Contents
Statement of Purpose ..................................................................................................................................................... 3
Request for application (RFA) ....................................................................................................................................... 3
Projected Timeline ......................................................................................................................................................... 4
Eligibility ....................................................................................................................................................................... 4
Grantee Responsibilities and Accountability ................................................................................................................. 4
Funding Parameters ....................................................................................................................................................... 5
Term of Funding or Duration of Projects ...................................................................................................................... 5
Application Requirements ............................................................................................................................................. 5
Budget Information ........................................................................................................................................................ 6
Evaluation and Selection Information ........................................................................................................................... 7
Reporting Requirements ................................................................................................................................................ 7
Deadline for Submission of APPLICATIONS .............................................................................................................. 8
General Information .................................................................................................................................................... 10
Grantee Requirements ................................................................................................................................................ 11

Please read all materials before preparing and submitting the application. Failure to follow the instructions and requirements described in this Request for Application may result in the disqualification of the application.
NOTICE REGARDING THE INCLUSION OF CONFIDENTIAL, PROPRIETARY, TRADE SECRET OR PRIVILEGED INFORMATION IN AN APPLICATION

Please take notice of the following:

If it is necessary for Respondent to include proprietary or otherwise confidential information in its application or other submitted information, Respondent must clearly mark and label all confidential, proprietary, trade secret or privileged material in 14 point or higher bold font on each page as it appears, and identify the specific exception to disclosure in the Texas Public Information Act (PIA) for each specific piece of confidential, proprietary, trade secret or privileged information. Additionally, all confidential, proprietary, trade secret or privileged information must be segregated in a separate and discrete section of the application, which must be able to be conveniently separated and detached from the other sections of the application. Failure to properly label, identify, and segregate any confidential, proprietary, trade secret or other privileged information in the application may result in all such information or material being disclosed as public information. Merely making a blanket claim that the entire application is protected from disclosure because it contains any amount of confidential, proprietary, trade secret or privileged information is not acceptable, and shall make the entire application subject to release under the PIA. In order to initiate the process of seeking an Attorney General opinion on the release of confidential, proprietary, trade secret or privileged information, the specific provisions of the application that are considered by Respondent to be confidential, proprietary, trade secret or privileged and confidential must be clearly labeled and segregated as described above. Any information which is not clearly identified as confidential, proprietary, trade secret or privileged shall be deemed to be subject to disclosure pursuant to the PIA.
STATEMENT OF PURPOSE

The Texas Department of Agriculture (TDA) is authorized by §12.0027 of the Texas Agriculture Code and §38.026 of the Education Code to administer the 3E’s Grant Program (3E’s) to promote better health and nutrition programs and prevent obesity among children in this state. Additionally, through §33.028 of the Texas Human Resources Code, the Texas legislature has appropriated funding to TDA to provide grants for organizations that are in good standing with the Texas Comptroller of Public Accounts & TDA to incorporate nutrition education into programs for children. The objective of the program is to increase awareness of the importance of good nutrition, especially for children, and to encourage children’s health and well-being through education, exercise and eating right. TDA’s 3E’s Grant Program consists of two program categories:

1. Establishing the 3E’s Grant Program (E3E) – a program that incentivizes nutrition education programs in any current Child and Adult Care Food Program (CACFP) childcare institution or community organization; and

2. Expanding the 3E’s Grant Program (X3E) – a program that rewards nutrition education programs in public schools only.

Total funding for these grant programs during the 2017 funding cycle is approximately $400,000 combined for the two programs.

REQUEST FOR APPLICATION (RFA)

The Texas Department of Agriculture (TDA) is accepting applications for the Establishing the 3E’s Grant Program (E3E) from organizations that are in good standing with the Texas Comptroller’s Office and TDA to incorporate nutrition education into their programs for children.

Grant funds may be used to establish, implement or extend:

(1) comprehensive wellness efforts to achieve either Bronze, Silver or Gold status in the *Healthier CACFP Award Program, including activities to improve:

(a) menus;
(b) physical activity;
(c) nutrition education; and
(d) and/or the child care environment.

*Only organizations with a current contract with TDA Food and Nutrition Division to administer the Child and Adult Care Food Program (CACFP) are eligible to apply for the Healthier CACFP Award Program. Please refer to Attachment A for award criteria.

(2) activities that create, supplement or extend current farm to pre-school or child care educational activities, such as but not limited to:

(a) garden-based learning;
(b) other experiential learning opportunities teaching students about Texas agriculture; or (c) other wellness programs.

**PROJECTED TIMELINE**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Availability</td>
<td>March 2017</td>
</tr>
<tr>
<td>Application Deadline</td>
<td>May 2, 2017 at 5:00 pm CT</td>
</tr>
<tr>
<td>Anticipated Start Date of Project</td>
<td>August 2017</td>
</tr>
<tr>
<td>Anticipated Grant Term</td>
<td>August 31, 2017 – August 30, 2018</td>
</tr>
</tbody>
</table>

**ELIGIBILITY**

To be eligible for E3E funds, an applying organization must be in good standing with the Texas Comptroller’s Office and TDA and must:

1. Be an organization that:
   A. participates in early childhood education, including:
      i. the CACFP as administered by TDA;
      ii. a Head Start Program, as defined in 42 USC 9801 et seq., and 45 CFR Parts 1301-1311; or
      iii. another early childhood education program; and
   B. certifies that it will use awarded funds to provide nutrition education to children between the ages of three and five years old; or

2. Be a community or faith-based initiative that:
   A. provides recreational, social, volunteer, leadership, mentoring, or developmental programs; and
   B. certifies that it will use awarded funds to provide nutrition education to children younger than 19 years of age.

*If an organization has received and accepted a 2016 E3E award, it is ineligible to receive another E3E grant for four years.*

**GRANTEE RESPONSIBILITIES AND ACCOUNTABILITY**

Selected applicants (grantees) will be responsible for the conduct of the project supported by the E3E Grant Program and for the results achieved. Each grantee shall monitor the day-to-day performance of the grant project to assure adherence to statutes, regulations, and grant terms and conditions. The grantee must carry out the activities described in the approved scope of work.

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

- Funds are used only for activities covered by the approved project;
- Funds are not used in violation of the restrictions and prohibitions of applicable statutes; and
- All budget and performance reports are completed in a timely manner.
Each grantee must ensure it has an adequate accounting system in place and good internal controls to ensure expenditures and reimbursements are reported and maintained for three (3) years after the conclusion of the project, or longer if required by TDA.

**FUNDING PARAMETERS**

Selected projects will receive funding on a cost reimbursement basis. **Funds will not be advanced to grantees.** Selected applicants must have the financial capacity to pay all costs up-front.

Awards are subject to the availability of funds. If no funds are appropriated or collected for this program, applicants will be informed accordingly.

Applicants may seek up to $10,000 per site for expenses related to implementation of the nutrition education program proposed in the application. CACFP Sponsor Organizations that have more than one site or location should submit a single, combined application. The maximum award to any selected grantee shall not exceed $10,000 per location or $50,000, whichever is less. Other restrictions or funding limitations may also be considered during the award process.

**TERM OF FUNDING OR DURATION OF PROJECTS**

A Notice of Grant Award is *anticipated* to be made by August 2017. All approved projects have an *anticipated* term of August 2017 to August 2018.

**APPLICATION REQUIREMENTS**

*Form Requirements:*

To be considered, applications must be complete and include all of the information described in this section. Application and information can be downloaded from TDA’s website at: [www.texasagriculture.gov](http://www.texasagriculture.gov) under the Grants & Services Tab.

1. **Application Form GTBD-120**
   A. *Organization Information.* This is the applicant organization that will be the recipient of funds and held accountable for reporting and project performance.
   B. *Contact Personnel.*
      1. *Primary Program Contact.* Identify the individual who can answer questions about the project’s activities and performance.
      2. *Secondary Program Contact.* Identify an alternate individual who can answer questions about the project’s activities and performance.
      3. *Authorized official.* This is the person legally able to bind the organization in contracts or agreements.
   C. *Eligibility.*
   D. *Certifications.*
2. Project Narrative

Provide detailed responses to each section. The form is designed to be completed electronically and boxes will expand. A maximum of six pages may be used to fully answer the project narrative questions.

BUDGET INFORMATION

1. Payment. **Grant funds will be paid on a cost reimbursement basis.** Grantees will be required to submit payment requests at least quarterly, but no more frequently than monthly, in order to show significant financial and programmatic progress. Payment requests must include sufficient documentation that details each expense. Acceptable documentation may include, but is not limited to, invoices, receipts, or detailed information regarding personnel costs, as determined by TDA, in its sole discretion. No in-kind donations or matching funds are required. Payment requests shall only be submitted by the grantee to TDA for reimbursement after the grantee purchases the approved budget item.

2. Payment Schedule. Upon timely receipt of payment requests and documentation, approved reimbursement of up to 90% of the total grant award will be paid prior to submission of the Final Performance Report. The remaining 10% will only be disbursed once all reporting requirements have been met, including, but not limited to, the final periodic report (if applicable) and the Final Performance Report.

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. Examples of eligible expenditures are:

   a) Personnel costs – both salary and benefits directly related to project implementation;
   b) Supplies and direct operating expenses – items that cost less than $5,000 per unit with a useful life of less than one year, office supplies, postage, telecommunications, printing, etc. that are directly related to the project activities;
   c) Contracts – agreements made with educational institutions or private parties to perform a portion of the award;
   d) Other direct expenses – any expenses that do not fall into the above categories directly related to the proposed activities.
   e) Controlled assets are defined as certain items valued $500.00 - $4,999.99 which must also be inventoried, link to Controlled Property Listing.

4. Ineligible Expenses. Expenses may be prohibited by state or federal law or determined to be ineligible by program guidelines. Examples of these expenditures include, but are not limited to the following:
a) Alcoholic beverages;
b) Entertainment;
c) Tips;
d) Contributions, charitable or political;
e) Indirect Costs;
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) Equipment – Tangible personal property costing over $5,000 per unit and having a useful life over one year (freezers, kitchen equipment, etc.);
i) Travel – NO transportation, lodging, meals, or any food items related to travel; and
j) Expenses that are not adequately documented or that do not meet the intent of the grant program.

EVALUATION AND SELECTION INFORMATION

An administrative review will be conducted by agency staff to determine whether the applicant was adequately responsive to the requirements of this Request for Application.

Based on the requirements set forth above, a panel will evaluate applications and make funding recommendations. The panel will consist of representatives including, but not limited to the following: the Texas Department of Agriculture, nutrition education specialists, and childhood education professionals.

TDA may also consider the following evaluation criteria in its review of each application:

• ability for the proposed project/activity to incorporate sustainability or otherwise support continuation of the project/activity long-term or beyond the grant award period;
• whether nutrition education conveyed by the program is acceptable to TDA nutrition experts;
• percentage of the population to be reached by the program is comprised of children/families of lower socio-economic status;
• number of children overall impacted by the project;
• amount of exposure students have to proposed activities and/or information;
• inclusion of other components such as physical activity and/or education;
• geographic distribution of funds across Texas; and
• whether the applicant is in good standing and has a clean administrative review report with TDA as a contractor in Food and Nutrition Division programs.

REPORTING REQUIREMENTS

Approved applicants will be required to submit periodic performance reports. Reporting timelines are incorporated into the grant agreement. As part of TDA’s ongoing monitoring of grant funds, grantees must demonstrate progress toward achieving project goals. Failure to
comply with reporting requirements may result in the withholding of requests for reimbursement and/or termination of the award.

*Performance Reports* must be in a narrative format, no more than three (3) pages in length, and detail the accomplishments of the project objectives for that period.

The *Final Performance Report* is due thirty (30) days after project completion, or termination of the Grant Agreement, whichever occurs first. This report must be in a narrative format prescribed by TDA.

### DEADLINE FOR SUBMISSION OF APPLICATIONS

**LATE APPLICATIONS WILL NOT BE ACCEPTED.**

Applicants must submit one complete, signed application. The application packet, including the signed application must be *received by TDA before close of business (5:00 p.m. CT) on Tuesday, May 2, 2017 (see submission options below).* Applications may not be supplemented after the submission deadline. It is the applicant’s responsibility to ensure the timely delivery of all required materials.

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

**There are 3 options for submission: online, email and mail. Please only use ONE method.**

1. **Online Form – Preferred.**

If using the online format, the submittal must be *received by TDA before close of business (5:00 p.m. CT) on Tuesday, May 2, 2017.* The online system will date stamp the submission for receipt documentation purposes. Please visit the following webpage to find the online submission link:

An automated receipt email will be sent from the online system indicating the application has been received. TDA program staff will also send a separate email as soon as administratively possible with an application ID number.
2. **Email submission of complete application packet:**
   Grants@TexasAgriculture.gov

   The e-mail subject line must reference the RFA title and applicant (*Ex: 2017 E3E-Learning Center Organization*), and the email must be received by TDA before close of business (5:00 p.m. CT) on Tuesday, May 2, 2017. The applicant is solely responsible for ensuring that their complete application, regardless of method of delivery, is sent to, and actually received by, TDA in a timely manner and at the proper destination server, including all attachments. TDA will send a confirmation email after the application has been received.

   **IMPORTANT NOTE:** TDA recommends a limit on the attachments to 10MB each. This may require applicants to submit one application in multiple e-mails so that all required attachments may be to ensure receipt without exceeding TDA’s 10 MB attachment limit. Applicants must make sure that each email subject line references the RFA title and applicant. Unreadable submissions may be deemed unresponsive and will not be reviewed for funding consideration.

   TDA takes no responsibility for electronic submissions that are captured, blocked, filtered, quarantined or otherwise prevented from reaching the proper destination server by any TDA anti-virus or other security software.

   *TDA program staff will send an email receipt acknowledged receipt of the application as soon as administratively possible with an application ID number.*

3. **Hard copy mailed submissions – not submitted by Options 1 or 2**

   Any mailed applications must be **received by TDA before close of business (5:00 p.m. CT) on Tuesday, May 2, 2017.** Applications will be documented with a date/time stamp for receipt documentation purposes.

   Applications may be sent to TDA at either of the following addresses:

   **By U.S. Mail:**
   Texas Department of Agriculture
   Trade & Business Development- Grants
   P.O. Box 12847
   Austin, TX 78711

   **By Overnight or Hand Delivery**
   Texas Department of Agriculture
   Trade & Business Development- Grants
   1700 North Congress, 11th Floor
   Austin, Texas 78701
TDA program staff will send an email receipt acknowledged receipt of the application as soon as administratively possible with an application ID number.

GENERAL INFORMATION

1. Grant Awards.
   a. The announcement of grant awards will be made by the date outlined above. Selected applicants will receive a Notice of Grant Award (NGA) letter and the Grant Agreement from TDA. The NGA is not legally binding and a grant agreement must be fully executed.
   b. All grant awards are subject to the availability of appropriations and authorizations by the Texas Legislature.
   c. TDA reserves the right to fund projects partially or fully. TDA reserves the right to negotiate individual elements of any proposal and to reject any and all proposals. Where more than one proposal is acceptable for funding, TDA may request cooperation between grantees or revisions/adjustments to a proposal in order to avoid duplication and to realize the maximum benefit to the state.

2. Applications.
   a. 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; costs incurred by the Applicant prior to the effective date of grant agreement.
   b. TDA reserves the right to alter, amend, or clarify any provisions, terms, or conditions of this program or any grant awarded as a result thereof, or to terminate this program at any time prior to the execution of an agreement, if TDA deems any such action to be in the best interest of TDA and of the State of Texas. The decision of TDA will be administratively final in this regard.

3. Public Information.
   a. 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 the Texas Public Information Act, Chapter 552 of the Government Code.
   b. The Applicant is responsible for clearly designating any portion of the application that contains proprietary information and must state the reason(s) the information is designated as such. Failure to mark any information as proprietary or confidential will result in the release of information on the assumption that the Applicant has deemed that it is non-proprietary. In the event that a public information request for the application is received, TDA shall review the information deemed proprietary, provide notice to the Applicant, and submit a request for opinion to the Office of the Attorney General for determination in accord with the Public Information Act, Chapter 552 of the Texas Government Code. TDA shall take no position on the issue and it is the Applicant’s
responsibility to file a brief supporting the request for opinion to withhold the proprietary or confidential information. 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.

4. Conflict of Interest. The Applicant is required to disclose any existing or potential conflicts of interest relative to this grant program. Failure to disclose any such relationship may result in the Applicant’s disqualification or termination of agreement.

---

**GRANTEE REQUIREMENTS**

1. Grantees must comply with TDA’s reporting requirements and financial procedures outlined in the grant agreement. Any delegation by the Grantee to a subcontractor regarding any duties and responsibilities imposed by the grant award must be approved in advance by TDA and shall not relieve the Grantee of its responsibilities to TDA for their performance.

2. Grantees 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. Grantees must keep a separate bookkeeping account with a complete record of all expenditures relating to the project. Records shall be maintained for three (3) years after the completion of the project, or as otherwise agreed upon with TDA. TDA and the Texas State Auditor’s Office (SAO) reserve the right to examine all books, documents, records, and accounts relating to the project at any time throughout the duration of the agreement and for three years immediately following completion of the project. If any litigation, claim, negotiation, audit or other action is initiated prior to the expiration of the retention period, then the records must be retained until authorized by TDA. TDA and the SAO shall have access to the physical locations related to project activities.

4. If the Grantee has a financial audit performed during the time the Grantee is receiving funds from TDA, upon request, TDA shall have access to information about the audit, including the audit transmittal letter, management letter, and any schedules in which the Grantee’s funds are included.

5. Grantees must comply with Texas Government Code, Chapter 783, Uniform Grant and Contract Management, the Uniform Grant Management Standards (UGMS), 2 CFR Part 200, if applicable.