



COMMISSIONER SID MILLER

**TEXAS DEPARTMENT OF AGRICULTURE
2018 YOUNG FARMER GRANT PROGRAM
ROUND 2
REQUEST FOR GRANT APPLICATION (RFGA)**

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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.

NOTICE REGARDING THE INCLUSION OF CONFIDENTIAL, PROPRIETARY, TRADE SECRET OR PRIVILEGED INFORMATION IN AN APPLICATION

Please take notice of the following:

If it is necessary for Applicant to include proprietary or otherwise confidential information in its application or other submitted information, Applicant must clearly mark and label all confidential, proprietary, trade secret or privileged material in 14 point or higher bold font on each page as it appears, and identify the specific exception to disclosure in the Texas Public Information Act (PIA) for each specific piece of confidential, proprietary, trade secret or privileged information. Additionally, all confidential, proprietary, trade secret or privileged information must be segregated in a separate and discrete section of the application, which must be able to be conveniently separated and detached from the other sections of the application. Failure to properly label, identify and segregate any confidential, proprietary, trade secret or other privileged information in the application may result in all such information or material being disclosed as public information. Merely making a blanket claim that the entire application is protected from disclosure because it contains any amount of confidential, proprietary, trade secret or privileged information is not acceptable, and shall make the entire application subject to release under the PIA. In order to initiate the process of seeking an Attorney General opinion on the release of confidential, proprietary, trade secret or privileged information, the specific provisions of the application that are considered by Applicant to be confidential, proprietary, trade secret or privileged and confidential must be clearly labeled and segregated as described above. Any information which is not clearly identified as confidential, proprietary, trade secret or privileged shall be deemed to be subject to disclosure pursuant to the PIA.

Statement of Purpose

Pursuant to the Texas Agriculture Code, Section 58.091, the Texas Department of Agriculture (TDA) is requesting applications for the Young Farmer Grant (YFG) program. The YFG 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 submission deadline, that are engaged or will be engaged in creating or expanding an agricultural business in Texas.

Projected Timeline of Events

Application Availability – 2018 Round 2	February 2018
Application Deadline	March 22, 2018
Award Announcements	June 2018/July 2018
Estimated Start Date of Project	August 1, 2018

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 agriculture 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 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 entity. The applicant must be able to make dollar-for-dollar matching expenditures to sustain, create or expand 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. Each individual grant applicant must clearly describe a distinct project and demonstrate how the individual grant applicant will independently benefit from the Grant.

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

Grantee Responsibilities and Accountability

Selected applicants (grantees) will be responsible for the conduct of the project supported by the YFG Program and for the results described in the application. 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. This includes both TDA awarded funds and funds used to achieve the required match. 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 the grant agreement or applicable law.
- All budget and performance reports are completed in a timely manner.

Each grantee 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 three (3) years after the conclusion of the project or longer if required by TDA.

Funding Parameters

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

TAFAs anticipate total funding of \$150,000 will be available for grant awards of not less than \$5,000 or more than \$20,000 for each grantee selected to receive an award under the program. Recipients will have up to 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 individual grantee to individually incur and pay project expenses upfront. All invoices/receipts generated under this project must be in the name of the grantee. TDA will not reimburse receipts for expenses incurred by a corporation, limited liability company, partnership, or other type of foreign or domestic entity.

The TAFAs Board of Directors (Board) makes funding decisions and reserves the right to fully or partially fund any particular grant application. The grant award does not include required Grantee Matching Funds. Award decisions are final.

Grantees will be required to meet a 1:1 match. For every dollar requested, the grantee must show expenditure, prior to reimbursement, of at least an equal amount of Grantee Matching Funds from allowable sources. 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 June 2018/July 2018. All approved projects have an anticipated start date of August 1, 2018, and must be completed by October 31, 2019.

Application Requirements

Form Requirements

To be considered, applications must be complete and submitted on Form GTBD-108. An application and information can be downloaded from TDA's Grants Office under the Grants and Services tab at www.TexasAgriculture.gov.

Applications are designed to be completed and submitted electronically. Handwritten and hardcopy submissions will be considered by the Board only if information is legible and complete.

Budget Information

1. Payment. *This grant will be paid on a cost reimbursement basis after proportionate matching funds have been documented and expended.* Grantees 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. 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 applicant's own services);
- 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.

4. Ineligible Expenses. Expenses that are prohibited by state or federal law are ineligible. 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;
- d) Gratuity;
- e) Contributions, charitable or political;
- f) Expenses falling outside of the contract period (*expenses incurred before the grant approved start date or after end date of agreement*);
- g) Expenses not listed in the project budget or that fail to meet the intent of the program;
- h) Value of applicant's own services;
- i) Land (except for lease expenses);
- j) Capitalized Equipment - Personal property or other capital items with a cost of more than \$5,000;
- k) Capital Expenditures for improvements – items that materially increase the value or useful life of building, equipment or land.
- l) Travel or meals; and
- m) Expenses that are not adequately documented.

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 grantee 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 will result in a proportionate reduction in the grant award and must be approved in writing by TDA.

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.

Evaluation of Applications

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

The 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 program, including, without limitation, the quality of the application, applicant's need for financial assistance, the project's ability to create, enhance, or sustain 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.

Reporting Requirement

Approved projects 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 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.

Deadline for Submission of Responses and Contact Information

Late or incomplete applications will not be accepted.

Applicants must submit one complete, signed grant application package. The complete electronic, hand-delivered or mailed application packet including the application with signatures must be **RECEIVED by close of business (5:00 p.m. CT) on Thursday, March 22, 2018.**

It is the applicant's responsibility to submit all materials necessary for evaluation early enough to ensure timely delivery. *Applicants may not supplement or amend the application after the deadline.*

For questions regarding submission of the application and/or TDA requirements, please contact the Grants Office at (512) 463-2537 or by email at Grants@TexasAgriculture.gov.

Submittal Instructions

Complete application with signature and all required documentation must be submitted to:

There are two options for submission: email and hard copy (mail or hand delivery). Please only use ONE method. (Please note that faxed applications are not accepted.)

- 1. Preferred. Email submission of complete application packet:**
Grants@TexasAgriculture.gov

The e-mail subject line must contain the RFGA title and applicant identification (Ex: Young Farmer Grants 2018 – Jane Smith), and the email must be received by TDA before close of business (5:00 p.m. CT) on Thursday, March 22, 2018. The Applicant is solely responsible for ensuring that their complete application, regardless of method of delivery, is sent to, and actually received by, TDA in a timely manner and at the proper destination server.

IMPORTANT NOTE: TDA recommends a limit on the attachments to 10MB each. This may result in sending multiple e-mails for the submission of all documentation contained in a response. **If you are submitting multiple emails be sure to label your email Young Farmer Grants 2018 – Jane Smith email 1 of X, 2 of X, etc.** All submissions must be sent in Microsoft Word or other Word compatible format or as .PDF files. Unreadable submissions may be deemed unresponsive and will not be reviewed for funding consideration.

TDA takes no responsibility for electronic bids that are captured, blocked, filtered, quarantined or otherwise prevented from reaching the proper destination server by any TDA anti-virus or other security software.

TDA's preference is that all required material be combined into one single PDF file and attached to an email. However, if Applicant is not able to combine all required documents into one document for submission, please label each file in a similar format to help with processing documents and ensuring you have all required items submitted. Note examples of the preferred format below.

1. Application Form GTBD-108 – Jane Smith
2. Texas Driver's License – Jane Smith
3. IRS Form Schedule F – Jane Smith
4. Lender commitment letter – Jane Smith (*If applicable*)
5. 3 Letters of Support – Jane Smith
6. Business plan for proposed project – Jane Smith
7. Any contract or letter of intent (*If applicable*)

TDA program staff will send an email receipt with an application ID number, acknowledging receipt of the application as soon as administratively possible.

2. Hard copy mailed submissions – If not submitted by email

All applications must be **RECEIVED** by close of business (5:00 p.m. CT) on **Thursday, March 22, 2018**. TDA will affix or place a date and time stamp on each application it receives via U.S. mail. If Applicant uses U.S. mail for delivery of its application to TDA, the agency strongly recommends that Applicant send same by certified mail, return receipt requested, or equivalent delivery confirmation service provided by USPS.

Applications may be sent to TDA to the following addresses:

By U.S. Mail:

Texas Department of Agriculture
Trade & Business Development- Grants
P.O. Box 12847

Austin, TX 78711

By Overnight or Hand Delivery

Texas Department of Agriculture
Trade & Business Development- Grants

TDA program staff will send an email receipt with an application ID number, acknowledging receipt of the application as soon as administratively possible.

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 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.

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

If it is necessary for Grantee to include confidential, proprietary, trade secret or privileged information (the "Proprietary Information") in its application or other submitted information, Grantee must clearly mark and label all Proprietary Information in 14 point or higher bold font on each page as it appears, and identify the specific exception to disclosure in the Texas Public Information Act (PIA) for each specific piece of Proprietary Information. Additionally, all Proprietary Information must be segregated in a separate and discrete section of the application or other submitted information, which must be able to be conveniently separated and detached from the other sections of the application.

Failure to properly label, identify and segregate any Proprietary Information in the application or other submitted information may result in all such information or material being disclosed as public information.

Unless specifically exempt from disclosure under the PIA, all applications and materials submitted under this program are subject to release under the PIA.

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. 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 the 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 their performance.
2. All grant awards are subject to the availability of funds appropriated and authorized by the Texas Legislature.
3. Grantees 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.
4. Grantees must keep a separate bookkeeping account with a complete record of all expenditures relating to the project. Records shall be maintained for three (3) years after the completion of the project, or as otherwise agreed upon with 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 at any time throughout the duration of the agreement and for three years immediately following completion of the project. If any litigation, claim, negotiation, audit or other action is initiated prior to the expiration of the retention period, then the records must be retained until authorized by TDA. TDA and the SAO shall have access to the physical locations related to project activities.
5. If the 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, and any schedules in which the Grantee's funds are included.
6. Grantees must comply with Texas Government Code, Chapter 783, Uniform Grant and Contract Management, and the Texas Uniform Grant Management Standards (UGMS), along with 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.