



TEXAS DEPARTMENT OF AGRICULTURE COMMISSIONER SID MILLER

TEXAS AGRICULTURAL FINANCE AUTHORITY 2026 AGRICULTURE GRANT PROGRAM - AGRICULTURE PRODUCTION RESOURCE OPPORTUNITY (AgPRO) Request for Grant Applications (RFGA)

Executive Summary

The Agriculture Grant Program (AGP) was created by the Texas Legislature in 2025 for the purpose of maintaining agricultural businesses, maintaining agricultural uses of land, or fostering supply chain resiliency or the creation and expansion of agricultural businesses by people in this state. This program is administered by the Texas Department of Agriculture (TDA) under the direction of the Texas Agricultural Finance Authority (TAFA).

The Agriculture Production Resource Opportunity (AgPRO) will provide financial assistance to agriculture producers who are engaged in creating or expanding agricultural operations in Texas. This grant program is intended to support agricultural producers across the state of Texas.

Dates Applications must be received by Thursday, May 14, 2026, by 5:00 PM Central Time.

Agency Division Grants Office, Grants@TexasAgriculture.gov

Assistance Listing Number Not applicable

Key Elements

GRANT APPLICATION SYSTEM REQUIREMENTS	
Create a TDA-GO Profile (see TDA-GO Access Instructions)	⌚ 48-72 hours before applying Last-minute or day of application registrations are not guaranteed.
UEI NUMBER	Not required for this grant (see new user instructions on PAGE 12)
Obtain a TIN/EIN (if you do not already have one) *	up to 2 weeks – not needed for individuals
DEADLINES	
TDA Deadline to receive final application and all supporting materials through TDA-GO	May 14, 2026, before 5:00 p.m. Central Time
AFTER YOU APPLY	
Anticipated Award	July 2026 (or as soon thereafter as practical)
Anticipated Start Date of Project/Grant	August 1, 2026
End Date of Project	April 30, 2028

* Text hyperlinks will direct you to applicable websites

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

Table of Contents

Statement of Purpose	3
Projected Timeline	3
Eligibility	4
Funding Parameters	2
Term of Funding or Duration of Projects	2
Program Contacts	3
Application Requirements	3
Budget Information	4
Submission Instructions	6
Late or Ineligible Applications	7
Evaluation and Selection Information	7
Grant Recipient Responsibilities and Accountability	8
Reporting Requirements	8
General Information	9
Compliance Information	10
TDA-GO New User Instructions	12
TDA-GO Login Assistance	19
TDA-GO Grant Opportunity Access Instructions	20
Application Form Guidance	23

Please read all materials before preparing and submitting the application. Failure to follow the instructions and requirements described in this Request for Grant Applications 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 TDA. Under this false pretense, they might try to gain access to your personal information or to acquire money by claiming that they are contacting you on TDA’s behalf. Such fraudulent offers and claims are usually received via email, text message, phone, etc. These claims and offers are fraudulent and invalid, and you are strongly advised to exercise great caution and disregard such offers and invitations. You will not be contacted by TDA or the government to request payment before you receive a grant. Please report any attempts to TDA immediately. Fraud may be reported to the Office of the Texas Attorney General’s Consumer Protection Division at <https://www.texasattorneygeneral.gov/consumer-protection/common-scams> or as directed in the “Reporting Fraud in State Government” section under General Information below.

Statement of Purpose

This Request for Grant Applications (RFGA) is issued pursuant to the Texas Agriculture Code, Chapter 58, Subchapter G , which directs the TAFE or the Grantor to administer an agriculture grant program for the purpose of maintaining agricultural businesses, maintaining agricultural uses of land, or fostering supply chain resiliency or the creation and expansion of agricultural businesses by people in this state.

TDA has also promulgated rules related to this Grant Program located at Texas Administrative Code, Title 4, Part 1, Chapter. 28, Subchapter. E.

The purpose of the AgPro is to provide financial assistance to agriculture producers who are engaged in creating or expanding agricultural operations in Texas. This program is intended to support agricultural producers across the state of Texas.

Agricultural Producer is defined as an individual or entity directly engaged in the production of agricultural products for commercial purposes, including crops (including farming); livestock (including ranching); forestry products; hydroponics; nursery stock; or aquaculture, whereby 50 percent or greater of their gross income is derived from those products.

Projected Timeline

Application Availability	April 1, 2026
Application Deadline	May 14, 2026
Anticipated Grant Start Date	August 1, 2026
Anticipated Grant End Date	April 30, 2028

PRE APPLICATION WEBINAR

TDA will hold an application assistance webinar to provide basic technical assistance for registering and using TDA's online Grant Application/ Management system called TDA-GO system.

Please visit the following website to register: <https://texasagriculture.gov/Grants-Services/Rural-Economic-Development/Texas-Agricultural-Finance-Authority/Texas-Agricultural-Grant/AgPro>

The webinar will be recorded and available to the public.

Eligibility

Grant applications will be accepted from agricultural producers who meet the following criteria:

1. The applicant is an individual or a business who is directly engaged in creating or expanding an agriculture business focused on agricultural production.
2. The ag operation/business must be located in Texas – if awarded, funds must be used to the benefit of the Texas location(s).
3. A business must be domiciled/headquartered in Texas – Businesses domiciled outside of Texas, even if they have business operations in Texas are not eligible.
4. The applicant/owner must be a U.S. citizen who resides in Texas, or if a business it must consist solely of citizens or resident aliens of the U.S.
5. The applicant must be able to match the required amount of awarded funds.

Examples of ineligible applicants include:

- processors or manufacturers that change the raw material into a value added product;
- other agriculture service providers;
- brokers, buyers, or traders;
- universities;
- food banks;

Grantor reserves the right to request additional information to determine eligibility of each applicant.

An applicant that has a family, employment or business relationship with an executive, officer, or employee of TDA, or a member of the TAFE Board of Directors (Board), is not eligible for a grant and may not participate in the AgPro grant program. A "family" or familial relationship is defined as a relationship within the third degree of consanguinity, or second degree of affinity, as established in Texas Government Code, Sections 573.023-.025.

Applicants are encouraged to contact TDA if unsure whether a relationship applies.

Consanguinity and Affinity Relationship Chart				
Consanguinity (Includes individuals related by blood to the official or employee)			Affinity (Includes an officials' or employee's spouse and individuals related to the spouse)	
First Degree	Second Degree	Third Degree	First Degree	Second Degree
Parents	Grandparents Grandchildren	Great-grandparents Great-grandchildren	Spouse Spouse's Parents	Spouse's Grandparents Spouse's Grandchildren
Children	Brothers & Sisters	Nephews & Nieces Uncles & Aunts	Children's Spouses Spouse's Children	Spouse's Brothers & Sisters Brothers & Sisters' Spouses

Funding Parameters

The TAFE Board makes funding decisions and reserves the right to fully or partially fund any particular grant application. Award decisions are final.

Grant awards, if any, are subject to the availability of funds. If no grant funds are appropriated or collected for this purpose, grant applicant(s) will be informed accordingly.

Selected grant applicant(s) (Grant Recipient(s)) under this RFGA will receive funding on a cost-reimbursement basis and must have the financial capacity to pay all costs up-front.

Grant Recipients will have up to twenty-one (21) months to complete their grant projects and seek reimbursement for allowable grant expenses, in the approved grant project budget.

Grant awards under this program will be made in amounts no less than Five Thousand and No/100 Dollars (\$5,000.00) and no more than Five Hundred Thousand and No/100 Dollars (\$500,000.00) per Grant Recipient. Grant Recipients will be required to provide a cost share toward the total project cost, with the required match determined in accordance with program guidelines.

The required cost share tiers are as follows:

- \$100,000 or less: 10% match
- \$100,000.01 – \$250,000.00: 20% match
- \$250,000.01 – \$500,000.00: 30% match

Grant Award Amount	Required Match	Example Match Amount	Total Project Cost Example
\$5,000 – \$100,000	10%	\$100,000 grant award → \$10,000 match	\$110,000
\$100,000.01 – \$250,000	20%	\$250,000 grant award → \$50,000 match	\$300,000
\$250,000.01 – \$500,000	30%	\$500,000 grant award → \$150,000 match	\$650,000

Term of Funding or Duration of Projects

A notice of grant award (NOGA) is anticipated to be made in July 2026. All approved grant projects have an **anticipated** start date of August 1, 2026 and must be completed by April 30, 2028.

Program Contacts

Grant Program and Application Support - Monday – Friday 8:00 AM to 5:00 PM Central Time. TDA staff are available to answer questions regarding the Grant Program and to provide clarifying information concerning this RFGA. TDA staff will not review any grant proposals prior to the application deadline.

TDA Grants

Phone: 833-380-8282

Email: Grants@TexasAgriculture.gov

Application Webinar

TDA will hold an application assistance webinar to provide basic technical assistance for registering and using the TDA-GO system. Please visit the following website to register:

<https://texasagriculture.gov/Grants-Services/Rural-Economic-Development/Texas-Agricultural-Finance-Authority/Texas-Agricultural-Grant/AgPro>

This webinar will be recorded and available to the public to ensure everyone has access to the same information.

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.

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

1. **Application Contact Information**
 - a. Name of Authorized official – required
 - b. Name of Primary Program Contact- required
 - c. Name of Secondary Program Contact – optional
 - d. Congressional Districts
2. **Operation Information**
3. **Proposed Project Description**
4. **Work Plan**
5. **Estimated Revenue and Operation Budget**
6. **Project Budget Costs**
7. **Administrative Form Uploads**

- a. Application for Taxpayer Identification Number
- b. Direct Deposit Form
- c. W-9
- d. Photos of your operation

8. Certification

See section entitled **Application Form Guidance** below for detailed instructions on each section of the application.

Budget Information

1. Payments and Matching. The grant will be reimbursed on a cost basis, but only after a Grant Recipient has spent and documented both grant and required matching funds.

Grant Recipient(s) will be required to submit grant payment requests at least quarterly, but no more frequently than monthly, in order to show significant financial and programmatic progress. Grant payment requests must include proper 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. Grant payment requests shall be submitted through the TDA-GO system.

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.

2. Matching. Grant Recipient(s) will be required to match the grant award based on the total amount requested.

Requested Grant Funds	Required Match	Example Match Amount	Total Project Cost
\$5,000 – \$100,000	10%	\$100,000 grant funds → \$10,000 match	\$110,000
\$100,000.01– \$250,000	20%	\$250,000 grant funds → \$50,000 match	\$300,000
\$250,000.01 – \$500,000	30%	\$500,000 grant funds → \$150,000 match	\$650,000

For every expenditure documented, a Grant Recipient will be reimbursed a portion of the expense, ensuring the required match is always in compliance.

3. Advanced Funding Payments. Funds will not be advanced to Grant Recipient(s) under the AgPro grant program.

- 4. Eligible Expenses.** Generally, expenses that are necessary and reasonable for proper and efficient performance and administration of a grant project are eligible. See the AgPro Allowable Expense Guidance for more specific allowable costs. Click here to access the file:

<https://texasagriculture.gov/Portals/0/Publications/ER/TAFA/AGPRO/AgPro%20Allowable%20Expenses3.2026.pdf?ver=ae0MrXtEW3vhKBw1TgxtjA%3d%3d>

Budget Categories include:

- a. Personnel costs – both salary and benefits (grant funds may be used for directly supporting salaries and wages of employees).
- b. Equipment – Personal property or other capital items with a cost of more than \$10,000 may be allowable only with written approval from TDA/TAFA. Equipment may be considered allowable if it substantially increases capacity, efficiency, or safety.
 - i. Special Purpose Equipment– an article of nonexpendable, tangible personal property having a useful life of more than one year and a cost of more than \$10,000. This type of equipment is not intended for general use and is essential for conducting specialized tasks within the agriculture operation.
 - ii. Capital Expenditure- A capital expenditure is the total cost of an asset, including all costs necessary to place the asset into service. For equipment, this includes the net invoice price and the cost of any required modifications, attachments, accessories, or auxiliary apparatus needed for the equipment to be usable for its intended purpose. All capital expenditures must receive written approval from TDA/TAFA prior to purchase or expenditure. Capital expenditures incurred without prior written approval will be disallowed and not reimbursed;
 - iii. Other capital assets –buildings and improvements to buildings or land that materially increase their value or useful life.
- c. Supplies and direct operating expenses – costs for materials, supplies, machine repairs, and fabricated parts necessary to carry out the grant project;
 - i. Non-capitalized equipment – nonexpendable, tangible personal property having an acquisition cost of less than \$10,000.
- d. Contracts – agreements made with private parties to perform a service related to a portion of the grant award;
- e. Other direct expenses – any expenses that do not fall into the above categories but are itemized on the approved project budget, including loan and equipment payments. Small Equipment under \$10,000 is allowable unless it falls under the Controlled Property Listing, which is not eligible.

Documentation of Employment Status. Applicants should be prepared to furnish documentation of lawful employment status for each employee included in personnel costs for the project.

5. Ineligible Expenses. All Grant awards are subject to the terms and conditions, cost principles, and other considerations described in the **Texas Grant Management standards**. **In addition, funds may not be used for the following:**

- a. Alcoholic beverages;
- b. Contributions, charitable or political;
- c. Controlled assets are defined as certain items valued \$500.00 - \$9,999.99 which must also be inventoried, [link](#) to Controlled Property Listing. (computers, cameras, tvs, phones, drones, and similar general technology items)
- d. Depreciation;
- e. Entertainment;
- f. Costs incurred prior to the start date the Grant Agreement;
- g. Expenses not listed in the project budget or that fail to meet the intent of the grant program;
- h. Gift Card/Certificates;
- i. Indirect expenses;
- j. Land (except for lease expenses);
- k. Payment of dividends, bonuses, or owner draws;
- l. Refinancing costs associated with existing debt;
- m. Tips/gratuities;
- n. Travel – including lodging, transportation, or meals; and
- o. Expenses that are not adequately documented during the grant payment request process, which would otherwise be eligible if properly documented.

Submission Instructions

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

Applicants must submit the online grant application electronically signed, and all other required backup documents by **Thursday, May 14, 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 [here](#) for the submission link or copy and paste the following in your browser: <https://tda-go.intelligrants.com/>. An automated receipt email will be sent from the TDA-GO system indicating the grant application has been received.

Late or Ineligible Applications

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

After responses to this RFGA have been received, an administrative review will be conducted by TDA program staff to determine eligibility and ensure the grant applicant has adequately responded to this RFGA. Staff will ensure grant applicant(s) meet all agency standards, including licensing and compliance.

Grant application(s) will be independently reviewed and evaluated. Objective and subjective responses submitted in the grant applications will be considered during the evaluation process.

The following evaluation factors will be considered:

- The quality of the application (completeness and supporting documentation)
- Project relevance and need
- Applicant's capacity and experience
- Operational measurable impact
- Budget and financial viability
- Sustainability and on-going benefits

The TAFE Board will convene as a group to finalize grant award decisions. The TAFE Board may also consider geographic and industry diversification when making award decisions.

Grant Recipient Responsibilities and Accountability

Grant Recipient(s), if any, will be responsible for the conduct of the grant project supported by the Grant Program and for the results achieved. Each Grant Recipient shall monitor the day-to-day performance of the Grant Project to assure adherence to statutes, regulations, and grant terms and conditions. Grant Recipient(s) must carry out the grant activities described in the approved scope of work.

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

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

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

Reporting Requirements

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

All performance reports will be submitted in TDA-GO. Selected grant applicants will receive guidance in post-award instructions.

If grant funds are used to purchase equipment, additional reporting requirements and compliance procedures are required.

- TDA/TAFE must approve the purchase prior to funds being encumbered and expended;
- Property records must include a description, serial number, acquisition date, cost, location, and condition of equipment;

- Annual inventory of the equipment is required utilizing TDA/TAFA required forms;
- Prior written approval from TDA/TAFA is required before the equipment is disposed of or used as a trade-in to replace the equipment;
- Property purchased with state grant funds shall not be used as collateral by the recipient for other purchases or loans.

General Information

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

Applications

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

Funding

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

Right to Amend or Terminate Grant Program

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

Proprietary Information/Public Information

In the event that a public information request for the grant application is received, TDA shall process such request in accordance with the Texas Government Code Section 552.305. 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 grant applications submitted under this Grant Program are subject to release as public information, unless the grant application or specific parts of any such grant application can be shown to be exempt from disclosure under the Texas Government Code, Public Information Act, Chapter 552.

Conflict of Interest

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

Additional Information

- Assistance is available in English and Spanish. Please call (512) 463-7448 to request assistance.
- Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.), should contact TDA. Individuals who are deaf, hard of hearing or have speech disabilities may contact TDA through the Federal Relay Service at (800) 877-8339 or Texas Relay 7-1-1. Additionally, program information may be made available in languages other than English.

Reporting Fraud in State Government

- TDA is committed to promoting a culture of integrity within the agency. As part of the agency's commitment, TDA has instituted a Fraud, Waste, and Abuse Prevention Program to provide its employees with the necessary guidance and support to prevent, detect, and eliminate fraud, waste, and abuse within the agency. TDA's Fraud, Waste, and Abuse Prevention Program complies with Executive Order RP-36 of July 12, 2004.
- Reports of suspected fraud or illegal activities involving state resources may be made by:
 - contacting the Texas State Auditor's Office (SAO) Hotline by calling (800) TX-AUDIT (892-8348);
 - visiting the SAO's website at (<https://sao.fraud.texas.gov/ReportFraud/>);
 - contacting TDA by calling the TDA Fraud Prevention Hotline at (512) 475-3423 or (866) 5-FRAUD-4 (866) 537-2834; or
 - sending a written complaint to:
 - by mail: Texas Department of Agriculture
1700 N. Congress Avenue
Austin, TX 78701
 - by email: fraud@texasagriculture.gov.

Compliance Information

1. Grant Recipients must comply with TDA's reporting requirements and financial procedures outlined in the grant agreement. Any delegation by a Grant Recipient to a subcontractor regarding any duties and responsibilities imposed by the grant award must be approved in advance by TDA and shall not relieve the Grant Recipient of his/her responsibilities to TDA for performance of those duties.
2. Grant Recipients must remain in full compliance with state and federal laws and regulations. Non-compliance may result in termination of the grant award or ineligibility for reimbursement of expenses.

3. Grant Recipient must keep separate records and a bookkeeping account (with a complete record of all expenditures) for a grant project. Records shall be maintained for a minimum of four (4) years after the completion of the grant project, or as otherwise agreed upon with TDA. If any litigation, claim, negotiation, audit or other action is initiated prior to the expiration of the four-year retention period, then all records and accounts must be retained until their destruction is authorized in writing by TDA. TDA and SAO reserve the right to examine all books, documents, records, and accounts relating to the grant project, including all electronic records, at any time throughout the duration of the grant agreement until all litigation, claims, negotiations, audits or other action pertaining to a grant is resolved, or until the expiration of the four-year retention period or a final judgment in litigation, whichever is longer. TDA and SAO shall have access to all electronic data or records pertaining to the grant project; paper or other tangible documents or records, including the physical location where records are stored; and all locations related to grant project activities.
4. If a Grant Recipient has a financial audit performed during the time Grant Recipient is receiving grant funds from TDA, upon request, TDA shall have access to information about the audit, including the audit transmittal letter, management letter, any schedules, and the final report or result of such audit.
5. Grant Recipients must comply with Texas Government Code, Chapter 783 (Uniform Grant and Contract Management) and the Texas Grant Management Standards (TxGMS).

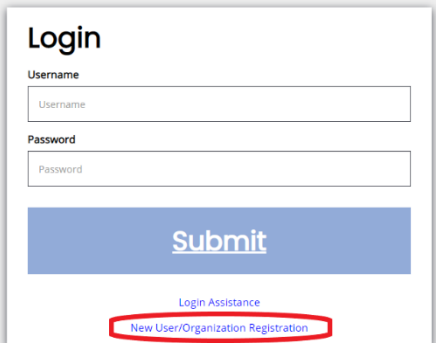
TDA-GO New User Instructions

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

- **Log in assistance for forgotten username or password – see page 19**
- **Returning users may log in with your current username and password and move to page 20 of these 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 Grant application. **THIS MUST BE DONE 48-72 HOURS PRIOR TO SUBMITTING AN APPLICATION!**



The screenshot shows a login form with the following elements:

- Title: Login
- Username field: A text input box with the label 'Username' above it.
- Password field: A text input box with the label 'Password' above it.
- Submit button: A blue button with the text 'Submit' in white.
- Links: Below the submit button, there is a link for 'Login Assistance' and a red-bordered link for 'New User/Organization Registration'.

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 Number/ UEI (Required) – Enter all zeros (e.g. 000000000000) in this box.

Organization (Required) –

Enter FIRST AND LAST NAME, if you do not own a business

Title

Street Address (Required)

State (Required)

County (Required)

City (Required)

Zip Code (Required)

Email (Required)

Phone (Required)

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

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

Notes – Enter **“AgPro”**

The screenshot shows the 'New User Registration' form. A blue header bar contains the title 'New User Registration' and window control icons. Below the header, the form is titled 'Page instructions for the registration modal'. The form fields include: First Name, Last Name, Suffix (dropdown), Title (with a callout bubble saying 'Please add this title so we know how to approve your registration!'), SAM Number (UEI Number) with a 'Search' button, FEIN, Organization, Address, Address 2, City, State (dropdown), Zip Code, County (dropdown), Email, Phone, Phone 2, Fax, Cell Phone, Website, Username, Password, and Verify Password. A 'Notes' field at the bottom contains the text 'Young Farmer Grant'. A blue 'Register' button is located at the bottom right of the form.

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 24-48 hours. After approval, the New User can log on and access the TDA-GO platform.

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

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

Mindy Fryer TDA GO! Registration Approved

TDA-GO@IntelliGrants.com(TDA-GO@IntelliGrants.com via ama

Reply Reply All Forward

To Mindy Weth Fryer

Mon 12/13/2021 10:12 AM

Retention Policy Inbox (30 days)

Expires 1/12/2022

The actual sender of this message is different than the normal sender. Click here to learn more.

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.

The user Mindy Fryer has been approved for TDA GO! To access the system please navigate to <https://tda-go.intelligrants.com>.

TDA-GO User Roles:

Authorized Official (AO) for Applicant Organizations

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

Project Director (PD) for Applicant Organizations

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

Step 2: Adding Users and Assigning Roles

Once the Authorized Official has completed set up of the organization in TDA-GO, additional personnel may be added to the organization and be granted access to TDA-GO. Carefully review the role definitions below and refer to the appropriate instructions for each role. See [TDA-GO roles](#) below:

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/Amendments

Project Director (PD) for Applicant Organizations

Who: Personnel involved in grant administration

Created By: The organization's AO creates and manages PD users

TDA-GO tasks:

- Create new user accounts for organization members
- Initiate an application
- Complete all required application fields
- Initiate/Complete/Submit Payment request/Performance reports

Consultant/Researcher (C/R)

Who:

- A third-party person assisting with a grant application; or
- Employee/researcher/staff/PIs/professors assisting with a grant application/proposal that does not need to see every grant application for the organization

Created By: The C/R registers individually as a New User. The AO DOES NOT create C/R users. TDA will assign this user to the organizations documents once an AO or PD starts the application

TDA-GO tasks:

- Complete all required application fields
- Initiate/Complete Payment request/Performance reports

NOTE: This role cannot submit an application on behalf of the applying organization.

Adding Additional Authorized Officials and Project Directors:

After logging into the TDA-GO system, the AO will see the Dashboard. In the upper right-hand corner, click on the arrow next to the AO name, and select **Profile** from the drop-down menu (Figure 1).

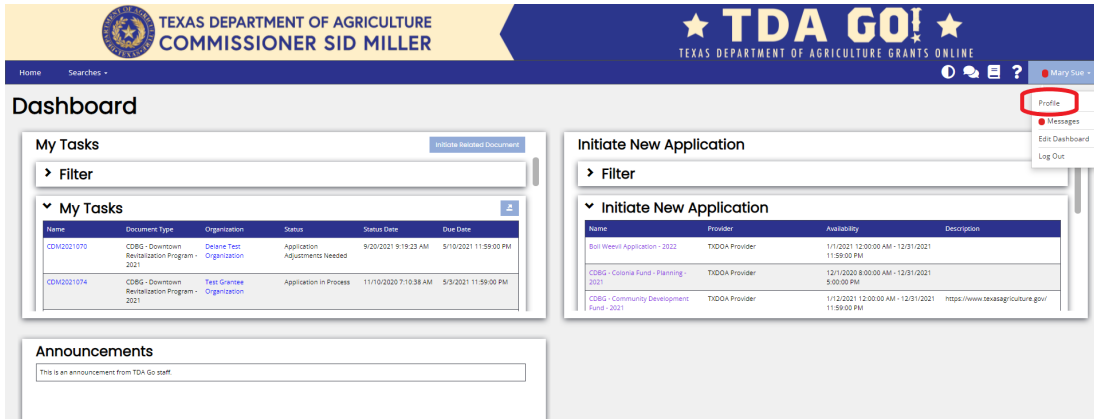


Figure 1. Landing page after logging in and Profile button location

The **Profile** page shows basic information for the primary AO and the Organization. Located on the left-hand side of the webpage, the AO can access the Organization information (Figure 2). The AO can update general information for the organization, as well as add and manage organization members.

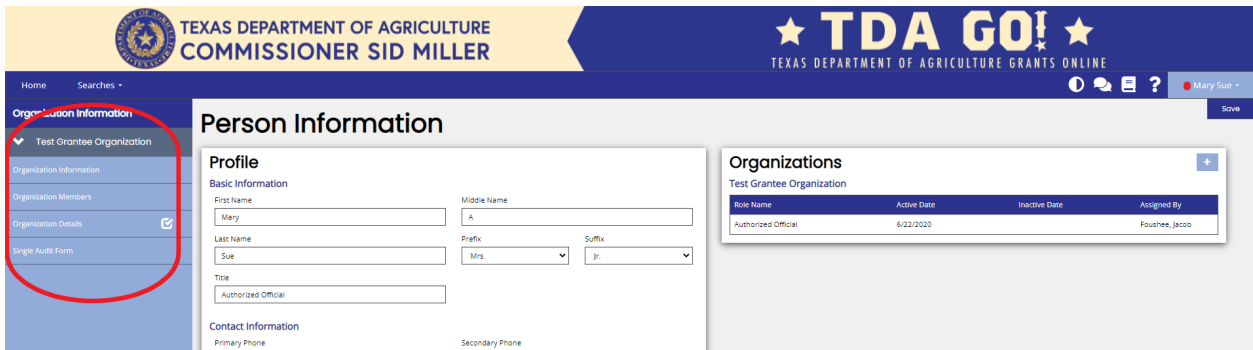


Figure 2. Accessing Organization pages

To add a new member, click on **Organization Members**. To the right in the box titled "Members Search", click the **Plus (+)** button to add person.

Organization Members

Instructions:

- Use the available search criteria to filter the members table.
- To add a new member, click the Add New button and follow the instructions.
- You can limit system access by setting the Active/Inactive dates.

Members Search

Name Role Active

+ Add New

Person Name	Role Name	Active Date	Inactive Date	Last Modified By	Last Modified By Date	
AO_Second	Authorized Official Project Director	02/09/21		TDA, Support Staff Sue, Mary	02/09/21	<input type="checkbox"/>
AO_Third	Authorized Official	02/09/21		TDA, Support Staff	02/09/21	<input type="checkbox"/>

Figure 3. Location of Plus (+) button to add new organization members (AO and PD)

Complete the **Add Person** form (Figure 4) for the new user to the organization. Please remember, this process is only to add additional Authorized Officials (AO) or Project Directors (PD). Click the **Save** button. See below for form Legend.

Legend

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

Middle Name – the middle name of new user.

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

Title – the position title of the new user.

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

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

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

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

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

Phone (Required) – phone number of the new user.

Email (Required) –email address of the new user.

Role - select drop-down

menu to select a role for the new user.

Active Date – date selection tool to select the active date for the new user.

Inactive Date – date selection tool to select the inactive date for when the user is no longer active.

Username (Required) – create a username for the new user. An email address is highly encouraged for usernames.

Password (Required) – create a password for the new user. The user can reset this once access to TDA-GO is granted. The password field is case sensitive and will not recognize characters of the wrong case.

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

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

You have requested a password reset. Please use the link below reset your password. It will expire in 15 minutes.
[Reset Password](#)

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

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

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

TDA-GO Grant Opportunity Access Instructions

Step 1: Accessing Grant Opportunity

The following describes how to access the Grant opportunity via TDA-GO for returning users.

- **Returning users - Log in with your current username and password**
- **Log in assistance for forgotten username or password – see page 19**
- **New Users – see section “TDA-GO New User Instructions” on page 13**

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.

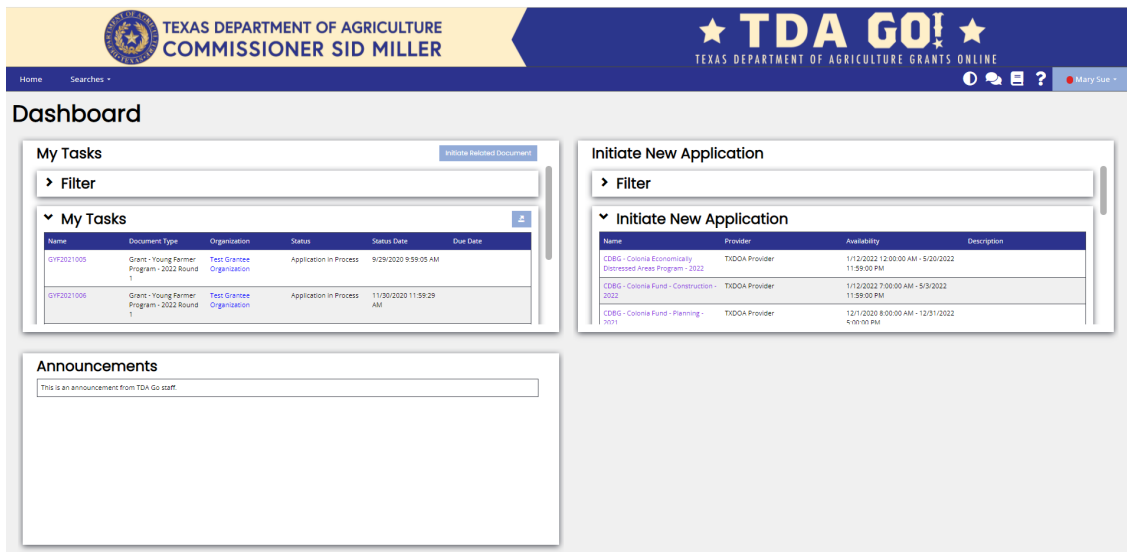


Figure 1. Landing page after logging in

Choose the **Application** by scrolling down the “**Intiate New Application**” box and select **Grant - Agriculture Producers Resources Opportunity** (Figure 2 & 3).

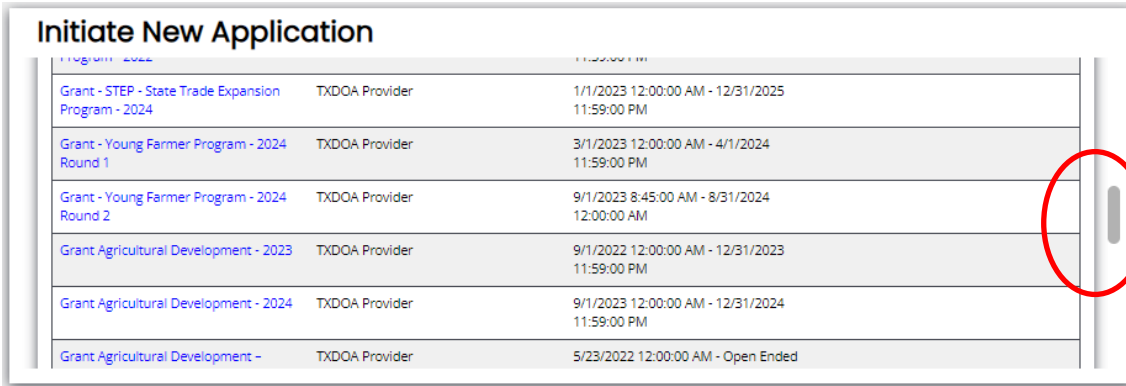


Figure 2. New Applicaiton and location of scrolling tool

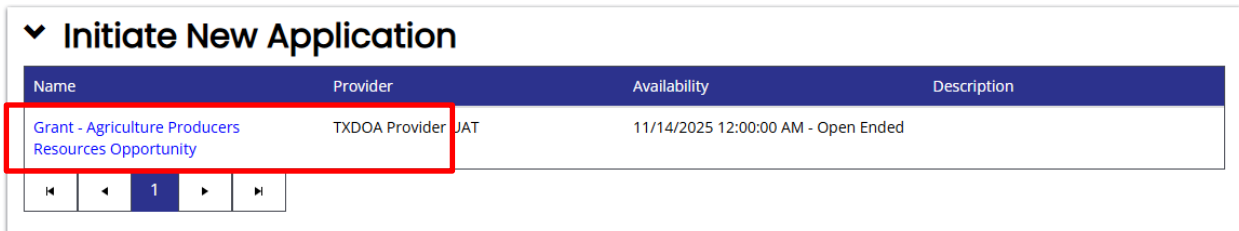


Figure 3. Selection for new Grant Application. Please note dates are for testing purposes only.

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



Figure 4. Agreement

Document Landing Page

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

Template	Instance	Process
General Application - 2022	Grant Agricultural Development - Federal 2022	Application
Document Name GDF2022070	Document Status Application in Process	
Organization Test Grantee Organization	Your Role Authorized Official	

Figure 5. Document Landing Page

The left column has the Grant Project Number at the top, then four drop down menus: **Forms**, **Tools**, **Status Options**, and **Related Documents**.

- **Forms** is a list of required information that includes Applicant Form, Proposed Project, Budget Form, Required Uploads, and Certification.
- **Tools** include Add/Edit People that can access the application, Status History, Modification Summary, Attachment Repository, Notes and Print Document ability. See *“Application Form Guidance”* section for instructions on how to complete the application.
- **Status Options** is where the application can be submitted or cancelled.
- **Related Documents** is not applicable to the application submission process. You will not need this function to submit your application.

Application Form Guidance

The following section provides some additional guidance regarding key sections of the applications. As a reminder, this is a competitive grant application. TDA staff are available to answer questions regarding the program and to provide clarifying information concerning this RFGA. However, TDA staff will not review any grant proposals prior to the application deadline.

Step 1: Start Application Contact Information & Application Form

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

The screenshot shows a web application interface. On the left is a dark blue sidebar with a navigation menu. The menu items are: Home, Searches, GDF2022070, Forms (expanded), Application, Applicant Contact Information (highlighted with a red box), Project Narrative, Budget Details, Administrative Form Uploads, Certification, Status Options, Tools, and Related Documents. The main content area is titled 'Applicant Contact Information' and contains the following text and fields:

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

Organization DBA
City of Sample

Name of Authorized Official
(This person is authorized to enter into legal agreements on behalf of the applicant/organization. This person's name will appear on the grant agreement for signature.)
Select the Authorized Official of your organization from the drop-down list below. *

Prefix: [Dropdown menu]

First Name:
Last Name:
Suffix:
Job Title:

Telephone: * [Text input field]

Email: * [Text input field]

Figure 6. Application Form location

All sections of the Application Contact Information must be completed.

As you move through the online application here are a few tips to keep in mind:

1. 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).

Project Title: *

Project Summary
Provide a brief summary of the program/activity and how the funds will be used. *

Figure 7. Example of Required Fields

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

Upload photos of current use of GO TEXAN Mark *

Select Drag Files Here

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

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

Project Purpose *

What specific needs will your proposed project address for your company's overall marketing plan? What are the objectives of the project?

Need	Objective
<input type="text"/>	<input type="text"/>
0 of 2000	0 of 2000

+

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

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

Project Purpose *

What specific needs will your proposed project address for your company's overall marketing plan? What are the objectives of the project?

Need	Objective
<input type="text"/>	<input type="text"/>
0 of 2000	0 of 2000
<input type="text"/>	<input type="text"/>
0 of 2000	0 of 2000

+ -
+ -

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

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



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

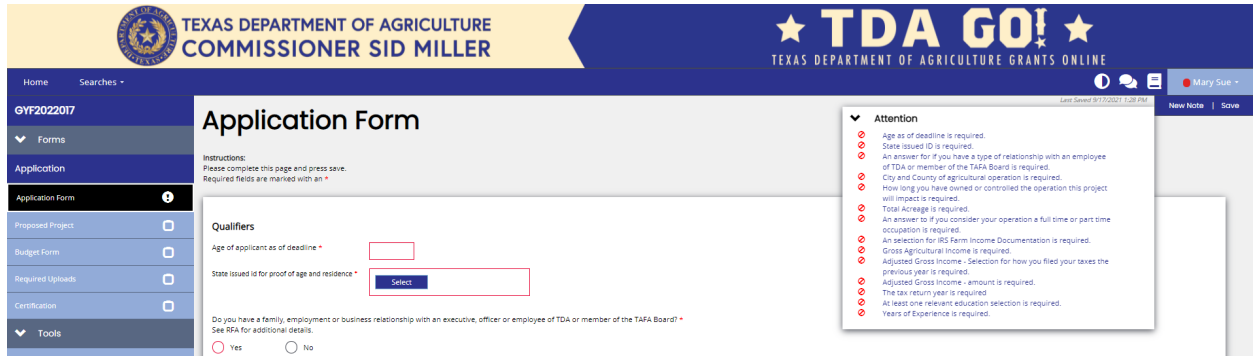


Figure 12. Sample of Error Message of missing required message

Step 2: Complete Application Form

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

The screenshot shows a web application interface. On the left is a dark blue sidebar with a navigation menu. The menu items are: Home, Searches, AGP260006, Forms (expanded), Application (expanded), Applicant Contact Information, Application Form (highlighted with a red box), Operation Information, Project Proposal, Work Plan, Revenue and Operation Budget Details, Project Budget Costs, Required Uploads, Certification, Status Options, Tools, and Related Documents. The main content area has a light gray header with the title 'Application Form'. Below the header, there are instructions: 'Instructions: Please complete this page and press save. Required fields are marked with an *'. The main content is divided into sections: 'Qualifiers' with radio buttons for 'Agricultural Producer' and 'Agricultural Service Provider', each with a definition; a question 'Do you have a family, employment or business relationship with an executive, officer or employee of TDA or member of the TAFE Board?' with 'Yes' and 'No' radio buttons; 'Operation Information' with a label 'City and county of agricultural operation: *' and two input fields for 'City' and 'County'; and 'Please provide the total acreage: *' with 'Leased:' and 'Owned:' input fields.

Figure 13. Application Form location

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

Step 3: Complete Operation Information

Expand the **Forms** drop down menu and select **Operation Information** (Figure 14).

Home Searches ▾

AGP260006

Forms ▾

Application ▾

Applicant Contact Information

Application Form

Operation Information

Project Proposal

Work Plan

Revenue and Operation Budget Details

Project Budget Costs

Required Uploads

Certification

➤ Status Options

➤ Tools

➤ Related Documents

Operation Information

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

Provide as many of these as you have. Enter n/a if they are not applicable.

Texas Agricultural or Timber Registration Number *	<input type="text"/>
Property ID number(s) found on your property Tax Statement * (a unique identifier assigned by the local appraisal district)	<input type="text"/>
Texas Farm Service Agency (FSA) Farm Number *	<input type="text"/>
Texas Department of Agriculture Account number * (example: pesticides license)	<input type="text"/>

Property Ownership

List any person who owns more than 20% of the property(ies) listed in this application. The applicant must have a substantial interest in the business to be eligible for a grant.

Name*	Percent Ownership*
Enter name <input type="text"/>	Enter percent ownership <input type="text"/> %
Enter other partners here (add other rows as needed)	Enter other partner percentage below <input type="text"/> %

+

Figure 14. Project Narrative location

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

Step 4: Complete Project Proposal

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

The screenshot shows a web application interface. On the left is a navigation sidebar with a dark blue header containing 'Home' and 'Searches'. Below the header, the user ID 'AGP260006' is displayed. The sidebar has a 'Forms' section with a dropdown arrow, which is expanded to show a list of forms: 'Applicant Contact Information', 'Application Form', 'Operation Information', 'Project Proposal' (highlighted with a red box), 'Work Plan', 'Revenue and Operation Budget Details', 'Project Budget Costs', 'Required Uploads', and 'Certification'. Below these are 'Status Options', 'Tools', and 'Related Documents'. The main content area is titled 'Characteristics' and contains the following sections:

- Characteristics**
Which of the following characterizes your agricultural project? *
 - Start-up
 - Diversification of crops, livestock, or other agricultural activities not currently in your operation
 - Expansion of current operation
 - Other (describe)
- Project Type: (check all that apply) ***
 - Aquaculture
 - Horticulture
 - Apiary
 - Viticulture
 - Dairy
 - Wildlife
 - Livestock operation(list)
 - Crop operation (list)
 - Other (describe)
- Will your project create new employment? If so, please provide details indicating how many new jobs, full time or part time, etc. *
DO NOT INCLUDE YOURSELF OR SPOUSE.
 Yes No

Figure 15. Operation Information location

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

Step 5: Complete Work Plan

Expand the **Forms** drop down menu and select **Work Plan** (Figure 16).

The screenshot shows a web application interface. On the left is a dark blue sidebar with a navigation menu. The menu items are: Home, Searches, AGP260006, Forms (expanded), Application, Applicant Contact Information, Application Form, Operation Information, Project Proposal, **Work Plan** (highlighted with a red box), Revenue and Operation Budget Details, Project Budget Costs, Required Uploads, Certification, Status Options, Tools, and Related Documents. The main content area is titled 'Work Plan' and contains the following text:

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

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 start and end. Be sure to include performance monitoring, data collection, outreach and reporting. To add additional work plans sections, press the plus button on the right. *

Start Date	End Date	Work to be Completed
MM/YYYY	MM/YYYY	
<input type="text"/>	<input type="text"/>	Activity: <input type="text"/> 0 of 300
		Who: <input type="text"/> 0 of 150

Figure 16. Work Plan location

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

Step 6: Complete Revenue and Operation Budget

Expand the **Forms** drop down menu and select **Revenue and Operation Budget** (Figure 17).

Home Searches ▾

AGP260006

Forms

Application

Applicant Contact Information

Application Form

Operation Information

Project Proposal

Work Plan

Revenue and Operation Budget Details

Project Budget Costs

Required Uploads

Certification

➤ Status Options

➤ Tools

➤ Related Documents

Estimated Revenue and Operation Budget

Instructions:
Please complete this page and press the **save** button.
Use the plus button to add additional rows.
Required fields are marked with an *

Estimated Revenue and Operation Budget

Goal: The TAFB Board wants to gain an understanding of the financial and production capabilities of your project. They use the following information to review your ability to turn production into revenue and pay expenses during the estimated project period.

Estimated future 12- Month Agricultural Revenue
Instructions: The TAFB Board will use this section to estimate the impact the Grant will have on your future revenue. Indicate the estimated revenue expected in the next 12 months if this project is implemented.

Category	Amount
Government Payments (do not include AgPro grant here)	\$ <input type="text"/>
Livestock (cattle, goats, chickens, etc.)	\$ <input type="text"/>
Milk Production (cattle, goats, etc.)	\$ <input type="text"/>
Equipment	\$ <input type="text"/>
Crops (Grains, cotton, produce, etc.)	\$ <input type="text"/>
CRP	\$ <input type="text"/>
Custom Farming	\$ <input type="text"/>
Other Agricultural Revenue Described: <input type="text"/>	\$ <input type="text"/>
Total Annual Revenue	\$0.00

Figure 17. Revenue and Operation Budgetlocation

Complete all appropriate sections of the Revenue and Operation Budget. After completing the Project Narrative form, click the **Save** button in the top right hand corner (Figure 11). After clicking the **Save** button, if any required sections are missing, an error message will appear (Figure 12).

Step 7: Complete Project Budget Costs

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

Project Budget Costs

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

When preparing your budget, list **only the expenses that are required to carry out this project**. Any costs that are unrelated—such as general business expenses or items not connected to the project—should not be included.

Provide a description of all costs along with a justification for each item. The explanations should focus on how each budget item is required to achieve the project. Be sure to itemize the request with quantities and individual estimated costs.

Expense Categories	Total Funds Requested	Grant Funds (90%)	Match Funds (10%)
Personnel	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
Supplies	\$0.00	\$0.00	\$0.00
Contractual	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
Total Direct Costs	\$0.00	\$0.00	\$0.00

Personnel

Figure 18. Budget Form location

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

See “Budget Information” section for additional guidance on “eligible expenses.”

Step 8: Complete Required Uploads

Expand the **Forms** drop down menu and select **Required Uploads** (Figure 19).

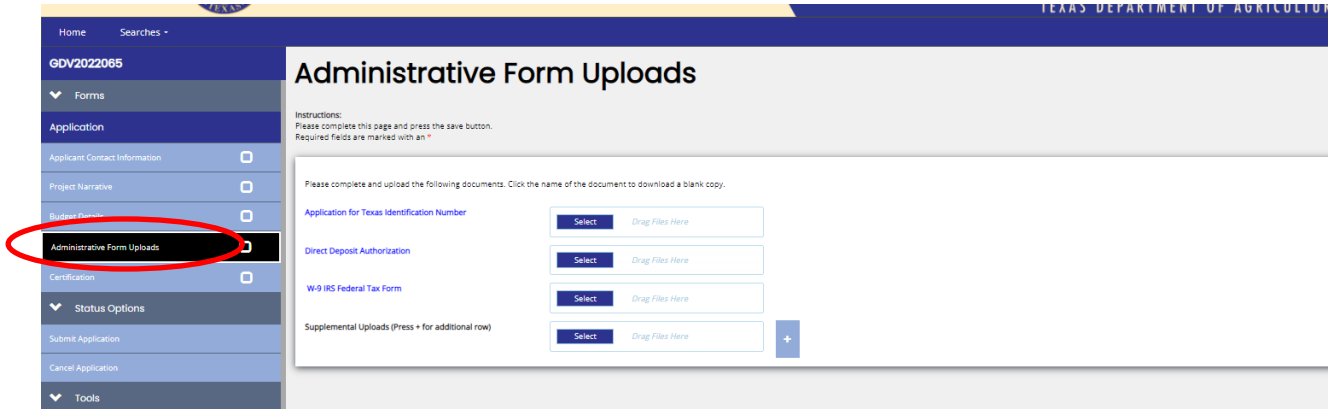


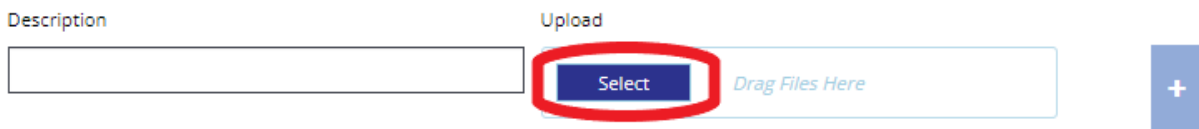
Figure 19. Required Uploads location

Required forms (Figure 15):

Click on the blue hyperlink to download the form to complete.

1. Application for Texas Identification Number: This form is required in accordance with the Texas Contract Management guidelines. By completing this form, you are assisting TDA with contract management standards to set up accounts for grant awards.
2. Direct Deposit Authorization: Required to ensure ACH Payments are made.
3. W-9 Federal Tax Form: This form is required in accordance with the Texas Contract Management guidelines.
4. 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.

Supporting Documentation



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

Step 9: Complete Review and Certification

Before completing Step 6 Certification, please review application for completeness and accuracy. Once the application is certified and submitted, an applicant *CANNOT* make any additional changes.

Before certifying the application, please go over each section ensuring all information is correct and there are no error messages. If there are no error messages in a section, the section in the drop down menu will have a check next to it (Figure 20).



Figure 20. Completed section with check mark

If there are error messages in a section, the section in the drop down menu will have an exclamation point next to it (Figure 21). Click on the selection in the drop down menu and review and resolve the error messages.

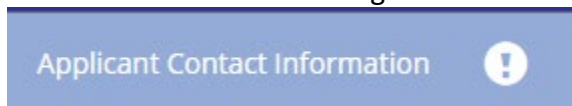


Figure 21. Incomplete section with error messages

Once all error messages are resolved and each section has a check as seen in Figure 20, the application can be certified and submitted.

Expand the **Forms** drop down menu and select **Certification** (Figure 18). To certify your application, check the box (Figure 18). The section is then complete. Click **Save** in the top right corner.

Step 10: 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 19). Select **Submit Application**.

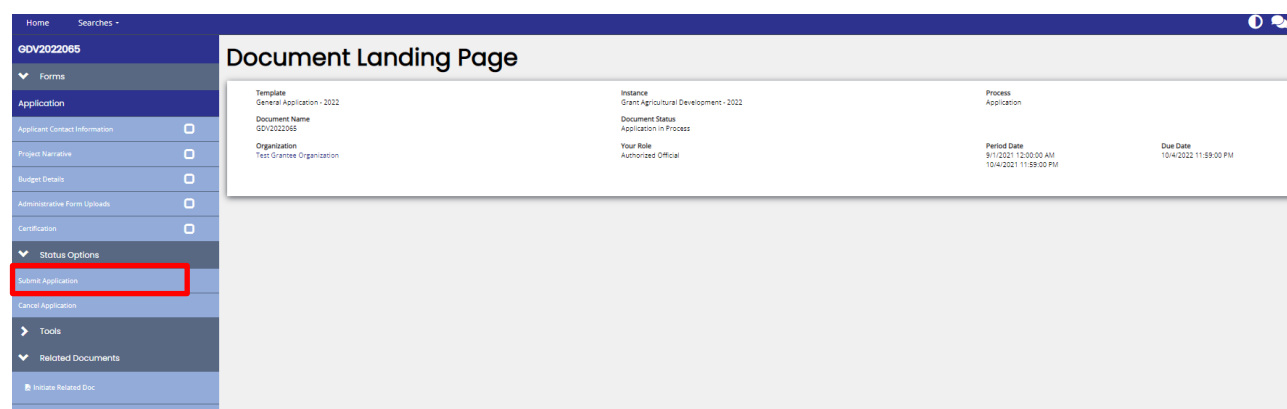


Figure 19. Status Options drop down menu and Application Submitted button location

NOTE: If errors remain, an **Errors Present** message will pop up (Figure 20). You may click on each section name to be directed to the errors.

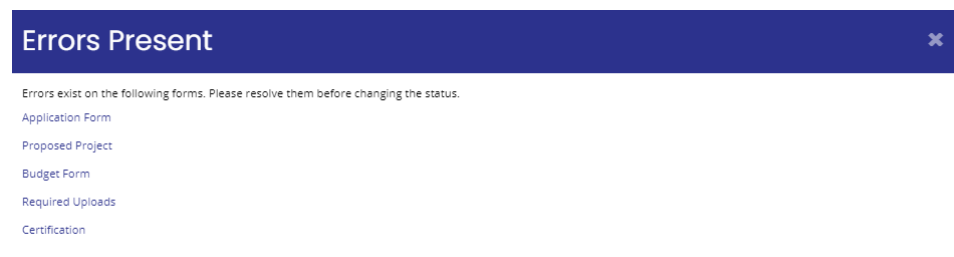


Figure 20. Error message will appear if you try to submit application with errors

If no errors are detected, the system will ask if you are sure. Once you select to submit, you will then be taken back to the **Landing Page** (Figure 21).



Figure 21. 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 22).

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

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

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

Figure 22. Example of confirmation email