



COMMISSIONER SID MILLER

# TEXAS DEPARTMENT OF AGRICULTURE

## TEXANS FEEDING TEXANS: HOME-DELIVERED MEALS GRANT PROGRAM

### Fiscal Year 2023 Request for Grant Applications

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#### Executive Summary

The Texans Feeding Texans: Home-Delivered Meals 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 Tuesday, November 1, 2022, by 11:59 pm Central Time.

#### Agency Division

Trade and Business Development – Grants Office, [Grants@TexasAgriculture.gov](mailto:Grants@TexasAgriculture.gov)

#### Catalog of Domestic Federal Assistance Number

Not applicable

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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

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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

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TDA to Begin Accepting Applications	September 1, 2022
Application Deadline	November 1, 2022*
Anticipated Announcement of Grant Awards	Late December 2022
Start Date of Grant Award	February 1, 2023
End Date of Grant Award	January 31, 2024

\* See *Submission Information* section below.

## Eligibility

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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 (*see Grant Allocation section*) 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.
- “Home-Delivered Meal” - means an appropriate, fully prepared, nutritionally balanced meal which meets at least one-third (1/3) of the current recommended dietary allowance (RDA) as verified by a registered dietitian and delivered to the individual's home.

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.

## Grant Recipient Responsibilities and Accountability

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Selected applicants (Grant Recipients) 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 Grant Recipient shall monitor the day-to-day performance of the grant funds to assure adherence to statutes, regulations, and grant terms and conditions. The Grant Recipient must carry out the activities described in the approved scope of work.

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

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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

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

1. Amount of the county grant –
  - a. Did your resolution provide the minimum requirement of .25 cents per county senior as of the most recent census?
  - b. 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?
  - c. If the county grant is less, then the entities portion of HDM will be proportionately reduced.
  - d. Click [here](#) to access minimum contribution amounts.
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 – TDA will be utilizing the 2020 census numbers.
4. Number of applicants – Total number of providers that have applied for funding and their eligible meal numbers.

## Term of Funding or Duration of Projects

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TDA anticipates that a Notice of Grant Award will be made on or around December 2022/January 2023, or as soon thereafter as practical. All approved grant projects will have a grant term of February 1, 2023, to January 31, 2024.

## Application Requirements

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Applications will be accepted beginning September 1, 2022 and must be submitted in TDA's online Grant Application/ Management system "TDA-GO" no later than November 1, 2022.

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 meals delivered for all disabled clients regardless of age.
4. Required Uploads:
  - i. TDA approved County [Resolution](#);
  - ii. 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);
  - iii. Copy of most recent food establishment permit or proof of exemption;
  - iv. Texas Application for Payee Identification Number – used to provide approved applicant with payment from the Texas’ Uniform Statewide Accounting System (USAS);
  - v. W-9; and
  - vi. Direct Deposit Form.

*Additional documentation for Nonprofits only*

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

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

## Reporting Requirement

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Approved projects will be required to submit quarterly expenditures reports online detailing how advanced grant funds were expended. If the selected Grant Recipient 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

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**1. Use of Funds.** The expenditure of grant funds by a Grant Recipient 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 Grant Recipient 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

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Selected applicants will receive a Notice of Grant Award (NOGA) letter and an official Grant Agreement from TDA. The NOGA 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. Where more than one application is acceptable for funding, TDA may request cooperation between grant recipients or revisions/adjustments to an application in order to avoid duplication and to realize the maximum benefit to the state. Selected projects will receive funding on a cost-reimbursement basis.

### 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 the State of Texas. The decision of TDA will be administratively final in this regard.

### **Proprietary Information/Public Information**

In the event that a public information request for the application is received, TDA shall process such request in accordance with 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 Texas Government Code.

### **Additional Information**

- Assistance is available in English and Spanish. Please call (512) 463-7448 to request assistance.
- In accordance with federal civil rights laws and USDA civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.
- Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.), should contact TDA where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact TDA through the Federal Relay Service at (800) 877-8339 or Texas Relay 7-1-1. Additionally, program information may be made available in languages other than English.
- To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: 1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; 2) fax: (202) 690-7442; or 3) email:

[program.intake@usda.gov](mailto:program.intake@usda.gov). USDA is an equal opportunity provider, employer, and lender.

### Reporting Fraud in State Government

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

## Compliance Information

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1. Grant Recipient (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 Grant Recipient to a subcontractor regarding any duties and responsibilities imposed by the grant award must be approved in advance by TDA and shall not relieve Grant Recipient of his/her responsibilities to TDA for performance of those duties.
2. Grant Recipient must remain in full compliance with state and federal laws and regulations. Non-compliance may result in termination of the grant or ineligibility for reimbursement of expenses.
3. Grant Recipient must keep separate records and a bookkeeping account (with a complete record of all expenditures) for a project. Records shall be maintained for a minimum of four (4) years after the completion of the project, or as otherwise agreed upon with TDA. If any litigation, claim, negotiation, audit or other action is initiated prior to the expiration of the four-year retention period, then all records and accounts must be retained until their destruction is authorized in writing by TDA. TDA and SAO reserve the right to examine all books, documents, records, and accounts relating to the project, including all electronic records, at any time throughout the duration of the

agreement until all litigation, claims, negotiations, audits or other action pertaining to a grant is resolved, or until the expiration of the four-year retention period or a final judgment in litigation, whichever is longer. TDA and SAO shall have access to: all electronic data or records pertaining to the grant project; paper or other tangible documents or records, including the physical location where records are stored; and all locations related to project activities.

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

## Deadline for Submission of Responses

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### LATE/INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

Applicants must submit one complete, electronically signed application through the TDA-GO system to TDA by 11:59 p.m. CDT on Tuesday, November 1, 2022 (see submission instructions below). Applications may not be supplemented after the submission deadline. It is the applicant's responsibility to ensure the timely receipt of the application and all required materials.

For questions regarding submission of the application and/or TDA requirements, please contact TDA's Grants Office at (512) 463-7448, or by email at [Grants@TexasAgriculture.gov](mailto: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 the following for the submission link or copy and paste the following in your browser: <https://tda-go.intelligrants.com/>.

An automated receipt email will be sent from the TDA-GO system indicating the application has been received.

## Program Contacts

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Grant Program and Application Support - Monday – Friday 8:00 AM to 4:00 PM (CDT)

TDA staff is available to answer questions regarding the HDM Program and to provide clarifying information concerning this RFGA.

**Primary Contact - Mrs. Julia Rico**

Grants Specialist

Phone: (512) 463-7448

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

Mrs. Mindy Fryer

Director

Phone: (512) 463-6908

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

TDA-GO Help Desk for technical support related to system issues

Monday – Friday 8:00 AM to 5:00 PM

866-449-1425

[azhelpdesk@agatesoftware.com](mailto:azhelpdesk@agatesoftware.com)

## Accessing Grant Opportunity

Click here to access the TDA-GO website or copy and paste the following in your browser:

<https://tda-go.intelligrants.com/>

### 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 for returning users. **Applications may only be initiated by an Authorized Official or Project Director.**

- **Returning users - Log in with your current username and password**
- **New Users – see section “TDA-GO New User Instructions” on page 27**

### Dashboard

After logging in, your Dashboard will appear (Figure 1).

- **My Tasks** are documents/applications that are in process;
- **Initiate New Application** are blank grant applications.

The screenshot shows the TDA-GO dashboard. At the top, there is a navigation bar with the Texas Department of Agriculture logo and the text 'TEXAS DEPARTMENT OF AGRICULTURE COMMISSIONER SID MILLER'. To the right, it says '★ TDA GO! ★ TEXAS DEPARTMENT OF AGRICULTURE GRANTS ONLINE'. Below the navigation bar, the dashboard is titled 'Dashboard' and contains three main sections:

- My Tasks:** A section with a 'Filter' button and a table of tasks. The table has columns for Name, Document Type, Organization, Status, Status Date, and Due Date. It contains two rows of data.
- Initiate New Application:** A section with a 'Filter' button and a table of new applications. The table has columns for Name, Provider, Availability, and Description. It contains three rows of data.
- Announcements:** A section with a placeholder for an announcement from TDA Go staff.

Figure 1. Landing page after logging in

Choose the **Home-Delivered Meal Grant Program** by scrolling down the **Initiate New Application** box and select **Home-Delivered Meal Grant Program** (Figure 2 & 3).

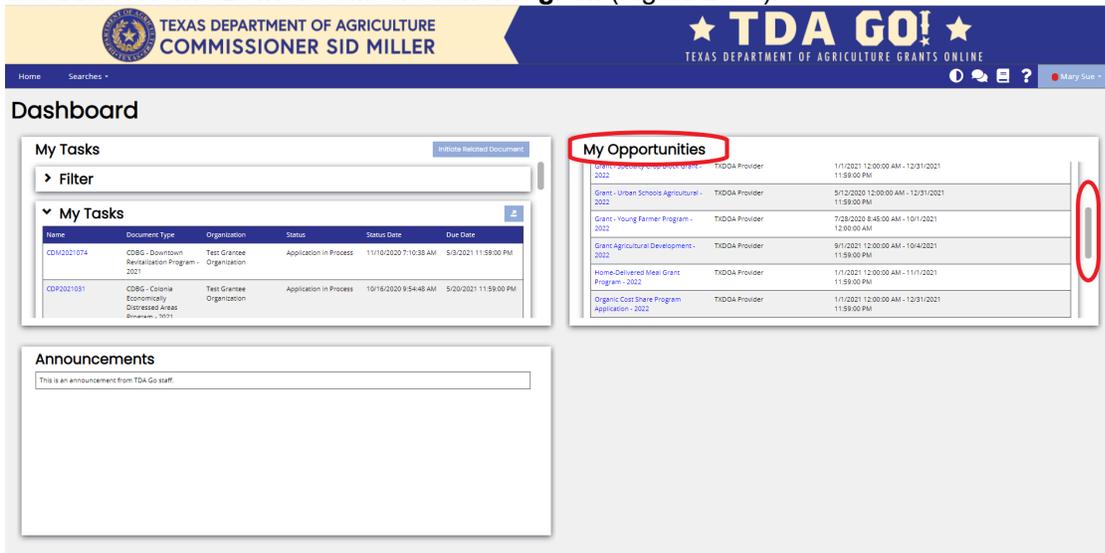


Figure 2. My Opportunities and location of scrolling tool

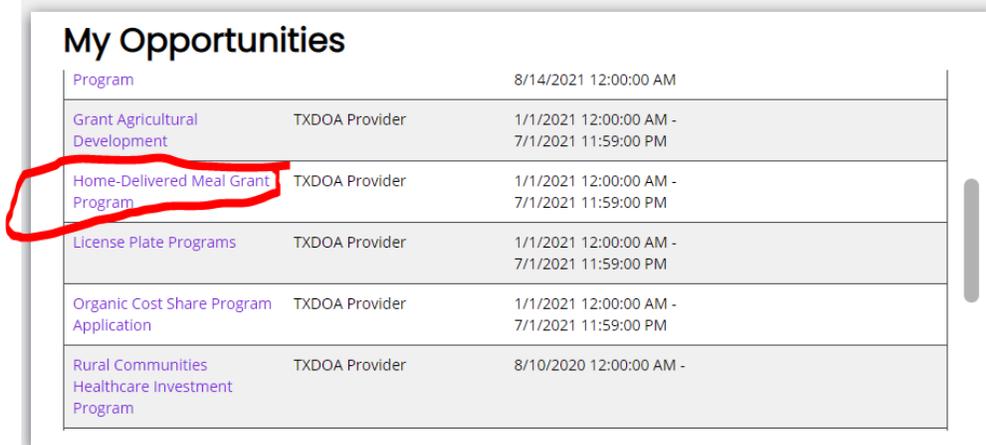


Figure 3. Selection for New HDM Application. Please note dates are for testing purposes only  
A brief description and agreement language appears (Figure 4). Read and select **Agree**.

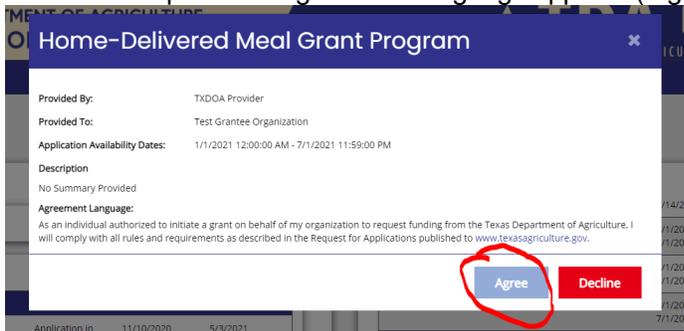


Figure 4. Agreement

## Document Landing Page

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

The screenshot shows the TDA GO! interface. At the top, there is a header with the Texas Department of Agriculture logo and the text 'TEXAS DEPARTMENT OF AGRICULTURE COMMISSIONER SID MILLER' on the left, and '★ TDA GO! ★ TEXAS DEPARTMENT OF AGRICULTURE GRANTS ONLINE' on the right. Below the header is a navigation bar with 'Home' and 'Searches' on the left, and user information 'Mary Sue' and a 'New Note' button on the right. The main content area is titled 'Document Landing Page' and displays the following information:

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

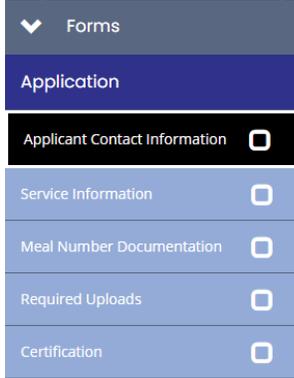
- **Forms** is a list of required information that includes Applicant Form, Proposed Project, Budget Form, Required Uploads, and Certification.
- **Tools** include Add/Edit People that can access the application, Status History, Modification Summary, Attachment Repository, Notes and Print Document ability.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



# Application Form Guidance

## Step 1: Applicant Contact Information

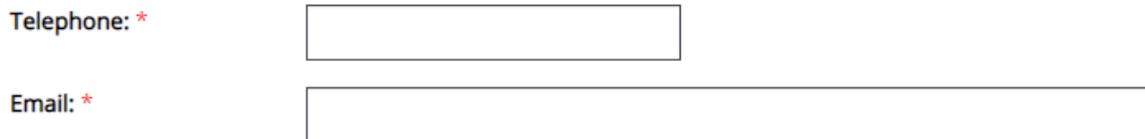
Expand the **Forms** drop down menu and select Applicant Contact Information (Figure 9).



The image shows a vertical dropdown menu titled 'Forms'. The menu is expanded, showing several options: 'Application' (highlighted in dark blue), 'Applicant Contact Information' (highlighted in black with a white square icon), 'Service Information' (with a white square icon), 'Meal Number Documentation' (with a white square icon), 'Required Uploads' (with a white square icon), and 'Certification' (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).



The image shows two form fields. The first is labeled 'Telephone: \*' and is an empty rectangular box. The second is labeled 'Email: \*' and is a longer empty rectangular 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**.

1. **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. \*



The image shows a dropdown menu with the text 'Mary Sue' inside. A red circle highlights the dropdown arrow icon on the right side of the box.

Figure 11. Authorized Official Selection

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

2. **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.
3. **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.
4. **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 by County

County

Clear

**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).

1700 Congress Ave # 11

Congressman Roger Williams U.S. Congressional District 25	
Representative Gina Hinojosa Texas House District 49	
Senator Sarah Eckhardt Texas Senate District 14	
Ms. Rebecca Bell-Metereau State Board of Education District 5	
Senator John Cornyn U.S. Senate	
Senator Ted Cruz U.S. Senate	

**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.

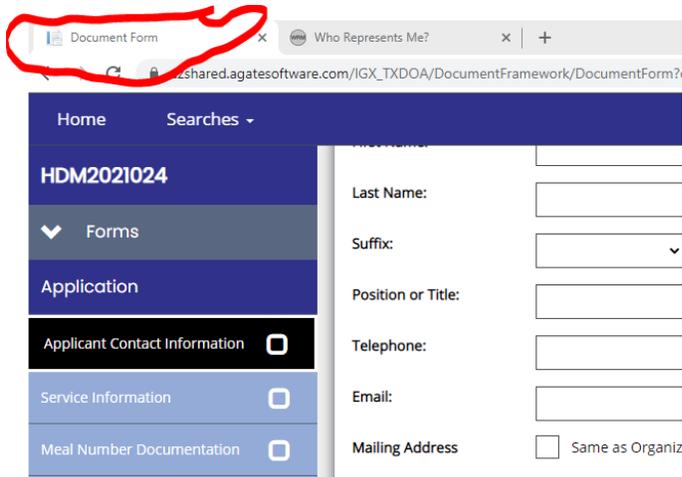


Figure 15. Document Form tab/Who Represents Me? tab

### 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**.

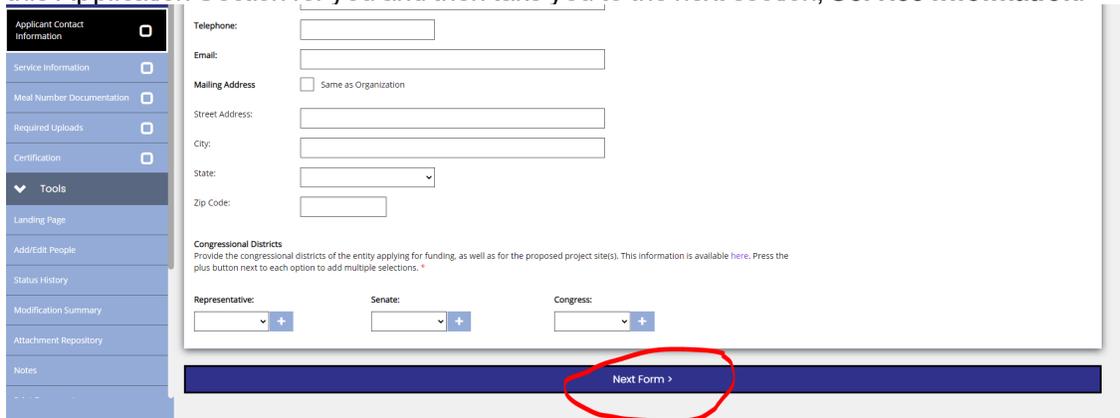


Figure 16. Next Form selection that will take you to next form

**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).

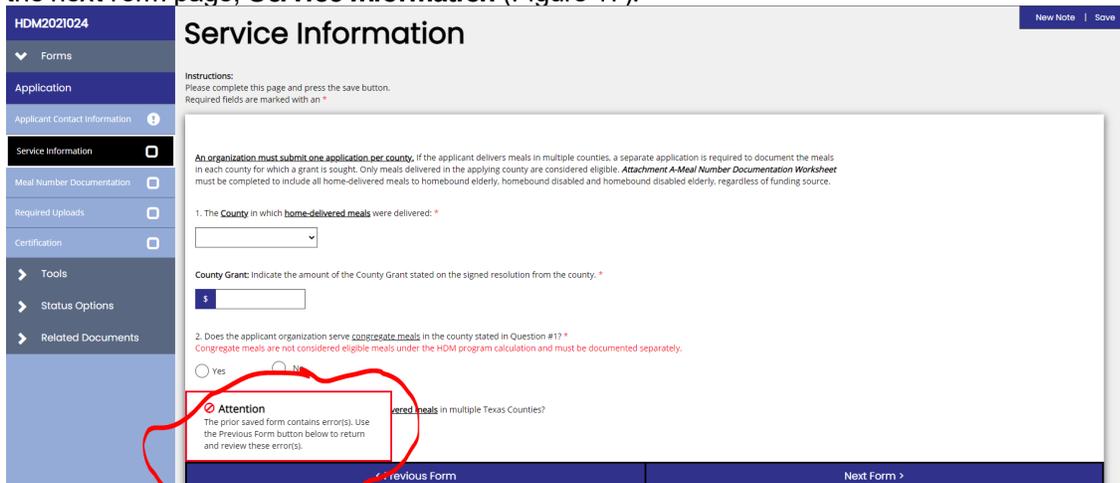


Figure 17. Error Message

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).

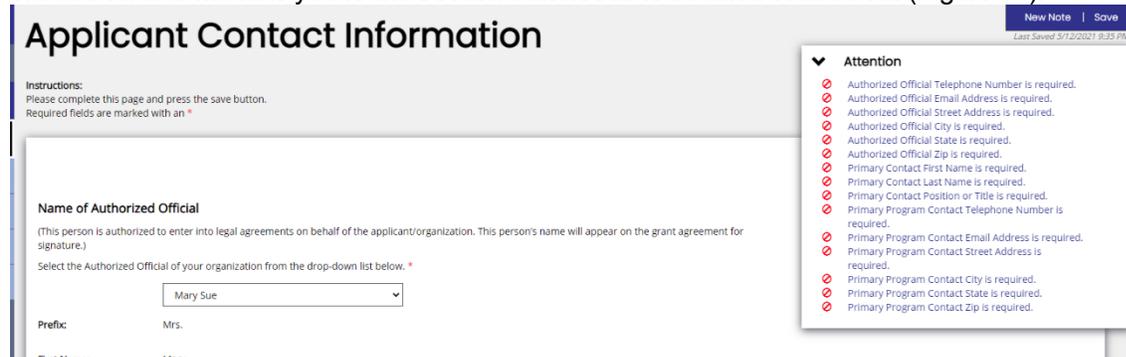


Figure 18. Selectable error list

### 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.

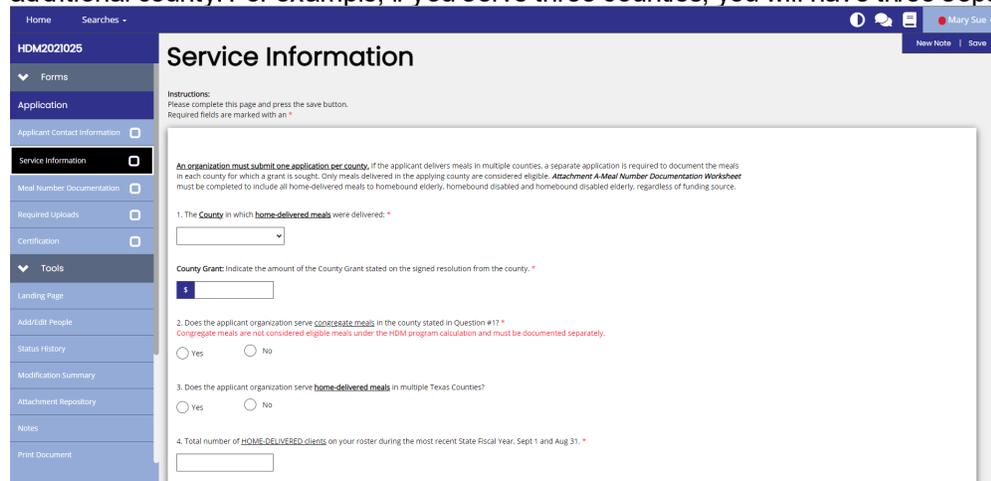


Figure 19. Service Information Page to be filled out

### 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	
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 congregated meals in order to avoid errors in grant calculations.  
**NOTE: If this number is miscalculated, includes congregated 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)													2	
Title III C2 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 (HHS)													0	
Evercare/StarPlus Meals													0	
Locally Funded Meals***													0	
Other Meals****													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).

Home    Searches ▾

**HDM2021025**

Forms ▾

Application

Applicant Contact Information

Service Information

Meal Number Documentation

**Required Uploads**

Certification

Tools >

Status Options >

Related Documents >

TDA Approved Resolution - Completed by the county in which you are applying and meals are delivered. \*

Select

Notarized Application Form - Print a signed copy of the Certifications form in this application, have the form notarized, and upload here. \*

Select

Financial Statements - 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). \*

Select

Copy of most recent Health Inspection Report, food establishment permit, or proof of exemption. \*

Select

Payee Identification Number Application - This will be required for all applicants. Per the Texas Comptroller Purchasing Guideline, TDA is required to collect this document every year to ensure payments are being issued correctly.

Select

**Additional Required Documents for Nonprofits only**

Documentation of qualifying nonprofit private organization (i.e., IRS Determination Letter).

Select

List of nonprofit Board of Directors and Officers

< Previous Form

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.

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

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.

*Enter Legal Name of Organization. Must match Legal Name 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 term 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

- *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

1. Ensure all sections of the Payee Identification Form are completed. This form is required per Texas Contract Management guidelines. By completing this form, you are assisting TDA with contract management standards to set up accounts for grant awards.

**W-9 IRS Federal Tax Form** – TDA is required to collect this.

## 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.

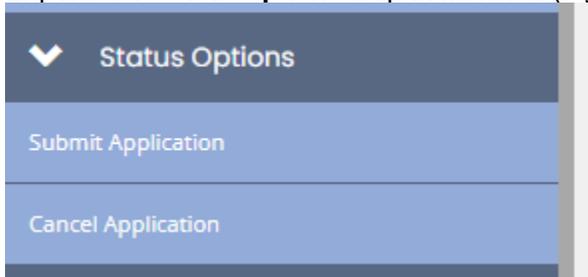


## Step 8: Application Submission

Once the application is certified/e-signed and complete, you must **SUBMIT** the application within the TDA-GO system.

The option is only available to the **Authorized Official**.

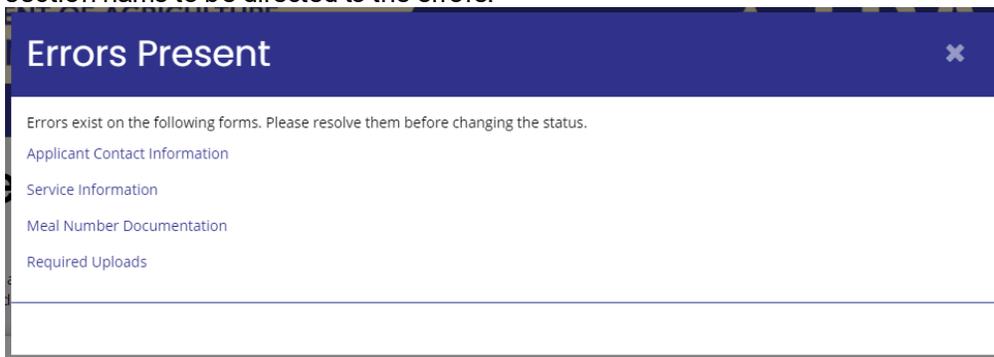
Expand the **Status Options** drop down menu (Figure 29).



*Figure 29. Status Options drop down menu*

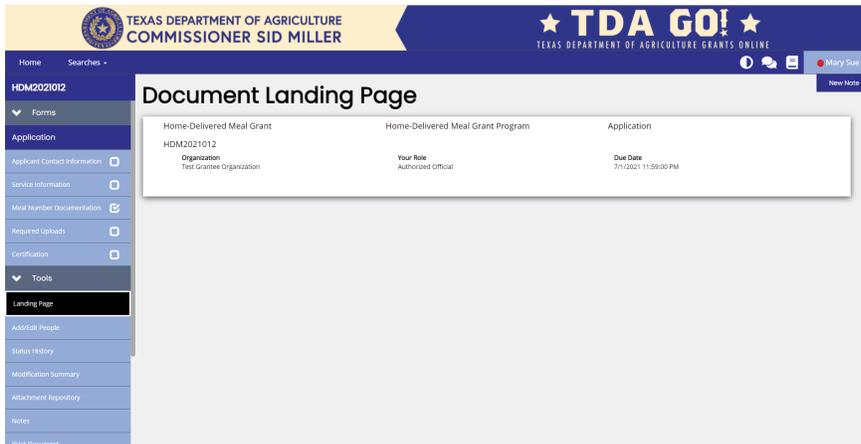
Select **Submit Application**.

**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.

## TDA-GO New User Instructions

Click here to access the TDA-GO website or copy and paste the following in your browser: <https://tda-go.intelligrants.com/>

### Step 1: User Access

An applicant must first register as a User in TDA's online Grant Application/Management system called TDA-GO. If the applicant organization is a new user to TDA-GO, proceed to **Step 2: TDA-GO New User Set Up**. If the applicant organization is already a User of the TDA-GO system and need to add additional personnel as New Users, please proceed to **Step 3: Adding Users and Assigning Roles**.

The TDA-GO system allows organizations to assign applicable security roles to different users. When a New User request is submitted, TDA will approve the user and apply the appropriate security role: Authorized Official, Project Director, and Consultant/Researcher.

- Authorized Official – person authorized to enter into legal agreements on behalf of the organization.
- Project Director – Personnel involved in grant administration.
- Consultant/Researcher – A third party member assisting with a single grant application *or* employee/researcher/staff/PIs/Professors assisting with a single grant application.

### Step 2: Registering a New User Organization in TDA-GO

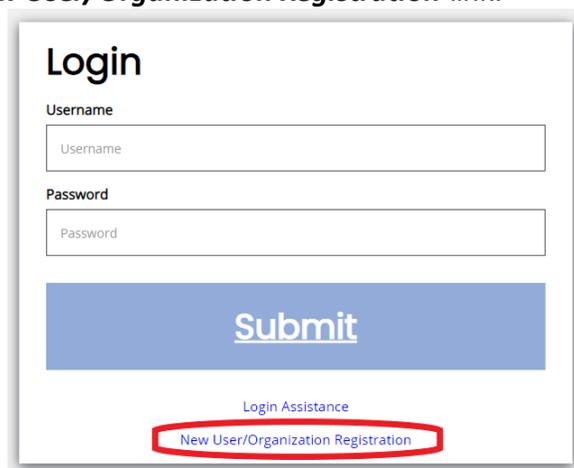
The following describes how to access the TDA-GO online grant system by setting up a new account for an organization. The applicant organization must have a user account to access the program application. **THIS MUST BE DONE 48-72 HOURS PRIOR TO SUBMITTING AN APPLICATION!**

#### Steps to Get Started:

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

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

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



Username

Password

Submit

Login Assistance

**New User/Organization Registration**

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

## Legend

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

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

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

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

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

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

**Street Address (Required)**

**State (Required)**

**County (Required)**

**City (Required)**

**Zip Code (Required)**

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

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

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

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

**New User Registration**

Page instructions for the registration modal

First Name  Middle Name

Last Name  Prefix  Suffix

SAM   FEIN

DUNS

Organization  Title

Address  Address 2

State  County

City  Zip Code

Email  Phone

Phone 2  Fax

Cell Phone  Website

Username

Password  Verify Password

Notes

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

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

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

Mindy Fryer TDA GO! Registration Approved

TDA-GO@IntelliGrants.com(TDA-GO@IntelliGrants.com via ama)

To  Mindy Weth Fryer Mon 12/13/2021 10:12 AM  
Retention Policy  Expires 1/12/2022

The actual sender of this message is different than the normal sender. Click here to learn more.

**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.**

The user Mindy Fryer has been approved for TDA GO! To access the system please navigate to <https://tda-go.intelligrants.com>.

## Step 3: Adding Users and Assigning Roles

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

### **TDA-GO User Roles:**

#### **Authorized Official (AO) for Applicant Organizations**

Who: Person authorized to enter into legal agreements on behalf of the organization  
Created By: Initially, the AO is created when the Organization account is established. Additional AO's may be added once Organization account is approved.

- TDA-GO tasks:
- Create new user accounts for organization members
  - Initiate an application
  - Complete all required application fields
  - Certify and Submit an application
  - Execute Grant Agreements
  - Initiate/Complete/Submit Payment request/Performance reports

#### **Project Director (PD) for Applicant Organizations**

Who: Personnel involved in grant administration  
Created By: The organization's AO creates and manages PD users

- TDA-GO tasks:
- Create new user accounts for organization members
  - Initiate an application
  - Complete all required application fields
  - Initiate/Complete/Submit Payment request/Performance reports

#### **Consultant/Researcher (C/R)**

Who: A third-party person assisting with a *single* grant application or employee/researcher/staff/Pis/professors assisting with a *single* grant application.

Created By: The C/R registers individually as a New User. The AO DOES NOT create C/R users.

- TDA-GO tasks:
- Complete all required application fields
  - Initiate/Complete Payment request/Performance reports

### **Adding additional Authorized Officials and Project Directors Instructions**

After logging into the TDA-GO system, the AO will see the Dashboard. In the upper right-hand corner, click on the arrow next to the AO name, and select **Profile** from the drop-down menu (Figure 1).

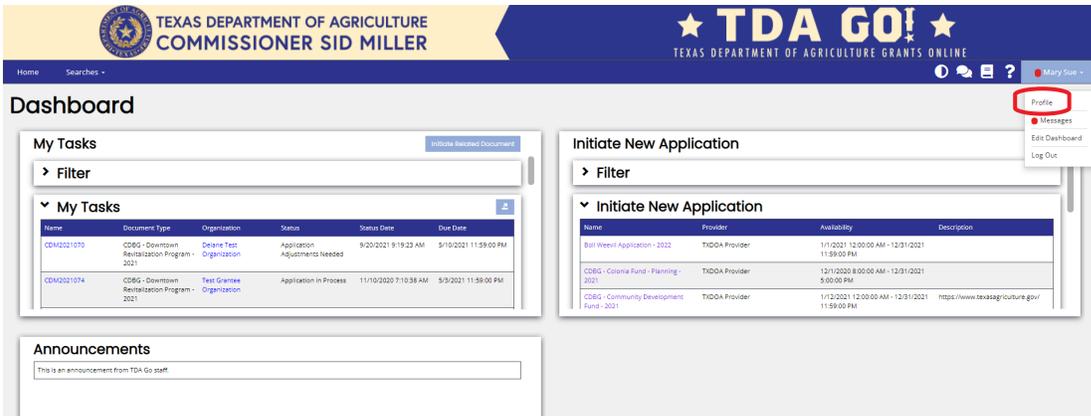


Figure 1. Landing page after logging in and Profile button location

The **Profile** page shows basic information for the primary AO and the Organization. Located on the left-hand side of the webpage, the AO can access the Organization information (Figure 2). The AO can update general information for the organization, as well as add and manage organization members.

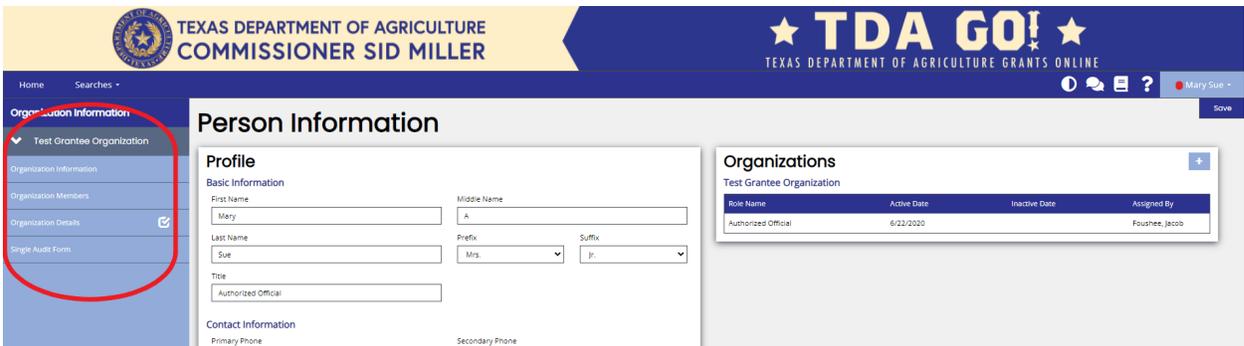


Figure 2. Accessing Organization pages

To add a new member, click on **Organization Members**. To the right in the box titled “Members Search”, click the **Plus (+)** button to add person.

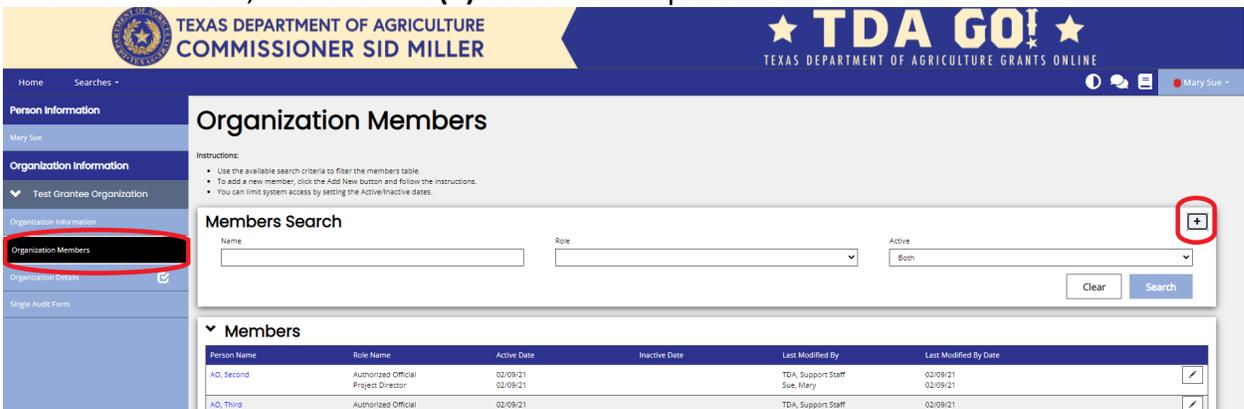


Figure 3. Location of Plus (+) button to add new organization members (AO and PD)



Complete the **Add Person** form (Figure 4) for the new user to the organization. Please remember, this process is only to add additional Authorized Officials (AO) or Project Directors (PD). Click the **Save** button. See below for form Legend.

**Legend**

**First Name (Required)** – the first name of new user.

**Middle Name** – the middle name of new user.

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

**Title** – the position title of the new user.

**Address (Required)** – the street address of the organization.

**City (Required)** – the name of the city of the organization.

**State (Required)** – select the state of the organization using the state drop-down menu.

**Zip Code (Required)** – the zip code of the organization.

**County (Required)** – select the county where the organization is located using the county drop-down menu.

**Phone (Required)** – phone number of the new user.

**Email (Required)** – email address of the new user.

**Role** - select drop-down menu to select a role for the new user.

**Active Date** – date selection tool to select the active date for the new user.

**Inactive Date** – date selection tool to select the inactive date for when the user is no longer active.

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

**Password (Required)** – create a password for the new user. The user can reset this once access to TDA-Go is granted. The password field is case sensitive and will not recognize characters of the wrong case.

### [Login Assistance](#)

The TDA GO portal allows the user to request a temporary password be generated and sent to their email address. To do

so, complete the following steps:

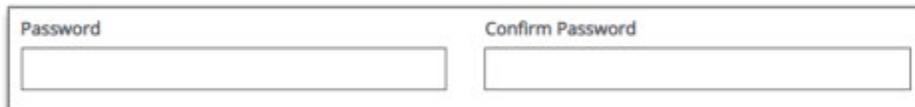
- 1) Click on the Login Assistance link.
- 2) Enter the username and the email address. Click on the Email button. A temporary password will be sent to the email address supplied.



- 3) Once the user has received a temporary password, they will need to login.

**NOTE:** The password field is case sensitive and will not recognize characters of the wrong case. Precision when entering the password into the password field will decrease the risk of error messages being generated by the system.

- 4) At that point, the user will be brought directly to the Profile page and requested to create a new password into the Password and Confirm Password fields are available.



### Confirmation Email

After submitting your application, you will receive a confirmation email (Figure 32).

From: [websites@agatesoftware.com](mailto:websites@agatesoftware.com) <[websites@agatesoftware.com](mailto: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*