



TEXAS DEPARTMENT OF AGRICULTURE COMMISSIONER SID MILLER

2024 RURAL NURSING RECRUITMENT & RETENTION PROGRAM

Request for Grant Applications

Executive Summary

The Texas Department of Agriculture (TDA) is accepting grant applications for the Rural Nursing Recruitment & Retention Program (RNRR Program). The purpose of this Program is to respond to the needs of medically underserved communities by awarding \$15,000 to rural Texas health care facilities to provide recruitment and retention stipends to nurses working full-time in their facility.

Dates

Applications must be received by **Thursday, June 27, 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"> 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, June 27, 2024 - 11:59 p.m. Central Time
Award Timeline	
<ul style="list-style-type: none"> Anticipated Award 	August 1, 2024 (or as soon thereafter as practical)
<ul style="list-style-type: none"> Anticipated Start Date of Project/Grant 	September 1, 2024
<ul style="list-style-type: none"> End Date of Project 	August 31, 2027

* Text hyperlinks will direct you to applicable websites

2024 RURAL NURSING RECRUITMENT & RETENTION PROGRAM

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Please read all materials before preparing and submitting the application. Failure to follow the instructions and requirements described in this Request for Grant Application (RFGA) may result in the disqualification of the application.

Statement of Purpose

The Texas Department of Agriculture (TDA) is requesting applications for the Rural Nursing Recruitment & Retention Program (RNRR) from qualified rural health care facilities. The RNRR Program aims to provide eligible rural Texas healthcare facilities with funds to incentivize nurses to work, or continue to work, in their facility by providing \$15,000 in stipend assistance.

An awarded facility shall provide stipend assistance to a selected nurse who is currently employed, or will be employed, by the facility and who agrees to work full-time for a minimum of 36 consecutive months.

Texas Government Code §487.051 provides that the TDA shall assist rural communities in the key areas of economic development, community development, rural health, and rural housing. The 88th Texas Legislature appropriated funds under the House Bill 1, General Appropriations Action for the 2024-25 Biennium, Article VI, Rider 29 to TDA for rural nursing retention and recruitment.

Furthermore, Texas Agriculture Code, Chapter 12, provides that to carry out its duties under this code, the department may enter into cooperative agreements with: (1) private entities; and (2) local, state, federal, and foreign governmental entities.

Projected Timeline of Events

Application Availability	June 2024
Application Deadline	June 27, 2024
Anticipated Award	Early August 2024 (or as soon thereafter as practical)
Anticipated Start Date of Project/Grant	September 1, 2024
End Date of Project	August 31, 2027

Eligibility

An eligible rural Texas healthcare facility for the RNRR Program will be any healthcare facility that:

- employs nurses (Registered Nurses and/or Licensed Vocational Nurses);
- provides direct patient care to its community as a whole;
- accepts Medicare/Medicaid patients; and
- is located within a rural Texas county with a population of 68,000 or less.

Examples of eligible healthcare facilities include, but not limited to, the following:

- Hospitals;
- Rural Health Clinics;
- Nursing Homes/Assisted Living Facility; or
- Public Health Departments.

Program Requirements/ Funding Parameters

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

If awarded, the selected healthcare facility must use the funding to recruit or retain either a Registered Nurse (RN) or a Licensed Vocational Nurse (LVN) who holds a valid Texas license, permit, or other form of authorization (required by state law or regulation), to work in the nursing profession.

Additionally, an awarded healthcare facility must select a nurse that meets the following:

- A recruited nurse must:
 - be recruited, hired, and working at the facility after the grant award date but no later than September 1, 2024;
 - agree to work full-time at the facility for 36 consecutive months from their start date to receive the stipend;
 - had most recently practiced in another state, or in a Texas county with more than 500,000 people, before accepting the role at the facility (this can be documented through their most recent pay stubs from their previous employer, etc.);
 - cannot have been a recipient of a Rural Communities Healthcare Investment Program (RCHIP) award within the past 2 years; and
 - is not currently fulfilling another service obligation associated with another scholarship agreement, student loan agreement, or student loan repayment program.
- A retained nurse must:
 - have been employed at the awarded health facility as of the grant award date;
 - agree to continue to work full-time at the awarded healthcare facility to complete a 36 consecutive service obligation that shall begin at the latter of their start date or Sept 1, 2023, to receive the stipend;
 - cannot have been a recipient of a Rural Communities Healthcare Investment Program (RCHIP) award within the past 2 years; and
 - is not currently fulfilling another service obligation associated with another scholarship agreement, student loan agreement, or student loan repayment program.

Additional information and requirements:

- For the purposes of this program, full-time is defined as consistently working 32.5 or more a week.
- An awarded facility shall request the funds for the stipend and pay the selected nurse *only* after the nurse has completed the required service obligation and has certified the nurse's employment.

If during the service obligation period, the beneficiary leaves the healthcare facility for any reason or fails to maintain applicable licenses and/or permits, that individual will no longer be an eligible

beneficiary. The Grant Recipient must notify TDA within thirty (30) days of the departure and will be given an opportunity to identify a replacement nurse.

Written notifications on award decisions will be sent to all applicants and their affiliated agencies, organizations, or institutions. Favorable decisions will indicate the amount of award, duration of the grant, and any special conditions associated with the project.

If awarded, Grant Recipient shall ensure the recruited or retained nurse provides health services at the healthcare facility for the thirty-six (36) month service obligation period.

1. Within the first 60 days of an award, the Grant Recipient must identify a Registered Nurse (RN) or Licensed Vocational Nurse (LVN) as the beneficiary of this stipend. Grant recipients must provide certification of employment for the recruited or retained nurse (which must include start date). Failure to do so may result in the forfeiture of the award,
 - a. If a retained nurse is identified, the service period may start as early as September 1, 2023, and conclude as early as August 31, 2026.
 - b. If a recruited nurse is identified, the service period shall coincide with their start date (which must be between the grant award date and September 1, 2024) at the healthcare facility and conclude at the end of the thirty-six (36) months.
2. If during the service obligation period, the beneficiary leaves the healthcare facility for any reason or fails to maintain applicable licenses and/or permits, that individual will no longer be an eligible beneficiary. The Grant Recipient must notify TDA within thirty (30) days of the departure and will be given an opportunity to identify a replacement nurse.
3. Grant funds shall be disbursed to Grant Recipient only after completion of thirty-six (36) months of service by the identified nurse at the designated healthcare facility.
4. The identified nurse may not use telecommunication 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. Telecommunication technology may only supplement or enhance the health care services provided by Grant Recipient.

Grant Recipient Responsibilities and Accountability

Selected applicants (Grant Recipients) will be responsible for the work 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.

Each Grant Recipient must ensure it has 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 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.

Each eligible rural Texas healthcare facilities will receive only one \$15,000 in stipend assistance.

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. Only those responsive applications submitted by eligible applicants will be considered and evaluated under this RFGA. Applications are considered final when submitted, and TDA staff will not communicate with any applicant regarding the content or status of an application until after formal evaluation of all applications.

Each application will be screened by the department for eligibility and completeness.

Late applications or applicants that do not meet the minimum requirements of this RFGA will be subject to disqualification and will receive no further consideration for funding.

The entire application package, comprised of the application, project narrative (using required template format), and all additional attachments, will be evaluated on its comprehensiveness, completeness, and overall quality. Applications for the RNRR Program are scored based on the sum of the following evaluation criteria:

- Type of facility:
 - a) Hospital 12 points
 - b) Nursing Home/Assisted Living Facility 10 points
 - c) Rural Health Clinic 3 points
 - d) All other 1 point
- Health Professional Shortage Area (HPSA) Score (Primary Care) for the county in which the applicant is located.

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.

Term of Funding or Duration of Projects

Grant Recipient shall ensure the recruited or retained nurse provides health services at the healthcare facility for the thirty-six (36) month service obligation period.

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 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.

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.

Application Requirements

Applications must be submitted via TDA-GO, TDA's online Grant Application / Management system, before 11:59 p.m. CT on Thursday June 27, 2024.

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

Mailed, faxed, emailed or hand-delivered applications will not be accepted.

Grant Application Package—Interested applicants must provide the following information:

- Application Contact Form
- Administrative Form Uploads (required and optional)
 - Application for Texas Identification Number
 - Direct Deposit Authorization
 - W-9 IRS Federal Tax Form
- RNR Application Narrative with certification

See [Section Application Form Guidance](#) for detailed instructions on each section.

General Information

Selected applicants will receive a Notice of Grant Award (NOGA) letter and a grant agreement from TDA. 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. 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 (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 grant agreement. **Applicants must ensure they only have one window/tab open when entering information into TDA-GO. Having more than one window open will cause a cross-session. This means that an action (entered/saved) taken in one window, and then another action (entered/saved) is taken in another window/tab this could cause your application to be incomplete. A cross section means you are recording actions in the system and they can either cancel each or over write a previous action.**

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 §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 (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. CT on June 27, 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 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 (CDT)
TDA staff are available to answer questions regarding this grant program and to provide clarifying information concerning this RFGA.

Patty Rameriez
Grants Specialist
Phone: (512) 936-1943
Email: Grants@TexasAgriculture.gov

Technical Assistance

- a. You may schedule time for assistance in completing the application. Please try to do this as early as possible.
- b. Technical assistance for submitting the application is available until 5:00 pm on **June 27, 2024**.

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TDA-GO! Access Instructions

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

Step 1: Accessing Grant Opportunity

The following describes how to access the 2024 Rural Nursing Retention Program opportunity via TDA-GO for returning users. **Applications may only be initiated by an Authorized Official or Project Director.**

- **Returning users - Log in with your current username and password**
- **New Users – see section “TDA-GO New User Instructions” on page 19**

Dashboard

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

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

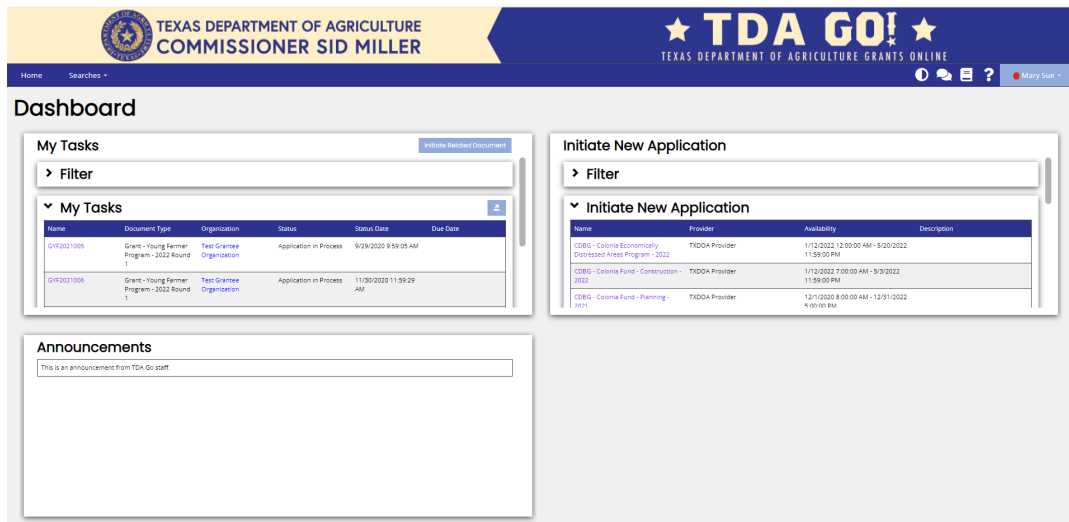


Figure 1. Landing page after logging in

Choose the Grants – Rural Nursing Retention Grant by scrolling down the “Initiate New Application” box and select **Rural Nursing Retention Program 2024** (Figure 2 & 3).

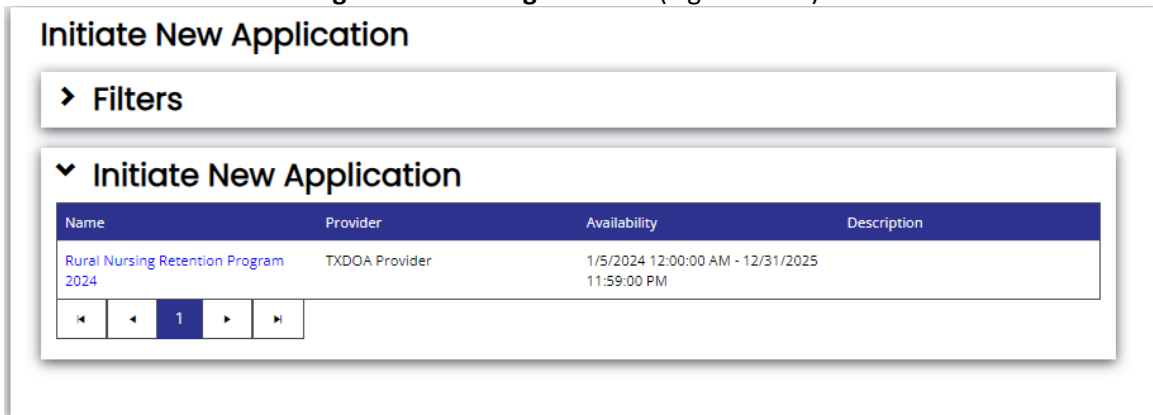


Figure 2. Initiate New Application Box and location of scrolling tool

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

Rural Nursing Retention Program 2024

Provided By: TXDOA Provider
Provided To: Test Grantee Organization
Application Availability Dates: 1/5/2024 12:00:00 AM - 12/31/2025 11:59:00 PM
Due Date: 5/1/2025 12:00:00 AM

Agreement Language:
As an individual authorized to initiate a grant on behalf of my organization to request funding from the Texas Department of Agriculture, I will comply with all rules and requirements as described in the Request for Applications published to www.texasagriculture.gov.

Agree **Decline**

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.

TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

TDA GO!
TEXAS DEPARTMENT OF AGRICULTURE GRANTS ONLINE

Home Searches - Mary Sue - New Note

RFSI70008

Document Landing Page

Template Resilient Food Systems Infrastructure - 2024	Instance RFSI - Equipment Grants	Process Application
Document Name RFSI70008	Document Status Application in Process	
Organization Test Grantee Organization	Your Role Authorized Official	Due Date 11/16/2025 11:59:00 PM

Application in Process Application Cancelled (Not Submitted) Application Submitted Application Approved Grant Agreement Executed Closeout Submitted Grant Closed

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 RNRR 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 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](#)).

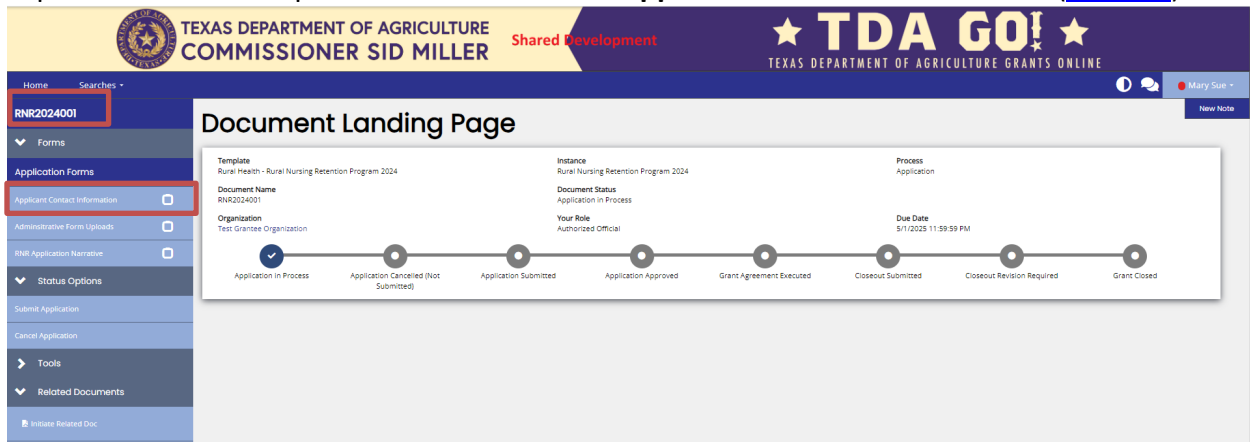


Figure 5. Application Contact Information location

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](#)).

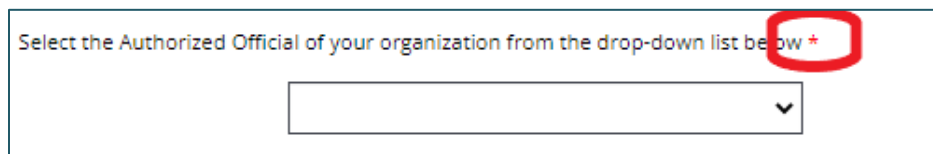


Figure 6. Example of required fields

After completing the form, click the **Save** button in the top right hand corner ([Figure 7](#)). After clicking **Save**, if any required sections are missing, an error message will appear ([Figure 8](#)).

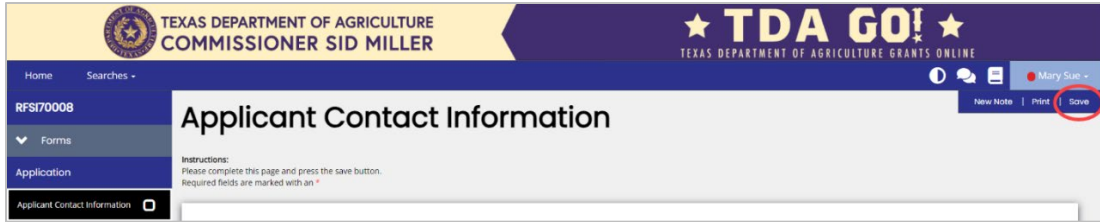


Figure 7. Regularly save your work by clicking the save button in the upper right hand corner

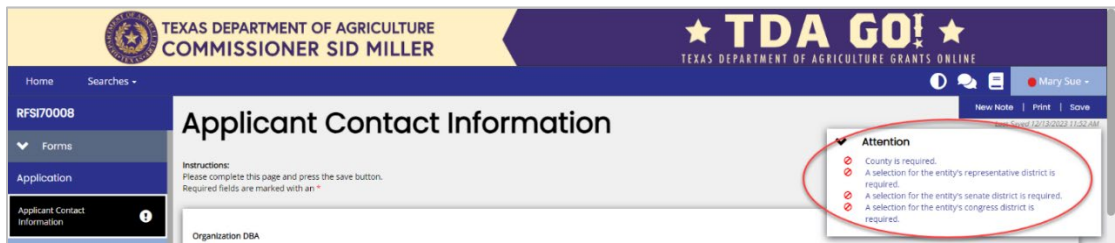


Figure 8. Error message of missing required information

After you have clicked Save, toggle to the “RNRR Application” tab.

Step 2: Administrative Forms Uploads

Expand the **Forms** drop down menu and select **Required Uploads** (Figure 17).

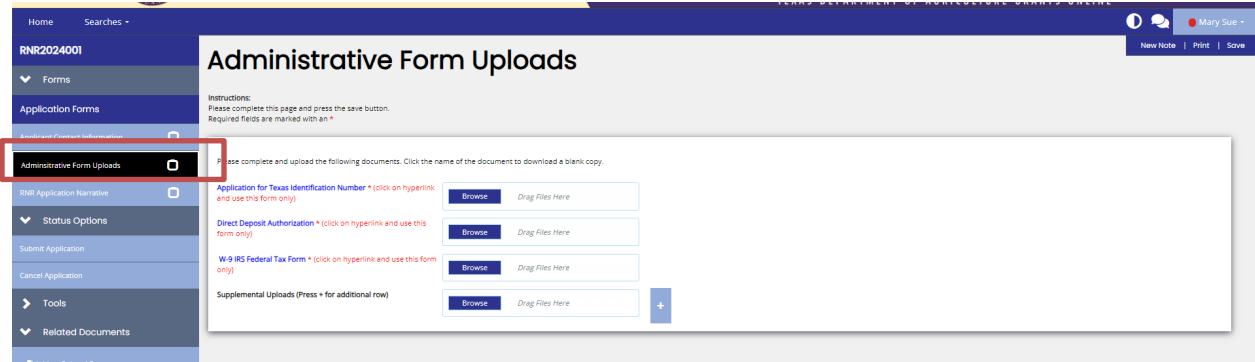


Figure 9. Required Uploads location

Application for Texas Identification Number, Direct Deposit Authorization, and W-9 Federal Tax Form are **Required Uploads** for the Grant (Figure 9).

After uploading the required forms, hit the **Save** button in the top right hand corner (Figure 7). After clicking the **Save** button, if any required sections are missing, an error message will appear (Figure 8).

Click on the blue hyperlink in the online application 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. This does not actually get you a new ID number. This is a standard form TDA must collect and is also used to conduct background checks to ensure the validity of a grantee.*
2. Direct Deposit Authorization: *Required for ACH Payments.*
3. W-9 Federal Tax Form: *This form is required per Texas Contract Management guidelines*

Step 3: RNR Application Narrative with Certification

Expand the **Forms** drop down menu and select **Project Profile** (Figure 10).

The screenshot shows the 'RNR Application Narrative' form. The left sidebar has the 'Forms' menu expanded to 'Application Forms', with 'RNR Application Narrative' selected. The main content area includes sections for 'Type of healthcare facility', 'County in which the applying facility is located', 'Does the healthcare facility...', 'If awarded, will the applicant use the stipend to retain a current nurse or recruit a new nurse for the applying facility?', 'Notice of Service Award', and 'Certification'. A red starburst highlights the 'Save' button in the top right corner. A green arrow points to a text input field labeled 'Name' with a note: 'Check the box then hit save. This will populate your e-signature, title and date.' Below the form, there are instructions for the Authorized Official to certify the application.

Complete all appropriate sections of the Project Narrative.

To certify your application, check the box). The section is then complete. Click **Save** in the top right corner.

Step 4: Application Submission

Once the application is complete, hit save in the upper right corner, then you **MUST SUBMIT** the application within the TDA-GO! system.

Expand the **Status Options** drop down menu. Select **Submit Application**.

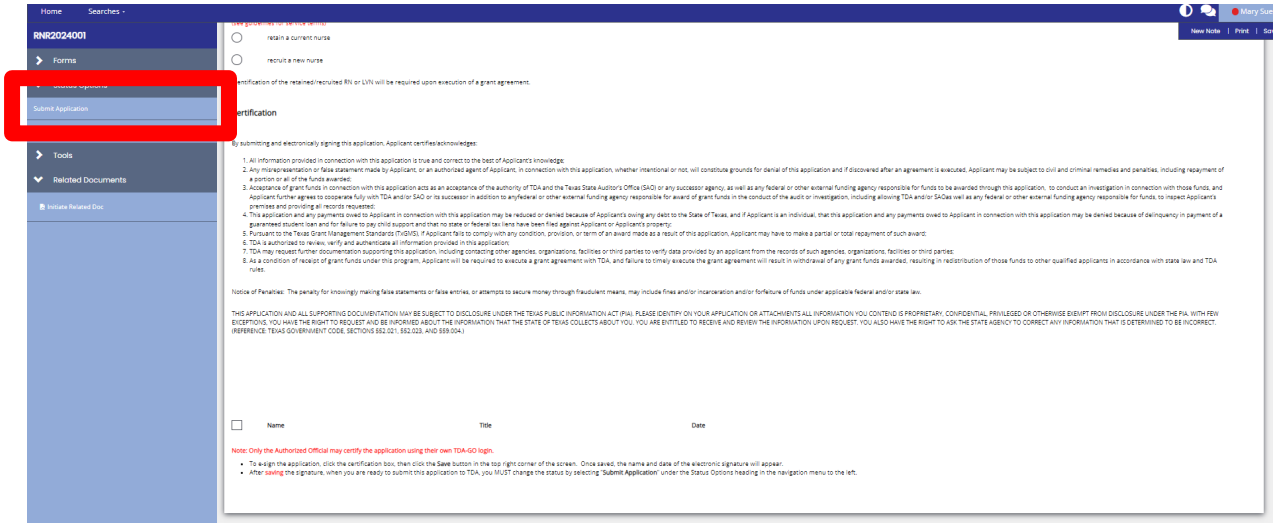


Figure 11. Status Options drop down menu and Application Submitted button location

NOTE: If errors remain, a **Document Validation** message will pop up noting what sections still have errors ([Figure 12](#)). You may click on each section name to be directed to the errors.

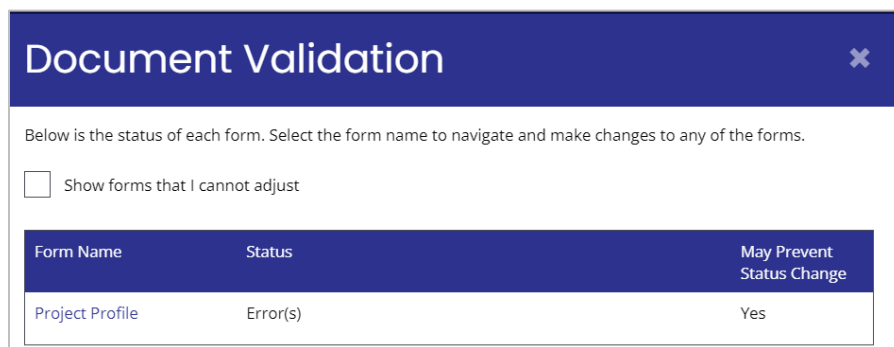


Figure 12. Document Validation message will appear if you try to submit application with errors

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**.

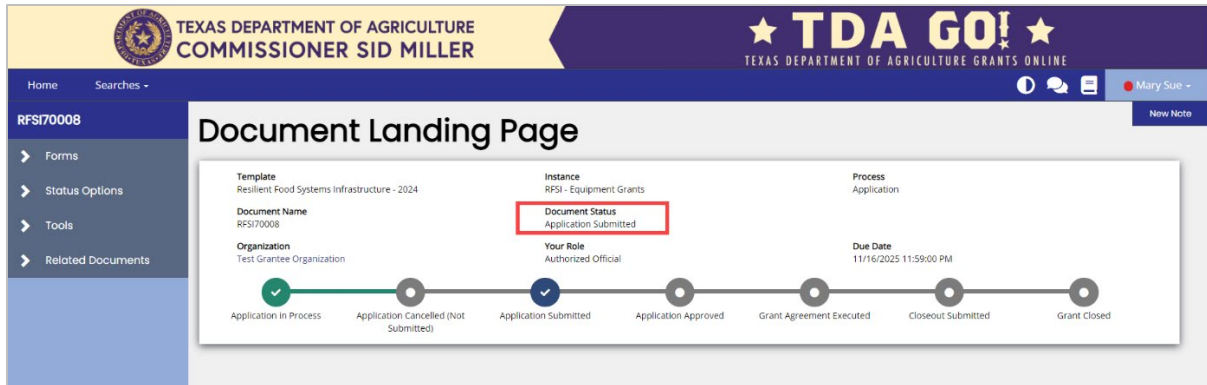


Figure 13. After application submission, you will return to the Document Landing Page.

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 14](#)).

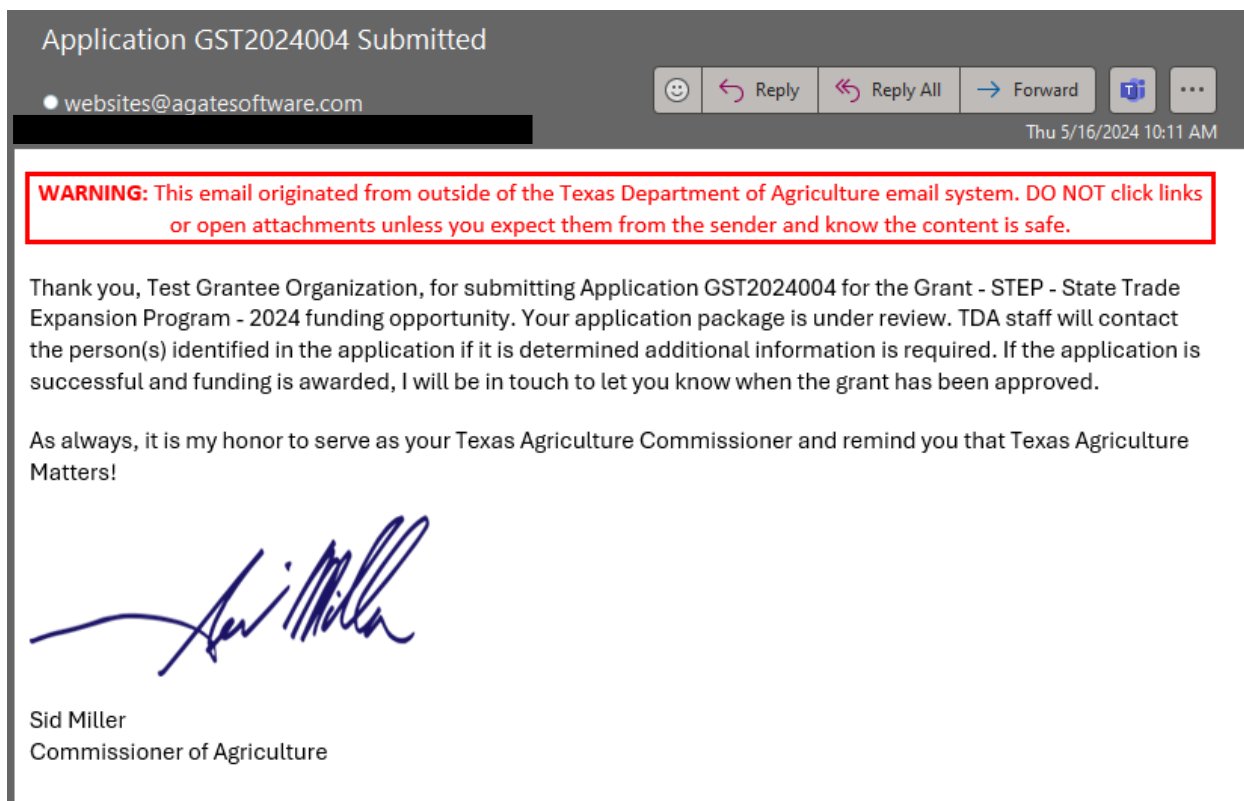


Figure 14. Example of confirmation email

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
Username

Password
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 **“RNR Applicant”**

New User Registration

Page instructions for the registration modal

First Name

Last Name

Suffix

Title

Young Farmer Grant

SAM Number (UEI Number)

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

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

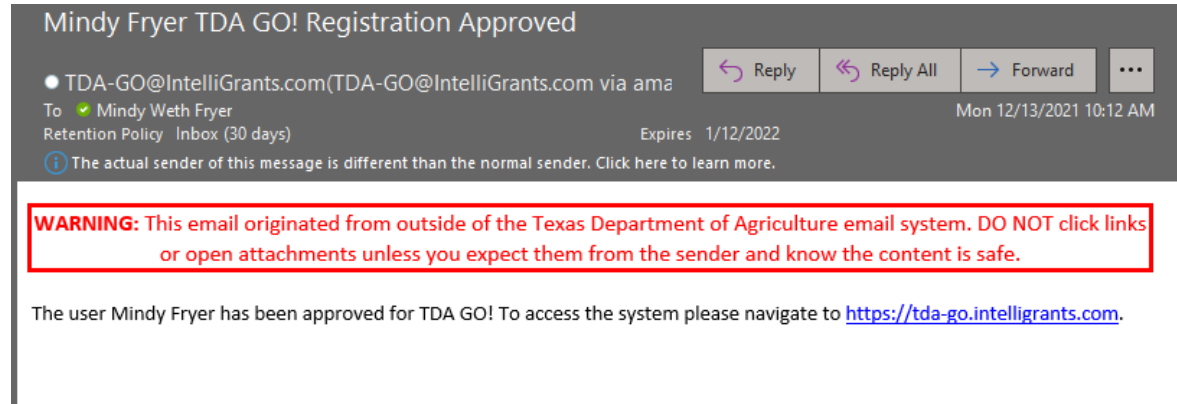
Don't click

Lightbulb icon

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 resolve 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