



TEXAS DEPARTMENT OF AGRICULTURE COMMISSIONER SID MILLER

2026 State Trade Expansion Program Request for Grant Applications

Executive Summary

The program's objectives are (i) to increase the number of small businesses that are exporting and (ii) to increase the value of exports for those small businesses that are currently exporting. The Texas State Trade Expansion Program (STEP) Program helps Texas small businesses overcome obstacles to exporting by providing grants to cover costs associated with entering and expanding into international markets.

Dates

Applications must be received by **Thursday, September 10th, 2026, before 5:00 p.m. Central Time**

Agency Division

Trade and Business Development – Grants Office, Grants@TexasAgriculture.gov

Assistance Listing Number

59.061

Key Elements

GRANT APPLICATION SYSTEM REQUIRMENTS	
Create a TDA-GO Profile (see TDA-GO Access Instructions)	 48-72 hours before applying Last-minute or day of application registrations are not guaranteed.
Obtain Your Organization's UEI Number and establish an Active SAM.gov Account (if you do not already have one) *	up to 2 weeks
Obtain a TIN/EIN (if you do not already have one) *	up to 2 weeks
DEADLINES	
TDA Deadline to receive final application and all supporting materials through TDA-GO	Thursday, September 10th, 2026, <u>before</u> 5:00 p.m. Central Time
AFTER YOU APPLY	
Anticipated Award	November 2026 (or as soon thereafter as practical)
Anticipated Start Date of Project/Grant	September 1, 2026
End Date of Project	June 30, 2027

*** Text hyperlinks will direct you to applicable websites**

Note: Start early to ensure account set up and eligibility requirements are completed before the deadline.

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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 TDA immediately. Fraud may be reported to the Office of the Texas Attorney General's Consumer Protection Division at <https://www.texasattorneygeneral.gov/consumer-protection/common-scams> or as directed in the "Reporting Fraud in State Government" section under General Information below.

Statement of Purpose

This Request for Grant Applications (RFGA) is issued pursuant to Texas Agriculture Code (Code), §§12.002 and 12.027. Chapter 12 of the 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. According to Code, Section 12.002, TDA is charged with encouraging proper development and promotion of industries that grow, process, or produce products in Texas. Texas Agriculture Code, Section 12.027 further directs TDA to maintain an economic development program for rural areas in Texas, to promote economic growth in rural areas, and to assist rural communities in maximizing economic opportunities.

Furthermore, on July 19, 2025, the Office of the Texas Governor designated TDA as the sole entity responsible for conducting trade and export activities under the U.S. Small Business Administration's (SBA) funding opportunity designated as OIT-STEP-2025-01 for the Texas State Trade Expansion Program (STEP).

TDA is requesting applications for the STEP Program to receive assistance related to export training, consulting, participation in foreign trade missions and trade shows, and other eligible export activities that support foreign market entry. The purpose of the STEP Program is to increase the number of eligible Texas small businesses that are exporting and increase the dollar value of exports for small businesses in Texas.

The STEP program is designed to provide flexibility and encourage innovative use of funds to meet the specific export needs of Texas companies. Events/activities that are eligible and may qualify include, but are not limited to, the following:

• Participation in foreign trade missions (virtual or in person)	• Participation in export training workshops
• U.S. Commercial Service Programs*	• Market analysis
• Foreign trade show exhibitions	• E-commerce
• Foreign market sales trips	• Design of marketing media ○ Brochures ○ advertisements in international magazines ○ Design of Digital Marketing
• Website fees	
• Localization/internationalization growth opportunities	• Translation services for website or marketing materials.
• Other export initiatives (pre-approval required)	

*Applicants wishing to use the stipend for "Fees for services provided by the U.S. Commercial Service (USCS)" to utilize a customized program (i.e., Gold Key Matching, International Partner Search, Initial Market Check, International Company Profile or Business Facilitation Service) should be in contact with them prior to completing this application. To qualify for U.S. Commercial Service fee-based services, a company must have at least 51% U.S. content on its products or services.

Program Authority

The Trade Facilitation and Enforcement Act of 2015 (19 U.S.C. §§4301 *et seq.*), signed into law on February 24, 2016, established the STEP Program as a permanent provision of the Small Business Act to make grants to States, and the equivalent thereof, to carry out projects that help develop exports by eligible small business concerns (ESBCs). The intended outcomes of the STEP Program are (i) to increase the number of U.S. small businesses that export and (ii) to increase the dollar value of exports by those small businesses.

Through a grant from the SBA, Texas has been allocated funds to aid small businesses under the STEP Program to fund activities related to export training, export activities, state sponsored trade show participation, and state sponsored trade missions.

Eligibility

- Only one application may be submitted per company per program year.
- Must be registered in the federal System for Award Management ([SAM.gov](https://sam.gov)) database and provide a UEI number. To receive a UEI number, visit the following website: <https://sam.gov>
- Qualifying Texas companies must:
 - Be organized or incorporated in the U.S.;
 - Operate in the U.S.;
 - Export-ready U.S. Company seeking to export goods or services of U.S. origin or have at least 51% U.S. content;
 - Meet
 - a) the applicable industry-based small business size standard established under section 3 of the Small Business Act; or
 - b) the alternate size standard applicable to the program under section 7(a) of the Small Business Act and the loan program under Title V of the Small Business Investment Act of 1958 (15 U.S.C. 695 *et seq.*). SBA size standards are found at 13 C.F.R Part 121. Use the following [sba.gov](https://www.sba.gov/sites/default/files/files/Size_Standards_Table.pdf) link for information on size standards for your business based on your NAICS code: https://www.sba.gov/sites/default/files/files/Size_Standards_Table.pdf;
 - Have been in business for not less than one (1) year at the time of application (TDA will verify this information); and
 - Demonstrate knowledge and understanding of the costs associated with exporting and doing business with foreign purchasers, including the costs of freight forwarding, customs brokers, packing and shipping; have in effect a strategic plan for exporting; and demonstrate export readiness.

Eligible small businesses must meet the following additional criteria to be considered for the STEP program:

- Operate a For-Profit Company in Texas to process, assemble, and/or distribute a product or provide an exportable service;
- Be in good standing with the Texas Comptroller of Public Accounts;
- Have a Federal Identification Number tied to a Texas address;
- Have a product/service manufactured, produced, processed or value-added in Texas; and
- Must be either “new to export” or “market expansion” – that is, the event/activity must help the company to enter a new market or segment, where it does not already have significant export sales.

Per TDA priorities, the following businesses are not eligible for STEP Funding:

- consulting agency,
- law firm,
- real estate developer or group,
- retail business defined as “the sale of items and services in small quantities to customers in-store or online,”
- hospitality or tourism operator,
- distributor representing clients,
- educational institutions or for-profit school recruiting students,
- non-profit organization,
- foreign direct investment recruiter,
- multi-level marketing (MLM), or
- network marketing company.

Diversity, Equity and Inclusion (DEI). In accordance with the White House Executive Order, dated March 26, 2026, Grant Recipient shall comply with the following requirements for federal grantees and subrecipients:

To the extent permitted by law, ensure that contracts and contract-like instruments, including Grant Recipient, contractors’, subcontracts, and subcontractors’ lower-tier subcontracts, include the following clause:

“In connection with the performance of work under this contract, [the contractor/appropriate party (contractor)] agrees as follows:

1. The Grant Recipient will not engage in any racially discriminatory DEI activities, as defined in section 2 of the Executive Order of March 26, 2026 (Addressing DEI Discrimination by Federal Contractors);
2. The Grant Recipient will furnish all information and reports, including providing access to books, records, and accounts, as required by the granting agency pursuant to the

Executive Order of March 26, 2026 (Addressing DEI Discrimination by Federal Contractors), for purposes of ascertaining compliance with this clause;

3. In the event of the Grant Recipient's or a subrecipient's noncompliance with this clause, this grant agreement may be canceled, terminated, or suspended in whole or in part, and the Grant Recipient or subrecipient may be declared ineligible for further Government contracts/grants;

4. The Grant Recipient will report any subcontractor's known or reasonably knowable conduct that may violate this clause to the department or agency and take any appropriate remedial actions directed by the department or agency;

5. The Grant Recipient will inform the department or agency if a subcontractor sues the Grant Recipient and the suit puts at issue, in any way, the validity of this clause; and

6. The Grant Recipient recognizes that compliance with the requirements of this clause is material to the Government's payment decisions for purposes of section 3729(b)(4) of Title 31, United States Code (False Claims Act)."

Funding Parameters

Grant Recipients will receive funding for their projects on a cost-reimbursement basis during the term of the grant agreement. Funds will not be advanced to Grant Recipients. Grant Recipients must have the financial capability to pay all costs upfront.

Grant awards will be available for no more than **\$20,000 for established exporters (Market Expansion)** and **\$10,000 for New to Export (NTE) companies** for each Grant Recipient selected to receive an award under the STEP Program. See Budget Information section for further details on payment schedule.

- ESBCs must identify a specific event/activity on their export stipend application.
- The specific event/activity must be a new activity and not have already occurred.
- ESBCs must be either "New to Export (NTE)" or "Market Expansion (ME)" – that is, the event/activity must help them to enter a new market where they do not already have significant export sales.
 - **Market Expansion (ME):** ESBCs are those who currently export to one or more markets and are seeking:
 - Expand into new country market(s); or
 - Expand into a new region, new segment, or new product line within an existing market.
 - **New to Export (NTE):** ESBCs are those with:
 - No export experience at all,
 - Only "accidental" or "novice" exporting experience, or
 - No export experience within the past 24 months.
- An Export Stipend Reimbursement:
 - Is limited to **90% of paid eligible expenses**, not to exceed:
 - **\$20,000 for Market Expansion (ME) companies and**

- **\$10,000 for New to Export (NTE) companies**
- ESBCs will be required to provide a minimum **10% cash match** of the total project cost.
- The 10% company cash match cannot come from another federal government source.
- Expenditure of matching funds must be documented at the time a payment request is submitted. Any reduction in the expenditure of recipient's matching funds that falls below the amount proposed in the application and identified in the grant agreement will result in a proportionate reduction in the grant award and must be approved in writing by TDA.

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

Written notifications will be made to all applicants. Favorable decisions will indicate the amount of award, duration of the award, and any special conditions associated with the project.

Award decisions are final. Awards are subject to the availability of funds. If funds are not appropriated or awarded for this purpose, applicants will be informed accordingly.

As a condition of receipt of funds under the STEP Program, the applicant will be required to execute a grant agreement with TDA and acknowledges that failure to timely execute the grant agreement will result in withdrawal of any funds awarded, and those funds will be redistributed to other qualified applicants in accordance with state law and TDA processes.

ESBCs may void their award or receive less than the full amount awarded if they do not fulfill their obligations regarding participating in the STEP Program, including the timely submission of required receipts and performance reports.

Term of Funding or Duration of Projects

A notice of grant award (NOGA) is anticipated to be made in September 2026. All approved projects have an **anticipated** start date of September 1, 2026 and must be completed by June 30, 2027.

Program Contacts

Grant Program and Application Support - Monday – Friday 8:00 AM to 5:00 PM Central Time.

TDA staff are available to answer questions regarding the Grant Program and to provide clarifying information concerning this RFGA. TDA staff will not review any grant proposals prior to the application deadline.

TDA Grants

Phone: 833-380-8282

Email: Grants@TexasAgriculture.gov

Application Requirements

Applications must be submitted in TDA's online Grant Application/ Management system called TDA-GO **before 5:00 p.m. CT on Thursday, September 10th, 2026**. All completed applications submitted before the deadline will be considered.

The grant application **must** be completed online at <https://tda-go.intelligrants.com/>.

To be considered, the online application must be complete and include all the following information:

- Applicant Contact Information
- Company Assessment
- Stipend Activity Detail
- Budget Narrative
- Required Uploads
 - Application for Texas Identification Number
 - Direct Deposit Authorization
 - W-9 IRS Federal Tax Form
 - SBA Self-Representation as an 'Eligible Small Business Concern
 - Key Person(s) disclosure
- Certification

See "Application form guidance" for additional required details about each section.

Submission Instructions

LATE APPLICATIONS WILL NOT BE ACCEPTED BY THE TDA-GO SYSTEM.

Applicants must submit one complete, electronically signed grant application. The online grant application and all other required backup documents must be submitted by **Thursday, September 10th, 2026, before 5:00 p.m. Central Time**. It is the grant applicant's responsibility to ensure the timely delivery of all required materials.

For questions regarding submission of the grant application and/or TDA requirements, please contact TDA's Grants Office by email at Grants@TexasAgriculture.gov.

The Application must be submitted online through TDA-GO. Mailed, emailed, or faxed applications will not be accepted.

The online system will date and time stamp the submission for receipt documentation purposes. Click [here](https://tda-go.intelligrants.com/) for the submission link or copy and paste the following in your browser: <https://tda-go.intelligrants.com/>. An automated receipt email will be sent from the TDA-GO system indicating the grant application has been received.

Late or Ineligible Applications

- TDA will only consider grant applications received by the published due date, unless the deadline has been extended for all grant applicants.
- Applications submitted by ineligible grant applicants will not receive funding consideration.
- Applications that are not fully responsive to the RFGA will not be considered during the competitive review process.
- Determinations of late or ineligible grant applications are final and not subject to an appeal process.
- Problems with computer systems at the grant applicant organization, Adobe compatibility settings issues, failure to follow instructions in the RFGA, or failure to complete required registrations (e.g., Grants.gov, Sams.gov, UEI Number, etc.) by the submission deadline are NOT considered government system issues and do not constitute grounds for an appeal.
- The RFGA explains the time required to complete these registration requirements. It is the grant applicant's responsibility to ensure that enough time is committed to meet all registration and submission deadlines.
- All required letters and attachments, if applicable, must be appropriately attached to the TDA-GO application. Any supplemental information/files submitted outside TDA-GO (email, mail, hand delivered) will not be considered as eligible submissions.
- Failure to attach documents to the grant application package correctly are not considered system issues.

Budget Information

1. **Payment.** *This grant will be paid on a cost reimbursement basis after proportionate matching funds have been documented and expended.* Grant Recipients will be required to match 10% of the award amount. For every expenditure documented, a Grant Recipient will be reimbursed 90% ensuring the 10% required match is always in compliance.

Grant Recipients will be required to submit payment requests quarterly, but no more frequently than monthly. Payment requests must include sufficient documentation that details each expense. Documentation may include, but is not limited to, copies of receipts or invoices.

2. Program Costs. Reimbursable qualified expense categories are indicated below; other expenses may qualify but only upon TDA review and advance approval. **ALL EXPENSES MUST BE PAID TO A THIRD-PARTY ENTITY.**

Eligible Expenses	Ineligible Expenses
• Travel • Airfare (economy only on U.S. carriers) ○ Economy airfare compliant with the Fly America Act for up to two (2) company employees ○ The Fly America Act requires a U.S. flagship carrier for all travel unless there is no service to that destination • Lodging ○ Per Diem Maximum Lodging Rate as set by the U.S. Department of State for up to two (2) company employees • Cost associated with CE mark (an acronym for the French “Conformite Europeenne”) • Foreign market sales trips • Trade show fees, activity registration, booth fees, equipment rental, etc. • Trade mission fees, activity registration, etc. • Translation services: web, marketing material, etc. • Services of the U.S. Commercial Service • Market analysis • Export training programs • Design of marketing media ○ brochures ○ advertisements in international magazines ○ website and social media advertisement with an international focus. Social media placement costs must show proof they are targeting foreign markets. • Pre-award ○ Booth Space Rental Fees: Up to one year in advance of the approved trade show is allowable ○ Airfare: Up to six months in advance of the approved trade show is allowable • Fees for shipping sample products • Cost of compliance testing an existing product for entry into an export market	• Capital goods, product samples and supplies (except for trade show demonstration supplies) • In country travel, including but not limited to taxis, rideshares, trains, buses, rental cars, or local transit. • Cellphones and cellphone charges • Cost for enhancement and/or development of an existing company’s product • Efforts to create or augment marketing and advertising campaigns to draw international visitors to a state • Expenses incurred outside of the STEP grant period • Expenses to pay your company • Expenses related to entertaining current or prospective clients or government officials • Immunizations • Meals, beverages, tips, alcohol • New product development or alteration of existing products • Passport or visa costs • Printing business cards • Printing costs for marketing material for an ‘eligible small business concern’ • Television and radio production • Travel expenses for importers/distributors or in-market company representatives • Wages, salaries, benefits, bonuses, or other employee incentives • First Class or Business Class airline tickets ○ If you fly first class, you will only be reimbursed up to the Economy rate. ○ To receive reimbursement for the value of an Economy ticket when you fly First/Business class, you MUST provide a model of what the economy fare would have been at the time you booked your First/Business class ticket. ○ Ensure you or your travel agent secures this documentation; without it we cannot reimburse you.

Eligible Expenses	Ineligible Expenses
• Applicant export research tool subscription used to assist STEP Clients with market research • Website Fees • Design and development of a website with an international focus • Translation of website • Search engine Optimization • Oversight and maintenance and monitoring fees for search engine optimization • Online market listing fees • E-Commerce platform, including hosting and/or maintenance fees during the grant period only • Expenses to set up websites to accept international payments	• Airline Point Redemption ○ The value of Airline Point Redemption is not a reimbursable expense. You may use points to upgrade to business or first class; however, the economy airfare must be clearly shown on receipts. NOTE: This list is subject to change based on program guidelines given by the U.S. Small Business Administration.

3. Special Conditions for Travel

Airfare: The following requirements must be met prior to your travels to receive reimbursement for airfare:

- Travelers must comply with the [Fly America Act](#).
- The traveler must use a U.S. carrier when available or a carrier from a country with a current [Open Skies Agreement](#) with the U.S.
- Airfare must be economy class. Premium economy is not economy. If free upgrades are given, please notify the STEP Manager. If a traveler wishes to fly premium economy or business class, they can do so and pay the difference out of pocket if they send a screenshot (or an equivalent) of the cost of an economy class ticket for the **same flight on the same day** the premium flight was purchased.
- Any airfare purchased with frequent flyer miles is ineligible for reimbursement.
- **Boarding passes** must be retained and submitted to TDA. If boarding passes are not available, a travel confirmation sent directly from the airline (requested and sent post trip) is acceptable as well.

In-country Transportation:

Only international travel costs incurred for travel to and from the approved destination will be eligible for reimbursement. Any in-country transportation expenses incurred after arrival, including but not limited to taxis, rideshares, trains, buses, rental cars, or local transit, are the sole responsibility of the grantee and will not be reimbursed.

Evaluation of Applications

TDA will review submitted applications to determine whether the applicant was responsive to the requirements of this RFGA. Applications for funding will be evaluated on applicant's export

capabilities, product/service potential, commitment and resources, proposal completeness, and potential impact on the Texas company and the greater state economy.

See next section for specific scoring criteria.

Scoring STEP Award						
What we will measure		Application Question	Scoring Criteria for STEP	Total Possible Score	Scoring Levels	Weight
A.	Applicant Overview and Information	A.1. Entire Applicant Information Section	A.1. How complete/accurate is the company overview info?	5	Very Poor = 1, Poor = 2, Fair = 3, Good = 4, Very Good = 5	10%
B.	Product & Export Activity	Provide a description of your company and the products and or services offered. B.1. Describe your niche or sub-industry. Provide a brief, non-technical description of the company's products, services or applications. Of the products/services listed above, what do you plan to increase exports of? How is your product typically distributed and marketed in the U.S. and in other countries?	B.1. Clear description of company's products?	5	Very Poor = 1, Poor = 2, Fair = 3, Good = 4, Very Good = 5	50%
		B.2. Are you currently represented in a foreign country? If yes, which country? How are you represented? (Eg. agent, distributor, sales office, etc.) How long have you had an established market in that country(ies)? Provide information on the international country(ies) you plan to target. If you are currently exporting to markets, provide information on how you plan to expand to new countries. If you have an export business plan, please include some details from that in this section. TDA must have a clear understanding of how STEP funds will help your business enter a new market or segment, where they do not already have significant export sales.	B.2. Clear description of foreign representation?	5		
		B.3. Describe any known barriers to your product(s)/Services being exported.	B.3. How well does the project address identified obstacles and challenges with international business?	5		
		B.4. Describe your business's capacity to increase export activity. (Example: commitment and support of management, dedicated financial resources, and team's international experience.) What internal adjustments is management willing to make to ensure international success? Please describe your business's international business goals and objectives within the next year. Have you received any export counseling assistance from other Texas, federal or nonprofit export promotion programs? This may include programs offered by the Southern United States Agricultural Trade Association (SUSTA), Texas Department of Agriculture, U.S. Commercial Services, Small Business Development Centers or other similar organizations. Please describe.	B.4 Level of export readiness.	5		
		B.5. Export/Distribution plans (Texas/NonTexas) questions.	B.5. Clearly demonstrates how the company will be exporting goods/services.	5		

Scoring STEP Award					
What we will measure	Application Question	Scoring Criteria for STEP	Total Possible Score	Scoring Levels	Weight
C. Project Impact, Proposal, and Budget	C.1. What type of internal resources (new staff, financial resources, specialized training, international certification, export audit, etc.) will be deployed following this effort to leverage its success?	C.1 How well does this the response signify a company's commitment to an export program?	5	Very Poor = 1, Poor = 2, Fair = 3, Good = 4, Very Good = 5	30%
	C.2 How will the proposed grant activities help you achieve on your one-year goals? (Sales, Revenue Growth, Job Creation) If your business is awarded this grant, how do you expect the proposed activities to impact your company in terms of sales and revenue growth? Has your company undertaken this event/activity in the past? if yes, how will this event/activity help your company enter a new export market or promote a new product/service? How will this activity help generate additional export opportunities ? As a condition of receiving an Export Stipend, you will be required to respond to TDA export success surveys. How does this activity support the company's overall growth and export strategies? If your business is awarded this grant, how do you expect the proposed activities to impact your company in terms of Job Creation? (Include expected number of new jobs as well as distinction of wage level relative to your industry standards.)	C.2. How does this activity support the company's overall growth and export strategies	5		
	C.3. Stipend Activity Detail	C.3. How great is the need for the project? How effective will the project be at establishing/increasing the company's exports? How significant are the long term benefits?	5		
D. Project Budget	D.1 Budget Narrative	C.4. Does the budget adequately reflect the proposed STEP activities? Does the budget provide adequate justification for requested funds?	5	Very Poor = 1, Poor = 2, Fair = 3, Good = 4, Very Good = 5	10%

Risk Rating - Only for previous award recipients evaluated on a per-award basis					
What we will measure		Rating Criteria	Rating Levels	Rating	Weight - 15 Points Deducted (Cumulative) Meets Standards (in good standing): -0 Slightly under Standards: -1 to -5 Significantly under Standards: -6 to -10 Severely under Standards: -11 to -15
a.	REQUEST FOR FUNDS	Post Project Fiscal Request for Reimbursement - Habitual and Repeated Offenses	Late and/or incomplete submittal:	-1	Up to 5 Points Deducted
			Insufficient proof/documentation:	-1	
			Inadequate communication (max):	-3	
b.	REPORTING	Progress Performance Reporting	Late submittal (per reporting period):	-1	Up to 5 Points Deducted
			Incomplete submittal:	-1	
			No submittal:	-3	
c.	RETURNED FUNDS	Award Agreement Never Executed at Notice of Award	If execution or coorespondence not received in allotted time period, award deemed void and funds returned to the program:	-5	Up to 5 Points Deducted
		Project Cancellation	Project is cancelled after executing the award agreement:	-5	
		Project Executed, but awardee deobligated unspent funds to the program, sliding scale starting at return of more than 10% of award	11-20% unspent:	-1	
			21-30% unspent:	-2	
			31-40% unspent:	-3	
			41-50% unspent:	-4	
			51-100% unspent:	-5	

Four (4) bonus points will be awarded to New to STEP clients. This is defined as an ESBC that has never received a STEP award from the State of Texas.

Grant Recipient Responsibilities and Accountability

Grant Recipients will be responsible for the implementation of the grant project and for the results described in the application. Each Grant Recipient shall monitor the day-to-day performance of the grant project to assure adherence to statutes, regulations, and grant terms and conditions. Grant Recipient must carry out the activities described in the approved scope of work.

Grant Recipient(s) will be accountable for documenting the use of grant funds and must ensure funds are used solely for authorized purposes. Grant Recipient must ensure:

- Funds are used only for activities covered by the approved grant project;
- Funds are not used in violation of the restrictions and prohibitions of the grant agreement or applicable law; and
- All budget and performance reports are completed in a timely manner.

Each Grant Recipient must ensure he or she has an adequate accounting system in place and good internal controls to ensure expenditures and reimbursements are properly reported to TDA. Complete records relating to the grant project, including accounting records, financial records, progress reports and other documentation, must be maintained for four (4) years after the conclusion of the grant project or longer if required by TDA.

Post Award/Event/Activity Process

If a grant applicant is successful through the application process, a grant agreement will be executed with an ESBC. The following are key processes that must happen to receive reimbursement. Full details on how to complete payment requests and reporting will be provided at the time of award.

Payments

- Submitted receipts must be for expenses explicitly included in Export Stipend Application—otherwise prior approval is required.
- All expenses must be paid to a third-party entity.
- Export Stipend reimbursements will be mailed/direct deposited within 30 days of submission of receipts and required event summary documentation, assuming all other criteria have been met. Additional program criteria will be provided to successful applicants in their notification letters.
- Only receipts incurred for expenses during the program's duration are valid for reimbursement. The eligible dates will be listed in the grant agreement.

Performance Reports

- Progress reports must be submitted and/or updated prior to receiving a reimbursement. Reports will be submitted at 30 days, 6 months, 12 months and 18 months post event/activity completion.
- ESBC reporting will be based upon sales that were a result of STEP-funded activities. Sales data will be aggregated and reported back to the U.S. Small Business Administration to determine the STEP Return on Investment of the State of Texas.
- Failure to submit a report within one (1) week of its due date may cause TDA to deny reimbursement of expenditures, require funding to be returned to TDA, and/or eliminate recipient from future program eligibility.

General Information

Selected applicants will receive an electronic Notice of Grant Award (NOGA) and a grant agreement (Agreement) from TDA. The NOGA is not legally binding until an Agreement is fully executed.

Applications

TDA reserves the right to negotiate individual elements of any grant application and to reject any and all grant applications. TDA is not liable for costs incurred by a grant applicant in the development, submission, or review of the application; or costs incurred by the grant applicant prior to the effective date of the Agreement.

Funding

TDA reserves the right to fund projects partially or fully. Where more than one grant application is acceptable for funding, TDA may request cooperation between Grant Recipients or revisions/adjustments to a grant application in order to avoid duplication and to realize the maximum benefit to the state.

Right to Amend or Terminate Grant Program

TDA reserves the right to alter, amend, or clarify any provisions, terms, or conditions of this Grant Program or any grant awarded as a result thereof, or to terminate this Grant 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

In the event that a public information request for the grant 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 Grant Program are subject to release as public information, unless the grant application or specific parts of any such grant application can be shown to be

exempt from disclosure under the Texas Public Information Act, Chapter 552 of the Texas Government Code.

Conflict of Interest

The grant applicant is required to disclose any existing or potential conflicts of interest relative to this Grant Program. Failure to disclose any such relationship may result in the grant applicant's disqualification or termination of any resulting grant agreement.

Additional Information

- Assistance is available in English and Spanish. Please call (512) 463-7448 to request assistance.
- Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.), should contact TDA. 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 No. RP-36 (issued 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
Austin, TX 78701
 - by email: fraud@texasagriculture.gov.

Compliance Information

1. Grant Recipients must comply with TDA's reporting requirements and financial procedures outlined in the grant agreement. Any delegation by a Grant Recipient to a subcontractor regarding any duties and responsibilities imposed by the grant award must be approved in advance by TDA and shall not relieve the Grant Recipient of his/her responsibilities to TDA for performance of those duties.
2. Grant Recipients must remain in full compliance with state and federal laws and regulations. Non-compliance may result in termination of the grant award or ineligibility for reimbursement of expenses.
3. Grant Recipient must keep separate records and a bookkeeping account (with a complete record of all expenditures) for a grant project. Records shall be maintained for a minimum of four (4) years after the completion of the grant project, or as otherwise agreed upon with TDA. If any litigation, claim, negotiation, audit or other action is initiated prior to the expiration of the four-year retention period, then all records and accounts must be retained until their destruction is authorized in writing by TDA. TDA and SAO reserve the right to examine all books, documents, records, and accounts relating to the grant project, including all electronic records, at any time throughout the duration of the grant agreement until all litigation, claims, negotiations, audits or other action pertaining to a grant is resolved, or until the expiration of the four-year retention period or a final judgment in litigation, whichever is longer. TDA and SAO shall have access to all electronic data or records pertaining to the grant project; paper or other tangible documents or records, including the physical location where records are stored; and all locations related to grant project activities.
4. If a Grant Recipient has a financial audit performed during the time Grant Recipient is receiving grant 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) and the Texas Grant Management Standards (TxGMS).

(continued)

TDA-GO New User Instructions

Step 1: User Access

An applicant must first register as a User in TDA's online Grant Application/Management system called TDA-GO. If the applicant organization is a new user to TDA-GO, proceed to **Step 2: TDA-GO New User Set Up**. If the applicant organization is already a User of the TDA-GO system and need to add additional personnel as New Users, please proceed to **Step 3: Adding Users and Assigning Roles**.

The TDA-GO system allows organizations to assign applicable security roles to different users. When a New User request is submitted, TDA will approve the user and apply the appropriate security role: Authorized Official, Project Director, and Consultant/Researcher.

- Authorized Official – person authorized to enter into legal agreements on behalf of the organization.
- Project Director – Personnel involved in grant administration.
- Consultant/Researcher – A third party member assisting with a single grant application *or* employee/researcher/staff/PIs/Professors assisting with a single grant application.

Step 2: Registering a New User Organization in TDA-GO

The following describes how to access the TDA-GO online grant system by setting up a new account for an organization. The applicant organization must have a user account to access the Program application.

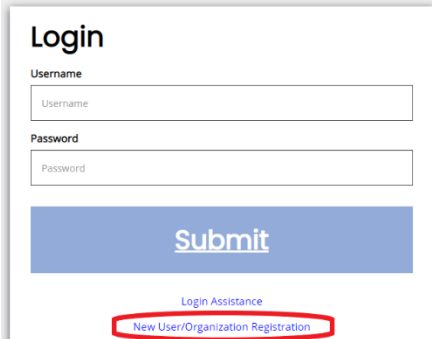
THIS MUST BE DONE 48-72 HOURS PRIOR TO SUBMITTING AN APPLICATION!

Steps to Get Started:

- The initial registration for the organization must be completed by an Authorized Official (AO) for the organization.
- Once registered, the AO can designate access to the organizational account for additional staff members as they deem appropriate.

To register a New User, complete the following steps:

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



Login

Username
Username

Password
Password

Submit

Login Assistance
New User/Organization Registration

Legend

First Name (Required)

Last Name (Required)

SAM/UEI & DUNS (Required) –
ENTER YOUR FEDERAL UEI, if
you do not have a UEI, enter all
zeros (e.g. 000000000000) in
this box.

Organization (Required) –

Enter Organization Name
(applicant).

Title – Enter Business title

Street Address (Required)

State (Required)

County (Required)

City (Required)

Zip Code (Required)

Email (Required)

Phone (Required)

Username (Required) – the
username the registering user
wishes to register for. **Use your
email address.**

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

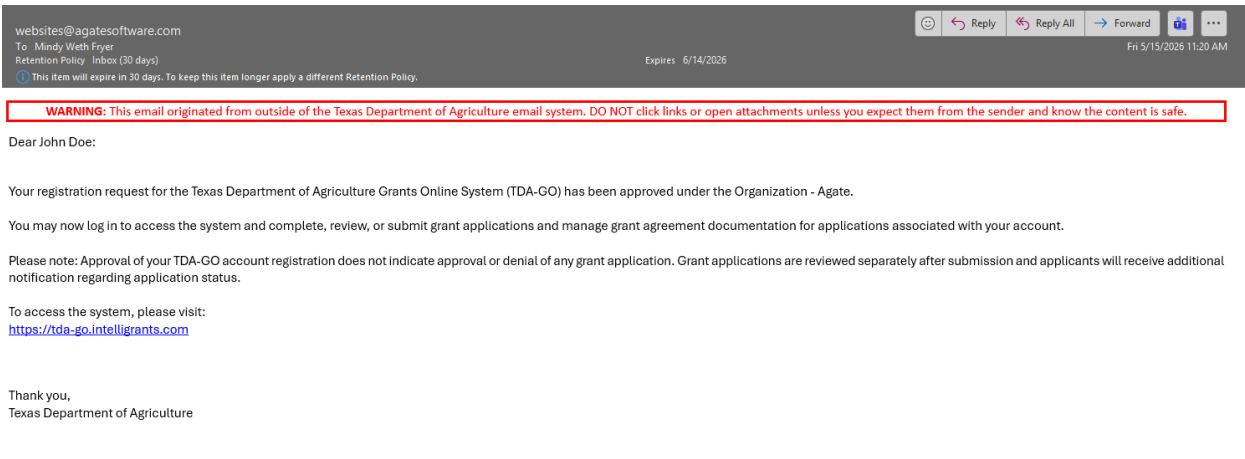
Notes: **Enter: STEP Grant**

The screenshot shows the 'New User Registration' form. A red arrow points from the 'SAM/UEI & DUNS (Required)' legend text to the 'SAM Number (UEI Number)' field. Another red arrow points from the 'Email (Required)' legend text to the 'Email' field. A blue box with the text 'Don't click' and a red arrow points to the 'Search' button. The form includes fields for: First/Preferred Name, Middle Name (optional), Prefix, Suffix, Title/Position, FEIN, Name of Organization, Address, Address 2, City, State, Zip Code (+4), County, Email, Phone, Phone 2, Fax, Cell Phone, Website, Preferred Username, Password, Verify Password, and Notes. A 'Save' button is at the bottom right.

4) **Click Register.** The registration for the New User will be sent to TDA staff for approval. You will receive an email indicating approval within 24-48 hours. After approval, the New User can log on and access the TDA-GO platform.

NOTE: If a user attempts to access the system before they have been approved, the system will show their password as invalid.

You will receive an email confirming registration approval. Once for the organization and another for the user.



TDA-GO User Roles:

Authorized Official (AO) for Applicant Organizations

- Who: Person authorized to enter into legal agreements on behalf of the organization
- Created By: Initially, the AO is created when the Organization account is established.
Additional AO's may be added once Organization account is approved.
- TDA-GO tasks:
- Create new user accounts for organization members
 - Initiate an application
 - Complete all required application fields
 - Certify and Submit an application
 - Execute Grant Agreements
 - Initiate/Complete/Submit Payment request/Performance reports

Project Director (PD) for Applicant Organizations

- Who: Personnel involved in grant administration
- Created By: The organization's AO creates and manages PD users
- TDA-GO tasks:
- Create new user accounts for organization members
 - Initiate an application
 - Complete all required application fields
 - Initiate/Complete/Submit Payment request/Performance reports

Login Assistance

The TDA-GO portal allows the user to request a password reset be generated and sent to their email address. To do so, complete the following steps:

- 1) Click on the Login Assistance link.
- 2) Enter the username and email address. Click on the Email button. A reset link will be sent to the email address supplied.



Forgot Password

Email

Username

[Forgot Username](#)

3) An email like the following will be sent to reset your password. If there is no link, then your server has marked it as SPAM. You will need to work with your network administrator to resolve this.

From: TDA-GO@IntelliGrants.com <TDA-GO@IntelliGrants.com>
Sent: Monday, June 26, 2023 1:01 PM
To: Mindy Weth Fryer <Mindy.Fryer@TexasAgriculture.gov>
Subject: Password Reset

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

You have requested a password reset. Please use the link below reset your password. It will expire in 15 minutes.

[Reset Password](#)

If you did not request this reset and would like to invalidate and cancel the request, please click [here](#).

4) At that point, the user will be brought directly to the Profile page and requested to create a new password into the Password and Confirm Password fields are available.

NOTE: The password field is case sensitive and will not recognize characters of the wrong case. Precision when entering the password into the password field will decrease the risk of error messages being generated by the system.



TDA-GO Grant Opportunity Access Instructions

Click here to access the TDA-GO website or copy and paste the following in your browser:
<https://tda-go.intelligrants.com/>

Step 1: Accessing Grant Opportunity

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

Applications may only be initiated by an Authorized Official or Project Director.

- **Returning users - Log in with your current username and password**
- **New Users – see section “TDA-GO New User Instructions” on page 15**

Dashboard

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

- **My Tasks** are documents/applications that are in process;
- **Initiate New Application** are blank grant applications.

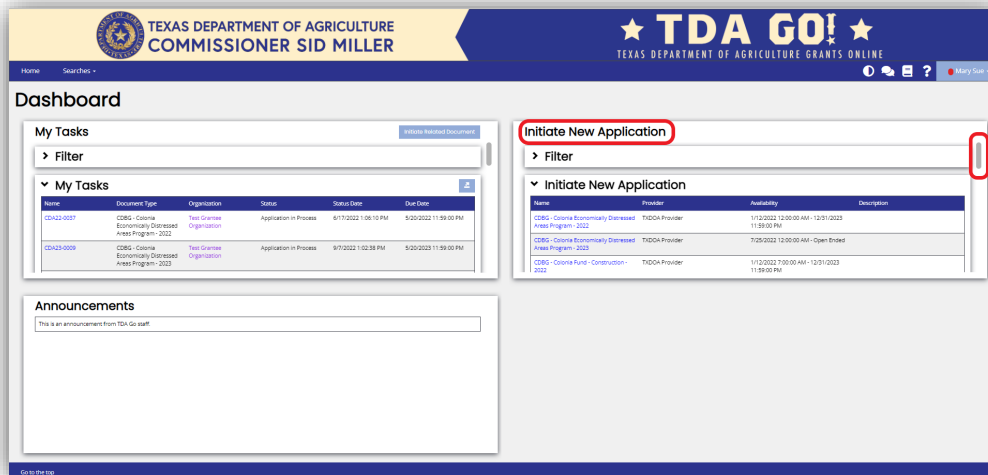


Figure 1. Landing page after logging in and location of Initiate New Application and scrolling tool

Scroll down the “Initiate New Application” box and select **Grant – STEP State Trade Expansion Program - 2026** (Figure 1 & 2).

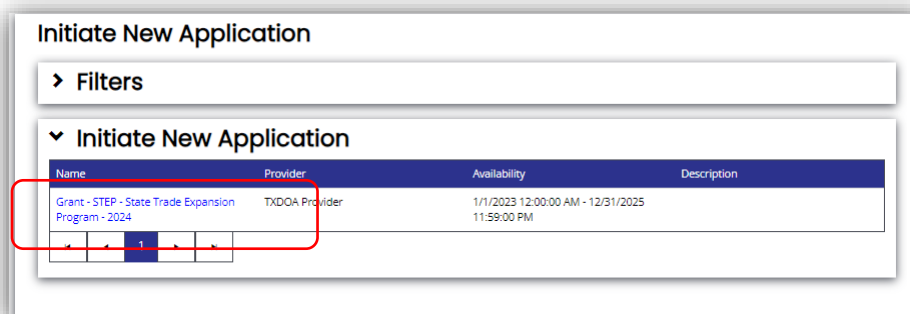


Figure 2. Selection for new Grant Application. Please note dates are for testing purposes only.

A brief description and agreement language appears (Figure 3). Read and select **Agree**.

The screenshot shows a web interface for the "Grant - STEP - State Trade Expansion Program - 2024". It includes the following information:

- Provided By:** TXDOA Provider
- Provided To:** Test Grantee Organization
- Application Availability Dates:** 1/1/2023 12:00:00 AM - 12/31/2025 11:59:00 PM
- Due Date:** 12/31/2024 11:59:00 PM
- Description:** The program's objectives are to increase the number of small businesses that are exporting, and to increase the value of exports for those small businesses that are currently exporting. The Texas STEP program helps small businesses overcome obstacles to exporting by providing grants to cover costs associated with entering and expanding into international markets.
- 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.

At the bottom right, there are two buttons: "Agree" (blue) and "Decline" (red).

Figure 3. Agreement

Document Landing Page

After Agree is selected, the Document Landing Page will appear (Figure 4).

The screenshot shows the "Document Landing Page" for Grant Project GST2024002. The left sidebar contains a navigation menu with the following items:

- Forms
- Status Options
- Tools
- Related Documents

The main content area displays the following information:

- Template:** Grant - STEP - State Trade Expansion Program - 2024
- Instance:** Grant - STEP - State Trade Expansion Program - 2024
- Process:** Application
- Document Name:** GST2024002
- Document Status:** Application in Process
- Organization:** Test Grantee Organization
- Your Role:** Authorized Official
- Due Date:** 11/7/2025 11:59:00 PM

Below this information is a progress bar with seven stages:

- Application in Process (checked)
- Application Cancelled (Not Submitted)
- Application Submitted
- Application Approved
- Grant Agreement Executed
- Closeout Submitted
- Grant Closed

Figure 4. 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. See "Application Form Guidance" section for instructions on how to complete the application.
- **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 some additional guidance regarding key sections of the applications. TDA staff is available to answer questions regarding the program and to provide clarifying information concerning this RFGA. TDA staff will not review any grant proposals prior to the application deadline.

Step 1: Start Application Contact Information & Application Form

Expand the **Forms** drop down menu and select **Application Contact Information** (Figure 5).

The screenshot shows a web application interface. On the left is a sidebar with a 'Forms' dropdown menu expanded, showing 'Application Contact Information' selected. The main area is titled 'Document Landing Page' and contains a form with the following details:

Template	Instance	Process
Grant - STEP - State Trade Expansion Program - 2024	Grant - STEP - State Trade Expansion Program - 2024	Application

Document Name	Document Status
GST2024002	Application in Process

Organization	Your Role	Due Date
Test Grantee Organization	Authorized Official	11/7/2025 11:59:00 PM

A progress bar shows the following steps: Application in Process (checked), Application Cancelled (Not Submitted), Application Submitted, Application Approved, Grant Agreement Executed, Closeout Submitted, and Grant Closed.

Figure 5. Application Contact Information and Application Form location

All sections of the Application Contact Information must be completed. See below for specific instructions.

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 6).

The screenshot shows a form with two questions, both marked with a red asterisk (*):

- Is Applicant delinquent on any federal debt? *
- Is your company one of the following small business types: *

 - consulting agency

Figure 6. 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 7). Click on the Select Button to open the file selection screen or use the drag and drop feature.

Application for Texas Identification Number *

Select Drag Files Here

Figure 7. The Select button allows applicant to select and upload the appropriate documentation

After completing the form, click the **Save** button in the top right hand corner (Figure 8). After clicking the **Save** button, if any required sections are missing, an error message will appear (Figure 9).

Home Searches

GST2024002

Forms

Application

Company Assessment

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

New Note | Print | Save

Mary Sue

Figure 8. Regularly save your work by clicking the save button in the upper right hand corner

TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

UAT

TDA GO!

TEXAS DEPARTMENT OF AGRICULTURE GRANTS ONLINE

Home Searches

GST2024002

Forms

Application

Applicant Contact Information

Company Assessment

Stipend Activity Detail

Budget Narrative

Budget Summary

Required Uploads

Certification

Company Assessment

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

Is Applicant delinquent on any federal debt? *

Is your company one of the following small business types: *

- consulting agency
- law firm
- real estate developer or group
- retail business
- hospitality or tourism operator
- distributor representing clients
- educational institution or for-profit school recruiting students
- non-profit organization
- foreign direct investment recruiter
- multi-level marketing (MLM), or
- network marketing company

Attention

- You must answer if applicant delinquent on federal debt.
- You must answer if you company is one of the listed business types.
- State of Incorporation is required.
- You must answer how long you have been a registered business.
- You must answer if you are registered to do business in Texas.
- You must answer if your business is headquartered in Texas.
- You must answer if you have a finished product or service that either directly or indirectly contains 51 percent United States content.
- You must answer if you would like to share your company's name and contact information with SBA
- NAICS Description and Code are required. Use the link to look up the NAICS code if not known.
- You must answer if your company

< Previous Form

Next Form >

Last Saved 11/21/2023 12:36 PM

Figure 9. Error Message of missing required message

Step 2: Complete Company Assessment

In **Forms** drop down menu, select **Company Assessment** (Figure 10). Complete all appropriate sections. See below for specific instructions.

Home Searches - Mary Sue - New Note

GST2024002

Forms

Application

Applicant Contact Information ☐

Company Assessment ☒

Stipend Activity Detail ☐

Budget Narrative ☐

Budget Summary ☒

Required Uploads ☐

Certification ☐

Document Landing Page

Template Grant - STEP - State Trade Expansion Program - 2024	Instance Grant - STEP - State Trade Expansion Program - 2024	Process Application
Document Name GST2024002	Document Status Application in Process	
Organization Test Grantee Organization	Your Role Authorized Official	Due Date 11/7/2025 11:59:00 PM

Application in Process Application Cancelled (Not Submitted) Application Submitted Application Approved Grant Agreement Executed Closeout Submitted Grant Closed

Figure 10. Company Assessment location

All sections of the Company Assessment must be completed.

- If you are Delinquent on any federal debt, or if your company is one of the following business types you are not eligible for STEP.
 - ❖ consulting agency
 - ❖ law firm
 - ❖ real estate developer or group
 - ❖ retail business
 - ❖ hospitality or tourism operator
 - ❖ distributor representing clients
 - ❖ educational institution or for-profit school recruiting students
 - ❖ non-profit organization
 - ❖ foreign direct investment recruiter
 - ❖ multi-level marketing (MLM) or
 - ❖ network marketing company
- All required information regarding the business including The North American Industry Classification System (NAICS) code, employee numbers and annual sales are required to verify you meet the ESBC size requirements.
- Provide detailed, well thought out responses to each narrative question to help TDA understand more about your product you plan to export and your export plans.

After completing, hit the **Save** button in the top right hand corner (Figure 8). After clicking the **Save** button, if any required sections are missing, an error message will appear (Figure 9).

Step 3: Complete Stipend Activity Details

Expand the **Forms** drop down menu and select **Stipend Activity** (Figure 11).

The screenshot shows a web application interface. On the left is a sidebar with a 'Forms' dropdown menu. The 'Forms' menu is expanded, showing options: 'Application', 'Applicant Contact Information', 'Company Assessment' (highlighted with a red box), 'Stipend Activity Detail', 'Budget Narrative', 'Budget Summary', 'Required Uploads', and 'Certification'. The main content area is titled 'Document Landing Page'. It contains a summary of application details: Template (Grant - STEP - State Trade Expansion Program - 2024), Instance (Grant - STEP - State Trade Expansion Program - 2024), Process (Application), Document Name (GST2024002), Document Status (Application in Process), Organization (Test Grantee Organization), Your Role (Authorized Official), and Due Date (11/7/2025 11:59:00 PM). Below this is a progress timeline with seven stages: Application in Process (checked), Application Cancelled (Not Submitted), Application Submitted, Application Approved, Grant Agreement Executed, Closeout Submitted, and Grant Closed.

Figure 11. Stipend Activity location

Complete all applicable sections of the Budget Form. Read instructions included in application carefully. See below for specific instructions.

After completing the form, click the **Save** button in the top right hand corner (Figure 10). After clicking the **Save** button, if any required sections are missing, an error message will appear (Figure 11).

- Describe what you will be doing with the Export Stipend as it relates to the event/activity. Include all supplemental activities listed in your Program Budget.
- Be sure to include timelines for when the activity will start and finish.
- If you are planning on using this funding for marketing media, describe how you will utilize the stipend and the target market value you will be using the marketing material for.
- If you are using the funds for a Trade Mission, explain the purpose of the trip and include the destination and any other companies that will be going with you.
- For Trade shows include the name of the Trade Show you will be attending using these funds.
- If you are planning on traveling, provide the estimated dates and countries.

Note: TDA must have a clear understanding of the projects you want to achieve that are in line with the approved uses outlined in the Funding Parameters section.

Step 4: Complete Budget Narrative

Expand the **Forms** drop down menu and select **Budget Narrative** (Figure 12).

The screenshot shows the 'Document Landing Page' for document GST2024002. On the left, a sidebar lists various forms, with 'Budget Narrative' highlighted. The main area shows a progress bar with seven steps: Application in Process (checked), Application Cancelled (Not Submitted), Application Submitted, Application Approved, Grant Agreement Executed, Closeout Submitted, and Grant Closed. Above the progress bar, key information is displayed: Template (Grant - STEP - State Trade Expansion Program - 2024), Instance (Grant - STEP - State Trade Expansion Program - 2024), Process (Application), Document Name (GST2024002), Document Status (Application in Process), Organization (Test Grantee Organization), Your Role (Authorized Official), and Due Date (11/7/2025 11:59:00 PM).

Figure 12. Budget Narrative location

The total budget STEP REQUESTED FUND may not exceed \$20,000.

Complete the budget narrative for each Country you would like to target with these funds. Please list the country and not the region. Example:

- Germany, not Europe
- Nigeria, not Africa
- Peru, not South America

To add additional target countries, click add.

The screenshot shows the 'Budget Narrative' form. The left sidebar lists various forms, with 'Budget Narrative' highlighted. The main area contains instructions: 'Please complete this page and press the save button. All required fields are marked with a *'. It also states: 'The overall budget should not exceed \$10,000. To add additional Target Countries by click add in the upper right corner.' Below the instructions, there is a 'Target Country' field and a 'Traveler Name(s) and Title' field. The 'Add' button in the top right corner is highlighted.

After completing, hit the **Save** button in the top right hand corner (Figure 8). After clicking the **Save** button, if any required sections are missing, an error message will appear (Figure 9).

Step 5: Complete Required Uploads

Expand the **Forms** drop down menu and select Required Uploads (Figure 13).

The screenshot shows the 'Required Uploads' page in the TDA-GO! system. The sidebar on the left has a 'Required Uploads' menu item highlighted. The main content area has a header 'Required Uploads' and instructions: 'Please complete this page and press the save button. Required fields are marked with an *'. Below the instructions, there are four upload sections, each with a 'Select' button and a 'Drag Files Here' area:

- Application for Texas Identification Number ***
click to download (MUST USE THIS FORM ONLY)
This will NOT generate a new number. Information provided is used for background checks and to set up account for payment, if awarded.
- Direct Deposit Authorization ***
click to download (MUST USE THIS FORM ONLY)
- W-9 IRS Federal Tax Form ***
click to download (MUST USE THIS FORM ONLY)
- SBA Self-Representation as an 'Eligible Small Business Concern' ***
visit www.texasagriculture.gov/step to download the form.

Figure 13. Required Upload location

Click the blue hyperlink in TDA-GO! to download the form, sign it and reupload. **ONLY USE THESE FORMS. DO NOT UPLOAD YOUR OWN VERSION.**

Required Uploads

- Application for Texas Identification Number – *This does not get you a new number. This is a standard form TDA will use to conduct a background check and set up your account to issue payment upon successful award.*
- Direct Deposit Authorization
- W-9 IRS Federal Tax Form
- SBA Self-Representation as an 'Eligible Small Business Concern' – see note in Term of Grant Agreement project regarding start date of award.
- Key Persons Disclosure Statement - Identification of Key Person(s) who have a reasonable expectation of participating in the grant application process, preparation, management, oversight, or enforcement of a grant.

Step 6: Complete Review and Certification

Before completing Step 6 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 review 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 navigation menu will have a check next to it (Figure 14).

Certification



Figure 14. Completed section with check mark

If there are error messages in a section, the section in the drop down navigation menu will have an exclamation point next to it (Figure 15). Click on the section to review and resolve the error messages.

Applicant Contact Information



Figure 15. Incomplete section with error messages

Once all error messages are resolved and each section has a check as seen in Figure 16, the application can be certified and submitted.

To certify your application, check the box (Figure 17). The section is then complete. Click **Save** in the top right corner.

GS12024002

▼ Forms

Application

Applicant Contact Information ☐

Company Assessment ☐

Stipend Activity Detail ☐

Budget Narrative ☐

Budget Summary ☒

Required Uploads ☐

Certification ☐

► Status Options

► Tools

► Related Documents

Certification

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

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

1. All information provided in connection with this application is true and correct to the best of Applicant's knowledge;
2. 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 if discovered after an agreement is executed, Applicant may be subject to civil and criminal remedies and penalties, including repayment of a portion or all of the funds awarded;
3. Acceptance of grant funds in connection with this application acts as an acceptance of the authority of TDA and the Texas State Auditor's Office (SAO) or any successor agency, as well as any federal or other external funding agency responsible for funds to be awarded through this application, to conduct an investigation in connection with those funds, and Applicant further agrees to cooperate fully with TDA and/or SAO or its successor in addition to any federal or other external funding agency responsible for award of grant funds in the conduct of the audit or investigation, including allowing TDA and/or SAOs as well as any federal or other external funding agency responsible for funds, to inspect Applicant's premises and providing all records requested;
4. This application and any payments owed to Applicant in connection with this application may be reduced or denied because of Applicant's owing any debt to the State of Texas, and if Applicant is an individual, that this application and any payments owed to Applicant in connection with this application may be denied because of delinquency in payment of a guaranteed student loan and for failure to pay child support and that no state or federal tax liens have been filed against Applicant or Applicant's property;
5. Pursuant to the Texas Grant Management Standards (TxGMS), if Applicant fails to comply with any condition, provision, or term of an award made as a result of this application, Applicant may have to make a partial or total repayment of such award;
6. TDA is authorized to review, verify and authenticate all information provided in this application;
7. TDA may request further documentation supporting this application, including contacting other agencies, organizations, facilities or third parties to verify data provided by an applicant from the records of such agencies, organizations, facilities or third parties;
8. As a condition of receipt of grant funds under this program, Applicant will be required to execute a grant agreement with TDA, and failure to timely execute the grant agreement will result in withdrawal of any grant funds awarded, resulting in redistribution of those funds to other qualified applicants in accordance with state law and TDA rules;
9. Applicant does not and will not knowingly employ an undocumented worker who, at the time of employment, is not lawfully admitted for permanent residence to the United States or authorized under law to be employed in that manner in the United States. If, after receiving an award, Applicant is convicted of a violation under 8 U.S.C. Section 1324a(f), Applicant shall repay the amount of the award with interest, at the rate and according to the other terms provided by an agreement under Section 2284.053 of the Texas Government Code, not later than the 120th day after the date of the public agency, state or local taxing jurisdiction, or economic development corporation notifies Applicant of the violation.

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

THIS APPLICATION AND ALL SUPPORTING DOCUMENTATION MAY BE SUBJECT TO DISCLOSURE UNDER THE TEXAS PUBLIC INFORMATION ACT (PIA). PLEASE IDENTIFY ON YOUR APPLICATION OR ATTACHMENTS ALL INFORMATION YOU CONTEND IS PROPRIETARY, CONFIDENTIAL, PRIVILEGED OR OTHERWISE EXEMPT FROM DISCLOSURE UNDER THE PIA. WITH FEW EXCEPTIONS, YOU HAVE THE RIGHT TO REQUEST AND BE INFORMED ABOUT THE INFORMATION THAT THE STATE OF TEXAS COLLECTS ABOUT YOU. YOU ARE ENTITLED TO RECEIVE AND REVIEW THE INFORMATION UPON REQUEST. YOU ALSO HAVE THE RIGHT TO ASK THE STATE AGENCY TO CORRECT ANY INFORMATION THAT IS DETERMINED TO BE INCORRECT. (REFERENCE: TEXAS GOVERNMENT CODE, SECTIONS 552.021, 552.023, AND 559.004.)

Authorized Official _____ Title _____ Date _____

☐

After saving your signature, when you are ready to submit this application to TDA, you MUST change the status by selecting "Submit Application" under the Status Options heading in the navigation menu to the left.

Figure 17. Certification and check box location

Step 6: Application Submission

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

Expand the **Status Options** drop down menu (Figure 18). Select **Submit Application**.

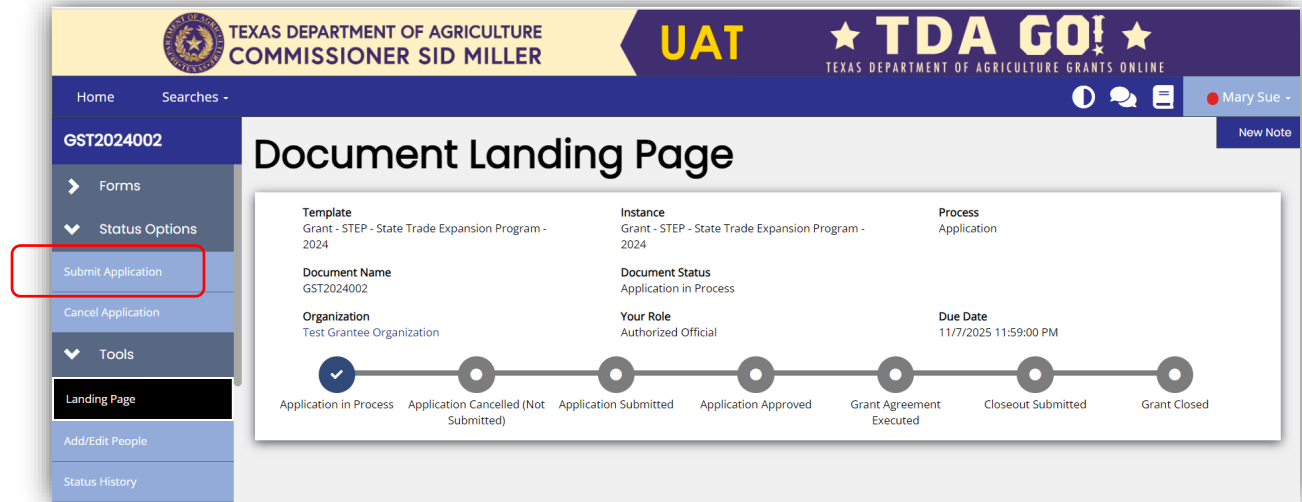


Figure 18. Status Options drop down menu and Submit Application button location

NOTE: If errors remain, an **Errors Present** message will pop up (Figure 19). You may click on each section name to be directed to the errors.

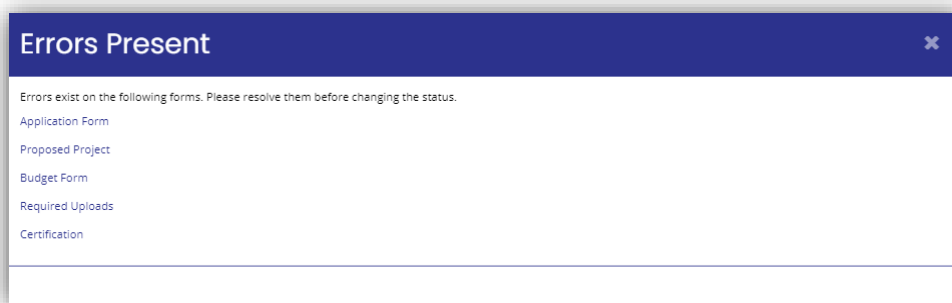


Figure 19. Error message will appear if you try to submit application with errors

If no errors are detected, the system will ask for confirmation if you would like to change the status (Figure 18). Hit the "OK" Button. Once you select to submit, you will then be taken back to the **Landing Page** (Figure 19).

Figure 18. Submit Application Confirmation

Template	Instance	Process
Grant - STEP - State Trade Expansion Program - 2024	Grant - STEP - State Trade Expansion Program - 2024	Application
Document Name GST2024002	Document Status Application in Process	
Organization Test Grantee Organization	Your Role Authorized Official	Due Date 11/7/2025 11:59:00 PM

Figure 19. 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 20).

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, Test Grantee Organization, for submitting Application GST2024004 for the Grant - STEP - State Trade Expansion Program - 2024 funding opportunity. Your application package is under review. TDA staff will contact the person(s) identified in the application if it is determined additional information is required. If the application is successful and funding is awarded, I will be in touch to let you know when the grant has been approved.

As always, it is my honor to serve as your Texas Agriculture Commissioner and remind you that Texas Agriculture Matters!

Sid Miller
Sid Miller
Commissioner of Agriculture

Figure 20. Example of confirmation email

How to Search for a Grant Application in TDA-GO

How do I find my application if it is not in my worklist?

1. Go to the TDA-GO Portal

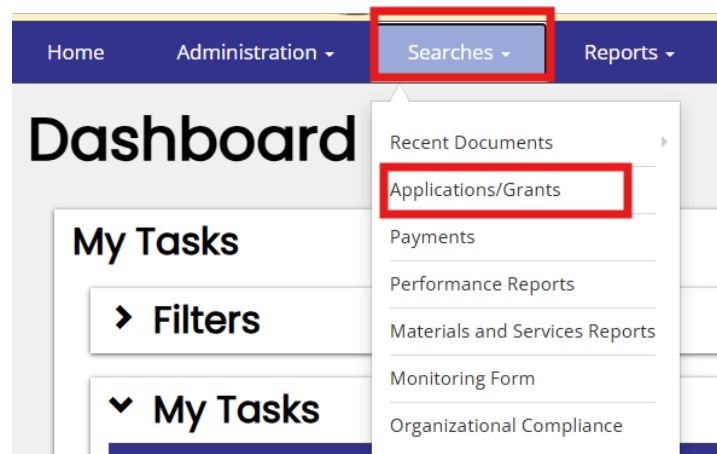
Visit: <https://tda-go.intelligrants.com/>

2. Log In

Enter your username and password.

3. Search for the Grant

- Click **Search > Applications/Grants**.



4. Leave all fields blank

- **Click Search**

Applications/Grants

A screenshot of the 'Document Search' form within the 'Applications/Grants' section. The form has a light gray background and contains several input fields. On the left, there is a 'Document Name' field with a red rectangle around the 'AGL' text. Below it is a 'Document Type' dropdown menu. At the bottom left is an 'Organization' field. On the right side, there are fields for 'Year', 'Status' (with a dropdown arrow), and 'Person'. At the bottom right of the form, there are two buttons: 'Clear' and 'Search'. The 'Search' button is highlighted with a red rectangle.

5. Select the Grant Application

Click on the name of the grant you want to view.

▼ Documents

Name	Organization	Type
AGL260002	QA Organization	Grant - AgLink Continuity Grant -2026
AGL260003	Test Grantee Organization	Grant - AgLink Continuity Grant -2026
AGL260004	Test Grantee Organization	Grant - AgLink Continuity Grant -2026
AGL260005	Test Grantee Organization	Grant - AgLink Continuity Grant -2026
⏪	⏩	1