



# TEXAS DEPARTMENT OF AGRICULTURE COMMISSIONER SID MILLER

## TEXANS FEEDING TEXANS: SURPLUS AGRICULTURAL PRODUCTS GRANT PROGRAM Request for Grant Applications

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### Executive Summary

The Texans Feeding Texans: Surplus Agricultural Products Grant Program (Grant Program) was established to support collection and distribution of surplus agricultural products to food banks and other charitable organizations that serve needy or low-income individuals. The Texas Department of Agriculture (TDA) awards grant funding to help offset the costs of harvesting, gleaning, and transporting agricultural products to Texas food banks.

### Dates

Applications must be received by Wednesday, October 15, 2025, by 11:59 pm Central Time.

### Agency Division

Rural Programs and Financial Assistance - [Grants@TexasAgriculture.gov](mailto:Grants@TexasAgriculture.gov)

### Assistance Listing Number

Not applicable

### Key Elements

| Required Action                                                                                                                                                                 | Timing to Obtain/Submit                                                              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| TDA Deadline to receive final application and all supporting materials through TDA-GO                                                                                           | October 15, 2025 - 11:59 p.m. Central Time                                           |
| <a href="#">Create your TDA-GO profile (if you do not already have one)*</a>                                                                                                    | 48-72 hours ahead of the application submission deadline for TDA to approve account. |
| Items needed to register for TDA-GO (see <i>TDA-GO Access Instructions</i> )                                                                                                    |                                                                                      |
| <ul style="list-style-type: none"><li><a href="#">Obtain Your Organization's UEI Number and establish an Active SAM.gov Account (if you do not already have one)*</a></li></ul> | Not required for this grant                                                          |
| <ul style="list-style-type: none"><li><a href="#">Obtain a TIN/EIN (if you do not already have one)*</a></li></ul>                                                              | up to 2 weeks                                                                        |
| Award Timeline                                                                                                                                                                  |                                                                                      |
| <ul style="list-style-type: none"><li>Anticipated Award</li></ul>                                                                                                               | October 2025 (or as soon thereafter as practical)                                    |
| <ul style="list-style-type: none"><li>Anticipated Start Date of Project/Grant</li></ul>                                                                                         | November 1, 2025                                                                     |
| <ul style="list-style-type: none"><li>End Date of Project</li></ul>                                                                                                             | October 31, 2027                                                                     |

\* Text hyperlinks will direct you to applicable websites

# TEXANS FEEDING TEXANS: SURPLUS AGRICULTURAL PRODUCTS GRANT PROGRAM TABLE OF CONTENTS

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|                                                           |    |
|-----------------------------------------------------------|----|
| Statement of Purpose.....                                 | 1  |
| Projected Timeline.....                                   | 1  |
| Eligibility.....                                          | 1  |
| Funding Parameters .....                                  | 2  |
| Program Contacts .....                                    | 3  |
| Application Requirements.....                             | 3  |
| Budget Information .....                                  | 4  |
| Submission Instructions.....                              | 5  |
| Late or Ineligible Applications .....                     | 6  |
| Evaluation and Selection Information .....                | 6  |
| Grant Recipient Responsibilities and Accountability ..... | 7  |
| Reporting Requirements .....                              | 7  |
| General Information .....                                 | 8  |
| Compliance Information.....                               | 9  |
| TDA-GO Access Instructions .....                          | 11 |
| Accessing Grant Opportunity .....                         | 18 |
| Application Form Guidance .....                           | 21 |

**Please read all materials before preparing and submitting the application.** Failure to follow the instructions and requirements described in this Request for Grant Applications may result in the disqualification of the application.

**Fraud Warning Disclaimer:** Please be aware that certain individuals might approach you by falsely presenting themselves as representatives of the Texas Department of Agriculture (TDA). Under this false pretense, they might try to gain access to your personal information or to acquire money by claiming that they are contacting you on TDA's behalf. Such fraudulent offers and claims are usually received via email, text message, phone, etc. These claims and offers are fraudulent and invalid, and you are strongly advised to exercise great caution and disregard such offers and invitations. You will not be contacted by TDA or the government to request payment before you receive a grant. Please report any attempts to defraud you to TDA's Grants Office immediately. You may also report fraudulent activity to the Office of the Texas Attorney General's Consumer Protection Division at <https://www.texasattorneygeneral.gov/consumer-protection/common-scams>.

## Statement of Purpose

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This Request for Grant Applications (RFGA) is issued pursuant to Chapter 12 of the Texas Agriculture Code, Chapter 12, which provides that the Texas Department of Agriculture (Grantor) shall encourage the proper development of agriculture, as well as administer federal and state child nutrition programs within the State of Texas. Chapter 21 of the Texas Agriculture Code governs and establishes a grant program for the collection and distribution of surplus agricultural products to food banks and other charitable organizations that serve needy or low-income individuals, known as Texans Feeding Texans: Surplus Agricultural Products Grant Program (Grant Program) administered by TDA. Pursuant to Section 12.0011, Grantor may enter into cooperative agreements with private entities and local, state, federal and other governmental entities to carry out its duties under the Texas Agriculture Code.

Additionally, in the *General Appropriations Act for the State of Texas Biennium 2026-2027 (GAA)*, Senate Bill 1, article VI, Texas Department of Agriculture, rider 10(a) & (c), page VI-6, the 89<sup>th</sup> Texas Legislature (Regular Session), expressly appropriated funds for each Fiscal Year in the biennium to Grantor as part of Strategy C.1.2, Nutrition Assistance for at-Risk Children and Adults to be distributed for the purpose of the Grant Program. Of the total grant funds appropriated, the legislature further expressly required “no less than \$5,000,000 each fiscal year shall be used to provide food and may not be used for costs including facility expansion or renovation, increasing capacity, transportation, equipment, technology, personnel, administration, indirect administration, or to purchase generators.”

## Projected Timeline

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|                              |                  |
|------------------------------|------------------|
| Application Availability     | September 2025   |
| Application Deadline         | October 15, 2025 |
| Anticipated Grant Start Date | November 1, 2025 |
| Anticipated Grant End Date   | October 31, 2027 |

## Eligibility

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Grant applications will be accepted from non-profit organizations that have been determined by the Internal Revenue Service (IRS) to be exempt from taxation pursuant to Section 501(c)(3) of the Internal Revenue Code. These non-profit organizations must be established and operate for religious, charitable, or educational purposes and not for financial gain. Additionally, these organizations must not distribute any of their income to their members, directors, or officers.

In accordance with Texas Agriculture Code, Section 21.002 and subject to available funds, a nonprofit organization is eligible to receive funds under the Grant Program “if the organization:

- (1) has at least five years of experience coordinating a statewide network of food banks and charitable organizations that serve each county of this state; and

- (2) operates a program that coordinates the collection and transportation of surplus agricultural products to a statewide network of food banks that provide food to needy or low-income individuals.”

For purposes of the grant application, the term, "agricultural product," means an agricultural, apicultural, horticultural, or vegetable food product, either in its natural or processed state, for human consumption, including: (1) fish or other aquatic species; (2) livestock, a livestock product, or a livestock by-product; (3) poultry, a poultry product, or a poultry by-product; (4) wildlife processed for food or by-products; and (5) fruit, vegetables and grains. In addition to agricultural products grown in excess of a producer's needs, the term "surplus" includes any products not meeting that definition, which are made available by a producer for distribution to food banks and other charitable organizations that serve the needy or low-income individuals.

## Funding Parameters

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Grant awards, if any, are subject to the availability of funds. If no grant funds are appropriated or collected for this purpose, grant applicants will be informed accordingly. Selected applicants (Grant Recipient(s)), if any, under this RFGA will receive funding on a cost-reimbursement basis and must have the financial capacity to pay all costs up-front.

Based on a Grant Recipient’s request and justification, TDA may advance funds to the Grant Recipient in a **one-time payment** at the beginning of the grant term to meet working capital needs. An advance payment, if approved, will be limited to 10% of the grant award.

Grant awards are limited to a total maximum aggregate award in an amount not to exceed Nine million eight hundred seventy-five thousand dollars and No/100 Dollars (\$9,875,000.00) in fiscal year 2026 and \$9,875,000.00 in fiscal year 2027, which represents the amount appropriated for this purpose by the 89<sup>th</sup> Texas Legislature. Funding is limited to eligible grant applicants that operate a program, which coordinates the collection and transportation of surplus agricultural products to a statewide network of food banks or other charitable organizations that provide food to needy or low-income individuals.

In accordance with TDA’s GAA rider 10(c), the following restriction applies to use of grant funds: “No less than \$5,000,000 each fiscal year shall be used to provide food and may not be used for costs including facility expansion or renovation, increasing capacity, transportation, equipment, technology, personnel, administration, indirect administration, or to purchase generators.”

In the budget section of the online application, the total budget requested should not exceed \$19,750,000

## Program Contacts

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Grant Program and Application Support - Monday – Friday 8:00 AM to 5:00 PM (CT)

TDA staff are available to answer questions regarding the Grant Program and to provide clarifying information concerning this RFGA. TDA staff will not review any grant proposals prior to the application deadline.

**Primary Contact – Kat Neilson**

Grants Specialist

Phone: (512) 463-6695

Email: [Grants@TexasAgriculture.gov](mailto:Grants@TexasAgriculture.gov)

**Secondary Contact - Mindy Fryer**

Director, Rural Programs and Financial Assistance

Email: [Grants@TexasAgriculture.gov](mailto:Grants@TexasAgriculture.gov)

## Application Requirements

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Applications will be accepted in TDA's online Grant Application/ Management system called TDA-GO and **must be completed online** at <https://tda-go.intelligrants.com/>. Applications must be submitted by the deadline in the Submission Instructions Section or the system will reject the grant application.

*Form Requirements:*

1. **Application Contact Information**
  - a. Name of Authorized Official – required
  - b. Name of Primary Program Contact- required
  - c. Name of Secondary Program Contact – optional
  - d. Congressional Districts
2. **Project Narrative**
  - a. Project Title
  - b. Project Summary
  - c. Project Purpose
  - d. Anticipated Project Results
  - e. Project Oversight
  - f. Workplan
3. **Budget Details**
4. **Administrative Form Uploads**
5. **Certification**

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

## Budget Information

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**1. Reimbursement Payments.** To the extent funding has not been provided in advance, grant funds will be paid on a cost-reimbursement basis. Grant Recipients will be required to submit payment requests at least quarterly, but no more frequently than monthly, in order to show significant financial and programmatic progress. Payment requests must include sufficient documentation that details each expense. Acceptable documentation may include, but is not limited to, invoices, receipts, or detailed information regarding personnel costs, as determined by TDA, in its sole discretion. Payment requests shall only be submitted by Grant Recipient to TDA for reimbursement after Grant Recipient purchases approved budget items.

All requests for reimbursement and documentation of expenditures shall be reported no later than 60 days after the completion of the project or after the expiration or termination of the Agreement, whichever occurs first.

**2. Matching.** No in-kind donations or matching funds are required.

**3. Advanced Funding Payments:** This Grant Program may advance an amount in working capital for Grant Recipients to ensure the necessary resources to carry out the grant project. These funds will require reporting to substantiate the advanced funds have been expended in compliance with eligibility requirements for reimbursement in Section 4 and shall include sufficient expenditure documentation as detailed in Section 1.

**4. Eligible Expenses.** Generally, expenses that are necessary and reasonable for proper and efficient performance and administration of a grant 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. Contracts – agreements made with third parties to perform a portion of the award;
- b. Controlled assets – defined as certain items valued \$500.00 - \$4,999.99 which must also be inventoried, [link](#) to Controlled Property Listing;
- c. Other direct expenses – any expenses that do not fall into the other categories directly related to the proposed activities;
- d. Personnel costs – both salary and benefits directly related to project implementation;
- e. Supplies and direct operating expenses – items that cost less than \$5,000 per unit with a useful life of less than one year, office supplies, postage, telecommunications, printing, etc. that are directly related to the project activities;
- f. Travel – mileage reimbursement, transportation, and lodging;
- g. Capital Expenditures - the cost of the asset including the cost to put it in place. Capital expenditure for equipment means the net invoice price of the equipment,

including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. CAPITAL EXPENDITURES MUST BE SUBMITTED FOR APPROVAL TO TDA PRIOR TO EXPENDITURE/PURCHASE. Failure to secure written approval from TDA will result in disallowance of the cost;

- i. Special Purpose Equipment– an article of nonexpendable, tangible personal property having a useful life of more than one year and a cost of more than \$5,000.
- ii. Other capital assets –buildings and improvements to buildings or land that materially increase their value or useful life; and
- h. Indirect Costs- limited to (ten) 10 percent.

**5. Ineligible Expenses.** Expenses may be prohibited by state or federal law or determined to be ineligible by Grant Program guidelines. Ineligible expenses must be reimbursed to Grantor within 30 days of notice of ineligibility from TDA. Examples of these expenditures include, but are not limited to, the following:

- a. Alcoholic beverages;
- b. Contributions, charitable or political;
- c. Entertainment;
- d. Expenses falling outside of the contract period (*expenses incurred before the grant approved start date or after end date of agreement*);
- e. Expenses not listed in the project budget or that fail to meet the intent and purpose of the program;
- f. Expenses that are not adequately documented which would otherwise be eligible if properly documented;
- g. Gift Card/Certificates;
- h. Land (except for lease expenses);
- i. Tips/gratuities; and
- j. Travel - meals, or any food items related to business travel.

## Submission Instructions

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### LATE APPLICATIONS WILL NOT BE ACCEPTED BY THE TDA-GO SYSTEM.

Applicants must submit one complete, electronically-signed grant application. The online grant application and all other required backup documents must be submitted by **Wednesday, October 15, 2025, by 11:59 pm Central Time**. It is the grant applicant's responsibility to ensure the timely delivery of all required materials. **The grant application must be submitted online through TDA-GO. Mailed, emailed, or faxed grant applications will not be accepted.**

For questions regarding submission of the grant application and/or TDA requirements, please contact TDA's Grants Office by email at [Grants@TexasAgriculture.gov](mailto:Grants@TexasAgriculture.gov).

The online system will date and time stamp the submission for receipt documentation purposes. Click the following 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 grant application has been received.

## Late or Ineligible Applications

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- TDA will only consider grant applications received by the published due date, unless the deadline has been extended for all grant applicants.
- Applications submitted by ineligible grant applicants will not receive funding consideration.
- Applications that are not fully responsive to the request for grant applications will not be considered during the competitive review process.
- Determinations of late or ineligible grant applications are final and not subject to an appeal process.
- Problems with computer systems at the applicant organization, Adobe compatibility settings issues, failure to follow instructions in the RFGA, or failure to complete required registrations (e.g., Grants.gov, Sams.gov, UEI Number, etc.) by the submission deadline are NOT considered government system issues and do not constitute grounds for an appeal.
- The RFGA explains the time required to complete these registration requirements. It is the grant applicant's responsibility to ensure that enough time is committed to meet all registration and submission deadlines.
- All required letters and attachments must be appropriately attached to the TDA-GO application. Any supplemental information/files submitted outside TDA-GO (email, mail, hand delivered) will not be considered as eligible submissions.
- Failure to attach documents to the grant application package correctly are not considered system issues.

## Evaluation and Selection Information

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Following the grant application deadline, an administrative review will be conducted by TDA program staff to determine whether a grant applicant has adequately responded to this Request for Grant Applications.

Applications will be evaluated based on the following criteria:



- **Relevance and Effectiveness:** Do the objectives and goals of the Surplus Agricultural Products Grant Program match the needs or problems addressed in the application? How will success of the applicant's proposed project be evaluated?
- **Feasibility and Efficiency:** Is the approach described in the application practical; has the approach been tried elsewhere? Are the applicant's grant project objectives clear? Are the budget and timeframe realistic? Are there measurable goals?
- **Impact:** What will happen as a result of the project? How does the applicant's grant project make a difference in serving needy or low-income persons?

## Grant Recipient Responsibilities and Accountability

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

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

- Funds are used only for activities covered by the approved grant 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 Grant Recipient must ensure it has an adequate accounting system in place and sufficient internal controls to ensure expenditures and reimbursements are reported and maintained for four (4) years after the conclusion of the grant project, or longer if required by TDA.

## Reporting Requirements

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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 grant project goals. Failure to comply with reporting requirements may result in the withholding of requests for reimbursement and/or termination of the grant award.

All performance reports will be submitted in TDA-GO. Selected applicants will be provided guidance in post-award instructions.

## General Information

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

### Applications

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

### Funding

TDA reserves the right to fund grant projects partially or fully. Where more than one grant application is acceptable for funding, TDA may request cooperation between Grant Recipients or revisions/adjustments to a grant application in order to avoid duplication and to realize the maximum benefit to the state.

### Right to Amend or Terminate Program

TDA reserves the right to alter, amend, or clarify any provisions, terms, or conditions of this Grant Program or any grant awarded as a result thereof, or to terminate this Grant Program at any time prior to the execution of a grant 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

In the event that a public information request for the grant 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 Grant Program are subject to release as public information, unless the grant application or specific parts of any such grant application can be shown to be exempt from disclosure under the Texas Public Information Act, Chapter 552 of the Texas Government Code.

### Conflict of Interest

The grant 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 grant applicant's disqualification or termination of any resulting grant agreement.

### Additional Information

- Assistance is available in English and Spanish. Please call (512) 463-7448 to request assistance.

- Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.), should contact TDA. Individuals who are deaf, hard of hearing or have speech disabilities may contact TDA through the Federal Relay Service at (800) 877-8339 or Texas Relay 7-1-1. Additionally, program information may be made available in languages other than English.

### **Reporting Fraud in State Government**

- TDA is committed to promoting a culture of integrity within the agency. As part of the agency's commitment, TDA has instituted a Fraud, Waste, and Abuse Prevention Program to provide its employees with the necessary guidance and support to prevent, detect, and eliminate fraud, waste, and abuse within the agency. TDA's Fraud, Waste, and Abuse Prevention Program complies with Executive Order RP-36 of July 12, 2004.
- Reports of suspected fraud or illegal activities involving state resources may be made by:
  - contacting the Texas State Auditor's Office (SAO) Hotline by calling (800) TX-AUDIT (892-8348);
  - visiting the SAO's website at (<https://sao.fraud.texas.gov/ReportFraud/>);
  - contacting TDA by calling the TDA Fraud Prevention Hotline at (512) 475-3423 or (866) 5-FRAUD-4 (866) 537-2834; or
  - sending a written complaint to:
    - by mail: Texas Department of Agriculture  
1700 N. Congress Avenue  
Austin, TX 78701
    - by email: [fraud@texasagriculture.gov](mailto:fraud@texasagriculture.gov).

## **Compliance Information**

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1. Grant Recipient must comply with TDA's reporting requirements and financial procedures outlined in the grant agreement. Any delegation by Grant Recipient to a subcontractor regarding any duties and responsibilities imposed by the grant award must be approved in advance by TDA and shall not relieve Grant Recipient of his/her responsibilities to TDA for performance of those duties.
2. Grant Recipient must remain in full compliance with state and federal laws and regulations. Non-compliance may result in termination of the grant award 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 grant project. Records shall be maintained for a minimum of four (4) years after the completion of the project, or as otherwise agreed upon with TDA. If any litigation, claim, negotiation, audit, or other action is initiated prior to the expiration of the four-year retention period, then all records and accounts must be

retained until their destruction is authorized in writing by TDA. TDA and SAO reserve the right to examine all books, documents, records, and accounts relating to the grant project, including all electronic records, at any time throughout the duration of the agreement until all litigation, claims, negotiations, audits, or other action pertaining to a grant is resolved, or until the expiration of the four-year retention period or a final judgment in litigation, whichever is longer. TDA and SAO shall have access to all electronic data or records pertaining to the grant project; paper or other tangible documents or records, including the physical location where records are stored; and all locations related to project activities.

4. If Grant Recipient has a financial audit performed during the time Grant Recipient is receiving funds from TDA, upon request, TDA shall have access to information about the audit, including the audit transmittal letter, management letter, any schedules, and the final report or result of such audit.
5. Grant Recipients must comply with Texas Government Code, Chapter 783 (Uniform Grant and Contract Management Act) and the Texas Grant Management Standards (TxGMS).

## TDA-GO Access Instructions

Applicants **MUST** be a registered user in **TDA-GO**, TDA's online Grant Application/Management system. Click here to access the TDA-GO website or copy and paste the following in your browser: <https://tda-go.intelligrants.com/>

- **NEW USER:**
  - If applicant organization is a new user, proceed to **Step 1: Registering a New User Organization in TDA-GO**.
- **EXISTING USER:**
  - If applicant is already a User in the system, proceed to **Accessing Grant Opportunity**.
  - If the organization needs to add additional people as New Users, please proceed to **Step 3: Adding Users and Assigning Roles**.

### Step 1: 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 program application.

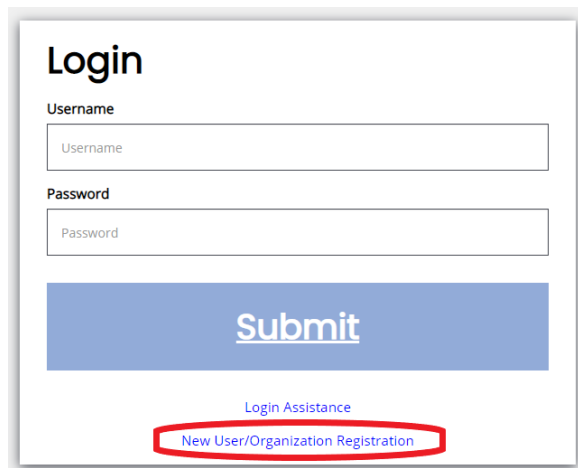
**THIS MUST BE DONE 48-72 HOURS PRIOR TO SUBMITTING AN APPLICATION**

#### Steps to Get Started:

- The initial registration for the organization must be completed by an Authorized Official (AO) for the organization
- Once registered, the AO can designate access to the organizational account for additional staff members as they deem appropriate.

**To register a New User organization, complete the following steps:**

- 1) Click on the ***New User/Organization Registration*** link.



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

### Legend

**First Name (Required)** – the first name of Authorized Official (AO).

**Middle Name** – the middle name of AO.

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

**SAM/UEI & DUNS (Required)** – the UEI number for the organization. *See instructions below for Consultant/Researcher role.*

**Organization (Required)** – the name of the organization the AO is representing.

**Title** – the position title of the AO.

**Street Address (Required)**

**State (Required)**

**County (Required)**

**City (Required)**

**Zip Code (Required)**

**Email (Required)** – the email address of the AO.

**Phone (Required)** – the phone number of the AO.

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

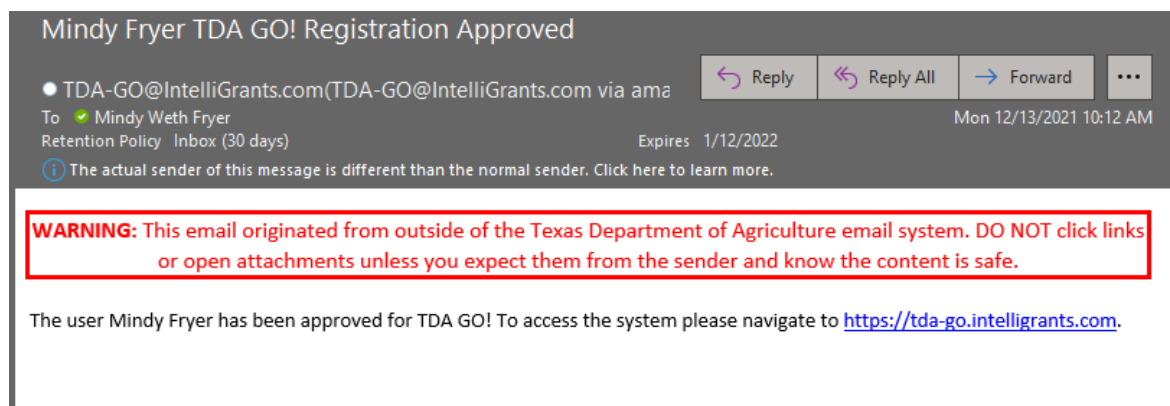
**Password/Verify Password (Required)** – create a password for the AO. The password field is case sensitive and will not recognize characters of the wrong case.

The screenshot shows a 'New User Registration' form with a dark blue header. Below the header, there is a small text 'Page instructions for the registration modal'. The form is divided into two columns. The left column contains fields for First Name, Last Name, SAM, DUNS, Organization, Address, State, City, Email, Phone 2, Cell Phone, Username, Password, and Notes. The right column contains fields for Middle Name, Prefix, Suffix, FEIN, Title, Address 2, County, Zip Code, Phone, Fax, Website, and Verify Password. There are 'Search' buttons next to the SAM and DUNS fields. A 'Register' button is located at the bottom right of the form.

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

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

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



## Step 2: Adding Users and Assigning Roles

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

### Authorized Official (AO) for Applicant Organizations

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

### Project Director (PD) for Applicant Organizations

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

## Consultant/Researcher (C/R)

Who:

- A third-party person assisting with a grant application; or
- Employee/researcher/staff/PIs/professors assisting with a grant application/proposal that does not need to see every grant application for the organization

Created By: The C/R registers individually as a New User. The AO **DOES NOT** create C/R users. TDA will assign this user to the organizations documents once an AO or PD starts the application

TDA-GO tasks:

- Complete all required application fields
- Initiate/Complete Payment request/Performance reports

NOTE: This role cannot submit an application on behalf of the applying organization.

## Adding Additional Authorized Officials and Project Directors:

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).

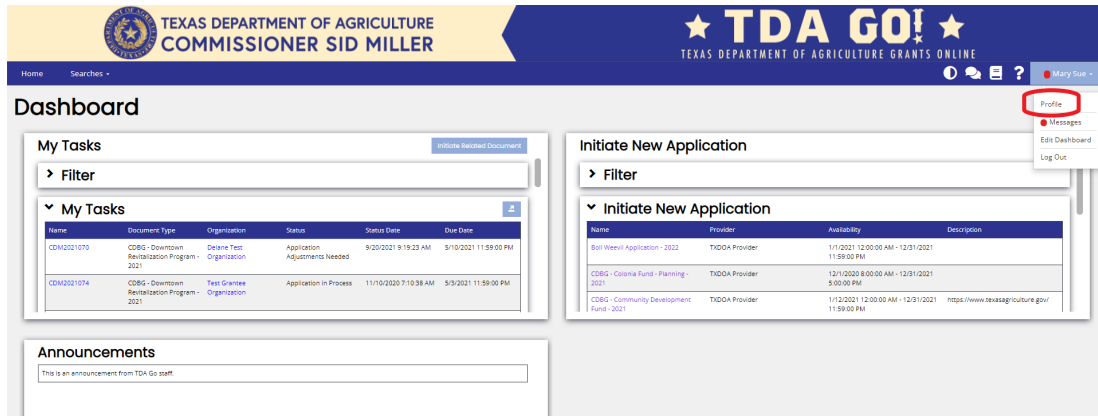


Figure 1. Landing page after logging in and Profile button location

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.



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TEXAS DEPARTMENT OF AGRICULTURE GRANTS ONLINE

Home Searches

Organization Information

Test Grantee Organization

Organization Information

Organization Members

Organization Details

Single Audit Form

## Person Information

### Profile

#### Basic Information

First Name: Mary Middle Name: A

Last Name: Sue Prefix: Mrs. Suffix: Jr.

Title: Authorized Official

#### Contact Information

Primary Phone: Secondary Phone:

### Organizations

Test Grantee Organization

| Role Name           | Active Date | Inactive Date | Assigned By    |
|---------------------|-------------|---------------|----------------|
| Authorized Official | 6/22/2020   |               | Foushee, Jacob |

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

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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_Sue      | Authorized Official | 02/09/21    |               | TDA, Support Staff | 02/09/21              |
| PD_Sue      | Project Director    | 02/09/21    |               | Sue, Mary          | 02/09/21              |
| AO_Thing    | 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

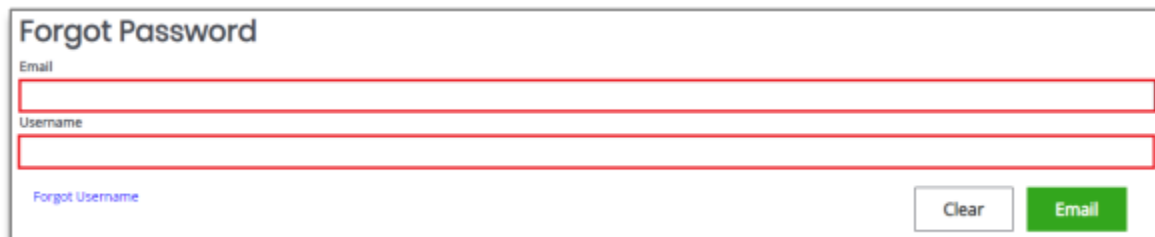
username for the new user. *An email address is highly encouraged for usernames.*

**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.

### Login Assistance

The TDA-GO portal allows the user to request a password reset 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 email address. Click on the Email button. A reset link will be sent to the email address supplied.



Forgot Password

Email

Username

[Forgot Username](#)

Clear Email

- 3) An email like the following will be sent to reset your password:

**From:** [TDA-GO@IntelliGrants.com](mailto:TDA-GO@IntelliGrants.com) <[TDA-GO@IntelliGrants.com](mailto:TDA-GO@IntelliGrants.com)>  
**Sent:** Monday, June 26, 2023 1:01 PM  
**To:** Mindy Weth Fryer <[Mindy.Fryer@TexasAgriculture.gov](mailto:Mindy.Fryer@TexasAgriculture.gov)>  
**Subject:** Password Reset

**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.

You have requested a password reset. Please use the link below reset your password. It will expire in 15 minutes.

[Reset Password](#)

If you did not request this reset and would like to invalidate and cancel the request, please click [here](#).

- 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.

**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.



Password

Confirm Password

## Accessing Grant Opportunity

The following describes how to access the grant opportunity via TDA-GO. Applications may only be initiated by an Authorized Official or Project Director.

### Dashboard

After your registration has been submitted and you have received an approved email, you will be able to log into the system and see the Dashboard. The User's Dashboard will appear (Figure 1).

- **My Tasks** are applications/reports that are in process; or where you will go when you want to edit an application you have started.
- **Initiate New Application** are blank grant applications.

The screenshot shows the TDA GO! dashboard. The header includes the Texas Department of Agriculture logo, Commissioner Sid Miller's name, and the TDA GO! logo. The dashboard is divided into two main sections: 'My Tasks' and 'Initiate New Application'. The 'My Tasks' section contains a table with two rows of tasks. The 'Initiate New Application' section contains a table with three rows of applications. Below these sections is an 'Announcements' box.

| Name       | Document Type                               | Organization              | Status                 | Status Date            | Due Date |
|------------|---------------------------------------------|---------------------------|------------------------|------------------------|----------|
| GVF2021005 | Grant - Young Farmer Program - 2022 Round 1 | Test Grantee Organization | Application in Process | 9/29/2020 9:59:05 AM   |          |
| GVF2021006 | Grant - Young Farmer Program - 2022 Round 1 | Test Grantee Organization | Application in Process | 11/30/2020 11:59:29 AM |          |

| Name                                                       | Provider       | Availability                                  | Description |
|------------------------------------------------------------|----------------|-----------------------------------------------|-------------|
| CDBG - Colonia Economicity Distressed Areas Program - 2022 | TXDOA Provider | 1/12/2022 12:00:00 AM - 5/20/2022 11:59:00 PM |             |
| CDBG - Colonia Fund - Construction - 2022                  | TXDOA Provider | 1/12/2022 7:00:00 AM - 5/3/2022 11:59:00 PM   |             |
| CDBG - Colonia Fund - Planning - 2021                      | TXDOA Provider | 12/1/2020 8:00:00 AM - 12/31/2022 4:00:00 PM  |             |

**Announcements**  
This is an announcement from TDA Go staff.

Figure 1. Landing page after logging in

Choose the **Application** by scrolling down the “**Initiate New Application**” box and select **Surplus Agricultural Products – 2026-2027** (Figure 2 & 3).

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TEXAS DEPARTMENT OF AGRICULTURE GRANTS ONLINE

[Home](#)
[Searches](#)

Mary Sue

## Dashboard

### My Tasks

[Filter](#)

#### My Tasks

| Name       | Document Type                                                  | Organization              | Status                 | Status Date           | Due Date              |
|------------|----------------------------------------------------------------|---------------------------|------------------------|-----------------------|-----------------------|
| CDM2021074 | CDBG - Downtown Revitalization Program - 2021                  | Test Grantee Organization | Application in Process | 11/10/2020 7:10:38 AM | 5/3/2021 11:59:00 PM  |
| CDP2021091 | CDBG - Colonia Economically Distressed Areas Initiative - 2021 | Test Grantee Organization | Application in Process | 10/19/2020 9:54:48 AM | 5/20/2021 11:59:00 PM |

### My Opportunities

|                                               |                |                                                |
|-----------------------------------------------|----------------|------------------------------------------------|
| Urban Schools Agricultural - 2022             | TXDOA Provider | 1/1/2021 12:00:00 AM - 12/31/2021 11:59:00 PM  |
| Grant - Urban Schools Agricultural - 2022     | TXDOA Provider | 5/12/2020 12:00:00 AM - 12/31/2021 11:59:00 PM |
| Grant - Young Farmer Program - 2022           | TXDOA Provider | 7/28/2020 8:45:00 AM - 10/1/2021 12:00:00 AM   |
| Grant Agricultural Development - 2022         | TXDOA Provider | 9/1/2021 12:00:00 AM - 10/4/2021 11:59:00 PM   |
| Home-Delivered Meal Grant Program - 2022      | TXDOA Provider | 1/1/2021 12:00:00 AM - 11/1/2021 11:59:00 PM   |
| Organic Cost Share Program Application - 2022 | TXDOA Provider | 1/1/2021 12:00:00 AM - 12/31/2021 11:59:00 PM  |

### Announcements

This is an announcement from TDA Go staff.

Figure 2. My Opportunities and location of scrolling tool

## Initiate New Application

[Filters](#)

### Initiate New Application

| Name                                      | Provider       | Availability                                  | Description |
|-------------------------------------------|----------------|-----------------------------------------------|-------------|
| Surplus Agricultural Products - 2026-2027 | TXDOA Provider | 1/1/2025 12:00:00 AM - 12/31/2026 11:59:00 PM |             |

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

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

## Surplus Agricultural Products – 2026–2027

Provided By:

TXDOA Provider

Provided To:

Test Grantee Organization

Application Availability Dates:

1/1/2025 12:00:00 AM - 12/31/2026 11:59:00 PM

Due Date:

12/31/2026 11:59:00 PM

Description:

Established to provide funding for collecting and distributing surplus agricultural products to food banks and other charitable organizations that serve needy or low-income individuals

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](http://www.texasagriculture.gov).

Agree

Decline

Figure 4. Agreement

## Document Landing Page

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

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

Figure 5. Document Landing Page

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

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

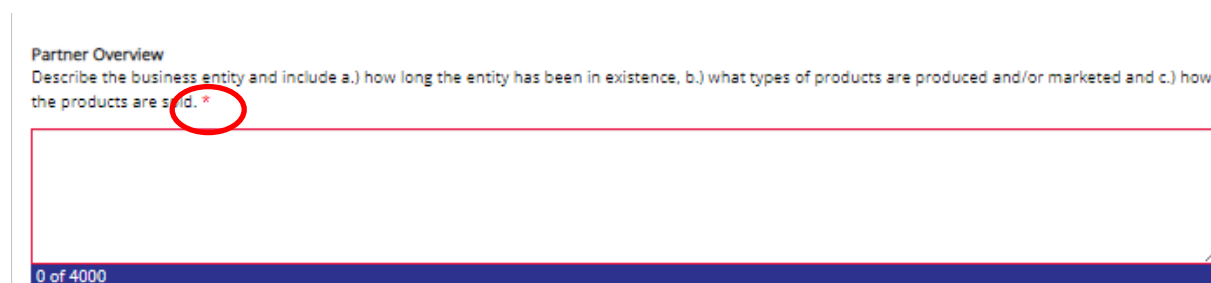
## Application Form Guidance

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

### TIPS

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

1. All required fields are marked with a \*. An error message will appear and the application may not be submitted if these required fields are not filled out (Figure 6).



Partner Overview  
Describe the business entity and include a.) how long the entity has been in existence, b.) what types of products are produced and/or marketed and c.) how the products are sold. \*

0 of 4000

Figure 6. Example of Required Fields

2. If a question has a Select button in the answer box, it is necessary to upload the appropriate documentation (Figure 7). Click on the Select Button to open the file selection screen.

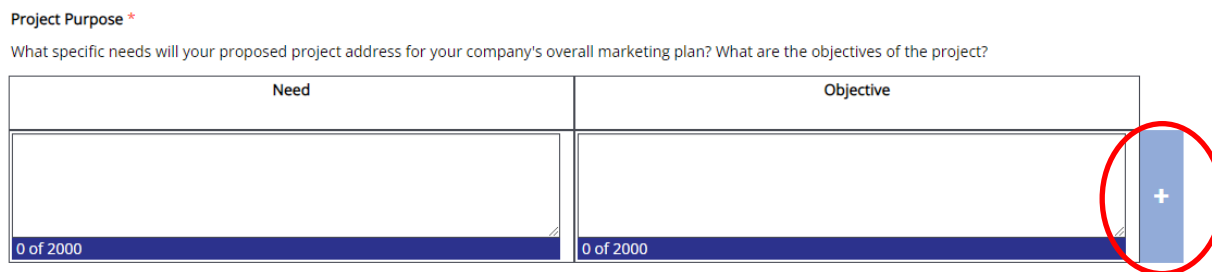
Upload photos of current use of GO TEXAN Mark \*



Select Drag Files Here

Figure 7. The Select button allows applicant to select and upload the appropriate documentation

3. Any field with a Plus (+) button has the ability to add an additional row (Figure 8).



Project Purpose \*

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

| Need | Objective |
|------|-----------|
|      |           |

0 of 2000 0 of 2000

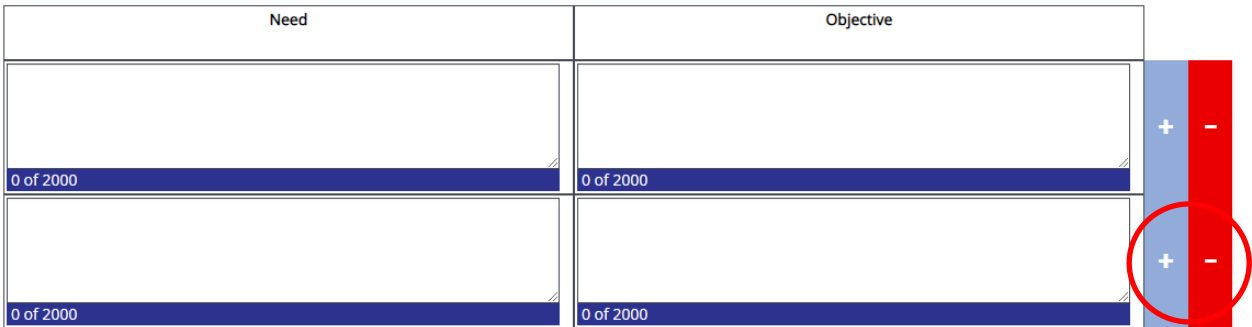
Figure 8. Add additional rows by clicking the plus (+) button

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

**Project Purpose \***

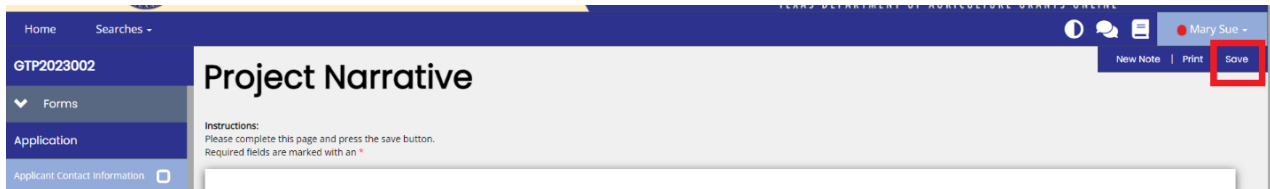
What specific needs will your proposed project address for your company's overall marketing plan? What are the objectives of the project?

| Need      | Objective |
|-----------|-----------|
|           |           |
| 0 of 2000 | 0 of 2000 |
|           |           |
| 0 of 2000 | 0 of 2000 |

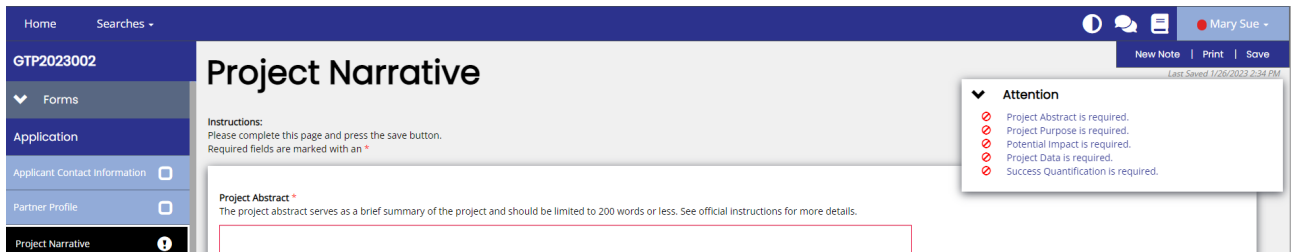


*Figure 9. Subtract additional rows by clicking the minus (-) button*

- 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).



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



*Figure 11. Error Message of missing required message*



## Step 1: Start Application Form

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

Home Searches ▾

GDF2022070

Forms

Application

**Applicant Contact Information** ☐

Project Narrative ☐

Budget Details ☐

Administrative Form Uploads ☐

Certification ☐

➤ Status Options

➤ Tools

➤ Related Documents

### 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:

Telephone: \*

Email: \*

Figure 6. Application Form location

All sections of the Application Contact Information must be completed.

Home Searches ▾

GDF2022070

Forms

Application

**Application Form** ☐

Proposed Project ☐

Budget Form ☐

Required Uploads ☐

Certification ☐

Tools

### Application Form

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

**Qualifiers**

Age of applicant as of deadline \*

State issued id for proof of age and residence \*

Do you have a family, employment or business relationship with an executive, officer or employee of TDA or member of the TAFB Board? \*  
See RFA for additional details.  
☐ Yes ☐ No

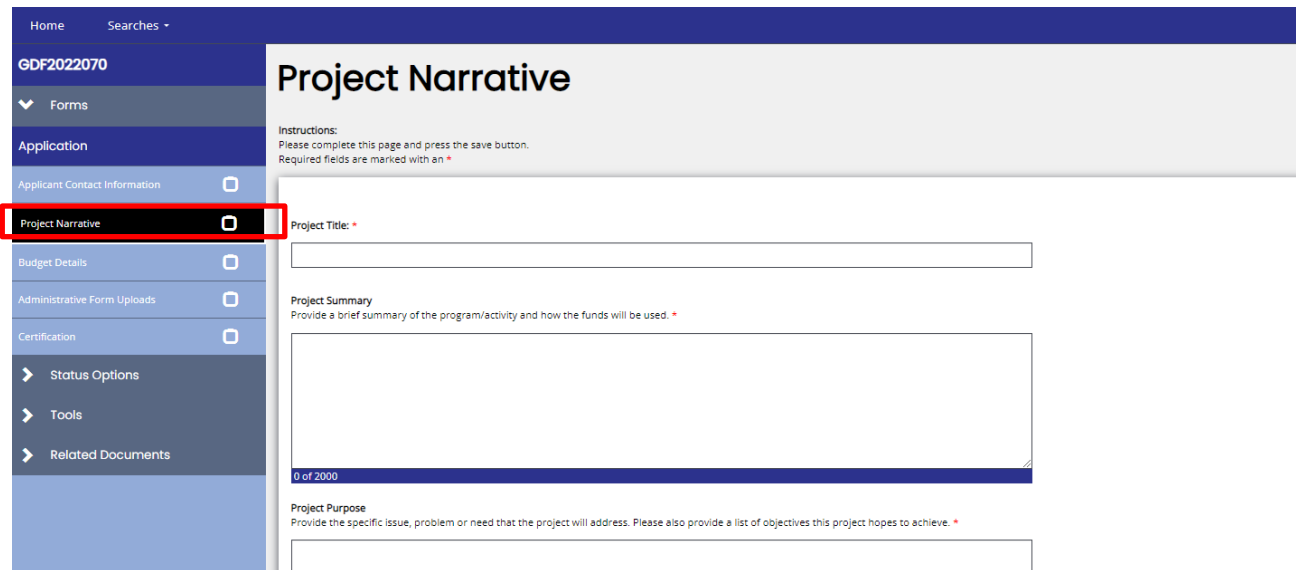
**Attention**

- Age as of deadline is required.
- State issued ID is required.
- An answer for if you have a type of relationship with an employee of TDA or member of the TAFB Board is required.
- City and County of agricultural operation is required.
- How long you have owned or controlled the operation this project will impact is required.
- Total acreage is required.
- An answer to if you consider your operation a full time or part time occupation is required.
- An selection for AGS Farm Income Documentation is required.
- Gross Agricultural Income is required.
- Adjusted Gross Income - Selection for how you filed your taxes the previous year is required.
- Adjusted Gross Income - amount is required.
- The tax return year is required.
- At least one relevant education selection is required.
- Years of Experience is required.

Figure 12. Sample of Error Message of missing required message

## Step 2: Complete Project Narrative

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



The screenshot shows a web application interface for completing a Project Narrative. On the left is a sidebar with a navigation menu. The top of the sidebar has 'Home' and 'Searches' with a dropdown arrow. Below that is 'GDF2022070'. The 'Forms' section is expanded, showing a list of form categories: 'Application', 'Applicant Contact Information', 'Project Narrative' (highlighted with a red box), 'Budget Details', 'Administrative Form Uploads', and 'Certification'. Below these are expandable sections for 'Status Options', 'Tools', and 'Related Documents'. The main content area is titled 'Project Narrative' and contains instructions: 'Instructions: Please complete this page and press the save button. Required fields are marked with an \*'. The form fields include: 'Project Title: \*' with a text input box; 'Project Summary' with a text area and a note 'Provide a brief summary of the program/activity and how the funds will be used. \*'; a character count '0 of 2000'; and 'Project Purpose' with a text area and a note 'Provide the specific issue, problem or need that the project will address. Please also provide a list of objectives this project hopes to achieve. \*'.

*Figure 13. Project Narrative location*

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

### Step 3: Complete Budget Deals

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

Home Searches ▾

GDF2022070

Forms

Application

Applicant Contact Information ☐

Project Narrative ☐

**Budget Details ☐**

Administrative Form Uploads ☐

Certification ☐

➤ Status Options

➤ Tools

➤ Related Documents

## Budget Details

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

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

| Expense Categories  | Amount |
|---------------------|--------|
| Personnel           | \$0.00 |
| Fringe Benefits     | \$0.00 |
| Travel              | \$0.00 |
| Equipment           | \$0.00 |
| Supplies            | \$0.00 |
| Contractual         | \$0.00 |
| Other               | \$0.00 |
| Total Direct Costs  | \$0.00 |
| Indirect Costs      | \$0.00 |
| Total Project Costs | \$0.00 |

Personnel

Figure 14. Budget Form location

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

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

Please place the following costs in these expense categories:

- Grant Recipient personnel expenses – use the personnel and fringe benefits
- Third Party Vendor Administration fees – use Contractual expense category
- Transportation/Freight – use the other category
- Food Procurement - use the Supplies Expense Category: no less than \$5,000,000 each fiscal year shall be used to provide food and may not be used for costs including facility expansion or renovation, increasing capacity, transportation, equipment, technology, personnel, administration, indirect administration, or to purchase generators.

## Step 4: Complete Required Uploads

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

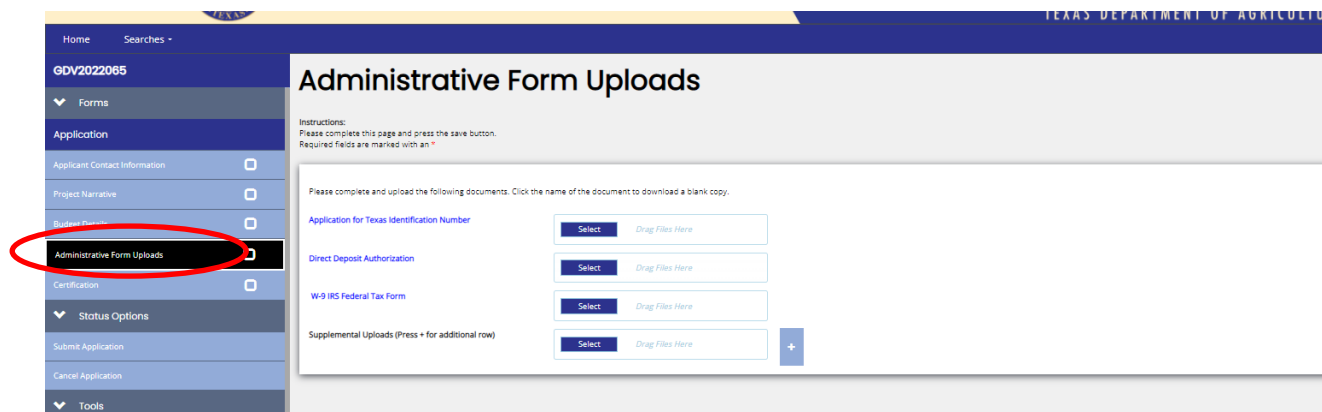


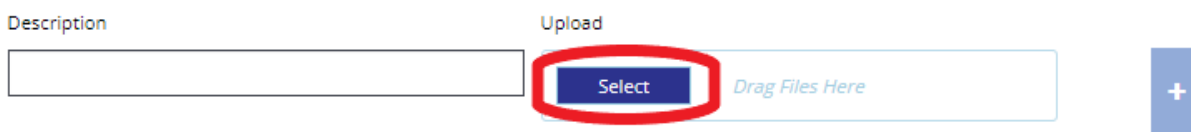
Figure 15. Required Uploads location

### Required forms (Figure 15):

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

1. Application for Texas Identification Number: This form is required per Texas Contract Management guidelines. By completing this form, you are assisting TDA with contract management standards to set up accounts for grant awards.
2. Direct Deposit Authorization: Required to ensure ACH Payments are made.
3. W-9 Federal Tax Form: This form is required per Texas Contract Management guidelines.
4. Supporting Documentation Upload (Optional): Applicants may upload relevant additional documentation in this field (e.g. letters of support, references, supporting data, etc.). Click the Select button to add a file. Additional documents may be added by clicking the plus (+) button.

### Supporting Documentation



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

## Step 5: Complete Review and Certification

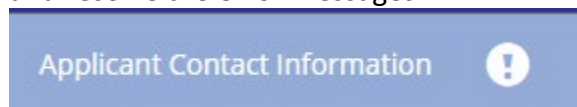
**Before completing Step 6 Certification, please review application for completeness and accuracy. Once the application is certified and submitted, an applicant *CANNOT* make any additional changes.**

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



*Figure 16. Completed section with check mark*

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



*Figure 17. Incomplete section with error messages*

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

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

Home

Searches ▾

GDF2022070

▼ Forms

Application

Applicant Contact Information

Project Narrative

Budget Details

Administrative Form Uploads

Certification

➤ Status Options

➤ Tools

➤ Related Documents

# Certification

By signing below, Applicant:

1. Certifies all information provided in connection with this application is true and correct to the best of Applicant's knowledge;
2. Acknowledges 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;
3. Acknowledges acceptance of funds in connection with this application acts as an acceptance of the authority of TDA, the United States Department of Agriculture (USDA), and the Texas 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 and/or SAO or its successor in the conduct of the audit or investigation, including allowing TDA, USDA, and/or SAO to inspect Applicant's premises and providing all records requested;
4. Acknowledges this application and any payments owed to Applicant in connection with this application may be reduced or denied because of Applicant's owing any debt to the State of Texas and that this application and any payments owed to Applicant in connection with this application may be denied because of delinquency in payment of a guaranteed student loan and/or for failure to pay child support;
5. Applicant does not and will not knowingly employ an undocumented worker who, at the time of employment, is not lawfully admitted for permanent residence to the United States or authorized under law to be employed in that manner in the United States. Applicant understands that if, after receiving an award, Applicant is convicted of a violation under 8 U.S.C. Section 1324a(f), Applicant shall repay the amount of the award with interest, not later than the 120th day after the date of the public agency, state or local taxing jurisdiction, or economic development corporation notifies Applicant of the violation;
6. Certifies that no state or federal enforcement action under state or federal securities law, or state or federal tax liens have been filed against Applicant or Applicant's property;
7. Certifies that Applicant has not been convicted of any felony or a misdemeanor involving moral turpitude;
8. Acknowledges that pursuant to the 2 CFR 200 and the Texas Uniform Grant Management Standards (TXGMS), if Applicant fails to comply with any condition, provision, or term of an award made as a result of this application, Applicant may have to make a partial or total repayment of such award;
9. Applicant authorizes TDA to review, verify and authenticate all information provided in this application; and
10. Applicant understands TDA may request further documentation supporting this application, including contacting other agencies, organizations, facilities or third parties to verify data provided by Applicant from the records of such agencies, organizations, facilities or third parties.

**Notice of Penalties:** The 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 funds under applicable federal or state law.

THIS APPLICATION AND ALL SUPPORTING DOCUMENTATION BECOMES PUBLIC RECORD AND IS SUBJECT TO DISCLOSURE UNDER THE TEXAS PUBLIC INFORMATION ACT (PIA), TEXAS GOVERNMENT CODE, CHAPTER 552. PLEASE IDENTIFY ON YOUR APPLICATION OR ATTACHMENTS ALL INFORMATION YOU CONTEND IS PROPRIETARY, CONFIDENTIAL, PRIVILEGED OR OTHERWISE EXEMPT FROM DISCLOSURE UNDER THE PIA. 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.)

Authorized Official

Date

☐

This application 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.)

After saving your signature, when you are ready to submit this application to TDA, you **MUST** change the status by selecting 'Submit Application' under the Status Options headline in the navigation menu to the left

**Figure 18. 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 19). Select **Submit Application**.

The screenshot shows the 'Document Landing Page' for a 'General Application - 2022'. On the left sidebar, the 'Status Options' menu is expanded, and the 'Submit Application' option is highlighted with a red rectangle. The main content area displays application details:

| Template                                  | Instance                                  | Process                                                      |
|-------------------------------------------|-------------------------------------------|--------------------------------------------------------------|
| General Application - 2022                | Grant Agricultural Development - 2022     | Application                                                  |
| Document Name<br>GDV2022068               | Document Status<br>Application in Process |                                                              |
| Organization<br>Test Grantee Organization | Your Role<br>Authorized Official          | Period Date<br>9/1/2021 12:00:00 AM<br>10/4/2021 11:59:00 PM |
|                                           |                                           | Due Date<br>10/4/2022 11:59:00 PM                            |

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

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

The 'Errors Present' message box lists the following sections with errors:

- Application Form
- Proposed Project
- Budget Form
- Required Uploads
- Certification

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

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

The screenshot shows the 'Document Landing Page' after submission. The header includes the Texas Department of Agriculture logo and 'TDA GO! TEXAS DEPARTMENT OF AGRICULTURE GRANTS ONLINE'. The sidebar shows the 'Status Options' menu. The main content area displays application details for the 'Grant - Young Farmer Program - 2022':

| Grant - Young Farmer Program - 2022       | Grant - Young Farmer Program - 2022 | Application                         |
|-------------------------------------------|-------------------------------------|-------------------------------------|
| GYF2022017                                |                                     |                                     |
| Organization<br>Test Grantee Organization | Your Role<br>Authorized Official    | Period Date<br>1/1/2021 12:00:00 AM |

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

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

### Confirmation Email

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

From: [websites@agatesoftware.com](mailto:websites@agatesoftware.com) <[websites@agatesoftware.com](mailto:websites@agatesoftware.com)>  
Sent: Tuesday, April 13, 2021 10:57 AM  
[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 22. Example of confirmation email*