



# TEXAS DEPARTMENT OF AGRICULTURE COMMISSIONER SID MILLER

## 2025 SMALL RURAL HOSPITAL IMPROVEMENT PROGRAM

### Request for Grant Applications

#### Executive Summary

The Texas Department of Agriculture (TDA) is accepting grant applications for State of Texas fiscal year (FY) 2025 Small Rural Hospital Improvement Program (SHIP). The purpose of this program is to help small rural hospitals with 49 beds or less with their quality improvement (QI) efforts and with their adaptation to changing payment systems through investments in hardware, software, and related trainings.

#### Dates

Applications must be received by **Thursday, January 9, 2025**, by 11:59 pm Central Time.

#### Agency Division

Trade and Business Development – Grants Office, [Grants@TexasAgriculture.gov](mailto: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 (see <i>TDA-GO Access Instructions</i> )	
<ul style="list-style-type: none"> <li><a href="#">Obtain Your Organization’s UEI Number and establish an Active SAM.gov Account (if you do not already have one) *</a></li> </ul>	up to 2 -4 weeks
<ul style="list-style-type: none"> <li><a href="#">Obtain a TIN/EIN (if you do not already have one) *</a></li> </ul>	up to 2 weeks
<ul style="list-style-type: none"> <li>Request Access to by creating <a href="#">TDA-GO profile (if you do not already have one) *</a></li> </ul>	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	January 9, 2025 - 11:59 p.m. Central Time
Award Timeline	
<ul style="list-style-type: none"> <li>Anticipated Award</li> </ul>	April 2024 (or as soon thereafter as practical)
<ul style="list-style-type: none"> <li>Anticipated Start Date of Project/Grant</li> </ul>	June 1, 2025
<ul style="list-style-type: none"> <li>End Date of Project</li> </ul>	May 31, 2026

\* Text hyperlinks will direct you to applicable websites

# 2025 SMALL RURAL HOSPITAL IMPROVEMENT PROGRAM (SHIP)

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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.

Fraud Warning Disclaimer: Please be aware that certain individuals might approach you by falsely presenting themselves as TDA representatives. 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’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

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The Small Rural Hospital Improvement Program (SHIP) is authorized by Section 1820(g)(3) of the Social Security Act (42 U.S.C. 1395i-4). This program was first authorized by the Balanced Budget Act of 1997, an amendment to the Social Security Act, to help small rural hospitals implement data systems required by the Medicare Prospective Payment System (PPS). The initial funding for this program was provided by the U.S. Departments of Labor, Health and Human Services, and Education, and Related Agencies Appropriations Act, 2002.

TDA will serve as the primary grant recipient under the Notice of Funding Opportunity published by the Health Resources & Services Administration.

This RFGA is issued for the purpose of accepting subgrant applications for SHIP to assist small rural hospitals of 49 beds or less with their QI efforts and with their adaptation to changing payment systems through investments in hardware, software, and related trainings.

SHIP funded investments include:

- 1) activities that support improved data collection to facilitate quality reporting and improvement;
- 2) activities that support the development or basic tenets of Accountable Care Organizations (ACOs) or Shared Savings (SS) programs; and/or
- 3) activities that improve hospital financial processes.

TDA reserves the discretion and authority to make multiple grant awards, to make no awards under the terms of this RFGA, or to cancel or withdraw this RFGA at any time. TDA further reserves the right to distribute declined or excess funding designated for this grant program, if any, to qualified applicants who respond to this RFGA.

## Eligibility

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Eligible applicants are small hospitals located in a rural area. For the purpose of this program:

- 1) “small hospitals” is defined as a non-Federal, short-term general acute care hospital that: (i) is located in a rural area, as defined in 42 U.S.C. 1395ww(d) and (ii) has 49 beds or less, as reported on the hospital’s most recently filed Medicare Cost Report;
- 2) “located in a rural area” is defined as either:
  - (1) located outside of a Metropolitan Statistical Area (MSA);
  - (2) located within a rural census tract of a MSA, as determined under the Goldsmith Modification or the Rural Urban Commuting Areas (RUCAs); or
  - (3) is being treated as if being located in a rural area pursuant to 42 U.S.C. 1395(d)(8)(E); and

- 3) Eligible hospitals may be for-profit or not-for-profit, including faith-based. Hospitals in U.S. territories as well as tribally operated hospitals under Titles I and V of P.L. 93-638 are eligible to the extent that such hospitals meet the above criteria.

## Funding Parameters

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Selected grant projects, if any, under this RFGA will receive funding on a cost-reimbursement basis. Funds will not be given in advance to Grant Recipients. Grant Recipients must have the financial capacity to pay for all project costs up front.

Grant awards, if any, are subject to the availability of funds. If no funds are appropriated or collected for this purpose, applicants will be informed accordingly.

The estimated maximum budget of **\$13,832.00** should be used to support and implement eligible activities.

Projects may be funded at varying levels depending on the nature of the project. TDA reserves the right to accept or reject any or all applications submitted. TDA is under no legal or other obligation to make an award on the basis of a response submitted to this RFGA. TDA shall not pay for any costs incurred by any entity in responding to this RFGA.

Written notifications will be made 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. TDA further reserves the right to distribute declined or excess funding designated for this grant program, if any, to qualified applicants who respond to this RFGA.

## Term of Funding or Duration of Projects

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A notice of grant award (NOGA) is anticipated to be made in late April 2025. All approved projects have an **anticipated** start date of June 1, 2025 and must be completed by May 31, 2026.

## Application Requirements

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

The grant application itself **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 Application Preparer / Administrative Contact- **required**
  - c. Name of Additional Contact for Project – optional
  - d. County - **required**
  - e. Congressional Districts - **required**
2. **Application**
- a. Hospital General Information
  - b. SHIP Funding Priorities
  - c. SHIP Hospital Status
  - d. SHIP Requested Funds & Activities
  - e. SHIP Purchasing Category
  - f. Additional Documentation Description
  - g. SHIP Program Improvements
3. **Certification**
- a. Dual Certification by Authorized Official and Project Director.

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

## Budget Information

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1. **Payment.** The grant will be reimbursed on a cost basis, but only after the recipient has spent and documented expenses. Grant Recipients will be required to submit a **project completion report**, with required documentation, at the end of the grant period.

Requests for reimbursement must include sufficient documentation detailing each allowable grant project expense. TDA has the sole discretion to determine the validity of the cost.

2. **Cost Share/Matching.** No in-kind donations, cost share, or matching funds are required.
3. **Eligible Expenses.** Generally, expenses that are necessary and reasonable for proper and efficient performance and administration directly related to the project are eligible. Grant funds may not be used to supplant normal business costs, but instead must be used to cover the costs incurred for the approved proposed activities. The following are the only allowable expenses under this program:
- Value-Based Purchasing (VBP) Activities
  - Accountable Care Organization (ACO) or Shared Savings (SS) Activities
  - Payment Bundling (PB) or Prospective Payment System (PPS) Activities

## Evaluation of Applications

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An administrative review of applications will be conducted by TDA staff to determine whether the application is adequately responsive to the requirements of this RFGA. Only those responsive applications submitted by eligible applicants will be considered and evaluated under this RFGA.

This is a non-competitive award. All eligible applications will receive funding.

## Grant Recipient Responsibilities and Accountability

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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.

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.

## Reporting Requirement

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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 the TDA-GO system. Selected applicants will be provided with guidance in post-award instructions.

## General Information

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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.

### **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 SAO’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](mailto:fraud@texasagriculture.gov).

## **General Compliance Information**

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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.

## Submission of Responses

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*Late or incomplete applications will not be accepted.*

Applicants must submit one complete, electronically signed application through the TDA-GO system to TDA before **11:59 p.m. CT on January 09, 2025** (see submission instructions below). **Do not wait until the last minute to submit your application.**

- 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.
- 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.

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 strongly advises applicants to apply well before the deadline to allow for resolving any potential issues. Late applications will not be accepted, even if caused by technical problems or errors.

### **Program Contact Information**

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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**

Nicole Caston  
Grants Specialist  
Phone: (512) 463-7178  
Email: [Grants@TexasAgriculture.gov](mailto: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.
- b. Technical assistance for submitting the application is available from your RC until 5:00 pm on **January 9, 2025.**

South Region - Eva Cruz	<a href="mailto:Eva.Cruz@TexasAgriculture.Gov">Eva.Cruz@TexasAgriculture.Gov</a>
Panhandle Region - David Rivera	<a href="mailto:David.Rivera@TexasAgriculture.Gov">David.Rivera@TexasAgriculture.Gov</a>
West Region – Adrian Simpson	<a href="mailto:Adrian.Simpson@TexasAgriculture.Gov">Adrian.Simpson@TexasAgriculture.Gov</a>
East Region - Trish Rivera	<a href="mailto:Trish.Rivera@TexasAgriculture.Gov">Trish.Rivera@TexasAgriculture.Gov</a>
North Region - Jake Stukenberg	<a href="mailto:Jake.Stukenberg@TexasAgriculture.Gov">Jake.Stukenberg@TexasAgriculture.Gov</a>
Central/Gulf Region – Patty Ramirez	<a href="mailto:Patricia.Ramirez@TexasAgriculture.Gov">Patricia.Ramirez@TexasAgriculture.Gov</a>

# 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

The following describes how to access the 2025 SHIP grant opportunity via TDA-GO for returning users.

- **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).

**Under My Tasks** are documents/applications that are started for your 2025 SHIP application. Click on the application number to start your application.

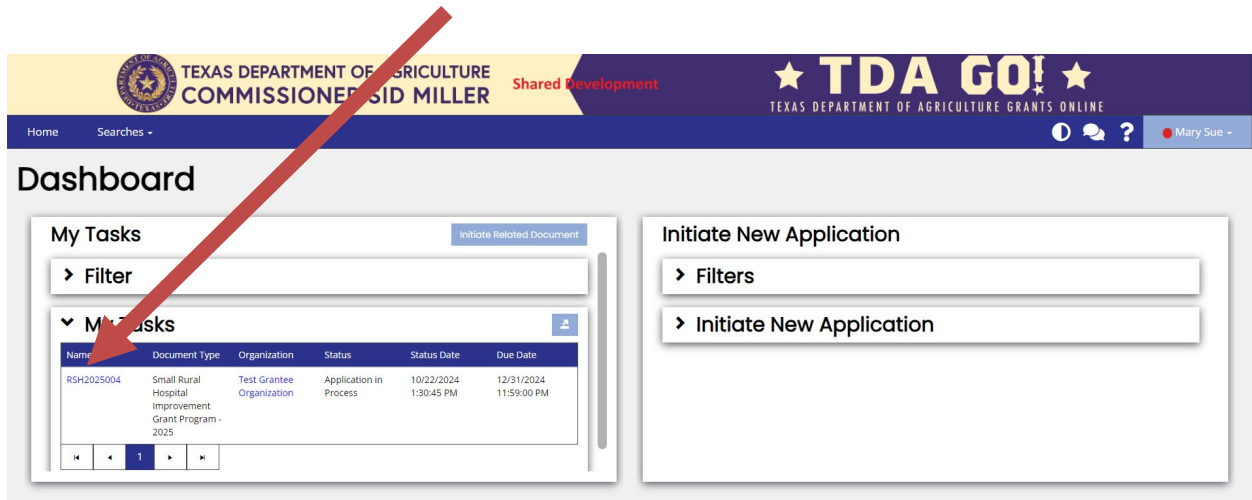


Figure 1. Dashboard and location of application number

## Document Landing Page

After clicking on the Application ID that starts with RSH2025, the Document Landing Page will appear (Figure 2).

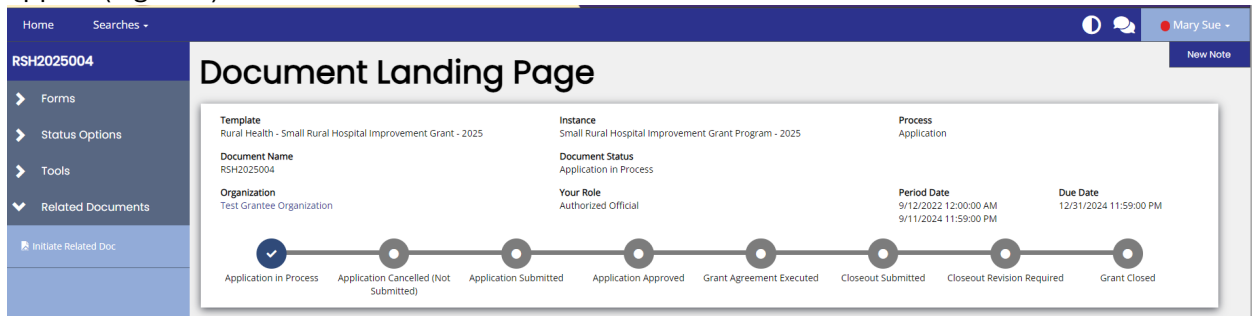


Figure 2. Document Landing Page

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

- **Forms** is a list of required information that includes Applicant Contact Information, Application, and Certification.
- **Status Options** is where the application can be submitted or cancelled.
- **Tools** includes Landing Page, Add/Edit People that can access the application, Status History, Attachment Repository, Modification Summary, Document Validation, Notes, Print Document ability, and Document Messages. See “*Application Form Guidance*” section for instructions on how to complete the application.
- **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 keep 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 and will time out without saving you progress.
- After clicking the **Save** button, if any required sections are missing, an error message will appear (Figure 2).

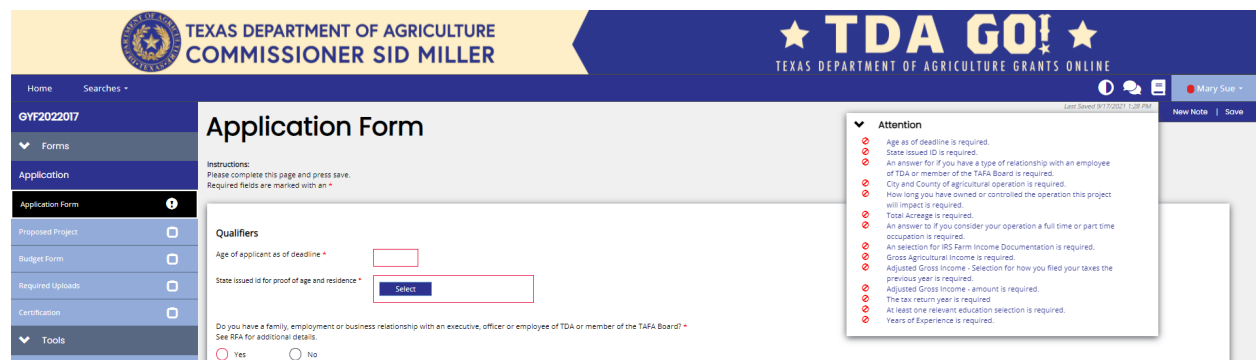


Figure 2. Error Message of missing required message

## Required Fields

All required fields are marked with an \*. 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 not have an answer, enter N/A.

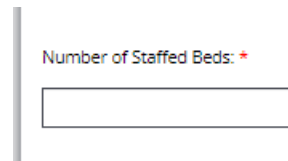


Figure 3. Example of Required Fields

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## Step 1: Complete Application Contact Information

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

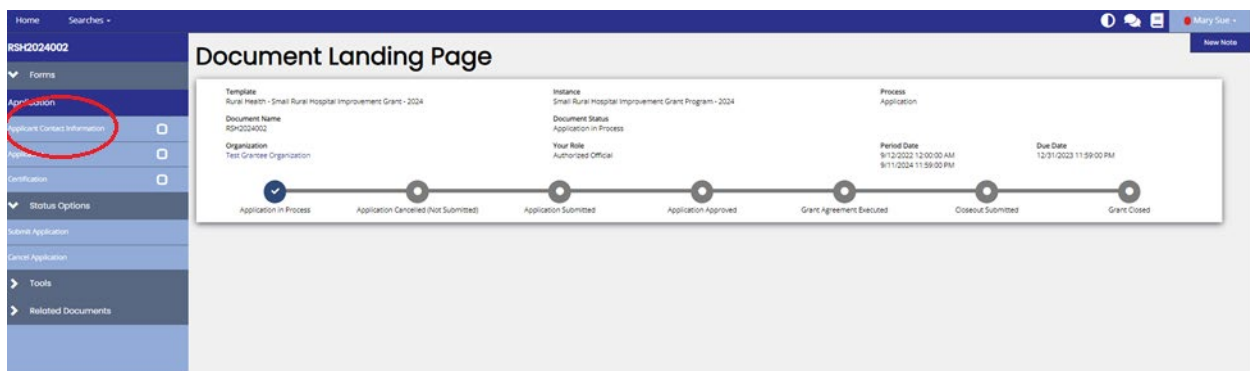


Figure 4. Application Contact Information

**All sections of the Application Contact Information must be completed.**

- Name of Authorized Official – must be a user in TDA-GO
- Name of Application Preparer/Administrative Contact- must be a user in TDA-GO
- Name of Additional Contact for Project – optional second program contact
- County in which your facility is located
- Congressional Districts

Click the **Save** button in the top right hand corner.

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## Step 2: Complete Application Form

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In **Forms** drop down menu, click **Application** (Figure 5).

**Complete all appropriate sections, if there is a field that requires text, and you have none to enter please put N/A. See below for specific instructions.**

**If there are any errors, a window will pop up to explain what remains to be completed.**

**IMPORTANT - EIN/TIN and Mail Code:**  
Please note that the EIN/TIN indicates the account and location to which you would like your payment deposited. It may be a foundation, or the hospital. Please double check this number to make sure it is correct. If it is incorrect, please inform your Rural Health Coordinator. While the Mail Code is not required, it can be helpful to have.

**Figure 5. Application**

**See below for specific instructions on certain sections.**

**Medicare Cost Report Question** – Please remember to complete this step to upload the information below to certify the hospital’s number of beds (Figure 6).

Please upload documentation such as Worksheet Schedule 3 Part 1 to exhibit the number of beds on line 14 of the most recently filed Medicare Cost Report.

Medicare Cost Report: \*

**Figure 6. Medicare Cost Report Upload**

**2025 Proposed SHIP Activity Section**

Under “Proposed Project Description,” you will select the appropriate activities (with the corresponding check box) and describe what you plan to request for the grant project year (Figure 7).

The application contains the following link which will give you the full name and description of each activity category: [Allowable and Unallowable Investment Activity Examples](#).

When a text box is required but is not applicable, please put N/A in the text box or an error window may pop up and reflect that the section is not complete.

**SHIP Requested Funds & Activities**

For examples of allowable investments and detailed information on each category and activities, please refer to the SHIP Allowable Investments and Allowable Investments Search Tool on the SHIP Allowable Investments webpage [HERE](#).  
 Complete the following columns for activities selected for the requested SHIP application:

- Requested: Check the box for each activity included in the SHIP application
- Requested Activity Description: Describe the specific activity, such as type of equipment, software, or training. The Project Completion Report will require an invoice and proof of payment for each activity selected.

2024 Proposed SHIP Activity		
Category	Requested	Proposed Project Description
<b>Value-Based Purchasing Activities</b>		
A. Quality reporting data collection/related training or software	<input type="checkbox"/>	0 of 500
B. VBP/ICM/AMF data collection/related training	<input type="checkbox"/>	0 of 500
C. Efficiency or quality improvement training/project in support of VBP related initiatives	<input type="checkbox"/>	0 of 500
D. Provider-Based Clinic Quality Measures Education	<input type="checkbox"/>	0 of 500
E. Alternative Payment Model and Quality	<input type="checkbox"/>	0 of 500

**Figure 7. 2025 Proposed SHIP Activity**

### SHIP Purchasing Category Table

In this section, input the dollar amount requested for each of the categories. (Figure 8.)

Funds may be requested in one or more of the categories based on Federal Office of Rural Health Policy (FORHP) 2025 SHIP Funding Priorities.

The dollar amount you enter in each category will automatically populate the percentage of fund used.

The total grant request amount must total **\$13,832.00** or you will not be able to submit the application.

If you are not requesting funds from a category, please put a Ø in the Budget Request column. If you do not do this, an error box may pop up when you save the document.

Complete the SHIP Purchasing Category table below, requesting no more than \$13,312 total.

SHIP Purchasing Category	Budget Request *	% of Total Grant Request
Value-Based Purchasing (VBP) Activities:	\$ 13,312.00	100.00 %
Accountable Care Organization (ACO) or Shared Savings (SS) Activities *	\$ 0.00	0.00 %
Payment Bundling (PB) or Prospective Payment System (PPS) Activities	\$ 0.00	0.00 %
Total Budget Request	\$ 13,312.00	100.00 %

Figure 8. Example: SHIP Purchasing Category Table

Click **Save** and the **Next Form** button to be taken to the Certification page, or Save and click the Certification navigation tab on the left side of the screen.



## Step 3: Final Review and Certification

**Before completing the 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 9). Click on the section to review and resolve the error messages.

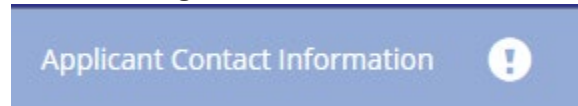
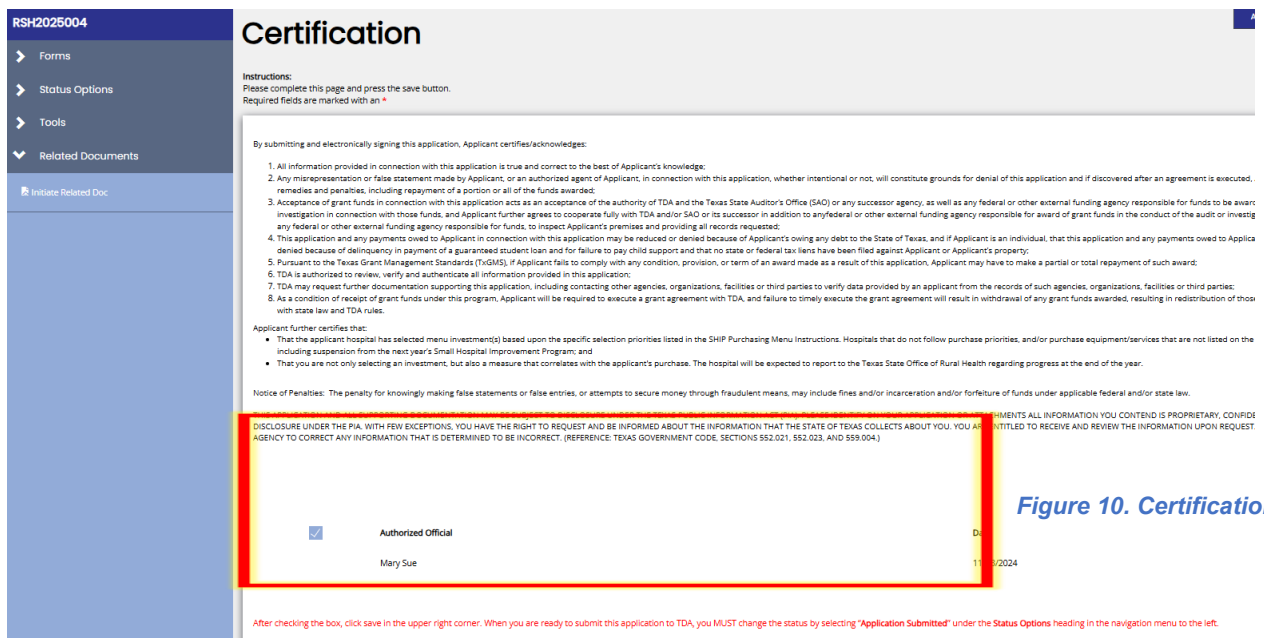


Figure 9. Incomplete section with error messages

This page is where the Authorizing Official of the hospital electronically signs the document (Figure 10). After the Certification Page has been completed, click the Save button on the top righthand side of the page (Figure 11). After Saving, the last step is submission, see below.



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

By submitting and electronically signing this application, Applicant certifies/acknowledges:

- All information provided in connection with this application is true and correct to the best of Applicant's knowledge;
- Any misrepresentation or false statements 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 and if discovered after an agreement is executed, remedies and penalties, including repayment of a portion or all of the funds awarded;
- Acceptance of grant funds in connection with this application acts as an acceptance of the authority of TDA and the Texas State Auditor's Office (SAO) or any successor agency, as well as any federal or other external funding agency responsible for funds to be awarded; investigation in connection with those funds, and Applicant further agrees to cooperate fully with TDA and/or SAO or its successor in addition to any/federal or other external funding agency responsible for award of grant funds in the conduct of the audit or investigate any federal or other external funding agency responsible for funds, to inspect Applicant's premises and providing all records requested;
- This application and any payments owed to Applicant in connection with this application may be reduced or denied because of Applicant's owing any debt to the State of Texas, and if Applicant is an individual, that this application and any payments owed to Applicant are denied because of delinquency in payment of a guaranteed student loan and for failure to pay child support and that no state or federal tax liens have been filed against Applicant or Applicant's property;
- Pursuant to the Texas Grant Management Standards (TGMMS), if Applicant fails to comply with any condition, provision, or term of an award made as a result of this application, Applicant may have to make a partial or total repayment of such award;
- TDA is authorized to review, verify and authenticate all information provided in this application;
- TDA may request further documentation supporting this application, including contacting other agencies, organizations, facilities or third parties to verify data provided by an applicant from the records of such agencies, organizations, facilities or third parties;
- As a condition of receipt of grant funds under this program, Applicant will be required to execute a grant agreement with TDA, and failure to timely execute the grant agreement will result in withdrawal of any grant funds awarded, resulting in redistribution of those funds with state law and TDA rules.

Applicant further certifies that:

- 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 including suspension from the next year's Small Hospital Improvement Program; and
- 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.

Notice of Penalties: The penalty for knowingly making false statements or false entries, or attempts to secure money through fraudulent means, may include fines and/or incarceration and/or forfeiture of funds under applicable federal and/or state law.

DISCLOSURE UNDER THE PIA: WITH FEW EXCEPTIONS, YOU HAVE THE RIGHT TO REQUEST AND BE INFORMED ABOUT THE INFORMATION THAT THE STATE OF TEXAS COLLECTS ABOUT YOU. YOU ARE ENTITLED TO RECEIVE AND REVIEW THE INFORMATION UPON REQUEST. CONTACT THE TEXAS STATE OFFICE OF RURAL HEALTH TO CORRECT ANY INFORMATION THAT IS DETERMINED TO BE INCORRECT. (REFERENCE TEXAS GOVERNMENT CODE, SECTIONS 552.021, 552.023, AND 559.004)

Authorized Official  
Mary Sue

11/13/2024

After checking the box, click save in the upper right corner. 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 10. Certification

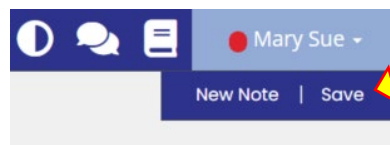


Figure 11. Save Button

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

---

## Step 4: 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 12). Select **Submit Application**.



Figure 12. Status Options drop down menu and Submit Application button location

**NOTE:** If errors remain, an **Errors Present** message will pop up (Figure 13). You may click on each section name to be directed to the errors.

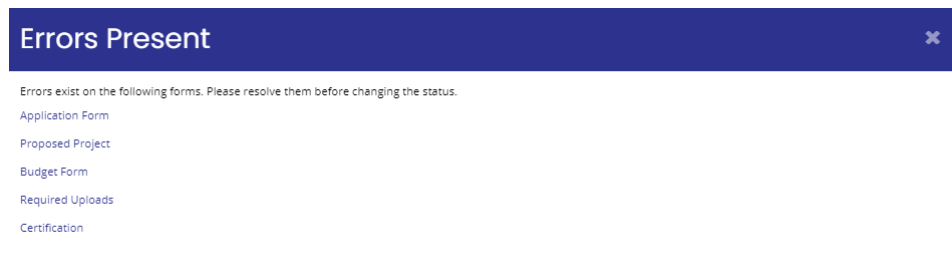
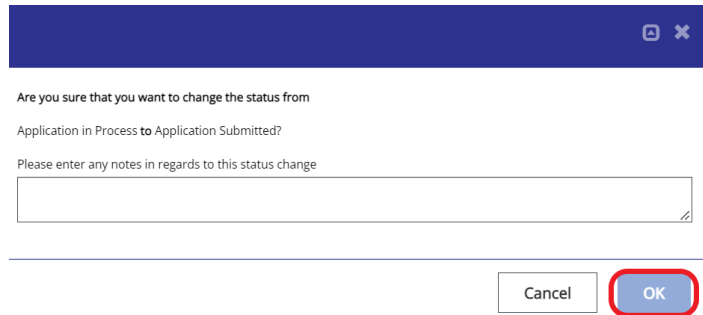


Figure 13. Error message will appear if you try to submit application with errors

If no errors are detected, the system will ask for confirmation if you would like to change the status (Figure 14). Hit the “OK” Button. Once you select to submit, you will then be taken back to the **Landing Page** (Figure 15).



Are you sure that you want to change the status from  
Application in Process to Application Submitted?

Please enter any notes in regards to this status change

Cancel **OK**

**Figure 14. Submit Application Confirmation**



TEXAS DEPARTMENT OF AGRICULTURE  
COMMISSIONER SID MILLER

★ TDA GO! ★  
TEXAS DEPARTMENT OF AGRICULTURE GRANTS ONLINE

Home Searches + Mary Sue - New Note

GYF2022017

- Forms
- Tools
- Status Options
- Related Documents

### Document Landing Page

Grant - Young Farmer Program - 2022	Grant - Young Farmer Program - 2022	Application
GYF2022017		
Organization Test Grantee Organization	Your Role Authorized Official	Period Date 1/1/2021 12:00:00 AM

**Figure 15. 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 16).

---

**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 16. Example of confirmation email**

## TDA-GO New User Instructions

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

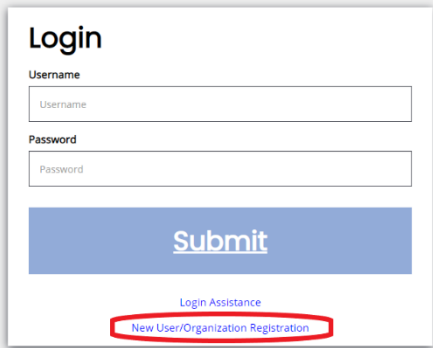
The following describes how to access the TDA-GO online grant system by setting up a new user. The applicant must set up a new user account to access the SHIP grant application. **THIS MUST BE DONE 48-72 HOURS PRIOR TO SUBMITTING AN APPLICATION!**

#### 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 screenshot shows a login form with the following elements:

- Login** (Section Header)
- Username** (Label) with an input field containing the placeholder text "Username".
- Password** (Label) with an input field containing the placeholder text "Password".
- Submit** (Button)
- Login Assistance** (Text link)
- New User/Organization Registration** (Text link, highlighted with a red border)

## Legend

**First Name (Required)**

**Last Name (Required)**

**SAM/UEI & DUNS**

**(Required)** – Enter all zeros if you do not have these numbers (e.g. 000000000)

**Organization (Required)** – Enter FIRST AND LAST NAME (applicant).

**Title** – Enter Business title

**Street Address (Required)**

**State (Required)**

**County (Required)**

**City (Required)**

**Zip Code (Required)**

**Email (Required)**

**Phone (Required)**

**Username (Required)** – the username the registering user wishes to register for.

**Use your email address.**

**Password/Verify Password (Required)** – the password the registering user

(applicant) wishes to register for.

**Notes: Enter: SHIP Grant**

The image shows a 'New User Registration' form with various input fields. Red arrows point from the legend to the 'SAM/UEI & DUNS' field and the 'Notes' field. The 'Notes' field contains the text 'REGA/OTF Grant'. The form includes fields for First Name, Middle Name, Last Name, Prefix, Suffix, FEIN, DUNS, Organization, Title, Address, Address 2, State, County, City, Zip Code, Email, Phone, Phone 2, Fax, Cell Phone, Website, Username, Password, and Verify Password. There are 'Search' buttons next to the DUNS and Organization fields, and a 'Register' button at the bottom right.

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](#)

Clear Email

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

**From:** [TDA-GO@IntelliGrants.com](mailto:TDA-GO@IntelliGrants.com) <[TDA-GO@IntelliGrants.com](mailto:TDA-GO@IntelliGrants.com)>  
**Sent:** Monday, June 26, 2023 1:01 PM  
**To:** Mindy Weth Fryer <[Mindy.Fryer@TexasAgriculture.gov](mailto: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