Executive Summary
The Young Farmer Grant (YFG) program is administered by TDA under the direction of the Texas Agricultural Finance Authority (TAFA). The purpose of this program is to provide financial assistance in the form of dollar-for-dollar matching grant funds to those persons 18 years or older, but younger than 46 years of age at the time of the grant application submission deadline, who are engaged or will be engaged in creating or expanding an agricultural business in Texas.

Dates
Applications must be received by Wednesday, April 27, 2021, by 11:59 pm Central Standard Time.

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

Catalog of Domestic Federal Assistance (CFDA) Number
N/A
2022 YOUNG FARMER GRANT PROGRAM

ROUND 2

Contents

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

This Request for Grant Applications (RFGA) is issued pursuant to Texas Agriculture Code, §58.091. The Texas Department of Agriculture (TDA) is requesting applications for the Young Farmer Grant (YFG) program.

The YFG program is administered by TDA under the direction of the Texas Agricultural Finance Authority (TAFA). The purpose of this program is to provide financial assistance in the form of dollar-for-dollar matching grant funds to those persons 18 years or older, but younger than 46 years of age at the time of the grant application submission deadline, who are engaged or will be engaged in creating or expanding an agricultural business in Texas.

Projected Timeline of Events

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Availability – 2022 Round 2</td>
<td>March 2022</td>
</tr>
<tr>
<td>Application Deadline</td>
<td>April 27, 2022</td>
</tr>
<tr>
<td>Award Announcements</td>
<td>Late July 2022</td>
</tr>
<tr>
<td>Estimated Start Date of Project</td>
<td>August 1, 2022</td>
</tr>
</tbody>
</table>

Eligibility

Grant applications will be accepted from any individual person 18 years or older, but younger than 46 years of age as of the application deadline, who is engaged or will be engaged in creating or expanding an agricultural business in Texas (the “Applicant”). Applications that merely propose to sustain an existing agricultural business are not eligible for an award under this program. Corporations, limited liability companies, partnerships or other types of foreign or domestic business entities are not eligible for awards under this program. TDA will immediately disqualify any application filed on behalf of a corporation, limited liability company, partnership or other type of foreign or domestic business entity. Applicants must be able to make dollar-for-dollar matching expenditures on the proposed project.

Applicant must be a U.S. citizen and must reside and operate in Texas.

Grant funds will not be awarded to multiple family members applying for funding for the same project. To be eligible for a grant, Applicant must have a substantial interest in the agricultural business or operation identified in the application for which the project will impact. Each individual grant applicant must clearly describe a distinct project and demonstrate how the individual grant applicant will independently benefit from the grant.

An applicant that has a family, employment or business relationship with an executive, officer or employee of TDA, or a member of the TAFA Board of Directors (Board), is not eligible for a grant and may not participate in the YFG program. A family relationship is defined as a relationship
within the third degree of consanguinity, or second degree of affinity as outlined in Chapter 573 of the Texas Government Code.

An excerpt from Chapter 573.023 of the Texas Government Code:

- An individual's relatives within the third degree by consanguinity are the individual's:
  - (1) parent or child (relatives in the first degree);
  - (2) brother, sister, grandparent, or grandchild (relatives in the second degree); and
  - (3) great-grandparent, great-grandchild, aunt who is a sister of a parent of the individual, uncle who is a brother of a parent of the individual, nephew who is a child of a brother or sister of the individual, or niece who is a child of a brother or sister of the individual (relatives in the third degree).

See [https://statutes.capitol.texas.gov/docs/gv/htm/gv.573.htm](https://statutes.capitol.texas.gov/docs/gv/htm/gv.573.htm) for additional details.

Grant recipients that have a current, open Young Farmer grant may not receive a new grant during this cycle.

**Grant Recipient Responsibilities and Accountability**

Selected applicants (Grant Recipients) will be responsible for the conduct of the project supported by the YFG Program and for the results described in the application. 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. The Grant Recipient must carry out the activities described in the approved scope of work.

The Grant Recipient will be accountable for documenting the use of grant funds and must ensure funds are used solely for authorized purposes. This includes both TDA awarded funds and funds used to achieve the required match. The Grant Recipient must ensure:

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

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

Selected Grant Recipients will receive funding for their projects on a cost reimbursement basis during the term of the grant agreement. Funds will not be advanced to Grant Recipients. Selected Grant Recipients must have the financial capability to pay all costs upfront.

TAFA anticipates total funding of $150,000 will be available for grant awards of not less than $5,000 or more than $20,000 for each Grant Recipient selected to receive an award under the program. Recipients will have up to fifteen (15) months to complete their projects and seek reimbursement for allowable grant expenses, as authorized by the approved project budget. See Budget Information section for further details on payment schedule.

Program restrictions require the Grant Recipient to individually incur and pay project expenses upfront. All invoices/receipts generated under this project must be in the name of the Grant Recipient. TDA will not reimburse receipts for expenses incurred by a corporation, limited liability company, partnership, or other type of foreign or domestic business entity.

The TAFA Board makes funding decisions and reserves the right to fully or partially fund any particular grant application. Award decisions are final.

Grant Recipients will be required to meet a 1:1 match requirement. For every dollar requested, the Grant Recipient must show expenditure(s), prior to reimbursement, of at least an equal amount of Grant Recipient matching funds from allowable sources. See Matching in the Budget section below for more details.

Awards are subject to the availability of funds. If funds are not appropriated or collected for this purpose, applicants will be informed accordingly.

**Term of Funding or Duration of Projects**

A notice of grant award is anticipated to be made in July 2022. All approved projects have an anticipated start date of August 1, 2022 and must be completed by October 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. CDT on Wednesday, April 27, 2022**.

The grant application itself **must** be completed online at [https://tda-go.intelligrants.com/](https://tda-go.intelligrants.com/).

Application instructions and TDA-GO information will be available on TDA’s website: [https://www.texasagriculture.gov/GrantsServices/RuralEconomicDevelopment/TexasAgriculturalFinanceAuthority/YoungFarmerGrant.aspx](https://www.texasagriculture.gov/GrantsServices/RuralEconomicDevelopment/TexasAgriculturalFinanceAuthority/YoungFarmerGrant.aspx)
To be considered, applications must be complete and include all the following information:

- Completed online application;
- Copy of applicant’s Texas Driver’s License or other form of government-issued identification (U.S. Passport, State of Texas I.D., or birth certificate);
- IRS Form Schedule F to evaluate farm income from most recent tax return or other IRS forms that were filed to describe your operation’s farm income;
- 3 Letters of Support –
  - 1 letter - Personal (not parents or members of your immediate family)
  - 2 letters – Professional
  - Letters must at a minimum include:
    - The relationship to the applicant.
    - Specific skills that the applicant has and why the recommender thinks the applicant will be successful with this project.
    - Any opportunities the recommender will have to interact with the applicant in relation to this project.
    - How this experience will help the applicant achieve his/her stated goals.
  - Letters must have an original handwritten signature from recommender (electronic signatures or typed names will not be accepted). You can scan a copy of the letters with signature for submission.
- Business plan for proposed project ; and
- Lender commitment letter if a loan is used to fund your proposed project;
- Any contract or letter of intent relied upon in connection with your proposed project.

### Budget Information

1. **Payment.** *This grant will be paid on a cost reimbursement basis after proportionate matching funds have been documented and expended.* Grant Recipients will be required to submit payment requests quarterly, but no more frequently than monthly. Payment requests must include sufficient documentation that details each expense. Documentation may include, but is not limited to, copies of receipts or invoices.

2. **Payment Schedule:** Upon timely receipt of payment requests and documentation, TDA will approve reimbursement for up to 90% of the total grant award prior to submission of the Final Performance Report.

The remaining 10% will be disbursed once all reporting requirements have been met. These reports include, but are not limited to, the Final Performance Report.

3. **Eligible Expenses.** Generally, expenses that are necessary and reasonable for proper and efficient performance and administration of a project are eligible. The fact that a proposed cost is awarded, as requested by an applicant, does not indicate a determination of allowability. Examples of eligible expenditures are:
a) Personnel costs – both salary and benefits (grant funds may be used for directly supporting salaries and wages of employees, but not for the value of the applicant’s own services or that of immediate family);

b) Contracts – agreements made with private parties to perform a portion of the grant project;

c) Supplies and direct operating expenses – costs for materials, supplies, and fabricated parts necessary to carry out the grant project;

d) Other expenses – any expenses that do not fall into the above categories but are itemized on the approved project budget; and

e) Non-capitalized equipment – nonexpendable, tangible personal property having an acquisition cost of less than $5,000.

Notes: See Eligible and Ineligible list of expenses that may help in the development of the application.


4. Ineligible Expenses. Expenses that are prohibited by state or federal law are ineligible for reimbursement. Additional expenses have been identified as ineligible by TDA. Examples of these expenditures include, but are not limited to, the following:

a) Alcoholic beverages;
b) Entertainment;
c) Tips/gratuity;
d) Contributions, charitable or political;

e) Expenses falling outside of the contract period (expenses incurred before the grant approved start date or after end date of agreement);

f) Expenses not listed in the project budget;
g) Expenses that fail to meet the intent of the program;
h) Value of applicant’s own services;
i) Personnel costs of spouses, children, parents, grandparents, and/or business partners;
j) Land (except for lease expenses);
k) Capitalized Equipment - Personal property or other capital items with a cost of more than $5,000;
l) Capital Expenditures for improvements – items that materially increase the value or useful life of building, equipment or land;
m) Travel, lodging, or meals; and

n) Expenses that are not adequately documented which would otherwise be eligible if properly documented.

Note: Failure to mention a particular item of cost is not intended to imply that it is either allowable or unallowable; rather, determination as to allowability in each case should be based on the treatment provided for similar or related items in the selected items of costs under cost principles.
5. **Matching Funds**—This grant requires the recipient to expend matching funds equal to or greater than the total grant award. Demonstration of planned expenditure of funds in excess of the minimum match amount will not impact the selection process. If an applicant submits a budget that includes an amount with a match greater than 1:1, the Grant Recipient is required to demonstrate expenditures in a proportionate amount prior to reimbursement. Expenditure of matching funds must be documented on applicant’s budget and reported to TDA at the time a payment request is submitted. Any reduction of expenditure of recipient’s matching funds that fall below the amount proposed in the application and identified in the grant agreement must be approved in writing by TDA and will result in a proportionate reduction in the grant award.

6. **Additional Budget Information.** Applicant should provide additional information that will be helpful to the Board in evaluating a grant application, including justification for small equipment purchases, a list of subcontractors and amounts, a list of key personnel and salaries to be paid with the grant, and a description of other large expenditures.

7. **Documentation of Employment Status.** Applicant should be prepared to furnish documentation of lawful employment status for each employee included in personnel costs for the project.

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**Evaluation of Applications**

TDA will review submitted applications to determine whether the applicant was responsive to the requirements of this RFGA.

The TAFA Board will review and evaluate eligible applications independently, then meet as a collective board to make final award decisions.

The Board may consider other factors in making grant awards under the YFG program, including, without limitation, the quality of the application, applicant’s need for financial assistance, the project’s ability to create or enhance applicant’s agricultural operation, the project’s ability to improve overall agricultural productivity in Texas, the project and applicant’s impact on the local community, and the project’s ability to increase the number of agricultural enterprises in Texas that are owned and operated by young farmers.

The Board may also consider an applicant’s previous participation in the YFG program.

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**Reporting Requirement**

Grant Recipients 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, 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.
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/TAFA reserves the right to fund projects partially or fully. TDA/TAFA 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/TAFA 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.

TDA/TAFA 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 grant agreement.

Right to Amend or Terminate Program
TDA/TAFA 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/TAFA deems any such action to be in the best interest of TDA/TAFA and of the State of Texas. The decision of TDA/TAFA will be administratively final in this regard.

Proprietary Information/Public Information
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 subject 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.

Conflict of Interest
The applicant is required to disclose any existing or potential conflicts of interest relative to this grant program. Failure to disclose any such relationship may result in the applicant’s disqualification or termination of any resulting grant agreement.
General Compliance Information

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

2. Grant Recipient must remain in full compliance with state and federal laws and regulations. Non-compliance may result in termination of the grant or ineligibility for reimbursement of expenses.

3. Grant Recipient must keep separate records and a bookkeeping account (with a complete record of all expenditures) for a project. Records shall be maintained for a minimum of four (4) years after the completion of the project, or as otherwise agreed upon with TDA. If any litigation, claim, negotiation, audit or other action is initiated prior to the expiration of the four-year retention period, then all records and accounts must be retained until their destruction is authorized in writing by TDA. TDA and 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 the Grant Recipient has a financial audit performed during the time the 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).

Deadline for Submission of Responses & Contact Information

Late or incomplete applications will not be accepted.

Applicants must submit one (1) complete, e-signed grant application package. The complete online application packet including the application must be RECEIVED by 11:59 p.m. CDT on
Wednesday, April 27, 2022. Applications may not be supplemented after the submission deadline. It is the applicant’s responsibility to ensure the timely delivery of all required materials.

For questions regarding submission of the application and/or TDA requirements, please contact the Grants Office at (512) 463-6695 or by email at Grants@TexasAgriculture.gov. TDA staff is available to answer questions regarding the program and to provide clarifying information concerning this RFGA. TDA staff will not review any grant proposals prior to the application deadline.

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

The online system will date and time stamp the submission for receipt documentation purposes. Click 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**

**Step 1: Registering a New User in TDA-GO**

The following describes how to access the TDA-GO online grant system by setting up a new user. The applicant must set up a new user account to access the Young Farmer Grant application. **THIS MUST BE DONE 24-48 HOURS PRIOR TO SUBMITTING AN APPLICATION!**

**Overall Steps to Getting Access:**
- Complete New User Registration
- TDA will approve New User Registration
- New User will receive email of approval
- Once approved, New User can access and complete grant application

To register a New User, complete the following steps:

1) Go to the TDA-Go website: [https://tda-go.intelligrants.com/](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) – Enter all zeros (e.g. 000000000) in this box.
Organization (Required) – Enter FIRST AND LAST NAME (applicant).
Title – Enter “Young Farmer Grant Applicant”.
Street Address (Required)
State (Required)
County (Required)
City (Required)
Zip Code (Required)
Email (Required)
Phone (Required)
Username (Required) – the username the registering user wishes to register for. Use your email address.
Password/Verify Password (Required) – the password the registering user (applicant) wishes to register for.

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.
Step 2: Starting a Grant Application
The following describes how to access the Young Farmer Grant program grant application via TDA-GO.

Dashboard
After your registration has been submitted and you have received an approved email, you will be able to log into the system and see the Dashboard. The User’s Dashboard will appear (Figure 1). My Tasks are applications/reports that are in process; or where you will go when you want to edit an application you have started. Initiate New Application are blank grant applications.

Choose the Young Farmer Grant Program by scrolling down the “Initiate New Application” box and select Grant – Young Farmer Program - 2022 (Figure 2 & 3).
A brief description and agreement language appears (Figure 4). Read and select Agree.
After Agree is selected, the Document Landing Page will appear (Figure 5).

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.

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**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 Form** (Figure 6).
All sections of the Application Form must be completed. See below for specific instructions.

**NOTE:** All required fields are marked with a *. An error message will appear and the application may not be submitted if these required fields are not filled out (Figure 7).

**Qualifiers**

<table>
<thead>
<tr>
<th>Age of applicant as of deadline *</th>
<th></th>
</tr>
</thead>
</table>

**NOTE:** 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.

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

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

**Step 2: Complete Proposed Project**

Expand the **Forms** drop down menu and select **Proposed Project** (Figure 13).
Complete all appropriate sections of the Proposed Project. See below for specific instructions.

**NOTE: Measurable Results.** Please add additional lines to include all applicable measurables of Type of Crop/Livestock/Production in Units to adequately represent your project. Additional lines may be added by pressing the Plus (+) button on the right (Figure 14).

![Figure 14. Add additional rows by clicking the Plus (+) button](image)

**NOTE: Supplemental Documents** (Optional). Applicants may upload a business plan or any supportive documents related to their project. Click the Select button to add a file. Additional documents may be added by clicking the plus (+) button (Figure 15).

![Figure 15. Upload documents using the Select button. Add additional rows by clicking the Plus (+) button](image)

After completing the Proposed Project 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).

**Step 3: Complete Budget Form**

Expand the **Forms** drop down menu and select **Budget Form** (Figure 16).
Complete all applicable sections of the Budget Form. Read instructions included in application carefully. See below for specific instructions.

**NOTE:** All sections of the Estimated Young Farmer Grant Project Budget are required.

Section: Estimated Revenue and Operation Budget
Goal: The TARA Board wants to gain an understanding of the financial and production capabilities of your project. They use the information in the Estimated future 12-Month Agricultural Revenue and Total Operation Budget section to review your ability to turn production into revenue and pay expenses during the estimated project period.

**Estimated future 12-Month Agricultural Revenue** - The TARA Board will use this section to estimate the impact the Young Farmer Grant will have on your future revenue. Indicate the estimated revenue expected in the next 12 months if this project is implemented.
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).

**Step 4: Complete Required Uploads**

Expand the **Forms** drop down menu and select **Required Uploads** (Figure 17).

![Figure 17. Required Uploads location](image)

Three (3) letters of support are the **Required Uploads** for the Young Farmer Grant (Figure 18). Letters must have an original, handwritten signature from recommender (electronic signatures or typed names will not be accepted). Please scan a copy of the letters with signature for submission. Additional requirements and instructions are included in application.

![Figure 18. Letters of Support Upload](image)

After uploading the required letters, 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 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.

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 19).

![Completed section with check mark](image)

If there are error messages in a section, the section in the drop down menu will have an exclamation point next to it (Figure 20). Click on the selection in the drop down menu and review and resolve the error messages.

![Incomplete section with error messages](image)

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

Expand the Forms drop down menu and select Certification (Figure 21). To certify your application, check the box (Figure 21). The section is then complete. Click Save in the top right corner.

![Certification and check box location](image)

Step 6: Application Submission
Once the application is certified/e-signed and complete, you must SUBMIT the application within the TDA-GO system.

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

![Figure 22. Status Options drop down menu and Application Submitted button location](image)

**NOTE:** If errors remain, an Errors Present message will pop up (Figure 23). You may click on each section name to be directed to the errors.

![Figure 23. Error message will appear if you try to submit application with errors](image)

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 24).

![Figure 24. After application submission, you will return to the Document Landing Page.](image)

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

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

From: websites@agatesoftware.com <websites@agatesoftware.com>
Sent: Tuesday, April 13, 2021 10:37 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 25. Example of confirmation email*