



TEXAS DEPARTMENT OF AGRICULTURE COMMISSIONER SID MILLER

2024 TEXAS RURAL HOSPITAL BROADBAND INFRASTRUCTURE PROGRAM (BIP)

Request for Grant Applications

Executive Summary

The Texas Department of Agriculture (TDA) is accepting applications for the fiscal year (FY) 2024 Texas Rural Hospital Broadband Infrastructure Program (BIP). The purpose of this program is to help rural Texas hospitals with broadband and connectivity improvement efforts.

Dates

Applications must be received by **Thursday, May 2nd, 2024**, by 11:59 pm Central Time.

Agency Division

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

Catalog of Domestic Federal Assistance (CFDA) Number

N/A

Key Elements (if applicable)

Required Action	Timing to Obtain/Submit
Create a TDA-GO Profile (<i>see TDA-GO Access Instructions</i>)	
<ul style="list-style-type: none"> Obtain Your Organization’s UEI Number and establish an Active SAM.gov Account (if you do not already have one) * 	up to 2 -4 weeks
<ul style="list-style-type: none"> Obtain a TIN/EIN (if you do not already have one) * 	up to 2 weeks
<ul style="list-style-type: none"> Request Access to by creating TDA-GO profile (if you do not already have one)* 	48-72 hours ahead of the application submission deadline for TDA to approve account.
TDA Deadline to receive final application and all supporting materials through TDA-GO!	May 2, 2024 - 11:59 p.m. Central Time
Award Timeline	
<ul style="list-style-type: none"> Award 	May 2023
<ul style="list-style-type: none"> Anticipated Start Date of Project/Grant 	July 1, 2024
<ul style="list-style-type: none"> End Date of Project 	12 months after start date

* Text hyperlinks will direct you to applicable websites

2024 TEXAS RURAL HOSPITAL BROADBAND INFRASTRUCTURE PROGRAM (BIP)

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 Texas Agriculture Code (Code), §§12.002 and 12.027. Chapter 12 of the Code provides that Grantor shall encourage the proper development of agriculture and that Grantor may enter into cooperative agreements with private entities and local, state, federal and other governmental entities to carry out its duties under the Code. According to Code, Section 12.002, TDA is charged with encouraging proper development and promotion of industries that grow, process, or produce products in Texas. Texas Agriculture Code, Section 12.027 further directs TDA to maintain an economic development program for rural areas in Texas, to promote economic growth in rural areas, and to assist rural communities in maximizing economic opportunities.

Additionally, Senate Bill 8 of the Third Called Special Session, the 87th Texas Legislature appropriated funds to the Comptroller of Public Accounts from money received by the State of Texas from the Coronavirus State Fiscal Recovery Fund (42 U.S.C. Section 802) established under the American Rescue Plan Act of 2021 (Pub. L. No. 117-2) and deposited to the credit of the Coronavirus Relief Fund No. 325 for the purpose of for Broadband Infrastructure. The Texas Rural Hospital Broadband Infrastructure Program (BIP) directly enables work, education, and health monitoring through improving the connectivity of rural hospitals in Texas to meet the needs of patients in the communities that they serve.

TDA reserves the discretion and authority to make multiple grant awards under the terms of this RFGA. TDA further reserves the discretion and authority to make no awards under the terms of this RFGA or to cancel or withdraw this RFGA at any time.

Eligibility

Eligible applicants for the BIP Program are rural Texas hospitals identified in the “BIP Eligible Rural Texas Hospitals Attachment”. If a hospital is not listed, and you believe qualifies as a rural Texas hospital, please reach out to the State Office of Rural Health at ruralhealth@texasagriculture.gov.

Program Requirements

General broadband network upgrades and improvements for Texas rural hospitals were identified during a program planning process and included within a program plan that was submitted for funding to, and approved by, the US Treasury. Specific projects shall be included within an eligible facility's application.

Any project at a rural Texas hospital resulting from this RFGA must adhere to the following requirements:

- broadband connection(s) to the hospital that has a speed of at least 100/100 Mbps;
- installation of wi-fi infrastructure and network equipment to create reliable, free internet coverage in the hospital for use by patients and the public; and
- certification that any project will not duplicate any investment from other sources of funding.

Upon execution of any grant agreement resulting from this RFGA, the grantee will be required to submit a Project Plan that provides exact details on, at a minimum, the following:

- what is specifically going to be installed/constructed/implemented and the associated amount of anticipated expenditure (supported with documentation such as a quote, estimate, etc.);
- estimated timeline for the project in its entirety;
- what individual or organization is anticipated to implement each activity; and
- clear specifics on how the project will adhere to all listed requirements.

Please note that projects cannot start implementation until a grant recipient has submitted a Project Plan and it has been approved by TDA State Office of Rural Health.

Grant Recipient Responsibilities and Accountability

Grant Recipients will be responsible for the conduct of the grant project supported by the Grant Program and for the results described in the application. Each Grant Recipient shall monitor the day-to-day performance of the grant project to assure adherence to statutes, regulations, and grant terms and conditions. Grant Recipients must carry out the activities described in the TDA-approved Project Plan.

Grant Recipients will be accountable for documenting the use of grant funds and must ensure funds are used solely for authorized purposes. Grant Recipients 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 the grant agreement or applicable law; and
- All budget and performance reports are completed in a timely manner.

Each Grant Recipient must ensure they have an adequate accounting system in place and good internal controls to ensure expenditures and reimbursements are properly reported to TDA. Complete records relating to the project, including accounting records, financial records, progress reports and other documentation, must be maintained for four (4) years after the conclusion of the project or longer if required by TDA.

Funding Parameters & Term of Funding

Grant Recipients will receive funding for their projects on a cost-reimbursement basis during the term of the grant agreement. Based on a Grant Recipient's request and justification, TDA may advance funds to the Grant Recipient on a case-by-case basis at the beginning of the grant term to meet its working capital needs. Otherwise, selected applicants must have the financial capacity to pay all costs up-front.

A notice of grant award (NOGA) will be made to all applicants and their affiliated agencies, organizations, or institutions. The notifications will indicate:

- the amount of award;
- type of project(s) to apply for;
- duration of the grant (term of funding); and
- any special conditions associated with the project.

Award decisions are final. Awards are subject to the availability of funds. If funds are not appropriated or awarded for this purpose, applicants will be informed accordingly.

Application Requirements

Applications will be accepted via TDA-GO!, TDA's online Grant Application/Management system, by the deadline in the Submission Instructions Section.

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

Form Requirements:

- 1. Application Contact Information**
 - a. Name of Authorized official – required
 - b. Name of Primary Program Contact- required
 - c. Name of Secondary Program Contact – optional
 - d. Congressional Districts
- 2. Project Narrative**
 - a. Project Title
 - b. Project Summary
 - c. Project Purpose
 - d. Anticipated Project Results

- e. Project Oversight
- f. Workplan
- 3. **Budget Plan**
- 4. **Administrative Form Uploads**
- 5. **Certification**
 - a. Dual Certification by Authorized Official and Project Director.

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

Budget Information

- A. Reimbursement Payments.** To the extent funding has not been provided in advance, grant funds will be paid on a cost reimbursement basis. Grantees will be required to submit payment requests at least quarterly 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, etc. 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.*

- B. Advanced Funding Payments:** This grant program may advance an amount in working capital for the grantee to ensure the necessary resources to carry out the project. These funds will require reporting to substantiate the advanced funds have been expended in compliance with eligibility requirements for reimbursement in Sections C and D. Ineligible expenses must be reimbursed to Grantor within 30 days of notice of ineligibility from TDA. Expenditures shall be reported no later than the last day of the month in which the expenditure occurred and shall include sufficient documentation detailing each expense to make a determination of eligibility. Acceptable documentation may include, but is not limited to, invoices, receipts, etc.

- C. Eligible Expenses.** Generally, expenses that are necessary and reasonable for proper and efficient performance and administration of the project approved within a grantee's Project Plan 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 activities.
 - 1. Pre-Award costs - Pre-award costs are those incurred prior to the effective date of the award and in anticipation of the award where such costs are necessary for efficient and timely performance of the scope of work. TDA may consider costs related to project implementation as early as **December 1, 2023**. *See section E below.*
 - 2. Contracts – agreements made with a third-party to perform a portion of the project;
 - 3. Capital Expenditures means the cost of the asset including the cost to put it in place. Capital expenditure for equipment means the net invoice price of the equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. If not identified and approved within a grantee's project plan, capital expenditures must be submitted for approval to TDA prior to expenditure/purchase. Failure to secure written approval for

capital expenditures **not** included in the approved project plan from TDA will result in disallowance of the cost;

- i. Equipment– an article of nonexpendable, tangible personal property having a useful life of more than one year and a cost of more than \$5,000.
- ii. Other capital assets – mean buildings and improvements to buildings or land that materially increase their value or useful life;

D. Ineligible Expenses. Certain expenses may be prohibited by state or federal law or determined to be ineligible by program guidelines. Some common ineligible expenses include but are not limited to the following:

1. Alcoholic beverages;
2. Entertainment;
3. Tips/ gratuity;
4. Contributions, charitable or political;
5. Expenses falling outside of the contract period;
6. Expenses for items not listed in the project budget or that fail to meet the intent of the program;
7. Expenses that are not adequately documented;
8. Meal reimbursements related to travel, meetings, conferences or other events; and
9. Land.

E. Pre-Award Costs Flexibility. TDA is allowing flexibility for those applicants who wish to incur pre-award costs. An applicant may, at their own risk and without TDA prior approval, incur obligations and expenditures starting **December 1, 2023**, prior to the performance start date as long as such costs:

- are necessary to conduct the project; and
- would be allowable under the potential award and with TDA prior approval as they are to be included in the Project Plan.

If specific costs would otherwise require prior approval, the applicant may be required to provide additional documentation during the application review process before an award is made. The cost and associated activities must be included within the project plan.

Recipients must be fully aware that pre-award costs result in borrowing against the potential award and that such borrowing must not impair the recipient's ability to accomplish the project objectives in the approved time frame or in any way adversely affect the completion of the project.

Evaluation of Applications

Following the application deadline, an administrative review will be conducted by TDA program staff to determine whether an applicant has adequately responded to this Request for Grant Applications.

Reporting Requirement

Grant Recipients will be required to submit a Project Completion Report (PCR). Reporting timelines will be incorporated into the grant agreement. As part of TDA's ongoing monitoring of grant funds, Grant Recipients must regularly 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.

A PCR will be submitted in TDA-GO!. Selected applicants will be provided guidance in post-award instructions.

General Information

The Grant Agreement from TDA is not legally binding until it 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 grant agreement.

Right to Amend or Terminate Program

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

Proprietary Information/Public Information

In the event that a public information request for the application is received, TDA shall process such request in accordance with §552.305 of the Texas Government Code. Applicants are advised to consult with their legal counsel regarding disclosure issues and to take appropriate precautions to safeguard trade secrets or any other proprietary information.

All applications submitted under this program are subject to release as public information, unless the application or specific parts of any such application can be shown to be exempt from disclosure under the Texas Public Information Act, Chapter 552 of the Government Code.

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 any resulting grant agreement.

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 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.

General 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. 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 Act) and the Texas Grant Management Standards (TxGMS); 2 CFR part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; and 45 CFR part 75, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards, if applicable.

Deadline for Submission of Responses

Late or 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 Thursday, May 2, 2024** ([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.

Click the following for the submission link or copy and paste it into your web browser:
<https://tda-go.intelligrants.com/>.

- **Mailed, faxed, emailed or hand-delivered applications will not be accepted.**
- **Applications must be submitted online via TDA-GO!.**

The online system will date and time stamp the submission for receipt documentation purposes. An automated receipt email will be sent from the TDA-GO! system indicating the application has been received.

Do not wait until the last minute to submit your application.

The applicant is responsible for ensuring their application is submitted in a timely manner. Too often applicants try to submit their application an hour or two before the deadline and encounter technical problems or receive error messages, which result in not getting their application submitted before the deadline. You need to allow time to resolve any issues that may arise.

Program Contact Information

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

Grant Management

Ms. Bradine Griffiths

Grants Specialist

Phone: (512) 463-2496

Email: Grants@TexasAgriculture.gov

Mr. Felipe Herrera

Grants Specialist

Phone: (512) 463-7526

Email: Grants@TexasAgriculture.gov

Technical Assistance – Regional Coordinators

- a. You may schedule time with your RC to have them assist you in completing the application. Please try to do this as early as possible within the month allowed for submission time.
- b. Technical assistance for submitting the application is available until 5:00 pm on **May 2, 2024**.

South Region - Eva Cruz

Eva.Cruz@TexasAgriculture.Gov

Panhandle Region - David Rivera

David.Rivera@TexasAgriculture.Gov

West Region - Kathy Johnston

Kathy.Johnston@TexasAgriculture.Gov

East Region - Trish Rivera

Trish.Rivera@TexasAgriculture.Gov

North Region - Jake Stukenberg

Jake.Stukenberg@TexasAgriculture.Gov

TDA-GO Application 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

Log in with your set username and password. After logging in, your organization’s Dashboard will appear ([Figure 1](#)).

- **My Tasks** are documents/applications that are in progress.

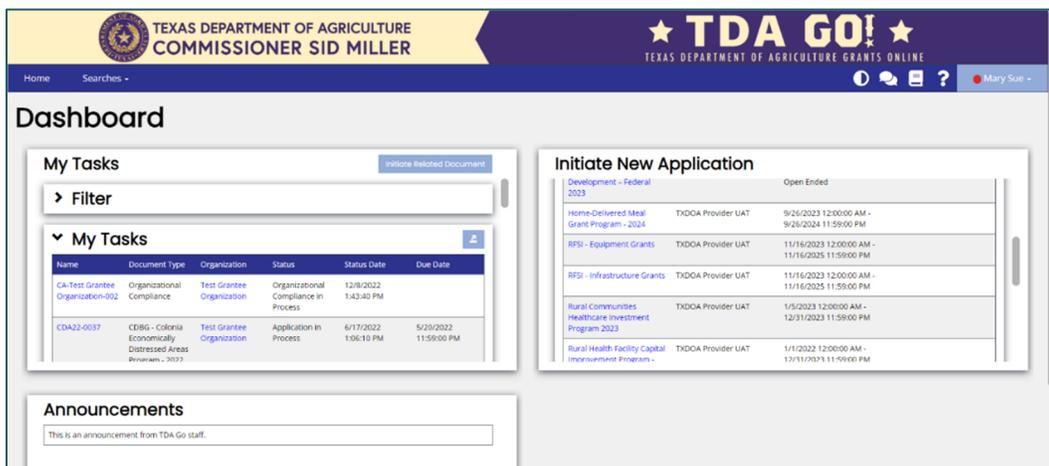


Figure 1. Landing page after logging in

When you get to the dashboard, please **DO NOT** initiate a new application. An application has already been started for you—it is located under “My Tasks” on the left-hand side ([Figure 2](#)).

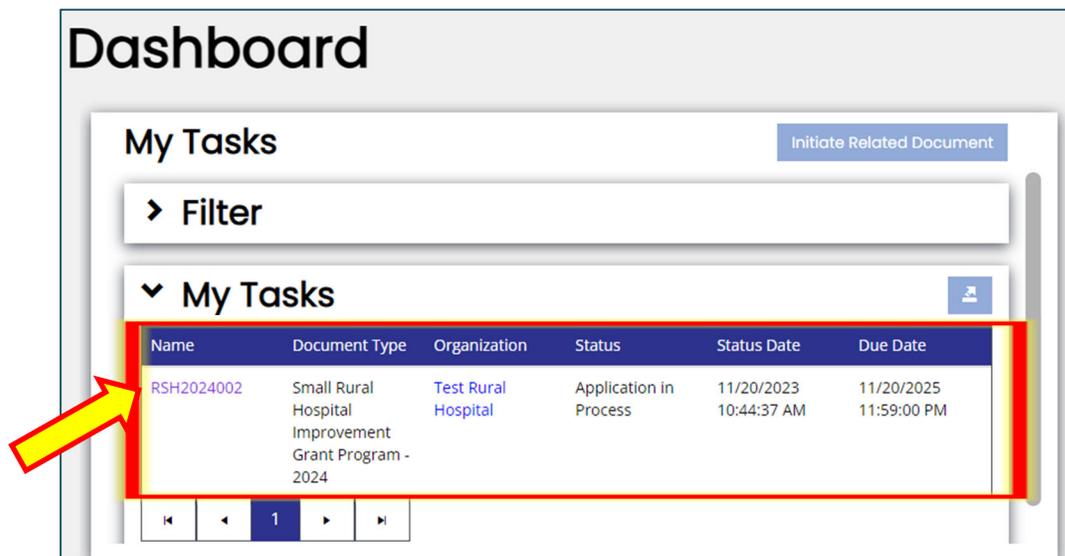


Figure 2. CIP Application located under “My Tasks”

Actions you can take

Checking Organization Profile Information

On the landing page, you can check your profile by clicking on your name in the top right corner. Under My Tasks, you can also view your Organization’s Profile by clicking on its name.

- Much of the information in BOTH of these profiles have been prefilled for you. **Please click through ALL fields of EACH profile to check for accuracy. (Figure 3).**

Organization Information

Instructions:

- From this page, you can edit the organization's General Information, Contact Information, and Business Address.
- To view current organization members or add a new organization member, click the option for "Organization Members" in the left sidebar.
- To edit a organization's currently designated category, click the option for "Organization Categories" in the left sidebar.

Information

General Information

Name: Test Grantee Organization Identifier: TGO

EIN/TIN: 12-3456789 SAM Number:

DUNS #: 12-345-6789 Search

Contact Information

Person Information

Profile

Basic Information

First Name: Mary Middle Name: A

Last Name: Sue Prefix: Mrs. Suffix: Jr.

Title: Authorized Official

Organizations

Role Name	Active Date	Inactive Date	Assigned By
Authorized Official	6/22/2020		Fourhee, Jacob

Figure 3. Person and Organization Profile

When you have finished, click on **HOME** to navigate back to “My Tasks.”

To Access Grant Application for your Organization

Click on the 2024 Rural Health Facility Capital Improvement Program Application.

Document Landing Page

After the application is selected, the Document Landing Page will appear ([Figure 4](#)).

The screenshot displays the 'Document Landing Page' for application RSH2024002. The page is divided into a left sidebar and a main content area. The sidebar contains a 'Forms' menu with 'Application' selected, and 'Status Options' with 'Submit Application' and 'Cancel Application' options. The main content area shows the application details: Template (Rural Health - Small Rural Hospital Improvement Grant - 2024), Instance (Small Rural Hospital Improvement Grant Program - 2024), Process (Application), Document Name (RSH2024002), Document Status (Application in Process), Organization (Test Rural Hospital), Your Role (Project Director), and Due Date (11/20/2025 11:59:00 PM). A progress bar at the bottom indicates the application's current status, with 'Application in Process' marked as complete.

Figure 4. Document Landing Page

The left column has your unique Grant Project Number at the top, then four drop down menus: **Forms, Status Options, Tools, and Related Documents.**

- **Forms** is a list of required information including Applicant Contact Information and CIP Application.
- **Status Options** is where the application can be submitted or cancelled.
- **Tools** include Add/Edit People who can access the application, Status History, Attachment Repository, Modification Summary, Document Validation, Notes, and Print Document ability.
- **Related Documents** is not applicable to the application submission process. You will not need this function to submit your application.

Application Form Guidance

The following provides additional guidance regarding key sections of the application.

Before you start please see the following in mind to have the best experience with your submission.

HOW TO SAVE EACH PAGE!

- To save your data, click the **Save** button in the top right hand corner (Figure 1).
- TDA encourages you to SAVE Often as the page **does not** autosave data.
- After clicking the **Save** button, if any required sections are missing, an error message will appear (Figure 2).



Figure 2. Error Message of missing required message

Required Fields

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 3). If something is required, but does have an answer, enter N/A.

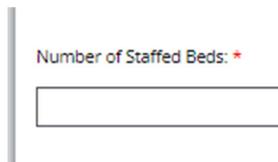


Figure 3. Example of Required Fields

Step 1: Application Contact Information

Expand the **Forms** drop down menu and select **Application Contact Information** (Figure 4).

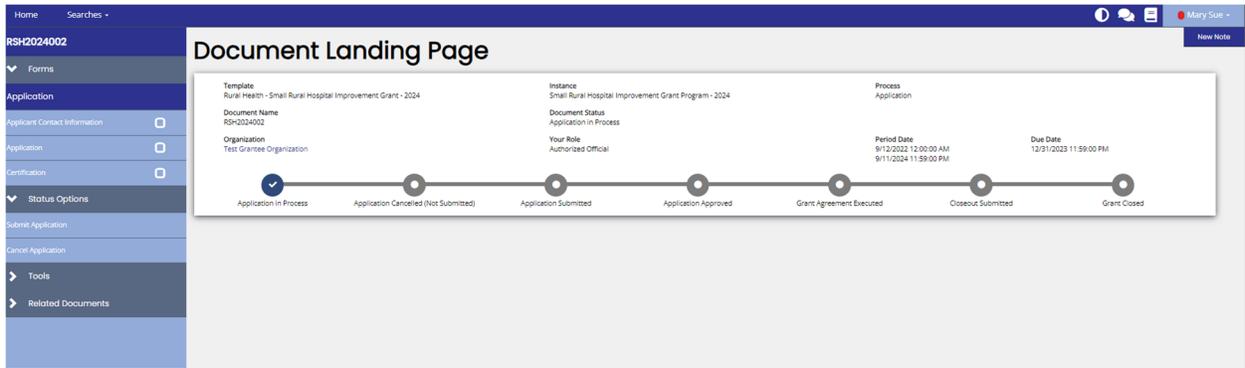


Figure 4. Application Contact Information

All sections of the Application Contact Information must be completed.

- a. Name of Authorized official – must be a user in TDA-GO!
- b. Name of Primary Program Contact- must be a user in TDA-GO!
- c. Name of Secondary Program Contact – optional second program contact
- d. County located in
- e. Congressional Districts

Step 2: Complete Project Narrative

Expand the **Forms** drop down menu and select **Narrative** (Figure 5).

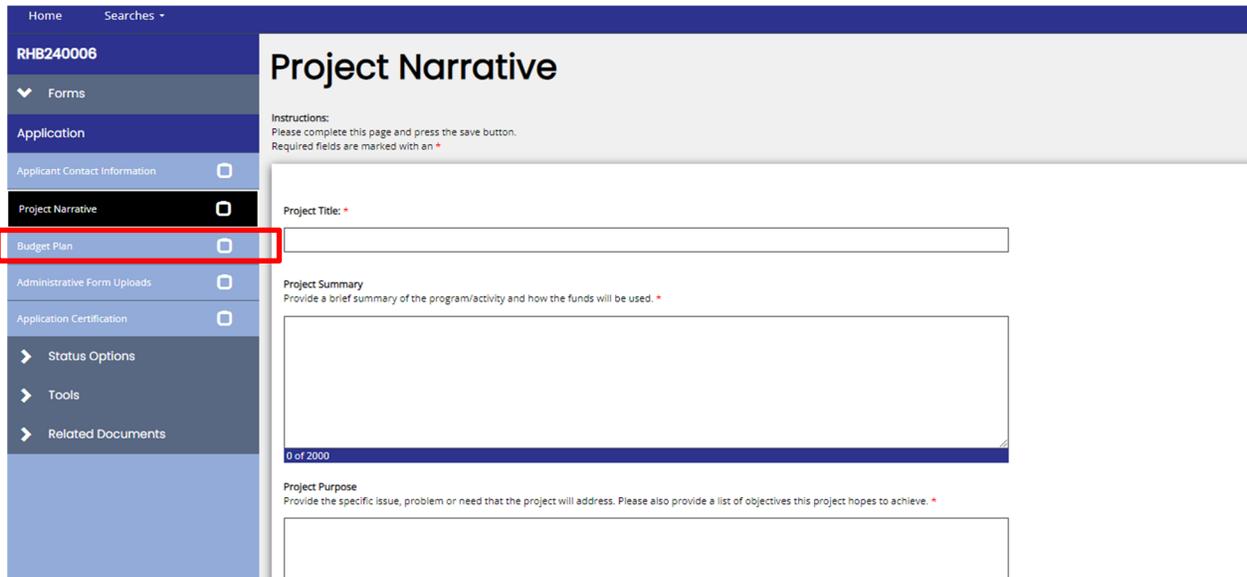


Figure 5. Project Narrative location

Complete all appropriate sections of the Project Narrative. After completing the Project Narrative form, click the **Save** button in the top right hand corner. After clicking the **Save** button, if any required sections are missing, an error message will appear.

As you complete the Project Narrative Section, please address the following questions.

Project Narrative Guidance

Project Summary

- Include a summary of 250 words or less.
- This summary should include a concise outline of the project's purpose; activities to be performed, deliverables and expected outcomes; intended beneficiaries; and any other pertinent information. This summary will be made available to the public.

Project Purpose

- Provide the specific issue, problem or need that the project will address. Please also provide a list of objectives this project hopes to achieve.

Anticipated Project results

- Describe the intended benefits. How many do you expect to benefit from your program?
- Provide a detailed description of how quantifiable results will be demonstrated by the program/activity.

Project Oversight

- Who will oversee the project activities? Include name and title of the person.
- How will oversight be performed?
- What steps will take place to ensure the project is achieved as outlined?
- Describe how you will meet the objectives of the program and demonstrate that your organization has the ability to carry out the procurements with ample planning, resources, financial controls, reporting ability, and risk management plans.
- List partner organizations and collaborators and their roles in the program.

Work Plan

Detail the steps it will take to complete the project, *including* who will complete each task, any resulting deliverable, and the associated amount of anticipated expenditure (supported with documentation such as a quote, estimate, etc.). The timeline should be progressive (including month and year) to show when each activity will start and end. Be sure to include performance monitoring, data collection, outreach, and reporting.

Step 3: Complete Budget Plan

Expand the **Forms** drop down menu and select **Budget Plan** (Figure 6).

The screenshot shows a web application interface. On the left, a sidebar menu is expanded to show a list of forms. The 'Forms' menu is open, and 'Budget Plan' is selected and highlighted with a red rectangular box. The main content area is titled 'Budget Details' and contains the following elements:

- Instructions:** Please complete this page and press the save button. Required fields are marked with an *.
- Form Content:** A section for budget details with a table for 'Expense Categories' and 'Amount'. Below the table are input fields for 'Requested Grant Funds' and 'Committed Match Funds'. There is also an 'Additional Documentation' section with a text area.

Figure 6. Budget Form location

Complete all applicable sections of the Budget Details. Read instructions included in application carefully. See below for specific instructions.

See “Budget Information” section for additional guidance on “eligible expenses”.

Step 4: Complete Required Uploads

Expand the **Forms** drop down menu and select **Required Uploads** (Figure 7).

The screenshot shows a web application interface. On the left, a sidebar menu is expanded to show a list of forms. The 'Forms' menu is open, and 'Administrative Form Uploads' is selected and highlighted with a red rectangular box. The main content area is titled 'Administrative Form Uploads' and contains the following elements:

- Instructions:** Please complete this page and press the save button. Required fields are marked with an *.
- Form Content:** A section for administrative form uploads with a list of documents to be uploaded. Each document has a 'Select' button and a 'Drag Files Here' label. The documents listed are: 'Application for Texas Identification Number', 'Direct Deposit Authorization', and 'W-9 IRS Federal Tax Form'. There is also a 'Supplemental Uploads' section with a '+ for additional row' button.

Figure 7. Required Uploads location

Administrative forms (Figure 15):

Click on the blue hyperlinks in the application portal to download the form to complete.

1. Application for Texas Identification Number: *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.*
2. Direct Deposit Authorization: *Required to ensure ACH Payments are made.*
3. W-9 Federal Tax Form: *This form is required per Texas Contract Management guidelines.*
4. Supporting Documentation Upload (Optional): Applicants may upload relevant additional documentation in this field (e.g. letters of support, references, supporting data, etc.). Click the Select button to add a file. Additional documents may be added by clicking the plus (+) button.

Supporting Documentation



After uploading the required forms, hit the **Save** button in the top right hand corner (Figure 11). After clicking the **Save** button, if any required sections are missing, an error message will appear (Figure 12).

Step 5: Final Review and Certification

Before completing Certification, please review application for completeness and accuracy.

If there are error messages in a section, the section in the drop down navigation menu will have an exclamation point next to it (Figure 8). Click on the section to review and resolve the error messages.



Figure 8. Incomplete section with error messages

This page is where the Authorizing Official of the hospital and the Project Director electronically signs the document (Figure 9). After the Certification Page has been completed, click the Save button on the top righthand side of the page (Figure 10). After Saving the last step is submission, see below.

RSH2023005

Certification

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

By submitting this application, the Applicant certifies/acknowledges:

1. That the applicant hospital has selected menu investment(s) based upon the specific selection priorities listed in the SHIP Purchasing Menu Instructions. Hospitals that do not follow purchase priorities, and/or purchase equipment/services that are not listed on the SHIP Purchasing Menu, will be subject to penalties including suspension from the next year's Small Hospital Improvement Program;
2. That you are not only selecting an investment, but also a measure that correlates with the applicant's purchase. The hospital will be expected to report to the Texas State Office of Rural Health regarding progress at the end of the year;
3. That all information provided in connection with this application is true and correct to the best of Applicant's knowledge;
4. That 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;
5. That the 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;
6. That 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
7. The 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.

<input checked="" type="checkbox"/>	Authorized Official	Date
	Mary Sue	09/23/2022
<input checked="" type="checkbox"/>	Project Director	Date
	Jane PD	09/23/2022

After saving your signature, when you are ready to submit this application to TDA, you MUST change the status by selecting **'Application Submitted'** under the **Status Options** heading in the navigation menu to the left.

Figure 9. Certification

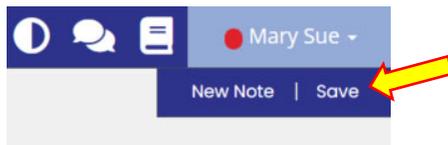


Figure 10. Save Button

Click **save** does not mean the application is submitted. See the next page to finalize the submission.

Step 6: Application Submission

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

Expand the **Status Options** drop down menu (Figure 11). Select **Submit Application**.



Figure 11. Status Options drop down menu and Submit Application button location

NOTE: If errors remain, an **Errors Present** message will pop up (Figure 12). You may click on each section name to be directed to the errors.

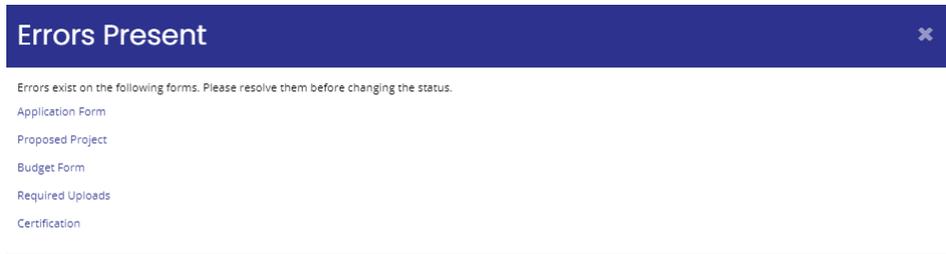


Figure 12. Error message will appear if you try to submit application with errors

If no errors are detected, the system will ask for confirmation if you would like to change the status (Figure 13). Hit the “OK” Button. Once you select to submit, you will then be taken back to the **Landing Page** (Figure 14).

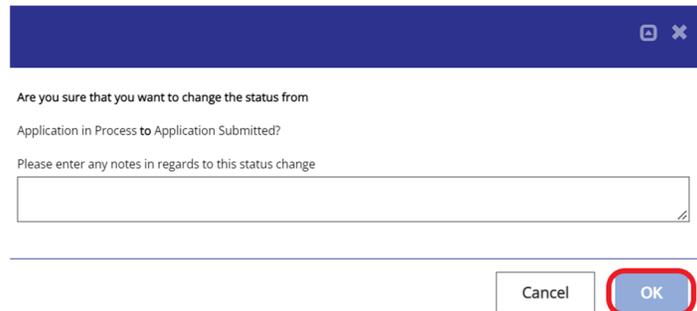


Figure 13. Submit Application Confirmation



Figure 14. 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 15).

From: websites@agatesoftware.com
Sent: Thursday, September 22, 2022 4:17 PM
To:
Subject: Application GYF2023003 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 GYF2023003 for Test Grantee Organization. TDA staff will review and contact the persons identified in the application with any questions or concerns

Figure 15. Example of confirmation email

TDA-GO New User Instructions

Step 1: Registering a New User in TDA-GO!

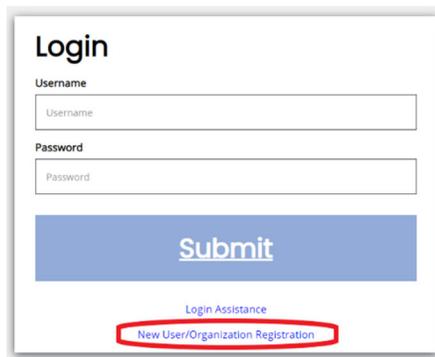
The following describes how to access the TDA-GO! online grant system by setting up a new user. The applicant must set up a new user account to access the Young Farmer Grant application. **THIS MUST BE DONE 48-72 HOURS PRIOR TO SUBMITTING AN APPLICATION!**

Overall Steps to Getting Access:

- Complete New User Registration
- TDA will approve New User Registration
- New User will receive email of approval
- Once approved, New User can access and complete grant application

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 **Register** button.



The image shows a screenshot of a web page titled "Login". It features two input fields: "Username" and "Password". Below these fields is a blue "Submit" button. At the bottom of the page, there is a link labeled "Login Assistance" with a sub-link "New User/Organization Registration" circled in red.

Legend

First Name (Required)

Last Name (Required)

SAM/UEI & DUNS (Required)

– Enter all zeros if you do not have these numbers (e.g.

00000000)

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: RHB Grant

The screenshot shows a 'New User Registration' form with the following fields and sections:

- Page instructions for the registration modal**
- First Name** (text input)
- Middle Name** (text input)
- Last Name** (text input)
- Prefix** (dropdown menu)
- Suffix** (dropdown menu)
- SAM/UEI & DUNS** (text input) - A red arrow points to this field.
- FEIN** (text input)
- Organization** (text input) with a **Search** button
- DUNS** (text input) with a **Search** button
- Organization** (text input)
- Title** (text input)
- Address** (text input)
- Address 2** (text input)
- State** (dropdown menu)
- County** (dropdown menu)
- City** (text input)
- Zip Code** (text input)
- Email** (text input)
- Phone** (text input)
- Phone 2** (text input)
- Fax** (text input)
- Cell Phone** (text input)
- Website** (text input)
- Username** (text input)
- Password** (text input)
- Verify Password** (text input)
- Notes** (text input) - A red arrow points to this field. The text 'RHB Grant' is visible in the notes field.

A blue **Register** button is located at the bottom right of the form.

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.

Mindy Fryer TDA GO! Registration Approved

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

Reply Reply All Forward

To Mindy Weth Fryer

Mon 12/13/2021 10:12 AM

Retention Policy Inbox (30 days)

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>.

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

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](#)

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

Broadband Infrastructure Program (BIP) Eligible Rural Texas Hospitals Attachment

Andrews County Hospital District dba Permian Regional Medical Center
Anson General Hospital District dba Anson General Hospital
Ascension Seton Bastrop
Ascension Seton Edgar B. Davis Hospital dba Seton Edgar B. Davis Hospital
Ascension Seton Highland Lakes
Ascension Seton Smithville Regional Hospital
Ballinger Memorial Hospital District dba Ballinger Memorial Hospital & Clinic
Baylor County Hospital District dba Seymour Hospital
Baylor Scott & White Center - Brenham
Baylor Scott & White Medical Center - Marble Falls
Baylor Scott & White Medical Center - Taylor
Big Bend Regional Medical Center
Burleson St. Joseph Health Center dba CHI St. Joseph Health Burleson Hospital
Carthage Hospital LLC dba UT Health Carthage
Castro County Hospital District dba Plains Memorial Hospital
CHI St. Luke's Health Memorial - Livingston
CHI St. Luke's Health Memorial - Lufkin
Childress County Hospital District dba Childress Regional Medical Center
CHRISTUS Good Shepherd Medical Center - Marshall
CHRISTUS Jasper Memorial Hospital
CHRISTUS Mother Frances Hospital - Jacksonville
CHRISTUS Mother Frances Hospital - Sulphur Springs
CHRISTUS Mother Frances Hospital - Winnsboro
CHRISTUS Saint Michael Hospital - Atlanta
CHRISTUS Spohn Hospital - Alice
CHRISTUS Spohn Hospital - Beeville
CHRISTUS Spohn Hospital - Kleberg
Citizens Medical Center
Cochran Memorial Hospital
Columbus Community Hospital
Comanche County Medical Center
Concho County Hospital
Connally Memorial Medical Center dba Wilson County Memorial Hospital District
Coon Memorial Hospital - Dallam Hartley Counties Hospital District
Coryell County Memorial Hospital Authority dba Coryell Health
County of Yoakum dba Yoakum County Hospital
Crane County Hospital District dba Crane Memorial Hospital
Crosbyton Clinic Hospital
Dawson County Hospital District dba Medical Arts Hospital
Deaf Smith County Hospital District dba Hereford Regional Medical Center
Dewitt Medical Center dba Cuero Regional Hospital

Dimmit Regional Hospital
Eastland Memorial Hospital District dba Eastland Memorial Hospital
El Campo Memorial Hospital dba El Campo Memorial Hospital
Electra Hospital District dba Electra Memorial Hospital
Fairfield Hospital District dba Freestone Medical Center
Falls Community Hospital & Clinic
Fannin County Hospital Authority dba TMC Bonham Hospital, Northeast Medical Center (Red River Regional Hospital)
Fisher County Hospital District
Fort Duncan Memorial Hospital
Frio Hospital Association dba Frio Regional Hospital
Gainesville Hospital District dba North Texas Medical Center
Gonzales Healthcare System
Goodall-Witcher Hospital Authority dba Goodall-Witcher Hospital
GPCH LLC dba Golden Plains Community Hospital
Graham Hospital District dba Graham Regional Medical Center
Grimes St. Joseph Health Center dba CHI St. Joseph Health Grimes Hospital
Guadalupe Regional Medical Center
Hamilton County Hospital District dba Hamilton General Hospital
Hansford County Hospital District
Hardeman County Hospital District dba Hardeman County Memorial Hospital
Haskell County Hospital District dba Haskell Memorial Hospital
Hemphill County Hospital District dba Hemphill County Hospital
Henderson Hospital LLC dba UT Health Henderson
Hendrick Health Medical Center Brownwood
Hill Country Memorial Hospital
Hill Regional Hospital
Huntsville Memorial Hospital
Iraan General Hospital District dba Iraan General Hospital District
Jack County Hospital District dba Faith Community Hospital
Knox County Hospital
Lake Granbury Medical Center (For profit)
Lamb County Hospital dba Lamb Healthcare Center
Lavaca Hospital District dba Lavaca Medical Center
Liberty Dayton Regional Medical Center
Lillian Hudspeth Memorial Hospital
Lion Star Nacogdoches Hospital dba Nacogdoches Memorial Hospital
Lockney General Hospital District dba WJ Mangold Memorial Hospital
Madison St. Joseph Health Center dba CHI St. Joseph Health Madison Hospital
Martin County Hospital District
Matagorda County Hospital District dba Matagorda Regional Medical Center
McCamey County Hospital District dba McCamey County Hospital District
Medical City Weatherford (for profit)
Medina County Hospital District dba Medina Regional Hospital

Memorial Hospital Seminole dba Seminole Hospital District
Memorial Hospital dba Moore County Hospital District
Memorial Medical Center dba Memorial Medical Center (Port Lavaca)
Memorial Medical Center San Augustine dba CHI St. Luke's Health Memorial San Augustine
Methodist Hospital Levelland dba Covenant Health Levelland
Methodist Hospital Plainview dba Covenant Health Plainview
Mid Coast Medical Center Central- Llano (formerly BSW - Llano Hospital)
MidCoast Medical Center - Bellville
MidCoast Medical Center Crockett
MidCoast Medical Center Trinity
Mitchell County Hospital District dba Mitchell County Hospital District
Muenster Hospital District dba Muenster Memorial Hospital
Nacogdoches Medical Center
Navarro Regional Hospital (for profit)
Nocona General Hospital (for profit)
North Runnels County Hospital
North Wheeler County Hospital District dba Parkview Hospital
OakBend Medical Center - Wharton
Ochiltree County Hospital District dba Ochiltree General Hospital
Olney Hamilton Hospital District dba Hamilton Hospital
Otto Kaiser Memorial Hospital
Palacios Community Medical Center
Palestine Regional Medical Center - East
Palo Pinto County Hospital District dba Palo Pinto General Hospital
Pampa Regional Medical Center
Paris Regional Medical Center
Parkview Regional Hospital (Mexia)
Parmer County Community Hospital, Inc. dba Parmer Medical Center
Pecos County Memorial Hospital
Peterson Regional Medical Center
Pittsburg Hospital, LLC dba UT Health Pittsburg
Preferred Hospital Leasing Coleman, Inc. dba Coleman County Medical Center
Preferred Hospital Leasing Eldorado, Inc. dba Schleicher County Medical Center
Preferred Hospital Leasing Hemphill, Inc. dba Sabine County Hospital
Preferred Hospital Leasing Junction, Inc. dba Kimble Hospital
Preferred Hospital Leasing Muleshoe, Inc. dba Muleshoe Area Medical Center
Preferred Hospital Leasing Van Horn, Inc. dba Culberson Hospital
Quitman Hospital LLC dba UT Health Quitman (East Texas Medical Center: Quitman)
Rankin County Hospital District
Reagan Hospital District dba Reagan Memorial Hospital
Reeves County Hospital District
Refugio County Memorial Hospital District
Rolling Plains Memorial Hospital dba: Nolan County Hospital
Scenic Mountain Medical Center
Scurry County Hospital District dba Cogdell Memorial Hospital

Shamrock General Hospital
Somervell County Hospital District dba Glen Rose Medical Center
South Limestone Hospital District dba Limestone Medical Center
South Texas Regional Medical Center (Methodist Hospital Atascosa)
Starr County Hospital District dba Starr County Memorial Hospital
Stephens Memorial Hospital District dba Stephens Memorial Hospital
Stonewall Memorial Hospital
Sweeny Community Hospital
Swisher Memorial Healthcare System dba Swisher Memorial Hospital
Terry Memorial Hospital District dba Brownfield Regional Medical Center
Texas Health Harris Methodist Hospital Stephenville
Throckmorton County Memorial Hospital
Titus Regional Medical Center
Tyler County Hospital
UT Health Athens
UT Health Jacksonville
Uvalde County Hospital Authority dba Uvalde Memorial Hospital
Val Verde Hospital Corporation dba Val Verde Regional Medical Center
Ward Memorial Hospital
Wilbarger County Hospital District dba Wilbarger General Hospital
Winkler County Memorial Hospital
Winnie Community Hospital dba Riceland Medical Center
Wise Health System
Woodland Heights Medical Center
Yoakum Community Hospital