



COMMISSIONER SID MILLER

TEXAS DEPARTMENT OF AGRICULTURE
Texans Feeding Texans:
Home-Delivered Meals Grant Program
Request for Application

Contents

Statement of Purpose 1

Projected Timeline of Events 1

Eligibility 1

Grantee Responsibilities and Accountability 2

Funding Parameters 2

Application Requirements 3

Payment Schedule 3

Reporting Requirement 3

Submission Information 4

General Information 6

General Compliance Information 7

Please read all materials before preparing and submitting the application. Failure to follow the instructions and requirements described in this Request for Application (RFA) 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 Respondent to include proprietary or otherwise confidential information in its application or other submitted information, Respondent 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 Respondent 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.



TEXAS DEPARTMENT OF AGRICULTURE
Texans Feeding Texans:
Home-Delivered Meals Grant Program
Request for Application

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STATEMENT OF PURPOSE

This Request for Applications (RFA) is issued pursuant to the Texas Agriculture Code, Section 12.042. The Texas Department of Agriculture (TDA) hereby requests applications to help supplement and extend an eligible applicant's current home-delivered meal program for seniors and/or disabled Texans under the Texans Feeding Texans: Home-Delivered Meals Grant Program (HDM). Applicants include governmental agencies or qualifying non-profit organizations that deliver meals to homebound persons that are elderly and/or have a disability.

PROJECTED TIMELINE OF EVENTS

Application Availability	July 2019
TDA to Begin Accepting Applications	September 1, 2019
Application Deadline	November 1, 2019 (<i>see submission information section</i>)
Announcement of Grant Awards	Late December 2019
Anticipated Start Date of Project	February 1, 2020
End Date of Project	January 31, 2021

ELIGIBILITY

To be eligible for HDM funds, an applying organization must meet the following criteria:

1. Must be a governmental agency or a nonprofit private organization that is exempt from taxation under Section 501(a), Internal Revenue Code of 1986, as an organization described by Section 501(c)(3) of that code, that is a direct provider of home-delivered meals to the elderly or persons with disabilities in this state;
2. If a nonprofit private organization, must have a volunteer board of directors;
3. Must implement and enforce nondiscrimination practices;
4. Must have an accounting system or fiscal agent approved by the county in which it provides meals;
5. Must have a system to prevent the duplication of services to the organization's clients;
6. Must agree to use funds received under this HDM program only to supplement and extend existing services related directly to home-delivered meal services;
7. Must have received a grant from the county in which the organization provides meals;
8. Must submit the grant application using the form provided by TDA;
9. Must submit a completed county resolution form, as provided by TDA;
10. Must strictly comply with HDM rules adopted by TDA (4 TAC §§1.950 - 1.962); program guidelines and policies; and the HDM grant application and agreement; and
11. Must provide a certificate (or equivalent document) of a current health inspection before grant funds are awarded.

Definitions

For purposes of this Grant Program, the following terms shall have the meanings as specified:

1. "Homebound" means a person who is unable to leave his or her residence without aid or assistance or whose ability to travel from the residence is substantially impaired.
2. "Elderly" means an individual who is 60 years of age or older.
3. "Disability" means a physical, mental or developmental impairment, temporarily or permanently limiting an individual's capacity to adequately perform one or more essential activities of daily living, which include, but are not limited to, personal and health care, moving around, communicating and housekeeping.

Applicants should note that congregate meals are **not** eligible and will not be counted in the eligible meal calculation under HDM. A congregate meal is a meal served in a group setting, not at an eligible person's personal home.

GRANTEE RESPONSIBILITIES AND ACCOUNTABILITY

Selected applicants (grantees) will be responsible for the conduct of the program supported by the Texans Feeding Texans: Home-Delivered Meals Grant Program and for the results achieved. Each grantee shall monitor the day-to-day performance of the grant funds to assure adherence to statutes, regulations, and grant terms and conditions. The grantee must carry out the activities described in the approved scope of work.

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

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

Each grantee must ensure it has an adequate accounting system in place and sufficient internal controls to ensure expenditures are reported and maintained for three (3) years after the conclusion of the project, or longer if required by TDA.

FUNDING PARAMETERS

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

Total program funding for this application period is approximately \$8,449,140 to provide assistance to home-delivered meal providers by supplementing and/or extending their current

program. Individual awards shall be calculated pursuant to the formula set out in §12.042 of the Agriculture Code, and as more particularly described in 4 TAC §1.952.

If a total grant award (combined value of multi-county applications, if applicable) to each provider is less than \$200, a grant agreement will not be issued.

APPLICATION REQUIREMENTS

Applications will be accepted beginning September 1, 2019, and must be submitted on the form provided by TDA.

To be considered, applications must be complete and include all of the following information. Application materials and information can be downloaded from the Grants Office section under the Grants and Services tab at www.TexasAgriculture.gov.

1. Application Form GTBD-201.
2. Attachment A – Meal Number Documentation Worksheet.
3. TDA approved County Resolution.
4. Balance Sheet (*Assets/Liabilities*) and Profit and Loss Statement from the previous 12 month period, or Audited Financial Statement. (IRS Form 990 is not accepted).
5. Copy of most recent food establishment permit or proof of exemption.
6. Texas Application for Payee Identification Number – used to provide approved applicant with payment from the Texas' Uniform Statewide Accounting System (USAS).

Additional documentation for Nonprofits only

7. Documentation of qualifying nonprofit status (i.e., IRS Determination Letter); and
8. List of the organization's Board of Directors and/or Officers, if applicable.

PAYMENT SCHEDULE

TDA will distribute funds after applications are processed and grant agreements have been fully executed. In the event that the amount of qualifying grants exceeds the amount of funds available, funds may be distributed on a pro rata basis. Fifty percent (50%) of any grant awarded shall be distributed on or before February 1 or as soon as administratively possible. The remaining fifty percent (50%) of the grant award shall be distributed to each Grantee on or before August 1 or as soon as administratively possible.

REPORTING REQUIREMENT

Approved projects will be required to submit periodic performance reports. Reporting timelines will be provided in an official grant agreement. Failure to comply with reporting requirements may result in the withholding of future payments and/or termination of the award.

SUBMISSION INFORMATION

LATE APPLICATIONS WILL NOT BE ACCEPTED.

Applicants must submit one complete, signed application. The application packet, including the signed application, completed county resolution form and all other required backup documents must be **postmarked by Friday, November 1, 2019 (see submission options below)**. Applications may not be supplemented after the submission deadline. It is the applicant's responsibility to ensure the timely delivery of all required materials.

For questions regarding submission of the proposal and/or TDA requirements, please contact TDA's Grants Office at (512) 463-7448, or by email at Grants@TexasAgriculture.gov.

There are 3 options for submission: online, email and mail. Please only use ONE method. (Please note that faxed applications are not accepted.)

1. Online Form – Preferred.

If using the online format, the submittal must be **received by TDA before close of business (5:00 p.m. CT) on Friday, November 1, 2019**. The online system will date and stamp the submission for receipt documentation purposes. Click [here](#) for the submission link:

An automated receipt email will be sent from the online system indicating the application has been received. TDA program staff will also send a separate email as soon as administratively possible with an application ID number.

2. Email submission of complete application packet:

Grants@TexasAgriculture.gov

The e-mail subject line must reference the RFA title and applicant (Ex: 2020 HDM- "Applicant Name"), and the email must be received by TDA before close of business (5:00 p.m. CT) on Friday, November 1, 2019. The applicant is solely responsible for ensuring that its 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. TDA will send a confirmation email after the application has been received.

IMPORTANT NOTE: TDA recommends a limit on the attachments to 10MB each. This may require applicants to submit one application in multiple e-mails, so that all required attachments may be submitted without exceeding TDA's 10 MB attachment limit. Applicants must make sure that each email subject line references the RFA title and applicant. Unreadable submissions may be deemed unresponsive and will not be reviewed for funding consideration.

If you are submitting multiple emails, be sure to label each email:

2020 HDM – “Applicant Name” email 1 of #,
2020 HDM – “Applicant Name” email 2 of #, etc.

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 submitted all required items. Note examples of the preferred format below.

1. Application Form GTBD-201 – “Applicant Name”
2. Attachment A – Meal Number Documentation Worksheet - “Applicant Name”
3. TDA-approved resolution- “Applicant Name”
4. Financial statements “Applicant Name”
 - i. Balance Sheet (Assets/Liabilities) and Profit and Loss Statement from the previous 12 month period, -or-
 - ii. Audited Financial Statement. (IRS Form 990 is not accepted).
5. Permits/Health Inspection report – “Applicant Name”
6. Texas Application for Payee Identification Number- “Applicant Name”

Additional Required Documents for Nonprofits only

7. IRS Determination Letter- “Applicant Name”
8. List of nonprofit’s Board of Directors and Officers – “Applicant Name”

OPTIONAL:

9. Direct Deposit Form- “Applicant Name”

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

3. Hard copy mailed submissions – only if applicant does not submit its application by online form or email

If applicant chooses to submit its application by mail, all applications must be **postmarked by the United States Postal Service (USPS) and deposited for delivery by United States (U.S.) mail, postage prepaid, in an appropriate receptacle maintained by USPS before 5 p.m. Central Time on Friday, November 1, 2019.** 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 at either of 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
1700 North Congress, 11th Floor
Austin, Texas 78701

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

1. Grant Awards.

- a. The announcement of grant awards will be made by the date outlined in this RFA or as soon thereafter as practical. Selected applicants will receive a Notice of Grant Award (NOGA) letter and the Grant Agreement from TDA. The NOGA is not legally binding and a grant agreement must be fully executed.
- b. All grant awards are subject to the availability of appropriations and available funding, as well as necessary authorizations by the Texas Legislature.
- c. TDA reserves the right to fund multiple projects partially or fully. TDA reserves the right to negotiate individual elements of any application and to reject any and all applications. Where more than one application is awarded and is acceptable for funding, TDA may request cooperation between grantees or revisions/adjustments to an application in order to avoid duplication and to realize the maximum benefit to the state.

2. Applications.

- a. TDA reserves the discretion and right to reject all applications and is not liable for costs incurred by the applicant in the development, submission, or review of the application; all costs incurred by the applicant prior to the effective date of a grant award agreement, if any, shall be the sole responsibility of the applicant.
- b. TDA reserves the discretion and right to alter, amend, or clarify any provisions, terms, or conditions of this program or any grant awarded as a result thereof, or to terminate this program at any time prior to the execution of an agreement, if TDA deems any such action to be in the best interests of TDA and of the State of Texas. The decision of TDA will be deemed administratively final in this regard.

3. Public Information.

- a. All applications submitted under this RFA and for this program are subject to release as public information unless the application or specific parts of any such application can be shown to be exempt from the Texas Public Information Act, Chapter 552 of the Government Code.
- b. The applicant is responsible for clearly designating any portion of the application that contains proprietary information and must state the reason(s) the information is

designated as such. Failure to mark any information as proprietary or confidential will result in the release of information on the assumption that the applicant has deemed that it is non-proprietary. In the event that a public information request for the application is received, TDA shall review the information deemed proprietary, provide notice to the applicant, and submit a request for opinion to the Office of the Attorney General for determination in accord with the Public Information Act, Chapter 552 of the Texas Government Code. TDA shall take no position on the issue and it is the applicant's responsibility to file a brief supporting the request for opinion to withhold the proprietary or confidential information. 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.

4. Conflict of Interest. All applicants are required to disclose any existing or potential conflicts of interest relative to the application submitted for consideration or funding under this grant program. Failure to disclose any such conflicts of interest, whether actual or potential, may result in the applicant's disqualification from consideration for a grant award, or if after award, the immediate termination by TDA of any 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 of 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 grantees must remain in full compliance with state and federal laws and regulations. Non-compliance may result in the immediate termination of the grant award and/or ineligibility for reimbursement of expenses.
3. All 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.
4. 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.
5. Grantees must comply with Texas Government Code, Chapter 783, Uniform Grant and Contract Management, the Uniform Grant Management Standards (UGMS).
6. Additional terms, conditions, and grant award requirements may be included in the TDA final grant agreement. All grant awards under this RFA, if any, shall be subject to grant agreement and execution of a final TDA grant agreement containing all terms and conditions in addition to the foregoing requirements.