



COMMISSIONER SID MILLER

TEXAS DEPARTMENT OF AGRICULTURE TEXAS STATE OFFICE OF RURAL HEALTH

2025 TEXAS FARMER MENTAL HEALTH AND SUICIDE PREVENTION PROGRAM

Request for Grant Applications

Executive Summary

The goal of the Texas Farmer Mental Health & Suicide Prevention Program is to provide grant funding to an experienced, qualified organization to provide mental health education and resources to Texas farmers and agriculture workers to promote mental wellness and prevent suicide.

Dates

Applications must be received by Wednesday, July 10, 2024, by 11:59 pm Central Standard Time.

Agency Division

Trade and Business Development – State Office of Rural Health

2025 TEXAS FARMER MENTAL HEALTH AND SUICIDE PREVENTION PROGRAM

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

Statement of Purpose

This Request for Grant Applications (RFGA) is issued pursuant to Chapter 12 of the Texas Agriculture Code. Chapter 12 of the Texas Agriculture Code (Code) provides that the Texas Department of Agriculture (TDA or Grantor) shall encourage the proper development of agriculture and that Grantor may enter into cooperative agreements with private entities and local, state, federal and other governmental entities to carry out its duties under the Code, including Section 12.051, which requires TDA to establish a farmer mental health and suicide prevention program to raise awareness among farmers of issues relating to mental health and suicide prevention.

TDA is accepting applications for the Texas Farmer Mental Health & Suicide Prevention Program (Program). The goal of the Program is to provide grant funding to an experienced, qualified organization to provide mental health education and resources to Texas farmers and agriculture workers to promote mental wellness and prevent suicide. This goal shall be achieved through the following activities:

- A toll-free farmer and farm worker crisis telephone hotline; and
- Training for healthcare and mental health providers to respond appropriately to members of the agriculture community when engaged in a mental health situation.

Projected Timeline

Application Availability	June 2024
Application Deadline	July 10, 2024
Anticipate Start Date of Project	September 1, 2024
End Date of Project	August 31, 2025

Eligibility

Eligible applicants for the 2025 Texas Farmer Mental Health & Suicide Prevention Program are non-profit organizations that have been determined by the Internal Revenue Service (IRS) to be exempt from taxation pursuant to Section 501(c)(3) of the Internal Revenue Code. Organizations must have at least five (5) years of experience developing and providing mental health education and resources to farmers and agriculture workers.

Grantee Responsibilities and Accountability

Selected applicants (Grantees) will be responsible for the work performed in conjunction with the Texas Farmer Mental Health and Suicide Prevention Program and for the results achieved. Each Grantee shall monitor the day-to-day performance of the grant project to ensure adherence to statutes, regulations, and grant terms and conditions. Grantees must carry out the activities described in the approved scope of work.

Grantees will be accountable for documenting the use of grant funds and must ensure funds are used solely for authorized purposes. Grantees must ensure:

- Funds are used only for activities covered by the approved Program application,

- Funds are not used in violation of the restrictions and prohibitions of applicable rules and statutes, and
- All budget reports are completed in a timely manner.

Each Grantee must ensure it has an adequate accounting system in place and sufficient internal controls to ensure expenditures are reported and maintained for four (4) years after the conclusion of the project, or longer if required by TDA.

Funding Parameters

Selected projects will receive funding on a cost reimbursement basis. Funds will not be advanced to Grantees. Selected applicants must have the financial capacity to pay all 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.

Allowable expenses include activities (and associated costs to implement the activities) that provide mental health education and/or resources to Texas farmers and farm workers to include the following:

- A toll-free farmer and farm worker crisis telephone hotline and
- Health care and mental health provider trainings/education sessions.

Term of Funding or Duration of Projects

All approved grant projects will have a grant term of September 1, 2024 – August 31, 2025.

Application Requirements

Applications must be submitted on the form provided by TDA. The application is available for download on TDA's website at www.TexasAgriculture.gov, under the "Grants & Services" tab, or available upon request from TDA by calling (512) 463-6121.

Application instructions and information will be available on TDA's website <https://texasagriculture.gov/GrantsServices/GrantsandServices.aspx>

Budget Information

1. Reimbursement Payments. Grant funds will be paid on a cost reimbursement basis. Grantees will be required to submit payment requests at least quarterly, but no more frequently than monthly, to show significant financial and programmatic progress. Payment requests must include sufficient documentation that details each expense. Acceptable documentation may include, but is not limited to, invoices, receipts, or detailed information regarding personnel costs, as determined by TDA, in its sole discretion. Payment requests shall only be submitted by Grantee to TDA for reimbursement after Grantee purchases the approved budget item.

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

3. Eligible Expenses. Generally, expenses that are necessary and reasonable for proper and efficient performance and administration of a 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. Expenditures shall be reported in a timely manner and shall include sufficient documentation detailing each expense to make a determination of eligibility. Acceptable documentation may include, but is not limited to, invoices, receipts, or detailed information regarding personnel costs, as determined by TDA, in its sole discretion. Examples of eligible expenditures are:

- a. Contracts – agreements made with private parties to perform a portion of the award;
- b. Controlled assets are defined as certain items valued \$500.00 - \$4,999.99 which must also be inventoried, link to Controlled Property Listing;
- c. Other direct expenses – any expenses that do not fall into the other categories directly related to the proposed activities;
- d. Personnel costs – both salary and benefits directly related to project implementation;
- e. Supplies and direct operating expenses – items that cost less than \$5,000 per unit with a useful life of less than one year, office supplies, postage, telecommunications, printing, etc. that are directly related to the project activities;
- f. Travel – mileage reimbursement, transportation and lodging;
- g. Capital Expenditures means the cost of the asset including the cost to put it in place. Capital expenditure for equipment means the net invoice price of the equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. CAPITAL EXPENDITURES MUST BE SUBMITTED FOR APPROVAL TO TDA PRIOR TO EXPENDITURE/PURCHASE. Failure to secure written approval from TDA will result in disallowance of the cost;
 - i. Special Purpose Equipment– an article of nonexpendable, tangible personal property having a useful life of more than one year and a cost of more than \$5,000.
 - ii. Other capital assets – mean buildings and improvements to buildings or land that materially increase their value or useful life;
- h. Indirect Costs- are limited to (ten) 10 percent.

4. Ineligible Expenses. Expenses may be prohibited by state or federal law or determined to be ineligible by program guidelines. Ineligible expenses must be personally reimbursed within thirty (30) days of notice of ineligibility from TDA. Examples of these expenditures include, but are not limited to the following:

- a. Alcoholic beverages;
- b. Contributions, charitable or political;
- c. Entertainment;

- d. Expenses falling outside of the contract period (*expenses incurred before the grant approved start date or after end date of agreement*);
- e. Expenses not listed in the project budget or that fail to meet the intent of the program;
- f. Expenses that are not adequately documented which would otherwise be eligible if properly documented;
- g. Gift Card/Certificates;
- h. Land (except for lease expenses);
- i. Tips/gratuities; and

Evaluation and Selection Information

After all responses to this Request for Grant Applications have been received, an administrative review will be conducted by TDA program staff to determine whether an applicant has adequately responded to this Request for Grant Applications.

Only complete applications will be reviewed. The applications will be scored and ranked utilizing the scoring criteria listed below.

Scoring Criteria

All eligible applications received by the published deadline will be scored and ranked utilizing the following scoring criteria:

1. Summary of Applicant Experience
 - a. The summary contains a strong overview of the experience of the applicant in providing mental health education and resources to farmers and farm workers and demonstrates at least five (5) years of related experience. 5 pts.
 - b. The summary contains an adequate overview and adequate amount of related experience. 3 pts.
 - c. The summary contains a weak overview and adequate amount of related experience. 1 pt.
 - d. The summary did not contain an overview and/or did not demonstrate an adequate amount of experience. 0 pt.
2. Project Summary
 - a. The summary contains the type, purpose, activities, beneficiaries and estimated total project cost. 5 pts.
 - b. The summary contains most of the required information, but did not provide all. 3 pts.
 - c. The summary contains some of the required information, but did not provide all. 1 pt.
 - d. The applicant did not provide a project summary. 0 pts.
3. Project Problem/Need Description
 - a. The applicant convincingly describes an immediate problem/need and why funding is needed. 5 pts.
 - b. The applicant addresses a problem/need and why funding is needed. 3 pts.
 - c. The applicant does not clearly address or describe a problem/need 1 pt.

- and why funding is needed.
- d. The applicant did not address a problem/need and why funding is needed. 0 pts.
4. Project Description
- a. The applicant provides a detailed description of the solution, activities, project implementation plan, and general description of expenditures/costs. 5 pts.
- b. The applicant provides a solution, activities, project implementation plan, and general description of expenditures/costs. 3 pts.
- c. The applicant does not clearly explain or describe a solution, activities, implementation plan, or a general description of expenditures/costs. 1 pts.
- d. The applicant did not address the solution, activities, implementation plan, and/or a general description of expenditures/costs. 0 pts.
5. Project Budget Summary, Budget Narrative & Justification
- a. The budget is reasonable, detailed, and provides all necessary costs and justifications. 5 pts.
- b. The budget is reasonable and provides some details on necessary costs and justifications. 3 pts.
- c. The budget is questionable with limited details. 1 pts.
- d. The budget is not provided or has no supporting details. 0 pts.

Submission instructions

LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

Applicants must submit one (1) complete, signed application. The application packet, including signed application must be **received by TDA before close of business (5:00 p.m. CT) on Wednesday, July 10, 2024.** It is the applicant's responsibility to submit all materials necessary early enough to ensure timely delivery. Applications may be submitted electronically, hand-delivered or mailed. **Late or incomplete applications will not be accepted.**

For questions regarding submission of the proposal and/or TDA requirements, please contact TDA's State Office of Rural Health at (512) 463-6121, or by email at Trenton.Engledow@TexasAgriculture.gov.

Email submission of complete application packet:

Trenton.Engledow@TexasAgriculture.Gov

The e-mail subject line must reference the RFGA title and applicant (Ex: 2025 TEXAS FARMER MENTAL HEALTH AND SUICIDE PREVENTION PROGRAM "Applicant Name") and the email must be received by TDA by the deadline. The applicant is solely responsible for ensuring that its complete application, regardless of method of delivery, is sent to, and actually received by TDA in a timely manner and at the proper destination server. TDA will send a confirmation email after the application has been received as soon as administratively possible.

TDA takes no responsibility for electronic submissions that are captured, blocked, filtered, quarantined or otherwise prevented from reaching the proper destination server by any TDA anti-virus or other security software.

TDA program staff will send an email acknowledging the receipt of the application as soon as administratively possible with an application ID number.

General Information

Selected applicants will receive a Notice of Grant Award (NGA) letter and an official grant agreement from TDA. The NGA 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 grantees or revisions/adjustments to an application in order to avoid duplication and to realize the maximum benefit to the state. Selected projects will receive funding on a cost-reimbursement basis.

Applications

TDA reserves the right to reject all applications and is not liable for costs incurred by the applicant in the development, submission, or review of the application, or costs incurred by the applicant prior to the effective date of 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 of the State of Texas. The decision of TDA will be administratively final in this regard.

Proprietary Information/Public Information

The applicant is responsible for clearly designating any portion of the application that contains proprietary or trade secret information and must state the reason(s) the information is designated as such. Merely making a blanket claim that the entire application is protected from disclosure because it contains proprietary or trade secret information is not acceptable and may subject the entire application to release under the Texas Public Information Act (PIA), Chapter 552 of the Texas Government Code.

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 PIA.

Applicants should NOT include proprietary or otherwise confidential information in its application or other submitted information. If confidential, proprietary, trade secret or privileged material is essential to the application, please contact TDA to discuss.

Grantee Requirements

1. Grantee (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 Grantee to a subcontractor regarding any duties and responsibilities imposed by the grant award must be approved in advance by TDA and shall not relieve Grantee of its responsibilities to TDA for performance of those duties.
2. Grantee 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. Grantee 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 three-year retention period, then all records and accounts must be retained until their destruction is authorized in writing by TDA. TDA and the Texas State Auditor's Office (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 the 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 Grantee has a financial audit performed during the time Grantee 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. Grantees must comply with Texas Government Code, Chapter 783, Uniform Grant and Contract Management, and the Texas Grant Management Standards (TxGMS).