TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

2026 SPECIALTY CROP BLOCK GRANT PROGRAM
Request for Grant Applications

Executive Summary

The Texas Department of Agriculture (TDA) will accept applications for the Specialty Crop Block Grant Program (SCBGP or Grant Program), 2026 State Plan, under the United States Department of Agriculture-Agricultural Marketing Service (USDA-AMS) for projects to enhance the competitiveness of specialty crops.

Dates Applications must be received by Thursday, January 22, 2026, by 5:00 pm Central Time (CT).

Agency Division - Grants Office, Grants@TexasAgriculture.gov

Assistance Listing Number 10.170

Key Elements

Required Action	Timing to Obtain/Submit
TDA Deadline to receive final application and all supporting materials through TDA-GO	January 22, 2026 – 5:00 p.m. Central Time
Create your TDA-GO profile (if you do not already have one)*	48-72 hours ahead of the application submission deadline for TDA to approve account.
Items needed to register for TDA-GO *(see TDA-GO Access Instructions)*	
• 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
Award Timeline	
• Anticipated Start Date of Project/Grant	December, 2026
• End Date of Project	September, 2028

* Text hyperlinks will direct you to applicable websites

2026 Specialty Crop Block Grant Program
Table of Contents

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

Section 101 of the Specialty Crops Competitiveness Act of 2004 (7 U.S.C. 1621 note), as amended under Section 10010 of the Agricultural Act of 2014 (Public Law 113-79) (the 2014 Farm Bill), and as further amended by Section 10107 of the Agricultural Improvement Act of 2018 (Public Law 115-334) (the 2018 Farm Bill), collectively referred to herein as the "Farm Bill," authorizes the U.S. Department of Agriculture to make grants to be used by state departments of agriculture solely to enhance the competitiveness of specialty crops under the Specialty Crop Block Grant Program (SCBGP or Grant Program). The SCBGP is implemented under 7 CFR Part 1291.

The purpose of the SCBGP is to increase consumption of specialty crops and improve the competitiveness of specialty crop producers. Specialty crops are defined as fruits, vegetables, tree nuts, dried fruits, horticulture and nursery crops (including floriculture). Refer to the following website for a list of common specialty crops:
https://www.ams.usda.gov/services/grants/scbgp/specialty-crop

The Texas Department of Agriculture (TDA) is authorized by §12.002 and §12.007 of the Texas Agriculture Code to encourage the proper development and promotion of agriculture, to investigate the pests and diseases of crops grown in this state, and to supervise the protection of fruit trees, shrubs, and plants, as provided by law.

In accordance with the aforementioned State and Federal statutes, and for 2026 SCBGP funding consideration, TDA will prepare and submit, for approval by the U.S. Secretary of Agriculture, a State Plan to carry out the purposes of the SCBGP.

TDA is accepting grant applications to consider for the 2026 State Plan to USDA-AMS for projects to enhance the competitiveness of specialty crops, including:

- Leveraging efforts to market and promote specialty crops;
- Assisting producers with research and development relevant to specialty crops;
- Expanding availability and access to specialty crops;
- Addressing local, regional, and national challenges confronting specialty crop producers; and
- For such other purposes determined to be appropriate by the Secretary of Agriculture, in consultation with specialty crop stakeholders and relevant State departments of agriculture.

SCBGP funds will be made available to Texas from the USDA 2026 fiscal year budget. Although USDA-AMS has not officially announced SCBGP funding levels to the states, TDA anticipates approximately $1.5 million will be available for Texas projects. This figure is subject to change upon the formal Notice of Funding posted by USDA-AMS.

Projected Timeline of Events

- Application Availability — December 2025
- Application Deadline — January 22, 2026 at 5:00 PM CT
- Preliminary Selection of plans
  to be included in State Plan — Late April 2026
- Selected Projects submitted to USDA — May 2026
- USDA review of projects preliminarily selected — May 2026 – August 2026
- Final Award Announcements — September 2026
- Application Scores and Comments released — September 2026
- Start Date of Project — December 1, 2026
- End Date of Project — September 30, 2028

Eligibility

Eligible applicants include Texas state agencies, universities, institutions, and producer, industry, or community-based organizations engaged in or promoting horticulture and specialty crops.

Key Requirements
- Projects must **enhance the competitiveness** of a Texas specialty crop industry.
- Funds may be used **only for activities that benefit specialty crops.**
- Projects must **benefit multiple entities**—not a single individual, organization, or institution.
- Projects **cannot** solely promote a specific commercial product or generate profit for a single entity.

Program Contacts

Grant Program Support Monday – Friday 8:00 AM to 5:00 PM (CT)
TDA staff is 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.

Kat Neilson
   Lead Grant Specialist
   Phone: (512) 463-6695
   Email: Grants@TexasAgriculture.gov

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   Grant Specialist
   Phone: (512) 463-2562
   Email: Grants@TexasAgriculture.gov

Project Areas and Priorities

TDA encourages applicants to propose projects that solely enhance the competitiveness of specialty crops within one of the following five (5) key focus areas:
1. Food Safety,
2. Nutrition,
3. Plant Health,
4. Value-Added and Industry Development, or
5. Marketing.

Applicants are responsible for selecting the key focus area that best fits their project.

Research projects should emphasize applied research and results made available to producers, processors and/or consumers within one (1) to two (2) years of the grant term date. Projects with significant research components will be evaluated on their ability to document and share/transfer results to the industry.

TDA may allocate a portion of the funds for internal projects, including, but not limited to, outreach activities, nutrition, regulatory, or marketing. These projects will also undergo the competitive evaluation process.

A. Food Safety
TDA will consider projects that support specialty crop production with practices that assist in maintaining and enhancing safe production of food in the world.

Project examples include, but are not limited to:
- Assisting entities in the specialty crop distribution chain in developing "Good Agricultural Practices," "Good Handling Practices," or "Good Manufacturing Practices;"
- Researching new methods to improve food safety; and/or
- Marketing or outreach to specialty crop producers/distributors regarding new or upcoming food safety requirements.

B. Nutrition
TDA will consider projects that improve or expand access to and consumption of specialty crops. Ensuring access to healthy foods in underserved, low-income areas of Texas and increasing Texans' access to and consumption of fruits, vegetables, and tree nuts is a key strategy to improve nutrition and overall public health.

All projects must increase the competitiveness of specialty crops and clearly demonstrate a benefit to the specialty crop industry. TDA will also consider projects that integrate human health and nutrition when these efforts show a direct and measurable impact on specialty crop production, marketing, or consumption.

- Food Security
  Project examples include, but are not limited to:
    - Increasing participation in under-utilized federal nutrition assistance programs;
    - Developing innovative projects that support local and regional food systems; and/or
    - Improving access to affordable, nutritious and culturally appropriate food in ways that foster self-reliance, enhance dignity and assure environmental sustainability.

- Healthy Eating
  Project examples include, but are not limited to:
    - Increasing consumption of specialty crops among all populations;
    - Developing farm-to-fork networks that include schools, worksites, retail, and restaurant outlets to connect local agriculture with nearby communities; and/or
    - Promoting and/or demonstrating the health benefits of Texas specialty crops.

Research projects improving crop nutrition that focus on biofortification, genetic engineering, breeding for taste, microbiome engineering or other similar activities should not be included in this category.

C. Plant Health
TDA will consider projects that address pests and diseases affecting the production of Texas specialty crops. Eligible projects may include research on the risk, impact, and management of invasive pests, diseases, and weeds, as well as the development of tools to detect, control, or eradicate them. Research results should be made available to producers, processors, and/or consumers within one (1) to two (2) years of the grant term start date.

TDA will also consider projects that enhance conservation or improve the quality of agricultural land, water, habitat, and biodiversity, and those that support specialty crop adaptation to or mitigation of climate change.

- Plant Health and Pest Challenges
  Project examples include, but are not limited to:
    - Enhancing the speed and reliability of detection,
    - Developing new tools for eradication,
    - Developing plant resistant to pests and disease, and/or
    - Evaluating organic and sustainable practices.

- Environmental Concerns and Conservation
  Project examples include, but are not limited to:
    - Evaluating water use efficiency in regard to current drought conditions and for climate change adaptation;
    - Assisting growers to adapt to climate change by conducting research and demonstrating the implementation of strategies where technologies are already

available - especially water use efficiency and invasive pest detection, control, and management; and/or

- Accelerating implementation of Best Management Practices (BMP) for water conservation and efficiency, including development of a BMP manual for specific specialty crops.

D. Value Added and Industry Development
TDA will consider projects that increase the value of specialty crops or develop new products, tools, or innovations that strengthen and expand the specialty crop industry's overall benefit and competitiveness.

Project examples include, but are not limited to:
- Providing support for development of value-added processing facilities;
- Strengthening specialty crop agricultural career technical education through establishment of certification programs for critical job training;
- Improvement of distribution methods both domestically and internationally;
- Evaluating industry feasibility or development of a new industry;
- Conducting market research of consumer preference;
- Researching a new tool to improve marketability; and/or
- Developing new and improved specialty crop variety/use, technology advancements and growing season extensions in an effort to diversify and strengthen specialty crop production.

E. Marketing
TDA will consider projects that educate consumers and increase awareness of Texas specialty crops through outreach and promotional activities. Projects may also focus on expanding long-term sales, consumption, and market competitiveness of specialty crop products, including initiatives that support domestic and international marketing and trade.

- Agriculture Education/Outreach
  Project examples include, but are not limited to:
    - Promoting Texas specialty crops and strengthening the connection between specialty crops and agriculture,
    - Extending science-based information to specialty crop growers and other key stakeholders,
    - Educating consumers about Texas' specialty crops and agriculture,
    - Reconnecting communities with specialty crop production,
    - Educating the public about the identity and threat of invasive species to Texas specialty crops, and/or
    - Promoting/marketing specialty crop certification and/or education program opportunities that further enhance critical job skills.

- Market Enhancement and Promotion
  Project examples include, but are not limited to:
    - Conducting statewide promotion and awareness activities of specialty crops;

- Targeting specialty crop marketing concepts on the unique characteristics of local and regional areas such as culture, geography, history, and types of agricultural production;
- Developing cooperative marketing and promotions such as cross-menu promotions of specialty crops;
- Marketing agritourism as it relates to specialty crop; and/or
- Creating innovative consumer/trade promotions in foreign markets.

Funding Parameters, Award Information, and Notification

- State, local, or Indian tribal governments, non-profit organizations, colleges, and universities will be subject to 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards.

- Grant Applicants may be awarded funding at varying levels depending on the nature of the project.

- Grant Applications must demonstrate strong justification for the requested budget, as well as the potential for providing significant demonstrable benefits to Texas specialty crops.

- Where more than one (1) application on an eligible topic is acceptable for funding, TDA may request cooperation between applicants or revision/adjustment to an application in order to avoid duplication and to realize the maximum benefit to the state.

- TDA reserves the right to accept or reject any or all grant applications submitted.

- TDA is under no legal or other obligation to execute a grant on the basis of a response submitted to this RFGA. TDA shall not pay for any costs incurred by any entity in responding to this RFGA.

- Written notifications on award decisions will be made to all applicants and their affiliated agencies, organizations, or institutions. Favorable decisions will indicate the amount of award, duration of the grant, and any special conditions associated with the project.

Application Requirements

Applications will be accepted in TDA's online Grant Application/ Management system called TDA-GO and **must** be completed online at https://tda-go.intelligrants.com/. Applications must be submitted by the deadline in the Submission Instructions Section or the system will reject the grant application.

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

a. **Applicant Contact Information**
b. **Project Characteristics**
c. **Project Profile** – Must address the following information:
   i) Primary Applicant
   ii) Partner Organization(s)–list name(s) of organization(s) assisting on the project
   iii) Project Title
   iv) Duration of Project
   v) Project Summary
   vi) Project Purpose
   vii) Objectives
   viii) Project Beneficiaries
   ix) External Project Support
d. **Project Outcomes**
e. **Work Plan**
f. **Budget Narrative/Justification**
g. **Accounting System and Financial Capability Questionnaire**
   i. Copy or hyperlink to applicant's written accounting policies and procedures.
   ii. Copy or hyperlink to applicant's written internal controls for Federal awards.
   iii. Copy or hyperlink to applicant's most recent financial audit conducted. See below for options.
   - Single Audit, if applicable
     - All non-federal entities that expend $750,000 or more of federal awards in a year are required to obtain an annual audit in accordance with 2 CFR Part 200-Uniform Administrative Requirements, Cost Principles and Audit Requirements for federal Awards. Additional information can be found on the Office of Management and Budget (OMB) Policy Statements web page;
     - The Single Audit also must be submitted to any pass-through entity, if applicable; and
     - Copies of the audit report must be made available to the public, which can be accomplished by posting a link to the report from the entity's website;
   - Audited Financial Statements; or
   - IRS Form 990.
- Additional supporting documentation (e.g. publications, supporting data, reference list, letters of support, etc.) may be included as supplemental attachments. *Documents may be uploaded under Supporting Documentation found in the Project Characteristics section.* **Letters of Support are not required but are highly encouraged.**

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, January 22, 2026, by 5:00 pm Central Time.** It is the grant applicant's responsibility to ensure the timely delivery of all required materials. **The grant application must be submitted online through TDA-GO. Mailed, emailed, or faxed grant applications will not be accepted.**

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 online system will date and time stamp the submission for receipt documentation purposes. Click the following 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 applicant organization, Adobe compatibility settings issues, failure to follow instructions in the RFGA, or failure to complete required registrations (e.g., Grants.gov, Sams.gov, UEI Number, etc.) by the submission deadline are NOT considered government system issues and do not constitute grounds for an appeal.
- The RFGA explains the time required to complete these registration requirements. It is the grant applicant's responsibility to ensure that enough time is committed to meet all registration and submission deadlines.
- All required letters and attachments must be appropriately 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.

Evaluation and Selection Information

All applications will be evaluated on comprehensiveness, completeness, and overall quality. TDA will conduct an administrative review to confirm that each submission meets all RFGA requirements. Only responsive applications from eligible applicants will advance to the competitive review.

TDA will also consider each applicant's performance on prior SCBGP awards, including progress on open projects, timely use of funds, reporting compliance, and risk assessment scores. Applicants without prior SCBGP awards will not be disadvantaged.

A review team composed of internal and external experts will evaluate applications competitively within their selected focus area based on each project's potential to enhance the competitiveness of specialty crops.

Applicants are responsible for selecting the correct focus area as defined in the "Funding Areas and Priorities" (page 4) section. Applications submitted under an incorrect focus area may receive a zero score and will not be reassigned to another category.

Evaluations will consider:
- **Project Purpose (25 points):**
  Rate how well the proposal conveys the project's purpose and its capacity to enhance the competitiveness of the Texas specialty crop industry.

- **Measurable Objectives: (15 points):**
  Rate how well the applicant identifies the project's goals/objectives and their appropriateness to the project.

- **Project Impact and Beneficiaries (20 points):**
  Rate the grant proposal's projection of the project's beneficiaries and impact on the Texas specialty crop industry.

- **Project Sustainability (10 points)**
  Rate the grant proposal's ability to achieve sustainability for the project beyond the grant duration.

- **External Support (10 Points)**
  Rate the level of support this project demonstrates; are project partners and stakeholders actively involved or have they pledged their support of the project's goals? This section includes both the question under 'Project Profile' and any additional letters of support the applicant has included.

- **Project Work Plan (20 Points):**
  Rate how well the applicant describes the plan of activities necessary to accomplish the stated objectives.

- **Outcome/Indicator Performance Measures (15 Points)**
  Review the selected Expected Measurable Outcomes (SCBGP Performance Measures) and Data Collection to determine how well the applicant addresses the requirements for Outcome Measures.

- **Budget: (15 Points)**
  Review the Budget Narrative to determine how well the applicant demonstrates the reasonableness of the requested amount and relevance to the project's purpose, objectives, and outcomes.

Each application is independently scored by individual evaluators. Additional points are assigned based on the applicant's Risk Assessment Score, as required under Title 2, Part 200 of the Code of Federal Regulations (2 CFR 200), which mandates completion of a risk assessment prior to awarding federal funds. See the "Risk Assessment & Monitoring" section (page 9) for additional details.

Individual evaluator scores are combined to produce a cumulative proposal score, to which the risk assessment points are added to determine the final total score. Applications are then ranked within their selected focus area (as defined in the "Funding Areas and Priorities" section, page 4).

TDA selects projects based on rank within each focus area while also ensuring diversity across Texas specialty crop industries. Final funding decisions depend on the total USDA allocation, the number and quality of applications received within each focus area, and the range of commodities represented.

An application may receive a high score but may not be funded due to limited program funds. The funding range reflects the total amount available for SCBGP projects as allocated by USDA–AMS in its RFGA.

USDA-AMS concludes the final approval process in August, and final evaluation scores and reviewer comments are provided at that time.

Projects that are selected to be included in TDA's State Plan must show a direct benefit to specialty crops.

Preference may be given to projects showing specialty crop industry support and/or collaboration.

Budget Development Information

A. **Payment.** _The grant will be reimbursed on a cost basis, but only after the recipient has spent and documented grant expenditures._ Grant Recipients will be required to submit payment requests at least quarterly, but no more frequently than monthly, in order to show significant financial and programmatic progress. Payment requests must include sufficient documentation that details each expense. Acceptable documentation may include, but is not limited to, invoices, receipts, or detailed information regarding personnel costs, as determined by TDA, in its sole discretion. _Payment requests shall only be submitted by the Grant Recipient to TDA for reimbursement after the Grant Recipient purchases the approved budget item._

All requests for reimbursement and documentation of expenditures shall be reported no later than sixty (60) days after the completion of the grant project or after the expiration or termination of the grant agreement (Agreement), whichever occurs first.

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

C. **Payment Schedule.** TDA will approve reimbursement of up to 90% of the total grant award upon timely receipt of payment requests and documentation, prior to the submission of the Final Performance Report.

The final 10% of funds will be released once all required reports, including but not limited to the Final Performance Report, have been submitted and approved.

D. **Eligible Expenses.** Generally, expenses that are necessary and reasonable for proper and efficient performance and administration of the project are eligible. Grant funds may not be used to supplant normal business costs but instead must be used to cover the costs incurred for the approved proposed activities. Examples of eligible expenditures are:
   1. Personnel costs – both salary and benefits directly related to project implementation;
   2. Contracts – agreements made with a third-party to perform a portion of the project;
   3. Travel – mileage reimbursement, transportation and lodging; reimbursement for travel is limited to the federal Domestic Per Diem Rates at the time of travel;
   4. Capital Expenditures – Equipment that has a useful life of more than one year and a cost of more than $10,000. CAPITAL EXPENDITURES MUST BE SUBMITTED FOR APPROVAL TO TDA PRIOR TO EXPENDITURE/PURCHASE. Failure to secure written approval from TDA will result in disallowance of the cost;
   5. Supplies and direct operating expenses – items that cost less than $10,000 per unit with a useful life of less than one year. that are directly related to the project activities;
   6. Controlled assets are defined as certain items valued $500.00 - $9,999.99 which must also be inventoried, Controlled Property Listing; and

7. Direct operating expenses (other) – any expenses that do not fall into the other categories directly related to the proposed activities.

E. **Ineligible Expenses.** Expenses may be prohibited by state or federal law or determined to be ineligible by Grant Program guidelines. Ineligible expenses must be reimbursed to Grantor within 30 days of notice of ineligibility from TDA. Examples of these expenditures include, but are not limited to the following:
1. Indirect Costs;
2. Alcoholic beverages;
3. Entertainment;
4. Tips/ gratuity;
5. Contributions, charitable or political;
6. Expenses not within the grant agreement term;
7. Expenses for items not listed in the original approval project budget or that fail to meet the intent of the program;
8. Expenses that are not adequately documented;
9. Meal reimbursements related to travel, meetings, conferences, or other events;
10. Advertising and Public Relations costs designed solely to promote the image of an organization, general logo, or general brand rather than eligible specialty crops are unallowable;
11. Coupon/incentive redemptions or price discounts. Costs associated with printing, distribution, or promotion of coupons/tokens or price discounts (i.e., a print advertisement that contains a clip-out coupon) are allowable only if they solely promote the specialty crop rather than promote or benefit a program or single organization; and
12. Costs associated with the use of trade shows, meeting rooms, displays, demonstrations, exhibits, and the rental of space are allowable only if they solely promote the specialty crop. Cost sharing to promote both specialty crops and non-specialty crops is not allowable for these types of expenses.

Please reference Allowable and Non-allowable Costs Contained in 2 CFR Part 200 Subpart E - Cost Principles and the USDA-AMS Grants Division General Terms and Conditions, section 8.2, for additional guidance and details on eligible and ineligible expenses.

Risk Assessment & Monitoring

In accordance with 2 CFR §200.331(b), TDA will evaluate each applicant's risk of noncompliance with Federal statutes, regulations, and terms and conditions of the grant award for the purposes of determining the appropriate monitoring.

To evaluate this risk and determine the appropriate level of monitoring, the applicant must complete and submit the Accounting System & Financial Capability Questionnaire as part of the grant application package by the deadline stated in this RFGA. Responses from this questionnaire will be inserted into a program risk assessment tool.

The risk assessment is based on a score from 1 to 100 points, and takes into consideration the following information:

- Accounting System and Financial Capability Questionnaire;
- Recent history of performance with TDA grant programs (any open grants and grants closed within the last five years);
- Alignment of the pending application with the statutory authority of the grant program as well as program regulations and policies; and
- Audits, reviews, and/or reported findings, if applicable.

Grant Recipient Responsibilities and Accountability

Selected applicants (Grant Recipients) will be responsible for the conduct 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 funds to assure adherence to statutes, regulations, and grant terms and conditions. The Grant Recipient must carry out the activities described in the approved scope of work.

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

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

Each Grant Recipient must ensure 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.

Reporting Requirements

Grant Recipients will be required to submit periodic performance reports. Reporting timelines are incorporated into the grant agreement. As part of TDA's ongoing monitoring of grant funds, Grant Recipients must demonstrate programmatic and financial progress toward achieving grant project goals. Failure to comply with reporting requirements may result in withholding requests for reimbursement and/or termination of the award.

> *Performance Reports must be in a narrative format prescribed by TDA and detail the accomplishments of the grant project objectives for that period.*

An Annual Performance Report is due each year of performance on the State Plan to USDA. Grant Recipients will provide an annual report in a narrative format prescribed by TDA, documenting the accomplishments of their grant project for that period.

The Final Performance Report is due thirty (30) days after the grant project completion, or termination of the Grant Agreement, whichever occurs first. This report must be in a narrative format prescribed by TDA. Similar to the annual performance reports, the final performance reports will be provided to USDA documenting Texas' progress on the 2025 State Plan.

The following schedule is a sample of the reporting terms:

GRANTEE REPORTING REQUIREMENTS		
Specialty Crop Block Grant Program		
Contract Term: 12/1/2026 - 9/30/2028		
	Due Date	Reporting Period
Performance Report 1	4/1/2027	12/1/2026 - 2/28/2027
Performance Report 2	7/1/2027	3/1/2027 - 5/31/2027
Performance Report 3	10/1/2027	6/1/2027 - 8/31/2027
Annual Performance Report	11/1/2027	12/1/2027 - 9/30/2027
Performance Report 4	1/1/2028	9/1/2027 - 11/30/2027
Performance Report 5	4/1/2028	12/1/2027 - 2/28/2028
Performance Report 6	7/1/2028	3/1/2028 - 5/31/2028
Final Performance Report	11/1/2028	12/1/2026 - 9/30/2028

General Information

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

TDA reserves the right to fund projects partially or fully. TDA reserves the right to negotiate individual elements of any application and to reject any and all applications. Where more than one application is acceptable for funding, TDA may request cooperation between grant recipients or revisions/adjustments to an application in order to avoid duplication and to realize the maximum benefit to the state. Selected projects will receive funding on a cost-reimbursement basis.

Applications

TDA reserves the right to reject all applications and is not liable for costs incurred by the grant applicant in the development, submission, or review of the application, or costs incurred by the grant applicant prior to the effective date of the grant agreement.

Right to Amend or Terminate Program

TDA reserves the right to alter, amend, or clarify any provisions, terms, or conditions of this program or any grant awarded as a result thereof, or to terminate this program at any time prior to the execution of an agreement, if TDA deems any such action to be in the best interest of TDA and the State of Texas. The decision of TDA will be administratively final in this regard.

Proprietary Information/Public Information

In the event that a public information request for the application is received, TDA shall process such request in accordance with Chapter 552 of the Texas Government Code. Grant Applicants are advised to consult with their legal counsel regarding disclosure issues and to take appropriate precautions to safeguard trade secrets or any other proprietary information.

All applications submitted under this program are subject to release as public information, unless the application or specific parts of any such application can be shown to be exempt from disclosure under the Texas Public Information Act, Chapter 552 of the Texas Government Code.

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

Conflict of Interest

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

Additional Information

- Assistance is available in English and Spanish. Please call (512) 463-7448 to request assistance.
- In accordance with federal civil rights laws and USDA civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

- Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.), should contact TDA where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact TDA through the Federal Relay Service at (800) 877-8339 or Texas Relay 7-1-1. Additionally, program information may be made available in languages other than English.
- To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: 1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; 2) fax: (202) 690-7442; or 3) email: program.intake@usda.gov. USDA is an equal opportunity provider, employer, and lender.

Reporting Fraud in State Government
- TDA is committed to promoting a culture of integrity within the agency. As part of the agency's commitment, TDA has instituted a Fraud, Waste, and Abuse Prevention Program to provide its employees with the necessary guidance and support to prevent, detect, and eliminate fraud, waste, and abuse within the agency. TDA's Fraud, Waste, and Abuse Prevention Program complies with Executive Order RP-36 of July 12, 2004.

- Reports of suspected fraud or illegal activities involving state resources may be made by:
  - contacting the Texas State Auditor's Office (SAO) Hotline by calling (800) TX-AUDIT (892-8348);
  - visiting the SAO Website at (https://sao.fraud.texas.gov/ReportFraud/ ;
  - contacting TDA by calling the TDA Fraud Hotline at (512) 475-3423 or (866) 5-FRAUD-4 (866) 537-2834; or
  - sending a written complaint to:
    - ➢ by mail: Texas Department of Agriculture
            1700 N. Congress Avenue
            Austin, TX 78701
    - ➢ by email: fraud@texasagriculture.gov.

General Compliance Information

1. Grant Recipient (an applicant who receives a grant under this program) must comply with TDA's reporting requirements and financial procedures outlined in the grant agreement. Any delegation by Grant Recipient to a subcontractor regarding any duties and responsibilities imposed by the grant award must be approved in advance by TDA and shall not relieve Grant Recipient of his/her responsibilities to TDA for performance of those duties.

2. Grant Recipient must remain in full compliance with state and federal laws and regulations. Non-compliance may result in termination of the grant or ineligibility for reimbursement of expenses.

3. Grant Recipient must keep separate records and a bookkeeping account (with a complete record of all expenditures) for a grant project. Records shall be maintained for a minimum of four (4) years after the completion of the grant project, or as otherwise agreed upon with TDA. If any litigation, claim, negotiation, audit, or other action is initiated prior to the expiration of the four-year retention period, then all records and accounts must be retained until their destruction is authorized in writing by TDA. TDA and SAO reserve the right to examine all books, documents, records, and accounts relating to the grant project, including all electronic records, at any time throughout the duration of the agreement until all litigation, claims, negotiations, audits, or other action pertaining to a grant is resolved, or until the expiration of the four-year retention period or a final judgment in litigation, whichever is longer. TDA and SAO shall have access to: all electronic data or records pertaining to the grant project; paper or other tangible documents or records, including the physical location where records are stored; and all locations related to grant project activities.

4. If Grant Recipient has a financial audit performed during the time Grant Recipient is receiving funds from TDA, upon request, TDA shall have access to information about the audit, including the audit transmittal letter, management letter, any schedules, and the final report or result of such audit.

5. Grant Recipients must comply with Texas Government Code, Chapter 783 (Uniform Grant and Contract Management Act) and the Texas Grant Management Standards (TxGMS), along with USDA-AMS General Terms and Conditions, 2 CFR Parts 200 and 400, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

TDA-GO 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 2026 Specialty Crop Block Grant Program opportunity via TDA-GO for returning users.

- **Returning users - Log in with your current username and password**
- **New Users – See section "TDA-GO New User Instructions" on page 38**

For returning users that have not accesed or used the TDA-GO System within one year, accounts are automatically de-activated. You MUST contact the TDA Grants department at Grants@TexasAgriculture.gov to re-activate your account. Please allow 24-48 business hours for your account to be re-activated.

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.
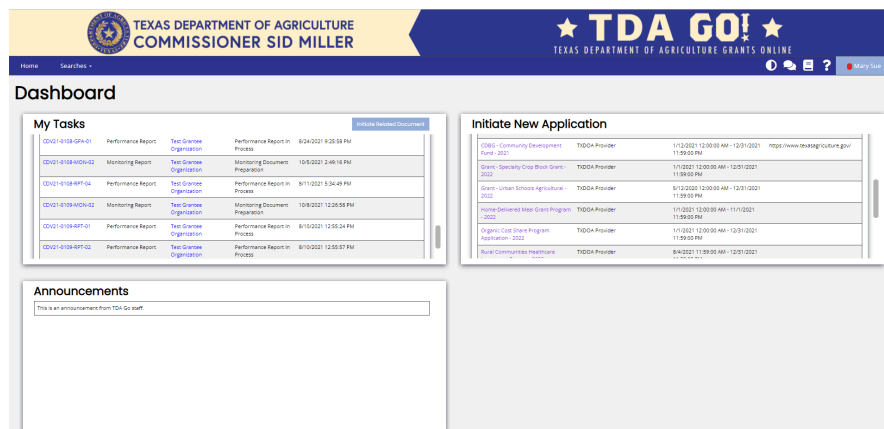
Figure 1. Landing page after logging in

Choose the **Specialty Crop Block Grant Program** by scrolling down the **Initiate New Application** box and select **Grant – Specialty Crop Block Grant - 2026** (Figure 2 & 3).
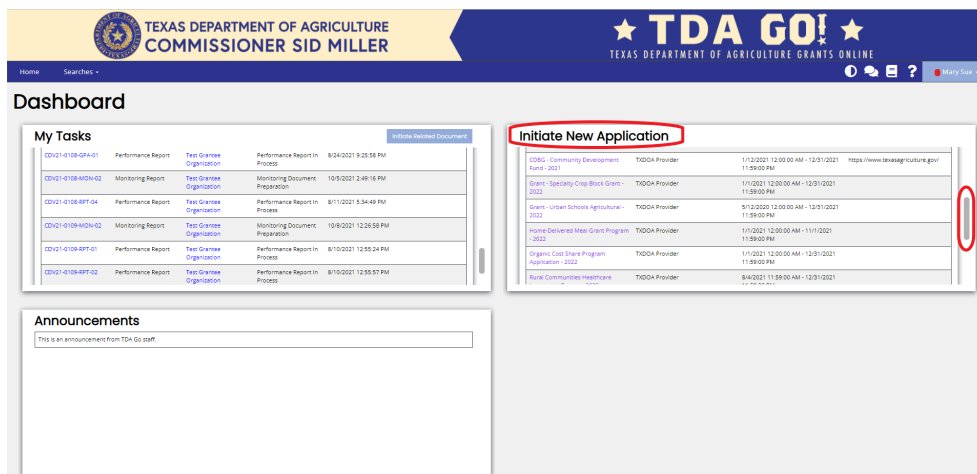
Figure 2. Initiate New Application Box and location of scrolling tool
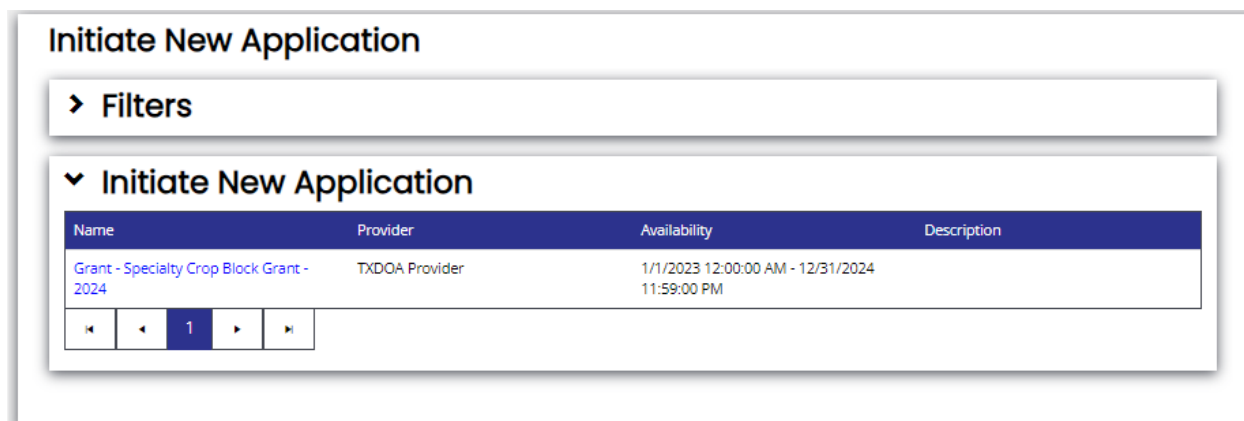
Figure 3. Selection for new Specialty Crop Block Grant Application. Please note dates are for testing purposes only.

A brief description and agreement language appears (Figure 4). Read and select **Agree**.

Figure 4. Brief Description and Agreement Language

Document Landing Page

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

Figure 5. Document Landing Page

The left column has your unique 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 including Applicant Contact Information, Project Charactersitics, Project Profile, Project Outcomes, Work Plan, Budget Narrative, Accounting System and Financial Capability Questionaire, and Certification.
- **Tools** include Add/Edit People who can access the application, Status History, Attachment Repository, Modification Summary, Document Validation, 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. As a reminder, this is a competitive grant application; 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: Application Contact Information

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

Figure 6. Application Contact Information location

All sections of the Application Form 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 7).

Figure 7. Example of Required Fields

NOTE: Any field with a Plus (+) button has the ability to add an additional row (Figure 8).

Figure 8. Add additional rows by clicking the plus (+) button

You can delete additional rows by pressing the red minus (-) button (Figure 9)

Figure 9. Subtract additional rows by clicking the minus (-) button

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).

Figure 10. Regularly save your work by clicking the save button in the upper right hand corner

Figure 11. Error Message of missing required information

Step 2: Complete Project Characteristics

Expand the **Forms** drop down menu and select **Project Characteristics** (Figure 12).

Figure 12. Proposed Project location

Complete all appropriate sections of the Project Characteristics. See below for specific instructions.

NOTE: If a question has a **Select** button in the answer box, you will need to upload the appropriate documentation if applicable (Figure 13). Click on the **Select** button to open the file selection screen.

Figure 13. The Select button allows applicant to select and upload the appropriate documentation

Supporting Documentation Upload (Optional): Applicants may upload relevant additional documentation in this field (e.g. letters of support, references, supporting data, etc.). Click the **Select** button to add a file. Additional documents may be added by clicking the **plus (+)** button (Figure 13).

After completing the Project Characteristics 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).

Step 3: Complete Project Profile

Expand the **Forms** drop down menu and select **Project Profile** (Figure 14).

Figure 14. Project Profile location

Complete all sections of the Project Profile.

After completing the Project Profile 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).

This section includes narrative information in the following sections:

- Partner Organization(s)
- Project Title
- Duration of Project
- Project Summary
- Project Purpose
- Objectives
- Project Beneficiares
- Information on previously funded projects
- Sustainability
- Other Support from Federal or State Grant Programs
- External Project Support

Detailed information on how to address these sections is directly outlined in TDA-GO.

Step 4: Complete Project Outcomes

Expand the **Forms** drop down menu and select **Project Outcomes** (Figure 15).

Figure 15. Project Outcomes location

Instructions: Select at least one of the eight outcome measure(s) that are applicable for this project, and at least one of the indicators listed underneath the selected outcome(s). If there are multiple sub-indicators under the selected indicator, select at least one. See Figure 16.

The progress of each indicator must be reported in the in the Annual Performance Report and the result in the Final Performance Report. The SCBGP Performance Measures are approved by the Office of Management and Budget (OMB) to evaluate the performance of the SCBGP on a national level.

Figure 16. Project Outcomes selection example

After completing the Project Outcomes 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).

Step 5: Complete Work Plan

Expand the **Forms** drop down menu and select **Work Plan** (Figure 17).

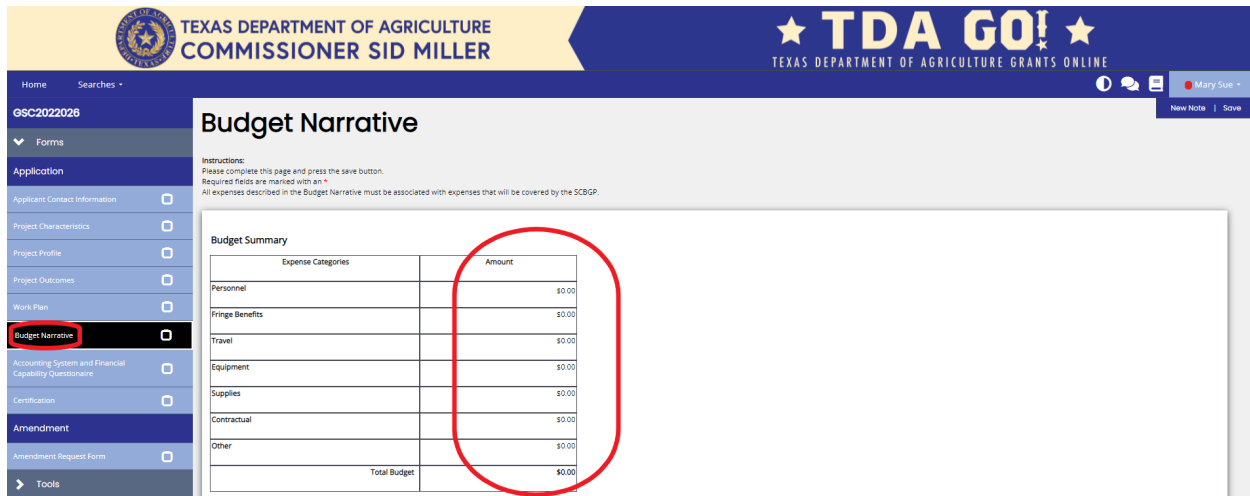
Figure 17. Work Plan location. Add additional rows by clicking the plus (+) button on the right hand side.

Instructions: Detail the steps it will take to complete the project, include who will complete each task and any resulting deliverable. The timeline should be progressive (including month and year) to show when each activity will start and end. Be sure to include performance monitoring, data collection, outreach and reporting.

After completing the Work Plan, 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).

Step 6: Complete Budget Narrative

Expand the **Forms** drop down menu and select **Budget Narrative** (Figure 18).

Figure 18. Budget Narrative location. Budget Summary will auto-populate the circle fields.

Instructions: Complete each budget category expense (Personnel, Fringe Benefits, Travel, Equipment, Supplies, Contractual/Consultant, and Other) as applicable to the project. The Budget Summary at the top will auto-populate as the individual categories are completed (Figure 18).

All expenses described in the Budget Narrative must be associated with expenses covered by the SCBGP. Add additional rows by clicking the plus (+) button on the right hand side.

The following is specific instructions related to certain budget areas for the Specialty Crop Block Grant.

NOTE: PERSONNEL - Please indicate the title and the role (PI, Co-Pi, Researcher, etc.) for each personnel listed. Include all personnel with key roles in the project, even if no funding will be allocated to their participation. (Figure 19)

Figure 19. Personnel example fields

NOTE: TRAVEL – For each trip listed in the table describe the purpose of this trip and how it will achieve the objectives and outcomes of the project. Be sure to include approximately when the trip will occur and any other relevant information regarding expenses.

Use the first narrative box for information relevant to all travel. Use the individual trip narrative boxes for each trip listed in the table. All trips, including repeat trips, must be listed in both the table and the justification.

List details of each trip in the following format: Trip 1 (Approximate date Month/Year): Travel TO [Location]and FROM [Location] by NAME to [PURPOSE].

NOTE: SUPPLIES – Each individual supply must be listed including price per unit and quantity.

NOTE: CONTRACTUAL –Please indicate if a contractor/consultant will or will not be paid as a flat rate by checking the box to the left of the contractor's Name/Organization (Figure 20). If the contractor is not paid by flat rate, an additional contractual budget narrative will need to be completed.

Contractual/Consultant

Contractual/consultant costs are the expenses associated with purchasing goods and/or procuring services performed by an individual or organization other than the applicant in the form of a procurement relationship. If there is more than one contractor or consultant, each must be described separately. (Repeat this section for each contractor/consultant.) Please note indirect expenses are not allowable under this RFA.

NOT Flat Rate	Name/Organization	Task/Description of work contract will cover	Total Funds request for Each Contract	
☐	ABC Organization		$	+
		Contractual/Consultant Subtotal	$0.00	

Figure 20. Contractual/Consultant Flat Rate Check box

To access the Subcontractor Budget, check the **Not Flat Rate** box, complete the line including entering the total for the contractor's budget, and click save in the upper right hand corner. This will save the Budget Narrative form and initiate the Subcontractor Budget Details form. This form can now be accessed in the lefthand panel (Figure 21) and is only accessible after the Not Flat Rate box is checked and when the page is saved.

Figure 21. Subcontractual Budget Details Location

Complete the Subcontractor Budget Details the same as the main Budget Narrative. Once complete, 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). If you have more than one subcontractor, click on the **Add** button in the top right hand corner to additional pages. You may return to the Budget Narrative by clicking on the **Budget Narrative** button on the left.

After completing the Budget Narrative, 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).

Step 7: Complete Accounting System and Financial Capability Questionnaire

Expand the **Forms** drop down menu and select **Accounting System and Financial Capability Questionaire** (Figure 22).

Figure 22. Accounting System and Financial Capability Questionnaire location

Step 8: Complete Review and Certification

Before completing Step 8 Certification, please review application for completeness and accuracy. Once the application is certified and submitted, an applicant *CANNOT* make any additional changes.

Review each section ensuring all information is correct and there are no error messages. If there are no errors, the section label in the drop down menu will have a check next to it (Figure 23).

Figure 23. Completed section with check mark

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

Figure 24. Incomplete section with error messages

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

Expand the **Forms** drop down menu and select **Certification** (Figure 25). This section requires an electronic signature from the Authorized Official, so the Authorized Official must be logged into their account.

NOTE: *Only the Authorized Official for your organization may Certify an application*.

To certify your application, the Authorized Official will check the box (Figure 25). The section is then complete. Click **Save** in the top right corner.

Certification

By signing below, Applicant:

(1) Certifies all information provided in connection with this application is true and correct to the best of Applicant's knowledge; (2) Acknowledges 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; (3) Acknowledges acceptance of funds in connection with this application acts as an acceptance of the authority of TDA and the State Auditor's Office (SAO) or any successor agency 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 the conduct of the audit or investigation, including allowing TDA and/or SAO to inspect Applicant's premises and providing all records requested; (4) 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 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 guarantee student loan and for failure to pay child support; and (5) By submission of this application, Applicant acknowledges as a condition of receipt of grant funds under this program the Applicant will be required to execute a grant agreement with the Texas Department of Agriculture, and further acknowledges that failure to timely execute the grant agreement will result in withdrawal of any grant funds awarded, and those funds will be redistributed to other qualified applicants in accordance with state law and TDA rules.

Applicant further certifies that:

(1) 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. Applicant understands that if, after receiving a grant, Applicant is convicted of a violation under 8 U.S.C. Section 1324a(f), Applicant shall repay the amount of the grant with interest, at the rate and according to the other terms provided by an agreement under Section 2264.053 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; (2) Certifies that no state or federal tax liens have been filed against Applicant or Applicant's property; and (3) Certifies that Applicant has not been convicted of any felony or a misdemeanor involving moral turpitude. (4) Acknowledges that pursuant to the Texas Uniform Grant Management Standards (UGMS), 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. (5) Applicant authorizes TDA to review, verify and authenticate all information provided in this application.(6) Applicant understands 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.

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 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: GOVERNMENT CODE, SECTIONS 552.021, 552.023, AND 559.004.)

Check the box then hit save. This will populate your e-signature, title and date.

Figure 25. Certification and check box location

Step 9: Application Submission

Once the application is certified (e-signed) and complete, you must submit the application within the TDA GO system.

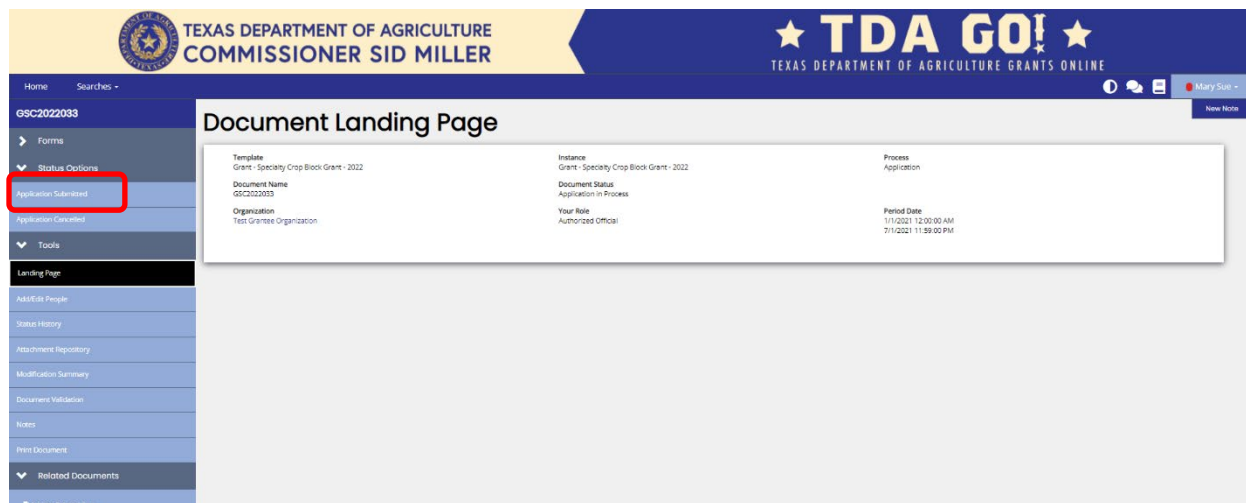Expand the **Status Options** drop down menu (Figure 26). Select **Application Submitted.**

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

NOTE: If errors remain, a **Document Validation** message will pop up noting what sections still have errors (Figure 27). You may click on each section name to be directed to the errors.

Figure 27. Document Validation 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 submit, you will then be taken back to the **Landing Page** (Figure 28).

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 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-GO New User 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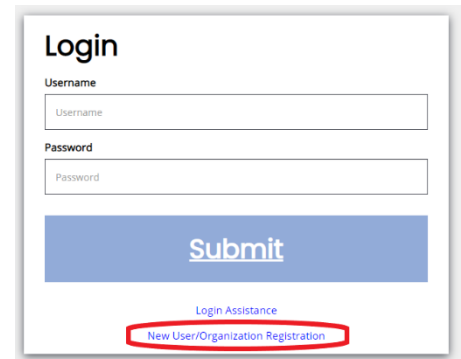 Specialty Crop Block Grant application. **THIS MUST BE DONE <mark>48-72 HOURS</mark> PRIOR TO SUBMITTING AN APPLICATION!**

Overall Steps to Getting Access:
- Complete New User Registration
- TDA will approve New User Registration
- New User will receive email of approval
- Once approved, New User can access and complete grant application

To register a New User, complete the following steps:

1) Go to the TDA-GO website: https://tda-go.intelligrants.com/
2) Click on the **New User/Organization Registration** link found in the Login box on the right side of the webpage.
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)
Last Name (Required)
SAM (UEI) Number/ FEIN (Required) – enter the FEIN (Federal Employer Identification Number) and UEI (Unique Identity Number, also knows as the SAM number for the organization. *See instructions below for Consultant/Researcher role.*
Organization (Required) – Enter FIRST AND LAST NAME (applicant).
Title –(Required)
Street Address (Required)
State (Required)
County (Required)
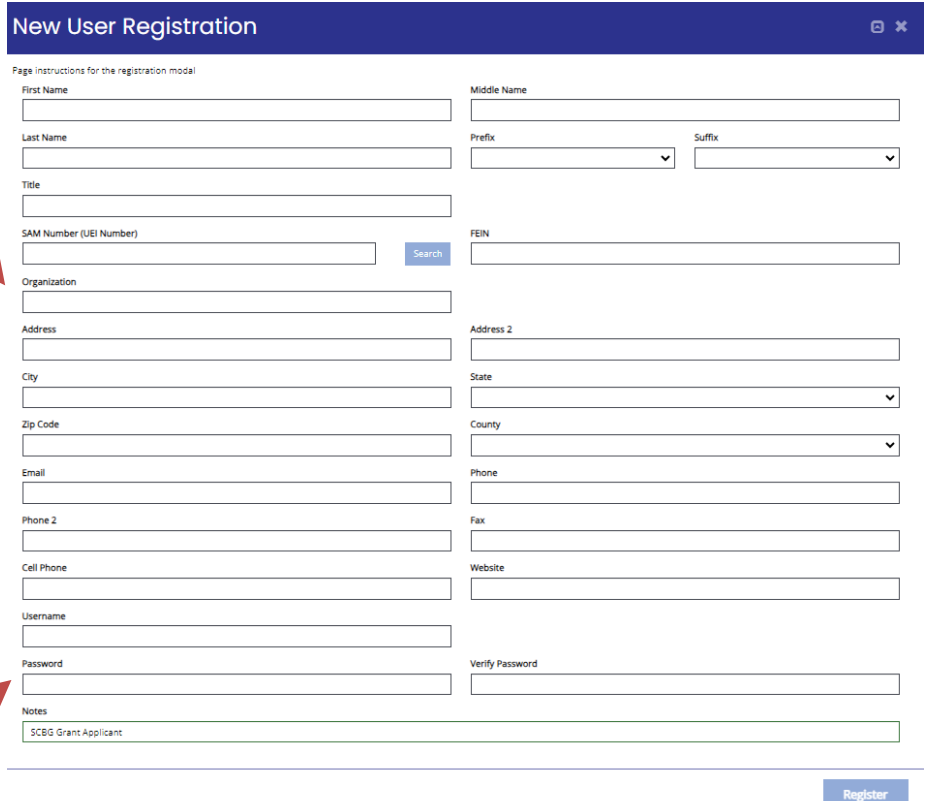**City (Required)**
Zip Code (Required)
Email (Required)
Phone (Required)
Username (Required) –Use your email address.
Password/Verify Password (Required) – the password the registering user (applicant) wishes to register for.
**Notes**: Enter "***SCBG Grant Applicant***".

4) **Hit Register.** The registration for the New User will be sent to TDA staff for approval. You will receive an email indicating approval within 48-72 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.
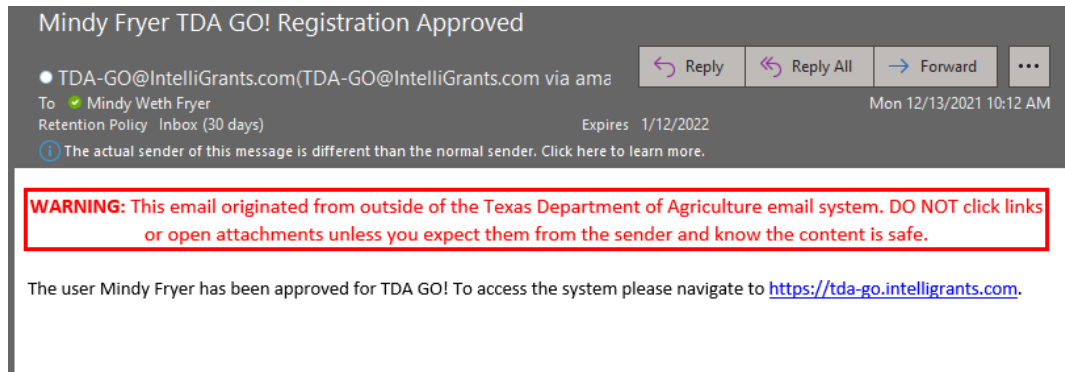
TDA-GO User Roles:

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 • Submit an application • Complete all required application fields

- Initiate/Complete/Submit Payment request/Performance reports

Consultant/Researcher (C/R)

Who:	A third-party person assisting with a *single* grant application or employee/researcher/staff/PIs/professors assisting with a *single* grant application.
Created By:	The C/R registers individually as a New User. The AO *DOES NOT* create C/R users.
TDA-GO tasks:	• Complete all required application fields • Initiate/Complete Payment request/Performance reports

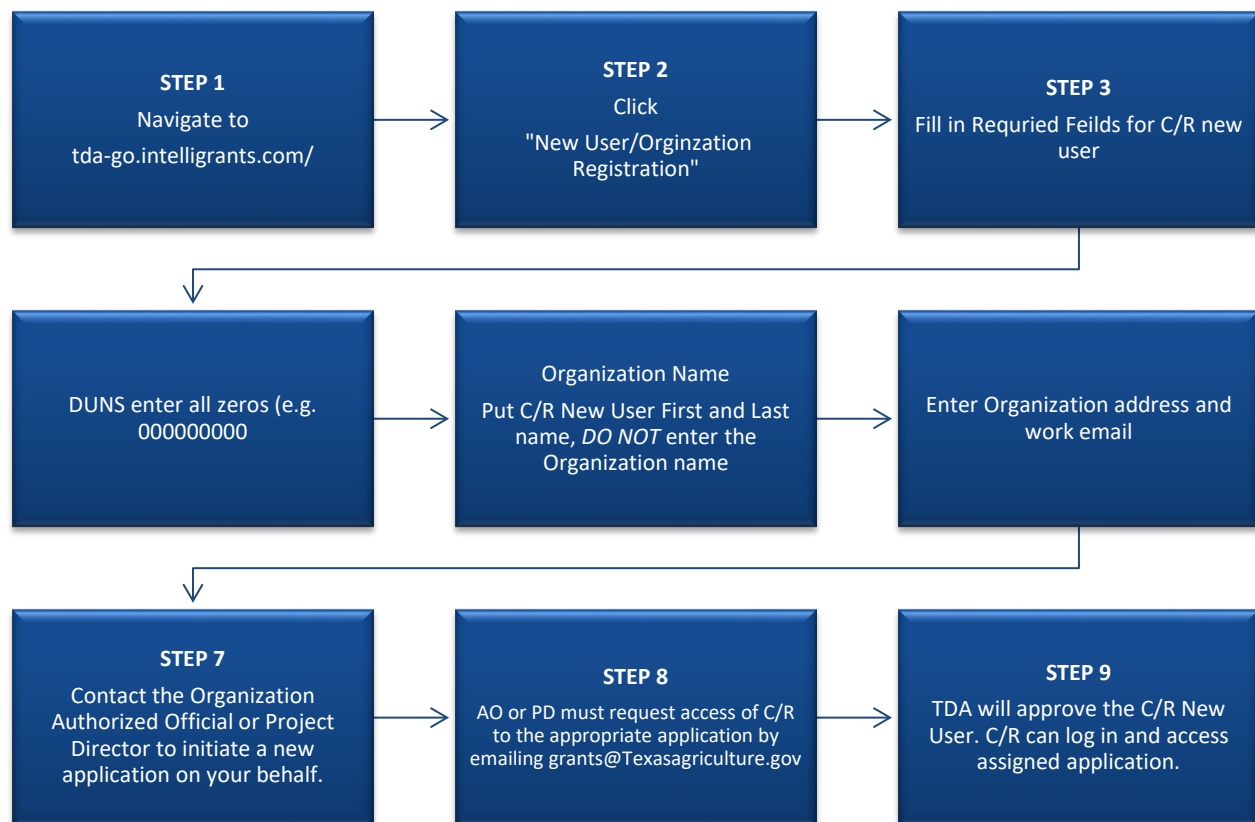## Adding Consultants/Researchers

General Overview for Consultant/Researcher Role

The TDA-GO System allows organization Staff/Researchers/PIs/Professors or third-party consultants to work directly on a particular application using the Consultant/Researcher (C/R) role. This role allows the organization to maintain privacy and confidentiality of all grant applications and projects in TDA-GO. The following high-level chart outlines the steps needed for the C/R to gain access to the application. See the following pages for step-by-step instructions.

Note: The Project Director role does not work for project Staff/Researchers/PIs/Professors because this role allows access all information under the Organization.

See the next page for a flow chart.

STEP 1	STEP 2	STEP 3
Navigate to tda-go.intelligrants.com/	Click "New User/Orginzation Registration"	Fill in Requried Feilds for C/R new user

DUNS enter all zeros (e.g. 000000000)	Organization Name Put C/R New User First and Last name, *DO NOT* enter the Organization name	Enter Organization address and work email

STEP 7	STEP 8	STEP 9
Contact the Organization Authorized Official or Project Director to initiate a new application on your behalf.	AO or PD must request access of C/R to the appropriate application by emailing grants@Texasagriculture.gov	TDA will approve the C/R New User. C/R can log in and access assigned application.

To register a Consultant/Research New User, complete the following steps:

1) Navigate to TDA-GO Portal website: **tda-go.intelligrants.com**
2) Click on the *New User/Organization Registration* link.

Login

Username

[Username]

Password

[Password]

Submit

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 the *Save* button.

Legend

First Name (Required) – the first name of Consultant/Research (C/R) New User.

Middle Name – the middle name of C/R.

Last Name (Required) – the last name of C/R.

UEI/SAM & DUNS (Required) –Enter all zeros if you are a C/R at a University/College (e.g. 000000000).

Organization (Required) – Enter the name of the C/R New User. *Do not enter the name of the organization.*

Title – the position title of the C/R.

Street Address (Required) – the street address of the organization.

State (Required) – select the state of the organization using the state drop-down menu.

County (Required) – select the county where the organization is located using the county drop-down menu.

City (Required) – the name of the city of the organization.

Zip Code (Required) – the zip code of the organization.

Email (Required) – the email address of the C/R.

Phone (Required) – the phone number of the C/R.

Username (Required) – create a username for the C/R.

Password/Verify Password (Required) – create a password for the C/R.

Notes: Enter "***SCBG Grant Applicant***".

4)   Once saved, contact the A/O or P/D to initiate the new application the C/R will be accessing.

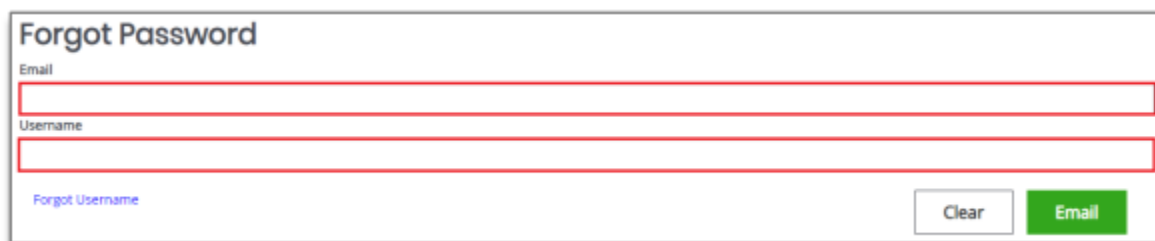5)   The A/O or P/D must request access for the C/R by emailing Grants@TexasAgriculture.gov.

6)   Once the request is received, the C/R New User will be approved by TDA-GO portal staff. Please allow 1 – 2 business days for approval. After approval, the C/R 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

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   Clear   Email

3) An email like the following will be sent to reset your password:

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.