

TEXAS DEPARTMENT OF AGRICULTURE
TODD STAPLES, COMMISSIONER



3E's Grant Program
Information Packet

Contact Information

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Austin, Texas 78711

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Responsibilities and Accountability

Texas Department of Agriculture

The Texas Department of Agriculture (TDA) is responsible for administering the 3E's Grant Programs; Establishing the 3E's Grant Program (Establish3E) and Expanding the 3E's Grant Program (Expand3E). Administration responsibilities include ensuring the Grant Recipient is in compliance with statutes, regulations, and grant terms and conditions; and conducting Performance/Compliance Reviews to maintain grant programmatic and fiscal integrity. TDA will provide on-going technical assistance and consultation to Grant Recipients during the term of the grant project.

Recipient Organization

The Grant Recipient has full responsibility for the conduct of the project supported by the Expand3E or Establish3E grant programs and for the results achieved. Each Grant Recipient will monitor the day-to-day performance of the grant project to assure adherence to statutes, regulations, and grant terms and conditions. The Grant Recipient will carry out the activities described in the original application to achieve project goals, objectives, and desired outcomes.

The Grant Recipient will be accountable for all grant funds awarded and must ensure all funds are used solely for authorized purposes. The Grant Recipient needs to 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.
- 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 reported and maintained for three (3) years after the conclusion of the project.

Reporting Requirements and Forms

Performance Reports

Form ER-302 (Appendix A) provides an example of the form TDA requires for the Quarterly Performance Report. This form can also be found on TDA's website at www.TexasAgriculture.gov.

Quarterly Performance Reports must be completed by the Grant Recipient and submitted to TDA by deadlines stated in the grant agreement. These reports shall be in a narrative format from one to three pages in length and detail the accomplishments of the project objectives.

The Quarterly Performance report should include:

- o Project Title
- o TDA Project #
- o Name of Project Manager
- o Date Report Covered
- o Date Report is submitted
- o Activities Performed
 - a. Project summary;
 - b. Project Progress;
 - c. Project Schedule;
 - d. A description of any changes that occurred during the project; and
 - e. A description of planned activities for the next reporting period.

The *Final Performance Report* is due sixty (60) days after the expiration or termination of the Grant Agreement, whichever occurs first.

The Final Report should include:

- o Name of Organization
- o Name of Project Manager, telephone number, Email address
- o Project Title
- o TDA Project #
- o Activities performed
 - a. A project summary –history of the project, its objectives, importance, effort and results of the project;
 - b. A description of the successes, challenges, and any limitations of the program;
 - c. A description of future plans, including how the project will continue after the grant is expended and how additional funding might address expansion efforts; and
 - d. Photographs to document results.

Quarterly Budget Reports

Form ER-305 – Payment Request (Appendix B) should be used for Quarterly Budget Reports. *See Reimbursement Process for further information*

Reimbursement Process

All projects are funded on a cost-reimbursement basis and TDA will reimburse Grant Recipients for eligible expenditures. Generally, expenses that are necessary and reasonable for proper and efficient performance and administration of a project are eligible. The Grant Recipient will be reimbursed for allowable grant costs not more frequently than monthly.

Once expenditures against the grant funds have been incurred, a Grant Recipient may invoice for all except ten percent (10%) of the total grant award amount. A Grant Recipient may invoice for the remaining ten percent (10%), or the entire amount of the grant, once their project has been completed (see "Final 10%" below).

A completed Payment Request and Budget Compliance Report, accompanied by an itemized list of all invoices for purchases, must be submitted to TDA for reimbursement. Invoices shall be submitted not more frequently than monthly, but at least quarterly. Invoices submitted will be reviewed for completeness, accuracy and reasonableness. TDA will promptly notify the Grant Recipient of any problems or deficiencies, which appear on the request. Once the issues are corrected, TDA will process the request for payment.

Mail an original Payment Request and Budget Compliance Report with signature to:

Texas Department of Agriculture
Trade & Business Development
3E's Grant Program
P.O. Box 12847
Austin, Texas 78711

Once all the required information, receipts and back up documentation have been received, the grants team will process the payment request. The Grant Recipient will receive reimbursement approximately 30 days from the date TDA receives a complete payment request. If incomplete information is received, the process will be delayed. Grant Recipients must also be up-to-date on their performance reporting. Payments will be held until the Grant Recipient has submitted all required reports.

Backup Documentation:

TDA requires an itemized list of invoices for all purchases and vendor invoices for all purchases of \$500.00 or more. This itemized list must be legible and clearly totaled to equal the amount being requested.

- A. Personnel. TDA requires salary/wages and fringe benefit back-up documentation that details the persons percent time billed to the program. This also includes any stipends received.
- B. Supplies and Other Operating Costs. Copies of vendor invoices for purchases of \$500.00 or more and an itemized list of all invoices for purchases of less than \$500.00 must accompany the payment request. All backup documentation, including copies of any

vendor invoices, shall be made available to TDA for any audit conducted at Grantee's premises under this Agreement.

- C. Travel. Copies of vendor invoices for all travel, including, but not limited to, field trip transportation.

Final 10% of Grant Award Payment

Up to ninety percent (90%) of the total grant award may be reimbursed provided the work for which payment is requested has been completed and proper documentation has been submitted.

The remaining 10% will only be disbursed once all reporting requirements have been met, including, but not limited to, the Final Quarterly Report (if applicable) and the Final Performance Report, which should discuss items listed in the *Reporting Requirements and Reports* section.

General Grant Processes

Scope or Objectives Revisions

If it is necessary to modify the scope or objectives of the project, submit a written justification for the change along with the revised scope or objectives to TDA. Changes will be approved or denied and should **not** be considered approved until you have received written confirmation.

Budget Revisions

Revisions may be made to the budget without notification if the amount moved between categories is less than 10%. If a budget revision is greater than 10%, the Grant Recipient needs to seek permission from the Grants team. Form ER-306 (Appendix C) will need to be completed and sent to the TDA for approval. TDA will provide written notice of approval or denial regarding budget revision requests.

Grant Extensions

Using Form ER-301 (Appendix D), a Grant Recipient may submit to the TDA a written request, with an explanation, for an extension of the grant agreement within thirty (30) days prior to the end of the term of agreement. The explanation should demonstrate that the extension is necessary due to unforeseeable circumstances preventing completion of the grant project or expenditure of the grant award. TDA will provide written notice of approval or denial of the Grant Recipients request.

Close Out Process

The grant close out is the last phase and occurs in one of two ways: 1. If the term of the agreement expires; 2. If all funds have been expended and the project's objectives are met. Once either of the events occur the grant close out process will begin. At least sixty (60) days before the end of the grant term TDA will provide a reminder about the expiration date, any outstanding information needed and any remaining balances of grant funds.

The following items must be completed before the final payment will be made:

- All activities listed in the original application have been completed
- Final Performance Report is submitted to TDA
- Final Budget Payment Request with proper documentation is submitted to TDA

TDA will notify Grant Recipient if the Final Performance Report has not been received or approved and withhold ten percent (10%) of the total grant award amount. The final ten percent (10%) will be paid and the project considered closed once TDA receives and approves the Final Performance Report and Final Budget Payment Request.

Closeout of a grant does not cancel any requirements for record retention or financial accountability. Records must be kept for 3 years after the project is closed.

Appendix A
Nutrition Outreach Grant Programs
ER-302 Performance Report Form



**Texas Department of Agriculture
Performance Report**

ER - 302

TODD STAPLES, COMMISSIONER

PROJECT INFORMATION			
Project Title		TDA PROJECT NO.	
GRANT PROGRAM			
<input type="checkbox"/> Agriculture Surplus	<input type="checkbox"/> Enology	<input type="checkbox"/> Food and Fibers	<input type="checkbox"/> Texas Israel Exchange
<input type="checkbox"/> Best Practices in Nutrition Education	<input type="checkbox"/> Enology & Viticulture	<input type="checkbox"/> Nutrition Education	<input type="checkbox"/> Urban Schools
<input type="checkbox"/> Boll Weevil	<input type="checkbox"/> Feral Hog	<input type="checkbox"/> Specialty Crop	<input type="checkbox"/> Zebra Chip Disease
REPORT PERIOD			
Date report covered _____ -- _____		Submission Date of Report:	
PROJECT MANAGER			
Title	First Name	Last Name	
<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Dr.			
<input type="checkbox"/> Other _____			

PERFORMANCE NARRATIVE

Sections A – E must be completed for your performance report to be approved by TDA.

Section A - Project Summary.

In 200 words or less, please give a brief summary of the project.

Section B - Project Progress.

Utilizing the actual objectives, activities, or goals in your proposal, detail all activities, accomplishments, or work conducted for each objective during this reporting period. Include the successes, challenges, and/or any limitations you faced while implementing your project.

Section C - Project Schedule.

Is your project on schedule as originally proposed? What delays have you faced, if any? Include any actions or steps taken to address the delays if applicable.

Date Received by TDA _____	TDA Approval _____	Date Approved _____
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Section D – Changes.

Document any changes from the original proposal, including but not limited to changes related to scope of work, activities, timelines, key personnel, and any other changes that directly impact the progress and completion of the funded project.

Section E – Next Steps.

Briefly describe the planned activities for the next reporting period.

Section F – Other Information.

Please provide any additional information related to your project that may not have been included above.

Appendix B
Nutrition Outreach Grant Programs
ER 305 - Payment Request Form



Texas Department of Agriculture
Payment Request and Budget Compliance Report

ER - 305

TODD STAPLES, COMMISSIONER

SEC. A	GENERAL INFORMATION					
	Check the type of report being submitted <input type="checkbox"/> Payment Request <input type="checkbox"/> Quarterly Budget Report <input type="checkbox"/> Final Budget Report				Date of Request	
SECTION B	CONTRACT INFORMATION					
	Project Title				Project No.	
	Grantee Name		Fiscal Officer		Phone	
	Project Manager	Contract Amount	Vendor ID	Period covered by this request		
SECTION C	PAYMENT AND BUDGET INFORMATION					
	Expenditures	Budget	Requested To Date <small>(Excluding this Request)</small>	This Request	Remaining Funds Available	AGENCY USE ONLY
	Personnel				0.00	
	Travel					
	Supplies					
	Other					
	Contract					
	Food					
	SUBTOTAL					
TOTAL	#REF!	#REF!	#REF!	\$0.00		
SECTION	AUTHORIZATION					
	Institution's Fiscal Officer Signature				Date	
	TDA				Date	

Please attach additional sheet(s) if more room is needed.

Appendix C
Nutrition Outreach Grant Programs
ER-306 Budget Revision Form



Texas Department of Agriculture
Budget Revision

ER - 306

TODD STAPLES, COMMISSIONER

SECTION A					
CONTRACT INFORMATION					
SECTION A	Project Title			Project No.	
	Grantee Name		Fiscal Officer		Phone
	Project Manager		Contract Amount	Date of Request	

SECTION B				
BUDGET INFORMATION				
	Current Budget	Requested Change	Revised Budget	AGENCY USE ONLY
Expenditures				
Personnel				
Travel				
Equipment				
Supplies				
Contractual				
Other				
Food				
SUBTOTAL	\$0.00	\$0.00	\$0.00	
TOTAL	\$0.00	\$0.00	\$0.00	

SECTION C	
BRIEF EXPLANATION	
Please provide a very brief justification for the requested change.	

SECTION	
AUTHORIZATION	
Institution's Fiscal Officer Signature	Date
TDA	Date

Please attach additional sheet(s) if more room is needed.

Appendix D
Nutrition Outreach Grant Programs
ER-301 Extension Request Form



Texas Department of Agriculture
Extension Request

ER-301

TODD STAPLES, COMMISSIONER

PROJECT INFORMATION	
Project Title	TDA PROJECT NO.
PROJECT MANAGER	
Title	First Name Last Name
<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Dr. <input type="checkbox"/> Other _____	
EXTENSION INFORMATION	
Original Grant Term: --	Original Grant Amount:
Requested Extension End Date:	Requested Amount to Extend:

EXTENSION NARRATIVE

In detail, explain the following: Why was the project not completed in the original timeframe? Are the project's objectives up-to-date? What work will be completed during the extension?

AUTHORIZATION	
Institution's Fiscal Officer Signature	Date