodity” means a product grown, processed, and otherwise prepared for sale or distribution exclusively in the United States or its territories, except with respect to minor ingredients. Minor ingredients from non-domestic sources will be allowed to be utilized as a United States product if such ingredients are not otherwise: (1) produced in the United States; and (2) commercially available in the United States at fair and reasonable prices from domestic sources. The following ingredients are determined by AMS Commodity Procurement as not available at fair and reasonable prices and are waived from U.S. origin restrictions: (1) Vitamin A (Retinol Palmitate), (2) Vitamin D, (3) Carageenan (stabilizing agent), (4) Sorbic Acid (preservative), (5) Potassium Sorbate (preservative), (6) Rennet (coagulant), (7) Items excepted from the Buy American Act under [FAR 25.104 Nonavailable Articles](#).
- **Socially Disadvantaged producers.** Socially Disadvantaged Farmer or Rancher is a farmer or rancher who is a member of a Socially Disadvantaged Group. A Socially Disadvantaged Group is a group whose members have been subject to discrimination on the basis of race, color, national origin, age, disability, and, where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program.

- **Underserved communities** are those defined in accordance with Executive Order 13985, *Executive Order on Advancing Racial Equity and Support for Underserved Communities Through the Federal Government*, January 20, 2021:
  - Sec. 2. Definitions. For purposes of this order: (a) The term “equity” means the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality.
  - (b) The term “underserved communities” refers to populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life, as exemplified by the list in the preceding definition of “equity.”

## Eligibility

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Eligible entities are non-profits, food banks, food distribution chain, and other social service organizations whose headquarters are in the State of Texas and/or the principal place of operation must be in Texas.

Secretary of State Registration. Before grant agreement execution, the awarded Grant Recipient must be registered to do business in the State of Texas.

## Grant Recipient Responsibilities and Accountability

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Grant Recipients will be responsible for procuring and distributing food to their communities. TDA will work with Grant Recipients to ensure proper procurement methods are followed, initial and ongoing data is collected for required reports, and relationships with producers are developed.

Grant Recipients may work with existing vendors but will also be responsible for identifying potential new providers. In addition, TDA will assist by utilizing internal resources and work with the Grant Recipients to make additional connections to new producers and food manufacturers.

Grant Recipients will also be responsible for securing distribution locations, including those that serve underserved communities.

### Monitoring and Documenting

Grant Recipients, if any, will be responsible for the conduct of the project supported by the TxLFPA program and for the results achieved. 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 Recipients must carry out the activities described in the approved scope of work.

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

- Funds are used only for activities covered by the approved project;
- Funds are not used in violation of the restrictions and prohibitions of applicable statutes and regulations; 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 reported and maintained for four (4) years after the conclusion of the project, or longer if required by TDA.

## Funding Parameters

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Selected grant projects, if any, under this RFGA will receive funding on a cost-reimbursement basis. Funds will not be given in advance to Grant Recipients. Grant Recipients must have the financial capacity to pay for all project costs up front.

Grant awards, if any, are subject to the availability of funds. If no funds are appropriated or collected for this purpose, applicants will be informed accordingly.

These funds will be awarded through a competitive process. Projects may be funded at varying levels depending on the nature of the project. TDA reserves the right to accept or reject any or all applications submitted. TDA is under no legal or other obligation to make an award 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.

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

Written notifications will be made to all applicants. Favorable decisions will indicate the amount of award, duration of the award, and any special conditions associated with the project.

Eligible beneficiaries to receive the food are those members of communities in need of food. Grant Recipients cannot place any additional conditions on receiving food, such as attending a class/service.

TxLFPA recipients can include schools as food distribution points, however the food distributed is not intended to supplement the National School Lunch Program (NSLP). USDA announced another program on December 17th, 2021, called the Local Food For Schools Cooperative Agreement Program (LFS). The LFS program will support school meal programs through the NSLP.

## Evaluation and Selection Information

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An administrative review of applications will be conducted by TDA agency staff to determine whether the

application is adequately responsive to the requirements of this RFGA. Only those responsive applications submitted by eligible applicants will be considered and evaluated under this RFGA. Applications are considered final when submitted, and TDA staff will not communicate with any applicant regarding the content or status of an application until after formal evaluation of all applications.

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

### **Evaluation Factors and Criteria**

The following selection criteria will be used to evaluate applications for this RFGA. Evaluations will be based on a 100-point scale.

The entire application package, comprised of the Application, Project Narrative (using required template format), and all additional attachments, will be evaluated on its comprehensiveness, completeness, and overall quality. Application packages will be evaluated based on the following criteria:

**Appropriate Project Design** – Applications will be scored on the appropriateness of the project design, as outlined in the Project Narrative, Activities/Indicators, and Budget Narrative sections of the application. This will include a judgment as to whether the proposed project will allow the organization to meet the objective of the grant. The *Appropriate Project Design* sub-score will make up 70 points of the final score assigned to an application. Criteria that will be used to score the *Appropriate Project Design* sub-score include, but are not limited to:

- Rate how well the proposal conveys the project’s purpose and its capacity to meet the objectives of the program. (project narrative)
- Rate how well the proposed Activities/Indicators correlate with the narrative. Are the delivery methods and outreach activities appropriate to reach the intended and maximum number of beneficiaries? (anticipated project results and supplemental attachments)
- Does the project demonstrate effective short-term and long-term impact? Does the applicant estimate a realistic number of project beneficiaries? (anticipated project results and supplemental attachments)
- Does the project demonstrate that the grant recipient has the ability to carry out the procurements with ample planning, resources, financial controls, reporting ability, and risk management plans? (anticipated project results)
- Rate how well the applicant describes the plan of activities necessary to accomplish the stated objectives. (work plan)
- The applicant includes names & titles of person(s) responsible for ensuring project is achieved. Details including timelines, and calendar frequencies (weekly, monthly, etc.) that mark, when activities can be expected to be accomplished, are included by site. The project describes how oversight will be performed. The project describes steps to ensure project is achieved as outlined. (project oversight)
- Rate the grant proposal’s ability to achieve sustainability for the project beyond the grant duration?

**Appropriate and Efficient Budget**– Applications will be scored on the appropriate and efficient use of grant funds, as evidenced by the submitted Budget and Budget Narrative. This includes an assessment of the reasonability of outlined costs. The Appropriate and Efficient Budget sub-score will make up 20 points of the final score assigned to an application.

**Food Diversity** – Did the grant recipients demonstrate the ability to procure culturally relevant food for diverse communities in Texas? The Food Diversity sub-score will make up 10 points of the final score assigned to an application.

### **Review And Selection Process**

Following the initial screening process, TDA will assemble an evaluation panel to review and determine the technical merits of each application. The committee will evaluate the proposals based on how well they address the required application components and then order the applications from highest to lowest score. The panel members will recommend applications for consideration for a grant award based on the evaluation scoring. TDA reserves the right to accept the panel’s recommendation, select an application for funding in order to meet agency priorities, or balance out the geographical representation or project diversity.

TDA reserves the right to use this RFGA and competition to award additional grants in this or the subsequent fiscal year should additional funds be made available.

## **Term of Funding or Duration of Projects**

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TDA anticipates that a Notice of Grant Award (NGA) will be made in July 2022, or as soon thereafter as practical. All approved grant projects will have an anticipated grant term of August 1, 2022, to May 31, 2024.

## **Reporting Requirements**

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To ensure attainment of program goals and to monitor progress, Grant Recipients are required to complete quarterly, annual, and final progress reports. Reporting timelines will be incorporated into the grant agreement. As part of TDA's ongoing monitoring of grant funds, Grant Recipients must regularly demonstrate progress toward achieving project goals. Failure to comply with reporting requirements may result in the withholding of requests for reimbursement and/or termination of the award. All performance reports will be submitted in TDA-GO. Selected Grant Recipients will be provided guidance in post-award instructions.

### **Quarterly Performance Reports**

TDA will provide a template to collect information from recipients. Information to be collected will include: Upon issuance of vendor contracts, name of vendors, dollar value awarded and type and quantity of food purchased (fruit, vegetable, dairy, protein). Break-down of number of socially disadvantaged farmers/producers awarded contracts, dollar value of purchases, and type and quantity of commodity purchased (fruit, vegetable, protein, dairy). Also, the name and location of organizations receiving food aid, distribution site details and dollar value of product being distributed to underserved communities.

These performance reports must provide a description of the following activities conducted during the reporting period: budget information, deviations from the proposed plan, difficulties encountered, solutions developed to overcome difficulties, and major planned activities for the next quarter.

Reporting by Grant Recipients will be due approximately one (1) month prior to the federal reporting deadlines and must include all required metrics data. This will give TDA time to review and compile data appropriately. Quarterly performance reports will also be reviewed to ensure sufficient progress is being made. Periodic or scheduled meetings may also be conducted to share successes, discuss obstacles, and brainstorm innovative ideas to enhance the program. Annual and final performance reports will also be due

from Grant Recipients prior to TDA's submitting a compiled report to USDA. See Reporting Requirements below for more details.

### **Annual/Final Performance Reporting**

At the end of each performance year, recipients will be required to provide an annual report. This report will include a summary of the data from the quarterly progress reports and a narrative addressing questions 1 through 3 below. The narrative responses will be used to measure the outcome of the TxLFPA program.

1. Percentage of new marketing opportunities established by purchasing from local and regional farmers/producers, and of those, what percentage will likely be sustained after the funding is expended.
2. Percentage of new marketing opportunities established by purchasing from socially disadvantaged farmers/producers, and of those, what percentage will likely be sustained after the funding is expended.
3. Percentage of purchases distributed beyond current food distribution networks to serve underserved communities, and of those, what percentage will likely be sustained after the funding is expended.

Responses to questions 1 and 2 should compare the number of partnerships built through the TxLFPA to partnerships in existence prior to the program, and of those, the percentage that will continue at the conclusion of the program. Responses to question 3 should compare the total deliveries of food products through the TxLFPA to the deliveries made to underserved communities that are not served by current food distribution networks (such as TEFAP), and the percentage of those food distributions that will continue at the conclusion of the program.

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.

## **Application Requirements**

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Applications must be submitted in TDA's online Grant Application/ Management system called TDA-GO no later than **11:59 p.m. CDT on Thursday, August 11, 2022.**

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

Application instructions and TDA-GO information will be available on TDA's website: <https://texasagriculture.gov/GrantsServices/GrantsandServices/TexasLocalFoodPurchaseAssistance.aspx>

To be considered, online applications must be complete and include all the following information:

- Applicant Contact information
- Project Narrative
- Budget Details
- Administrative Form Uploads
  - Application for Texas Identification Number
  - Direct Deposit Authorization
  - W-9 IRS Federal Tax Form
  - Supplemental Uploads

- Certification

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

## Budget Information

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- 1. Payment.** Grant funds will be paid to Grant Recipients only on a cost reimbursement basis. Grant Recipients will be required to submit payment requests quarterly, but no more frequently than monthly, in order to show significant financial and project progress. Requests for reimbursement must include sufficient documentation detailing each allowable grant project expense. Acceptable documentation may include, but is not limited to, invoices, receipts, and/or detailed information regarding personnel costs. TDA has the sole discretion to determine the validity of the cost. No in-kind donations or matching funds are required. Reimbursement payment requests shall only be submitted by the grant recipient to TDA for reimbursement after the grant recipient purchases the approved budget item.
- 2. Payment Schedule.** Upon timely receipt of payment requests and supporting documentation, approved reimbursement of up to 90% of the total grant award will be paid prior to submission of the Final Performance Report.

The remaining 10% will only be disbursed once all reporting requirements have been met, including, but not limited to, the final periodic report (if applicable) and the Final Performance Report.

- 3. Ineligible Expenses.** Certain expenses may be prohibited by state or federal law or determined to be ineligible by program guidelines. Examples of such expenditures include, but are not necessarily limited to, the following:

- Acquisition costs of general purpose equipment or lease agreements to own equipment are not allowed.
- Alcoholic beverages;
- Capital goods
- Cellphones and cellphone charges;
- Contributions - charitable or political;
- Controlled assets (small equipment), defined as certain items valued \$500.00 - \$4,999.99 which must also be inventoried, link to [Controlled Property Listing](#). These items include Audio Equipment, Camera (Portable, Digital, SLR) TVs, Video Players/Recorders, Computer, Projectors, Smartphones, Tablets & Other Hand Held Devices;
- Cost for development and/or design of a website for a company;
- Costs associated with food production activities, or costs associated with general purpose development or training are unallowable. Food safety certifications, seed, or crop insurance are examples of production costs.
- Entertainment;

- Equipment – Tangible personal property costing over \$5,000 per unit and having a useful life over one year (freezers, kitchen equipment, etc.);
- Expenses falling outside of the contract period;
- Expenses for items not listed in the project budget or that fail to meet the intent of the program;
- Expenses incurred outside of the grant period;
- Expenses related to entertaining current or prospective clients or government officials;
- Expenses that are not adequately documented or that do not meet the intent of the program;
- Gift cards;
- Gratuity/Tips;
- Immunizations;
- Purchase of livestock, live animals, or cattle for slaughter (Funding can only be used to purchase food items, such as meat, poultry, fruit, vegetables, seafood, dairy, and processed foods.); and
- Meal reimbursements related to travel, meetings, conferences or other events.

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

- 4. Eligible Expenses.** Generally, expenses that are necessary and reasonable for proper and efficient performance and administration directly related to 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.
- a. Personnel and Fringe Benefits – both salary and benefits directly related to project implementation;
  - b. Travel – mileage reimbursement, transportation and lodging.
  - c. Supplies - 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;
  - d. Contracts – agreements made with a third-party to perform a portion of the project;
  - e. Indirect – limited to 10% of direct costs.
  - f. Other – any expenses that do not fall into the other categories directly related to the proposed activities. Include cost of food, packing, transportation, storage and distribution here if they do not fit in the other categories.
    - i. Food: The bulk of the proposed budget in the application should be spent directly on food producers or purchases from food producers.
    - ii. Insurance: Crop or food product insurance is not mandatory, but producers are encouraged to insure 50% of their proposed TxLFPA-purchased food products. Storage, distribution and transportation entities will be held to relevant standards of ensuring that food is transported and stored in a manner that minimizes spoilage and maximizes delivery of the food products in optimal condition. For storage of products prior to distribution, insurance for at least an average value of one month’s worth of the anticipated value of TxLFPA foods is required.
    - iii. The TxLFPA program is not limited to fresh produce. Any food or beverage product that meets the definition for domestic and local (local as defined in the RFGA) are permissible. This includes processed products and seafood.

- iv. Food can be purchased and used in meals that are distributed through the LFPA program, however all meal components must meet the definitions for domestic and local, as defined in the RFA. Minor ingredients (spices, oils, sweeteners, etc) used in meal preparation must meet the definition of “Domestic Food”
  - v. Technical Assistance: direct costs may be proposed for outreach and program development, which may include technical assistance for socially disadvantaged producers to facilitate participation in the TxLFPA program. Costs associated with outreach and program development must be directly allocable to LFPA program activities and goals.
- Pre-award costs may be allowable with explicit approval from TDA; however, approval does not guarantee an award if grant funds are not appropriated. Pre-award costs are those incurred prior to the effective date of the state award directly pursuant to the negotiation and in anticipation of the state award where such costs are necessary for efficient and timely performance of the scope of work. Such costs are allowable only to the extent that they would have been allowable if incurred after the date of the state award and only with the written approval of the state awarding agency.

## General Information

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

TDA reserves the right to fund projects partially or fully. TDA reserves the right to negotiate individual elements of any application and to reject any and all applications. Where more than one application is acceptable for funding, TDA may request cooperation between grant recipients or revisions/adjustments to an application in order to avoid duplication and to realize the maximum benefit to the state. Selected projects will receive funding on a cost-reimbursement basis.

### Applications

TDA reserves the right to reject all applications and is not liable for costs incurred by the applicant in the development, submission, or review of the application, or costs incurred by the applicant prior to the effective date of the grant agreement.

### Right to Amend or Terminate Program

TDA reserves the right to alter, amend, or clarify any provisions, terms, or conditions of this program or any grant awarded as a result thereof, or to terminate this program at any time prior to the execution of an agreement, if TDA deems any such action to be in the best interest of TDA and the State of Texas. The decision of TDA will be administratively final in this regard.

### Proprietary Information/Public Information

In the event that a public information request for the application is received, TDA shall process such request in accordance with 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).

## Compliance Information

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1. Grant Recipient (an applicant who receives a grant under this program) must comply with TDA's reporting requirements and financial procedures outlined in the grant agreement. Any delegation by Grant Recipient to a subcontractor regarding any duties and responsibilities imposed by the grant award must be approved in advance by TDA and shall not relieve Grant Recipient of 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.

## Deadline for Submission of Responses

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*Late or incomplete applications will not be accepted.*

Applicants must submit one complete, electronically signed application through the TDA-GO system by TDA 11:59 p.m. CDT on Thursday, June 30, 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) 463-8215 or by email at [Grants@TexasAgriculture.gov](mailto:Grants@TexasAgriculture.gov). TDA staff is available to answer questions regarding the program and to provide clarifying information concerning this RFGA. 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

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### Grant Program Support

Sylvia Garrett  
Contracted Grants Manager  
Phone: (512) 463-8215  
Email: [Grants@TexasAgriculture.gov](mailto:Grants@TexasAgriculture.gov)

Mindy Fryer  
Director  
Phone: (512) 463-6908  
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 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

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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

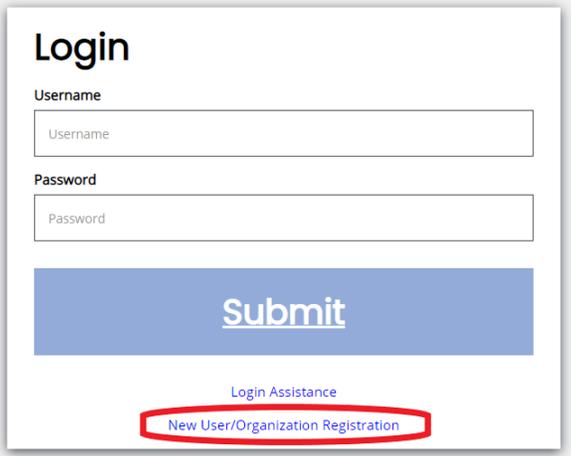
The following describes how to access the TDA-GO online grant system by setting up a new account for an organization. The applicant organization must have a user account to access the TxLFPA Program application. **THIS MUST BE DONE 48-72 HOURS PRIOR TO SUBMITTING AN APPLICATION!**

### 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.



The screenshot shows a login form with the following elements:

- Login** (Section Header)
- Username** (Label) with a text input field containing the placeholder text "Username".
- Password** (Label) with a text input field containing the placeholder text "Password".
- Submit** (Large blue button)
- [Login Assistance](#) (Text link)
- [New User/Organization Registration](#) (Text link, circled in red)

- 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 & DUNS (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)**

**State (Required)**

**County (Required)**

**City (Required)**

**Zip Code (Required)**

**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

The screenshot shows a 'New User Registration' form with the following fields and controls:

- First Name: Text input
- Middle Name: Text input
- Last Name: Text input
- Prefix: Dropdown menu
- Suffix: Dropdown menu
- SAM: Text input with a 'Search' button
- DUNS: Text input with a 'Search' button
- FEIN: Text input
- Organization: Text input
- Title: Text input
- Address: Text input
- Address 2: Text input
- State: Dropdown menu
- County: Dropdown menu
- City: Text input
- Zip Code: Text input
- Email: Text input
- Phone: Text input
- Phone 2: Text input
- Fax: Text input
- Cell Phone: Text input
- Website: Text input
- Username: Text input
- Password: Text input
- Verify Password: Text input
- Notes: Text input

A 'Register' button is located at the bottom right of the form.

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.

The screenshot shows an email notification with the following details:

- Subject:** Mindy Fryer TDA GO! Registration Approved
- From:** TDA-GO@IntelliGrants.com (TDA-GO@IntelliGrants.com via ama)
- To:** Mindy Weth Fryer
- Date:** Mon 12/13/2021 10:12 AM
- Expires:** 1/12/2022
- Retention Policy:** Inbox (30 days)
- Warning:** The actual sender of this message is different than the normal sender. Click here to learn more.
- Warning Box:** 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.
- Content:** The user Mindy Fryer has been approved for TDA GO! To access the system please navigate to <https://tda-go.intelligrants.com>.

### Step 3: Adding Users and Assigning Roles

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

#### TDA-GO User Roles:

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

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

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

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

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

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

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

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

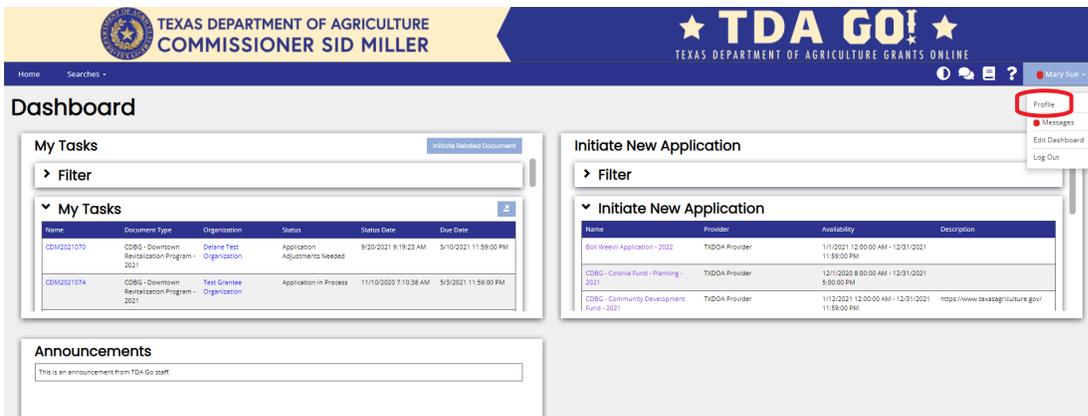


Figure 1. Landing page after logging in and Profile button location

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

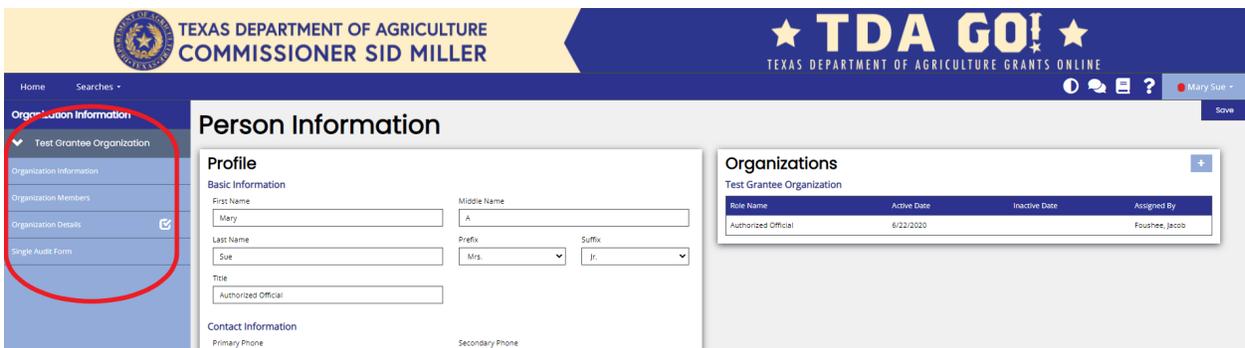


Figure 2. Accessing Organization pages

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

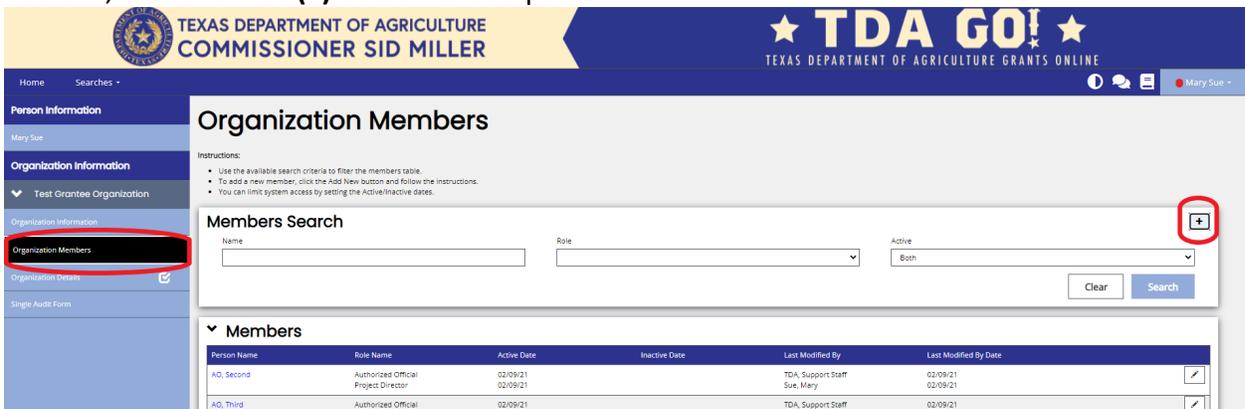


Figure 3. Location of Plus (+) button to add new organization members (AO and PD)

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

**Legend**

**First Name (Required)** – the first name of new user.

**Middle Name** – the middle name of new user.

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

**Title** – the position title of the new user.

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

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

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

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

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

**Phone (Required)** – phone number of the new user.

**Email (Required)** –email address of the new user.

**Role** - select drop-down menu to select a role for the new user.

**Active Date** – date selection tool to select the active date for the new user.

**Inactive Date** – date selection tool to select the inactive date for when the user is no longer active.

**Username (Required)** – create a

username for the new user. An email address is highly encouraged for usernames.

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

### [Login Assistance](#)

The TDA GO portal allows the user to request a 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.



The screenshot shows a web form titled "Forgot Password". It contains two text input fields: "Email" and "Username". Below the "Username" field, there is a link that says "Forgot Username". At the bottom right of the form, there are two buttons: a white "Clear" button and a green "Email" button.

3) 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.



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

## Accessing Grant Opportunity

The following describes how to access the TxLFPA 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.

The screenshot shows the TDA GO! Dashboard. The header includes the Texas Department of Agriculture logo and Commissioner Sid Miller's name on the left, and the TDA GO! logo with 'TEXAS DEPARTMENT OF AGRICULTURE GRANTS ONLINE' on the right. Below the header is a navigation bar with 'Home' and 'Searches' on the left, and user profile 'Mary Sue' on the right. The main content area is titled 'Dashboard' and contains three sections: 'My Tasks', 'Initiate New Application', and 'Announcements'. The 'My Tasks' section has a filter dropdown and a table with two rows of tasks. The 'Initiate New Application' section has a filter dropdown and a table with three rows of application opportunities. The 'Announcements' section contains a placeholder text box.

Name	Document Type	Organization	Status	Status Date	Due Date
GYF2021005	Grant - Young Farmer Program - 2022 Round 1	Test Grantee Organization	Application In Process	9/29/2020 9:59:05 AM	
GYF2021006	Grant - Young Farmer Program - 2022 Round 1	Test Grantee Organization	Application In Process	11/30/2020 11:59:29 AM	

Name	Provider	Availability	Description
CDBG - Colonia Economically Distressed Areas Program - 2022	TXDOA Provider	11/2/2022 12:00:00 AM - 5/20/2022 11:59:00 PM	
CDBG - Colonia Fund - Construction - 2022	TXDOA Provider	11/2/2022 7:00:00 AM - 5/3/2022 11:59:00 PM	
CDBG - Colonia Fund - Planning - 2021	TXDOA Provider	12/1/2020 8:00:00 AM - 12/31/2022 5:00:00 PM	

Figure 1. Landing page after logging in

Choose the **Application** by scrolling down the “Initiate New Application” box and select **Grant Agricultural Development - 2022** (Figure 2 & 3).

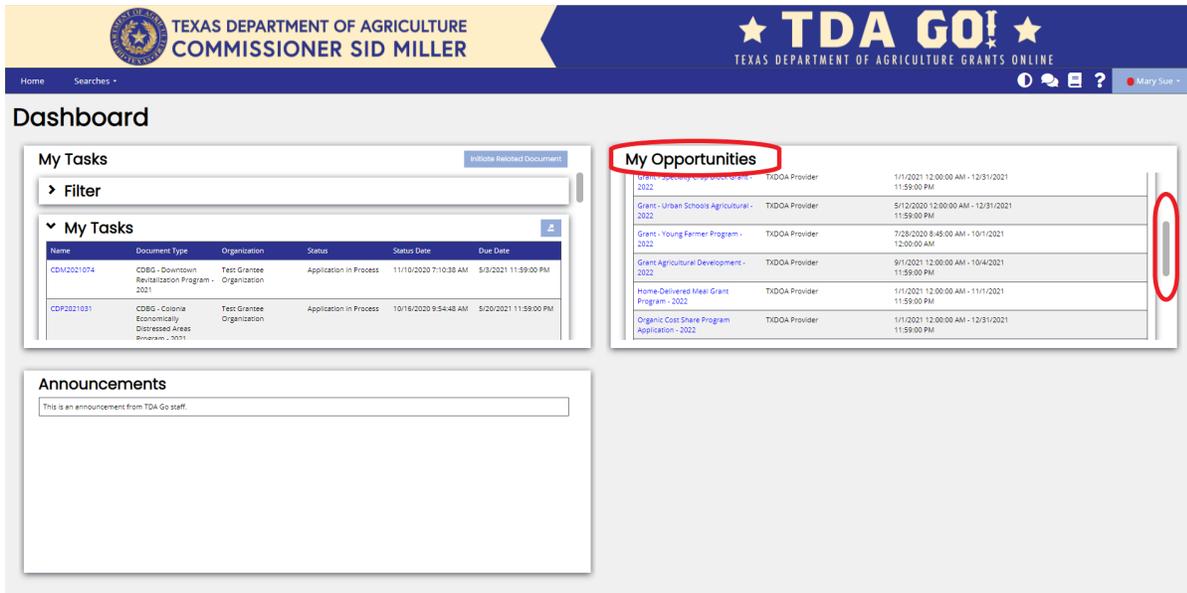


Figure 2. My Opportunities and location of scrolling tool

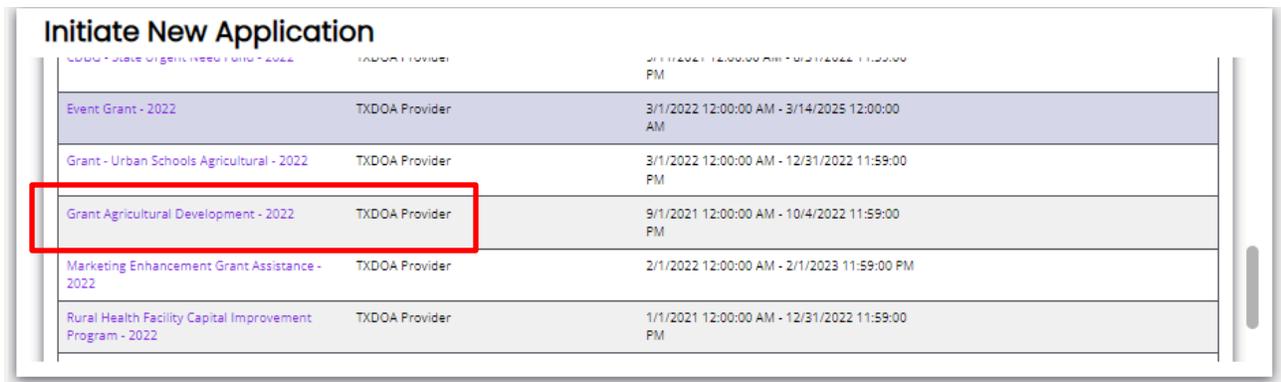


Figure 3. Selection for new Grant Application. Please note dates are for testing purposes only.

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



Figure 4. Agreement

## Document Landing Page

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

Template	Instance	Process
General Application - 2022	Grant Agricultural Development - Federal 2022	Application
Document Name	Document Status	
GDF2022070	Application in Process	
Organization	Your Role	
Test Grantee Organization	Authorized Official	

Figure 5. Document Landing Page

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

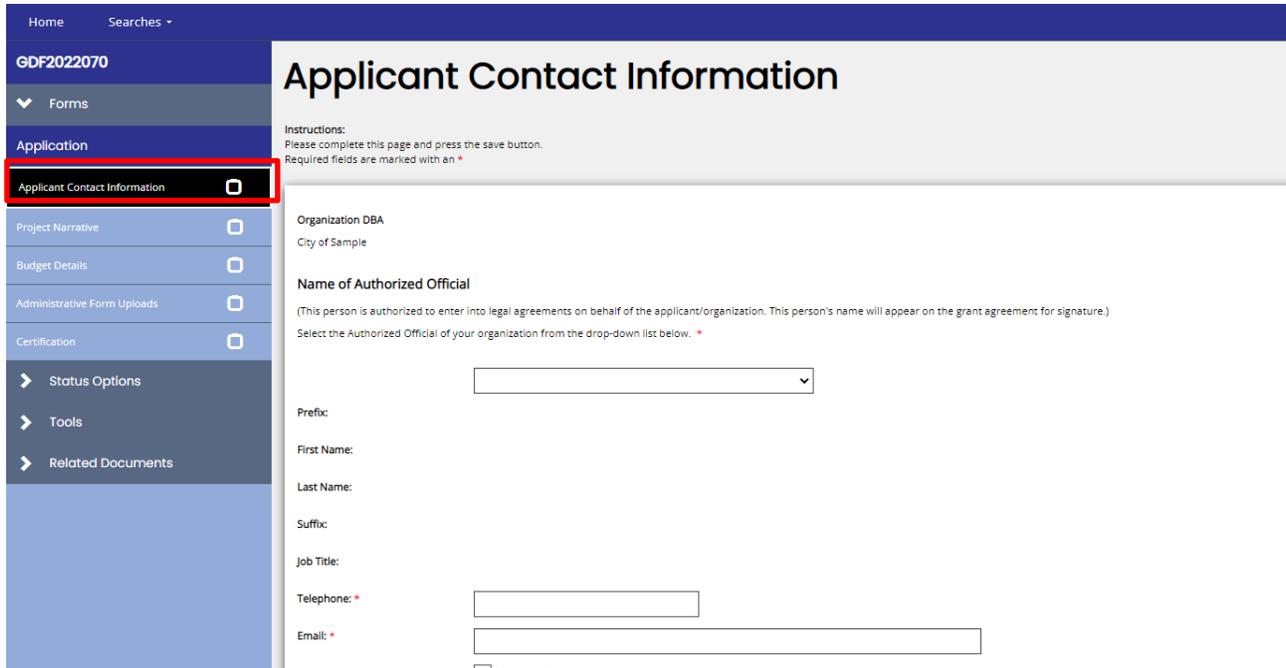
- **Forms** is a list of required information that includes Applicant Form, Proposed Project, Budget Form, Required Uploads, and Certification.
- **Tools** include Add/Edit People that can access the application, Status History, Modification Summary, Attachment Repository, Notes and Print Document ability. See *“Application Form Guidance”* section for instructions on how to complete the application.
- **Status Options** is where the application can be submitted or cancelled.
- **Related Documents** is not applicable to the application submission process. You will not need this function to submit your application.

## Application Form Guidance

The following section provides some additional guidance regarding key sections of the applications. 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 Form

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



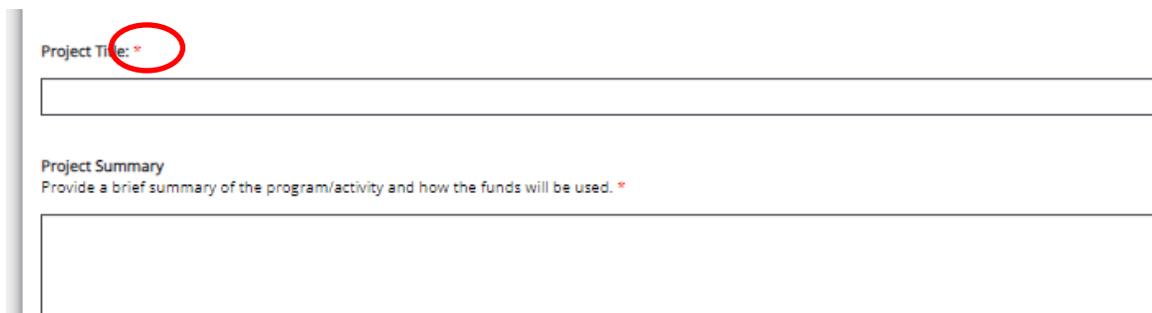
The screenshot shows a web application interface. On the left is a dark blue sidebar with a 'Forms' dropdown menu expanded to show 'Application' and 'Application Contact Information' (highlighted with a red box). The main content area is titled 'Applicant Contact Information' and contains instructions and various form fields: 'Organization DBA', 'City of Sample', 'Name of Authorized Official' (with a dropdown menu), 'Prefix', 'First Name', 'Last Name', 'Suffix', 'Job Title', 'Telephone', and 'Email'. Required fields are marked with a red asterisk.

Figure 6. Application Form location

**All sections of the Application Contact Information must be completed.**

**As you move through the online application here are a few tips to keep in mind:**

1. 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 close-up of the 'Project Title' field, which is marked with a red asterisk and circled in red. Below it is the 'Project Summary' field, also marked with a red asterisk. The text below the 'Project Summary' field reads: 'Provide a brief summary of the program/activity and how the funds will be used.'

Figure 7. Example of Required Fields

- If a question has a Select button in the answer box, it is necessary to upload the appropriate documentation (Figure 8). Click on the Select Button to open the file selection screen.

Upload photos of current use of GO TEXAN Mark \*



Figure 8. The Select button allows applicant to select and upload the appropriate documentation

- Any field with a Plus (+) button has the ability to add an additional row (Figure 9).

Project Purpose \*

What specific needs will your proposed project address for your company's overall marketing plan? What are the objectives of the project?

Need	Objective
0 of 2000	0 of 2000

Figure 9. Add additional rows by clicking the plus (+) button

You can delete additional rows by pressing the red minus (-) button (Figure 10)

Project Purpose \*

What specific needs will your proposed project address for your company's overall marketing plan? What are the objectives of the project?

Need	Objective
0 of 2000	0 of 2000
0 of 2000	0 of 2000

Figure 10. Subtract additional rows by clicking the minus (-) button

- After completing the form, click the **Save** button in the top right hand corner (Figure 11). After clicking the **Save** button, if any required sections are missing, an error message will appear (Figure 12).



Figure 11. Regularly save your work by clicking the save button in the upper right hand corner

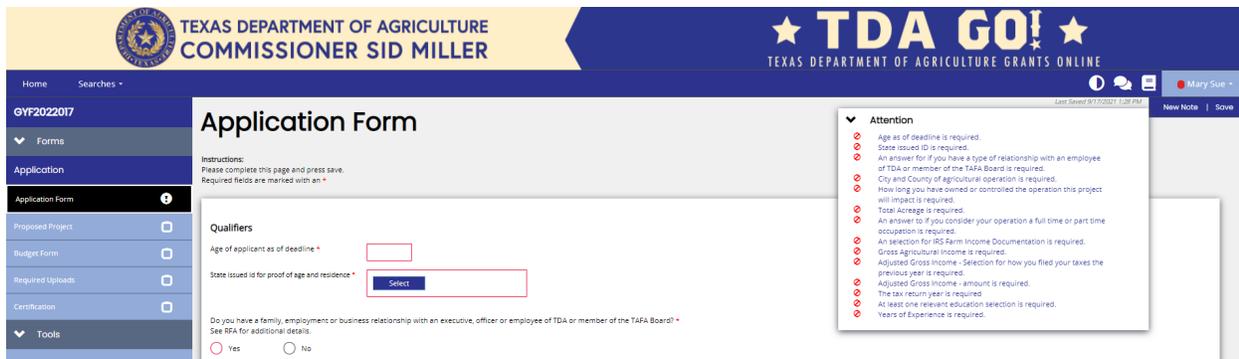


Figure 12. Sample of Error Message of missing required message

## Step 2: Complete Project Narrative

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

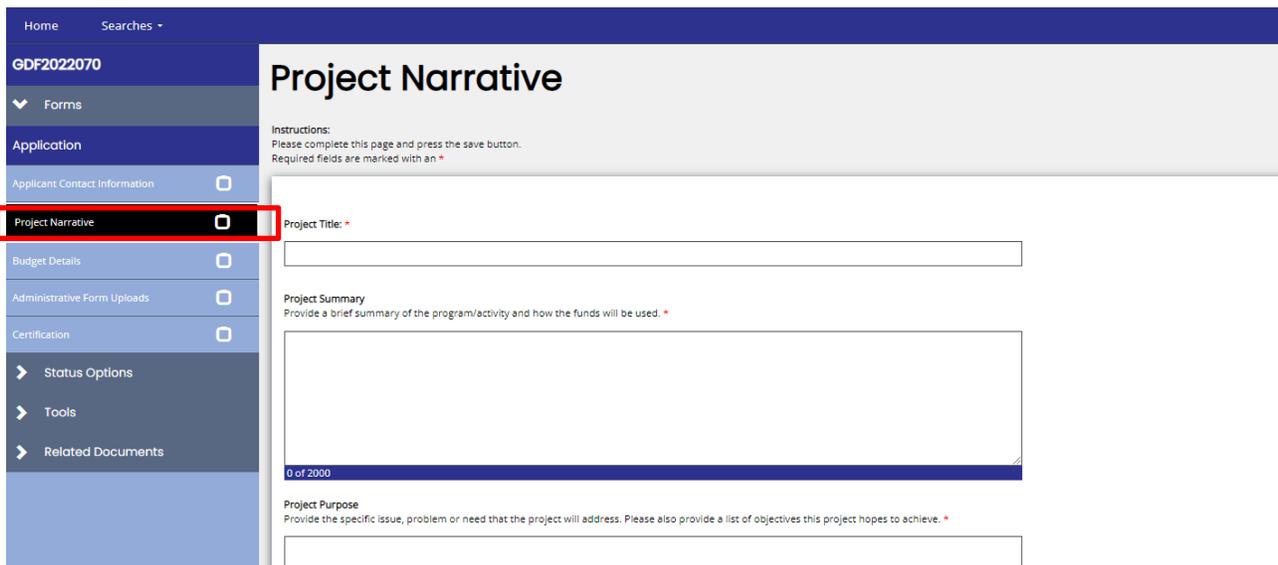


Figure 13. Project Narrative location

**Complete all appropriate sections of the Project Narrative.** After completing the Project Narrative form, click the **Save** button in the top right hand corner (Figure 11). After clicking the **Save** button, if any required sections are missing, an error message will appear (Figure 12).

**As you complete the Project Narrative Section, please address the following questions.**

### Project Narrative Guidance

#### Project Summary

- Include a summary of 250 words or less.
- This summary should include a concise outline of the project’s purpose; activities to be performed, deliverables and expected outcomes; intended beneficiaries; and any other pertinent information. This summary will be made available to the public.

### **Project Purpose**

- Provide the specific issue, problem or need that the project will address. Please also provide a list of objectives this project hopes to achieve.
- How will the funds increase local food consumption and help build, expand, and economic opportunity for local, regional farmers/producers and for socially disadvantaged farmers/producers? How will you sustain this increase beyond the grant?
- How will the distribution of food target underserved communities and those communities not normally served through traditional food distribution networks? How will you sustain this opportunity beyond the grant?
- 

### **Anticipated Project results**

- Describe the intended benefits for farmer and producers. How many do you expect to benefit from your program? Include information about beneficiary communities and the impact this project may have.
- Discuss the resources you will assign to this project and how you plan to manage the procurement process.
- Provide a detailed description of how quantifiable results will be demonstrated by the program/activity.
- Provide a plan for evaluating accomplishments and outcomes, matching to project deliverables and verifiable indicators to demonstrate how progress will be measured and achieved.

### **Project Oversight**

- Who will oversee the project activities? Include name and title of the person.
- How will oversight be performed?
- What steps will take place to ensure the project is achieved as outlined?
- Describe how you will meet the objectives of the program and demonstrate that your organization has the ability to carry out the procurements with ample planning, resources, financial controls, reporting ability, and risk management plans.
- List partner organizations and collaborators and their roles in the program.

### **Work Plan**

Detail the steps it will take to complete the project, *including* 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.

## Step 4: Complete Budget Deals

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

Home    Searches ▾

GDF2022070

Forms

Application

Applicant Contact Information

Project Narrative

**Budget Details**

Administrative Form Uploads

Certification

➤ Status Options

➤ Tools

➤ Related Documents

## Budget Details

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

This section should reflect the total budget. Provide a general description of all costs along with a justification for each item. The explanations should focus on how each budget item is required to achieve the project. Be sure to itemize the request with quantities and individual estimated costs.

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 Direct Costs	\$0.00
Indirect Costs	\$0.00
Total Project Costs	\$0.00

Personnel

Figure 14. Budget Form location

**Complete all applicable sections of the Budget Details. Read instructions included in application carefully. See below for specific instructions.**

See “Budget Information” section for additional guidance on “eligible expenses”.

Leave the Equipment section blank.

## Step 5: Complete Required Uploads

Expand the **Forms** drop down menu and select **Required Uploads** (Figure 15).

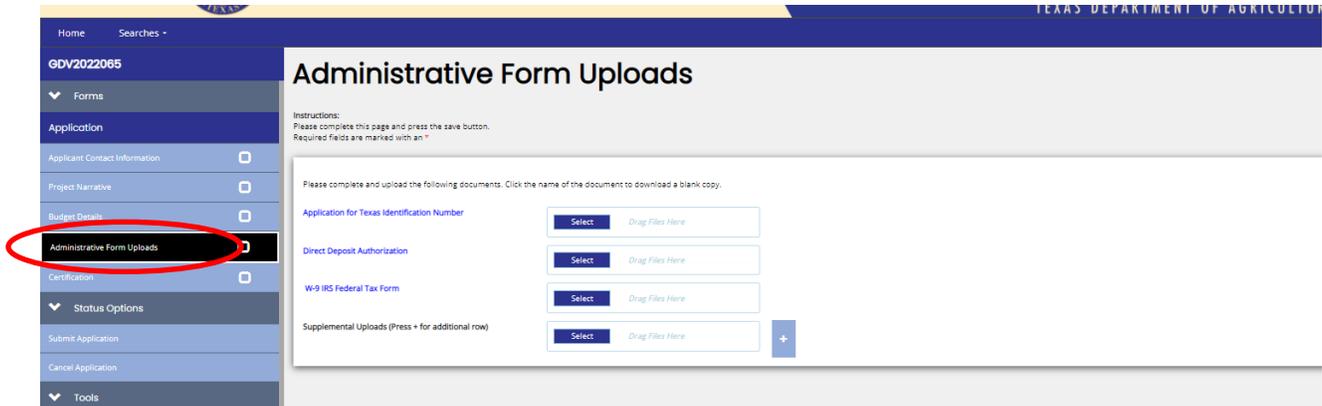


Figure 15. Required Uploads location

### Required forms (Figure 15):

Click on the blue hyperlink to download the form to complete.

1. [Application for Texas Identification Number](#): *This form is required per Texas Contract Management guidelines. By completing this form, you are assisting TDA with contract management standards to set up accounts for grant awards.*
2. [Direct Deposit Authorization](#): *Required to ensure ACH Payments are made.*
3. [W-9 Federal Tax Form](#): *This form is required per Texas Contract Management guidelines.*
4. [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.*

#### Additional Documentation

- LFPA - RFGA Outcomes and Indicators Form
- Letters of Support, if applicable.

### Supporting Documentation



After uploading the required forms, hit the **Save** button in the top right hand corner (Figure 11). After clicking the **Save** button, if any required sections are missing, an error message will appear (Figure 12).

## Step 6: Complete Review and Certification

**Before completing Step 6 Certification, please review application for completeness and accuracy. Once the application is certified and submitted, an applicant *CANNOT* make any additional changes.**

Before certifying the application, please go over each section ensuring all information is correct and there are no error messages. If there are no error messages in a section, the section in the drop down menu will have a check next to it (Figure 16).



*Figure 16. Completed section with check mark*

If there are error messages in a section, the section in the drop down menu will have an exclamation point next to it (Figure 17). Click on the selection in the drop down menu and review and resolve the error messages.



*Figure 17. Incomplete section with error messages*

Once all error messages are resolved and each section has a check as seen in Figure 17, the application can be certified and submitted.

Expand the **Forms** drop down menu and select **Certification** (Figure 18). To certify your application, check the box (Figure 18). The section is then complete. Click **Save** in the top right corner.



## Step 7: 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 19). Select **Submit Application**.

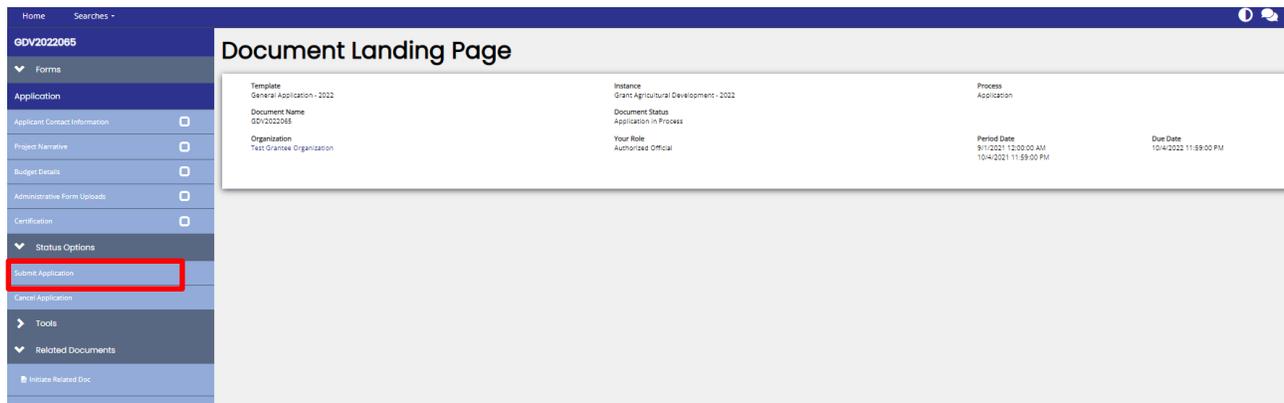


Figure 19. Status Options drop down menu and Application Submitted button location

**NOTE:** If errors remain, an **Errors Present** message will pop up (Figure 20). You may click on each section name to be directed to the errors.

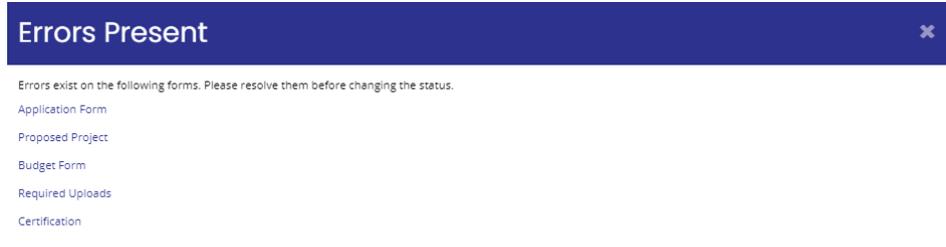


Figure 20. Error message will appear if you try to submit application with errors

If no errors are detected, the system will ask if you are sure. Once you select to submit, you will then be taken back to the **Landing Page** (Figure 21).

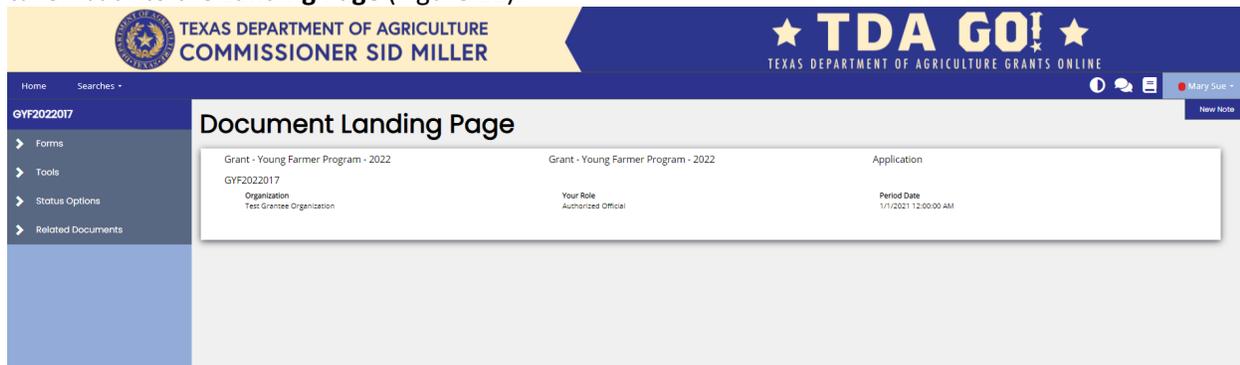


Figure 21. After application submission, you will return to the Document Landing Page.

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

### Confirmation Email

After submitting your application, you will receive a confirmation email (Figure 22).

From: [websites@agatesoftware.com](mailto:websites@agatesoftware.com) <[websites@agatesoftware.com](mailto: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 22. Example of confirmation email*