The purpose of the following document is to provide a step-by-step process to help ensure ease in completion of the application and decrease mistakes made to increase time and efficiency for both the grantee and TDA.

The following are the documents your organization is required to turn in to TDA based on your Government Status:

- □ Notarized Application Form GTBD-201
- □ TDA Resolution approved and updated resolution
- □ Attachment A – Meal Number Documentation Worksheet
- □ Financial statements
- □ Copy of most recent Health Inspection report, food establishment permit, or proof of exemption
- □ Texas Application for Payee Identification Number
- □ Direct Deposit Form

The next pages will go in depth on each item which includes how to fill them out, what is acceptable, and how to avoid the most common mistakes. If you have any further questions, please email grants@texasagriculture.gov or call (512) 463-4406.
General Tips

- Submit your application early. This gives time for any mistakes to be addressed and expedites the approval process.
- If you are seeking grants for each county you deliver to, make sure to complete a separate application for each county you deliver meals in.
- Reach out to the county judge’s office early to get your resolution started.
- Double check your work and use checklists to ensure everything is in your packet.
- If you have any questions, please reach out to TDA. We are here to help you!

Application Form GTBD-201

Section A. Organization Information
- All questions/form fields are completed.
- Box is checked identifying your organization as a non-profit or government entity.
  - This should be the same designation that your organization has always used.

Section B. Contact Personnel
Within your organization, decide who will be the primary contact and who will be the authorized official.

Here are some key things to keep in mind:

**Primary Contact:** receives day to day contact about the grant, is responsible for filling out Quarterly Reports, needs to be readily available often. This can be the same person as the authorized official in some cases, but you should ensure this contact is the one you want to receive correspondence to complete reporting requirements.
**Authorized Official**: signs off on important documentation such as the application, grant agreement, and budget revisions, generally will not be contacted about day to day implementation about grant processes.

**Section C. Service Information**
This section’s images are taken from the Online Submission Application ([click here](#)). These still coordinate with the questions in the PDF Application.

1. The County in which home-delivered meals were delivered:

   **Texas County** *
   
   Please Select
   
   Select which county **this application** is for. If your organization delivers to more than one county, separate applications will need to be filed for each county.

1A. County Grant:
Indicate the amount of the County Grant stated on the signed resolution from the county:

   **Must match County Resolution**, double check this box after the resolution is signed.

2. Total number of HOME-DELIVERED meals delivered to homebound persons 60 years or older and/or disabled in the county stated in Question #1 between September 1, 2019 and August 31, 2020 (regardless of funding source).

   **Does not include congregate meals.**
   **Must match Attachment A. If using the PDF form, this number will auto populate from Attachment A. If you are using the online version, you will need to manually enter this numbers**

3. Does the applicant organization serve congregate meals in the county stated in Question #1?

   If yes, make sure these meals were not included in Question 2.
4. Does the applicant organization serve **home-delivered meals** in multiple Texas Counties? If you answered ‘YES’ to Question #4, the signature in Section D is confirmation that only home-delivered meals delivered in the county stated in Question #1 were calculated in the total number of home-delivered meals reported in Question #2.

**Check yes even if you will not be applying for funds for the other counties.**

5. If you answered ‘Yes’ to Question #4, please list all of the Texas counties in which the organization serves home-delivered meals, including those for which you do not intend to apply for TDA grant funds.

**List all counties your organization delivers meals in.**

8. **Total number of HOME-DELIVERED clients**

on your roster between: September 1, 2019 and August 31, 2020.

**DO NOT LIST MEAL NUMBERS HERE.** Please list how many **CLIENTS** (or individuals served) you had over from September 1, 2019 to August 31, 2020.

**Section D. Certifications**

- Application is signed by Authorized Official (AO).

- AO Signature is notarized.

- AO who signed is the same as AO identified in Section B.2.

- Governmental Organizations do no need a second signature.
Required Attachments and Supplemental Information

TDA Approved and Updated Resolution

Tips:
- This section is where most mistakes happen, so please review this carefully.
- Work with county officials to get the resolution approved through Commissioner’s Court.
  - It can take time to get counties to approve this and this time may be extended due to COVID-19.
- Make sure you are using the most up-to-date resolution. It can be found here → [https://www.texasagriculture.gov/GrantsServices/TradeandBusinessDevelopment/HomeDeliveredMealsGrantProgram.aspx](https://www.texasagriculture.gov/GrantsServices/TradeandBusinessDevelopment/HomeDeliveredMealsGrantProgram.aspx) under PDF Application. **TDA will not accept any other form of resolution, it must be the one TDA has provided.**
  - If the county wants to put it on special paper or use a different font, this is acceptable as long as every single word is there.

How to Fill Out:
Each gray highlighted section requires information to be entered.

A resolution of the County of [County], Texas, certifying that the county has made a grant to [Enter Legal Name of HDM Provider] (Organization), an organization that provides home-delivered meals to homebound persons in the county who are elderly and/or have a disability, and certifying that the county has approved the organization’s accounting system or fiscal agent.

WHEREAS, the County recognizes [Enter Name & Title of HDM Provider Official] (Authorized Official) as an official of the Organization applying for a Home-Delivered Meal Grant from the Texas Department of Agriculture.

Enter County Name. Must match the County in application if deliver in multiple counties.

Enter Legal Name of Organization. Must match Legal Name in Application.

Enter Authorized Official’s (AO) name AND title. Must match AO listed in application.
Texas Department of Agriculture  
Home Delivered Meals Grant Program – Governmental Entity checklist  

County enters amount that they will provide your organization. Must match County Grant Amount listed in Application.

BE IT RESOLVED BY THE COUNTY:

SECTION 1: The County hereby certifies that it has made a grant to the Organization in the amount of $______ to be used between the:

Day  Month  Year and the Day  Month  Year

County enters dates they will pay the Grant Amount through. These dates do not have to match the dates that the HDM Grant follows if the County follows a different fiscal year.

County enters date that this resolution passed in Commissioner’s Court.

Introduced, read, and passed by the affirmative vote of the County on this ____ day of _____, 20____

______________________________
Signature of Authorized Official of the County

Typed Name and Title
Typed Name and Title

County Authorized Official (not the Grant’s Authorized Official), such as a judge, signs. Typed Name and Title need to be entered underneath.
Attachment A – Meal Number Documentation Worksheet

Tips:

• It is essential that these numbers are accurate.

• The information in this section is part of what TDA bases your organization’s grant award.

• Documenting incorrect information could result in your organization having to return funds if you over-report meal numbers or receiving a smaller grant if you under-report.

Checklist:

☐ Legal Business Name and County are listed at the top of the page.

☐ Attachment A is signed by the Authorized Official.

☐ Section C.3. of the Application is checked yes, if you listed congregate meals in Attachment A.

For Handwritten Applications:

☐ Check that handwritten meals total correctly.

☐ Meals by month and by category equal total correctly.

☐ The total number of meals calculated from Attachment A matches the number reported in Section C, Question 2 of Application.

For Online Applications:

☐ The total number of meals calculated from Attachment A matches the number reported in Section C, Question 2 of Application.

If you have any questions when filling out the Attachment A, please contact TDA, we are here to help!
Financial Statements
Your organization has two options for financial statements:

Option 1
- Balance Sheet (Assets/Liabilities) from the previous 12-month period
- Profit and Loss Statement from the previous 12-month period

Notes on Option 1:
- Note that this option TWO separate statements. Both must be included if you choose this option.
- Please do not send each month’s report. Please provide the 12-month summary of each.

Option 2
- Audited Financial Statement (IRS Form 990 is not accepted)

Notes on Option 2:
- If you choose this option and have not received an updated audit, send the previous year’s audit with a note that you will send the updated one once it is complete.
- If your organization has a weblink where your Audited Financial Statement can be found, you can provide this link instead of sending the full report.

Health Inspection Report, Food Establishment Permit, or Proof of Exemption
One of the above must be sent. The most common to send in is a Health Inspection Report.
- Health inspection report is not expired.

- If it is expired or close to being expired, send an email confirmation from the health inspector of an appointment for that to be updated. Once the inspection is complete, you will need to send a new copy to update the file.

- If there are any other issues that arise with the completion of a health inspection, please include a copy of the correspondence from the health inspector as backup documentation.
Required Financial Forms

Tips:
• There are special highlighted notes on these forms to help you fill them out. If you have any further questions, please contact TDA.

Application for Texas Identification Number
This must be filled out even if you have done this in previous years. This is required by the State of Texas each year.

Checklist:
- Payee Identification Number matches that listed on Page 1 of the Application.
- All sections of the Payee Identification Form are completed.
- Section 11- Ownership Codes – If you do not know your number, click this link and it will tell you your Texas SOS File Number → https://mycpa.cpa.state.tx.us/coa/search.do

On the next page, click on the “Details” box.
The report will show you all the details about your organization. Section 11 on the Application for Texas Identification Number needs the Texas SOS File Number.

**Direct Deposit Form**
This is **required if you have never filled out this form** before or if your bank information has changed. TDA is moving toward making all payments via electronic submission. If you do not fill this out and have not in the past, TDA will contact you to fill this out in order to have a complete application.

**Finishing Up and Submission**
- Everything is double checked.
- Application is submitted or postmarked by 5:00 (CT Time) November 2, 2020
- Application is submitted on GTBD-201 or submitted online
- All required attachments are attached to the submission

**Final Notes**
- Do not fax your application. TDA’s faxing services are no longer in use.
- Due to COVID-19, TDA is currently practicing social distancing and working primarily from remote locations. We STRONGLY encourage submissions to be emailed or use the
online submission. Hand-delivered or mailed submission may result in delayed processing. Furthermore, TDA is closed to the public.

- If in doubt, please call with questions.