



# TEXAS DEPARTMENT OF AGRICULTURE COMMISSIONER SID MILLER

## 2026 SMALL RURAL HOSPITAL IMPROVEMENT PROGRAM

### Request for Grant Applications

#### Executive Summary

The Texas Department of Agriculture (TDA) is accepting grant applications for Federal fiscal year (FY) 2026 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 22, 2026**, by 5:00 pm Central Time.

#### Agency Division

Texas Department of Agriculture – Grants Office, [Grants@TexasAgriculture.gov](mailto:Grants@TexasAgriculture.gov)

#### Assistance Listing Number (ALN)

93.301 Small Rural Hospital Improvement Grant Program

#### Key Elements (if applicable)

Required Action	Timing to Obtain/Submit
Create a TDA-GO Profile (see <i>TDA-GO grant management 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><li><a href="#">Obtain a TIN/EIN (if you do not already have one)*</a></li><li>Request Access by creating a profile in <a href="#">TDA-GO grant management system (if you do not already have one)*</a></li></ul>	<p>up to 2 -4 weeks</p> <p>up to 2 weeks</p> <p>48-72 hours ahead of the application submission deadline for TDA to approve account.</p>
TDA Deadline to receive final application and all supporting materials through TDA-GO grant management system	January 22, 2026 – 5:00 p.m. Central Time
Award Timeline	
<ul style="list-style-type: none"><li>Anticipated Award</li><li>Anticipated Start Date of Project/Grant</li><li>End Date of Project</li></ul>	<p>April 2026 (or as soon thereafter as practical)</p> <p>June 1, 2026</p> <p>May 31, 2027</p>

\* Text hyperlinks will direct you to applicable websites

# 2026 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 Applications (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.

The Texas Department of Agriculture (TDA) will serve as the primary grant recipient under the Notice of Funding Opportunity published by the Health Resources & Services Administration (HRSA).

This Request for Grant Applications (RFGA) is issued for the purpose of accepting subgrant applications for SHIP to assist small rural hospitals of 49 beds or less with quality improvement (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.

## 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.

## Program Contact Information

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Grant Management and Application Support - Monday – Friday 8:00 AM to 5:00 PM Central Time (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 (RC)

- 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 22, 2026**.
- c. You may also contact the State Office of Rural Health (SORH) by email at [SORHTX@TexasAgriculture.gov](mailto:SORHTX@TexasAgriculture.gov).

## 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 (an applicant who receives a grant under this program). 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.

Per guidance from HRSA, the estimated maximum budget per hospital for the Federal Fiscal Year 2026 is **\$13,528.00**. Grant applications should not exceed this amount to support and implement eligible activities. The final award amount will be based on the final allocation provided by HRSA to TDA.

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. 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 so long as consistent with the stated HRSA maximum budget per hospital.

## Application Requirements

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Applications will be accepted in TDA's online grant management system called TDA-GO and must be completed at <https://tda-go.intelligrants.com/>. Applications must be submitted by the deadline in the Submission Instructions section or the system will reject the grant application.

**Grant Application Structure** – Includes the following screens. See Section **Application Form Guidance** for detailed instructions on each section.

**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. Certification by Authorized Official.

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

## Budget Information

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**1. Payment.** This is a cost-reimbursement grant. Reimbursement will be made only after Grant Recipient has documented expenses and accounted cost. Grant Recipients will be allowed to submit payment requests monthly, quarterly, or at the

end of the project period. Payment requests must include proper documentation detailing each expense. Acceptable documentation may include, but is not limited to, invoices, receipts, or detailed information regarding personnel costs, as determined by TDA, in its sole discretion. Payment requests shall only be submitted by Grant Recipient to TDA for reimbursement after Grant Recipient purchases the approved budget item.

A project completion report (PCR) and all requests for reimbursement and documentation of expenditures shall be reported no later than thirty (30) days after the completion of the grant project period or after the expiration or termination of the grant agreement (Agreement), whichever occurs first.

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
4. **Ineligible Expenses.** Certain expenses may be prohibited by state or federal law or determined to be ineligible by program guidelines. Some common ineligible expenses include but are not limited to the following:
  1. Indirect Costs;
  2. Alcoholic beverages;
  3. Entertainment;
  4. Tips/ gratuity;
  5. Contributions, charitable or political;
  6. Expenses not within the grant agreement term;
  7. Expenses for items not listed in the original approval project budget or that fail to meet the intent of the program; and
  8. Expenses that are not adequately documented.

## Submission of Responses

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### LATE APPLICATIONS WILL NOT BE ACCEPTED.

New applicants must create an account in TDA-GO grant management system. Applicants must submit one complete, electronically signed application through the TDA-GO grant management system before **5:00 p.m. CT on January 22, 2026** (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 delivery of the application and all required materials.
- All required letters and attachments must be uploaded to the TDA-GO grant management system. Any supplemental information/files submitted outside of the TDA-GO grant management system (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 grant management system.**

The TDA-GO grant management system will date and time stamp the submission for receipt documentation purposes. An automated receipt email will be sent from the 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.

## Late or Ineligible Applications

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- TDA will only consider grant applications received by the published due date, unless the deadline has been extended for all grant applicants.
- Applications submitted by ineligible grant applicants will not receive funding consideration.
- Applications that are not fully responsive to the RFGA will not be considered during the review process.
- Determinations of late or ineligible grant 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 grant applicant's responsibility to ensure that enough time is committed to meet all registration and submission deadlines.
- All required letters and attachments must be appropriately uploaded to the TDA-GO grant management system. Any supplemental information/files submitted outside TDA-GO grant management system (email, mail, hand delivered) will not be considered as eligible submissions.
- Failure to upload documents to the TDA-GO grant management system correctly are not considered system issues.

## 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.

## Reporting Requirement

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SHIP Grant Recipients will be required to complete a Mid-Year (progress) Report and submit a Project Completion Report (PCR) by the conclusion of the project period.

Reporting timelines will be incorporated into the grant agreement. As part of TDA's ongoing monitoring of grant funds, SHIP Grant Recipients must demonstrate progress by completing the Mid-Year Report toward achieving project goals. Failure to comply with reporting

requirements may result in the withholding of requests for reimbursement including termination of the award.

A PCR will be submitted in the TDA-GO grant management system. SHIP Grant Recipients will be provided with guidance in post-award instructions.

## **Grant Recipient Responsibilities and Accountability**

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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.

## **General Information**

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Selected grant applicants will receive a Notice of Grant Award (NOGA) letter and an official grant agreement from TDA. The NOGA is not legally binding until a 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 costs incurred by the grant applicant in the development, submission, or review of the application, or costs incurred by the grant 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 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 Chapter 552 of the Texas Government Code. Grant 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.

All information submitted through the TDA-GO grant management system is subject to disclosure under the Texas Public Information Act (PIA). Grant Applicants should NOT include proprietary or otherwise confidential information in their applications or other submitted information. If confidential, proprietary, trade secret or privileged material is essential to the application, please contact TDA.

## **Conflict of Interest**

The grant 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.

- The Health Resources and Services Administration (HRSA) works diligently to prevent discrimination through training, consultations, and technical assistance. HRSA does not have civil rights enforcement authority over HRSA programs or HRSA funding recipients. This means that we cannot process discrimination complaints that are unrelated to employment at HRSA and cannot investigate HRSA funding recipients based on allegations of discrimination. The Department of Health and Human Services (HHS) Office for Civil Rights (OCR) is responsible for enforcing federal civil rights laws in programs and activities that HHS directly operates or to which HHS provides federal financial assistance. If you believe that you have suffered unfair treatment or discrimination because of your race, color, national origin (including language access), disability, age, sex, or religion by an HHS program, or an entity which receives financial assistance from HHS, you may file a complaint with OCR. For more information on the laws that OCR enforces and how to file a complaint, please go to <https://www.hhs.gov/ocr/index.html> or email [OCRComplaint@hhs.gov](mailto:OCRComplaint@hhs.gov).

### **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 (SAO) Hotline 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 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 the Grant Recipient of its 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 grant project. Records shall be maintained for a minimum of four (4) years after the completion of the grant 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 grant 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 grant project activities.
4. If a Grant Recipient has a financial audit performed during the time it 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), along with USDA-AMS General Terms and Conditions, 2 CFR Parts 200 and 400, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

# TDA-GO Grant Management System Application Instructions

To access the TDA-GO grant management system website, click or copy and paste the following in your browser: <https://tda-go.intelligrants.com/>

## Step 1: Accessing Grant Opportunity

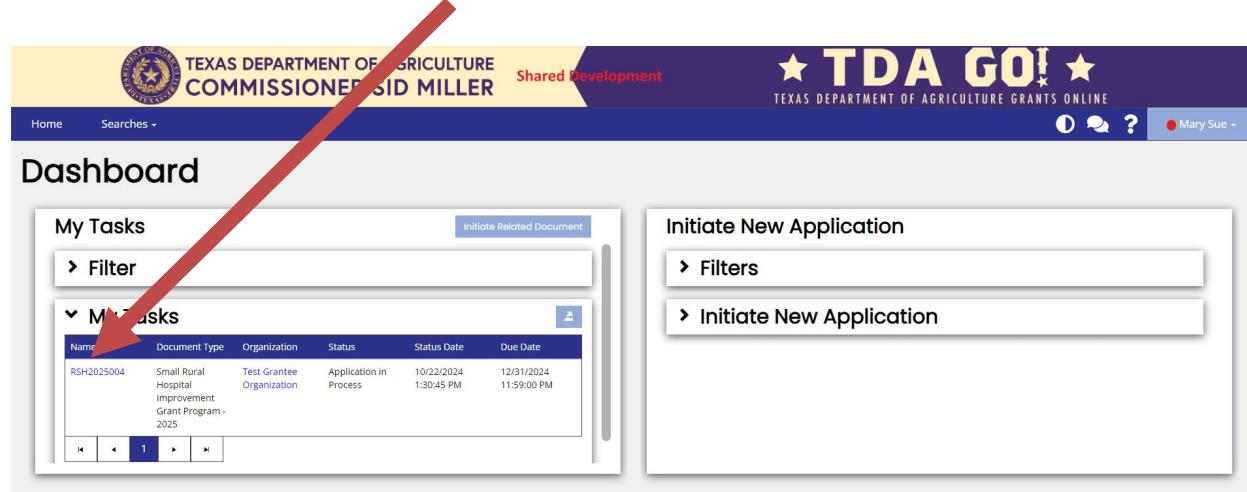
The following describes how to access the 2026 SHIP grant opportunity via TDA-GO for returning users.

- **Returning users - Log in with your current username and password**
- **New Users – see section “TDA-GO New User Instructions” on page 22**

## Dashboard

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

**Under My Tasks**, click on the application number to start your application.

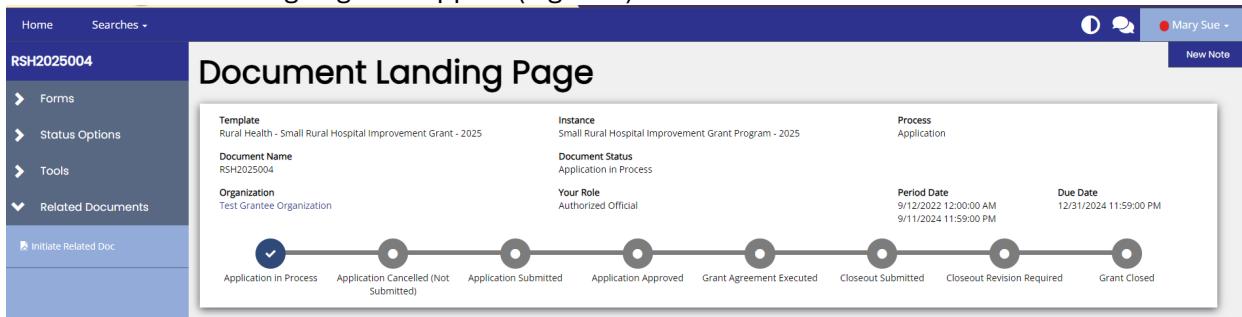


The screenshot shows the TDA-GO Dashboard. At the top, there is a header with the Texas Department of Agriculture logo, the name 'COMMISSIONER SID MILLER', and the text 'Shared Development'. The main title 'TDA GO!' is prominently displayed with two stars. Below the header, there are links for 'Home', 'Searches', and a user profile for 'Mary Sue'. The main content area is titled 'Dashboard'. On the left, there is a 'My Tasks' section with a table. The table has columns: Name, Document Type, Organization, Status, Status Date, and Due Date. One row is visible, showing 'RSH2025004' as the name, 'Small Rural Hospital Improvement Grant Program - 2025' as the document type, 'Test Grantee Organization' as the organization, 'Application in Process' as the status, '10/22/2024 1:30:45 PM' as the status date, and '12/31/2024 11:59:00 PM' as the due date. Below the table are navigation arrows and a page number '1'. To the right of the 'My Tasks' section is a 'Initiate New Application' section with 'Filters' and 'Initiate New Application' buttons. A red arrow points to the application number 'RSH2025004' in the 'My Tasks' table.

Figure 1. Dashboard and location of application number

## Document Landing Page

The Document Landing Page will appear (Figure 2).



The screenshot shows the Document Landing Page for Grant Project Number RSH2025004. The left sidebar contains navigation links for Home, Searches, Forms, Status Options, Tools, and Related Documents. The Related Documents link is currently selected. The main content area displays the Document Landing Page with the following details:

Template	Instance	Process
Rural Health - Small Rural Hospital Improvement Grant - 2025	Small Rural Hospital Improvement Grant Program - 2025	Application
Document Name	Document Status	
RSH2025004	Application In Process	
Organization	Your Role	
Test Grantee Organization	Authorized Official	
Application in Process	Period Date	Due Date
	9/12/2022 12:00:00 AM	12/31/2024 11:59:00 PM
Application Cancelled (Not Submitted)	9/11/2024 11:59:00 PM	
Application Submitted		
Application Approved		
Grant Agreement Executed		
Closeout Submitted		
Closeout Revision Required		
Grant Closed		

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 your progress.
- After clicking the **Save** button, if any required sections are missing, an error message will appear (Figure 2).

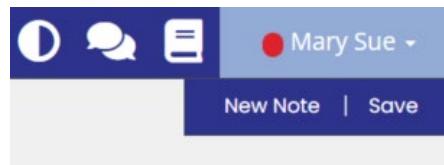


Figure 1. Save Button

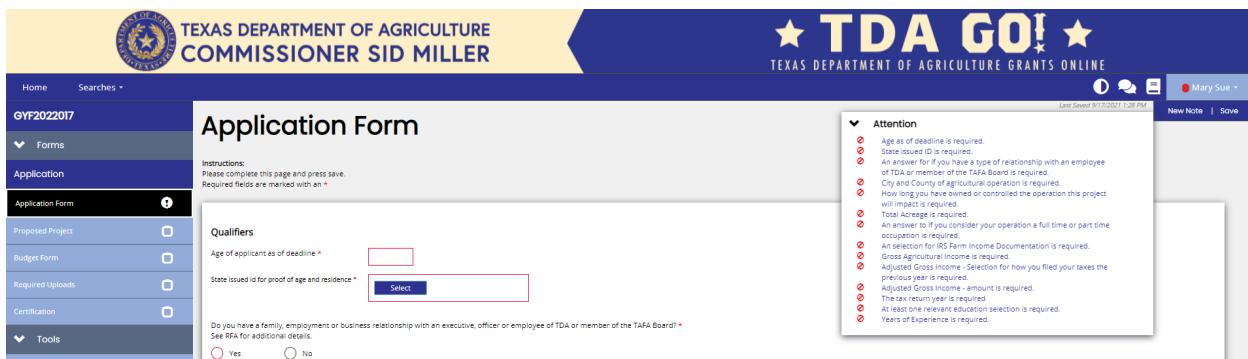


Figure 2. Error Message of missing required message

## 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.

Number of Staffed Beds: \*

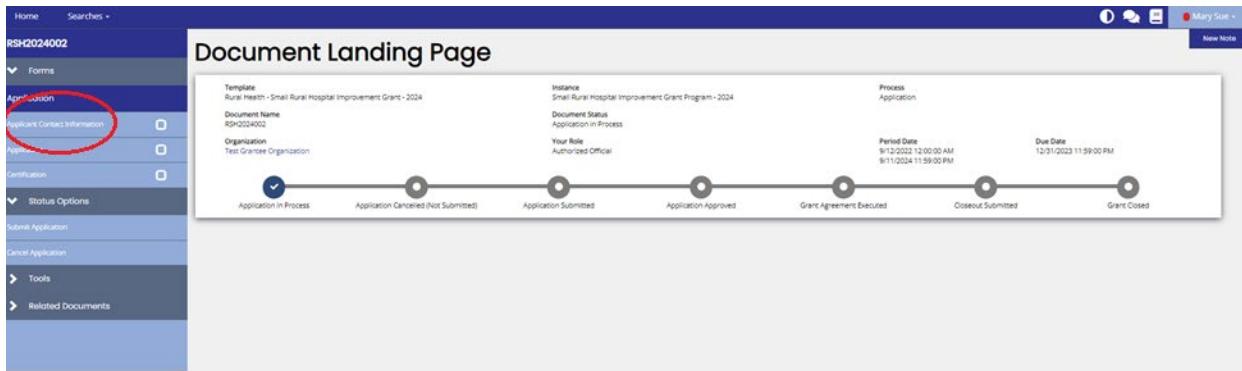
Figure 3. Example of Required Fields

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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).



The screenshot shows the 'Document Landing Page' for a grant application. The left sidebar has a 'Forms' section with a red circle around the 'Application Contact Information' link. The main content area displays application details: Template (Rural Health - Small Rural Hospital Improvement Grant - 2024), Instance (Small Rural Hospital Improvement Grant Program - 2024), Document Name (RSH2024002), Document Status (Application in Process), Organization (Test Grantee Organization), Your Role (Authorized Official), Period Date (9/12/2022 12:00:00 AM to 9/11/2024 11:59:00 PM), Due Date (12/31/2023 11:59:00 PM), and a process timeline with seven stages: Application In Process, Application Canceled (Not Submitted), Application Submitted, Application Approved, Grant Agreement Executed, Closeout Submitted, and Grant Closed. The 'Application In Process' stage is marked with a blue circle, indicating the current status.

Figure 4. Application Contact Information

All sections of the Application Contact Information must be completed.

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

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

## Step 2: Complete Application Form

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 I to exhibit the number of beds on line 14 of the most recently filed Medicare Cost Report.

Medicare Cost Report: \*  Select Drag Files Here

*Figure 6. Medicare Cost Report Upload*

### ***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	Selected	Proposed Project Description
Value-Based Purchasing Activities		
A. Quality reporting data collection/related training or software	<input type="checkbox"/>	0 of 500
B. MBIQIP/HCAHPS data collection process /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"/>	

**Figure 7. 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) 2026 SHIP Funding Priorities.

The dollar amount you enter in each category will automatically populate the percentage of fund used. Please note, you have the option to select just 1 activity as demonstrated below.

The total grant request amount must total **\$13,528.00** 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	

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: Complete Required Uploads

Expand the **Forms** drop down menu and select **Required Uploads** (Figure 14).

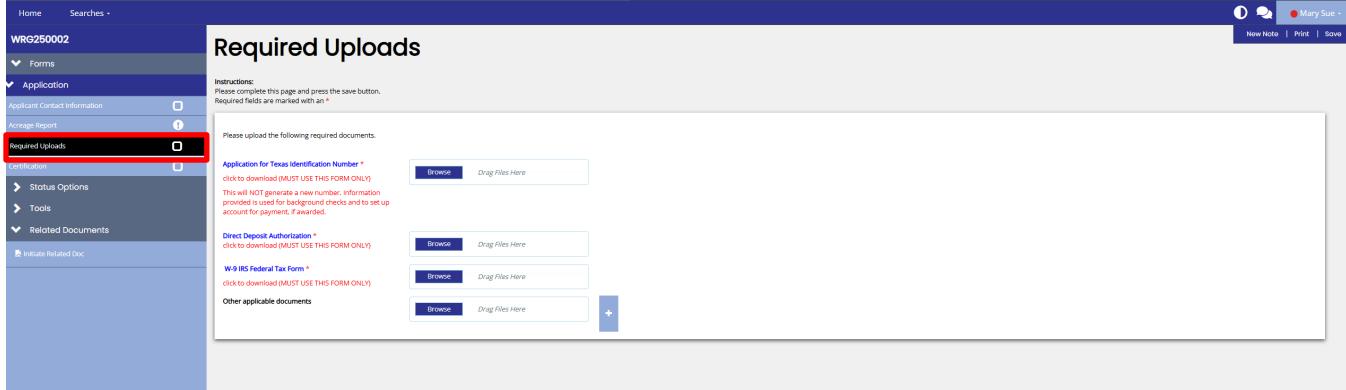


Figure 9. Required Uploads location

**Application for Texas Identification Number and W-9 Federal Tax Form** are Required Uploads for the Grant (Figure 14).

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: Required for ACH Payments.
3. W-9 Federal Tax Form: *This form is required per Texas Contract Management guidelines.*

After uploading the required forms, click the **Save** button in the top right hand corner. After clicking the **Save** button, if any required sections are missing, an error message will appear.

## Step 4: 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.

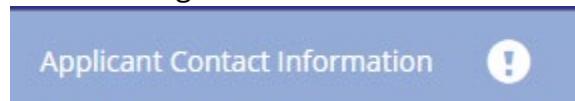


Figure 10. Incomplete section with error messages

This page is where the Authorizing Official of the hospital electronically signs the document (Figure 11). After the Certification Page has been completed, click the Save button on the top righthand side of the page (Figure 12). After Saving, the last step is submission, see below.

A screenshot of a web-based application titled 'Certification'. The page has a dark blue sidebar on the left with navigation links: 'Forms', 'Status Options', 'Tools', and 'Related Documents'. The main content area has a white background. At the top, it says 'Certification' and 'Instructions: Please complete this page and press the save button. Required fields are marked with an \*'. Below this is a large text area with a list of conditions for application approval. In the bottom left, there is a checkbox labeled 'Authorized Official' with a checked box and the name 'Mary Sue' next to it. A large red circle highlights the 'Authorized Official' checkbox. At the bottom right, it says 'Date' and '11/13/2024'. A red arrow at the bottom of the page points to the text '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 11. Certification

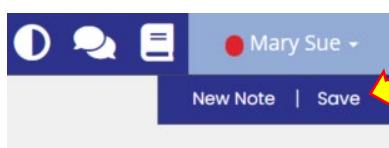


Figure 12. Save Button

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

## Step 5: Application Submission

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

Expand the **Status Options** drop down menu (Figure 13). Select **Submit Application**.



Figure 13. Status Options drop down menu and Submit Application button location

**NOTE:** If errors remain, an **Errors Present** message will pop up (Figure 14). You may click on each section name to be directed to the errors.

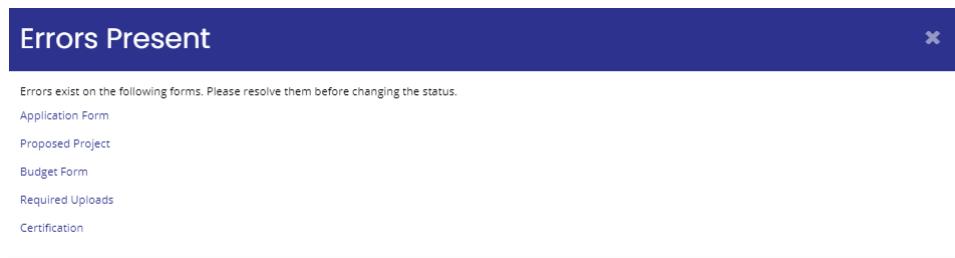


Figure 14. Error message will appear if you try to submit application with errors

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

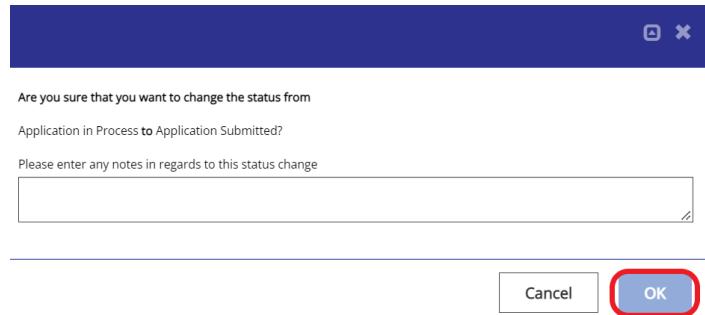


Figure 15. Submit Application Confirmation

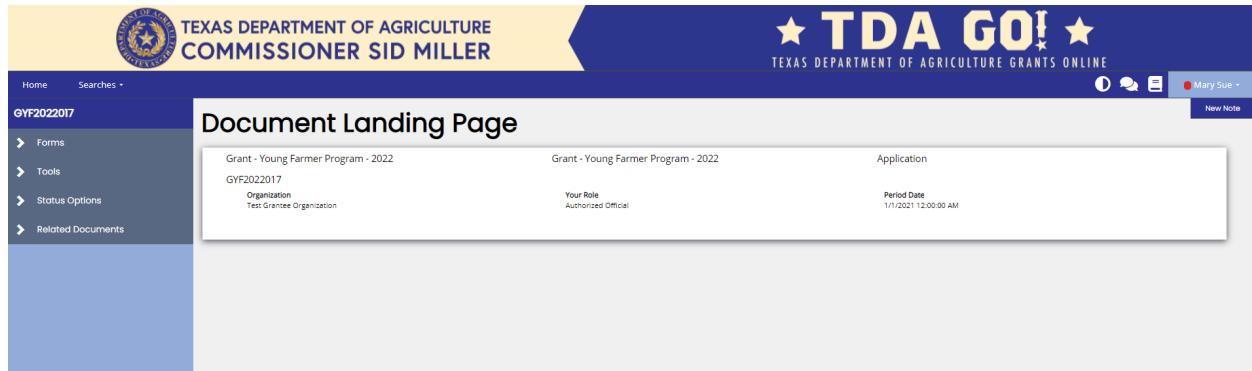


Figure 16. After application submission, you will return to the Document Landing Page.

**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 grant management home screen.

### Confirmation Email

After submitting your application, you will receive a confirmation email (Figure 17).

---

**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 17. Example of confirmation email

## TDA-GO New User Instructions

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

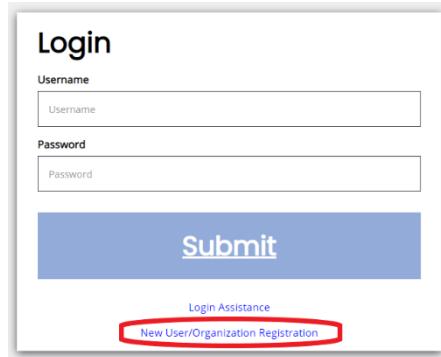
The following describes how to access the TDA-GO grant management system by setting up a new user. The new user must create an account in order to complete an application. **THIS MUST BE DONE 48-72 HOURS PRIOR TO COMPLETING AND SUBMITTING AN APPLICATION!**

#### 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 applications

To register a New User, complete the following steps:

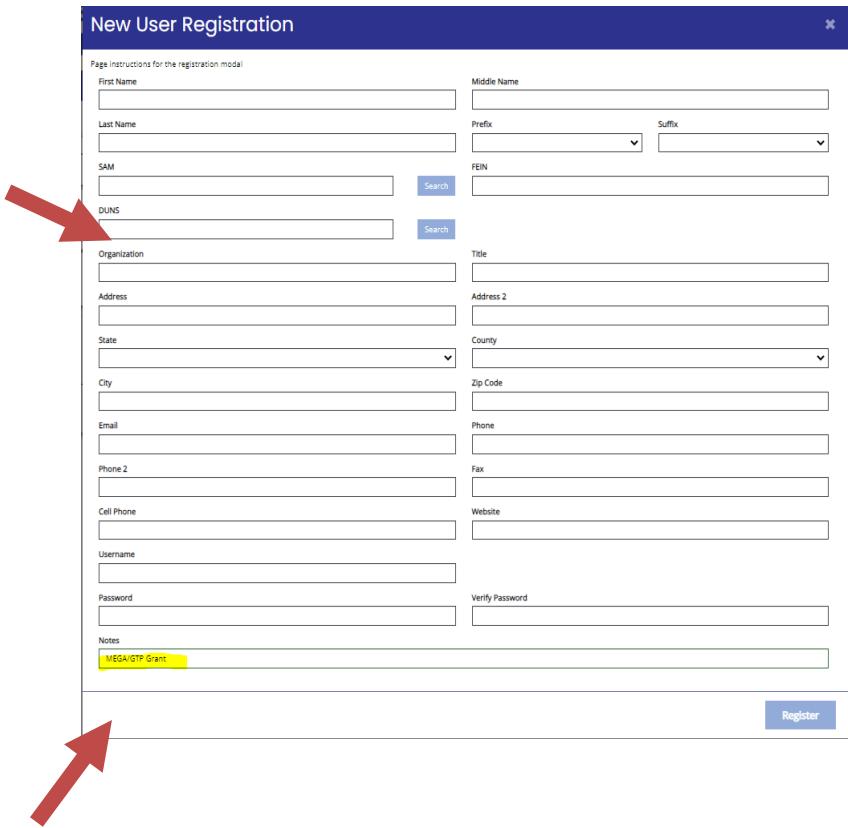
- 1) Go to the TDA-GO grant management system website: <https://tda-go.intelligrants.com/>
- 2) Click on the **New User/Organization Registration** link found in the Login box on the right side of the webpage.
- 3) Fill in the required fields and any optional fields desired. See Legend below for specific field instructions. Click on the **Register** button.



*Image of login screen and new user registration button*

### 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**



New User Registration

Page Instructions for the registration modal

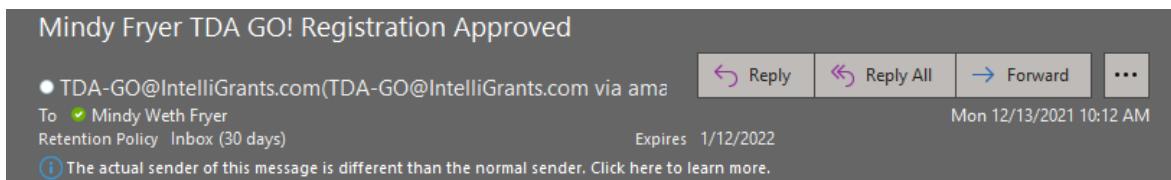
First Name  Middle Name   
Last Name  Prefix  Suffix   
SAM  FEIN   
DUNS  Search  Search  
Organization  Title   
Address  Address 2   
State  County   
City  Zip Code   
Email  Phone   
Phone 2  Fax   
Cell Phone  Website   
Username   
Password  Verify Password   
Notes   
MEGA-OTP Grant

Register

- 4) Click **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 grant management system.

**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 new user.



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 grant management 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

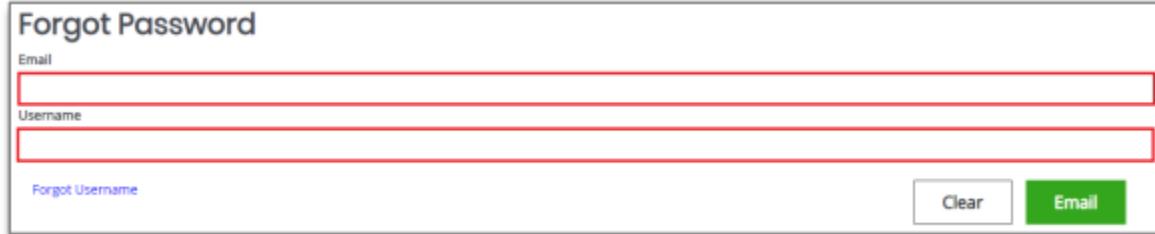
TDA-GO grant management tasks:

- 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 grant management system 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.



The image shows a 'Forgot Password' form. It has two input fields: 'Email' and 'Username', both of which are highlighted with red borders. Below the fields is a link 'Forgot Username'. To the right are two buttons: 'Clear' and a green 'Email' button.

- 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.**



The image shows a form with two input fields: 'Password' and 'Confirm Password'. Both fields are empty and have a light gray border.