TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

2025 RURAL COMMUNITIES HEALTHCARE INVESTMENT PROGRAM (RCHIP)

Request for Grant Applications

Executive Summary

The Texas Department of Agriculture (TDA) is accepting grant applications for the fiscal year (FY) 2025 Rural Communities Healthcare Investment Program (RCHIP). The purpose of this program is to respond to the needs of medically underserved communities by awarding $10,000 in student loan repayments or stipends to eligible, non-physician, licensed healthcare providers who agree to complete a 12-month service obligation in a qualifying community.

Dates

Applications must be received by **Thursday, February 13, 2025**, by 11:59 pm Central Time.

Agency Division

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

Assistance Listing Number

N/A

Key Elements (if applicable)

Required Action	Timing to Obtain/Submit
Create a TDA-GO Profile *(see TDA-GO Access Instructions)*	
• 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	**Thursday, February 13, 2025**- 11:59 p.m. Central Time
Award Timeline	
• Anticipated Award	April 2025 (or as soon thereafter as practical)
• Anticipated Start Date of Project/Grant	June 1, 2025
• End Date of Project	June 30, 2026

* Text hyperlinks will direct you to applicable websites

2025 RURAL COMMUNITIES HEALTHCARE INVESTMENT PROGRAM

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.

Fraud Warning Disclaimer: Please be aware that certain individuals might approach you by falsely presenting themselves as representatives of the Texas Department of Agriculture (TDA). Under this false pretense, they might try to gain access to your personal information or to acquire money by claiming that they are contacting you on TDA's behalf. Such fraudulent offers and claims are usually received via email, text message, phone, etc. These claims and offers are fraudulent and invalid, and you are strongly advised to exercise great caution and disregard such offers and invitations. You will not be contacted by TDA or the government to request payment before you receive a grant. Please report any attempts to TDA immediately. TDA or the government to request payment before you receive a grant. Please report any attempts to defraud you to TDA's Grants Office immediately. You may also report fraudulent activity to the Office of the Texas Attorney General's Consumer Protection Division at https://www.texasattorneygeneral.gov/consumer-protection/common-scams.

Statement of Purpose

The Rural Communities Health Care Investment Program (RCHIP) is administered by the Texas State Office of Rural Health (SORH) at the Texas Department of Agriculture (TDA). RCHIP utilizes funds from a permanent endowment established from the tobacco settlement for the State of Texas and authorized under Texas Government Code, Sections 487.558-.559. The RCHIP Program is governed by Texas Government Code, Chapter 487, Subchapter M, and Texas Administrative Code (TAC), Title 4, Part 1, Chapter 30, Subchapter B, Division 7.

SORH awards $10,000 in student loan repayment or stipends to eligible, non-physician, licensed healthcare providers in response to the needs of medically underserved communities, as defined by Texas Government Code, Section 487.551(2), in Texas. Selected participants must agree to work, and complete, a 12-month service obligation in a qualifying community in order to receive the student loan repayment/stipend. The service must be completed in 12 consecutive months.

Eligibility

You may apply if you are a licensed, non-physician healthcare provider who practices (or agrees to practice) in a Texas county with a total population of 50,000 or less **OR** a county designated under state or federal law as a Health Professional Shortage Area (HPSA) or a Medically Underserved Area (MUA). Licensed, non-physician healthcare providers are eligible **if they meet all the requirements below:**

1. Hold a Texas license, permit, or other form of authorization required by state law or regulation to work in a health care profession (herein collectively referred to as a "license");
2. Reside in Texas;
3. Do not have a service obligation to any entity or participate in any educational loan reimbursement program or other incentive program;
4. Either:
    a. Received their license in the field under which this application is submitted within the last 24 months [2 years] prior to the application deadline date; or
    b. Practiced in a county with more than 150,000 people and has moved, or will move, to practice in a qualifying community in the field under which this application is submitted (applicant may not have been residing or practicing in the qualifying community for more than 12 months [1 year] prior to the application deadline);
5. Agree to work for a consecutive 12-month service period at the eligible healthcare facility; and
6. Has not been awarded an RCHIP award in any previous cycle.

Eligible health professionals include but are not limited to physician assistants; nurses; physical and occupational therapists; pharmacists; optometrists; emergency medical technicians; speech pathologists; dentists; and licensed non-physician mental health practitioners. The phrase, "health professional" is defined in Texas Government Code, Section 487.551(1) as "a person other than a physician who holds a license, certificate, registration, permit, or other form of

authorization required by law or a state agency rule that must be obtained by an individual to practice in a health care profession."

NOTE: Healthcare providers currently fulfilling an obligation to provide health care services as part of a scholarship agreement, a student loan agreement, or another student loan repayment or reimbursement program cannot simultaneously receive funding from a state-funded loan repayment program for the same period of service; however, participation in the Public Service Loan Forgiveness program *is* an allowable exception.

Additionally, a health professional who participates in a program under this subchapter may not use telecommunications technology, including telemedicine, as the sole or primary method of providing services and may not use telecommunication technology as a substitute for providing health care services in person.

To receive an RCHIP award, an eligible healthcare provider must also provide care in an eligible community. An eligible community is in a Texas county with a population of 50,000 or less OR has been designated under state or federal law as a Health Professional Shortage Area (HPSA) or a Medically Underserved Area (MUA). For more information about HPSA and MUA designations, see: (http://www.hrsa.gov/shortage/).

Funding Parameters

The RCHIP Program awards $10,000 in student loan repayment/stipends to eligible, non-physician, licensed healthcare providers in response to the recruitment and retention needs of medically underserved communities, as defined by Texas Government Code, Section 487.551(2), in Texas.

Due to the limited amount of funding available, **the RCHIP Program is competitive**. Each application will be screened by the department for eligibility, completeness, and scored.

Written notifications on award decisions will be sent to all applicants. Favorable decisions will indicate the amount of award, duration of the service obligation, and any special conditions associated with the project.

In the event that available funding is not fully distributed, TDA may make upward adjustments to existing grant award amounts.

Term of Funding or Duration of Projects

A notice of grant award (NOGA) is anticipated to be made in April 2025, or as soon as administratively possible thereafter.

Selected participants must agree to work, and complete, a **12-month service obligation** in a qualifying community in order to receive the student loan repayment/ stipend. The service must

be completed in 12 consecutive months. The 12 month service obligation is anticipated to be from June 1, 2025, to May 31, 2026.

TDA shall determine the final funding amount and terms of an RCHIP award. TDA reserves the right to fund projects fully or partially and to negotiate individual elements included within an application. Contingent upon available funds, the selected applicant may be requested to submit a revised project budget and project narrative. Selected applicants will receive a grant agreement from TDA. The grant agreement is not legally binding until the grant agreement is fully executed.

Failure to comply with all requirements within 4 TAC Ch. 30, Subch. B, Division 7, including the conditions of a grant award outlined in 4 TAC Sec. 30.243, may result in a finding that a health professional is in breach of contract and subject to all available remedies provided for in SORH's rules.

Grant Recipient Responsibilities and Accountability

Selected applicants (Grant Recipients) will be responsible for the conduct of the grant project supported by this 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 approved scope of work.

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.

Complete records relating to the grant project, including accounting records, financial records, progress reports and other documentation, must be maintained for four (4) years after the conclusion of the grant project or longer if required by TDA.

Budget Information

1. **Payment.** A one time payment will be disbursed after completion of the 12 months full time service requirement. Grant Recipient will be required to submit an End-of-Service employment verification forms for completion by the Grant Recipient and the appropriate official(s) at your practice site(s), with required documentation, at the end of the grant period.

    If the award will be used for a student loan repayment, the Grant Recipient must provide a copy of a payment confirmation made to the student loan servicer in the amount of $10,000 or the maximum amount payable to the servicer if the loan is less than $10,000.

TDA has the sole discretion to determinate the validity of the cost.

2. **Matching**. No in-kind donations or matching funds are required.

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 RFGA.

Due to the limited amount of funding available, the RCHIP Program is competitive. Not all applications will receive funding.

In accordance with 4 TAC Section 30.242, applications for the RCHIP Program are scored based on the following evaluation criteria:

- HPSA Score (Primary Care) of county where the facility is located that the applicant is applying under
- Graduation from health professional degree programs in Texas: 1 point
- Type of assistance:
  o Student loan reimbursement: 2 points
  o Stipend: 0 points
- Employment status:
  o Full-time: 1 point
  o Part-time: 0 points

In the event of a tie, the poverty rates of the counties in which the applicants are located will be taken into consideration with precedent given to a higher rate.

For the purposes of this program, full-time is defined as consistently working 32 or more hours per week.

Application Selection and Execution of Contract
TDA shall determine the final funding amount and terms of an RCHIP award.

Reporting Requirement

Grant Recipient will be required to submit End-of-Service verification forms for completion by the Grant Recipient and the appropriate official(s) at your practice site(s). Reporting timelines will be incorporated into the grant agreement. Failure to comply with reporting requirements may result in the withholding of requests for reimbursement and/or termination of the award.

Selected applicants will be provided guidance in post-award instructions.

General Information

Selected applicants will receive a Notice of Grant Award (NOGA) letter by email from TDA-GO and a grant agreement. The NOGA is not legally binding until the grant agreement is fully executed.

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

Applications

TDA reserves the right to reject all applications and is not liable for (i) costs incurred by the applicant in the development, submission, or review of the application or (ii) 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/or 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 Section 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 Texas 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 SOA's website at (https://sao.fraud.texas.gov/ReportFraud/ ;
  - contacting TDA by calling the TDA Fraud Prevention 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 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.

(left blank, see next section)

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. CT on February 13, 2025** (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 the TDA-GO system.**

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. TDA highly recommends applicants submit their application early to allow time to resolve any issues that may arise. Late applications due to technical problems or errors will not be accepted.

Late or Ineligible Applications

- TDA will not consider applications submitted after the published due date unless the deadline has been revised for all applicants.
- TDA will perform an administrative review to determine applicant eligibility and responsiveness to the request for grant applications.
- Applications submitted by ineligible applicants will not receive funding consideration.
- Applications that are not fully responsive to the request for grant applications will not be considered during the competitive review process.
- Determinations of late or ineligible applications are final and not subject to an appeal process.
- Problems with computer systems at the applicant organization, Adobe compatibility settings issues, failure to follow instructions in the RFGA, or failure to complete required registrations(e.g., Grants.gov, Sams.gov, UEI Number, etc.) by the submission deadline are NOT considered government system issues and do not constitute grounds for an appeal.
- The RFGA explains the time required to complete these registration requirements. It is the applicant's responsibility to ensure that enough time is committed for adequate submissions by the listed due date and time.
- All required letters and attachments must be attached to the TDA-GO application package. Any supplemental information/files submitted outside TDA-GO (email, mail, hand delivered) will not be considered as eligible submissions.

- Failure to attach documents to the application package correctly are not considered system issues.

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 this grant program and to provide clarifying information concerning this RFGA.

Grant Management
Ms. Nicole Caston
Grants Specialist
Phone: (512) 463-7178
Email: Grants@TexasAgriculture.gov

TDA staff is available to answer questions and to provide clarifying information concerning this RFGA. ***TDA staff will not review any grant proposals prior to the application deadline.***

Do not wait until the last minute to submit your application. Staff will not be available after 5:00 PM on the date of deadline.

TDA-GO Access Instructions

Step 1: Accessing Grant Opportunity

Log in with your set username and password. After logging in, your Dashboard will appear (Figure 1).

- **My Tasks** are documents/applications that are in progress;
- **Initiate New Application** are blank grant applications.
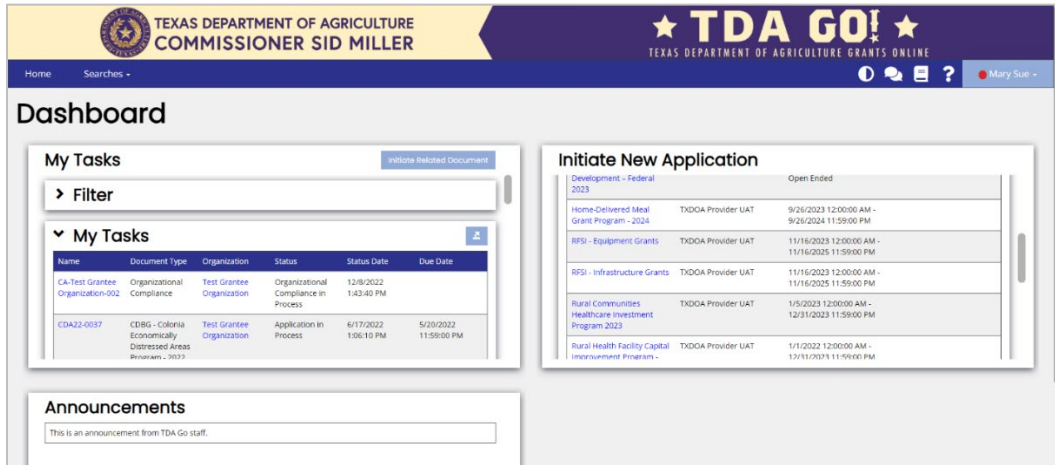
Figure 1. Landing page after logging in

Select the 2025 Rural Communities Healthcare Investment Program by scrolling down the **Initiate New Application** box and select "**2025 Rural Communities Healthcare Investment Program**" (Figure 2).
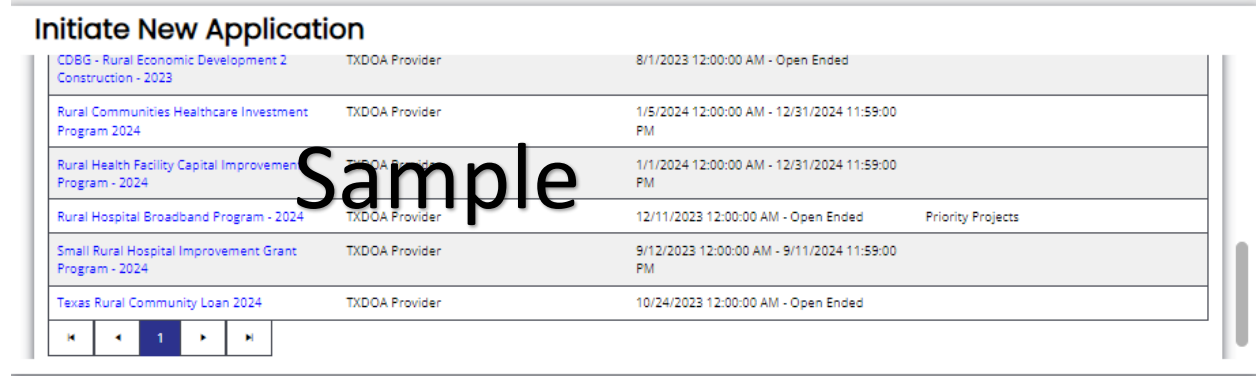
Figure 2. Initiate New Application Box and location of scrolling tool

A brief description and agreement language appears (Figure 3). Read and select **Agree**.
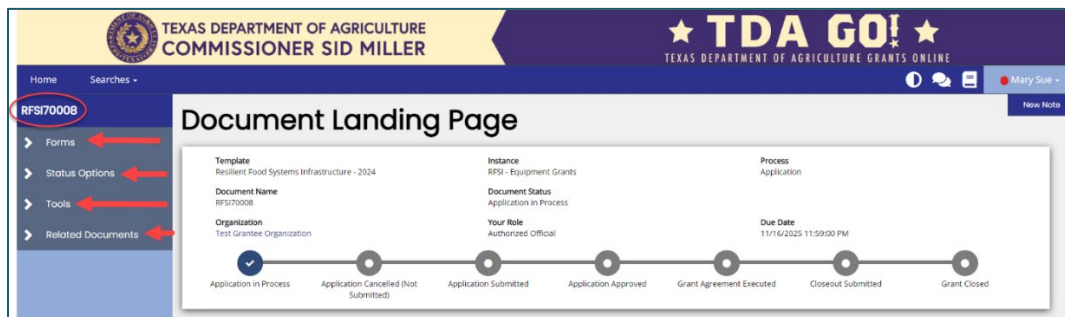
Figure 3. Brief description and agreement language

Document Landing Page

After Agree is selected, the Document Landing Page will appear (Figure 4). Here, you will scroll down and read the whole "Statement of Purpose" prior to completing the rest of the application.

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 RCHIP 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 submisson process. You will not need this function to submit your application.

Application Form Guidance

The following section provides additional guidance regarding sections of the application. As a reminder, this is a **competitive grant application**; TDA staff are available to answer questions regarding the program and to provide clarifying information concerning this RFGA.

However, TDA staff will not perform reviews of any grant proposals prior to the application deadline.

Step 1: Start Application Contact Information

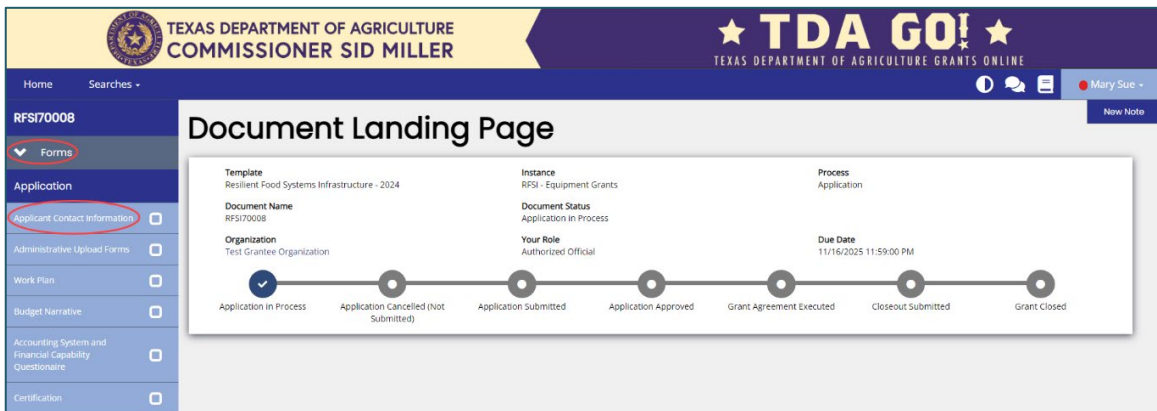Expand the **Forms** drop down menu and select **Application Contact Information** ([Figure 5]).

Figure 5. Application Contact Information location

All required sections of the Form must be completed. See below for specific field instructions.

NOTE: 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

SPECIFIC FIELD INSTRUCTION:
- On the "Applicant Contact Information" tab, you will be prompted to enter a "Name of Authorized Official" and "Name of Application Preparer / Administrative Contact." From the drop down menu for each, **please select your name** ([Figure 7]).

Figure 7. Select personal information under "Name of Authorized Official" and "Name of Application Preparer / Administrative Contact."

- For "Name of Additional Contact for Project," **please leave these fields blank**. ([Figure 8](#))

Figure 8. Enter "Name of Additional Contact"

- When prompted to enter county, select the county your worksite is in. When searching for legislative districts, use the **address of your worksite**, *not* your home address.

After completing the "Application Contact Information" form, click the **Save** button in the top right hand corner ([Figure 9](#)). After clicking the **Save** button, if any required sections are missing, an error message will appear ([Figure 10](#)).

Figure 9. Regularly save your work by clicking the save button in the upper right hand corner
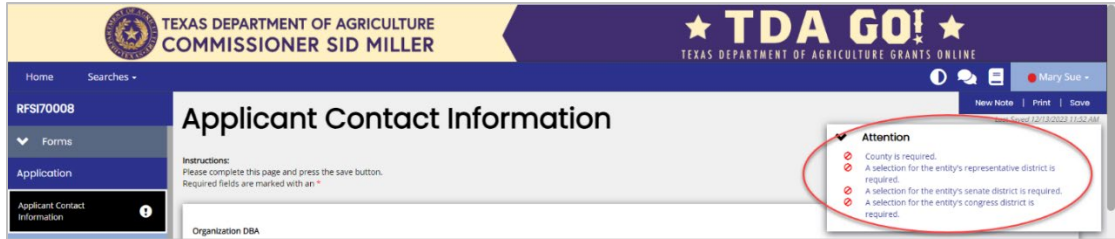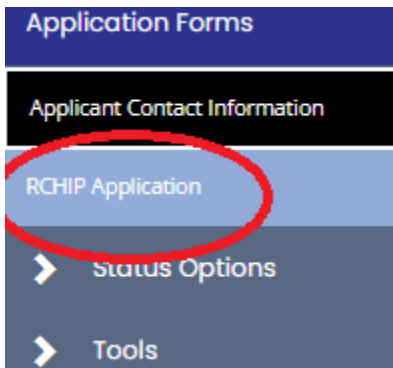
Figure 10. Error message of missing required information

After you have clicked Save, toggle to the "RCHIP Application" tab.

Step 2: RCHIP Application

Fill out the required fields of the RCHIP Application.

Specific Field Instructions:
- When prompted to enter "**Highest degree attained relevant to profession**," please **ALSO** indicate your profession (i.e. Nurse Practitioner, Physical Therapist, Pharmacy Tech, etc).
If you have no NPI, please type "N/A."

If you have student loans, you will need to upload <u>supporting</u> documents. Upload the most recent statement for your student loan(s). When you upload your loan documents, upload a statement that, at a minimum, clearly shows your name, address, etc. If needed, click the plus (+) sign to add another document. If you have no loan balance, skip the upload step.
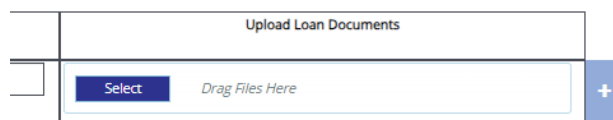

Figure 12: Loan document upload

- When you come across the "Community Information" section, please enter address information for your employer. Prefix is a required field in HR contact info.

Certifying Your Application
After you have completed each field, make sure to read the Certification terms and conditions and then **click the checkbox**. Then, click "Save." Figure 14 shows what you will see when each tab is completed.
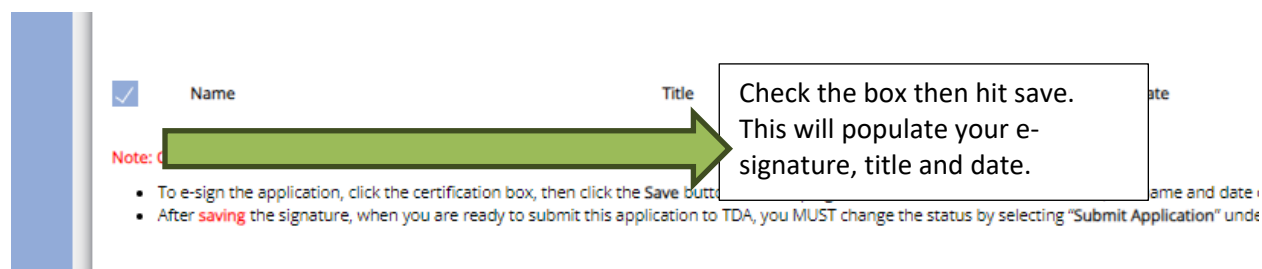

Figure 14. Application with tabs properly completed

NOTE: Your application is not complete once you hit save. **You must submit it. Once the application is certified/e-signed and complete, you must SUBMIT the application within the TDA-GO system before the posted deadline.** See Application Submission for further guidance.

Step 3: Application Submission

Once the application is complete, you <u>MUST SUBMIT</u> the application within the TDA-GO system.

Expand the **Status Options** drop down menu ([Figure 15](#)). Select **Submit Application.**
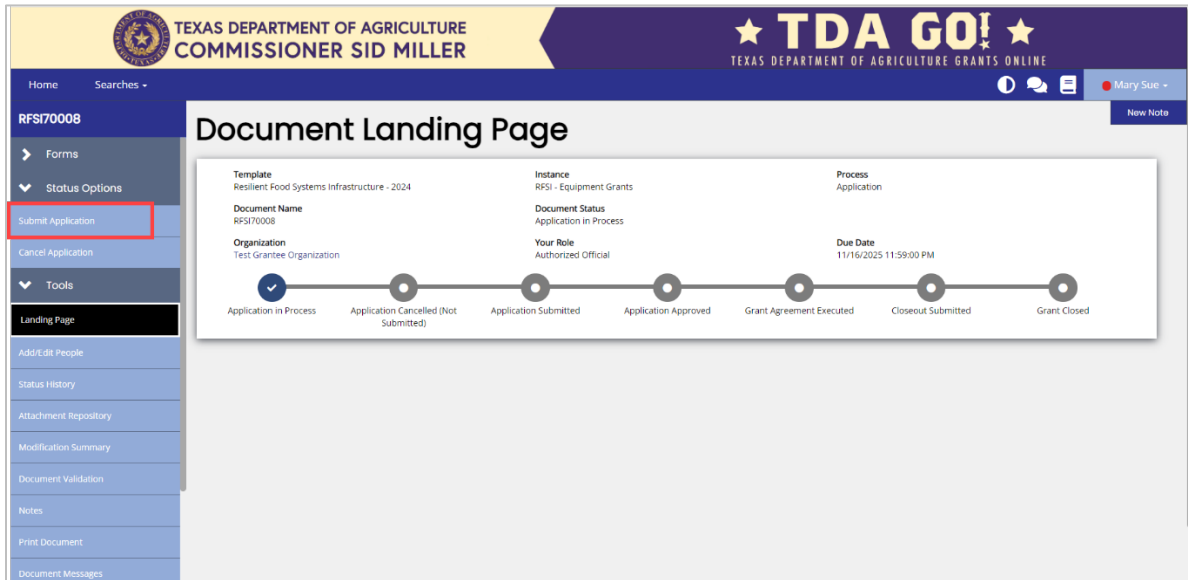

Figure 15. Status Options drop down menu and Application Submitted button location

NOTE: If errors remain, a **Document Validation** message will pop up noting what sections still have errors ([Figure 16](#)). You may click on each section name to be directed to the errors.
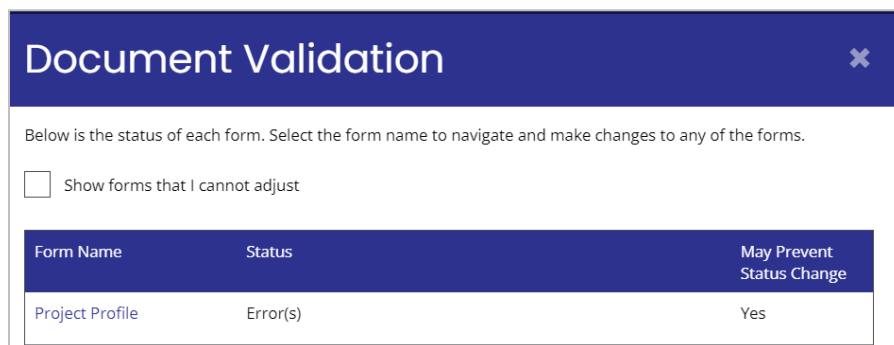

Figure 16. Document Validation message will appear if you try to submit application with errors

If no errors are detected, the system will ask if you are sure. Once you select submit, you will then be taken back to the **Landing Page** ([Figure 17](#)).
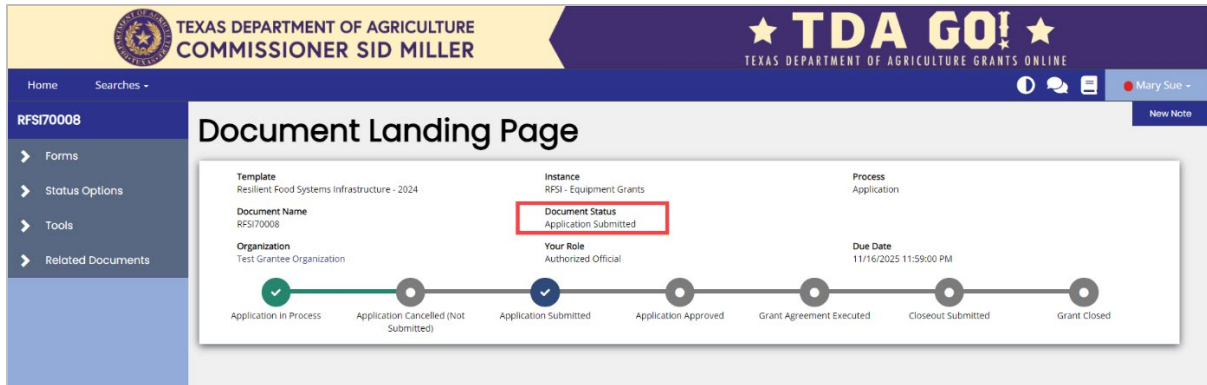
Figure 17. After application submission, you will return to the Document Landing Page.

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

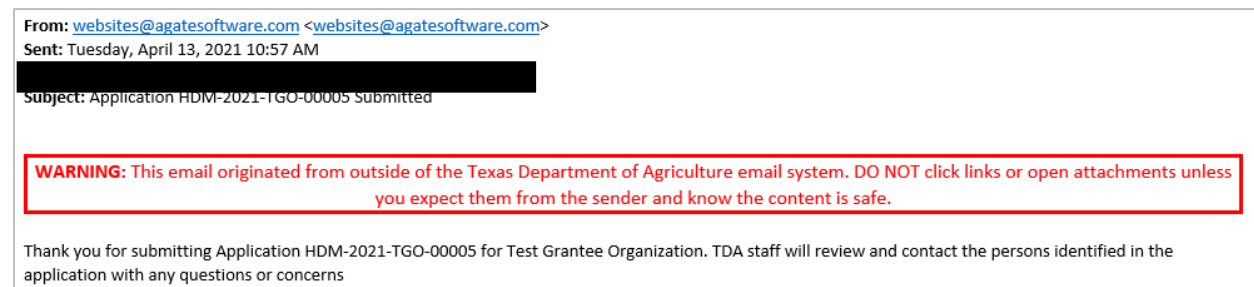Once the application is submitted, you will receive a confirmation email (Figure 18).

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 18. 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 Grant application.
THIS MUST BE DONE 48-72 HOURS PRIOR TO SUBMITTING AN APPLICATION! Last-minute registrations are not guaranteed.

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.

Login
Username

Password

Submit

Login Assistance
New User/Organization Registration

Legend FOR RCHIP
First Name (Required)
Last Name (Required)
SAM Number/ UEI (Required) – Enter all zeros (e.g. 000000000000) in this box.
Organization (Required) – Enter FIRST AND LAST NAME (applicant).
Title – Enter "*RCHIP*"
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 "RCHIP"

New User Registration

Please add a title so we know which role to assign to your registration!

First Name

Last Name   Suffix

Title
Young Farmer Grant

SAM Number (UEI Number)   FEI   Don't click
Search

Organization

Address   Address 2

City   State

Zip Code   County

Email   Phone

Phone 2   Fax

Cell Phone   Website

Username

Password   Verify Password

Notes
Young Farmer Grant

Register

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.
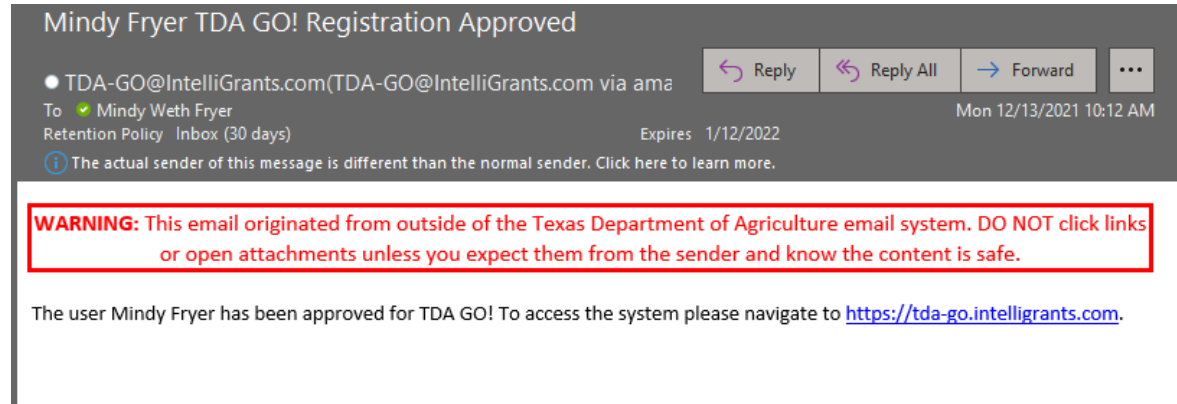
TDA-GO User Roles:

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   Clear   Email

3) An email like the following will be sent to reset your password. If there is no link, then your server has marked it as SPAM. You will need to work with your network administrator to resovle this.

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