



# TEXAS DEPARTMENT OF AGRICULTURE COMMISSIONER SID MILLER

## TEXAS AGRICULTURAL FINANCE AUTHORITY 2026 AGRICULTURE GRANT PROGRAM - AgLINK

### 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 AgLink Continuity Grant (AgLink) will focus on assisting certain agriculture facilities/operations that perform key services linking raw commodities to markets and additional processing facilities. Facilities such as gins, grain warehouses, and rice driers must continue operations even when fewer raw materials are delivered for processing or marketing after natural disasters, resulting in reduced revenue and severe financial strain. Unlike producers, these operations do not have access to disaster assistance or crop insurance programs when natural disasters strike. Losing these businesses would directly impact producers' ability to process/market their products in the future. This grant opportunity provides the working capital to help critical agriculture facilities recover from disaster impacts, continue operations until business returns to normal, and implement efficiency and sustainability measures for long-term benefits.

**Agency Division** Grants Office, [Grants@TexasAgriculture.gov](mailto:Grants@TexasAgriculture.gov)

**Assistance Listing Number** Not applicable

#### Key Elements

Required Action	Timing to Obtain/Submit
TDA Deadline to receive final application and all supporting materials through TDA-GO	March 18, 2026 - 5:00 p.m. Central Time
<a href="#">Create your TDA-GO profile (if you do not already have one)*</a>	48-72 hours ahead of the application submission deadline for TDA to approve account.
Items needed to register for TDA-GO (see <i>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>	Not required for this grant, see page 15 for instructions
<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
Award Timeline	
<ul style="list-style-type: none"><li>Anticipated Award</li></ul>	July 15, 2026 (or as soon thereafter as practical)
<ul style="list-style-type: none"><li>Anticipated Start Date of Project/Grant</li></ul>	August 1, 2026
<ul style="list-style-type: none"><li>End Date of Project</li></ul>	April 30, 2028

\* Text hyperlinks will direct you to applicable websites

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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 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 Texas Department of Agriculture. 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 our agency’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. See section “Reporting Fraud in State Government” under General Information below for contact information.

## Statement of Purpose

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This Request for Grant Applications (RFGA) is issued pursuant to the Texas Agriculture Code (Code), Chapter 58, Subchapter G of the Code and directs the Texas Agriculture Finance Authority (TAFA) 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, ch. 28, subch. E.

This AgLink Continuity Grant (AgLink) will focus on assisting certain agriculture facilities/operations that perform key services linking raw commodities to markets and additional processing facilities. These critical facilities must continue to operate even when fewer raw materials are delivered for processing or marketing after natural disasters, resulting in reduced revenue and severe financial strain. Unlike producers, these operations do not have access to disaster assistance or crop insurance programs when natural disasters strike. Losing these businesses would directly impact producers' ability to process/market their products in the future. This grant opportunity provides the working capital to help critical agriculture facilities recover from disaster impacts, continue operations until business returns to normal, and implement efficiency and sustainability measures for long-term benefits.

## Projected Timeline

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Application Availability	February 18, 2026
Application Deadline	March 18, 2026
Anticipated Grant Start Date	August 1, 2026
Anticipated Grant End Date	April 30, 2028

## Eligibility

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

- The applicant is not a producer of a raw agriculture product but instead is indirectly affected by natural disasters through reduced production\* by other farmers or ranchers.  
\*Reduced production due to natural disasters such as drought, flooding, extreme heat, freezes, or other weather-related events means a measurable decrease in the amount of agricultural products grown, harvested, or produced in the county or area served.
- The applicant is a critical agriculture facility/operation that takes possession of a raw agricultural commodity directly from a group of producers (farmers, ranchers, or growers) for purposes of marketing, storage, or initial processing.

- The loss of this facility/operation would impact producers in future years when production/yield is up but there is no infrastructure to process greater quantities of the raw agriculture commodity.
- The applicant can show negative financial impact due to decreased raw agriculture production in the surrounding area.
- The applicant must be able to match 10% of awarded funds.
- The ag operation/business must be located in Texas – if awarded, funds must be used to the benefit of the Texas location(s).
- A business must be domiciled/headquartered in Texas – Businesses domiciled outside of Texas, even if they have business operations in Texas are not eligible.
- The principal owners of a business must all be U.S. citizens or resident aliens.
- TDA/TAFA, may in its sole discretion, require a recipient to provide documentation to prove residency of owners and/or headquarter locations prior to entering into a grant agreement.

Eligible entities may include, but are not limited to the following:

- Cotton gin
- Rice mill/dryer
- Produce packing shed
- Grain elevators/warehouses

Ineligible applicants include, but are not limited to the following entities:

- Agriculture producers/farmers/ranchers;
- Processors or manufacturers that substantially change the raw material into a value-added product;
- Livestock slaughter/butcher;
- Other agricultural service providers;
- Brokers, buyers, or traders;
- Universities; or
- Food banks.

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

An applicant that has a family, employment or business relationship with an executive, officer, or employee of TDA, or a member of the TAFA Board of Directors (Board), is not eligible for a grant and may not participate in the AgLink 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.

See Table on next page.

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 funds are appropriated or collected for this purpose, applicant(s) will be informed accordingly.

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

Applicants may request up to 5% of an award to be advanced; however, they must provide sufficient justification and the TAFE Board shall approve or deny the request.

Grant awards will be available for no less than \$5,000 and no more than \$500,000 for each Grant Recipient receiving an award under this program. Applicants should request only the funds necessary to successfully carry out the proposed activities and should ensure all costs are reasonable, allowable, and well-justified. TAFE reserves the right, in its sole discretion, to increase grant award amounts if excess funds remain available.

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

Grant Recipients will be required to match 10% of the award amount. For every expenditure documented, a Grant Recipient will be reimbursed 90%.

## Term of Funding or Duration of Projects

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

## Program Contacts

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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](mailto:Grants@TexasAgriculture.gov)

## Application Webinar

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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/AgLink>

This webinar will be recorded and available to the public.

## Application Requirements

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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 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. **Production/Service Capacity**
4. **Proposed Project Description**
5. **Utilization of Grant Funds Plan**
6. **Estimated Revenue and Operation Budget**
  - a. **Financial Statements**
    1. Balance Sheet (Assets/Liabilities) and Profit and Loss Statement from the previous 3 years.  
OR  
Audited Financial Statement for the past 3 year
7. **Project Budget Costs**
8. **Administrative Form Uploads**
  - a. [Application for Texas Identification Number](#)
  - b. [Direct Deposit Authorization](#)
  - c. [W-9 IRS Federal Tax Form](#)
  - d. Supplement Uploads (letters of support, photos of facilities)
9. **Certification**

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

## Budget Information

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1. **Payments and Matching.** *The grant will be reimbursed on a cost basis, but only after Grant Recipient has spent and documented both grant and required matching funds.*  
Grant Recipients will be required to match 10% of the award amount. For every expenditure documented, a Grant Recipient will be reimbursed 90% ensuring the 10% required match is always in compliance.

Grant Recipients will be required to submit payment requests at least quarterly, but no more frequently than monthly, in order to show significant financial and programmatic progress. 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. 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. **Advanced Funding Payments:** This Grant Program may advance an amount in working capital (not to exceed 5% of the grant award) for Grant Recipients who request an

advance and who are approved by the TAFA Board to receive the advance. At the time of the final payment request, these funds will require reporting to substantiate that the advanced funds have been expended in compliance with eligibility requirements for reimbursement in Section 3 and shall include sufficient expenditure documentation as detailed in Section 1.

**3. Eligible Expenses.** Generally, expenses that are necessary and reasonable for proper and efficient performance and administration of a grant project are eligible. Examples of eligible expenditures are:

- 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, utilities, 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 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;

**4. 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 date the Agreement is executed unless prior approval is granted by TDA/TAFA;
- g. Expenses not listed in the project budget or that fail to meet the intent of the 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 payment request process, which would otherwise be eligible if properly documented.

## Submission Instructions

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

Applicants must submit one complete, electronically-signed grant application. The online grant application and all other required backup documents must be submitted by **Wednesday, March 18, 2026, by 5:00 pm Central Time**. It is the grant applicant's responsibility to ensure the timely delivery of all required materials.

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

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

The online system will date and time stamp the submission for receipt documentation purposes. Click [here](#) 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

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

## Evaluation and Selection Information

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

Applications will be independently reviewed and evaluated. Objective and subjective responses submitted in the applications will be taken into account during the evaluation process.

The following evaluation factors will be considered:

- The quality of the application (completeness and supporting documentation)
- The disaster impact, demonstrated need and level of economic injury due to reduction in raw agriculture commodities
- The applicant's financial need and health
- Recovery plan and sustainability
- Regional Significance

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

## Grant Recipient Responsibilities and Accountability

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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 project to assure adherence to statutes, regulations, and grant terms and conditions. Grant Recipient must carry out the activities described in the approved scope of work.

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

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

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

## Reporting Requirements

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Grant Recipients 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 Recipients must regularly demonstrate progress toward achieving 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/TAFA 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

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

### Applications

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

### Funding

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

### Right to Amend or Terminate Grant Program

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

### Proprietary Information/Public Information

In the event that a public information request for the grant application is received, TDA shall process such request in accordance with §552.305 of the Texas Government Code. Applicants are advised to consult with their legal counsel regarding disclosure issues and to take appropriate precautions to safeguard trade secrets or any other proprietary information.

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

### Conflict of Interest

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

### Additional Information

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

### **Reporting Fraud in State Government**

- TDA is committed to promoting a culture of integrity within the agency. As part of the agency's commitment, TDA has instituted a Fraud, Waste, and Abuse Prevention Program to provide its employees with the necessary guidance and support to prevent, detect, and eliminate fraud, waste, and abuse within the agency. TDA's Fraud, Waste, and Abuse Prevention Program complies with Executive Order 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](mailto:fraud@texasagriculture.gov).

### **Compliance Information**

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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/>

- Returning users may log in with your current username and password and move to page 19 of these instructions.
- Log in assistance for forgotten username or password – see page 18

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

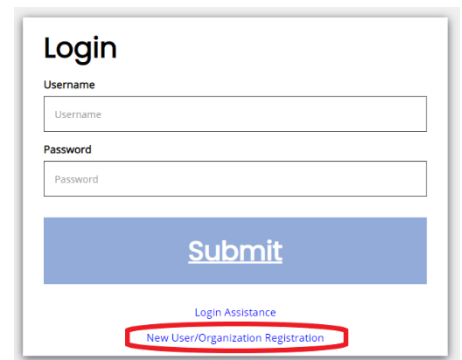
The following describes how to access the TDA-GO online grant system by setting up a new user. The applicant must set up a new user account to access the Grant application. **THIS MUST BE DONE 48-72 HOURS PRIOR TO SUBMITTING AN APPLICATION!**

#### 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 (applicant).

**Title** – Enter “AgLink Grant Applicant”.

**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.

The screenshot shows the 'New User Registration' form. An orange callout bubble with the text 'Please add this title so we know how to approve your registration!' points to the 'Title' field, which contains the text 'Young Farmer Grant'. The form includes fields for First Name, Last Name, Suffix, Title, SAM Number (UEI Number), FEIN, Organization, Address, Address 2, City, State, Zip Code, County, Email, Phone, Phone 2, Fax, Cell Phone, Website, Username, Password, and Verify Password. A 'Search' button is next to the SAM Number field. A 'Register' button is at the bottom right.

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.

The screenshot shows an email titled 'Mindy Fryer TDA GO! Registration Approved'. The email is from TDA-GO@IntelliGrants.com to Mindy Weth Fryer. It includes a warning box that reads: '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.' Below the warning box, it states: '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).

The screenshot shows the TDA GO! Dashboard. 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 "Mary Sue" is logged in. In the top right corner, a dropdown menu is open, showing options: Profile, Messages, Edit Dashboard, and Log Out. The "Profile" option is highlighted with a red box. The dashboard content includes sections for "My Tasks", "Initiate New Application", and "Announcements".

Name	Document Type	Organization	Status	Status Date	Due Date
CDAG2021070	CDAG - Downtown Reorganization Program - 2021	Deane Test Organization	Application Adjustments Needed	9/20/2021 9:19:23 AM	5/10/2021 11:59:00 PM
CDAG2021074	CDAG - Downtown Reorganization Program - 2021	Test Grantee Organization	Application in Process	11/10/2020 7:10:38 AM	5/3/2021 11:59:00 PM

Name	Provider	Availability	Description
Bol Wevvi Application - 2022	TIDOA Provider	1/1/2021 12:00:00 AM - 12/31/2021 11:59:00 PM	
CDAG - Colonia Fund - Planning - 2021	TIDOA Provider	12/1/2020 8:00:00 AM - 12/31/2021 5:00:00 PM	
CDAG - Community Development Fund - 2021	TIDOA Provider	1/1/2021 12:00:00 AM - 12/31/2021 11:59:00 PM	<a href="https://www.texasagriculture.gov/">https://www.texasagriculture.gov/</a>

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.

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.

## Add Person

Instructions:

- Enter new Person information and Save.
- New Person will be added to Organization currently being viewed.

### General Information

First Name

Middle Name

Last Name

Title

Prefix

Suffix

### Contact Information

Address

City

State

Zip Code

County

Primary Phone

Email

### Assign Roles

Role

Active Date

Inactive Date

### Security Information

Username

Username is required.

Password

Password is required.

### 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.*

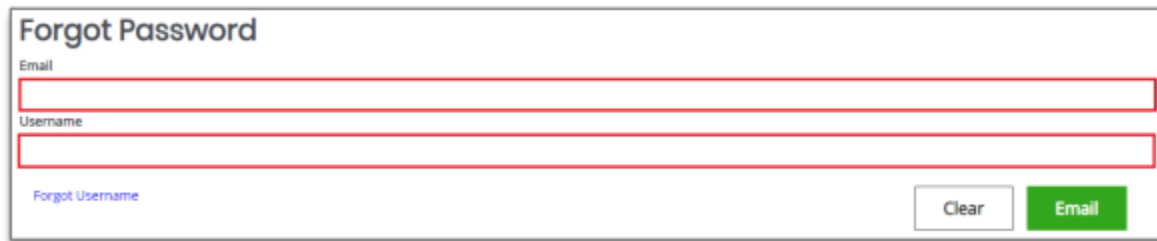
**Password (Required)** – create a password for the new user. The user can reset this once access to TDA-GO is granted. The password field is case sensitive and will not recognize characters of the wrong case.

## 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, one labeled "Email" and one labeled "Username". Below the "Username" field is a link that says "Forgot Username". At the bottom right of the form are two buttons: a "Clear" button and an "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.

# 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 18**
- **New Users – see section “TDA-GO New User Instructions” on page 15**

## Dashboard

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

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

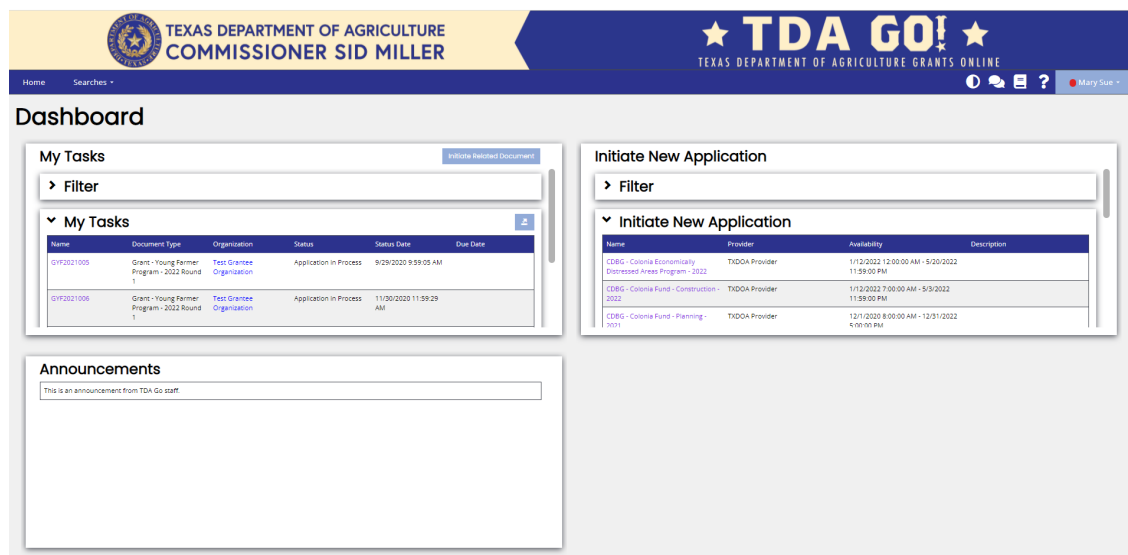


Figure 1. Landing page after logging in

Choose the **Application** by scrolling down the “**Intiate New Application**” box and select **Grant AgriLink Continutiy Grant - 2026** (Figure 2 & 3).

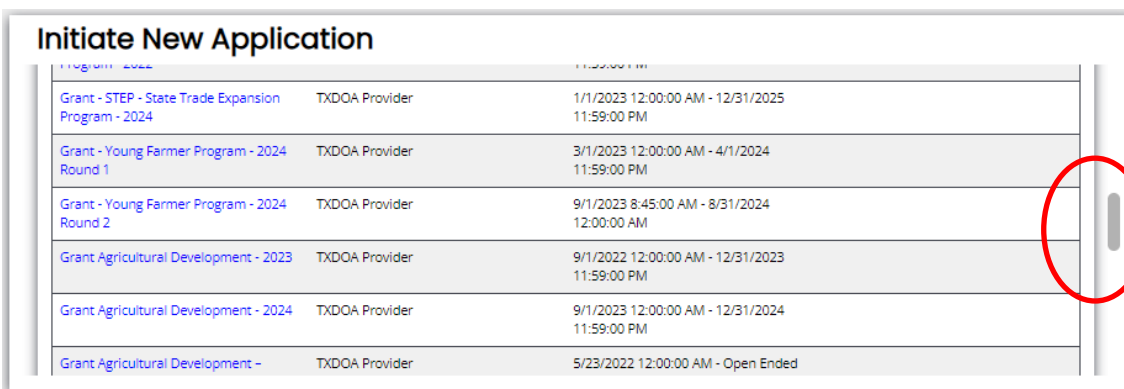


Figure 2. New Applicaiton and location of scrolling tool

## Initiate New Application

➤ Filters

### ▼ Initiate New Application

Name	Provider	Availability	Description
Grant - AgLink Continuity Grant -2026	TXDOA Provider UAT	11/13/2025 12:00:00 AM - Open Ended	

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**.

## Grant – AgLink Continuity Grant –2026

**Provided By:**

**Provided To:**

**Application Availability Dates:**

**Due Date:**

**Description:**

**Agreement Language:**

TXDOA Provider UAT

Test Ag Org

11/13/2025 12:00:00 AM -

N/A

Certain agriculture facilities/operations perform key services linking raw commodities to markets and additional processing facilities. Facilities such as gins, grain warehouses, rice driers, and feedlots must continue operations even when fewer raw materials are delivered for processing or marketing after natural disasters, resulting in reduced revenue and severe financial strain. Unlike producers, these operations do not have access to disaster assistance or crop insurance programs when natural disasters strike. Losing these businesses would directly impact producers' ability to process/market their products in the future. This grant opportunity provides the working capital to help critical agriculture facilities recover from disaster impacts and continue operating until business returns to normal.

As an individual authorized to initiate a grant on behalf of my organization to request funding from the Texas Department of Agriculture, I will comply with all rules and requirements as described in the Request for Grant Applications published to [www.texasagriculture.gov](http://www.texasagriculture.gov).

Agree

Decline

Figure 4. Agreement

## Document Landing Page

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

Home

Searches -

GDF2022070

▼ Forms

Application

Applicant Contact Information

Project Narrative

Budget Details

Administrative Form Uploads

Certification

## Document Landing Page

**Template**

General Application - 2022

**Document Name**

GDF2022070

**Organization**

Test Grantee Organization

**Instance**

Grant Agricultural Development – Federal 2022

**Document Status**

Application in Process

**Your Role**

Authorized Official

**Process**

Application

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

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

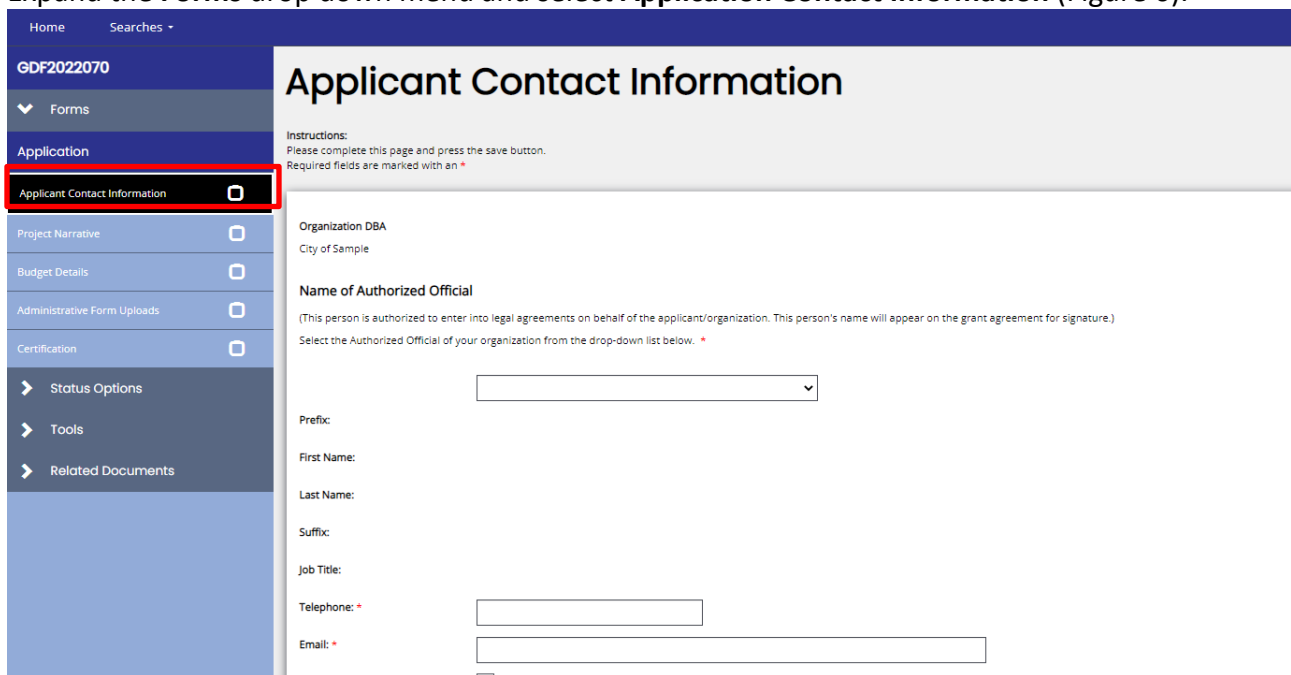
The screenshot shows a web application interface. On the left is a dark blue sidebar with a 'Forms' dropdown menu expanded, showing 'Application' and 'Applicant Contact Information' (which is highlighted with a red box). Below these are links for 'Project Narrative', 'Budget Details', 'Administrative Form Uploads', and 'Certification'. Further down are 'Status Options', 'Tools', and 'Related Documents'. The main content area has a header 'Applicant Contact Information' and instructions: 'Please complete this page and press the save button. Required fields are marked with an \*'. The form fields include 'Organization DBA', 'City of Sample', 'Name of Authorized Official' (with a note about legal agreements and a dropdown menu), 'Prefix', 'First Name', 'Last Name', 'Suffix', 'Job Title', 'Telephone' (marked with a red asterisk), and 'Email' (marked with a red asterisk).

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

2. 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

3. 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
<div>0 of 2000</div>	<div>0 of 2000</div>

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
<div>0 of 2000</div>	<div>0 of 2000</div>
<div>0 of 2000</div>	<div>0 of 2000</div>

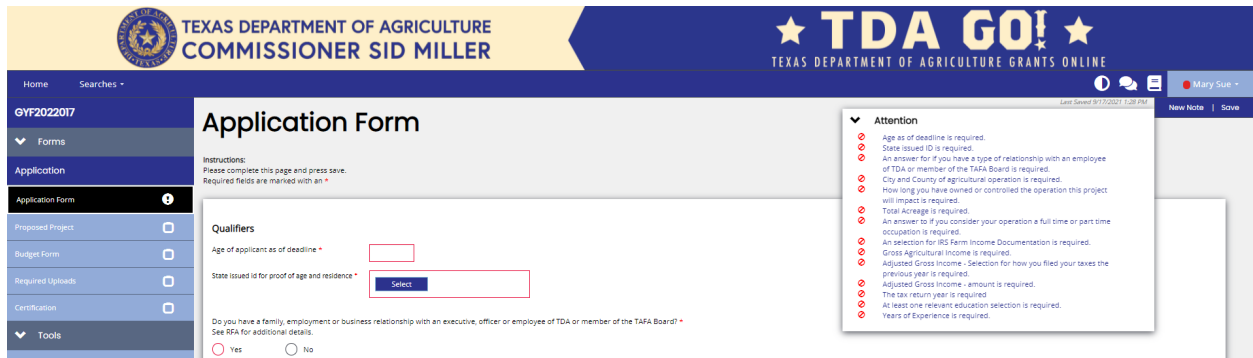
Figure 10. Subtract additional rows by clicking the minus (-) button

4. 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).



The screenshot shows the TDA GO! website header with the Texas Department of Agriculture logo and Commissioner Sid Miller's name. The main navigation bar includes 'Home', 'Searches', and a user profile for 'Mary Sue'. The left sidebar shows a menu with 'GYF2022017', 'Forms', 'Application', and 'Application Form'. The main content area is titled 'Proposed Project' and contains instructions: 'Please complete this page and press save. Required fields are marked with an \*'. The 'Save' button in the top right corner is highlighted with a red circle.

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



The screenshot shows the 'Application Form' page. The left sidebar has a menu with 'GYF2022017', 'Forms', 'Application', and 'Application Form'. The main content area is titled 'Application Form' and contains instructions: 'Please complete this page and press save. Required fields are marked with an \*'. The 'Qualifiers' section includes a form for 'Age of applicant as of deadline' and a 'State issued id for proof of age and residence' dropdown menu. A 'Tools' section is visible at the bottom. An 'Attention' error message pop-up is displayed on the right side, listing various required fields and their status. The 'Save' button in the top right corner is highlighted with a red circle.

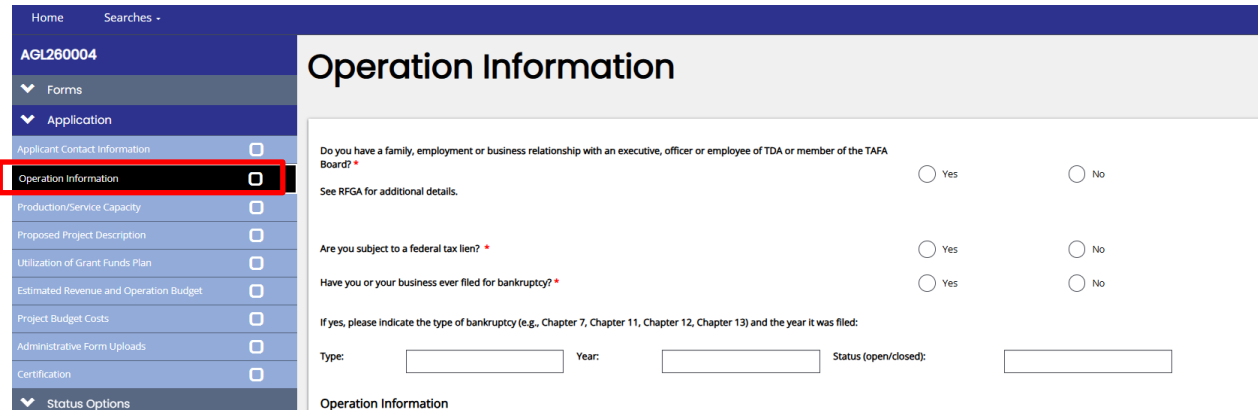
Figure 12. Sample of Error Message of missing required message

---

## Step 2: Complete Operation Information

---

Expand the **Forms** drop down menu and select **Operation Information** (Figure 13).



The screenshot shows a web application interface for the TDA Grants Office. On the left, a sidebar contains a 'Forms' dropdown menu. Under 'Forms', the 'Operation Information' option is highlighted with a red box. The main content area is titled 'Operation Information' and contains several questions and input fields. The questions are: 'Do you have a family, employment or business relationship with an executive, officer or employee of TDA or member of the TAFE Board? \*', 'Are you subject to a federal tax lien? \*', and 'Have you or your business ever filed for bankruptcy? \*'. Each question has radio button options for 'Yes' and 'No'. Below the third question, there is a section for 'If yes, please indicate the type of bankruptcy (e.g., Chapter 7, Chapter 11, Chapter 12, Chapter 13) and the year it was filed:'. This section includes input fields for 'Type:', 'Year:', and 'Status (open/closed):'. The 'Operation Information' label is also present at the bottom of the form area.

**Figure 13. Project Narrative location**

**Complete all appropriate sections of the Project Narrative.** 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 Production/Service Capacity

---

Expand the **Forms** drop down menu and select **Production/Service Capacity** (Figure 14).

The screenshot shows a web application interface. On the left is a dark blue sidebar with a menu. The menu items are: Home, Searches, AGL280004, Forms (expanded), Application, Applicant Contact Information, Operation Information, Production/Service Capacity (highlighted with a red box), Proposed Project Description, Utilization of Grant Funds Plan, Estimated Revenue and Operation Budget, Project Budget Costs, Administrative Form Uploads, Certification, and Status Options. The main content area has a header 'Production/Service Capacity'. Below the header, there is a section titled 'Provide information regarding your production/service capacity.' followed by a form. The form includes a section 'In this industry, a year is based on:' with two radio buttons: 'Calendar Year' and 'Production Year'. To the right of these are two date pickers labeled 'Start date' and 'End Date', both showing 'MM/DD/YYYY'. Below the form, there is a paragraph of instructions: 'Please provide information about county-wide production for the crop or commodity your organization processes or handles. This helps the TAFB Board see the broader agricultural picture, understand the demand for processing or handling capacity in your area, and demonstrates how your organization contributes to local needs. For county wide production data: If your organization serves producers from multiple counties, please provide county-wide production data for each county you serve.'

Figure 14. Production/Service Capacity location

**Complete all appropriate sections of the Production/Service Capacity.** 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 Proposed Project Description

---

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

The screenshot shows a web application interface. On the left is a dark blue sidebar with a 'Forms' dropdown menu expanded, showing a list of application sections. The 'Proposed Project Description' option is highlighted with a red rectangle. The main content area is titled 'Proposed Project Description' and contains three numbered prompts for the user to describe their agricultural operation, financial hardship, and grant fund usage. Each prompt has a corresponding text input field with a '0 of 1500' character count indicator.

Home    Searches -

AGL260004

▼ Forms

▼ Application

Applicant Contact Information ☐

Operation Information ☐

Production/Service Capacity ☐

**Proposed Project Description ☒**

Utilization of Grant Funds Plan ☐

Estimated Revenue and Operation Budget ☐

Project Budget Costs ☐

Administrative Form Uploads ☐

Certification ☐

▼ Status Options

### Proposed Project Description

For each question, briefly but thoroughly answer the prompt.

1. Describe the overarching vision and mission of the agricultural operation. What drives you? \*

0 of 1500

2. Describe the financial hardship the business suffered due to recent disasters.

0 of 1500

3. Describe how the grant funds would be used to stabilize operations and the resulting benefits to producers. How will the grant funds support business recovery and resume normal operations?

**Figure 15.**Proposed Project Description location

**Complete all appropriate sections of the Proposed Project Description.**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: Utilization of Grant Funds Plan

---

Expand the **Forms** drop down menu and select **Utilization of Grant Funds Plan** (Figure 16).

**AGL280004**

▼ Forms

▼ Application

Applicant Contact Information ☐

Operation Information ☐

Production/Service Capacity ☐

Proposed Project Description ☐

**Utilization of Grant Funds Plan ☒**

Estimated Revenue and Operation Budget ☐

Project Budget Costs ☐

Administrative Form Uploads ☐

Certification ☐

▼ Status Options

Submit Application

Cancel Application

▼ Tools

### Utilization of Grant Funds Plan

**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 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. \*

(ie: First Harvest period, maintenance, processing complete)

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

Figure 16. Utilization of Grant Funds Plan location

**Complete all appropriate sections of the Utilization of Grant Funds 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: Estimated Revenue and Operation Budget

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

**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 \*

**Historical Financials \***

	2021	2022	2023	2024	2025
Revenue	\$	\$	\$	\$	\$
Expenditures	\$	\$	\$	\$	\$
Net Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Asset	\$	\$	\$	\$	\$
Liabilities	\$	\$	\$	\$	\$
Net Position	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Debt to Equity:	NaN	NaN	NaN	NaN	NaN

**Financial Statements \***  
Balance Sheet (Assets/Liabilities) and Profit and Loss Statement from the previous 3 years,  
OR  
Audited Financial Statement for the past 3 years (IRS Form 990 is not accepted).

[Browse](#)

Figure 17. Estimated Revenue and Operation Budget location

**Complete all appropriate sections of the Estimated 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).

The screenshot shows a web application interface. On the left is a sidebar with a navigation menu. The top of the sidebar has 'Home' and 'Searches'. Below that is the application ID 'AGL260004'. The 'Forms' section is expanded, showing a list of forms: 'Applicant Contact Information', 'Operation Information', 'Production/Service Capacity', 'Proposed Project Description', 'Utilization of Grant Funds Plan', 'Estimated Revenue and Operation Budget', 'Project Budget Costs' (highlighted with a red box), 'Administrative Form Uploads', 'Certification', and 'Status Options'. The 'Project Budget Costs' form is the active page. It has a title 'Project Budget Costs' and instructions: 'Please complete this page and press the save button. Required fields are marked with an \*'. Below the instructions is a paragraph explaining that the section should reflect the total project budget. At the bottom of the form is a table with four columns: 'Expense Categories', 'Total Funds Requested', 'Grant Funds (90%)', and 'Match Funds (10%)'. The table contains rows for 'Personnel', 'Equipment', 'Supplies', 'Contractual', 'Other', and a 'Total Direct Costs' row.

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

Figure 18. Project Budget Costs location

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

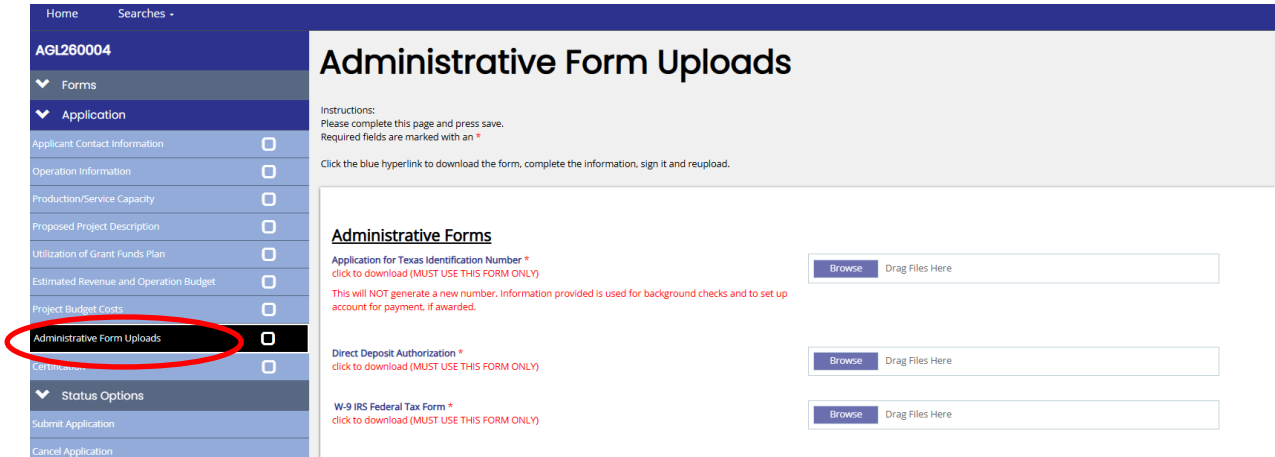
See “Budget Information” section for additional guidance on “eligible expenses.”

---

## Step 8: Complete Required Uploads

---

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



Home Searches -

AGL280004

▼ Forms

▼ Application

Applicant Contact Information ☐

Operation Information ☐

Production/Service Capacity ☐

Proposed Project Description ☐

Utilization of Grant Funds Plan ☐

Estimated Revenue and Operation Budget ☐

Project Budget Costs ☐

**Administrative Form Uploads ☒**

Continuation ☐

▼ Status Options

Submit Application

Cancel Application

### Administrative Form Uploads

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

Click the blue hyperlink to download the form, complete the information, sign it and reupload.

#### Administrative Forms

Application for Texas Identification Number \*  
[click to download \(MUST USE THIS FORM ONLY\)](#)

This will NOT generate a new number. Information provided is used for background checks and to set up account for payment, if awarded.

[Browse](#) Drag Files Here

Direct Deposit Authorization \*  
[click to download \(MUST USE THIS FORM ONLY\)](#)

[Browse](#) Drag Files Here

W-9 IRS Federal Tax Form \*  
[click to download \(MUST USE THIS FORM ONLY\)](#)

[Browse](#) Drag Files Here

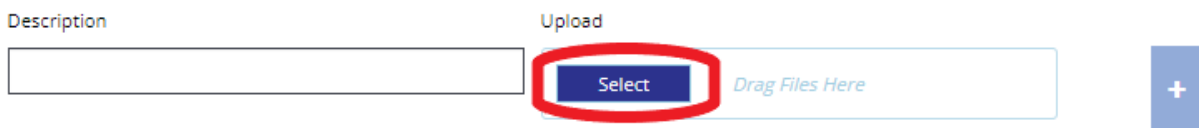
Figure 19. Required Uploads location

### Required forms (Figure 19):

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

1. Application for Texas Identification Number: *This form is required per 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 per 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.
  - a. Include photos of your facility.

### Supporting Documentation



Description

Upload

[Select](#) Drag Files Here

+

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.

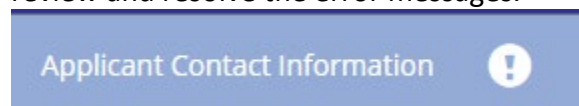
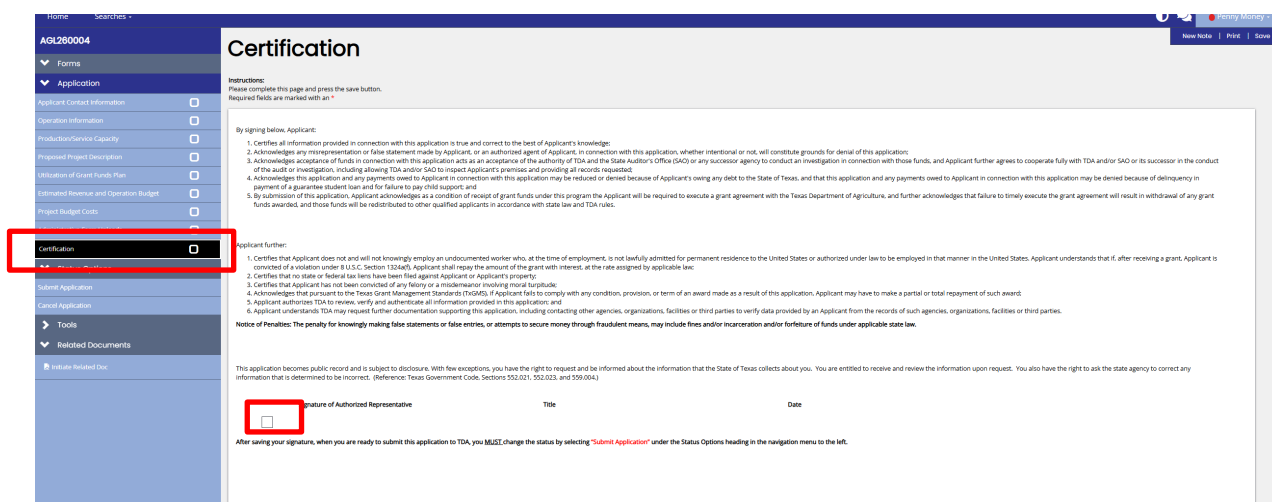


Figure 21. Incomplete section with error messages

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 20). To certify your application, check the box (Figure 20). The section is then complete. Click **Save** in the top right corner.



The screenshot shows the TDA Grants Office application form. On the left sidebar, the 'Forms' menu is expanded, and 'Certification' is selected. The main form area displays the 'Certification' section. At the top, there is a 'Certification' heading and a checkbox that is checked. Below this, there is a 'Notice of Penalties' section. At the bottom of the form, there is a section for the 'Signature of Authorized Representative', 'Title', and 'Date'. The 'Signature of Authorized Representative' field is highlighted with a red box.

Figure 20. Certification and check box location

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## Step 10: Application Submission

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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**.

The screenshot shows the 'Document Landing Page' interface. On the left, a sidebar contains a 'Forms' section with a 'Status Options' dropdown menu expanded. The 'Submit Application' option is highlighted with a red rectangular box. The main content area displays document details for 'General Application - 2022'. The details are organized into a table with four columns: Template, Instance, Process, and Document Name. The 'Template' column contains 'General Application - 2022'. The 'Instance' column contains 'Grant Agricultural Development - 2022'. The 'Process' column contains 'Application'. The 'Document Name' column contains 'Application in Process'. Below this, there are two rows of information: 'Organization' (Test Grantee Organization) and 'Your Role' (Authorized Official). At the bottom, there are two rows of dates: 'Period Date' (9/1/2021 12:00:00 AM) and 'Due Date' (10/4/2022 11:59:00 PM).

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.

The screenshot shows a dark blue 'Errors Present' message box with a close button (X) in the top right corner. The message text reads: 'Errors exist on the following forms. Please resolve them before changing the status.' Below the message, there is a list of forms with links to their respective error pages: 'Application Form', 'Proposed Project', 'Budget Form', 'Required Uploads', and 'Certification'.

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

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

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

Figure 22. Example of confirmation email