

TEXAS DEPARTMENT OF AGRICULTURE

STATE OF TEXAS AGRICULTURAL RELIEF (STAR) VOLUNTEER FIRE DEPARTMENT - ASSISTANCE APPLICATION

<u>What is it?</u>

The Texas Department of Agriculture (TDA) is accepting applications for the State of Texas Agriculture Relief (STAR) Fund Volunteer Fire Department 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.

Local firefighters and EMTs serve as a first line of defense when disaster strikes to protect lives and property to the best of their ability. At the direction of Texas Agriculture Commissioner Sid Miller, the STAR Fund has r broadened eligibility to help replenish resources used by Volunteer Fire Departments (VFDs) during the 2024 Texas Panhandle wildfires. It is imperative these first responders who provide emergency services have supplies available for the next disaster.

Who is eligible?

An eligible entity is a volunteer fire department located in counties within the disaster declaration area:

Archer, Armstrong, Bailey, Baylor, Briscoe, Carson, Castro, Childress, Cochran, Collingsworth, Cottle, Crosby, Dallam, Deaf Smith, Dickens, Donley, Fannin, Floyd, Foard, Garza, Gray, Gregg, Hale, Hall, Hansford, Hardeman, Harrison, Hartley, Haskell, Hemphill, Hockley, Hutchinson, Kent, King, Knox, Lamb, Lipscomb, Lubbock, Lynn, Moore, Motley, Nacogdoches, Newton, Ochiltree, Oldham, Parmer, Potter, Randall, Roberts, Sherman, Stonewall, Swisher, Terry, Throckmorton, Upshur, Wheeler, Wichita, Wilbarger, Yoakum, and Young Counties.

How does it work?

Submitted applications will be reviewed individually, and eligibility of expenses will be determined on a case-by-case basis. The STAR Fund will provide up to \$8,000 for eligible expenses to VFDs within the disaster declaration area. <u>All expenses must be paid by the applicant before reimbursement will be provided.</u>

For each future disaster proclamation, TDA and the Texas Agriculture Commissioner will determine if this Program should be activated, as well as specific details including maximum award amounts.

Deadline

Applications MUST be submitted in TDA-GO! by June 28, 2024 before 11:59 PM.

Applications must be complete and have all required documentation to be considered. 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 sufficient information has been received. TDA reserves the right to deny applications if the applicant is unable to provide required documentation within the deadline provided by TDA when requesting the information. All determinations regarding eligibility of expenses and funding amounts are final.

How to submit?

Applications must be submitted online via TDA-GO!. Click <u>here</u> or copy and paste the following in your internet browser to access TDA-GO!: <u>https://tda-go.intelligrants.com/</u>. *Mailed, faxed, emailed or hand-delivered applications will not be accepted*.

Questions

For questions regarding submission of the application and/or TDA requirements, please contact TDA's Grants Office at 833-380-8282 or by email at <u>Grants@TexasAgriculture.gov</u>.

Allowable Costs	Unallowable Costs	
• Fuel	• Mileage	 Protective clothing
• Foam	Housing	Dry-hydrants
 EMT supplies 	• Food	 Extractors/dryers for turn-out gear
Other consumable supplies	 Replacement of Capital Assets 	Computer systems
Vehicle maintenance and repairs	Labor costs	Firefighter training
	 Acquisition of firefighting 	
	vehicles, fire and rescue equipment	

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: <u>https://tda-go.intelligrants.com/</u>
- 2) Click on the *New User/Organization Registration* link found in the Login box on the right side of the webpage.

Logir	1
Username	
Username	
Password	
Password	
	<u>Submit</u>
	Login Assistance
	New User/Organization Registration

3) Fill in the required fields and any optional fields desired. See Legend below for specific field instructions. Click on the *Register* 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 12 zeros (e.g. 00000000000) in this box.

Organization (Required) – Enter full name of the Volunteer Fire Department (applicant). Title – Enter "<u>STAR Fund VFD</u> <u>Applicant</u>".

Street Address (Required) – the physical street address of the registering user (applicant). State (Required) – the state dropdown selection for the state of the

registering user's address.

New User Registration	
Page instructions for the registration modal First Name	Middle Name
Last Name	Prefix Suffix
SAM	FEIN V
DUNS	
Organization	Title
Address	Address 2
State	County
City	Zip Code
Email	Phone Internet Intern
Phone 2	Fax
Cell Phone	Website
Username	
Password	Verify Password
Notes	
	Decker
	Register

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) - the password the registering user (applicant) wishes to register for.

3) Once registered, the registration request for the New User will be approved by TDA-GO! portal staff. You will receive an email indicating approval. 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 application for the 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.

TEXAS DEPARTMENT OF AGRICULTURE COMMISSIONER SID MILLER							TEXA	DEPARTMENT OF	EPARTMENT OF AGRICULTURE GRANTS ONLINE		
Search	25 -								0 🗣 🗏 ?	🛑 Mary Su	
shbc	ard										
My Task	S			Initiate	Related Document		Initiate New	Applicatio	n		
							Development - 2022	••	10/4/2022 11:59:00 PM		
Filter						11	Marketing Enhancement Grant Assistance - 2022	TXDOA Provider	2/1/2022 12:00:00 AM - 2/1/2023 11:59:00 PM		
➤ My To	asks				2 ·		Rural Health Facility	TXDOA Provider	1/1/2021 12:00:00 AM -		
Name	Document Type	Organization	Status	Status Date	Due Date		Capital Improvement Program - 2022		12/31/2022 11:59:00 PM		
CDM2021028	CDBG - Downtown Revitalization Program - 2021	Test Grantee Organization	Amendment Request in Process (CDBG)	3/14/2022 9:54:27 AM			State of Texas Agricultural Relief (STAR Fund) - 2022	TXDOA Provider	1/1/2021 12:00:00 AM - 12/31/2022 11:59:00 PM		
CDM2021070	CDBG - Downtown	Delane Testing Organization	Application Adjustments	9/20/2021 9·19·23 AM	5/10/2021 11:59:00 PM						

Figure 1. Landing page after logging in

Choose the **STAR Fund - Volunteer Fire Departments** by scrolling down the **Initiate New Application** box and select **STAR Fund - Volunteer Fire Departments** (Figure 2 & 3).

TEXAS DEPARTMENT OF AGRICULTURE							TEXA	DEPARTMENT OF	DA GO! ★ ENT OF AGRICULTURE GRANTS ONLINE	
e S	earches -								0 🗣 🗏 ?	🔴 Mary S
sh	board									
Μν Τα	neke			Initiate	Related Document	n r	Initiate New	Applicatio	n l	
iviy it	JONG							Applicatio	10/4/2022 11:59:00 PM	
> Fi	ter						Marketing Enhancement Grant Assistance - 2022	TXDOA Provider	2/1/2022 12:00:00 AM - 2/1/2023 11:59:00 PM	
≻ M	y Tasks				A		Rural Health Facility	TXDOA Provider	1/1/2021 12:00:00 AM -	
Name	Document	Organization	Status	Status Date	Due Date		Capital Improvement Program - 2022		12/31/2022 11:59:00 PM	
CDM202	1028 CDBG - Downtown Revitalization Program - 2021	Test Grantee Organization	Amendment Request in Process (CDBG)	3/14/2022 9:54:27 AM			State of Texas Agricultural Relief (STAR Fund) - 2022	TXDOA Provider	1/1/2021 12:00:00 AM - 12/31/2022 11:59:00 PM	
CDM202	1070 CDBG - Downtown	Delane Testing Organization	Application Adjustments	9/20/2021 9·19·23 AM	5/10/2021 11:59:00 PM					

Figure 2. Initiate New Application and location of scrolling tool

Initiate New Application

Name	Provider	Availability	Description
STAR Fund - 2024	TXDOA Provider UAT	9/20/2023 12:00:00 AM - Open Ended	
STAR Fund - Panhandle Wildfire February - 2024	TXDOA Provider UAT	2/29/2024 12:00:00 AM - 2/28/2025 11:59:00 PM	Wildfire Disaster Declaration - February 2024
STAR Fund - Volunteer Fire Departments	TXDOA Provider UAT	4/25/2024 12:00:00 AM - Open Ended	Wildfire Disaster Declaration In February 2024 - to support Volunteer Fire Departments

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 - Vo	STAR Fund - Volunteer Fire Departments						
Provided Bv: TXDOA Provider UAT							
Provided To:	Test Grantee Organization						
Application Availability Dates: 4/25/2024 12:00:00 AM -							
Due Date:	N/A						
Description: Wildfire Disaster Declaration In Februar	ry 2024 - to support Volunteer Fire Departments						
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 n requirements as described in the Request for Applications published to www.texasagriculture.gov.							
	Agree De	cline					

Figure 4. Agreement

Document Landing Page

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

		EXAS DEPARTMENT OF AGRICULTURE	TEXAS DEP	★ TDA GO! ★ TEXAS DEPARTMENT OF AGRICULTURE GRANTS ONLINE				
н	ome Searches -				0 🔩 🗏	🔴 Mary Sue 👻		
ST	AR22-023	Document Landin	a Paae			New Note		
>	Forms		3			_		
>	Status Options	Template State Of Texas Agricultural Relief - 2022	Instance State of Texas Agricultural Relief (STAR Fund) - 2022	Process Application				
>	Tools	Document Name STAR22-023	Document Status Application in Process					
~	Related Documents	Organization Test Grantee Organization	Your Role Authorized Official	Period Date 3/18/2022 12:00:00 AM	Due Date 8/31/2022 11:59:00 PM			
k		·				_		

Figure 5. Document Landing Page

The left column has the Grant Project Identification 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 submisson 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).

	EXAS DEPARTMENT OF AGRICULTURE COMMISSIONER SID MILLER
Home Searches -	🕐 🔍 🚍 🛛 Mary Sue -
STAR22-023	Applicant Contact Information
✓ Forms	
Application	Instructions: Please complete this page and press the save button. Required fields are marked with an *
Applicant Contact Information	Ormaviration DBA
Application	City of Sample
Expense Documentation	Name of Authorized Official
Required Uploads	(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.)
Certification	select the Authorized Umfail of your organization from the drop-boown lat below. *
Status Options	Prefix:
> Tools	First Name:
✓ Related Documents	Last Name:

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).



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.

State issued id for proof of age and residence *	Select

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)	
				+

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)	
		<i>h</i>		+ -
				+ -

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).



	EXAS DEPARTMENT OF AGRICULTURE	OA GOI ★ of agriculture grants online
Home Searches -		🕕 喿 📃 🌘 Mary Sue -
STAR22-023	Application Form	New Note Save
✓ Forms		✓ Attention
Application	Instructions: Please complete this page and press the save button. Required fields are marked with an "	 Texas Agricultural or Timber Registration Number is required. Property Owner Name is required. Property Owner, Ownership Percentage is required.
Applicant Contact Information		Tax Property ID is required. Impacted Property County is required.
Application .	Texas Agricultural or Timber Registration Number *	Date of Disaster is required. IPI Number of Acres is required Description of Damage is required.
Expense Documentation		
Required Uploads	Property Ownership	
Certification	List any person who owns more than 20% of the property(ies) listed in this application.	

Figure 12. Error Message of missing required message

Step 2: Complete Application Form

Expand the Forms drop down menu and select Application (Figure 13).

		EXAS DEPARTMENT OF AGRICULTURE	TEXAS DEPA	TDA G	GRANTS ONLINE	
Home Search	ies 🗸				0 🔩 🗐 🔹	Mary Sue 🗸
STAR22-024		Document Landir	na Paae		l	New Note
✓ Forms		Doodmont Lanan	191 490			_
Application		Template State Of Texas Agricultural Relief - 2022	Instance State of Texas Agricultural Relief (STAR Fund) - 2022	Process Application		
Applicant Contact	n	Document Name STAR22-024	Document Status Application in Process			
Application		Organization Test Grantee Organization	Your Role Authorized Official	Period Date 3/18/2022 12:00:00 AM	Due Date 8/31/2022 11:59:00 PM	
Expense Documentation	D					_
Required Uploads	0					
Certification	0					
Figure 13. Appli	catio	n Form location				

Please see specific guidance on how to USE THE STAR FUND TEMPLATE for Volunteer Fire Departments

Texas Agricultural of Timber Registration Number: Volunteer Fire Department should enter "N/A" in this box.

Property Ownership: Enter the name of the Name Volunteer Fire Department and 0%

Texas Agricultural or Timber Registration Number *			
Property Ownership			
List any person who owns more than 20% of the property(ies) listed in this app	plication.		
Name *		Percent Ownership *	
<name> Volunteer Fire Department</name>		0 96 -	ŧ

Figure 14. 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.

Please see the following example on how to complete this section

Impacted Property Information		
Please complete this table. Use the '+' button to the	top right of the table t	o create a new table for additional pieces of property.
Tax Property ID # * (found on your property tax records)		Primary Purpose of the Property *
enter property ID from County Apprasial Dist	Crop	
	V Other	Volunteer Fire Department

List the county the VFD is located in.

List the dates that the VFD supported the first responder efforts related to the 2024 Texas Panhandle wildfires. Input 0 in numbers of acres impacted.

 Texas County Property Is Located In *	Date Range Of Disaster * (From - To)	Number of Acres Impacted *
Hemphill County	02/27/2024 🖬 03/28/2024	0.00

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 (Figure 17).

	EXAS DEPARTM	IENT OF AGR	CULTURE		TEXAS I	TD/	AGRICULT	GO	TS ONLINE	
Home Searches +									0 🔩 🗄	🛑 Mary Sue 🗸
STAR22-024 Template: State Of Texas Agricultural Relief - 2022	Expens	e Docu	umento	ation						New Note Save
Status: Application in Process Organization: Test Grantee Organization Your Role(5): Authorized Official Due Date: 08/31/2022	Instructions: Please complete this pag Required fields are mark	e and press save. ed with an *								
Applicant Contact Information	Complete the table fo	r each expense to be rein	nbursed. *							
Expense Documentation	Type of Disaster: *		~	Date of Disaster:						
Required Uploads	Invoice Date	Invoice Number	Vendor	1. Description of purchase 2. How it is used for rebuilding agricultural operat	tion	Total Invoice/ Estimated Amount	Has this ex paic	pense been I for?	If this is an estimated expense provide the date the work is to be completed?	
Status Options	8					\$	⊖ Yes	O №	Ċ.	+
> Tools				Total of	f Invoices	\$0.00				
Related Documents	Please provide the fol Proof of Damages *	owing documents to pro	ve the damages.							
	Proof of Payment *		Select Drag Fl	les Here						

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.

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

- Itemized invoices showing a \$0 balance
- 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).

Complete the table for	each expense to be rein	nbursed. *				
Type of Disaster: *		~	Date of Disaster:			
Invoice Date	Invoice Number	Vendor	 Description of purchase How it is used for rebuilding agricultural operation 	Total Invoice/ Estimated Amount	Has this expense been paid for?	If this is an estimated expense provide the date the work is to be completed?
Ë				\$	Yes No	+
			Total of Invoices	\$0.00		

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

Proof of Damages: Upload Articles of Incorporation or other documentation to show validity of the Volunteer Fire Department versus a regular fire department.

Please provide the following docur	nents to prove the damages.	
Proof of Damages *	Select Drag Files Here	+

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 Unload P	Select	Drag Files Here	itional files by c	licking the Plus (+)	outton
Devel of Devenoet *					

Letter from Owner, if property is Leased: NOT APPLICABLE No letter is needed for Volunteer Fire Departments.

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 ron	is alop down mend and select required opiodas (right 21).
	EXAS DEPARTMENT OF AGRICULTURE COMMISSIONER SID MILLER
Home Searches -	🔘 喿 🗏 💽 Mary Sue -
STAR22-024	Required Uploads
❤ Forms	··· 4
Application	Instructions: Please complete this page and press the save button. Required fields are marked with an *
Applicant Contact Information	
Application	Please upload the following required documents. For notarized application - please print your application once completed here, have the certifications page notarized, and upload the notarized copy into the upload field provided.
Expense Documentation	Application for Texas Identification Number* Select Drag Files Here
Required Uploads	Direct Deposit Authorization * Select Drag Files Here
Status Options	W-9 IRS Federal Tax Form * Drag Files Here
> Tools	
Related Documents	

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

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.

Application for Texas Identification Number *	Select	Drag Files Here
Direct Deposit Authorization *	Select	Drag Files Here
W-9 IRS Federal Tax Form *	Select	Drag Files Here

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.

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).



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.



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.

	EXAS DEPARTMENT OF AGRICULTURE
Home Searches -	🕕 喿 📃 🔸 Mary Sue -
STAR22-024	Certification
❤ Forms	
Application	
Applicant Contact Information	By signing below, applicant: 1. certifies that, under penalty of perjury, all information provided in connection with this application is true and correct, and that the identified operation sustained damage directly related to natural disaster events and the expenses documented as part of this application were in direct relation to repairing, mending or replacing those damages:
Application	2. certifies that the property damage claims submitted have not been paid for by insurance or other governmental sources;
Expense Documentation	3. certifies that if persons or entities other than the applicant are entitled to a share of funds received due to a written or verbal agreement, applicant will divide any funds received accordingly;
Required Uploads	4. acknowledges that any misrepresentation or false statement made by applicant or an authorized agent of applicant in connection with this application, whether intentional or not, will constitute grounds for denial of this application and may be the subject of substantial civil and/or criminal liability and sanctions;
Certification	5. acknowledges this application and any payments owed to Applicant in connection with this application may be reduced or denied because of Applicant's owing any debt to the State of Texas; and
	6. certifies that applicant is authorized to submit this application and to make the preceding certifications and acknowledgements.
Status Options	Notice of Penalties: Penalty for knowingly making false statements or false entries, or attempts to secure money through fraudulent means, may include fines and/or incarceration and/or forfeiture of agriculture assistance funds under applicable federal and state law.
> Tools	This document becomes public record and is subject to disclosure. With few exceptions, you have the right to request and be informed about the information that the State of Texas collects about you. You are entitled to receive and review the information upon request. You also have the right to ask the state agency to correct any information
Related Documents	that is determined to be incorrect. (Reference: Government Code, Sections 552.021, 552.023, and 559.004.)
	Signature of Authorized Representative Date

Figure 25. Certification and check box location

Step 6: Application Submission

Once the application is certified and complete, you must <u>submit</u> the application within the TDA-GO! system.

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

	EXAS DEPARTMENT OF AGRICULTURE	TEXAS D	TDA G	D ₽ ★ GRANTS ONLINE _	
Home Searches -				0 🔩 🗏	🔴 Mary Sue 🗸
STAR22-024 Document Landing Page					New Note
> Forms	Document Landing	luge			
✓ Status Options	Template State Of Texas Agricultural Relief - 2022	Instance State of Texas Agricultural Relief (STAR Fund) - 2022	Process Application		
Submit Application	Document Name STAR22-024	Document Status Application in Process			
Cancel Application	Organization Test Grantee Organization	Your Role Authorized Official	Period Date 3/18/2022 12:00:00 AM	Due Date 8/31/2022 11:59:00 PM	
> Tools					_
Related Documents					

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.

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

ary Sue 👻 New Note
New Note
- 11

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

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

TDA Grants Office Contact

For questions regarding submission of the application and/or TDA requirements, please contact TDA's Grants Office at (512) 463-6695 or by email at <u>Grants@TexasAgriculture.gov</u>.