



TEXAS DEPARTMENT OF AGRICULTURE COMMISSIONER SID MILLER

STATE OF TEXAS AGRICULTURAL RELIEF FUND (STAR)

Request for Grant Applications

Executive Summary

The Texas Department of Agriculture (TDA) is accepting applications for the State of Texas Agriculture Relief (STAR) Fund Disaster Assistance Program (Program). Funding for the Program is available through the STAR Fund established to collect monetary contributions from private individuals and entities to fund disaster recovery efforts. TDA will provide a cost share to qualified agricultural businesses/ operations/ ranches/ farms (applicant) for a specific value determined by TDA. The Program is designed to provide relief to Texas agricultural entities adversely impacted by natural disasters. Drought is not an eligible natural disaster under the STAR fund. Please refer to your local Farm Service Agency for drought assistance.

How to submit?

Submit all required paperwork to one of the following three options:

- ***PREFERRED*** Online: Click [here](https://tda-go.intelligrants.com/) or copy and paste the following in your internet browser to access TDA-GO: <https://tda-go.intelligrants.com/>
A paper copy may be requested and submitted to one of the two options below:
- Mailing Address: P.O. Box 12847, Austin, Texas 78711
- Email: Grants@TexasAgriculture.gov

Agency Division - Trade and Economic Development – Grants Office, Grants@TexasAgriculture.gov

Assistance Living Number N/A

Key Elements

Required Action	Timing to Obtain/Submit
Create a TDA-GO Profile (see <i>TDA-GO Access Instructions</i>)	
<ul style="list-style-type: none">• Obtain Your Organization's UEI Number and establish an Active SAM.gov Account (if you do not already have one) *	Not required for this grant – See New User Registration
<ul style="list-style-type: none">• Obtain a TIN/EIN (if you do not already have one) *	An EIN isn't required for this grant if they are a sole proprietor. If applicable. Up to 2 weeks
<ul style="list-style-type: none">• Request Access to TDA-GO by creating a TDA-GO profile (if you do not already have one) *	48-72 hours ahead of the application submission deadline for TDA to approve account. Last minute registrations are not guaranteed.
<ul style="list-style-type: none">• TDA Deadline to receive final application and all supporting materials	See website for due date for each specific disaster declaration - 11:59 p.m. Central Time
<ul style="list-style-type: none">• Anticipated Award	TBD 2025

* Text hyperlinks will direct you to applicable websites

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

Statement of Purpose

The Texas Department of Agriculture (TDA) is authorized by §12.002 of the Texas Agriculture Code to encourage the proper development and promotion of agriculture. TDA is accepting applications for the State of Texas Agriculture Relief (STAR) Fund Disaster Assistance Program (Program). Funding for the Program is available through the STAR Fund established to collect monetary contributions from private individuals and entities to fund disaster recovery efforts. TDA will provide a cost share to qualified agricultural businesses/operations/ranches/farms (applicant) for a specific value determined by TDA.

The Program is designed to provide relief to Texas agricultural entities adversely impacted by natural disasters. Drought is not an eligible natural disaster under the STAR fund.

Eligibility

An eligible entity is an agriculture business/operation/ranch/farm located in a county declared a disaster by the Texas Governor or a declaration of agricultural emergency by the Texas Commissioner of Agriculture. Applicant should submit documentation for agricultural related expenses not paid for by insurance or other governmental sources for costs directly related to rebuild from the natural disaster. Applicant must demonstrate that expenses incurred were related to agriculture production and directly caused by the disaster.

If an entity/business/operation/ranch/farm is owned by more than one person, only one application may be submitted. An entity/business/operation/ranch/farm is eligible for only one single award every 24 months, regardless of the number of owners.

Agriculture business means - a business that is engaged in producing, processing, marketing, or exporting an agricultural product.

Agricultural product means - an agricultural, horticultural, viticultural, or vegetable product, bees, honey, fish or other seafood, planting seed, livestock, a livestock product, a forestry product, poultry, or a poultry product.

Person means one property/entity/owner.

How does it work?

Applications may be completed via hard-copy paper application, PDF electronic application, or preferably, online via TDA's grant management system, TDA-GO. Submitted applications will be reviewed individually and TDA will verify the applicant has met all eligibility requirements.

Payment Calculation

Submitted applications will be reviewed individually and eligibility of expenses will be determined on a case-by-case basis. The STAR Fund offers a cost-share of up to 80% of eligible expenses to qualified agricultural producers. Applicants will be required to show all documentation of the costs

paid to determine the STAR Fund assistance amount. Final award amount will be determined after application deadline date and upon review of application.

Example: A producer would need to submit documentation for \$4,000 of eligible expenses to receive \$3,200 in reimbursement. See the website for additional details on amounts.

All expenses must be paid by the applicant before a reimbursement will be provided. Verification of the damage caused by the disaster is required prior to TDA disbursing funds. Please include any pictures, certifications, or other documentation of the damage. The maximum assistance amount may vary based on donations collected and will be reevaluated at the time of each disaster proclamation by the Texas Agriculture Commissioner.

Allowable Costs		Unallowable Costs	
• Fence supplies	• Feed	• Gas	• Relocation Services
• Agricultural structure repair	• Disposal Fees	• Mileage	• Valuation of:
• Seed replacement	• Labor for debris removal	• Housing	• lost livestock
• Livestock replacement	• Detailed description of other necessary agricultural related costs for consideration	• Food	• lost seed
• Supplies needed to repair or rebuild agricultural operation		• Replacement of Capital Assets	• lost crop
		• Applicant's or immediate family member's labor costs	• lost feed
			• lost land

Application Package

Interested applicants (Applicant) must provide the following information:

- Applicant Contact Information
- Application
 - a. Texas Agricultural/Timber Registration Number
 - b. Property Ownership List
 - c. Impacted Property Information
 - d. Description of Damage
 - e. Impact to Agricultural Operation
- Expense Documentation
 - a. List Type of Disaster Experienced
 - b. Itemized list of expenses
 - c. Photos of Proof of Damage
 - d. Proof of Payment
 - e. Letter from owner, if property is leased and tenant is seeking funds.
- Required Uploads
 - Application for Texas Identification Number (required)
 - Direct Deposit (optional)
 - W-9 IRS Federal Tax Form (required)

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

Deadline for Submission of Responses

Late or incomplete applications will not be accepted.

It is Applicant's responsibility to ensure the timely receipt of the application and all required materials. TDA reserves the right to request additional information or documentation to determine eligibility. Applications missing documentation or otherwise deemed incomplete will not be considered for funding until all necessary supporting information is received. TDA reserves the right to deny applications if the applicant is unable to provide required documentation on or before the deadline provided by TDA when missing or additional information is requested. All determinations regarding eligibility and funding amounts are final.

1. Online Submissions - Preferred.

Applicants must submit one complete, electronically signed application through the TDA-GO system to TDA by **the deadline posted on TDA's website for each disaster declaration** (see submission instructions below). Click the following for the submission link or copy and paste it into your web browser: <https://tda-go.intelligrants.com/>.

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.

Emailed or hard copy versions of the application may be requested by emailing Grants@TexasAgriculture.gov or by calling (512) 463-6695.

2. Email submission of complete application packet:

Grants@TexasAgriculture.gov

The e-mail subject line must reference the RGFA title and identify Applicant by name (Ex: STAR Fund- Applicant Name), and the email must be time stamped by TDA's email server by the deadline posted on TDA's website for each disaster declaration. Applicant is solely responsible for ensuring that a 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, including all attachments. TDA will send a confirmation email after the application has been received.

IMPORTANT NOTE: TDA's email system has a 10MB attachment limit. This restriction may require an applicant to submit the application in multiple e-mails, so that all required attachments may be submitted without exceeding TDA's 10 MB attachment limit. Applicants must make sure that each email subject line references the RGFA title and applicant name. Unreadable submissions may be deemed unresponsive and will not be reviewed for funding consideration.

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

3. **Hard copy mailed submissions – if not submitted by email**

All applications must be **received by TDA before close of business on the deadline posted on TDA’s website for each disaster declaration**. TDA will affix or place a date and time stamp on each application it receives via U.S. mail. If Applicant uses U.S. mail for delivery of its application to TDA, the agency strongly recommends that Applicant send same by certified mail, return receipt requested, or equivalent delivery confirmation service provided by USPS.

Applications may be sent to TDA at either of the following addresses:

By U.S. Mail:

Texas Department of Agriculture
Trade & Economic Development- Grants
P.O. Box 12847
Austin, TX 78711

By Overnight or Hand Delivery

Texas Department of Agriculture
Trade & Economic Development- Grants
1700 North Congress, 11th Floor
Austin, Texas 78701

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

Do not wait until the last minute to submit your application.

Applicants are responsible for ensuring their applications are submitted in a timely manner. TDA highly recommends Applicants submit their applications early to allow time to resolve any issues that may arise. Late applications due to technical problems or errors will not be accepted.

General Information

Selected applicants will receive a Notice of Grant Award (NOGA) letter from TDA.

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.

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

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 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, audiotope, American Sign Language, etc.) should contact TDA for assistance. 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 (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 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, 11th Floor
Austin, TX 78701

➤ by email: fraud@texasagriculture.gov.

General Compliance Information

1. Grant Recipient (an applicant who receives a grant under this program) must comply with TDA's reporting requirements and financial procedures outlined in the grant agreement.
2. Grant Recipient must remain in full compliance with state and federal laws and regulations.
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. Failure to provide access to requested records may be considered a breach of the grant agreement.
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. In addition, Applicants are required to comply with USDA's General Terms and Conditions available at <https://www.fpacbc.usda.gov/about/grants-and-agreements/award-terms-and-conditions>.

Late or Ineligible Applications

- TDA will not consider applications submitted after the published due date unless the deadline has been revised for all applicants.
- TDA will perform an administrative review to determine applicant eligibility and responsiveness to the request for grant applications.
- Applications submitted by ineligible applicants will not receive funding consideration.
- Determinations of late or ineligible applications are final and not subject to an appeal process.

- Problems with computer systems at the applicant organization, Adobe compatibility settings issues, failure to follow instructions in the RFGA, or failure to complete required registrations(e.g., Grants.gov, Sams.gov, UEI Number, etc.) by the submission deadline are NOT considered government system issues and do not constitute grounds for an appeal.
- The RFGA explains the time required to complete these registration requirements. It is Applicant's responsibility to ensure that enough time is committed for adequate submissions by the listed due date and time.
- All required letters and attachments must be attached to the application package.
- Failure to attach documents to the application package correctly are not considered system issues.

Program Contact Information

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

TDA staff are available to answer questions regarding this grant program and to provide clarifying information concerning this RFGA.

Phone: (512) 463-8215

Email: Grants@TexasAgriculture.gov

Technical Assistance

- a. You may schedule time for assistance in completing the application. Please try to do this as early as possible.

TDA-GO STAR Fund Application Instructions

Step 1: Registering a New User in TDA-GO

The following describes how to access the TDA-GO online grant system by setting up a new user. The applicant must set up a new user account to access the STAR Fund application. **THIS MUST BE DONE 24-48 HOURS PRIOR TO SUBMITTING AN APPLICATION!**

Steps to Get Started:

- 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.

The image shows a login form titled "Login". It contains two input fields: "Username" and "Password". Below these fields is a large blue button labeled "Submit". At the bottom of the form, there are two links: "Login Assistance" and "New User/Organization Registration". The "New User/Organization Registration" link is highlighted with a red rectangle.

- 3) Fill in the required fields and any optional fields desired. See Legend below for specific field instructions. Click on the **Save** button.

Legend

First Name (Required) – the first name of the registering user (applicant).

Middle Name – the middle name of the registering user (applicant).

Last Name (Required) – the last name of the registering user.

SAM&DUNS (Required) – Enter all zeros (e.g. 000000000000) in this box.

Organization (Required) – Enter full name of registering user (applicant).

Title – Enter “**STAR Fund Applicant**”.

Street Address (Required) – the physical street address of the registering user (applicant).

State (Required) – the state drop-down selection for the state of the registering user’s address.

County (Required) – the county drop-down selection for the county of the registering user’s address.

City (Required) – the name of the city of the registering user’s address.

Zip Code (Required) – the zip of the registering user’s address.

Email (Required) – the email address of the registering user (applicant).

Phone (Required) – the phone number of the registering user (applicant).

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

Password/Verify Password (Required) – password the registering user (applicant) wishes to register for.

The screenshot shows a 'New User Registration' form with a dark blue header. Below the header, there is a section for 'Page instructions for the registration modal'. The form fields are organized into two columns. The left column includes: First Name, Last Name, SAM (with a search button), DUNS (with a search button), Organization, Address, State (dropdown), City, Email, Phone 2, Cell Phone, Username, Password, and Notes. The right column includes: Middle Name, Prefix (dropdown), Suffix (dropdown), FEIN, Title, Address 2, County (dropdown), Zip Code, Phone, Fax, Website, and Verify Password. A 'Register' button is located at the bottom right of the form.

3) Once submitted, the registration for the New User will be approved by TDA-GO portal staff. You will receive an email indicating approval in the system. 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.

Step 2: Accessing Grant Opportunity

The following describes how to access the Grant program grant opportunity via TDA GO.

Dashboard

After your registration has been submitted and you have received an approval email, you will be able to log into the system and see the Dashboard. After logging in, the User's Dashboard will appear (Figure 1). **My Tasks** are documents/applications that are in process; **Initiate New Application Box** are blank grant applications.

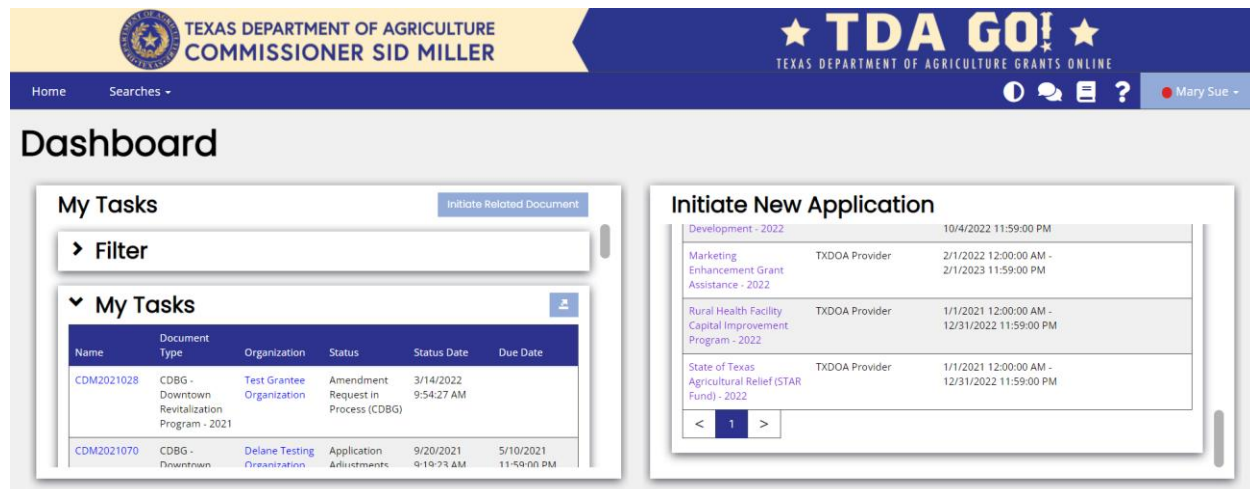


Figure 1. Landing page after logging in

Choose the **State of Texas Agricultural Relief (STAR Fund) – 2025** by scrolling down the **Initiate New Application** box and select **State of Texas Agricultural Relief (STAR Fund) – 2025** (Figure 2 & 3).

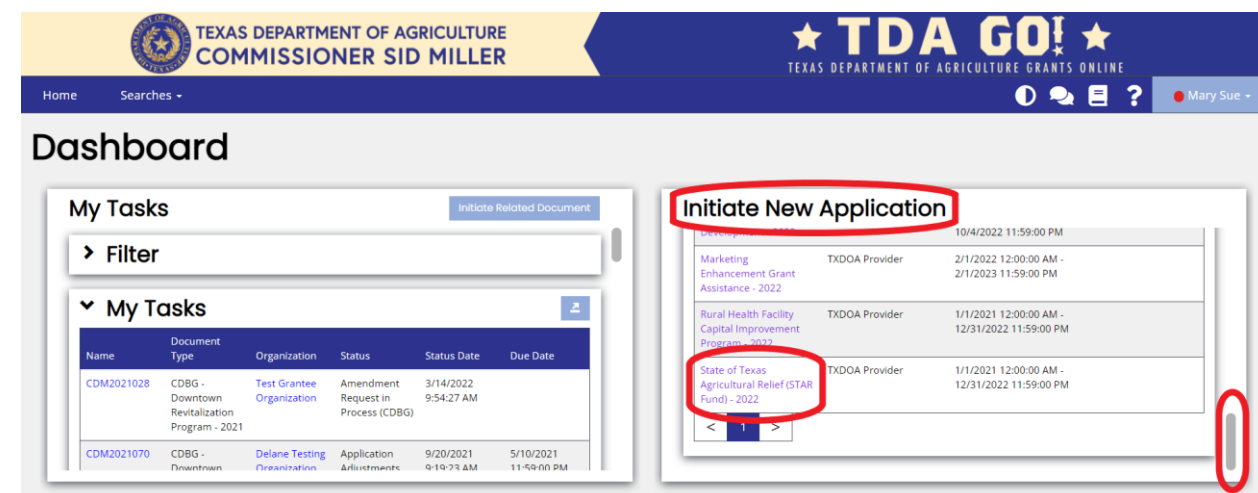


Figure 2. Initiate New Application and location of scrolling tool

Initiate New Application

Development - 2022		10/4/2022 11:59:00 PM
Marketing Enhancement Grant Assistance - 2022	TXDOA Provider	2/1/2022 12:00:00 AM - 2/1/2023 11:59:00 PM
Rural Health Facility Capital Improvement Program - 2022	TXDOA Provider	1/1/2021 12:00:00 AM - 12/31/2022 11:59:00 PM
State of Texas Agricultural Relief (STAR Fund) - 2022	TXDOA Provider	1/1/2021 12:00:00 AM - 12/31/2022 11:59:00 PM

<
1
>

Figure 3. Selection for new STAR Fund Application. Please note dates are for testing and example purposes only. A brief description and agreement language appears (Figure 4). Read and select **Agree**.

STAR Fund – 2025

Provided By:

TXDOA Provider UAT

Provided To:

Test Grantee Organization

Application Availability Dates:

4/1/2025 12:00:00 AM -

Due Date:

N/A

Agreement Language:

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

Agree

Decline

Figure 4. Agreement

Document Landing Page

After Agree is selected, the Document Landing Page will appear (Figure 5).

Template	Instance	Process
State Of Texas Agricultural Relief - 2022	State of Texas Agricultural Relief (STAR Fund) - 2022	Application
Document Name	Document Status	
STAR22-023	Application In Process	
Organization	Your Role	Period Date
Test Grantee Organization	Authorized Official	3/18/2022 12:00:00 AM
		Due Date
		8/31/2022 11:59:00 PM

Figure 5. 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 Form, Proposed Project, Budget Form, Required Uploads, and Certification.
- **Tools** include Add/Edit People that can access the application, Status History, Modification Summary, Attachment Repository, Notes and Print Document ability.
- **Status Options** is where the application can be submitted or cancelled.
- **Related Documents** is not applicable to the application submission process. You will not need this function to submit your application.

Application Form Guidance

The following section provides additional guidance regarding selected sections of the application.

Step 1: Start Application Form

Expand the **Forms** drop down menu and select **Application Contact Information** (Figure 6).

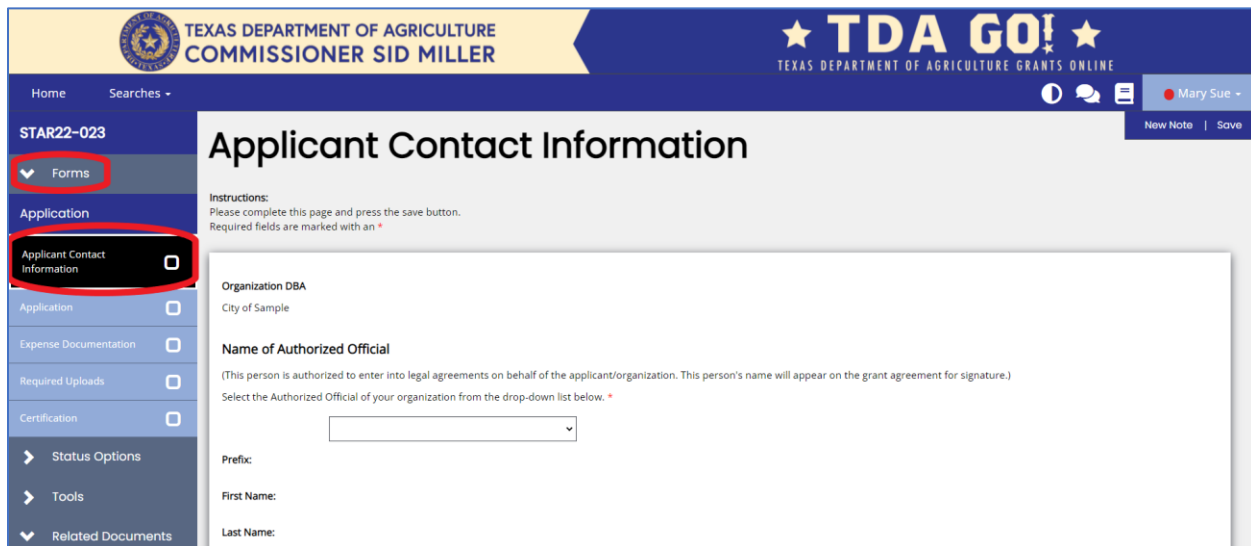


Figure 6. Applicant Contact Information Form location

All sections of the Application Form must be completed if applicable. See below for specific instructions.

General Functions:

NOTE: All required fields are marked with a *. An error message will appear and the application may not be submitted if these required fields are not filled out (Figure 7).

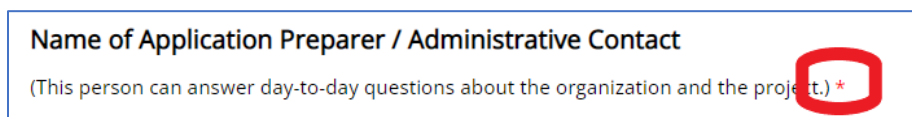


Figure 7. Example of Required Fields

NOTE: If a question has a **Select** button in the answer box, it is necessary to upload the appropriate documentation (Figure 8). Click on the Select Button to open the file selection screen.



Figure 8. The Select button allows applicant to select and upload the appropriate documentation

NOTE: Any field with a Plus (+) button has the ability to add an additional row (Figure 9).

Operation or business	Position	Description of experience	Dates of experience (From Date - To Date)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/> <div style="float: right; border: 2px solid red; border-radius: 50%; padding: 5px;">+</div>

Figure 9. Add additional rows by clicking the plus (+) button

You can delete additional rows by pressing the red minus (-) button (Figure 10)

Operation or business	Position	Description of experience	Dates of experience (From Date - To Date)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/> <div style="float: right; border: 2px solid red; border-radius: 50%; padding: 5px;"> <div style="display: inline-block; text-align: center; width: 15px;">+</div> <div style="display: inline-block; text-align: center; width: 15px;">-</div> </div>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/> <div style="float: right; border: 2px solid red; border-radius: 50%; padding: 5px;"> <div style="display: inline-block; text-align: center; width: 15px;">+</div> <div style="display: inline-block; text-align: center; width: 15px;">-</div> </div>

Figure 10. Subtract additional rows by clicking the minus (-) button

Note: Name of Authorized Official: This person is authorized to enter into legal agreements on behalf of the applicant/organization. This person's name will appear on the grant agreement for signature.

Name of Application Preparer / Administrative Contact: Please leave this blank if not applicable.

Name of Additional Contact: This person may not have a role in the TDA-GO system, but is knowledgeable of your STAR Fund application and can answer questions.

After completing the form, click the **Save** button in the top right hand corner (Figure 11). After clicking the **Save** button, if any required sections are missing, an error message will appear (Figure 12).

Figure 11. Regularly save your work by clicking the save button in the upper right hand corner

Figure 12. Error Message of missing required message

Step 2: Complete Application Form

Expand the **Forms** drop down menu and select **Proposed Project** (Figure 13).

The screenshot shows the TDA GO! Document Landing Page. On the left sidebar, the 'Forms' menu is expanded, and the 'Application' option is highlighted with a red rectangle. The main content area displays a 'Document Landing Page' with a table of document details:

Template	Instance	Process
State Of Texas Agricultural Relief - 2022	State of Texas Agricultural Relief (STAR Fund) - 2022	Application

Document Name	Document Status
STAR22-024	Application in Process

Organization	Your Role	Period Date	Due Date
Test Grantee Organization	Authorized Official	3/18/2022 12:00:00 AM	8/31/2022 11:59:00 PM

Figure 13. Application Form location

Complete all sections of the Application. See below for specific instructions.

Texas Agricultural of Timber Registration Number: Enter registration number here. If you do not have a registration number, enter all zeros. Additional documentation may be requested to verify agriculture operation if registration number is not provided. (Figure 14).

The screenshot shows a text input field labeled 'Texas Agricultural or Timber Registration Number *' with a red asterisk indicating it is required.

Figure 14. Texas Agricultural of Timber Registration Number

Property Ownership: Enter all person(s) who own more than 20% of the property(ies) listed in this application. Additional names may be added by clicking the plus (+) button (Figure 15).

The screenshot shows the 'Property Ownership' section. It includes a text input field for 'Name *' and a text input field for 'Percent Ownership *'. A red circle highlights a blue square button with a white plus sign (+) next to the 'Percent Ownership' field.

Figure 15. List names of property owners. Add additional names by clicking the Plus (+) button

Impacted Property Information: Enter all required information. Please complete table for each Property Tax ID number. Additional properties may be added by clicking the plus (+) button (Figure 16). The Tax Property ID number is found on your property tax records, or you can contact your County Appraisal District.

For the primary agriculture purpose of the property, select all categories that apply. Please enter a short description for each purpose in the box(es) to the right (eg: Crop: Cotton, Vegetables. Livestock: Cattle, Goats) (Figure 16).

Impacted Property Information

Tax Property ID # (found on your property tax records)	Primary Purpose of the Property	Texas County Property Is Located In	Date Of Disaster	Number of Acres Impacted
<input type="text"/>	<input type="checkbox"/> Crop <input type="checkbox"/> Livestock <input type="checkbox"/> Other	<input type="text"/>	<input type="text"/>	<input type="text"/>

Figure 16. Required Impacted Property Information. Enter description in text boxes circled in red. Add additional property ID numbers by clicking the Plus (+) button

Description of Damage: Summarize the damage sustained by your operation directly related to the natural disaster events. Please include any additional details you feel will help TDA in determining your eligibility for funding. Include information about the items lost or damaged as result of the natural disaster.

Rebuilding Plan

Please describe the items that will be purchased/replaced, work to be completed, and how receiving STAR Fund will help rebuild your agricultural operation.

Rebuilding Plan
Please describe the items that will be purchased/replaced, work to be completed, and how receiving STAR Fund will help rebuild your agricultural operation.

After completing the Application form, click the **Save** button in the top right hand corner (Figure 11). After clicking the **Save** button, if any required sections are missing, an error message will appear (Figure 12).

Step 3: Expense Documentation Form

Expand the **Forms** drop down menu and select **Expense Documentation Form** (Figure 17).

The screenshot shows the TDA GO! website interface. The top navigation bar includes the Texas Department of Agriculture logo and the text 'COMMISSIONER SID MILLER'. The main header area displays 'TDA GO!' and 'TEXAS DEPARTMENT OF AGRICULTURE GRANTS ONLINE'. The left sidebar contains a menu with options like 'Home', 'Searches', 'STAR22-024', 'Applicant Contact Information', 'Application', 'Expense Documentation' (highlighted with a red box), 'Required Uploads', 'Certification', 'Status Options', 'Tools', and 'Related Documents'. The main content area is titled 'Expense Documentation' and includes instructions: 'Please complete this page and press save. Required fields are marked with an *'. Below the instructions is a table for entering expenses. The table has columns for 'Invoice Date', 'Invoice Number', 'Vendor', '1. Description of purchase', '2. How it is used for rebuilding agricultural operation', 'Total Invoice/ Estimated Amount', 'Has this expense been paid for?', and 'If this is an estimated expense provide the date the work is to be completed?'. The table is currently empty, and the 'Total of Invoices' is shown as '\$0.00'. Below the table are sections for 'Proof of Damages' and 'Proof of Payment', each with a 'Select' button and a 'Drag Files Here' link.

Figure 17. Expense Documentation Form location

Complete all sections of the Expense Documentation Form. All sections are required.

Expense Table (Figure 18): Enter each expense demonstrating costs incurred for recovery of losses due to the disaster. Documentation is required for each expense. Applicant has to demonstrate that all payments have been both paid and cleared. If expense has not yet been paid for, please provide an estimate for the expense and the date of estimated completion. Pre-approved, estimated expenses will not be reimbursed until proof of payment is received and must be completed and paid for within one year of date of disaster proclamation.

Documentation includes an itemized invoice plus proof of payment. Acceptable forms of proof of payment are:

- Itemized invoices showing a \$0 balance, plus proof of payment method
- Copies of cancelled checks (submit image of front and back)
- Credit Card Statements with account numbers blacked out
- Receipts must show name and contact information of seller, date of purchase, itemized list of items purchased plus cost per item, total paid, and method of payment.

Additional expenses may be added by clicking the plus (+) button (Figure 18).

The screenshot shows the 'Expense Table' form. It includes a table with columns for 'Invoice Date', 'Invoice Number', 'Vendor', '1. Description of purchase', '2. How it is used for rebuilding agricultural operation', 'Total Invoice/ Estimated Amount', 'Has this expense been paid for?', and 'If this is an estimated expense provide the date the work is to be completed?'. The table is currently empty, and the 'Total of Invoices' is shown as '\$0.00'. A plus (+) button is located at the bottom right of the table, indicating where to click to add additional expenses.

Figure 18. Enter each expense. Add additional expenses by clicking the Plus (+) button

Proof of Damages: Upload Proof of Damage related to the agricultural operation. You may upload pictures or other certifications for Damage and Proof of Loss by clicking the **Select** button (Figure 19). Additional pictures and/or files may be added by clicking the plus (+) button (Figure 19).

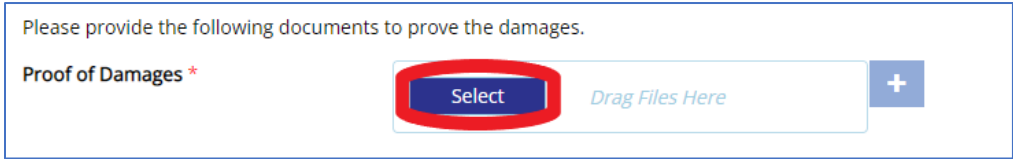


Figure 19. Upload Proof of Damages using the Select button. Add additional pictures/files by clicking the Plus (+) button

Proof of Payment: Upload Proof of Payment for each expense listed in the Expense Table above. Upload proof of payment documentation by clicking the **Select** button (Figure 20). Additional files may be added by clicking the plus (+) button (Figure 20).



Figure 20. Upload Proof of Payment using the Select button. Add additional files by clicking the Plus (+) button

Letter from Owner, if property is Leased: If property is leased, provide **Letter from Owner** giving permission for expenses and statement Owner will not be claiming for same expenses (Figure 21).



Figure 20. Upload Letter from Owner using the Select button.

After completing the Expense Documentation form, click the **Save** button in the top right hand corner (Figure 11). After clicking the **Save** button, if any required sections are missing, an error message will appear (Figure 12).

Step 4: Complete Required Uploads

Expand the **Forms** drop down menu and select **Required Uploads** (Figure 21).

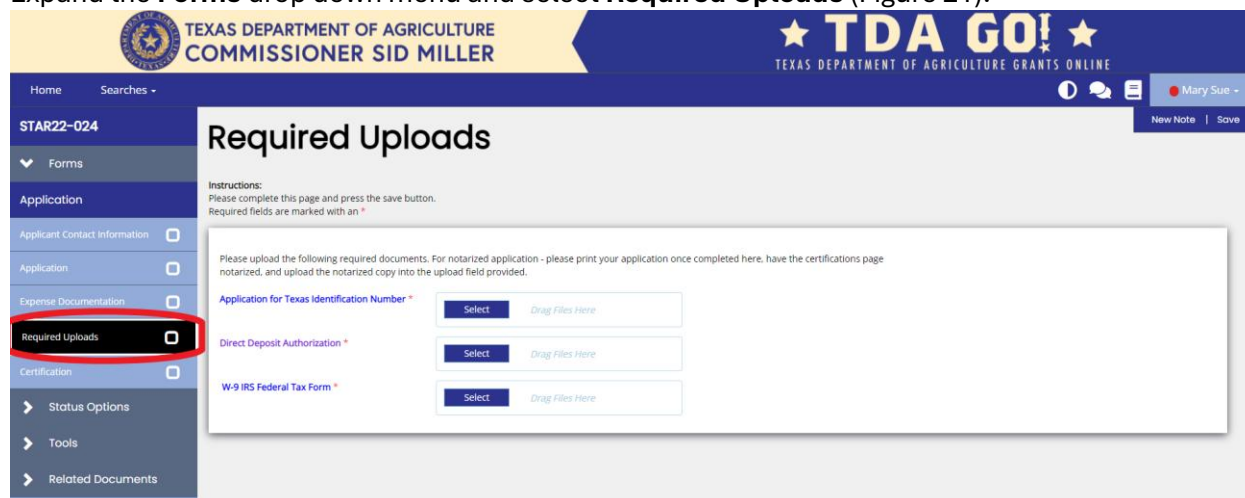
The screenshot shows the 'Required Uploads' page on the TDA GO! website. The header includes the Texas Department of Agriculture logo and 'COMMISSIONER SID MILLER'. The main navigation bar has 'Home' and 'Searches'. The left sidebar shows a 'Forms' dropdown menu with 'Required Uploads' highlighted. The main content area is titled 'Required Uploads' and contains instructions: 'Please complete this page and press the save button. Required fields are marked with an *'. Below the instructions, there are three upload fields: 'Application for Texas Identification Number *', 'Direct Deposit Authorization *', and 'W-9 IRS Federal Tax Form *'. Each field has a 'Select' button and a 'Drag Files Here' area.

Figure 21. Required Uploads location

Three (3) additional forms are required to be completed and uploaded for the STAR Fund application: **Application for Texas Identification Number, Direct Deposit Authorization, and W-9 IRS Federal Tax Form.**

Download the forms by clicking on the name of each form. Be sure to save a copy of the form before filling it out. Please contact the Grants Department at (512) 463-6695 for assistance with these forms.

Upload the completed forms by clicking the **Select** button (Figure 22) in the designated location.

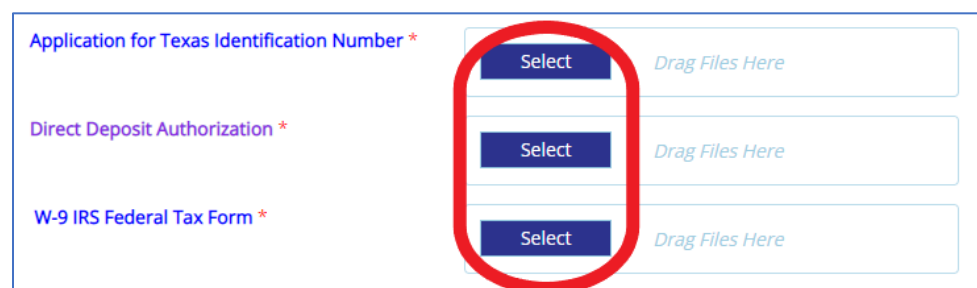
This is a close-up of the 'Required Forms Upload' section. It shows three rows of upload fields. Each row has a label on the left: 'Application for Texas Identification Number *', 'Direct Deposit Authorization *', and 'W-9 IRS Federal Tax Form *'. To the right of each label is a 'Select' button and a 'Drag Files Here' area. A red circle highlights the 'Select' buttons for all three forms.

Figure 22. Required Forms Upload

After uploading the required forms, click the **Save** button in the top right hand corner (Figure 11). After clicking the **Save** button, if any required sections are missing, an error message will appear (Figure 12).

Step 5: Complete Review and Certification

Before completing Step 5 Certification, please review application for completeness and accuracy. Once the application is certified and submitted, an applicant *CANNOT* make any additional changes. Applicant must contact TDA for assistance with changes to your application after it is submitted.

Before certifying the application, please go over each section ensuring all information is correct and there are no error messages. If there are no error messages in a section, the section in the drop down menu will have a check next to it (Figure 23).



Figure 23. Completed section with check mark

If there are error messages in a section, the section in the drop down menu will have an exclamation point next to it (Figure 24). Click on the selection in the drop down menu and review and resolve the error messages.

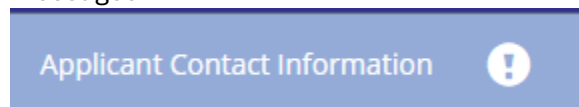


Figure 24. Incomplete section with error messages

Once all error messages are resolved and each section has a check as seen in Figure 23, the application can be certified and submitted.

Expand the **Forms** drop down menu and select **Certification** (Figure 25). To certify your application, check the box (Figure 25). The section is then complete. Click **Save** in the top right corner. Once saved, the Authorized Representative's signature and date will automatically populate.

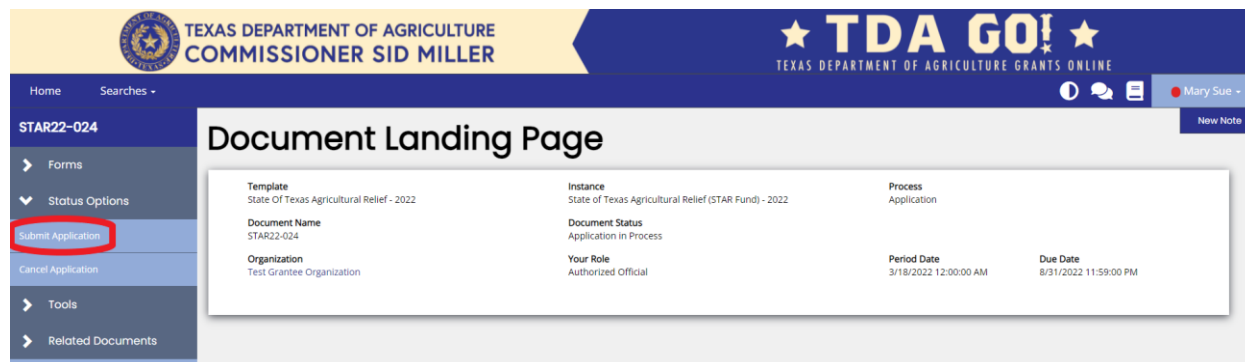
A screenshot of the TDA GO! web application. The header shows the Texas Department of Agriculture logo and Commissioner Sid Miller's name. The main navigation bar includes "Home", "Searches", and a user profile for "Mary Sue". The left sidebar has a "Forms" dropdown menu expanded, showing "Application" and "Certification" (which is highlighted with a red rectangle and has a checkmark). The main content area is titled "Certification" and contains a list of six statements for the applicant to certify, each followed by a checkbox. Below the statements is a "Notice of Penalties" section. At the bottom, there are fields for "Signature of Authorized Representative" and "Date", each with a red square icon next to it.

Figure 25. Certification and check box location

Step 6: Application Submission

Once the application is certified and complete, you must **submit** the application within the TDA-GO system.

Expand the **Status Options** drop down menu (Figure 26). Select **Submit Application**.



The screenshot shows the TDA GO! Document Landing Page. The left sidebar has a 'Status Options' dropdown menu expanded, with 'Submit Application' highlighted in red. The main content area displays application details for STAR22-024.

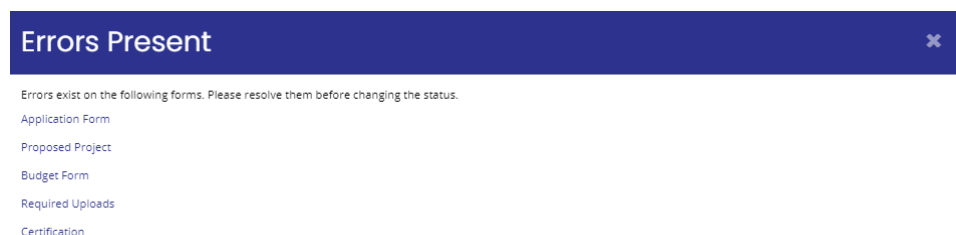
Template	Instance	Process
State Of Texas Agricultural Relief - 2022	State of Texas Agricultural Relief (STAR Fund) - 2022	Application

Document Name	Document Status
STAR22-024	Application in Process

Organization	Your Role	Period Date	Due Date
Test Grantee Organization	Authorized Official	3/18/2022 12:00:00 AM	8/31/2022 11:59:00 PM

Figure 26. Status Options drop down menu and Submit Application button location

NOTE: If errors remain, an **Errors Present** message will pop up (Figure 27). You may click on each section name to be directed to the errors.



The screenshot shows an 'Errors Present' message box with a close button (X). Below the message, a list of error categories is provided:

- Errors exist on the following forms. Please resolve them before changing the status.
- Application Form
- Proposed Project
- Budget Form
- Required Uploads
- Certification

Figure 27. Error message will appear if you try to submit application with errors

If no errors are detected, the system will ask if you are sure. Once you select to submit, you will then be taken back to the **Landing Page** (Figure 28).



The screenshot shows the TDA GO! Document Landing Page after application submission. The left sidebar has 'Status Options' expanded, and 'Submit Application' is highlighted. The main content area displays application details for STAR22-023.

Template	Instance	Process
State Of Texas Agricultural Relief - 2022	State of Texas Agricultural Relief (STAR Fund) - 2022	Application

Document Name	Document Status
STAR22-023	Application in Process

Organization	Your Role	Period Date	Due Date
Test Grantee Organization	Authorized Official	3/18/2022 12:00:00 AM	8/31/2022 11:59:00 PM

Figure 28. 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 Standard Time Zone) and are displayed on your TDA-GO home screen.

Confirmation Email

After submitting your application, you will receive a confirmation email (Figure 29).

From: websites@agatesoftware.com <websites@agatesoftware.com>
Sent: Tuesday, April 13, 2021 10:57 AM
[REDACTED]
Subject: Application HDM-2021-TGO-00005 Submitted

WARNING: This email originated from outside of the Texas Department of Agriculture email system. DO NOT click links or open attachments unless you expect them from the sender and know the content is safe.

Thank you for submitting Application HDM-2021-TGO-00005 for Test Grantee Organization. TDA staff will review and contact the persons identified in the application with any questions or concerns

Figure 29. Example of confirmation email