



# TEXAS DEPARTMENT OF AGRICULTURE COMMISSIONER SID MILLER

## 2025 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), 2025 State Plan, under the United States Department of Agriculture-Agricultural Marketing Service (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 U.S. Secretary of Agriculture, in consultation with specialty crop stakeholders and relevant State departments of agriculture.

### Dates

Applications must be received by Thursday, January 9, 2025, by 11:59 pm Central Time (CT).

### Agency Division

Trade and Business Development – Grants Office, [Grants@TexasAgriculture.gov](mailto:Grants@TexasAgriculture.gov)

### Catalog of Domestic Federal Assistance (CFDA) Number

10.170

### Key Elements

Required Action	Timing to Obtain/Submit
Create a TDA-GO Profile ( <i>see TDA-GO! Access Instructions</i> )	
<ul style="list-style-type: none"> <li>• <a href="#">Obtain Your Organization’s UEI Number and establish an Active SAM.gov Account (if you do not already have one)</a></li> </ul>	up to 2 weeks
<ul style="list-style-type: none"> <li>• <a href="#">Obtain a TIN/EIN (if you do not already have one) *</a></li> </ul>	up to 2 weeks
<ul style="list-style-type: none"> <li>• Request Access to TDA-GO by creating a <a href="#">TDA-GO profile (if you do not already have one)*</a></li> </ul>	At least 48-72 hours ahead of the application submission deadline for TDA to approve account.
TDA Deadline to receive final application and all supporting materials through TDA-GO	January 9, 2025 – 11:59 p.m. Central Time

\* Text hyperlinks will direct you to applicable websites

# 2025 SPECIALTY CROP BLOCK GRANT PROGRAM

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

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

## Statement of Purpose

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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). 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 2024 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 2025 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 U.S. Secretary of Agriculture, in consultation with specialty crop stakeholders and relevant State departments of agriculture.

SCBGP funds are anticipated to be made available to Texas from the USDA 2025 fiscal year budget. Although USDA-AMS has not officially released SCBGP funds to the states, TDA anticipates approximately \$1.2 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

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• Application Availability	October 2024
• Application Deadline	January 9, 2025
• Preliminary Selection of plans to be included in State Plan	April 2025
• Selected Projects submitted to USDA	May 2025
• USDA review of projects preliminarily selected	May 2025 – August 2025
• Final Award Announcements	September 2025
• Application Scores and Comments released	September 2025
• Start Date of Project	December 1, 2025
• End Date of Project	September 30, 2027

## Eligibility

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Responses will be accepted from Texas state agencies; universities; institutions; and producer, industry, or community-based organizations involved with or that promote horticulture and specialty crops.

- Grant applications must demonstrate that the proposed project(s) will enhance the competitiveness of a Texas specialty crop industry.
- Grant funds may only be used for activities benefiting specialty crops.
- Grant funds must benefit more than one individual, institution, or organization.
- Grant funds will not be awarded for projects that solely benefit a particular commercial product or provide a profit to a single organization, institution, or individual.

## Funding Areas and Priorities

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TDA encourages applicants to develop projects to solely enhance the competitiveness of specialty crops pertaining to the following five (5) key focus areas affecting the specialty crop industry: Food Safety, Nutrition, Plant Health, Value-Added and Industry Development, and Marketing. Applicants are responsible for selecting the key focus area that best fits their project.

Research projects in all focus areas should be applied research and results should be available to producers, processors and/or consumers within one (1) to two (2) years of the grant term date. Projects with a large research component will be evaluated on their ability to document and transfer results to the industry.

TDA may choose to use a portion of the funds for projects conducted internally, including, but not limited to, outreach activities, nutrition, regulatory, or marketing. Internal projects will also be evaluated in the competitive process.

## **A. Food Safety**

TDA will consider projects that assist production of specialty crop agricultural operations in continuing to supply the safest 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 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 human health.

All projects must increase the competitiveness of specialty crops and clearly demonstrate a benefit to the specialty crop industry. TDA will consider projects that integrate human health and nutrition into applications that show a direct impact on specialty crops.

- 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.

## **C. Plant Health**

TDA will consider applications that address pests and diseases that affect the production of Texas’ specialty crops. This includes research related to the probability and impact of invasive pest, disease, and weed threats to specialty crops and research to develop tools to detect, eradicate, and control pests and disease. Results should be available to producers, processors, or consumers within one to two years of the grant term date.

TDA will also consider projects that enhance the conservation or improve the quality of agricultural land, water, habitat, and biodiversity, as well as applications that address specialty crops' contribution to adaptation and/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 add to the value of specialty crops, or develop new ideas, tools, or information that increase the benefit to the industry.

*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 improve consumers' knowledge and understanding of specialty crops through education and outreach. Additionally, TDA will consider projects that increase or develop long-term sales, consumption, and competitiveness of specialty crop products, including international marketing and trade activities.

- 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**

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

- TDA reserves the right to distribute any declined or excess funding designated for this grant program to qualified applicants who respond to this RFGA.

## Term of Funding or Duration of Projects

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TDA anticipates that a Conditional Notice of Grant Award will be made in April 2025, or as soon thereafter as practical. All approved grant projects will have an **anticipated** grant term from December 1, 2025 through September 30, 2027.

## Application Requirements

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Applications will be accepted in TDA's online Grant Application/ Management system called TDA-GO by the deadline in the Submission Instructions Section.

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

**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.*

## Risk Assessment & Monitoring

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In accordance with [2 CFR §200.331\(b\)](#), TDA will evaluate each awarded 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.

## Evaluation and Selection Information

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The entire grant application package will be evaluated on its comprehensiveness, completeness, and overall quality. An administrative review will be conducted by TDA to determine whether the applicant was adequately responsive to the requirements of this RFGA. Only those responsive applications submitted by eligible applicants will be considered and evaluated under this RFGA.

TDA will take into consideration the status of any open project's progress, timely expenditure of funding on previous projects/utilization rate, performance report compliance, and risk assessment score. For applicants that do not have previous SCBGP awards, TDA will ensure the prior considerations do not cause a disadvantage to the application submitted.

Based on the application requirements set forth above, a review team including internal and external experts and/or stakeholders will competitively review all applications, by key focus area, to evaluate each project's ability to enhance the competitiveness of specialty crops. The key focus areas are defined in the "Funding Areas and Priorities" section (page 4). **An evaluator may determine that an application is submitted under the incorrect category and may choose not to evaluate and enter a zero score.** Applications will not be reassigned to a key focus area. It is the responsibility of the applicant to select the correct key focus area.

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.

All applications are scored by the individual evaluators. Additional points are assigned based on the applicant's Risk Assessment Score. Title 2, Part 200 of the Code of Federal Regulations, which outlines grant management requirements, further defines agency requirements of completing a risk assessment prior to award funding. See "Risk Assessment & Monitoring" section (page 9) for more information.

Individual evaluator's scores are added together to create a cumulative proposal score and then the risk assessment score is added to determine the application's total score. Based on these total scores, applications are then ranked in their key focus area as defined in the "Funding Areas" and Priorities" section (page 4). TDA then selects projects that are based on rank in each category. Additionally, TDA will review projects from each key focus area and ensure diversity among Texas specialty crop industries. Depending on how much funding is received by USDA, the number of projects in key focus areas, and the variety of commodities supported by the program, TDA determines how many projects can be funded. An application may score well but limited amount of funding means that selection of projects in each area is limited. Funding range is the total available funding for SCBGP projects as allocated by the USDA-AMS in their 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.

## Late or Ineligible Applications

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- TDA will only consider applications received by the published due date, unless the deadline has been extended for all applicants.
- Applications submitted by ineligible applicants will not receive funding consideration.
- Applications that are not fully responsive to the request for grant applications will not be considered during the competitive review process.
- Determinations of late or ineligible applications are final and not subject to an appeal process.
- Problems with computer systems at the applicant organization, Adobe compatibility settings issues, failure to follow instructions in the RFGA, or failure to complete required registrations (e.g., Grants.gov, Sams.gov, UEI Number, etc.) by the submission deadline are NOT considered government system issues and do not constitute grounds for an appeal.

- The RFGA explains the time required to complete these registration requirements. It is the applicant's responsibility to ensure that enough time is committed for adequate submissions by the listed due date and time.
- All required letters and attachments must be attached to the TDA-GO application package. 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 application package correctly are not considered system issues.

## Grant Recipient Responsibilities and Accountability

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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. 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. 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 project, including accounting records, financial records, progress reports and other documentation, must be maintained for four (4) years after the conclusion of the project or longer if required by TDA.

## Reporting Requirements

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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 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 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 project for that period.*

The Final Performance Report is due thirty (30) days after 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: 12/1/2025 - 9/30/2027		
	Due Date	Reporting Period
Performance Report 1	4/1/2026	12/1/2025 - 2/28/2026
Performance Report 2	7/1/2026	3/1/2026 - 5/31/2026
Performance Report 3	10/1/2026	6/1/2026 - 8/31/2026
Annual Performance Report	11/1/2026	12/1/2025 - 9/30/2026
Performance Report 4	1/1/2027	9/1/2026 - 11/30/2026
Performance Report 5	4/1/2027	12/1/2026 - 2/28/2027
Performance Report 6	7/1/2027	3/1/2027 - 5/31/2027
Final Performance Report	11/1/2027	12/1/2025 - 9/30/2027

## Budget Development Information

- A. Payment.** The grant will be reimbursed on a cost basis, but only after the recipient has spent and documented both 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. No in-kind donations or matching funds are required. *Payment requests shall only be submitted by the Grant Recipient to TDA for reimbursement after the Grant Recipient purchases the approved budget item.*
- 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. Expenditures shall be reported in a timely manner and shall include sufficient documentation detailing each expense to make a determination of eligibility. Acceptable documentation may include, but is not limited to, invoices, receipts, or detailed information regarding personnel costs, as determined by TDA, in its sole discretion. Examples of eligible expenditures are:

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 \$5,000. 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 \$5,000 per unit with a useful life of less than one year, office supplies, postage, telecommunications, printing, etc. that are directly related to the project activities;
6. Controlled assets are defined as certain items valued \$500.00 - \$4,999.99 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.** Certain expenses may be prohibited by state or federal law or determined to be ineligible by program guidelines. Some common ineligible expenses 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](#) for additional guidance.

## General Information

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Selected 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 applicant in the development, submission, or review of the application, or costs incurred by the applicant prior to the effective date of the grant agreement.

### Right to Amend or Terminate Program

TDA reserves the right to alter, amend, or clarify any provisions, terms, or conditions of this program or any grant awarded as a result thereof, or to terminate this program at any time prior to the execution of an agreement, if TDA deems any such action to be in the best interest of TDA and 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. 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). 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 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](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](mailto: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](mailto:fraud@texasagriculture.gov).

## General Compliance Information

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

## Submission Instructions

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LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

Applicants must submit one complete, electronically signed application through the TDA-GO system to TDA before **11:59 p.m. CT on Thursday, January 9, 2025** (see submission instructions below). **Do not wait until the last minute to submit your application.**

- Applications may not be supplemented after the submission deadline.
- It is the applicant's responsibility to ensure the timely receipt of the application and all required materials.
- All required letters and attachments must be attached to the TDA-GO application package. Any supplemental information/files submitted outside TDA-GO (email, mail, hand delivered) will not be considered as eligible submissions.

For questions regarding submission of the application and/or TDA requirements, please contact the TDA Grants Office by email at [Grants@TexasAgriculture.gov](mailto:Grants@TexasAgriculture.gov).

Click the following for the submission link or copy and paste it into your web browser:  
<https://tda-go.intelligrants.com/>.

TDA staff is available to answer questions during regular business hours regarding the program and to provide clarifying information concerning this RFGA. This is a competitive grant program. TDA staff will not review any grant applications before the posted deadline.

- Mailed, faxed, emailed or hand-delivered applications will not be accepted.
- Applications must be submitted online via TDA-GO.

The online system will date, and time stamp the submission for receipt documentation purposes. An automated receipt email will be sent from the TDA-GO system indicating the application has been received.

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

The applicant is responsible for ensuring their application is submitted in a timely manner. TDA strongly advises applicants to apply well before the deadline to allow for resolving any potential issues. **Late applications will not be accepted, even if caused by technical problems or errors.**

## Program Contacts

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### **Grant Program and Application 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.

**Primary Contact - Ms. Kat Neilson**  
Lead Grants Specialist  
Phone: (512) 463-6695  
Email: [Grants@TexasAgriculture.gov](mailto:Grants@TexasAgriculture.gov)

### TDA-GO Technical Assistance

Technical assistance for submitting the application is available until **5:00 pm on January 9, 2025.**

***Do not wait until the last minute to submit your application.  
Staff will not be available after 5:00 PM on the date of  
deadline.***

# 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 2025 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 37**

**For returning users that have not accessed or used the TDA-GO System within one year, accounts are automatically de-activated. You MUST contact the TDA Grants Office at [Grants@TexasAgriculture.gov](mailto: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.

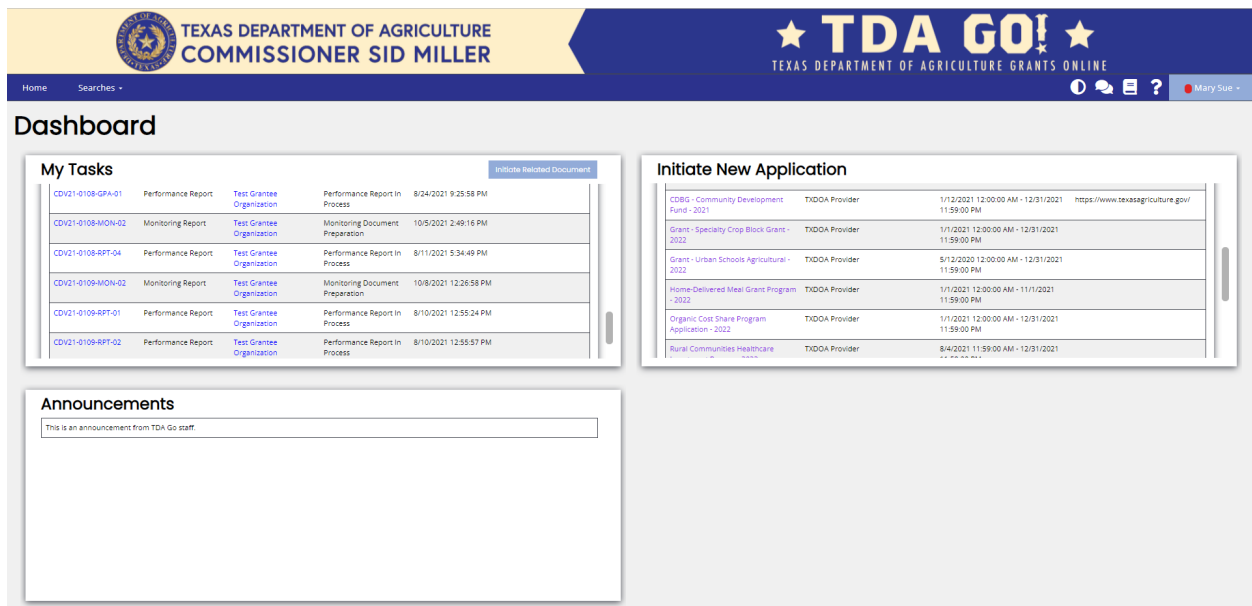


Figure 1. Landing page after logging in

Choose the **Specialty Crop Block Grant Program** by scrolling down the **Initiate New Application** box and select **Grant – Specialty Crop Block Grant - 2025** (Figure 2 & 3).

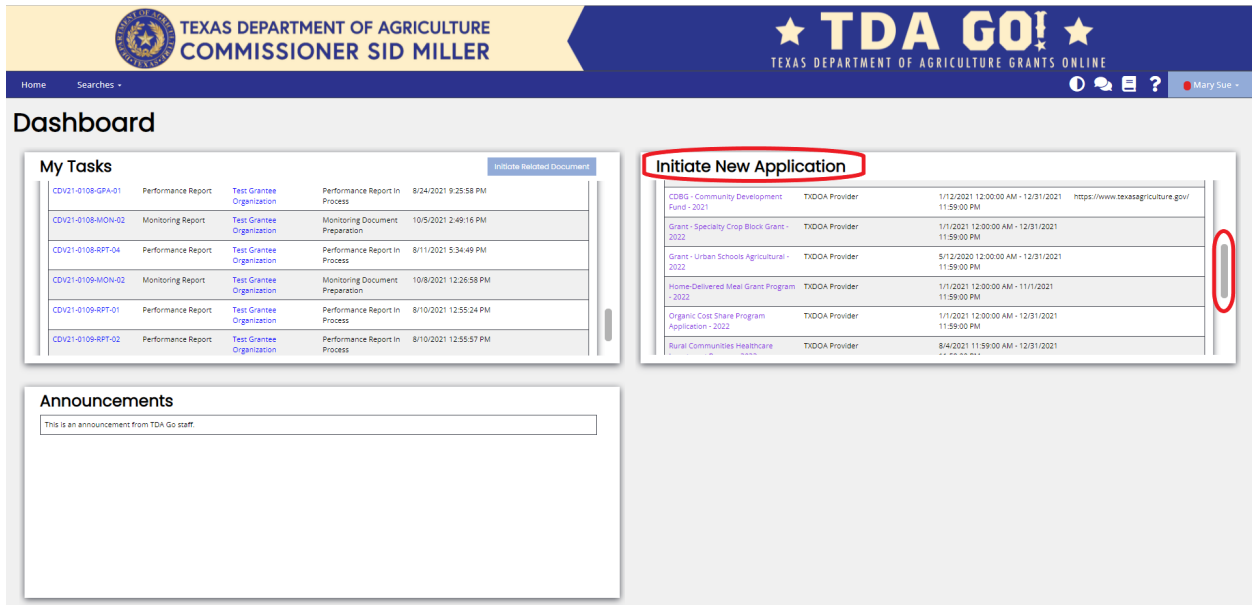


Figure 2. Initiate New Application Box and location of scrolling tool

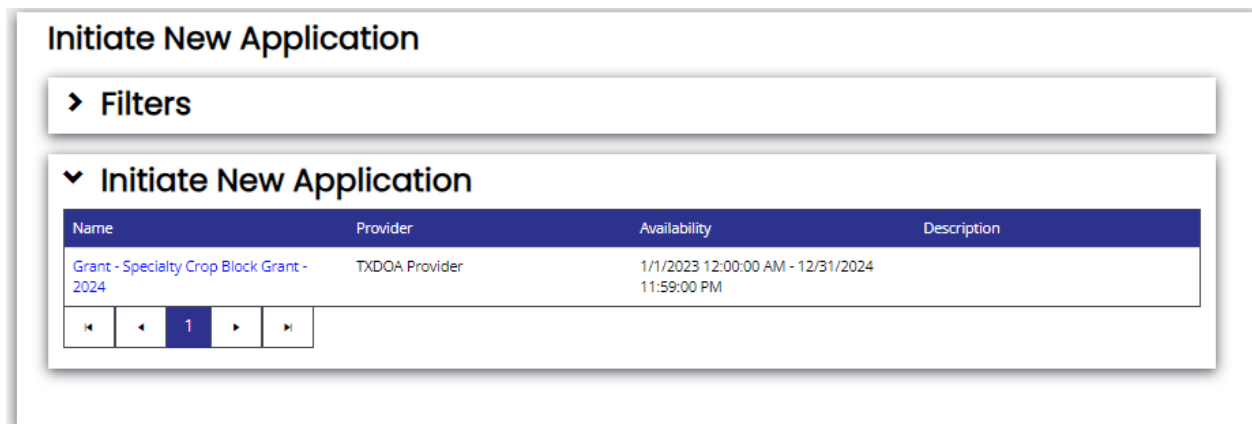


Figure 3. Selection for new Specialty Crop Block Grant Application. Please note dates are for testing purposes only.

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).

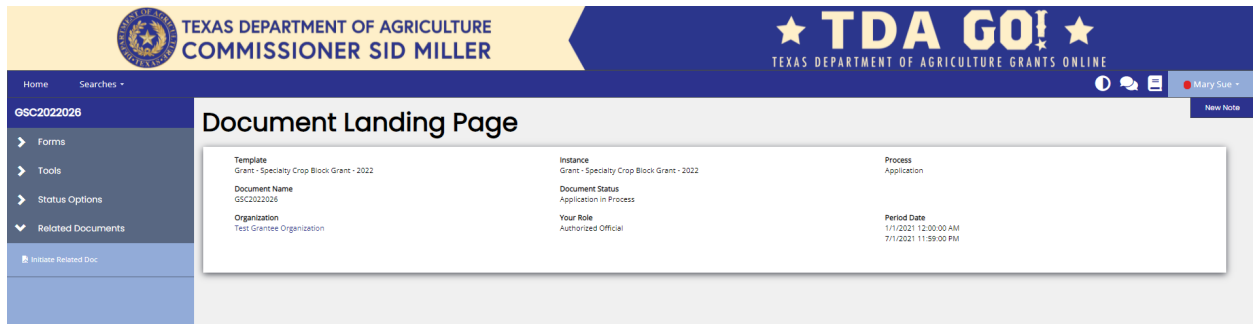


Figure 5. Document Landing Page

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 Characteristics, Project Profile, Project Outcomes, Work Plan, Budget Narrative, Accounting System and Financial Capability Questionnaire, 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 submission process. You will not need this function to submit your application.

# Application Form Guidance

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

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).

Select the Authorized Official of your organization from the drop-down list below \*

Figure 7. Example of Required Fields

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

### Congressional Districts

Provide the congressional districts of the entity applying for funding, as well as for the proposed project site(s). This information is available [here](#). Press the plus button next to each option to add multiple selections. \*

Representative:

Senate:

Congress:

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

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

**Congressional Districts**  
Provide the congressional districts of the entity applying for funding, as well as for the proposed project site(s). This information is available [here](#). Press the plus button next to each option to add multiple selections. \*




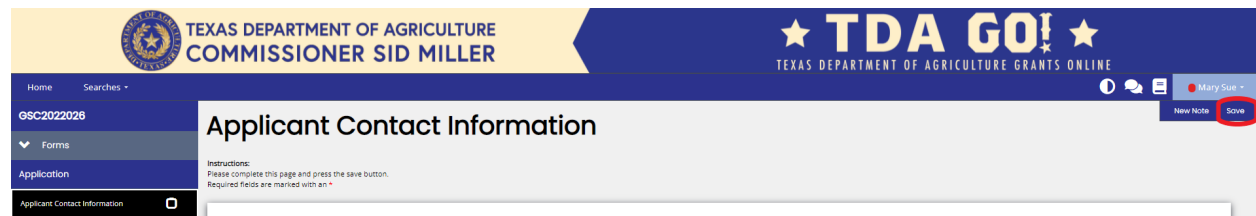
Representative:  Senate:  Congress: 

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).



TEXAS DEPARTMENT OF AGRICULTURE  
COMMISSIONER SID MILLER

★ TDA GO! ★  
TEXAS DEPARTMENT OF AGRICULTURE GRANTS ONLINE

Home Searches -

MSC2022026

Forms

Application

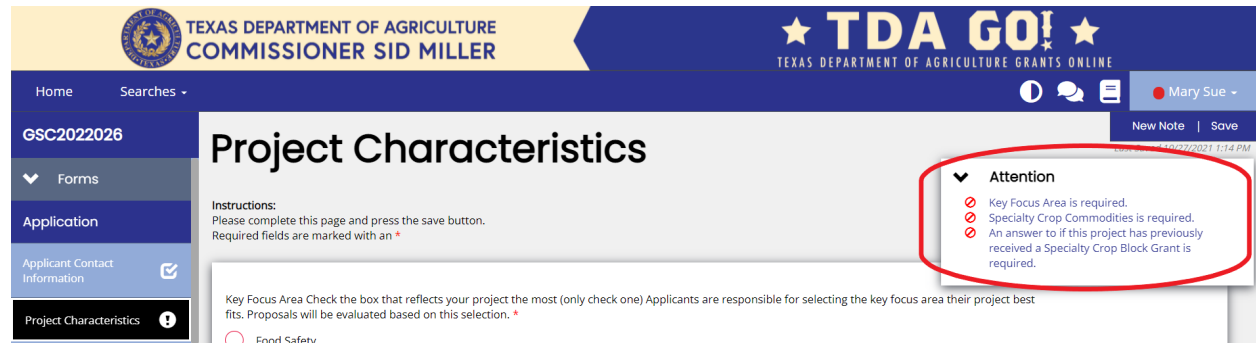
Applicant Contact Information

Applicant Contact Information

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

New Note Save

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



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Home Searches -

MSC2022026

Forms

Application

Applicant Contact Information

Project Characteristics

Project Characteristics

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

Key Focus Area Check the box that reflects your project the most (only check one) Applicants are responsible for selecting the key focus area their project best fits. Proposals will be evaluated based on this selection. \*

Food Safety

Attention

- Key Focus Area is required.
- Specialty Crop Commodities is required.
- An answer to if this project has previously received a Specialty Crop Block Grant is required.

New Note Save

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).



The screenshot shows the TDA GO! website interface. The header includes the Texas Department of Agriculture logo and the text 'TEXAS DEPARTMENT OF AGRICULTURE COMMISSIONER SID MILLER' and 'TDA GO! TEXAS DEPARTMENT OF AGRICULTURE GRANTS ONLINE'. The user is logged in as 'Mary Sue'. The main content area is titled 'Document Landing Page' and displays a table with the following information:

Template Grant - Specialty Crop Block Grant - 2022	Instance Grant - Specialty Crop Block Grant - 2022	Process Application
Document Name GSC2022026	Document Status Application in Process	
Organization Test Grantee Organization	Your Role Authorized Official	Period Date 1/1/2021 12:00:00 AM 7/1/2021 11:59:00 PM

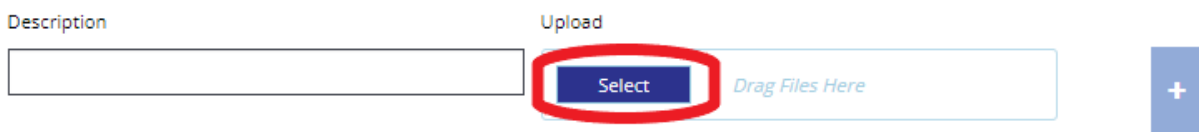
In the left sidebar, under the 'Forms' menu, the 'Project Characteristics' option is highlighted with a red circle.

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.

### Supporting Documentation



The screenshot shows a form field for 'Supporting Documentation'. It includes a 'Description' text box, an 'Upload' button, and a 'Drag Files Here' area. The 'Select' button within the 'Upload' area is highlighted with a red circle. A plus sign (+) button is visible to the right of the 'Drag Files Here' area.

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).

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## Step 3: Complete Project Profile

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

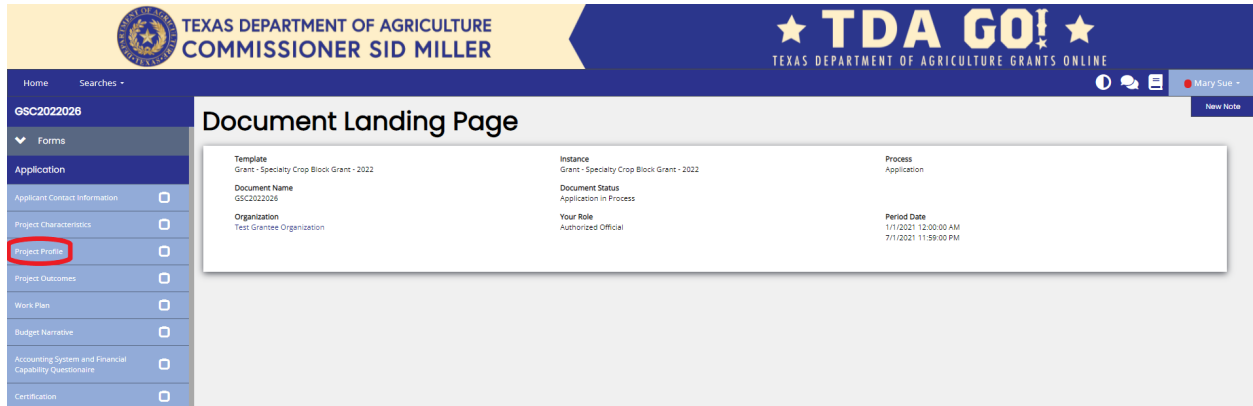


Figure 14. Project Profile location

**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).

## Step 4: Complete Project Outcomes

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



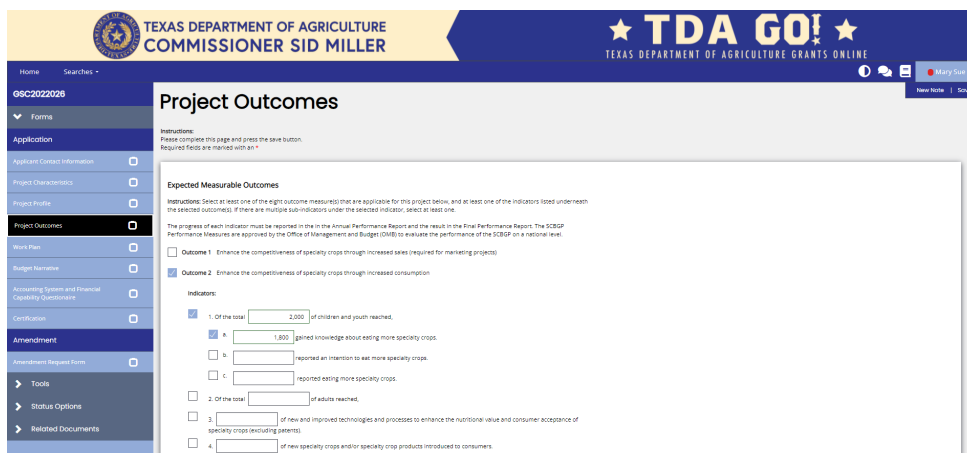
The screenshot shows the 'Document Landing Page' for a Specialty Crop Block Grant. The left-hand navigation menu is expanded, and 'Project Outcomes' is highlighted with a red circle. The main content area displays the following information:

<b>Template</b> Grant - Specialty Crop Block Grant - 2022	<b>Instance</b> Grant - Specialty Crop Block Grant - 2022	<b>Process</b> Application
<b>Document Name</b> GSC2022026	<b>Document Status</b> Application in Process	
<b>Organization</b> Test Grantee Organization	<b>Your Role</b> Authorized Official	<b>Period Date</b> 1/11/2021 12:00:00 AM 2/11/2021 11:59:00 PM

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.



The screenshot shows the 'Project Outcomes' form. The 'Expected Measurable Outcomes' section is visible, with the following instructions: "Select at least one of the eight outcome measure(s) that are applicable for this project below, 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. 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."

Two outcomes are selected:

- Outcome 1 Enhance the competitiveness of specialty crops through increased sales (required for marketing projects)
- Outcome 2 Enhance the competitiveness of specialty crops through increased consumption

Indicators for Outcome 1:

- 1. Of the total [2,000] of children and youth reached,
  - a. [1,000] gained knowledge about eating more specialty crops.
  - b. [ ] reported an intention to eat more specialty crops.
  - c. [ ] reported eating more specialty crops.
- 2. Of the total [ ] of adults reached,
- 3. [ ] of new and improved technologies and processes to enhance the nutritional value and consumer acceptance of specialty crops (excluding genetics)
- 4. [ ] of new specialty crops and/or specialty crop products introduced to consumers.

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).

The screenshot shows the 'Work Plan' form in the TDA GO! system. The left sidebar has 'Work Plan' selected. The main area contains instructions and a table for 'Work to be Completed'. The table has columns for Start Date, End Date, Deliverable, Activity, and Who. A plus sign button is circled in red on the right side of the table.

Start Date	End Date	Work to be Completed		
MM/YYYY	MM/YYYY	Deliverable:	Activity:	Who:
		0 of 100		
		0 of 100		
		0 of 100		

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).

Expense Categories	Amount
Personnel	\$0.00
Fringe Benefits	\$0.00
Travel	\$0.00
Equipment	\$0.00
Supplies	\$0.00
Contractual	\$0.00
Other	\$0.00
<b>Total Budget</b>	<b>\$90,000</b>

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)

### Personnel

List the organization's employees whose time and effort can be specifically identified and easily and accurately traced to project activities that solely enhance the competitiveness of specialty crops. Add more lines if needed.

Name	Title	# of hours OR % FTE	Funds Requested		
Dr. Jane Doe	Professor, Principal Investigator	50	\$ 0.00	+	-
John Smith	Graduate Research Assistant	100	\$ 45,000	+	-
<b>Personnel Subtotal</b>			<b>\$45,000.00</b>		

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: 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
<input type="checkbox"/>	ABC Organization		\$ <input type="text"/> +
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.

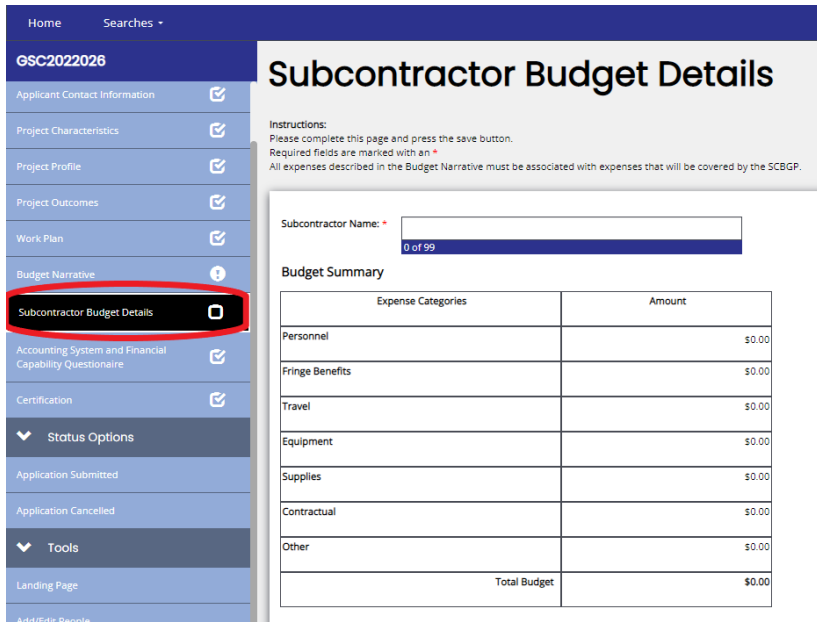


Figure 21. Subcontractual Budget Details Location

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 Questionnaire** (Figure 22).

The screenshot shows the TDA GO! Document Landing Page. The header includes the Texas Department of Agriculture logo and Commissioner Sid Miller's name, along with the TDA GO! logo and the text "TEXAS DEPARTMENT OF AGRICULTURE GRANTS ONLINE". The user is logged in as Mary Sue. The page title is "Document Landing Page". The main content area displays document details for a "Specialty Crop Block Grant - 2022" application. A sidebar on the left lists various sections, with "Accounting System and Financial Capability Questionnaire" highlighted with a red box. The main content area contains the following information:

<b>Template</b> Grant - Specialty Crop Block Grant - 2022	<b>Instance</b> Grant - Specialty Crop Block Grant - 2022	<b>Process</b> Application
<b>Document Name</b> GSC2022026	<b>Document Status</b> Application in Process	<b>Period Date</b> 1/1/2021 12:00:00 AM 7/1/2021 11:59:00 PM
<b>Organization</b> Test Grantee Organization	<b>Your Role</b> Authorized Official	

Figure 22. Accounting System and Financial Capability Questionnaire location



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## Step 8: Complete Review and Certification

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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.

**TEXAS DEPARTMENT OF AGRICULTURE  
COMMISSIONER SID MILLER**

**TDA GO!**  
TEXAS DEPARTMENT OF AGRICULTURE GRANTS ONLINE

Home Searches - Mary Sun - New Note | Save

GSC2022026

Forms

Application

- Applicant Contact Information
- Project Characteristics
- Project Profile
- Project Outcomes
- Work Plan
- Budget Narrative
- Accounting System and Financial Capability Questionnaire
- Certification**
- Amendment
- Amendment Request Form
- Tools
- Status Options
- Related Documents

**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 payment 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 (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 grant, Applicant is convicted of a violation under 8 U.S.C. Section 1324(a)(7), Applicant shall repay the amount of the grant with interest, as the state, according to 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 conviction; (2) Certifies that Applicant, state or local taxing jurisdiction, or economic development corporation notifies Applicant of the violation; (3) Certifies that Applicant has not been convicted of any felony 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, 552.003, AND 552.004.)

Accepted On: \_\_\_\_\_

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**.

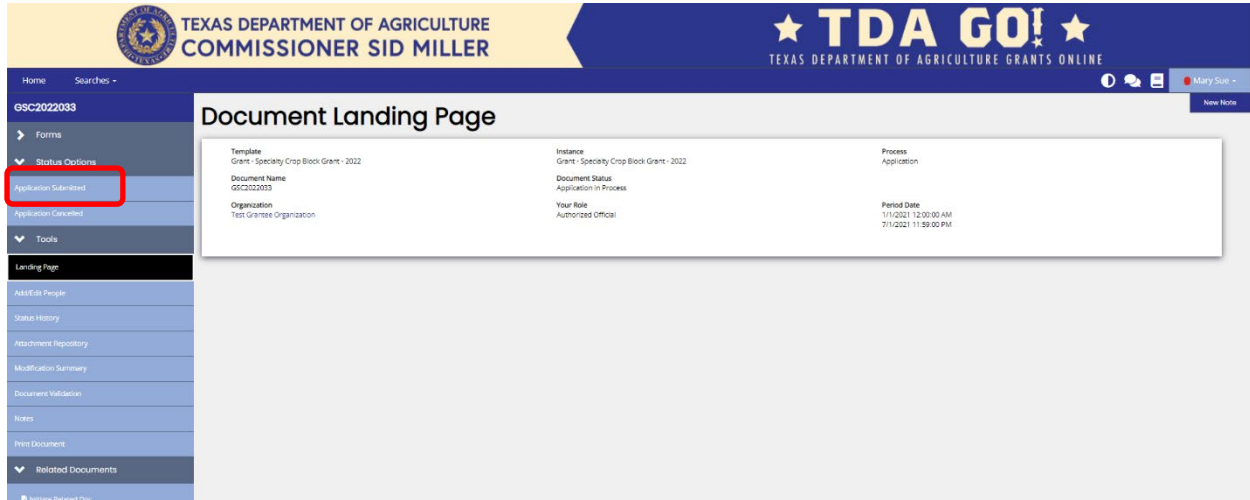


Figure 26. Status Options drop down menu and Application Submitted button location

**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.

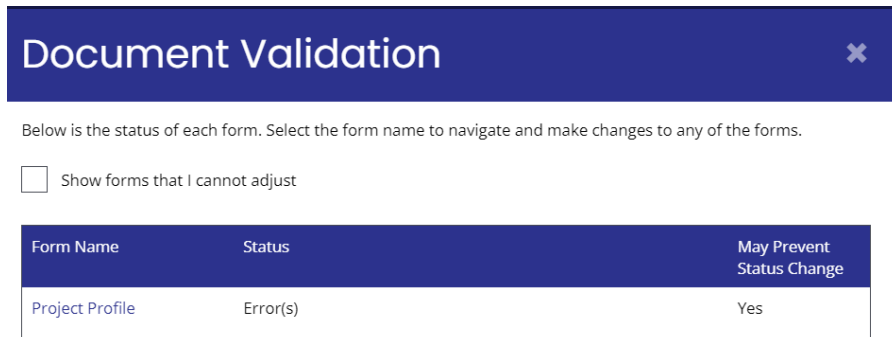


Figure 27. Document Validation message will appear if you try to submit application with errors

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).

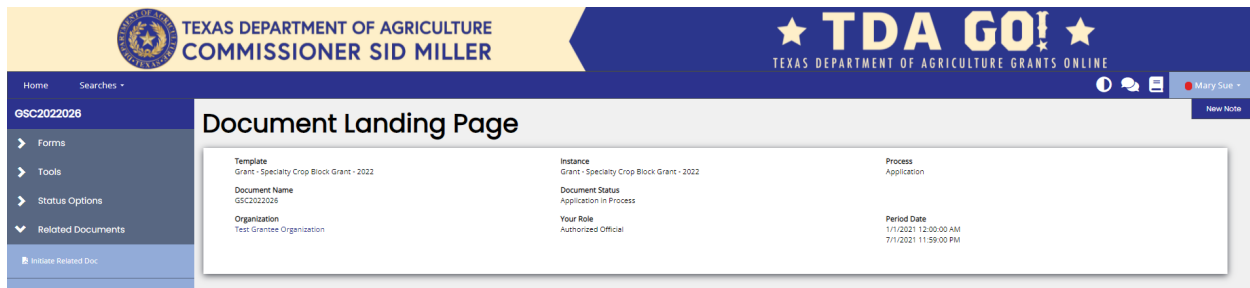


Figure 28. After application submission, you will return to the Document Landing Page.

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

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

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

Figure 29. Example of confirmation email

# TDA-GO New User Instructions

## Step 1: Registering a New User in TDA-GO

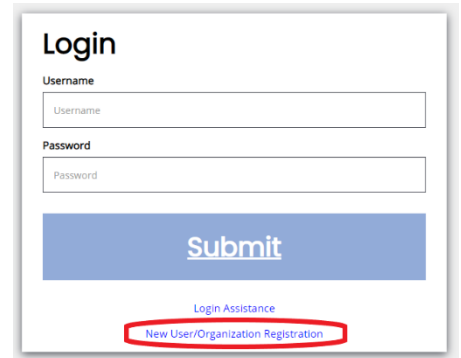
The following describes how to access the TDA-GO online grant system by setting up a new user. The applicant must set up a new user account to access the Specialty Crop Block Grant application. **THIS MUST BE DONE 48-72 HOURS PRIOR TO SUBMITTING AN APPLICATION!**

### 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.



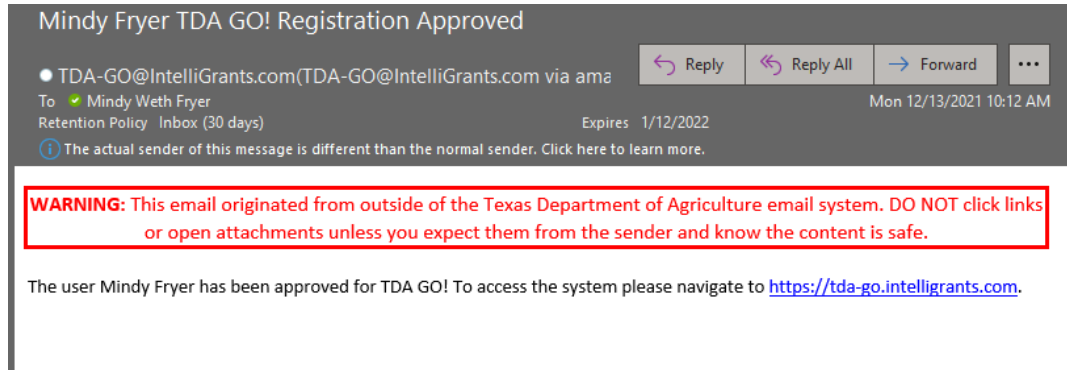
### Legend

- First Name (Required)**
- Last Name (Required)**
- SAM (UEI) Number/ FEIN (Required)** – enter the FEIN (Federal Employer Identification Number) and UEI (Unique Identity Number, also known 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

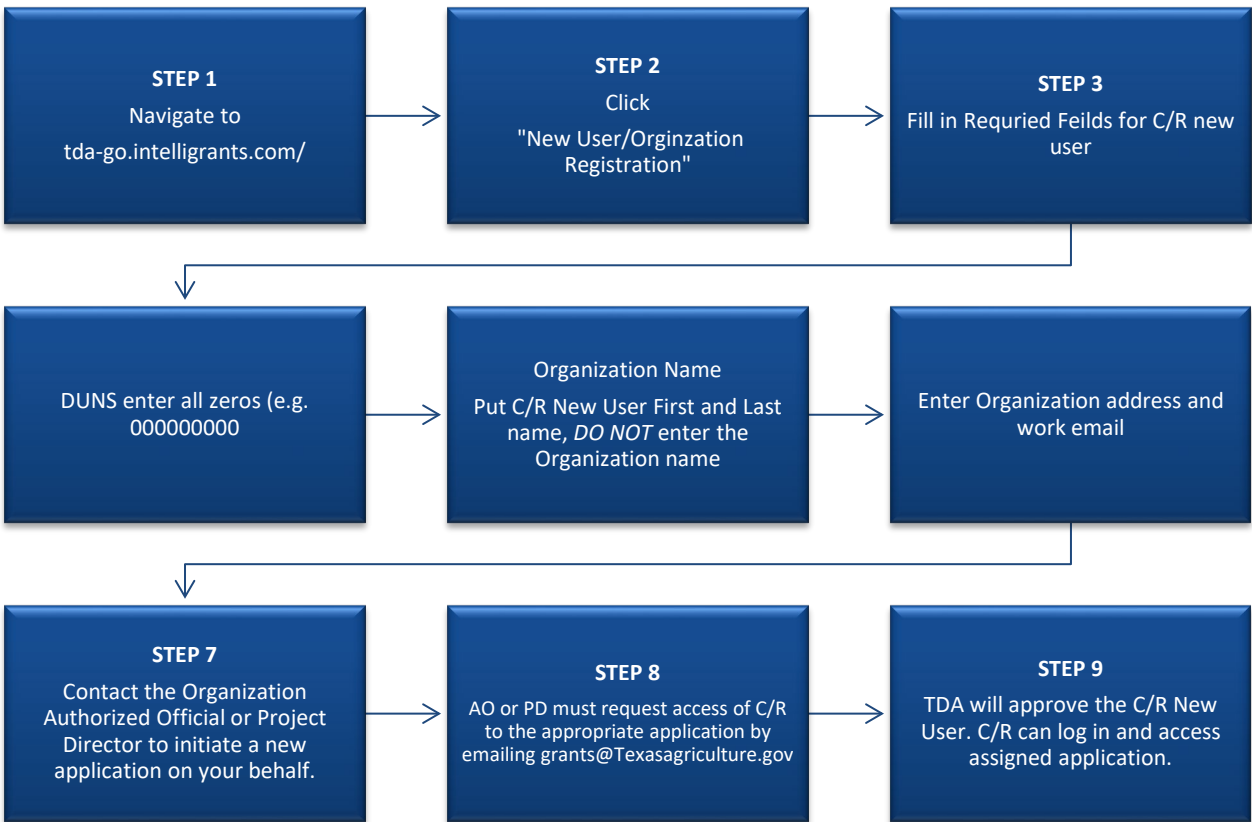
### **Adding Consultants/Researchers**

#### 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.



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

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

- 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**”.

The screenshot shows a 'New User Registration' form with a dark blue header. Below the header, there is a sub-header 'Page instructions for the registration modal'. The form is divided into two columns. The left column contains fields for First Name, Last Name, SAM, DUNS, Organization, Address, State, City, Email, Phone 2, Cell Phone, Username, Password, and Notes. The right column contains fields for Middle Name, Prefix, Suffix, FEIN, Title, Address 2, County, Zip Code, Phone, Fax, and Website. There are 'Search' buttons next to the SAM and DUNS fields. A 'Register' button is located at the bottom right of the form.

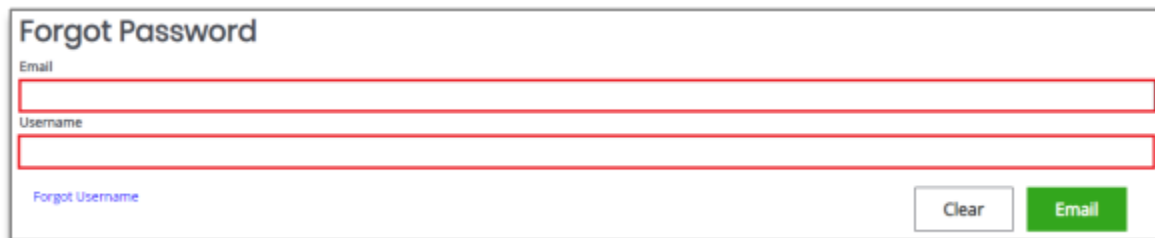
- 4) Once saved, contact the A/O or P/D to initiate the new application the C/R will be accessing.
- 5) The A/O or P/D must request access for the C/R by emailing Grants@TexasAgriculture.gov.
- 6) Once the request is received, the C/R New User will be approved by TDA-GO portal staff. Please allow 1 – 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.



The screenshot shows a web form titled "Forgot Password". It contains two text input fields: "Email" and "Username". Below the "Username" field is a link that says "Forgot Username". At the bottom right of the form are two buttons: a white "Clear" button and a green "Email" button.

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

---

**From:** [TDA-GO@IntelliGrants.com](mailto:TDA-GO@IntelliGrants.com) <[TDA-GO@IntelliGrants.com](mailto:TDA-GO@IntelliGrants.com)>  
**Sent:** Monday, June 26, 2023 1:01 PM  
**To:** Mindy Weth Fryer <[Mindy.Fryer@TexasAgriculture.gov](mailto: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.

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