TEXAS DEPARTMENT OF AGRICULTURE
TEXANS FEEDING TEXANS:
HOME-DELIVERED MEAL GRANT PROGRAM

COMMISSIONER SID MILLER

Fiscal Year 2024
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 will be accepted starting September 1, 2023 and must be received by Wednesday, November 1, 2023, 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

Key Elements

Required Action	Timing to Obtain/Submit
County Grant – Resolution – Schedule your resolution approval with your County Commissioners Court.	July – Oct 31, 2023
TDA Deadline to receive final application and all supporting materials through TDA-GO!	November 1, 2023 - 11:59 p.m. Central Time
Create your TDA-GO! profile (if you do not already have one)*	48-72 hours ahead of the application submission deadline for TDA to approve account.
Items needed to register for TDA-GO! *(see TDA-GO Access Instructions)*	
• Obtain Your Organization's UEI Number and establish an Active SAM.gov Account (if you do not already have one) *	Not required for this grant
• Obtain a TIN/EIN (if you do not already have one) *	up to 2 weeks
Award Timeline	
• Anticipated Award	January 2024 (or as soon thereafter as practical)
• Anticipated Start Date of Project/Grant	February 1, 2024
• End Date of Project	January 31, 2025

* Text hyperlinks will direct you to applicable websites

Table of Contents

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 Meal Grant Program (HDM Program). 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

TDA to Begin Accepting Applications	September 1, 2023
Application Deadline	November 1, 2023*
Anticipated Announcement of Grant Awards	January 2024
Start Date of Grant Award	February 1, 2024
End Date of Grant Award	January 31, 2025

See Submission Information section below.

Eligibility

To be eligible for HDM Program 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 the 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 a completed county resolution form, as provided by TDA;
9. Must strictly comply with HDM Program 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
10. Must provide a certificate (or equivalent document) of a current health inspection before grant funds are awarded.

For purposes of the HDM Program, the following definitions 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.
- "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.
- "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.

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

Program Contacts

Grant Program and Application Support - Monday – Friday 8:00 AM to 5:00 PM (CT)
TDA staff are available to answer questions regarding the HDM Program and to provide clarifying information concerning this RFGA.

Primary Contact – Julia Rico
Grants Specialist
Phone: (512) 463-7448
Email: Grants@TexasAgriculture.gov

Secondary Contact - Mindy Fryer
Director
Email: Grants@TexasAgriculture.gov

TDA-GO! Help Desk for Technical Support

Monday – Friday 8:00 AM to 5:00 PM (CT)
866-449-1425
azhelpdesk@agatesoftware.com

TDA staff will not review any grant proposals prior to the application deadline.

Grant Recipient Responsibilities and Accountability

Selected applicants (Grant Recipients) will be responsible for the conduct of the grant award supported by the HDM 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. Grant Recipient must carry out the activities described in the approved scope of work.

Grant Recipient will be accountable for documenting the use of grant funds and must ensure funds are used solely for authorized purposes. 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.
- Grant Recipient follows procedures and maintains facilities in a manner that complies 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 the HDM 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 grant project, or longer if required by TDA.
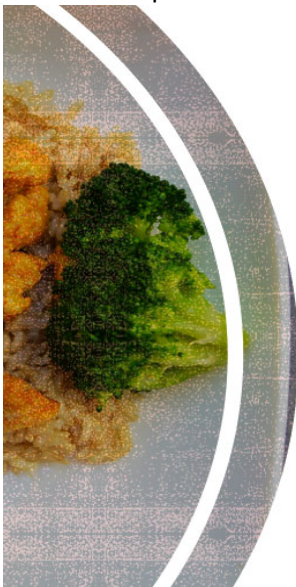
Funding Parameters

Grant awards, if any, under this RFGA 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 Principles;
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.

TYPES OF RECORDS FOR IMPLEMENTATION

CLIENT INTAKE FORMS

MEAL ROSTERS

NUTRITION STANDARDS

HEALTH AND SAFETY INSPECTION

TEMPERATURE AND DELIVERY STANDARDS

ACCOUNTING

MEAL COUNT DOCUMENTATION

Grant Allocation

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

Amount of the County Grant –

- Did your 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 entitiy's resolution include a county grant and does the cumulative total of the county grants meet 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.
- Click here to access minimum contribution amounts.

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

County Senior Population

- TDA will be utilizing the 2020 census numbers.

Term of Funding or Duration of Projects

TDA anticipates that a Notice of Grant Award will be made on or around December 2023/January 2024, or as soon thereafter as practical. All approved grant projects will have a grant term of February 1, 2024 to January 31, 2025.

Application Requirements

Applications will be accepted beginning September 1, 2023 and must be submitted in TDA's online Grant Application/ Management system "TDA-GO!" no later than November 1, 2023.

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

1. **Application Contact Information**
   i. Name of Authorized official – required

    ii.   Name of Primary Program Contact- required

    iii.   Name of Secondary Program Contact – optional

    iv.   Congressional Districts

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. 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 entitled **Application Form Guidance below** for detailed instructions on each section of the application.

Budget Information

Once grant awards are calculated and Grant Recipients are notified of their award amount, each Grant Recipient will enter an estimated budget during the grant agreement execution period.

Sample Budget Summary

The following guidance shall be used to develop your budget summary:

1. Use of Funds. The expenditure of grant funds by 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. Similar to all other expenditures, small equipment expenses must be allocated to all appropriate funding sources.

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.

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) Capital assets - Capital assets include any equipment valued at $5,000 or more;

d) Entertainment;

e) Equipment – Tangible personal property costing over $5,000 per unit and having a useful life over one year (freezers, kitchen equipment, etc.);

f) Expenses falling outside of the contract period;

g) Expenses for items not listed in the project budget or that fail to meet the intent of the program;
h) Expenses that are not adequately documented or that do not meet the intent of the grant program;
i) Gift cards;
j) Indirect Costs;
k) Tips;
l) Travel – No reimbursement for transportation related to business travel, lodging, meals, or any food items related to travel.

Reporting Requirement

Approved projects will be required to submit quarterly expenditure reports in TDA-GO 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.

SAMPLE OF BUDGET REPORT

General Information

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.

All information submitted through the TDA-GO! system is subject to disclosure under the Texas Public Information Act (PIA). Applicants should NOT include proprietary or otherwise confidential information in their applications or other submitted information. If confidential, proprietary, trade secret or privileged material is essential to the application, please contact TDA.

Additional Information

- Assistance is available in English and Spanish. Please call (512) 463-7448 to request assistance.

- 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.

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 (SAO) Hotline by calling (800) TX-AUDIT (892-8348);
    - visiting the SAO 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.

Compliance Information

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. In addition, Grant Recipient must agree to and remain in full compliance with all Certifications and Assurances included in Exhibit D to TDA's grant awards for state grants, which is available online via the following link https://texasagriculture.gov/Portals/0/Publications/ER/HDM/2024/Grant_Agreement_-_HDM.pdf?ver=OMes0sZBFeMpl2bxgmRbFg%3d%3d. 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).

Submission Instructions

LATE 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. CT on Wednesday, November 1, 2023 (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.

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.

TDA-GO Access 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: Accessing Grant Opportunity
The following describes how to access the 2024 HDM Program 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 31**

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.
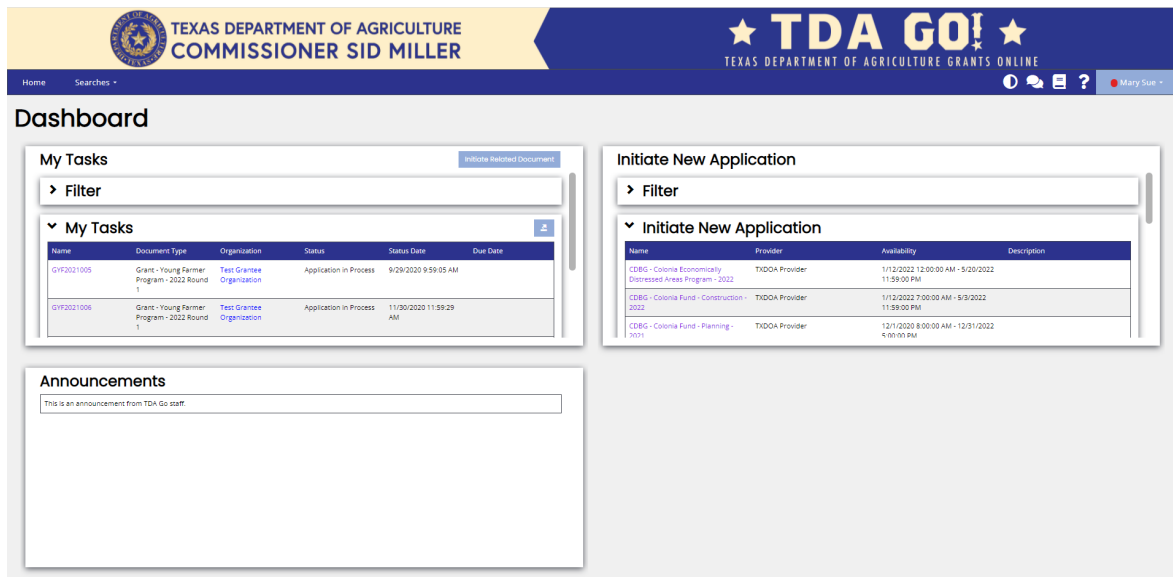
Figure 1. Landing page after logging in

Choose the **Application** by scrolling down the **"Intiate New Application"** box and select **Home Delievered Meals - 2024** (Figure 2 & 3).
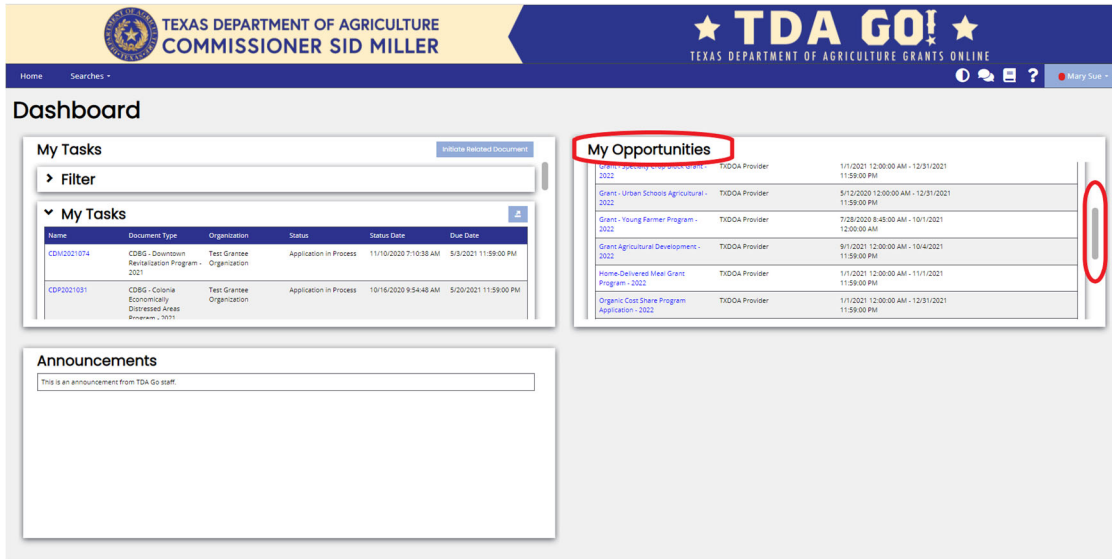
Figure 2. My Opportunities and location of scrolling tool
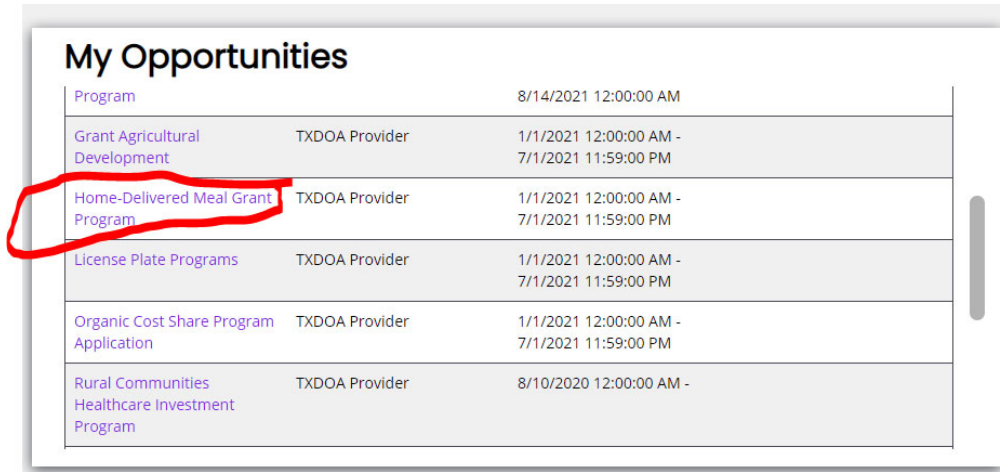
Figure 3. Selection for New HDM Application. Please note dates are for testing purposes only

A brief description and agreement language appears (Figure 4). Read and select **Agree**.
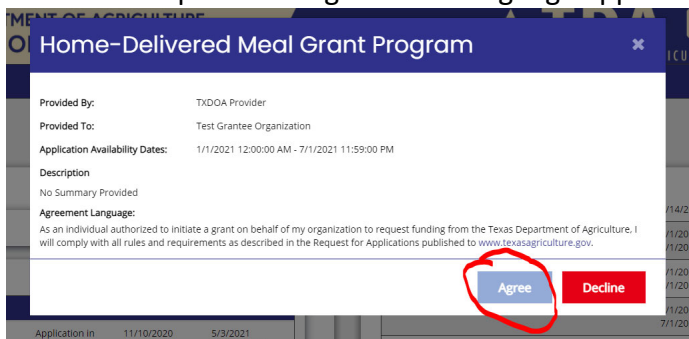
Figure 4. Agreement

Document Landing Page

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

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 submisson process. You will not need this function to submit your application.
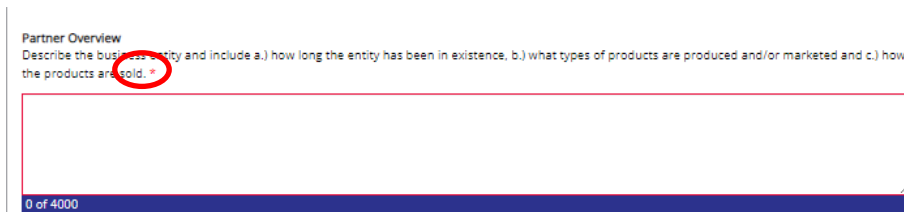
Application Form Guidance

The following section provides some additional guidance regarding key sections of the applications. TDA staff is available to answer questions regarding the program and to provide clarifying information concerning this RFGA. TDA staff will not review any grant proposals prior to the application deadline.

TIPS

As you move through the online application, here are a few tips to keep in mind:

1. All required fields are marked with a *. An error message will appear and the application may not be submitted if these required fields are not filled out (Figure 6).

Figure 6. Example of Required Fields

2. If a question has a Select button in the answer box, it is necessary to upload the appropriate documentation (Figure 7). Click on the Select Button to open the file selection screen.
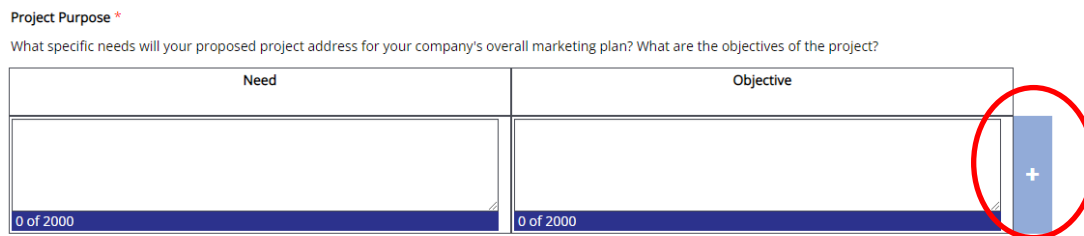
Figure 7. The Select button allows applicant to select and upload the appropriate documentation

3. Any field with a Plus (+) button has the ability to add an additional row (Figure 8).

Figure 8. Add additional rows by clicking the plus (+) button

You can delete additional rows by pressing the red minus (-) button (Figure 9)

Project Purpose *

What specific needs will your proposed project address for your company's overall marketing plan? What are the objectives of the project?

Need	Objective		
0 of 2000	0 of 2000	+	−
0 of 2000	0 of 2000	+	−
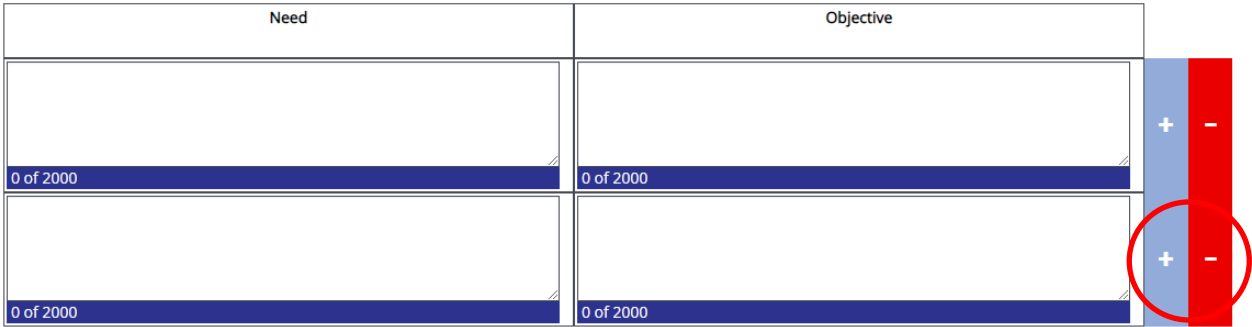
Figure 9. Subtract additional rows by clicking the minus (-) button

4. After completing the form, click the **Save** button in the top right hand corner (Figure 10). After clicking the **Save** button, if any required sections are missing, an error message will appear (Figure 11).
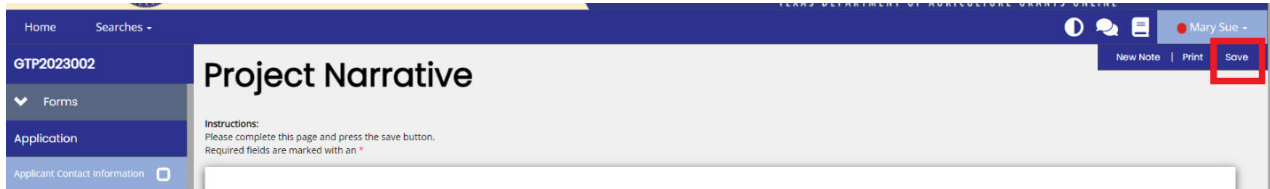
Figure 10. Regularly save your work by clicking the save button in the upper right hand corner
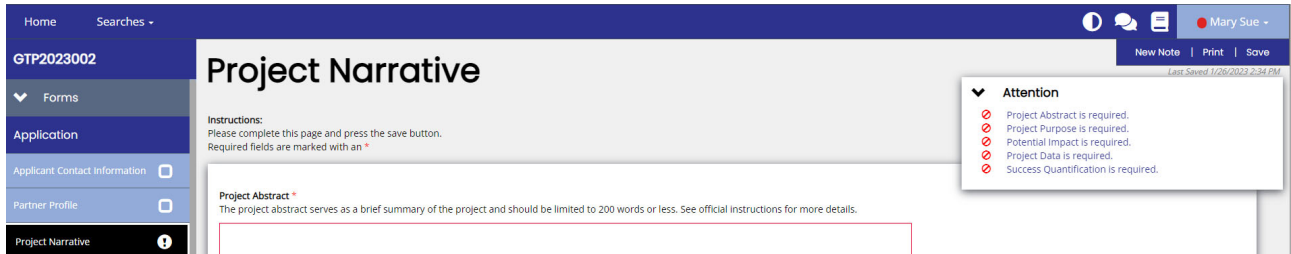
Figure 11. Error Message of missing required message

Step 1: Start Application Form Applicant Contact Information

Expand the **Forms** drop down menu and select Applicant Contact Information (Figure 12).
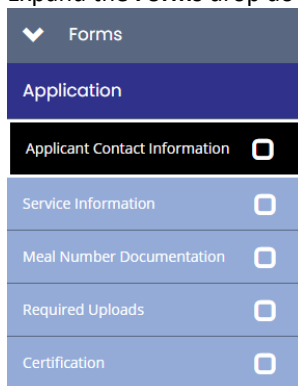
Figure 12. Application Contact Information location

NOTE: All required fields are marked with a *. An error message will appear and the application will not be able to be submitted if these required fields are not filled out (Figure 11).

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 13).

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. *

Figure 13. Authorized Official Selection

Then complete 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 14).

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 14. Finding Congressional District Information

This will take you to the **Who Represents Me?** page (Figure 15).

Find by street address, city, or ZIP

Street address

City , TX

Zip

Clear Find

Find by County

County ⌄

Clear Find

Figure 15. 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 16).

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

TRAVIS COUNTY
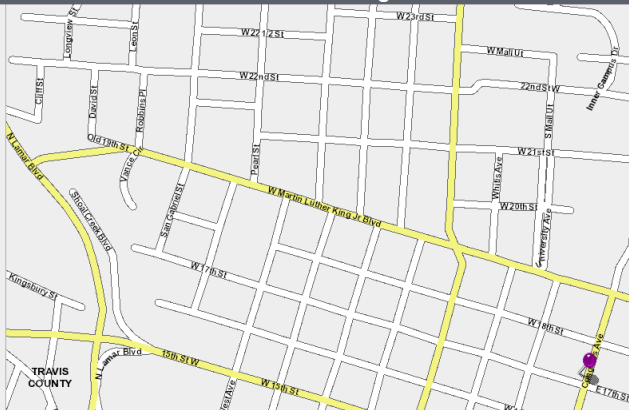
Figure 16. Example of Who Represents Me? results

Click over to the **Document Form** tab in your Internet Browser (Figure 17) and enter the information. You can click over to the **Who Represents Me?** tab if you need to review the information again.
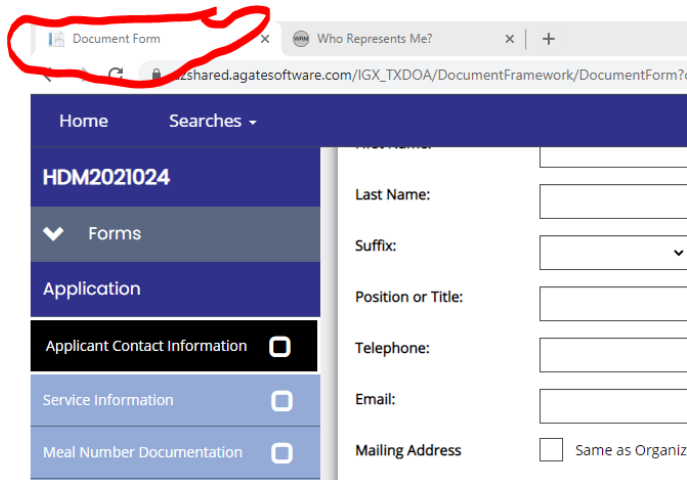
Figure 17. Document Form tab/Who Represents Me? tab

Finishing Applicant Contact Information

Once the four sections described above are filled out, select **Next Form** (Figure 18). TDA-GO! will save this Application Section for you and then take you to the next section, **Service Information**.
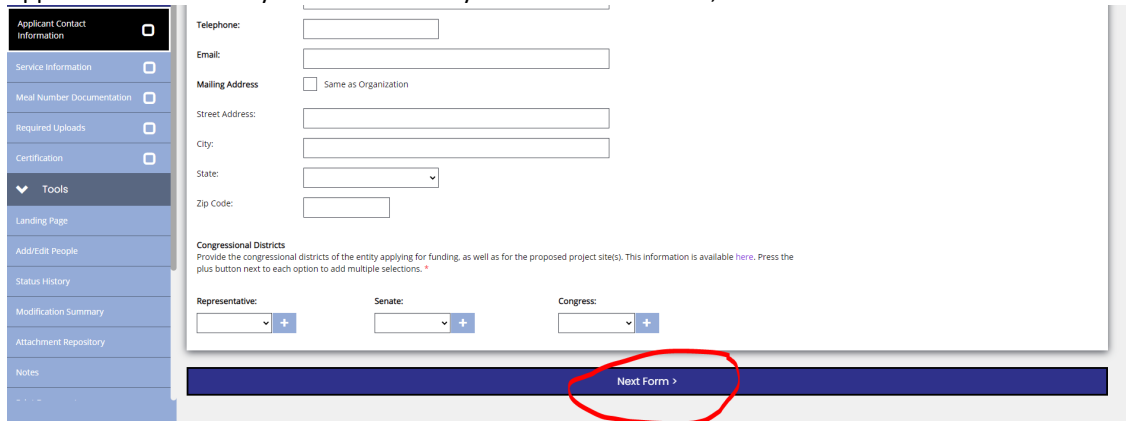
Figure 18. Next Form selection that will take you to next form

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 19).
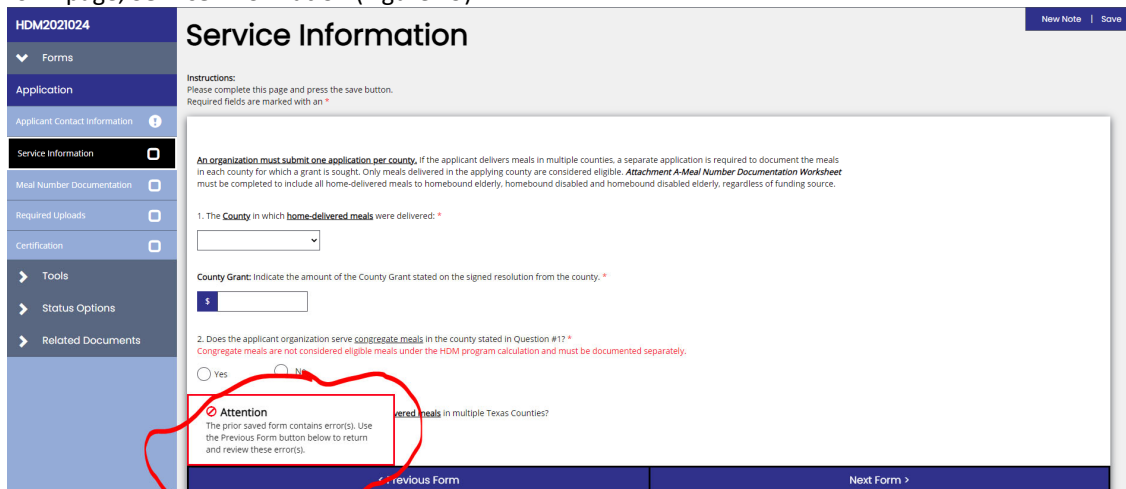
Figure 19. Error Message

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 20).

Figure 20. Selectable error list

Step 2: Service Information

Fill this section out in its entirerty (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 21. Service Information Page to be filled out

Finishing Service Information

Once this section is filled out entirely, select **Next Form** (Figure 22). 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.

Figure 22. Next Form selection will take you to the next form

Step 3: Meal Number Verification

Fill this section out in its entirety (Figure 23).

It is essential that meal numbers you enter are accurate. The information in this section is part of the data TDA uses to calculate 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 any congregate meals in these rows. If you need to add a funding source that is not already listed please use the + button to add a new row.

Figure 23. Meal Number Verification section to be filled out

The **Verification State Total** column is for administrative use only (Figure 24). 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.

Figure 24. 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 4: Required Uploads

Upload the appropriate document for each requirement indicated (Figure 25).

Figure 25. Required documents will be uploaded here

See additional details on the following pages about the required documents to be uploaded.

TDA Approved Resolution for County Grant

When the Texas Legislature created the HDM Program, it included a requirement that "the county in which the organization provides meals must make a grant to the organization" and further details that the grant should be in an amount equal to 25 cents for each person at least 60 years of age who resides in the county or the resulting grant from TDA shall be proportionately reduced.

Applicants should work with county officials to get the resolution approved through the applicable Commissioner's Court in a timely manner prior to the application deadline.
NOTE: If the county prefers to utilize special paper or use a different font, this is acceptable as long as every single word from the approved resolution document is included.

At the end of the grant period, TDA will ask for a signed affidavit to ensure the county grant funds were received as indicated on the county's resolution.

Instructions on how to fill out the resolution correctly follows.

County Resolution Guidance

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 Business Name that is entered in the Applicant Contact Information section of the application in TDA-GO!.

County enters amount that they will provide your organization. Must match County Grant Amount listed in Service Information on the application in TDA-GO!.

BE IT RESOLVED BY THE COUNTY:

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

⬜ of ⬜ 20⬜ and the ⬜ of ⬜ 20⬜
Day   Month   Year   Day   Month   Year

County enters dates they will pay the Grant Amount through. See list of allowable date combinations.

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

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

⟋_____
Signature of Authorized Official of the County
Typed Name and Title
Typed Name and Title

County Authorized Official (not the Grant's Authorized Official). Typed Name and Title need to be entered underneath.

Allowable County Resolution Dates
One of the following date range options should be used on the County Resolution:
- September 1, 2023 – August 31, 2024 (State Fiscal Year)
- October 1, 2023-September 30, 2024 (Federal Fiscal Year)
- January 1, 2024 – December 31, 2024 (Calendar Year)
- February 1, 2024 – January 31, 2025 (HDM Program Year)

Financial Statements

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

    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 types of documentation must be sent in conjunction with submission of the HDM Program application; the most common documentation received by TDA 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 a scheduled appointment for the report 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 by the Texas Comptroller for Public Accounts for distribution of funds. By completing this form, you are assisting TDA with grant management standards to set up accounts for grant awards.

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

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

This is <u>required if you have never filled out this form</u> before or if your <u>bank information has changed</u>. TDA is issuing 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.

See next page for more information

Step 5: Complete Review and Certification

Before completing Step 6 Certification, please review application for completeness and accuracy. Once the application is certified and submitted, an applicant *CANNOT* make any additional changes.

Before certifying the application, please go over each section ensuring all information is correct 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 26).

Figure 26. 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 27). Click on the selection in the drop down menu and review and resolve the error messages.
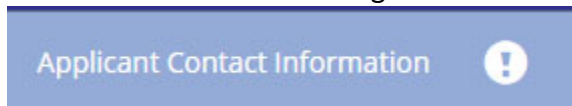

Figure 27. Incomplete section with error messages

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

Expand the **Forms** drop down menu and select **Certification** (Figure 18). To certify your application, check the box (Figure 28). 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 §501(a), Internal Revenue Code of 1986, as an organization described by §501(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 28. Authorized Official checks here

Step 6: Application Submission

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

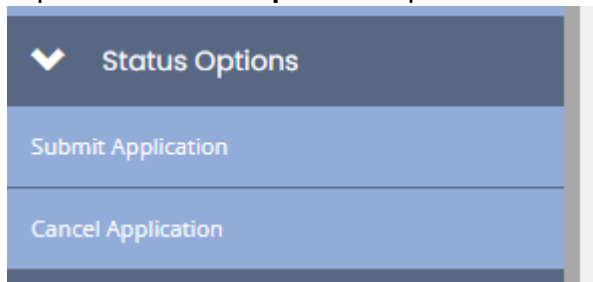Expand the **Status Options** drop down menu (Figure 29). Select **Submit Applicaiton.**

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.
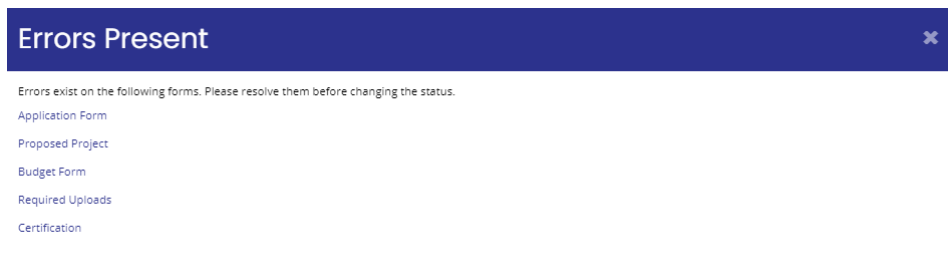

Figure 30. Error message will appear if you try to submit application with errors

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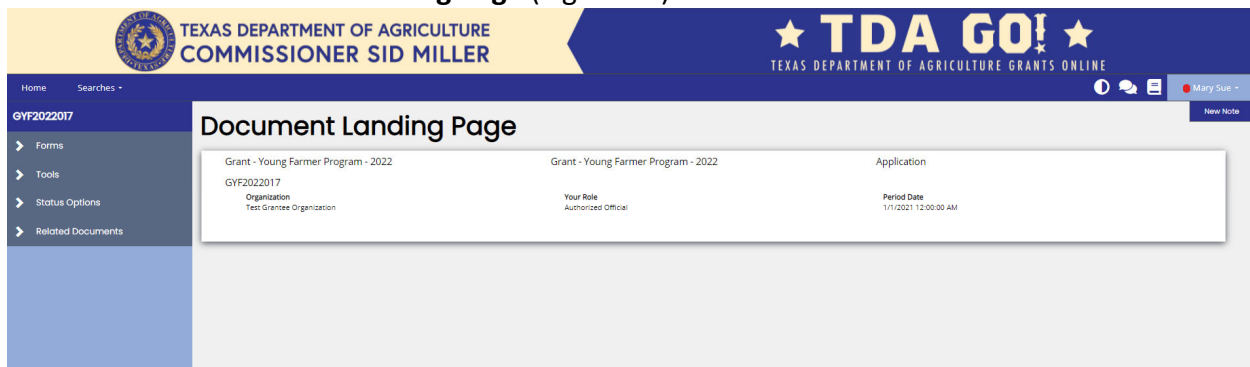

Figure 31. After application submission, you will return to the Document Landing Page.

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 of confirmation email

TDA-GO New User Instructions

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. <mark>THIS MUST BE DONE 48-72 HOURS PRIOR TO SUBMITTING AN APPLICATION!</mark>

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, complete the following steps:

1) Go to the TDA-GO! website: https://tda-go.intelligrants.com/
2) Click on the ***New User/Organization Registration*** link found in the Login box on the right side of the webpage.
3) Fill in the required fields and any optional fields desired. See Legend below for specific field instructions. Click on the ***Save*** button.

First Name (Required)
Last Name (Required)
SAM/UEI & DUNS (Required)
– Enter all zeros if you do not have these numbers (e.g. 000000000)
Organization (Required) – Enter FIRST AND LAST NAME (applicant).
Title – Enter Business title
Street Address (Required)
State (Required)
County (Required)
City (Required)
Zip Code (Required)
Email (Required)
Phone (Required)
Username (Required) – the username the registering user wishes to register for. Use your email address.
Password/Verify Password (Required) – the password the registering user (applicant) wishes to register for.
Notes: **Enter: HDM Grant**


4) **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.
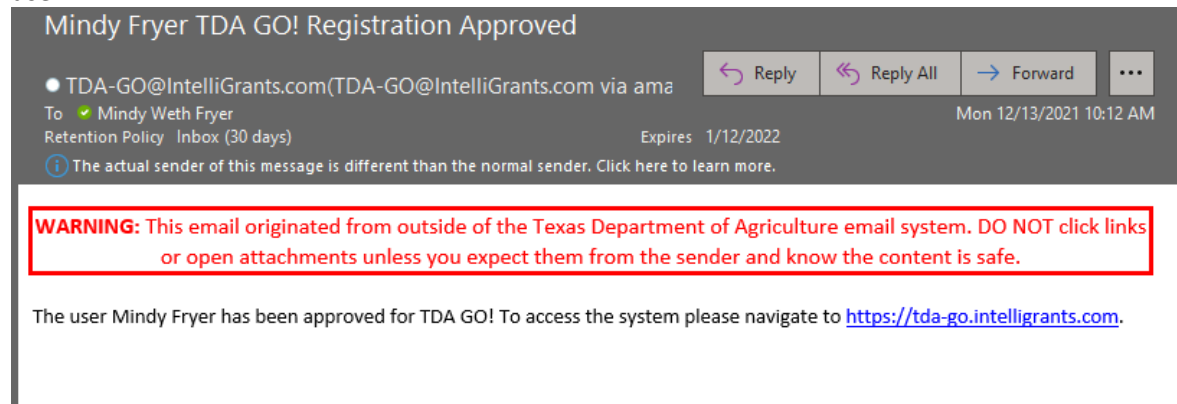
Step 3: Adding Users and Assigning Roles

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 <u>*DOES NOT*</u> 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).
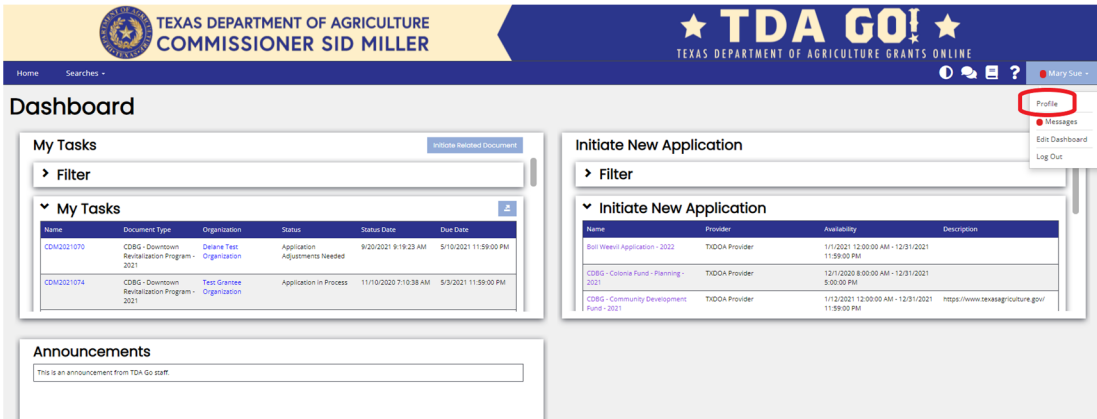
Figure 1. Landing page after logging in and Profile button location

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.
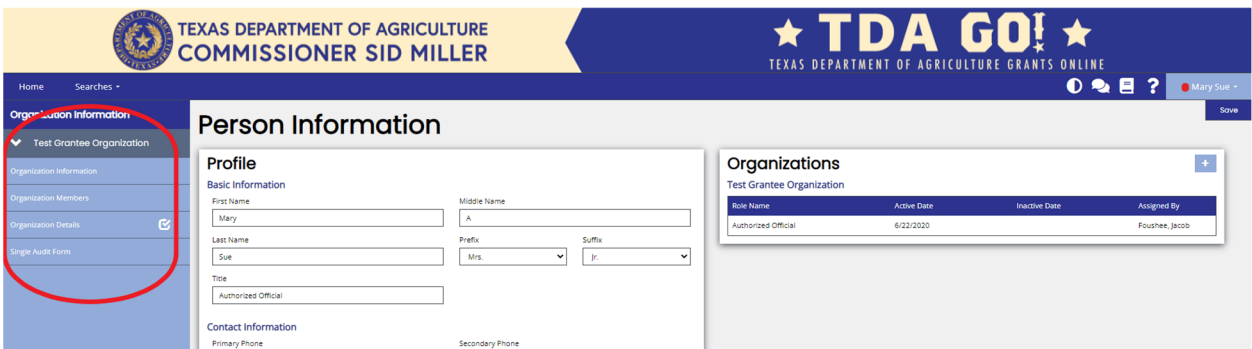

Figure 2. Accessing Organization pages

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.
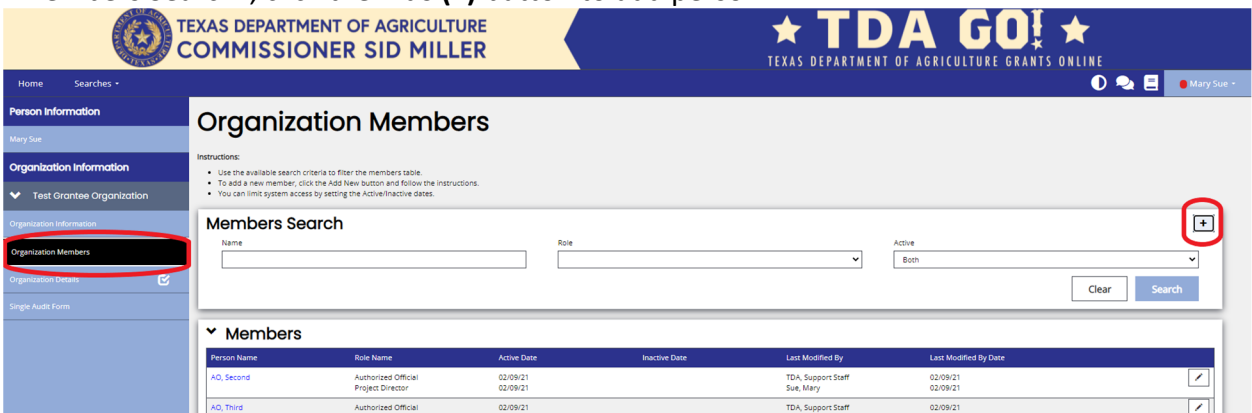

Figure 3. Location of Plus (+) button to add new organization members (AO and PD)

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.

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 password reset 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 email address. Click on the Email button. A reset link will be sent to the email address supplied.

Forgot Password

Email

Username

Forgot Username   Clear   Email

3) An email like the following will be sent to reset your password:

From: TDA-GO@IntelliGrants.com <TDA-GO@IntelliGrants.com>
Sent: Monday, June 26, 2023 1:01 PM
To: Mindy Weth Fryer <Mindy.Fryer@TexasAgriculture.gov>
Subject: Password Reset

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.

You have requested a password reset. Please use the link below reset your password. It will expire in 15 minutes.
Reset Password

If you did not request this reset and would like to invalidate and cancel the request, please click here.

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.
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.

Password   Confirm Password