



COMMISSIONER SID MILLER

TEXAS DEPARTMENT OF AGRICULTURE

TEXANS FEEDING TEXANS:

HOME-DELIVERED MEALS GRANT PROGRAM

Fiscal Year 2022

Request for Grant Applications

Executive Summary

The Texans Feeding Texans Home-Delivered Meal Grant Program was established to help supplement and extend the applicants current home-delivered meal program for seniors and/or disabled Texans. Governmental and non-profit agencies are eligible for this grant program.

Dates

Applications must be received by Monday, Nov 1, 2021, by 11:59 pm Central Time.

Agency Division

Trade and Business Development – Grants Office, Grants@TexasAgriculture.gov

Catalog of Domestic Federal Assistance Number

Not applicable

TEXANS FEEDING TEXANS: HOME-DELIVERED MEALS GRANT PROGRAM

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

Statement of Purpose

This Request for Grant Applications (RFGA) 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 who are elderly and/or have a disability.

Projected Timeline of Events

TDA to Begin Accepting Applications	September 1, 2021
Application Deadline	November 1, 2021*
Anticipated Announcement of Grant Awards	Late December 2021
Start Date of Grant Award	February 1, 2022
End Date of Grant Award	January 31, 2023

* See Submission Information section below.

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 (Tex. Admin. Code, Title 4, Part 1, ch.1, subch. O, §§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.

For purposes of this Grant Program, the following definitions, along with those contained within Tex. Admin. Code, Title 4, Part 1, ch. 1, subch. O, §1.951, apply:

- Approved Organization--An organization that submitted an application under this subchapter that was subsequently approved by the Department.
- 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.
- "Elderly" means an individual who is 60 years of age or older.
- "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 individual's personal home.

Grantee Responsibilities and Accountability

Selected applicants (grantees) will be responsible for the conduct of the grant award 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 home-delivered meal to which grant funds are applied shall be approved by a Dietary Consultant. Each meal must meet 1/3 of the recommended dietary allowance (RDA) for adults and the Dietary Guidelines for Americans, or if the organization receives funding through the Texas Health and Human Services Commission, the Dietary Reference Intakes (DRI) as and when established by the Texas Health and Human Services Commission. The approval must occur and be documented prior to the date the meal is served.
- A Grantee must follow procedures and maintain facilities that comply with all applicable federal, state and local laws and regulations related to fire, health, sanitation, and safety, and obtain all necessary permits. All food preparation, handling, and service activities shall comply with applicable Texas Department of State Health Services rules.

- Each Grantee using grant funds received under this program toward the preparation or delivery of a home-delivered meal must document that persons receiving a meal funded under this program are Homebound Elderly persons or Homebound persons with a Disability.

Each grantee must ensure it has an adequate accounting system in place and sufficient internal controls to ensure expenditures are reported and maintained for four (4) years after the conclusion of the project, or longer if required by TDA.

Funding Parameters

Grant awards, if any, are subject to the availability of funds. If no funds are appropriated or collected for this purpose, applicants will be informed accordingly.

Funding must be used 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 Tex. Admin. Code, Title 4, Part 1, ch.1, subch. O, §1.952.

TDA may deny, revoke, suspend, or withhold a grant award for misuse of grant funds, or failure to comply with any requirement of this program, including, without limitation, failure to:

1. have or utilize adequate intake processes and/or procedures, including intake forms, to qualify individuals as eligible for assistance in accordance with this program;
2. keep and maintain adequate client records, by county, that identify the names, addresses, and telephone numbers of all individuals qualified as homebound or disabled individuals eligible under this program;
3. keep and maintain adequate records that support the total number of home-delivered meals an Approved Organization claims it delivers to homebound or disabled individuals eligible for assistance under this program;
4. keep and maintain adequate records that support the total number of home-delivered meals an Approved Organization claims it delivers in support of its application;
5. keep and maintain adequate records that document meals delivered under this program with identifying information on the recipient of each meal;
6. keep and maintain an accounting system and records in accordance with Generally Accepted Accounting Principals;
7. obtain and comply with all health and other permits required under this program, including failure to keep and maintain adequate records pertaining to such health and other permits;
8. obtain a county grant as required, including failure to keep and maintain adequate records pertaining to such county grant;
9. have a dietary consultant review the dietary content of all menus or meal plans for all meals delivered by an Approved Organization with grant funds awarded under this program, to ensure that those meals meet the Registered Dietary Allowance or Dietary Reference Intakes as required by this program, including failure to keep and maintain

adequate records pertaining to such registered dietician, such as name, address, and telephone number;

10. keep and maintain a bank account in the name of the Approved Organization, including failure to keep and maintain adequate records pertaining to such bank account; or
11. keep and maintain adequate records of all expenses that an Approved Organization claims are allowable expenses.

Grant Allocation

The following factors are considered in the equation when calculating each eligible entity's grant award.

1. Amount of the county grant – Did you resolution provide the minimum requirement of .25 cents per county senior as of the most recent census? If there is more than one provider in your county, does each entities resolution amount total the minimum requirement of .25 cents per county senior? If the county grant is less, then the entities portion of HDM will be proportionately reduced.
2. Total Number of eligible meals – this program is not a reimbursement of meals delivered the prior state fiscal year. The number of meals provided in the application are a basis for the calculation. Eligible Meals = Total meals delivered – Meals funded by HHSC/AAA
3. County Senior Population
4. Number of applicants

Term of Funding or Duration of Projects

TDA anticipates that a Notice of Grant Award will be made on or around December 2021/January 2022, or as soon thereafter as practical. All approved grant projects will have a grant term of February 1, 2022, to January 31, 2023.

Application Requirements

Applications will be accepted beginning September 1, 2021 and must be submitted in TDA's new online Grant Application/ Management system called TDA-GO no later than November 1, 2021.

To be considered, applications must be complete and include all of the following information. Application instructions and information will be available on TDA's website

<https://texasagriculture.gov/GrantsServices/TradeandBusinessDevelopment/HomeDeliveredMealsGrantProgram.aspx>

The grant application itself **must** be completed online at <https://tda-go.intelligrants.com/>.

1. Application Contact Information;
2. Service Information;

3. Meal Number Documentation - Each entity should be sure to include all meals delivered for clients aged 60 and older plus meal delivered for all disabled clients regardless of age.
4. Required Uploads:
 - i. TDA approved County Resolution;
 - ii. Notarized Application Form *(even though the statute was updated effective Sept 1, 2021, the administrative rules are still being updated and this required)*
 - iii. Financial Information
 - a. Balance Sheet (*Assets/Liabilities*) **AND** Profit and Loss Statement for the previous 12-month period or
 - b. Audited Financial Statement (IRS Form 990 is not accepted);
 - iv. Copy of most recent food establishment permit or proof of exemption;
 - v. Texas Application for Payee Identification Number – used to provide approved applicant with payment from the Texas’ Uniform Statewide Accounting System (USAS);
 - vi. W-9; and
 - vii. Direct Deposit Form.

Additional documentation for Nonprofits only

- viii. IRS Determination Letter - Documenting qualifying nonprofit status (Texas Comptroller letter indicating status in Texas will not be accepted); and
 - ix. List of the organization’s Board of Directors and/or Officers.
5. Certification

Reporting Requirement

Approved projects will be required to submit quarterly expenditures reports online detailing how advanced grant funds were expended. If the selected grantee has multiple funding sources, an allowable cost allocation method under the Texas Grant Management Standards must be used to report costs back to TDA.

Reporting timelines will be provided in an official grant agreement. Failure to comply with reporting requirements may result in the withholding of future payments, repayment of grant award and/or termination of the award.

Budget Information

1. Use of Funds. The expenditure of grant funds by a Grantee shall be documented and used only to supplement and extend existing services related directly to delivery of meals to Homebound Elderly persons and Homebound persons with a Disability.

2. Payment Schedule. TDA will distribute funds after all eligible applications are processed and the awarded entities grant agreement has been fully executed. In the event 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.

3. Eligible Expenses. Generally, expenses that are necessary and reasonable for proper and efficient performance and administration, directly related to the 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. Permissible expenditures include, but are not limited to:

- a) **Personnel** - Compensation of employees for the time devoted and identified specifically to the performance of home-delivered meals is allowable. Personnel expenses may include salaries, wages, benefits and other costs associated with personnel. Expenses should be allocated appropriately among funding source.
- b) **Food costs** - This category should be used for all costs associated with a meal including, but not limited to, raw food, consumable/packaging (meal containers or plasticware), prepared food, prepared meals purchased from a commercial kitchen and nutrition supplements.
- c) **Small Equipment Expenses** – items costing less than \$5,000 may be charged to the TDA grant. This may include, but is not limited to, appliances, computers, kitchen equipment, kitchen racks or other items that are not consumables.
- d) **Building Occupancy** - TDA grant funds may be used to help pay for expenses related to building occupancy including, but not limited to, rent, utilities, building repairs, security or janitorial services. Similar to all other expenditures, small equipment expenses must be allocated to all appropriate funding sources.
- e) **Transportation** - Expenses directly related to the transportation of home-delivered meals are allowable under the TDA grant program. These expenditures include, but are not limited to, fuel, vehicle maintenance and parts, mileage reimbursement and delivery costs.
- f) **Supplies**- Pursuant to the Texas Administrative Code, Title 4, Part 1, Chapter 1, Subchapter O, funds may be used for other operational costs. These costs may include, but are not limited to office supplies, disposable items such as toner, pens, and paper products, as well as, advertising expenses, printing, copying, postage and telecommunications. Expenses should be allocated appropriately among funding source.
- g) **Other** - additional items may be charged to the TDA grant that directly contribute to the performance of the organization's home-delivered meals program. Allocate expenses appropriately among fund sources.

4. Ineligible Expenses. Certain expenses may be prohibited by state or federal law or determined to be ineligible by program guidelines. Examples of such expenditures include, but are not necessarily limited to, the following:

- a) Alcoholic beverages;
- b) Contributions-charitable or political;
- c) Controlled assets (small equipment), which are defined as certain items valued \$500.00 - \$4,999.99 which must also be inventoried, link to [Controlled Property Listing](#). These items

include Audio Equipment, Camera (Portable, Digital, SLR) TVs, Video Players/Recorders, Computer, Projectors, Smartphones, Tablets & Other Hand Held Devices

- d) Capital assets - Capital assets include any equipment valued at \$5,000 or more;
- e) Entertainment;
- f) Equipment – Tangible personal property costing over \$5,000 per unit and having a useful life over one year (freezers, kitchen equipment, etc.);
- g) Expenses falling outside of the contract period;
- h) Expenses for items not listed in the project budget or that fail to meet the intent of the program;
- i) Expenses that are not adequately documented or that do not meet the intent of the grant program;
- j) Gift cards;
- k) Indirect Costs;
- l) Tips;
- m) Travel – No reimbursement for transportation related to business travel, lodging, meals, or any food items related to travel.

General Information

Selected applicants will receive a Notice of Grant Award (NGA) letter and an official Grant Agreement from TDA through the TDA-GO system. The NGA is not legally binding until a grant agreement is fully executed.

TDA reserves the right to fund projects partially or fully. TDA reserves the right to negotiate individual elements of any application and to reject any and all applications.

Applications

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

Right to Amend or Terminate Program

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

Applicant is responsible for clearly designating any portion of the application that contains proprietary or trade secret information and must state the reason(s) the information is designated as such. Merely making a blanket claim that the entire application is protected from

disclosure because it contains proprietary or trade secret information is not acceptable and may subject the entire application to release under the Texas Public Information Act.

In the event that a public information request for the application is received, TDA shall process such request in accordance with the Texas Public Information Act, Chapter 552 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 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 disclosure under the Texas Public Information Act, Chapter 552 of the Government Code.

Grantee Requirements

1. Grantee (an applicant who receives a grant under this program) must comply with TDA's reporting requirements and financial procedures outlined in the grant agreement. Any delegation by the Grantee to a subcontractor regarding any duties and responsibilities imposed by the grant award must be approved in advance by TDA and shall not relieve the Grantee of its responsibilities to TDA for performance of those duties.
2. Grantee must remain in full compliance with state and federal laws and regulations. Non-compliance may result in termination of the grant or ineligibility for reimbursement of expenses.
3. Grantee must keep separate records and a bookkeeping account (with a complete record of all expenditures) for a 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 three-year retention period, then all records and accounts must be retained until their destruction is authorized in writing by 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, 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 the 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 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, any schedules, and the final report or result of such audit.
5. Grantees must comply with Texas Government Code, Chapter 783, Uniform Grant and Contract Management, and the Texas Grant Management Standards (TxGMS).

Submission Information

LATE APPLICATIONS WILL NOT BE ACCEPTED.

Applicants must submit one complete, signed application. The online application including the completed and signed county resolution form, and all other required backup documents must be submitted by **Monday, November 1, 2021**, no later than 11:59 pm Central Time. It is the applicant's responsibility to ensure the timely delivery of all required materials. The TDA-GO online system will not allow any application submission after this deadline.

For questions regarding submission of the application and/or TDA requirements, please contact TDA's Grants Office at (512) 463-4406, or by email at Grants@TexasAgriculture.gov.

The Application must be submitted online through TDA-GO. Mailed, emailed, or faxed applications will not be accepted.

The online system will date and time stamp the submission for receipt documentation purposes. Click [here](#) 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 application has been received.

TDA-GO Application Instructions

Step 1: Accessing Grant Opportunity

The following describes how to access the Texans Feeding Texans: Home Delivered Meals Grant Program (HDM) opportunity via TDA GO.

Dashboard

After logging in, your Dashboard will appear (Figure 1). **My Tasks** are documents/applications that are in process; **My Opportunities** are blank grant applications.

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TEXAS DEPARTMENT OF AGRICULTURE GRANTS ONLINE

Home

Searches ▾

Mary Sue ▾

Dashboard

My Tasks

Initiate Related Document

Filter

My Tasks

Name	Document Type	Organization	Status	Status Date	Due Date
RHC2021011	Rural Health Facility Capital Improvement Program	Test Grantee Organization	Application in Process	2/5/2021 1:04:19 PM	7/1/2021 11:59:00 PM
RHC2021012	Rural Health Facility Capital Improvement	Test Grantee Organization	Application in Process	2/12/2021 1:44:15 PM	7/1/2021 11:59:00 PM

My Opportunities

Name	Provider	Availability	Short Description
Boll Weevil Application	TXDOA Provider	1/1/2021 12:00:00 AM - 7/1/2021 11:59:00 PM	
COBG - State Urgent need Fund	TXDOA Provider	9/1/2020 12:00:00 AM - 8/31/2021 11:59:00 PM	
Grant - Specialty Crop Block Grant	TXDOA Provider	1/1/2021 12:00:00 AM - 7/1/2021 11:59:00 PM	
Grant - Urban Schools Agricultural	TXDOA Provider	5/12/2020 12:00:00 AM - 7/1/2021 11:59:00 PM	
Grant - Young Farmer Program	TXDOA Provider	7/28/2020 8:45:00 AM - 8/14/2021 12:00:00 AM	

Announcements

This is an announcement from TDA Go staff.

Figure 1. Landing page after logging in

Choose the **Home-Delivered Meal Grant Program** by scrolling down the **My Opportunities** box and select **Home-Delivered Meal Grant Program** (Figure 2 & 3).
NOTE: Only the Authorized Official can initiate a new application. TDA staff can also assist in initiating the application.

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TEXAS DEPARTMENT OF AGRICULTURE GRANTS ONLINE

Home

Searches ▾

Mary Sue ▾

Dashboard

My Tasks

Initiate Related Document

Filter

My Tasks

Name	Document Type	Organization	Status	Status Date	Due Date
RHC2021011	Rural Health Facility Capital Improvement Program	Test Grantee Organization	Application in Process	2/5/2021 1:04:19 PM	7/1/2021 11:59:00 PM
RHC2021012	Rural Health Facility Capital Improvement	Test Grantee Organization	Application in Process	2/12/2021 1:44:15 PM	7/1/2021 11:59:00 PM

My Opportunities

Name	Provider	Availability	Short Description
Boll Weevil Application	TXDOA Provider	1/1/2021 12:00:00 AM - 7/1/2021 11:59:00 PM	
COBG - State Urgent need Fund	TXDOA Provider	9/1/2020 12:00:00 AM - 8/31/2021 11:59:00 PM	
Grant - Specialty Crop Block Grant	TXDOA Provider	1/1/2021 12:00:00 AM - 7/1/2021 11:59:00 PM	
Grant - Urban Schools Agricultural	TXDOA Provider	5/12/2020 12:00:00 AM - 7/1/2021 11:59:00 PM	
Grant - Young Farmer Program	TXDOA Provider	7/28/2020 8:45:00 AM - 8/14/2021 12:00:00 AM	

Announcements

This is an announcement from TDA Go staff.

Figure 2. My Opportunities and location of scrolling tool

My Opportunities		
Program		8/14/2021 12:00:00 AM
Grant Agricultural Development	TXDOA Provider	1/1/2021 12:00:00 AM - 7/1/2021 11:59:00 PM
Home-Delivered Meal Grant Program	TXDOA Provider	1/1/2021 12:00:00 AM - 7/1/2021 11:59:00 PM
License Plate Programs	TXDOA Provider	1/1/2021 12:00:00 AM - 7/1/2021 11:59:00 PM
Organic Cost Share Program Application	TXDOA Provider	1/1/2021 12:00:00 AM - 7/1/2021 11:59:00 PM
Rural Communities Healthcare Investment Program	TXDOA Provider	8/10/2020 12:00:00 AM -

Figure 3. Selection for New HDM Application. Please note dates are for testing purposes only
A brief description and agreement language appears (Figure 4). Read and select **Agree**.

Home-Delivered Meal Grant Program

Provided By: TXDOA Provider
Provided To: Test Grantee Organization
Application Availability Dates: 1/1/2021 12:00:00 AM - 7/1/2021 11:59:00 PM
Description:
 No Summary Provided
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.

Figure 4. Agreement

Document Landing Page

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

Home Searches

HDM2021023

- Forms
- Tools
- Status Options
- Related Documents

Document Landing Page

Home-Delivered Meal Grant	Home-Delivered Meal Grant Program	Application
HDM2021023		
Organization Test Grantee Organization	Your Role Authorized Official	Period Date 9/1/2021 12:00:00 AM - 11/1/2021 11:59:00 PM Due Date 7/1/2021 11:59:00 PM

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 scrollable list of required information that includes Applicant Contact Information, Service Information, Meal Number Documentation, Required Uploads, and Certification.

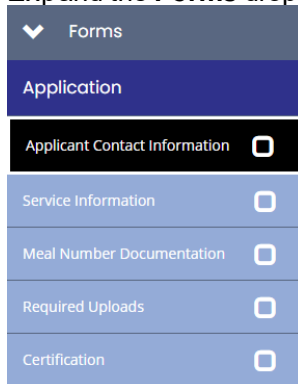
Tools include Add/Edit People that can access the application, Print Document ability, and a Modification Summary of edits made to the application.

Status Options is where the application can be submitted or cancelled.

Related Documents is all the supplemental documents you will need to upload to support your application.

Step 2: Applicant Contact Information

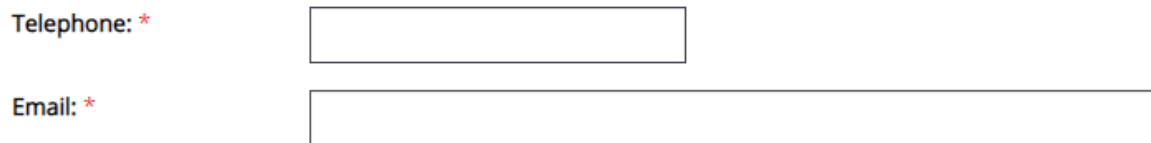
Expand the **Forms** drop down menu and select Applicant Contact Information (Figure 9).



A screenshot of a web application's sidebar menu. At the top is a dark grey button labeled 'Forms' with a downward arrow. Below it is a blue button labeled 'Application'. Under 'Application' is a black button labeled 'Applicant Contact Information' with a white square icon. Below this are four light blue buttons: 'Service Information', 'Meal Number Documentation', 'Required Uploads', and 'Certification', each with a white square icon.

Figure 9. Application Contact Information location

NOTE: All required fields are marked with a *. An error message will be received and the application will not be able to be submitted if these required fields are not filled out (Figure 10).



A screenshot of a form with two required fields. The first is labeled 'Telephone: *' and has an empty text input box. The second is labeled 'Email: *' and has an empty text input box.

Figure 10. Example of Required Fields

There are four sections to **Applicant Contact Information: Authorized Official, Primary Program Contact, Secondary Program Contact, and Congressional Districts.**

Authorized Official: The person who will enter into legal agreements on behalf of the applicant/organization. This person will sign the grant agreement and any other legally binding documents. To select an **Authorized Official**, click the drop down box and select the User that will serve as the **Authorized Official** (Figure 11).

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. *



A screenshot of a dropdown menu for selecting an Authorized Official. The text 'Mary Sue' is visible in the input field. To the right of the text is a dropdown arrow icon, which is circled in red.

Figure 11. Authorized Official Selection

Then fill out the rest of the required **Authorized Official** information.

Primary Program Contact: The person who will answer day-to-day questions, receive general grant information and reminders, and fill out Quarterly Reports. To select a **Primary Program Contact**, click the drop down box and select the User that will serve as the **Primary Program Contact**. Then fill out the rest of the required **Primary Program Contact** information.

Secondary Program Contact: An *optional* person who will receive the same information as the **Primary Program Contact**. To select a **Secondary Program Contact**, click the drop down box and select the User that will serve as the **Secondary Program Contact**. Then fill out the rest of the required **Secondary Program Contact** information.

Congressional Districts: This information can be found by clicking **here** (Figure 12).

Congressional Districts

Provide the congressional districts of the entity applying for funding, as well as for the proposed project site(s). This information is available [here](#). Press the plus button next to each option to add multiple selections. *

Representative: Senate: Congress:

Figure 12. Finding Congressional District Information

This will take you to the **Who Represents Me?** page (Figure 13).

Find by street address, city, or ZIP

Street address

City

, TX

Zip

Clear

Find

Figure 13. Who Represents Me? search page

On this page, your Organization's Address can be entered and then select **Find** or the County's Served can be entered and then select **Find**. This will take you to a new window with the **Congressional Districts** your entity lies in (Figure 14).

Figure 14. Example of Who Represents Me? results

Click over to the **Document Form** tab in your Internet Browser (Figure 15) and enter the information. You can click over to the **Who Represents Me?** tab if you need to review the information again.

Document Form

Who Represents Me?

Home Searches

HDM2021024

Forms

Application

Applicant Contact Information

Service Information

Meal Number Documentation

Last Name:

Suffix:

Position or Title:

Telephone:

Email:

Mailing Address

Same as Organiz

Figure 15. Document Form tab/Who Represents Me? tab

Finishing Applicant Contact Information

Once the four sections described above are filled out, select **Next Form** (Figure 16). TDA GO will save this Application Section for you and then take you to the next section, **Service Information**.

Applicant Contact Information

Service Information

Meal Number Documentation

Required Uploads

Certification

Tools

Landing Page

Add/Edit People

Status History

Modification Summary

Attachment Repository

Notes

Telephone:

Email:

Mailing Address

Same as Organization

Street Address:

City:

State:

Zip Code:

Congressional Districts

Provide the congressional districts of the entity applying for funding, as well as for the proposed project site(s). This information is available [here](#). Press the plus button next to each option to add multiple selections. *

Representative:

Senator:

Congress:

Next Form >

Figure 16. NextForm selection that will take you to next form

NOTE: If an error was made on **Applicant Contact Information**, a warning will appear at the bottom of the next form page, **Service Information** (Figure 17).

HDM2021024

Forms

Application

Applicant Contact Information

Service Information

Meal Number Documentation

Required Uploads

Certification

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Related Documents

Service Information

Instructions:

Please complete this page and press the save button.

Required fields are marked with an *

An organization must submit one application per county. If the applicant delivers meals in multiple counties, a separate application is required to document the meals in each county for which a grant is sought. Only meals delivered in the applying county are considered eligible. *Attachment A-Meal Number Documentation Worksheet* must be completed to include all home-delivered meals to homebound elderly, homebound disabled and homebound disabled elderly, regardless of funding source.

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

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

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

Congregate meals are not considered eligible meals under the HDM program calculation and must be documented separately.

Attention

The prior saved form contains error(s). Use the Previous Form button below to return and review these error(s).

Previous Form

Next Form >

Figure 17. Error Message

You can click the **Previous Form** button and a list of errors will be shown. Each error message can be clicked on and will take you to the section that needs to be fixed or filled out (Figure 18).

The screenshot shows the 'Applicant Contact Information' form. The form has a sidebar with a 'Forms' menu and a 'Tools' menu. The main content area contains instructions and a form for the 'Name of Authorized Official'. The form includes a dropdown for 'Authorized Official' (currently 'Mary Sue'), a 'Prefix' field (currently 'Mrs.'), and a 'Last Name' field. An error list overlay is visible on the right side of the form, titled 'Attention'. The error list contains 15 items, all marked with a red 'X' icon, indicating required fields that are missing or invalid. The error list items are: 'Authorized Official Telephone Number is required.', 'Authorized Official Email Address is required.', 'Authorized Official Street Address is required.', 'Authorized Official City is required.', 'Authorized Official State is required.', 'Authorized Official Zip is required.', 'Primary Contact First Name is required.', 'Primary Contact Last Name is required.', 'Primary Contact Position or Title is required.', 'Primary Program Contact Telephone Number is required.', 'Primary Program Contact Email Address is required.', 'Primary Program Contact Street Address is required.', 'Primary Program Contact City is required.', 'Primary Program Contact State is required.', and 'Primary Program Contact Zip is required.'

Figure 18. Selectable error list

Step 3: Service Information

Fill this section out in its entirety (Figure 19).

NOTE: If your organization serves more than one county, a separate application will be required for each additional county. For example, if you serve three counties, you will have three separate applications.

The screenshot shows the 'Service Information' form. The form has a sidebar with a 'Forms' menu and a 'Tools' menu. The main content area contains instructions and a form for 'Service Information'. The form includes a dropdown for 'County' (currently 'Harris'), a 'County Grant' field (currently '\$'), and a 'Does the applicant organization serve congregate meals in the county stated in Question #1?' field (currently 'Yes'). The form also includes a 'Does the applicant organization serve home-delivered meals in multiple Texas Counties?' field (currently 'Yes') and a 'Total number of HOME-DELIVERED clients on your roster during the most recent State Fiscal Year, Sept 1 and Aug 31.' field (currently '0').

Figure 19. Service Information Page to be filled out

Finishing Service Information

Once this section is filled out entirely, select **Next Form** (Figure 20). TDA GO will save this application section for you and then take you to the next section, **Meal Number Documentation**. An error message will appear similar to Figure 17 if any errors are made.

Service Information

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

An organization must submit one application per county. If the applicant delivers meals in multiple counties, a separate application is required to document the meals in each county for which a grant is sought. Only meals delivered in the applying county are considered eligible. **Attachment A-Meal Number Documentation Worksheet** must be completed to include all home-delivered meals to homebound elderly, homebound disabled and homebound disabled elderly, regardless of funding source.

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

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

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

Congregate meals are not considered eligible meals under the HDM program calculation and must be documented separately.

3. Does the applicant organization serve **home-delivered meals** in multiple Texas Counties?

4. Total number of **HOME-DELIVERED clients** on your roster during the most recent State Fiscal Year: Sept 1 and Aug 31. *

< Previous Form **Next Form >**

Figure 20. Next Form selection will take you to the next form

Step 4: Meal Number Verification

Fill this section out in its entirety (Figure 21).

NOTE: It is essential that these numbers are accurate. The information in this section is part of what TDA bases your organization's grant award on. 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. Please **DO NOT** include an congregate meals in these rows.

Meal Number Verification

Congregate meals are not eligible for consideration and should not be included in the total Home-Delivered Meals number. Applicants must separate home-delivered meals from congregate meals in order to avoid errors in grant calculations.

NOTE: If this number is miscalculated, includes congregate meals, includes meals from another County served, or other errors, the applicant will be required to repay TDA for all or part of the grant.

	September	October	November	December	January	February	March	April	May	June	July	August	Total	Verification State Total
Congregate Meals (regardless of source)													0	
Title III C-2 Meals (AAA)													0	
Title III E Meals (AAA)													0	
Program Income Meals (AAA)													0	
COVID - CARES ACT (AAA)													0	
Title XI Meals (HHSC)													0	
Evercare/ StarPlus Meals													0	
Locally Funded Meals***													0	
Other Meals****													0	
													0	
TOTAL Home-Delivered Meals	0	0	0	0	0	0	0	0	0	0	0	0	0	

< Previous Form **Next Form >**

Figure 21. Meal Number Verification section to be filled out

The **Verification State Total** column is for administrative use only (Figure 22). You will not be able to enter any numbers into this column and there should be no numbers in this column. These numbers will be completed by TDA staff during the meal confirmation exercise.

Home Searches -

HDM2021025

Forms

Application

Applicant Contact Information ☐

Service Information ☐

Meal Number Documentation ☒

Required Uploads ☐

Certification ☐

Tools

Status Options

Related Documents

Congregate meals are not eligible for consideration and should not be included in the total Home-Delivered Meals number. Applicants must separate home-delivered meals from congregate meals in order to avoid errors in grant calculations.

NOTE: If this number is miscalculated, includes congregate meals, includes meals from another County served, or other errors, the applicant will be required to repay TDA for all or part of the grant.

	September	October	November	December	January	February	March	April	May	June	July	August	Total	Verification State Total
Congregate Meals (regardless of sources)													0	
Title III C-2 Meals (AAA)	5	5	5	5	5	5							30	
Title III E Meals (AAA)													0	
Program Income Meals (AAA)													0	
COVID - CARES ACT (AAA)													0	
Title XX Meals (HHSC)													0	
Evercare/StarPlus Meals													0	
Locally Funded Meals***													0	
Other Meals****													0	
													0	
TOTAL Home-Delivered Meals	5	5	5	5	5	5	0	0	0	0	0	0	30	

< Previous Form Next Form >

Figure 22. Verification State Total column should remain blank

Finishing Meal Verification Documentation

Once this section is filled out entirely, select **Next Form**. TDA GO will save this application section for you and then take you to the next section, **Required Uploads**. An error message will appear similar to Figure 17 if any errors are made.

Step 5: Required Uploads

Upload the appropriate document for each requirement indicated (Figure 23).

Figure 23. Required documents will be uploaded here

TDA Approved Resolution

Work with county officials to get the resolution approved through Commissioner's Court. **NOTE:** 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.

Instructions on how to fill out the resolution correctly follows.

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

Enter Legal Name of Organization. Must match Legal Name in Applicant Contact Information.

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 Authorized Official's (AO) name AND title. Must match AO listed in Applicant Contact Information.

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

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 date that this resolution passed in Commissioner's Court.

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.

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.

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

NOTE: This is **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)

NOTE: 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 in a Word Document instead of sending the full report.

Health Inspection Report, Food Establishment Permit, or Proof of Exemption

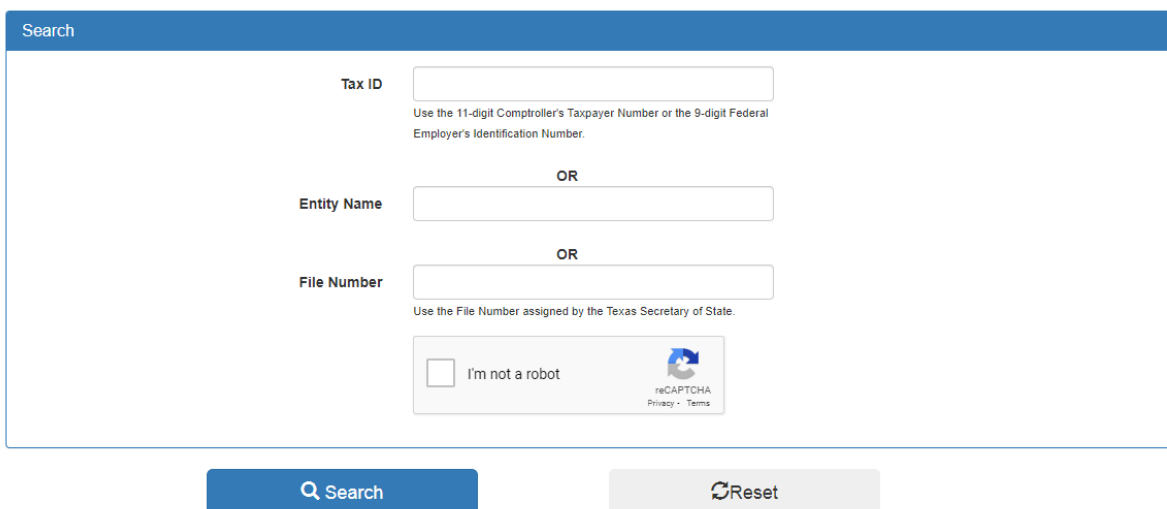
One of the above must be sent, the most common to send in is a Health Inspection Report.

NOTE: Health inspection report must not be 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.

Payee Identification Number Application

Ensure all sections of the Payee Identification Form are completed.

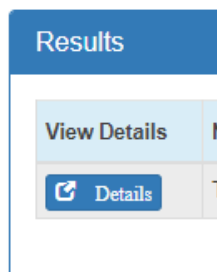
NOTE: Section 11- Ownership Codes – If you do not know your number, click this link (Figure 24) and it will tell you your **Texas SOS File Number** → <https://mycpa.cpa.state.tx.us/coa/search.do>



The search form is titled "Search" and contains three input fields: "Tax ID", "Entity Name", and "File Number". Below the "Tax ID" field is a note: "Use the 11-digit Comptroller's Taxpayer Number or the 9-digit Federal Employer's Identification Number." Below the "Entity Name" field is an "OR" label. Below the "File Number" field is a note: "Use the File Number assigned by the Texas Secretary of State." At the bottom of the form is a reCAPTCHA widget with the text "I'm not a robot" and a "Reset" button.

Figure 23. Search for Texas SOS File Number by entering Tax ID or Entity Name

On the next page, click on the **Details** box.



The "Results" section contains a "View Details" button and a "Details" button with a link icon.

Figure 24. Click here to get detailed report

The report will show you all the details about your organization. Your **Texas SOS File Number** can be found in this report (Figure 25).

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

Figure 25. Texas SOS File Number location on report

IRS Determination Letter – Non Profit Only

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 – Non Profit Only

A simple list of the people that make up the organization's Board of Directors and Officers.

Direct Deposit Form - Optional

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 Required Uploads

Once all required documents are uploaded, select **Next Form**. TDA GO will save this application section for you and then take you to the next section, **Certification**. An error message will appear similar to Figure 17 if any errors are made.

Step 6: Certification


This section requires an electronic signature from the Authorized Official, so the Authorized Official must be logged into their account. The Authorized Official will then check the box (Figure 26). The section is then complete. Click **Save** in the top right corner.

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 and the 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 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 if Applicant is an individual, that this application and any payments owed to Applicant in connection with this application may be denied because of delinquency in payment of a guarantee student loan and for failure to pay child support; and
5. By submission of this application, Applicant acknowledges as a condition of receipt of grant funds under this program the Applicant will be required to execute a grant agreement with the Texas Department of Agriculture, and further acknowledges that failure to timely execute the grant agreement will result in withdrawal of any grant funds awarded, and those funds will be redistributed to other qualified applicants in accordance with state law and TDA rules.

Applicant further certifies that:

1. Applicant is a qualifying governmental agency or nonprofit private organization that is exempt from taxation under 5501(a), Internal Revenue Code of 1986, as an organization described by 5501(c)(3) of that code, which is a direct provider of home-delivered meals to homebound elderly persons or persons with disabilities in Texas.
 2. Applicant enforces nondiscrimination practices.
 3. Applicant has an accounting system or fiscal agent approved by the county where it provides meals and has a system to prevent the duplication of services to clients.
 4. Applicant has received a grant from the county in which the organization is delivering meals, in accordance with Title 4, Part 1, Subchapter O, Section 1.953 of the Texas Administrative Code.
 5. Applicant agrees to use funds received through the home-delivered meal grant program only to supplement or extend existing home-delivered meal services.
 6. Applicant authorizes TDA to review, verify and authenticate all information provided in this application.
 7. Applicant understands TDA may request further documentation supporting this application, including contacting other agencies, organizations, facilities or third parties to verify data provided by an Applicant from the records of such agencies, organizations, facilities or third parties.
 8. Applicant acknowledges, affirms, consents to, and understands that Applicant is solely responsible for calculating and verifying the information contained in Section C of the application, along with the information provided in Attachment A. Applicant acknowledges, affirms, consents to, and understands that if any inaccurate, incorrect, false, or misleading information is supplied in the application, including, without limitation, the information provided in Section C and Attachment A, Applicant may be required to refund or pay back a portion or all of the funds awarded pursuant to this Grant.
- 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 state law.

 Authorized Official

Date

Figure 26. Authorized Official checks here

Step 7: Double Check

Before submitting the application, please go over each section ensuring that everything is filled out correctly 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 27).



Figure 27. 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 28). Click on the selection in the drop down menu and review and resolve the error messages.



Figure 28. Incomplete section with error messages

Once all error messages are resolved and each section has a check like Figure 27, the application can be submitted.

Step 8: Application Submission

Once the application is complete, the **Authorized Official** must submit the application within the TDA GO system.

Expand the **Status Options** drop down menu (Figure 29).

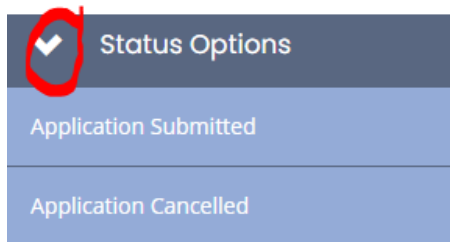


Figure 29. Status Options drop down menu
Select **Application Submitted**.

NOTE: If errors remain, an **Errors Present** message will pop up (Figure 30). You may click on each section name to be directed to the errors.

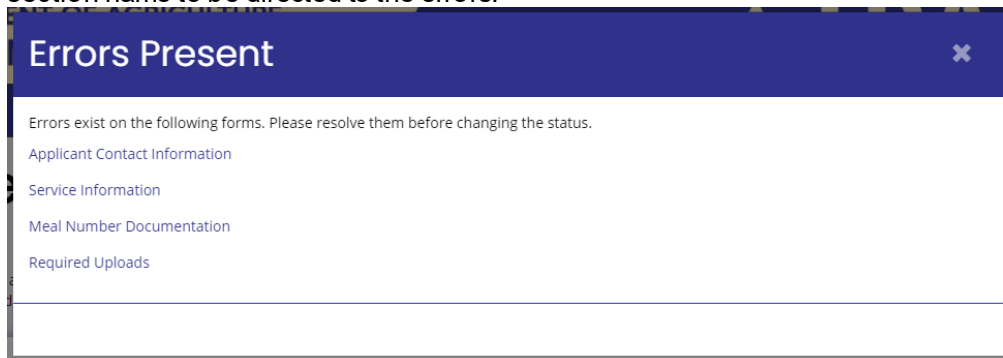


Figure 30. Error message that will appear if you try to submit application with errors

If no errors are detected, the system will ask if you are sure (you are!). You will then be taken back to the **Landing Page** (Figure 31).

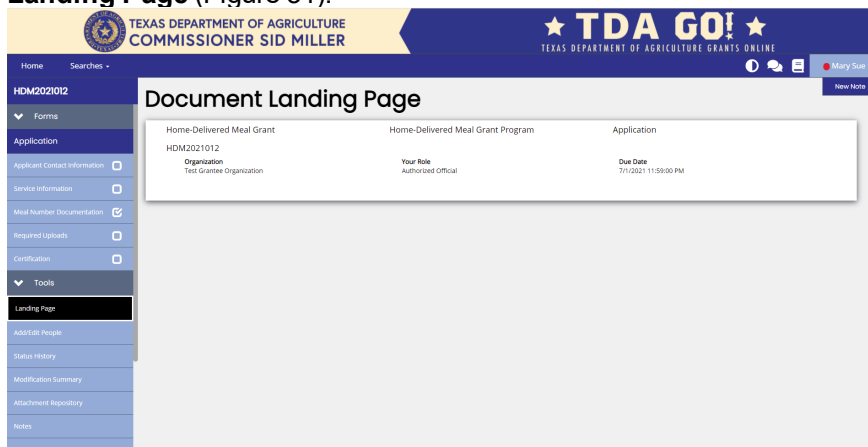


Figure 31. Page that you will be taken to after application is submitted

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 32).

From: websites@agatesoftware.com <websites@agatesoftware.com>
Sent: Tuesday, April 13, 2021 10:57 AM
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 32. Example confirmation email