



COMMISSIONER SID MILLER

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

NON-PROFIT CHECKLIST

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
- IRS Determination Letter
- List of Board of Directors and Officers
- 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

- Get in your application early. This gives time for any mistakes to be addressed and expedites the approval process.
- Make sure to complete a separate application for every 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 blanks are completed.
- Box is checked identifying your organization as a non-profit or government entity.
 - This is 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.

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 *

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

1.A. County Grant:

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

County Grant Amount *

Must match county resolution

Must match County Resolution

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).

Total Number of HDM meals *

Must match attachment A

Does not include congregate meals.
Must match Attachment A.

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

Congregate meals *

- Yes
 No

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.

Multiple Counties *

- Yes
 No

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.

Select all counties served

Select multiple countie:

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

6. **Total number of HOME-DELIVERED clients** on your roster between: September 1, 2019 and August 31, 2020.

Number of Clients *

ex: 23

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> 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.

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

A resolution of the County of [redacted] (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.

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.

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.

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:

____ of ____ 20____ and the ____ of ____ 20____
Day Month Year 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:

- 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
- AND**
- 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 your 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.

IRS Determination Letter

TDA needs confirmation of your nonprofit status. This must be a copy of the original IRS Determination Letter declaring your organization a nonprofit. This is the only acceptable form of confirmation TDA will accept.

List of Board of Directors and Officers

TDA just needs a simple list of the people that make up your Board of Directors and Officers.

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 for 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>

Tax ID
Use the 11-digit Comptroller's Taxpayer Number or the 9-digit Federal Employer's Identification Number.

Entity Name
OR

File Number
Use the File Number assigned by the Texas Secretary of State.

I'm not a robot  [Privacy](#) [Terms](#)

Check this box, then hit search

Tax ID number or Organization Name

On the next page, click on the “Details” box.

Results

Texas Taxpayer Number	3
Mailing Address	4 1
Right to Transact Business in Texas	4
State of Formation	1
Effective SOS Registration Date	1
Texas SOS File Number	1
Registered Agent Name	1
Registered Office Street Address	1 3

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.
- If in doubt, please call with questions.