



COMMISSIONER SID MILLER

TEXAS DEPARTMENT OF AGRICULTURE 2022-2023 Urban Schools Agricultural Grant

Request for Grant Application

Executive Summary

The Texas Department of Agriculture (TDA) hereby requests applications for grants to fund agricultural projects designed to foster understanding and awareness of agriculture in public elementary and middle school students, to be conducted during the period of August 1, 2022 through September 30, 2023, from certain Texas urban school districts or nonprofit organizations that partner with these schools.

Dates

Applications must be received by Thursday, May 5, 2022 by 11:59 pm Central Standard Time (CST).

Agency Division

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

Catalog of Domestic Federal Assistance (CFDA) Number

N/A

2022-2023 Urban Schools Agricultural Grant

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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. In such case, the application will receive no further consideration for either award or grant funding.

Statement of Purpose

This Request for Grant Applications (RFGA) is issued pursuant to Texas Agriculture Code, §§48.001-48.005, and Texas Administrative Code (TAC), Title 4, Part 1, Chapter 1, Subchapter L, §§1.800 - 1.804. TDA hereby requests applications for grants to fund agricultural projects designed to foster understanding and awareness of agriculture in public elementary and middle school students, to be conducted during the period of August 1, 2022 through September 30, 2023, from certain Texas urban school districts or nonprofit organizations that partner with these schools. TDA reserves the discretion and authority to make multiple grant awards under the terms of this RFGA. TDA further reserves the discretion and authority to make no awards under the terms of this RFGA or to cancel or withdraw this RFGA at any time.

Agriculture is defined as the science, art, or practice of cultivating the soil, producing crops, raising livestock, and in varying degrees the preparation and marketing of the resulting products. TDA encourages schools to consider partnerships with agricultural organizations, such as local Master Gardener programs or 4-H or National FFA Organization clubs. Projects funded must be dedicated to education and/or awareness of agriculture in public elementary and middle school students in certain urban school districts in Texas and should be designed to improve students' understanding, awareness, and appreciation of agriculture.

Urban School Agricultural Grant Program funds may be used for projects such as the following:

- School gardens
- Classroom agriculture projects
- Small scale livestock projects
- Field trips
 - Livestock shows
 - Farmers' markets
 - Farms and Ranches
- Guest speakers discussing role in agriculture
- After school projects

Additional non-comprehensive project ideas and resources can be found on page 7.

Projected Timeline

Application Availability	March 2022
Application Deadline	May 5, 2022
Anticipated Award	July 2022 (or as soon thereafter as practical)
Anticipated Start Date of Project/Grant	August 1, 2022
End Date of Project	September 30, 2023

Eligibility

Submitted applications must benefit a Texas public elementary or middle school from an urban school district with an enrollment of at least 49,000 students.

A non-profit organization may also submit an application with the support of an eligible Texas public elementary or middle school in an eligible district where the project will be administered.

Eligible school districts, determined according to the Texas Education Agency's (TEA) 2020-2021 records for such districts are as follows:

Aldine Independent School District;
Arlington Independent School District;
Austin Independent School District;
Conroe Independent School District;
Cypress-Fairbanks Independent School District;
Dallas Independent School District;
El Paso Independent School District;
Fort Bend Independent School District;
Fort Worth Independent School District;
Frisco Independent School District;

Garland Independent School District;
Houston Independent School District;
Katy Independent School District;
Klein Independent School District;
Lewisville Independent School District;
North East Independent School District;
Northside Independent School District;
Pasadena Independent School District;
Plano Independent School District; and

If a school district is not listed above and meets the minimum student enrollment of 49,000, applicants may attach a TEA verification of enrollment to the application.

Program Contacts

If you have questions about the grant program, please contact:

Julia Rico
Grants Specialist
Trade and Business Development
Texas Department of Agriculture
Phone: (512) 463-7448
Email: Grants@TexasAgriculture.gov

Grantee Responsibilities and Accountability

Selected applicants (grantees), if any, will be responsible for the conduct of the project supported by the Urban Schools Agricultural Grant Program and for the results achieved. Each grantee shall monitor the day-to-day performance of the grant project to assure adherence to statutes, regulations, and grant terms and conditions. The grantee must carry out the activities described in the approved scope of work.

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

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

Each grantee must ensure it has an adequate accounting system in place and good internal controls to ensure expenditures and reimbursements are reported and maintained for four (4) years after the conclusion of the project, or longer if required by TDA.

Funding Parameters

Selected grant projects, if any, under this RFGA will receive funding on a cost-reimbursement basis. **Funds will not be given in advance to grantees. Grantees must have the financial capacity to pay for all 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.

Eligible school districts should submit a single application. The application will require the school district to list participating campus names and the requested amount of grant funds per campus. School districts and non-profit organizations are limited to a maximum grant award of \$10,000 each; a single school campus may not receive more than \$2,500. **Please note that beautification projects are not eligible for consideration for purposes of this RFGA.**

Term of Funding or Duration of Projects

TDA anticipates that a Notice of Grant Award will be made on or around July 2022, or as soon thereafter as practical. All approved grant projects will have an *anticipated* grant term of August 1, 2022, to September 30, 2023.

Application Requirements

Applications must be submitted in TDA's new online Grant Application/ Management system called TDA-GO no later than **11:59 p.m. CST on Thursday, May 5, 2022.**

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

Application instructions and information will be available on TDA's website:

<https://www.texasagriculture.gov/GrantsServices/TradeandBusinessDevelopment/UrbanSchoolsAgriculturalGrantProgram.aspx>

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

1. Completed online application;
 - a) *Applicant organization information.* This is the lead organization that will be the recipient of funds and be held accountable for reporting and project performance.
 - b) *Project Manager.* This is the individual who can answer the day-to-day questions about the project's activities and performance.
 - c) *Authorized official.* This is the person legally able to bind the district or organization in contracts or agreements.
 - d) *Application Certification.* Signature of an individual authorized to execute contracts and/or agreements on behalf of the applicant.
2. **Project Proposal.** Provide detailed responses to each section.
3. **Letter of commitment.** Non-profit organizations and school districts must submit a letter of commitment from the schools where the program will take place. If you are an individual campus applying in an eligible district, without other campuses, a letter of commitment is not required, but proof of permission from your district is required.

Budget Information

1. Payment. Grant funds will be paid to grantees only on a cost reimbursement basis. Grantees 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 determinate the validity of the cost. No in-kind donations or matching funds are required. Reimbursement payment requests shall only be submitted by the grantee to TDA for reimbursement after the grantee purchases the approved budget item.

2. Payment Schedule. Upon timely receipt of payment requests and 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. 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. Examples of eligible expenditures are:

- a) Personnel costs – both salary and benefits directly related to project implementation;
- b) Supplies and direct operating expenses – items that cost less than \$5,000 per unit with a useful life of less than one year that are directly related to the project activities;
- c) Contracts – agreements made with educational institutions or private parties to perform a portion of the award; and
- d) Other direct expenses – other direct expenses that do not fall into the above categories and which are directly related to the proposed activities.

4. 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:

- a) Alcoholic beverages;
- b) Awards/trophies/medals;
- c) Contributions-charitable or political;
- d) Controlled assets (small equipment) are 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
- e) Entertainment;
- f) Equipment – Tangible personal property costing over \$5,000 per unit and having a useful life over one year (freezers, kitchen equipment, etc.);
- g) Expenses falling outside of the contract period;
- h) Expenses for items not listed in the project budget or that fail to meet the intent of the program;
- i) Expenses that are not adequately documented or that do not meet the intent of the grant program.
- j) Gift cards;
- k) Indirect Costs;
- l) Tips; and
- m) Travel – No reimbursement for transportation, lodging, meals, or any food items related to travel.

Evaluation And Selection Information

An administrative review 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.

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

Based on the requirements set forth above, an evaluation panel appointed by TDA will evaluate those eligible applications received by the deadline set forth in this RFGA. The panel will review the applications and make recommendations for award and appropriate funding under this RFGA. In accordance with 4 TAC §1.803, the evaluation panel will consist of: one representative from TDA; one individual with

experience or expertise in elementary and/or middle school curriculum development; one representative from each of the following industries: livestock, specialty crop, row crop and horticulture; and one representative of the Texas A&M AgriLife Extension Service. TDA reserves the discretion to appoint one or more technical advisors or experts to the evaluation panel for technical advice only; such panel members, if any, may not score applications unless substitute evaluation panel participation is necessary.

After receiving the evaluation panel's recommendations, TDA will rank the applications based on various factors, including the criteria set forth below and the project's potential impact on students, to determine which projects may be selected and awarded for funding, if any. **Please note that beautification projects are not eligible for consideration or award under the terms of this RFGA.**

Applications will be evaluated based on the following criteria:

- 1) *Agricultural Education Component* – The project's ability to increase the students' understanding of agriculture and the role it plays in their daily lives.
- 2) *Achievability of the Proposed Project and Objectives* - Whether the project will feasibly meet anticipated project results that support the project's purpose and program objectives.
- 3) *Reach*- Number of students exposed to agriculture through the project and quantity of time.
- 4) *Project Budget* – Reasonable budget request and allocation to support the students' education through the project.
- 5) *Sustainability and Longevity of the Project* – Whether the applicant can sustain project benefits long-term and whether the project will provide lasting benefits to the students.
- 6) *Historical Performance/Participation* – TDA may consider the applicant's performance on a previous grant, as well as whether the applicant has a current open TDA grant. An award is considered open until it has reached the grant end date stated in the agreement.

Reporting Requirements

Selected applicants, if any, will be required to submit periodic performance reports. Reporting timelines will be incorporated into the grant agreement. As part of TDA's ongoing monitoring of grant funds, grantees must 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 grant agreement or award.

Performance Reports must be in a narrative format, no more than three (3) pages in length and detail the accomplishments of the project objectives 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 as prescribed by TDA and is subject to review and final acceptance by TDA.

General Information

Selected applicants will receive a Notice of Grant Award (NGA) letter and an official Grant Agreement from TDA. The NGA 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 grantees 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 of the State of Texas. The decision of TDA will be administratively final in this regard.

Proprietary Information/Public Information

Each applicant is responsible for clearly designating any portion of the application that contains proprietary or trade secret information and must state the reason(s) the information is designated as such. Merely making a blanket claim that the entire application is protected from disclosure because it contains proprietary or trade secret information is not acceptable and may subject the entire application to release under the Texas Public Information Act.

In the event that a public information request for the application is received, TDA shall process such request in accordance with §552.305 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 Government Code.

Grantee Requirements

1. Grantee (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 grantee to a subcontractor regarding any duties and responsibilities imposed by the grant award must be approved in advance by TDA and shall not relieve the grantee of its responsibilities to TDA for performance of those duties.

2. Grantee 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. Grantee 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 three-year retention period, then all records and accounts must be retained until their destruction is authorized in writing by TDA. TDA and the Texas State Auditor's Office (SAO) reserve the right to examine all books, documents, records, and accounts relating to the project, 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 the 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 a grantee has a financial audit performed during the time the grantee is receiving funds from TDA, upon request, TDA shall have access to information about the audit, including the audit transmittal letter, management letter, any schedules, and the final report or result of such audit.
5. Grantees must comply with Texas Government Code, Chapter 783 (Uniform Grant and Contract Management) and the Texas Grant Management Standards (TxGMS).

Project ideas

Many teachers have taken the opportunity to use the Urban Schools Agricultural Grant Program to teach Texas Essential Knowledge and Skills curriculum (TEKS) in new, exciting and hands-on ways. The following list is not exhaustive, but rather an assimilation of general ideas that you may tailor to your needs or use as a starting point for your own unique ideas.

- **Animal Care** – Students could select a livestock project and become responsible for that animal's care around the clock. This includes duty schedules during weekends and holidays, identifying costs and budget, record maintenance and preparing the animals for a livestock show or similar event. As part of the project, they could prepare photographs, video, etc. that identify the project and lessons learned. The documentation may include visits to farms and ranches to review the scope of large operations and to find lessons that apply to the school project.
- **Agriculture and the Environment** – Students may request permission to work on school property where soil quality, drainage, topsoil, pollution and/or litter problems exist. They can develop and implement a planting project (vegetables, fruit trees, etc.) that will mitigate or improve the existing problem to help make the land productive again. They can study the impact of poor land management, urbanization and pollution, and then suggest improvements.
- **School Gardens and Land Management** – Students may request permission to plant and maintain a garden on school grounds. They could include "test" areas to measure the effects of proper land management, drainage, drought, etc. on their produce. Based upon the size and output of the garden, the students could serve the "fruits of their labors" at a school function, as part of a cafeteria meal or donate it to a food bank or other community

outlet. If the students do a horticulture project, they could share the plants and flowers with nursing homes, hospitals, or find other special uses to display them. *Beautification projects are not permitted.*

- **Texas Products** – Using resources such as TDA’s GO TEXAN program or Farm Fresh Initiative, students can study the school cafeteria menu to identify whether Texas agriculture products are used. The students can work to identify local sources for the ingredients and create artistic and informative displays about Texas.

Please consider using the following suggested online resources to enhance the agriculture emphasis in your project. This list is also located on TDA’s website (www.TexasAgriculture.gov) by clicking the “Grants & Services” tab, “Grants Office” link, then “Urban Schools Agricultural Grant Program.” TDA strives to provide the most up to date information and periodically updates this information, as needed.

GO TEXAN - <http://www.gotexan.org/>

National 4-H - www.4-h.org/resource-library/curriculum/

National Cotton Council - www.cotton.org/pubs/cottoncounts/resources.cfm

National Peanut Board - <http://nationalpeanutboard.org/>

Popcorn Board - www.popcorn.org

Texas 4-H - <http://texas4-h.tamu.edu/>

Texas Sheep and Goat Raisers Association - www.tsgra.com/learn.htm

Texas Farm Bureau - <http://texasfarmbureau.org/youth/ag-in-the-classroom/>

Texas Farm Fresh - <http://www.squaremeals.org/FandNResources/TexasFarmFresh.aspx>

Texas Beef Council – www.beeflovingtexans.com

USDA - Agriculture in the Classroom - www.agclassroom.org

Deadline For Submission of Applications

LATE APPLICATIONS WILL NOT BE ACCEPTED.

Applicants must submit one complete, e-signed grant application package. The complete online application packet, including the e-signed application must be **RECEIVED by 11:59 p.m. CST on Thursday, May 5, 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 proposal and/or TDA requirements, please contact TDA’s Grants Office at (512) 463-7448, 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 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 [here](#) for the submission link or copy and paste the following in your browser:
<https://tda-go.intelligrants.com/>.

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

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: Identifying User Access Roles

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 with in an organization.

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

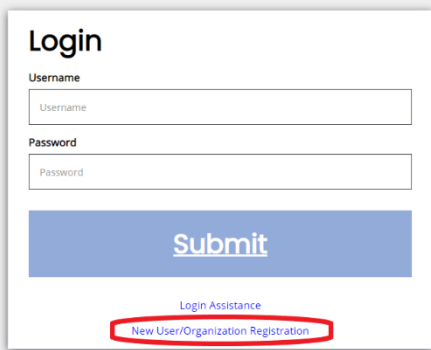
The following describes how to access the TDA-GO online grant system by setting up a new account for an organization. The applicant organization must have a user account to access the Urban Schools Agricultural Grant Program application. **THIS MUST BE DONE 48-72 HOURS PRIOR TO SUBMITTING AN APPLICATION!**

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, complete the following steps:

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



Legend

First Name (Required)

Last Name (Required) –

SAM&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) –

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

Notes: Add Urban Schools Grant

The screenshot shows a 'New User Registration' form with a dark blue header. Below the header, it says 'Page instructions for the registration modal'. The form is divided into two columns. The left column contains fields for First Name, Last Name, DUNS (with a 'Search' button), Organization, Address, State (dropdown), City, Email, Phone 2, Cell Phone, Username, Password, and Notes. The right column contains fields for Middle Name, Prefix (dropdown), Suffix (dropdown), FEIN, Title, Address 2, County (dropdown), Zip Code, Phone, Fax, and Website. At the bottom right is a 'Register' button. An orange callout bubble with a white border points to the 'Notes' field, containing the text: '! Please add Urban Schools Grant in notes to help registration approval'. The 'Notes' field itself contains the text 'Urban Schools Grant'.

4) **Hit Register.** The registration for the New User will be sent to TDA staff for approval. You will receive an email indicating approval within 24-48 hours. After approval, the New User can log on and access the TDA-GO platform.

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

You will receive an email confirming registration approval. Once for the organization and another for the user.

Mindy Fryer TDA GO! Registration Approved

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

To: Mindy Weth Fryer

Retention Policy: Inbox (30 days) Expires: 1/12/2022 Mon 12/13/2021 10:12 AM

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

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

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

Step 3: Adding Users and Assigning Roles

Once the Primary 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 Access: Create new user accounts for organization members
Initiate an application
Complete all required application fields
Certify and Submit an application
Execute Grant Agreements

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 Access: Create new user accounts for organization members
Initiate an application
Complete all required application fields

Consultant

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 Consultant registers individually as a New User. The AO DOES NOT create the consultant users.

TDA-GO Access: Complete all required application fields

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).

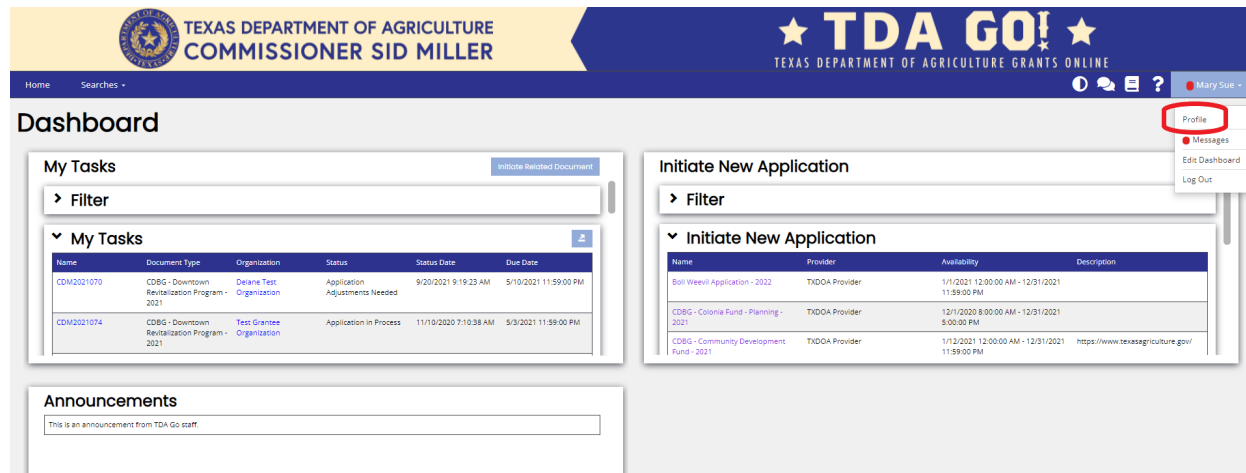


Figure 1. Landing page after logging in and Profile button location

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.

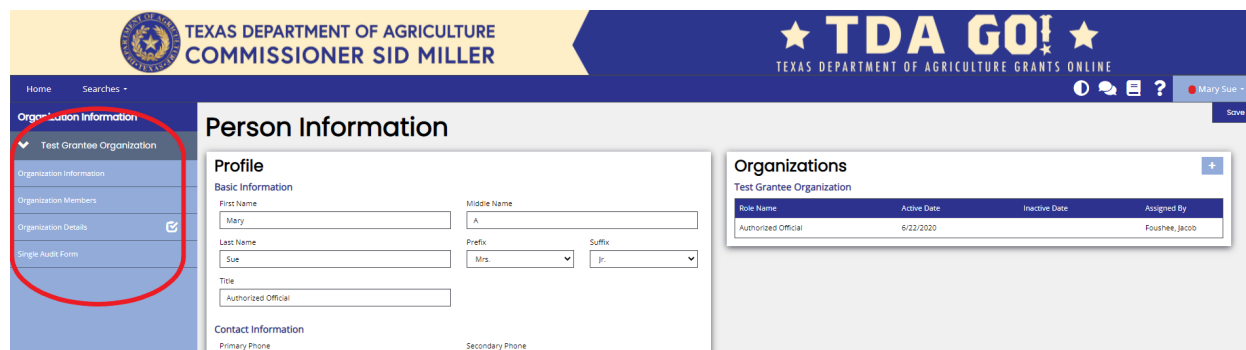


Figure 2. Accessing Organization pages

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.

TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

TDA GO!
TEXAS DEPARTMENT OF AGRICULTURE GRANTS ONLINE

Home Searches

Person Information

Mary Sue

Organization Information

▼ Test Grantee Organization

Organization Information

Organization Members

Organization Details

Single Audit Form

Organization Members

Instructions:

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

Members Search

Name Role Active

Both

Clear Search

Members

Person Name	Role Name	Active Date	Inactive Date	Last Modified By	Last Modified By Date
AO, Second	Authorized Official Project Director	02/09/21		TDA, Support Staff Sue, Mary	02/09/21
AO, Third	Authorized Official	02/09/21		TDA, Support Staff	02/09/21

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

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

Add Person

Instructions:

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

General Information

First Name

Middle Name

Last Name

Title

Prefix

Suffix

Contact Information

Address

City

State

Zip Code

County

Primary Phone

Email

Assign Roles

Role

Active Date

Inactive Date

Security Information

Username

Username is required.

Password

Password is required.

Legend

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

Middle Name – the middle name of new user.

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

Title – the position title of the new user.

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

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

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

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

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

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

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

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

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

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

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

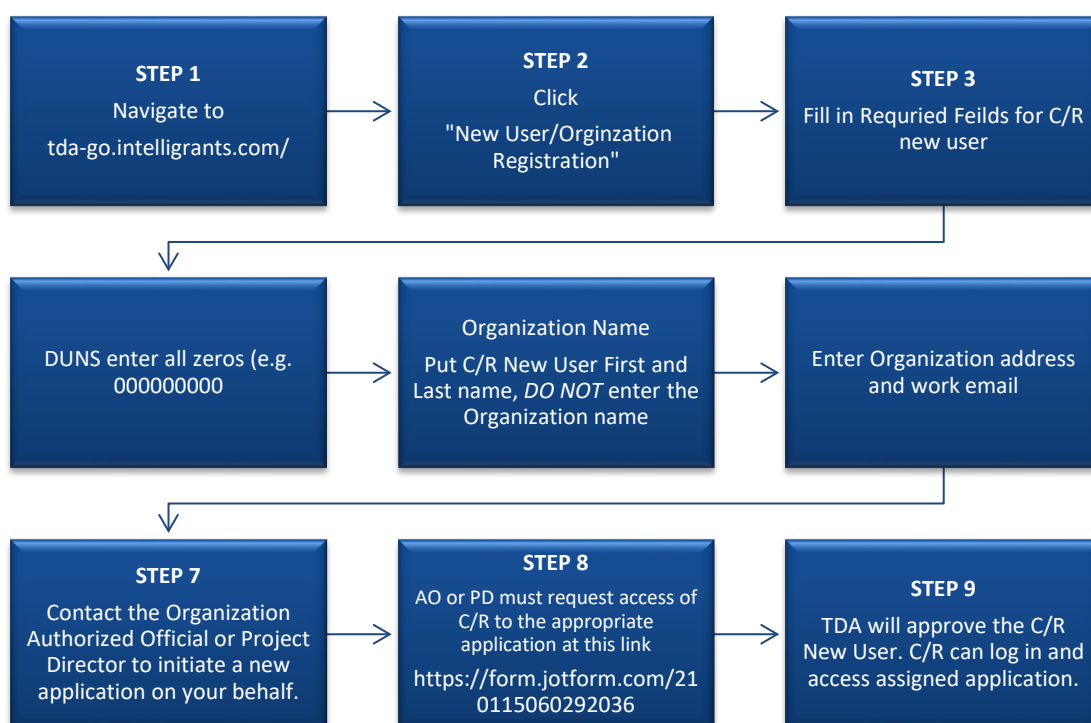
Password (Required) – create a password for the new user. The user can reset this once access to TDA-Go is granted. The password field is case sensitive and will not recognize characters of the wrong case.

Adding Consultants

General Overview for Consultant 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 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 consultant 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. This role is useful if you only want staff to have access to on application if the organization plans to submit multiple applications.



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

The screenshot shows a web form titled "Login". It has two input fields: "Username" and "Password". Below these fields is a blue "Submit" button. At the bottom of the form, there are two links: "Login Assistance" and "New User/Organization Registration". The "New User/Organization Registration" link is highlighted with a red rectangle.

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.

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.

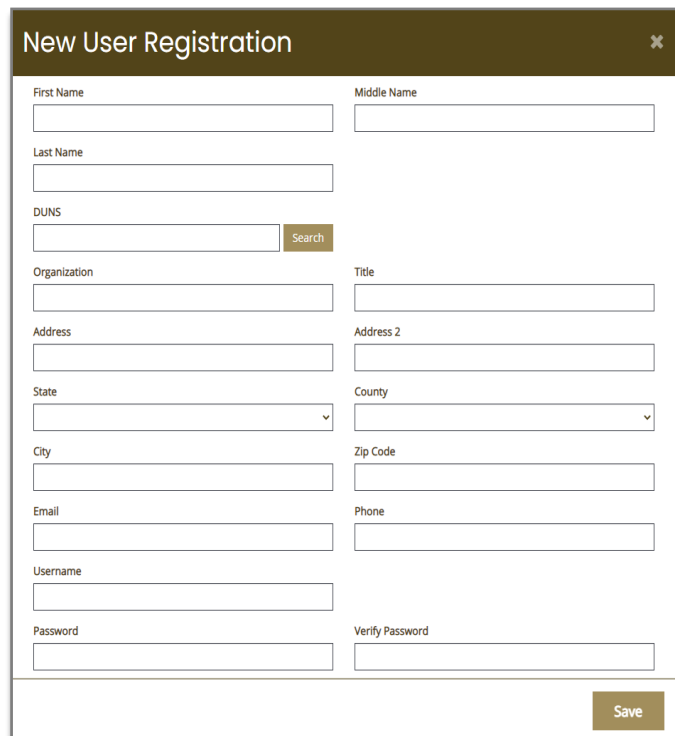
Zip Code (Required) – the zip code of the organization.

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.

A screenshot of a 'New User Registration' form. The form is titled 'New User Registration' in a dark header bar. It contains various input fields for user information: First Name, Middle Name, Last Name, DUNS (with a 'Search' button), Organization, Title, Address, Address 2, State (a dropdown menu), County (a dropdown menu), City, Zip Code, Email, Phone, Username, Password, and Verify Password. A 'Save' button is located at the bottom right of the form.

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.

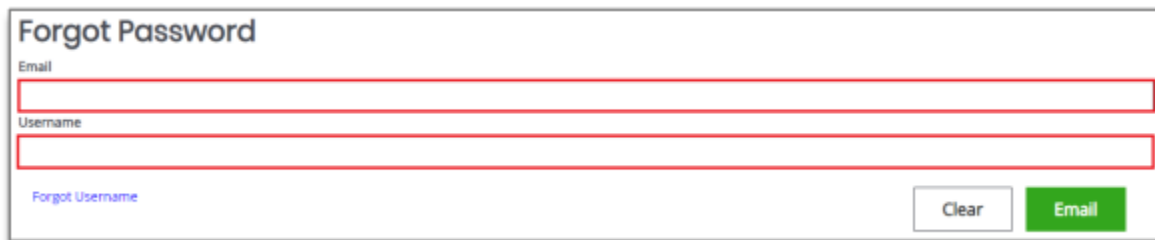
NOTE: If a user attempts to access the system before they have been approved, the system will show their password as invalid.

[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.



Forgot Password

Email

Username

[Forgot Username](#)

Clear Email

- 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.



Password Confirm Password

Step 2: Starting a Grant Application

The following describes how to access the Urban Schools Agricultural 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. At the top is a header with the Texas Department of Agriculture logo and the text 'TEXAS DEPARTMENT OF AGRICULTURE COMMISSIONER SID MILLER' and 'TDA GO! TEXAS DEPARTMENT OF AGRICULTURE GRANTS ONLINE'. Below the header is a navigation bar with 'Home' and 'Searches'. The main content area is titled 'Dashboard' and contains three sections: 'My Tasks', 'Initiate New Application', and 'Announcements'. The 'My Tasks' section contains a table with 6 rows of tasks. The 'Initiate New Application' section contains a table with 6 rows of applications. The 'Announcements' section contains a single announcement.

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

Application Name	Application Type	Application Status	Application Date	Application URL
CDWG - Community Development Fund - 2021	TIDQA Provider	1/12/2021 12:00:00 AM - 12/31/2021 11:59:00 PM	https://www.texasagriculture.gov/	
Grant - Specialty Crop Block Grant - 2022	TIDQA Provider	1/1/2021 12:00:00 AM - 12/31/2021 11:59:00 PM		
Grant - Urban Schools Agricultural - 2022	TIDQA Provider	5/12/2020 12:00:00 AM - 12/31/2021 11:59:00 PM		
Home-Delivered Meal Grant Program - 2022	TIDQA Provider	1/1/2021 12:00:00 AM - 11/1/2021 11:59:00 PM		
Organic Cost Share Program Application - 2022	TIDQA Provider	1/1/2021 12:00:00 AM - 12/31/2021 11:59:00 PM		
Rural Communities Healthcare	TIDQA Provider	8/4/2021 11:59:00 AM - 12/31/2021 11:59:00 PM		

Figure 1. Landing page after logging in

Choose the **Urban Schools Agricultural Grant Program** by scrolling down the **Initiate New Application** box and select **Grant – –Urban Schools Agricultural Grant-2022-2023** (Figure 2 & 3).

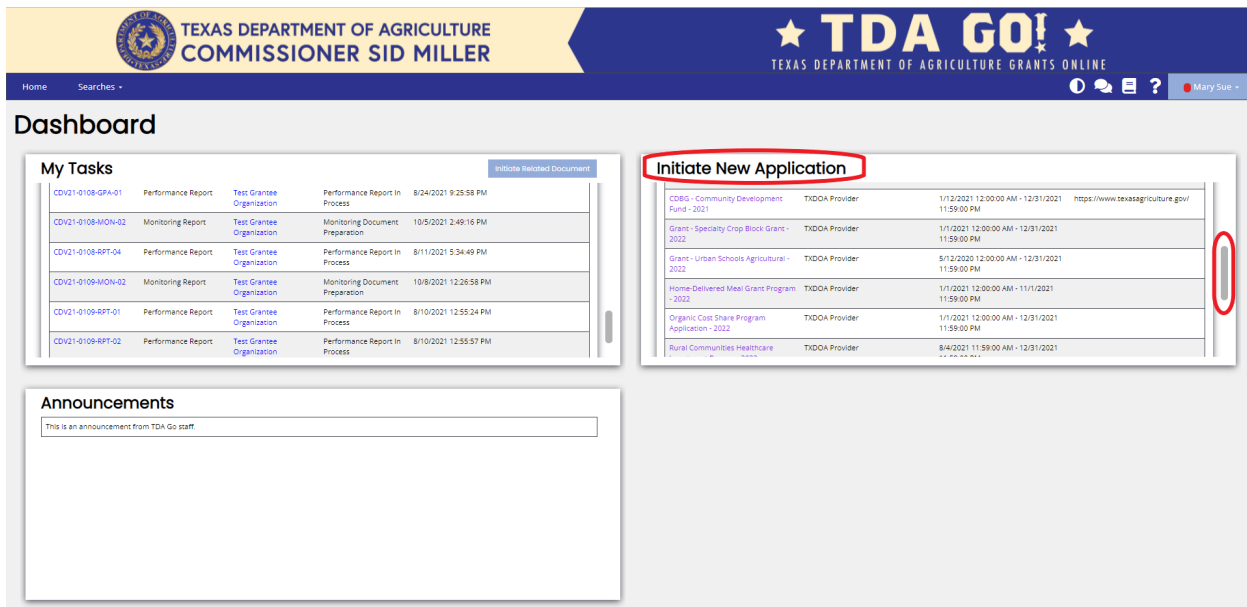


Figure 2. Initiate New Application Box and location of scrolling tool

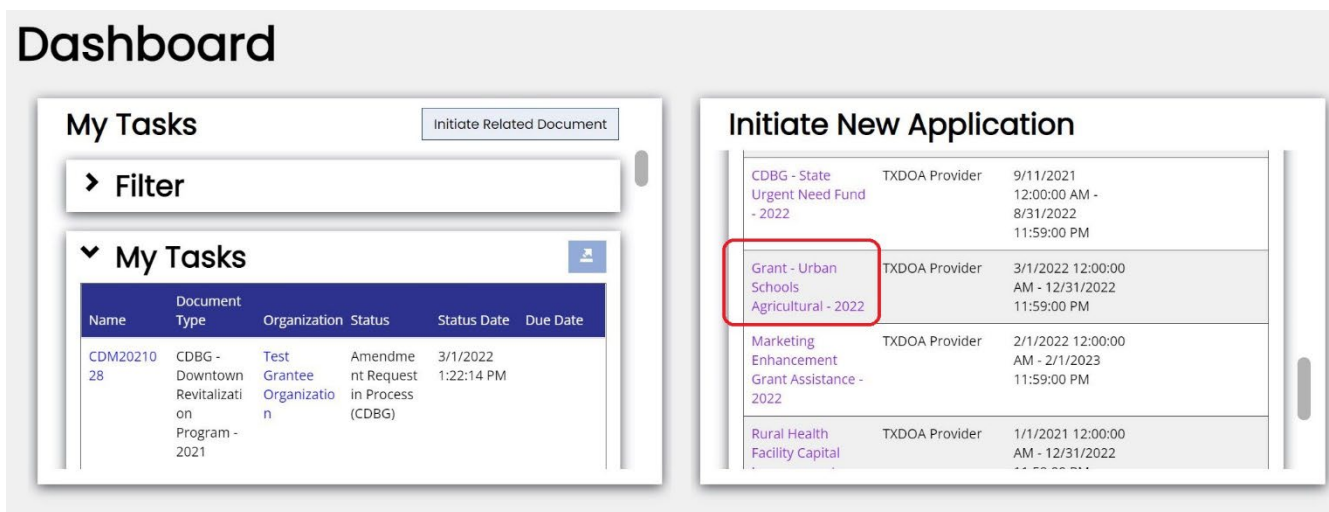


Figure 3. Selection for new Urban Schools Agricultural Grant Application. Please note dates are for testing purposes only.

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

Grant – Urban Schools
Agricultural – 2022

Provided By:

TXDOA Provider

Provided To:

Test Grantee Organization

Application Availability Dates:

3/1/2022 12:00:00 AM - 12/31/2022 11:59:00 PM

Due Date:

N/A

Description

No Summary Provided

Agreement Language:

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

Agree

Decline

Figure 4. Brief Description and Agreement Language

Document Landing Page

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

Template Grant - Urban Schools Agriculture - 2022	Instance Grant - Urban Schools Agricultural - 2022	Process Application
Document Name GUS2022020	Document Status Application in Process	
Organization Test Grantee Organization	Your Role Authorized Official	Period Date 1/1/2021 12:00:00 AM

Figure 5. Document Landing Page

The left column has your unique Grant Project Number at the top, then four drop down menus: **Forms**, **Status Options**, **Tools**, 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 Questionnaire, and Certification.
- **Status Options** is where the application can be submitted or cancelled.
- **Tools** include Add/Edit People who can access the application, Status History, Attachment Repository, Modification Summary, Document Validation, Notes, and Print Document ability.
- **Related Documents** is not applicable to the application submission process. You will not need this function to submit your application.

Application Form Guidance

The following section provides additional guidance regarding selected sections of the application. As a reminder, this is a competitive grant application; TDA staff is available to answer questions regarding the program and to provide clarifying information concerning this RFGA. TDA staff will not review any grant proposals prior to the application deadline.

Step 1: Start Application

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

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Home Searches ▾

GUS2022020

Forms

Application

Applicant Contact Information

Project Narrative

Self-Assessment and Commitment Letters

Budget Narrative

Certification

Status Options

Tools

Related Documents

Document Landing Page

Template: Grant - Urban Schools Agriculture - 2022

Instance: Grant - Urban Schools Agricultural - 2022

Process: Application

Document Name: GUS2022020

Document Status: Application in Process

Organization: Test Grantee Organization

Your Role: Authorized Official

Period Date: 1/1/2021 12:00:00 AM

Figure 6. Application Contact Information location

All sections of the Application Contact Information 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).

Congressional Districts

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

Representative:

Senate:

Congress:

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

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

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

Representative: - Senate: - Congress: +

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

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

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Home Searches

GSC2022026

Applicant Contact Information

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

New Note Save

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

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TEXAS DEPARTMENT OF AGRICULTURE GRANTS ONLINE

Home Searches

GUS2022020

Template: Grant - Urban Schools Agriculture - 2022
Status: Application in Process
Organization: Test Grantee Organization
Your Role(s): Authorized Official

Applicant Contact Information

Project Narrative ☐
Self-Assessment and Commitment Letters ☐
Budget Narrative ☐
Certification ☐
Status Options
Submit Application
Cancel Application
Tools
Landing Page
Add/Edit People

Applicant Contact Information

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

Organization DBA
City of Sample

Name of Authorized Official
(This person is authorized to enter into legal agreements on behalf of the applicant/organization. This person's name will appear on the grant agreement for signature.)
Select the Authorized Official of your organization from the drop-down list below. *

Prefix:
First Name:
Last Name:
Suffix:
Job Title:

Attention

- Please select an Authorized Official from the dropdown list.
- Authorized Official Telephone Number is required.
- Authorized Official Email Address is required.
- Authorized Official Street Address is required.
- Authorized Official City is required.
- Authorized Official State is required.
- Authorized Official Zip is required.
- Primary Contact First Name is required.
- Primary Contact Last Name is required.
- Primary Contact Position or Title is required.
- Primary Program Contact Telephone Number is required.
- Primary Program Contact Email Address is required.
- Primary Program Contact Street Address is required.
- Primary Program Contact City is required.
- Primary Program Contact State is required.
- Primary Program Contact Zip is required.

Figure 11. Error Message of missing required information

Step 2: Complete Project Narrative

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

The screenshot shows the 'Document Landing Page' for the Texas Department of Agriculture Grants Online (TDA GO!). The left sidebar contains a 'Forms' dropdown menu with the following options: Application, Applicant Contact Information, Project Narrative (highlighted with a red box), Self-Assessment and Commitment Letters, Budget Narrative, and Certification. The main content area displays the following information:

Template Grant - Urban Schools Agriculture - 2022	Instance Grant - Urban Schools Agricultural - 2022	Process Application
Document Name GUS2022020	Document Status Application in Process	
Organization Test Grantee Organization	Your Role Authorized Official	Period Date 1/1/2021 12:00:00 AM

Figure 12. Project Narrative location

Complete all appropriate sections of the Project Narrative including Work Plan. See below for specific instructions.

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. Additional lines may be added by clicking the **plus (+)** button (Figure 12 a below).

Work Plan

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. Add additional lines if needed by pressing the plus button to the right. *


Project Tasks	Key Personnel		Timeline		
	Name	Title	Start Date	End Date	

Figure 12a. Work Plan Add additional rows by clicking the plus (+) button

After completing the Work Plan and Project 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 3: Complete Self Assessment and Commitment Letters

Expand the **Forms** drop down menu and select **Self Assessment and Commitment Letters** (Figure 1).



The screenshot shows the TDA GO! Texas Department of Agriculture Grants Online interface. The top header includes the Texas Department of Agriculture logo and Commissioner Sid Miller's name. The main navigation bar has 'Home' and 'Searches' links. A sidebar on the left contains a 'Forms' dropdown menu with options: 'Application', 'Applicant Contact Information', 'Project Narrative', 'Self-Assessment and Commitment Letters' (highlighted with a red box), 'Budget Narrative', and 'Certification'. The main content area is titled 'Document Landing Page' and displays a table with application details:

Template	Instance	Process
Grant - Urban Schools Agriculture - 2022	Grant - Urban Schools Agricultural - 2022	Application
Document Name	Document Status	
GUS2022021	Application in Process	
Organization	Your Role	Period Date
Test Grantee Organization	Authorized Official	1/1/2021 12:00:00 AM

Figure 15. Self Assessment and Commitment Letters location

Complete all sections of the **Self Assessment and Commitment Letters**. See below for specific instructions.

Letter of commitment. Applicants may upload letters of commitment in this field. Click the **Select** button to add a file. Additional documents may be added by clicking the **plus (+)** button (Figure 15).

Letters of Commitment

Please upload a Letter of Commitment to for each proposed campus (if applicable)



The screenshot shows the 'Letters of Commitment' section. It includes a 'Campus Name' input field. Below it, the 'Letter of Commitment' section features a 'Select' button (highlighted with a red box) and a 'Drag Files Here' area. A plus sign button is also visible.

Figure 15. Commitment Letters location

After completing the **Self Assessment and Commitment Letters** 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 Budget Narrative

Expand the **Forms** drop down menu and select **Budget Narrative** (Figure 16).

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TEXAS DEPARTMENT OF AGRICULTURE GRANTS ONLINE

Home Searches ▾

GUS2022021

Forms ▾

Application

Applicant Contact Information ☐

Project Narrative ☐

Self-Assessment and Commitment Letters ☐

Budget Narrative ☒

Certification ☐

➤ Status Options

➤ Tools

Related

Budget Narrative

Instructions:
Please complete this page and press save.
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. See [Official request for application](#) for allowable and nonallowable expenses.

Expense Categories	Amount
Personnel	\$0.00
Supplies	\$0.00
Contractual	\$0.00
Other	\$0.00
Total District Costs	\$0.00

Figure 16. Budget Narrative location. Budget Summary will auto-populate the circle fields.

Instructions: Complete each budget category expense (Personnel, 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 16).

Step 5: Complete Review and Certification

Before completing Step 5. 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 18).



Figure 18. Completed section with check mark

If there are error messages in a section, the section label in the drop down menu will have an exclamation point next to it (Figure 19). Return to the applicable section to review and resolve any error messages.



Figure 19. Incomplete section with error messages

Once all error messages are resolved and each section has a check mark as seen in Figure 18, the application may be certified and submitted.

Expand the **Forms** drop down menu and select **Certification** (Figure 20). 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 20). The section is then complete. Click **Save** in the top right corner.

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Home Searches

GUS2022021

Forms

Application

Applicant Contact Information

Project Narrative

Self-Assessment and Commitment Letters

Budget Narrative

Certification

Status Options

Tools

Related Documents

Certification

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

By signing below, applicant:

1. certifies that all information provided in connection with this application is true and correct;
2. acknowledges that any misrepresentation or false statement made by applicant or an authorized agent of applicant in connection with this application, whether intentional or not, will constitute grounds for denial of this application and may be the subject of substantial civil and/or criminal liability and sanctions;
3. acknowledges that acceptance of funds in connection with this application acts as acceptance of the authority of the Texas Department of Agriculture (TDA), or any successor agency, the State Auditor's Office (SAO), or any successor agency to conduct an investigation in connection with those funds, and applicant further agrees to cooperate fully with TDA or its successors, SAO or its successor in the conduct of the audit or investigation, including allowing TDA and/or SAO to inspect applicant's premises and providing all records requested during the grant period and for at least three years after the grant has terminated; and
4. certifies that he or she is authorized to submit this application and to make the preceding certifications and acknowledgements on behalf of applicant.

Notice of Penalties: Penalty for knowingly making false statements or false entries, or attempts to secure money through fraudulent means, may include fines and/or incarceration and/or forfeiture of agriculture assistance funds under applicable federal and state law. This document becomes public record and is subject to disclosure. With few exceptions, you have the right to request and be informed about the information that the State of Texas collects about you. You are entitled to receive and review the information upon request. You also have the right to ask the state agency to correct any information that is determined to be incorrect.(Reference: Texas Government Code, Sections 552.021, 552.023, and 559.004.)

Signature of Authorized Official

Date

Figure 20. Certification and check box location

Step 6: Application Submission

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

Expand the **Status Options** drop down menu (Figure 21). Select **Submit Application**.

The screenshot shows the TDA GO system interface. The header includes the Texas Department of Agriculture logo and the text 'TEXAS DEPARTMENT OF AGRICULTURE COMMISSIONER SID MILLER' and '★ TDA GO! ★ TEXAS DEPARTMENT OF AGRICULTURE GRANTS ONLINE'. The user 'Mary Sue' is logged in. The left sidebar has a 'Status Options' dropdown menu with 'Submit Application' highlighted. The main content area is titled 'Document Landing Page' and displays the following information:

Template Grant - Urban Schools Agriculture - 2022	Instance Grant - Urban Schools Agricultural - 2022	Process Application
Document Name GUS2022022	Document Status Application In Process	
Organization Test Grantee Organization	Your Role Authorized Official	Period Date 1/1/2021 12:00:00 AM

Figure 21. Status Options drop down menu and Application Submitted button location

NOTE: If errors remain, a **Document Validation** message will pop up noting what sections still have errors (Figure 22). You may click on each section name to be directed to the errors.

The screenshot shows a 'Document Validation' message box. Below the title, it says: 'Below is the status of each form. Select the form name to navigate and make changes to any of the forms.' There is a checkbox labeled 'Show forms that I cannot adjust'. Below this is a table with the following data:

Form Name	Status	May Prevent Status Change
Applicant Contact Information	Error(s)	Yes

Figure 22. Document Validation message will appear if you try to submit application with errors

If no errors are detected, the system will ask if you are sure. Once you select submit, you will then be taken back to the **Landing Page** (Figure 23).

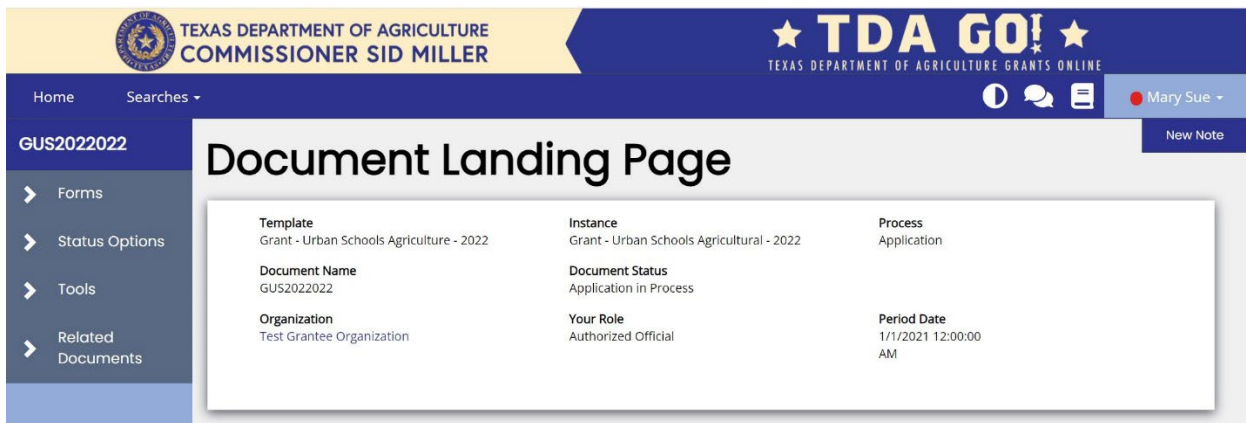


Figure 23. After application submission, you will return to the Document Landing Page.

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

Confirmation Email

After submitting your application, you will receive a confirmation email (Figure 24).

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

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

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

Figure 24. Example of confirmation email