



TEXAS DEPARTMENT OF AGRICULTURE COMMISSIONER SID MILLER

AGRICULTURAL DEFENSE PROGRAM Fiscal Year 2026 Request for Grant Applications

Executive Summary

The Texas Department of Agriculture (TDA or Grantor) seeks applications under the Agricultural Defense Program (Grant Program) to provide financial assistance to the Texas Animal Health Commission, Texas A&M AgriLife Extension Service, or Texas A&M AgriLife Research to implement programs to control agriculture-related pests, diseases, or depredating animals.

Agency Division

Grants Office, 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	Letters of Intent will be accepted on an ongoing basis
Award Timeline	
<ul style="list-style-type: none">Letter of Intent Review	Letters of Intent will be reviewed at the next possible TAFE Board meeting.
<ul style="list-style-type: none">Full application NoticeFull application Deadline	If applicable, notice to submit a full application will be communicated within 2 weeks after the TAFE Board meeting
<ul style="list-style-type: none">Anticipated Award Notification	Approximately 4 weeks
<ul style="list-style-type: none">Anticipated Start Date of Project/Grant	2 weeks after the next possible TAFE Board meeting
<ul style="list-style-type: none">End Date of Project	First of the month after award notification
	August 31, 2027

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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

The Texas Department of Agriculture (TDA), on behalf of the Texas Agriculture Finance Authority (TAFA) is issuing this Request for Grant Applications (RFGA) pursuant to the Texas Agriculture Code (Code), Chapter 58, directing TAFA to provide financial assistance to the Texas Animal Health Commission, Texas A&M AgriLife Extension Service, or Texas A&M AgriLife Research to implement programs to control agriculture-related pests, diseases, or depredating animals.

The primary goal must be to execute a project designed to mitigate agricultural losses by an agricultural business through the control of agriculture-related pests, diseases, or depredating animals.

Eligibility

According to Subchapter H, Chapter 58 of the Code, responses will be accepted from:

- Texas Animal Health Commission,
- Texas A&M AgriLife Extension Service, or
- Texas A&M AgriLife Research

These eligible entities may partner with other organizations.

Funding Parameters

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 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.

There is no maximum budget amount. 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. TDA reserves the right, in its sole discretion, to increase grant award amounts if excess funds remain available.

Program Contacts

Grant Program and Application Support - Monday – Friday 8:00 AM to 5:00 PM (CT)

TDA staff are available to answer questions regarding the Grant Program and to provide clarifying information concerning this RFGA.

TDA Grants

Phone: 833-380-8282

Email: Grants@TexasAgriculture.gov

Application Requirements

STEP 1: Letter of Intent Submission

Before applicants may submit a full grant application, they must first submit a **Letter of Intent (LOI)**. The LOI allows TDA staff to verify basic eligibility and ensure applicants understand program expectations. LOIs will be provided to the TAFE Board for review and determination if a full application is warranted.

All LOIs must be submitted at this [JOT FORM Link](#). LOIs will be accepted on an ongoing basis to be as responsive as possible to pest and disease issues.

Applicants who receive approval to proceed will be provided with an official notice to submit a full grant application. Only applicants with an approved LOI may submit a full grant application.

The following LOI example is also available on the Agricultural Defense Program website.

Letter of Intent to Apply for the Agricultural Pest and Disease Control and Depredation Program

Executive Summary: The pest and disease control and depredation program is designed to implement agriculture-related pest, disease, or depredating animal control efforts and mitigate agriculture losses.

1. Applicant Information

Institution Name: _____
Primary Contact (Name and Title): _____
Department/College: _____
Mailing Address: _____
Email: _____
Phone: _____

2. Project Overview

Project Title: _____
Proposed Project Duration: _____
Estimated Total Project Cost: \$ _____
Grant Amount Requested: \$ _____

Project Summary:

- Provide a concise description (3–5 sentences) outlining the proposed pest mitigation project.

3. Statement of Need

- Briefly describe the agricultural pest issue to be addressed, including evidence of its economic, environmental, or production impact. (What is the pest? What agricultural crop or livestock industry does it impact? What area of Texas is affected (Panhandle, state-wide, etc.) Provide an estimated number of producers impacted or an economic impact.)

4. Project Objectives

Include at minimum the following:

- Identify and evaluate pest pressures and contributing risk factors in the targeted regions to inform management decisions.
- Implement, and refine pest management and control practices to reduce pest impacts.
- Develop and deliver practical educational materials and outreach to equip producers with actionable pest mitigation strategies.
- Partner with local stakeholders to deploy and assess pest control and mitigation efforts in real-world production settings (this may include pilot programs).

5. Expected Outcomes and Benefits

Explain how the project will reduce pest pressure, improve producer awareness, or strengthen agricultural resilience. Results must be implemented immediately with rapid deployment over two years.

6. Partnerships and Collaboration

Identify partner organizations or collaborators that will contribute to implementation and outreach efforts.

7. Authorized Signature

I certify that the information provided in this Letter of Intent is accurate and that [Organization Name] intends to submit a complete grant application prior to the deadline if invited to apply.

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____

Attachments (if applicable)

Optional letters of support from commodity/producers or partner entities.

STEP 2: Invitation to submit a full grant application

Completion of this step is contingent upon the applicant receiving an invitation to submit a full application.

Full Grant Applications will be submitted 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 assigned 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 – options
 - d. Congressional Districts
2. **Project Narrative**
 - a. Project Title
 - b. Project Summary
 - c. Project Purpose
 - d. Anticipated Project Results
 - e. Project Oversight
 - f. Workplan
3. **Budget Details**
4. **Administrative Form Uploads**
5. **Certification**

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

An applicant may attach up to three (3) Letters of Support (LOS); however, LOS are **NOT** required. Applications with more than three LOS will not be considered.

Budget Information

1. Reimbursement Payments. Grant funds will be paid on a cost reimbursement basis. Grant recipients will be required to submit payment requests at least quarterly, but no more frequently than monthly, in order to show significant financial and programmatic progress. Payment requests must include sufficient documentation that details each expense. Acceptable documentation may include, but is not limited to, invoices, receipts, or detailed information regarding personnel costs, as determined by TDA, in its sole discretion. Payment requests shall only be submitted by the grant recipient to TDA for reimbursement after the grant recipient purchases the approved budget item. 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. No in-kind donations or matching funds are required.

3. Eligible Expenses. Generally, expenses that are necessary and reasonable for proper and efficient performance and administration of a grant project are eligible. Grant funds may not be used to supplant normal business costs but instead must be used to cover the costs incurred for the approved proposed activities. Examples of eligible expenditures are:

- a. Personnel costs – both salary and benefits directly related to project implementation;
- b. Travel – mileage reimbursement, transportation and lodging;
- c. 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.
 - 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.
- d. Supplies – generally refers to all tangible personal property other than "equipment". The primary distinguishing factor is the acquisition cost per unit, which is typically set at a threshold of less than \$10,000 that are directly related to the grant project activities. Examples include, but are not limited to office supplies, laboratory items, training materials, books, small items of equipment that do not meet the “equipment” capitalization threshold;
 - i. Controlled assets are defined as certain items valued \$500.00 - \$9,999.99 which must also be inventoried, [link](#) to Controlled Property Listing.
 - ii. Non-capitalized equipment – nonexpendable, tangible personal property having an acquisition cost of less than \$10,000.
- e. Contracts – agreements made with private parties to perform a portion of the award;
- f. Other direct expenses – any expenses that do not fall into the above categories but are itemized on the approved project. Examples include, but are not limited to training, education, publications, professional services, and stipends.

4. Ineligible Expenses. Expenses may be prohibited by state or federal law or determined to be ineligible by Grant Program guidelines. Ineligible expenses must be reimbursed within 30 days of notice of ineligibility from TDA. Examples of these expenditures include, but are not limited to the following:

- a. Alcoholic beverages;
- b. Contributions, charitable or political;
- c. Entertainment;
- d. Expenses not listed in the project budget or that fail to meet the intent of the program;
- e. Expenses that are not adequately documented which would otherwise be eligible if properly documented;
- f. Gift Card/Certificates;
- g. Land (including lease expenses);
- h. Tips/gratuity;
- i. Travel - meals or any food items related to business travel;
- j. Costs incurred prior to the date the Agreement is executed unless prior approval is granted by TDA/TAFA; and
- k. Indirect Costs- Per the TAFA Board, indirect costs are not allowable.

Evaluation and Selection Information

After responses are received, an administrative review will be conducted by TDA program staff to:

- Confirm basic applicant and project eligibility.
- Identify whether the proposed project aligns with statutory purpose and program priorities.
- Determine if the applicant appears capable of completing a full application.
- Reduce administrative burden by filtering out non-responsive or non-viable proposals early.
- Prepare a review packet for the TAFA Board, including additional details if applicable.

The TAFA Board will review all LOIs using the following criteria:

1. **Relevance to Agricultural Defense Priorities** - Assesses how directly the proposed project addresses ADP priorities such as pest/disease prevention, agricultural biosecurity, emergency response, or system resilience in Texas.
2. **Clarity of Project Concept** - Evaluates whether the applicant clearly states the issue, proposed solution, activities, and intended outcomes.
3. **Feasibility & Readiness** - Assesses if the project appears realistic and achievable within the expected time frame and with available resources or partnerships.

4. **Potential Impact** - Evaluates the potential of the project to strengthen Texas agricultural defense, improve preparedness, or reduce risk.

Full grant applications will be evaluated based on the following criteria:

1. **Statement of Need & Problem Definition** - Clearly defines the pest problem, its economic or environmental impact, and the affected commodities or regions. Demonstrates an understanding of pest dynamics and the importance of mitigation.
2. **Project Approach & Methodology** - Describes a realistic, research- or evidence-based approach to mitigate the pest issue. Includes timeline, methodology, data collection plan, and evaluation methods.
3. **Expected Outcomes & Benefits** - Identifies clear, measurable outcomes such as reduction in pest population, improved crop yield, or enhanced producer awareness. Aligns with state agricultural priorities.
4. **Partnerships & Collaboration** - Demonstrates engagement with producers, extension agents, local governments, or other universities. Shows commitment to outreach and practical adoption.
5. **Capacity & Experience** - Applicant demonstrates prior experience in pest management, research, or extension projects. Includes qualifications of key personnel and institutional resources.
6. **Budget & Cost Effectiveness** - Budget is reasonable, well-justified, and aligns with project goals. Includes no unallowable costs.
7. **Sustainability & Long-Term Benefit** - Describes how project results will be sustained beyond the grant period (e.g., producer adoption, policy integration, or ongoing research).

Late or Ineligible Applications

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

- All required letters and attachments, if applicable, must be appropriately attached to the TDA-GO application. Any supplemental information/files submitted outside TDA-GO (email, mail, hand delivered) will not be considered as eligible submissions.
- Failure to attach documents to the grant application package correctly are not considered system issues.

Grant Recipient Responsibilities and Accountability

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

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.

General Information

Selected applicants will receive an electronic Notice of Grant Award (NOGA) and a grant agreement (Agreement) from TDA on behalf of TAFA. 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.

Compliance Information

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

Submission Instructions

All LOIs must be submitted at this [JOT FORM Link](#). LOIs will be accepted on an ongoing basis to be as responsive as possible to pest and disease issues.

Applicants who receive approval to proceed will be provided with official notice to submit a full grant application. Only applicants with an approved LOI may submit a full grant application. The invitation to submit a full grant application will include a submission deadline.

Applicants must submit one complete, electronically-signed grant application. The online grant application and all other required backup documents must be submitted by the due date in the invitation to submit a full grant application. It is the grant applicant's responsibility to ensure the timely delivery of all required materials.

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

The online system will date and time stamp the submission for receipt documentation purposes.

An automated receipt email will be sent from the TDA-GO system indicating the grant application has been received.

TDA-GO Access Instructions

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

Step 1: Accessing Grant Opportunity

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

- **Returning users - Log in with your current username and password**
- **New Users – see section “TDA-GO New User Instructions” on page 27**

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.

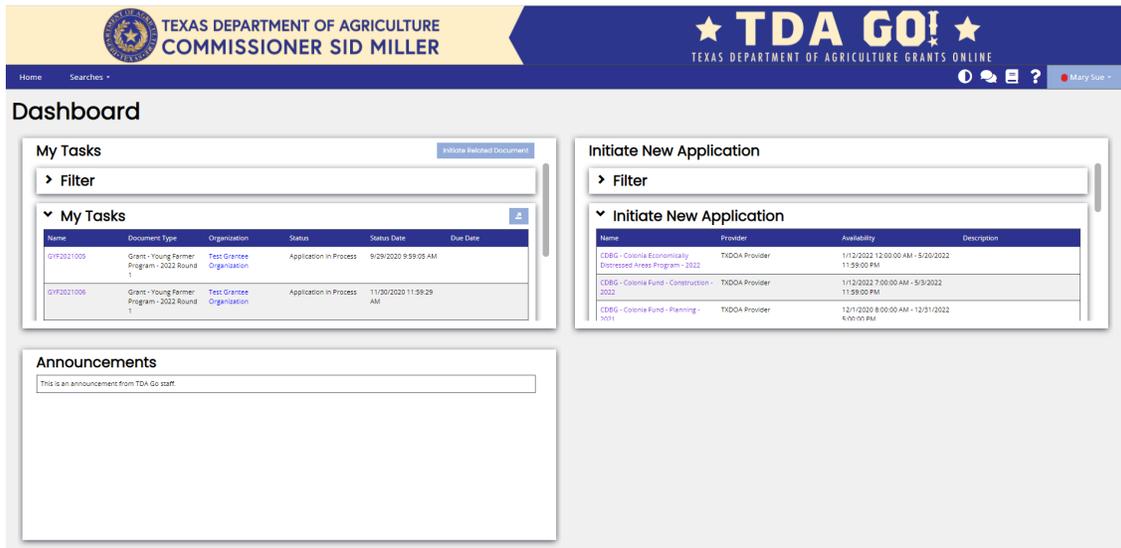


Figure 1. Landing page after logging in

Choose the **Application** by scrolling down the “Initiate New Application” box and select **Grant - Agricultural Defense Program - 2026** (Figure 2 & 3).



Initiate New Application

Program Name	Provider	Availability Dates
Grant - STEP - State Trade Expansion Program - 2024	TXDOA Provider	1/1/2023 12:00:00 AM - 12/31/2025 11:59:00 PM
Grant - Young Farmer Program - 2024 Round 1	TXDOA Provider	3/1/2023 12:00:00 AM - 4/1/2024 11:59:00 PM
Grant - Young Farmer Program - 2024 Round 2	TXDOA Provider	9/1/2023 8:45:00 AM - 8/31/2024 12:00:00 AM
Grant Agricultural Development - 2023	TXDOA Provider	9/1/2022 12:00:00 AM - 12/31/2023 11:59:00 PM
Grant Agricultural Development - 2024	TXDOA Provider	9/1/2023 12:00:00 AM - 12/31/2024 11:59:00 PM
Grant Agricultural Development -	TXDOA Provider	5/23/2022 12:00:00 AM - Open Ended

Figure 2. New Application 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**.

Grant – Agricultural Defense Program – 2026

Provided By: TXDOA Provider

Provided To: Test Grantee Organization

Application Availability Dates: 10/28/2025 12:00:00 AM -

Due Date: N/A

Description:

The authority shall provide financial assistance to the Texas Animal Health Commission, Texas A&M AgriLife Extension Service, or Texas A&M AgriLife Research to implement programs to control agriculture-related pests, diseases, or depredating animals.

A program implemented under this section must be designed to mitigate agricultural losses by an agricultural business through the control of agriculture-related pests, diseases, or depredating animals.

Agreement Language:

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

Agree
Decline

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	Document Status	
GDF2022070	Application in Process	
Organization	Your Role	
Test Grantee Organization	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

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 menu with the following items: 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 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 that this name will appear on the grant agreement), a drop-down menu for selecting the authorized official, Prefix, First Name, Last Name, Suffix, Job Title, Telephone, and Email. Required fields are 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

- 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
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
0 of 2000	0 of 2000
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 Project Details

Expand the **Forms** drop down menu and select **Project Details** (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 -, ADP260002, Forms (expanded), Application, Applicant Contact Information, Project Details (highlighted with a red box), Implementation Plan & Timeline, Budget Narrative, Accounting System and Financial Capability Questionnaire, Certification, Status Options, Tools, and Related Documents. The main content area is titled 'Project Details' and contains the following sections:

- Instructions:** Please complete this page and press the save button. Required fields are marked with an *
- Primary Applicant:** Test Grantee Organization
- Partner Organizations *:** A text input field with a blue '+' button on the right.
- Project Title *:** A text input field.
- Duration of Project *:** Two date input fields labeled 'Start Date:' and 'End Date:', both with a calendar icon and the format 'MM/DD/YYYY'.
- Project Summary *:** A text area with a small icon on the left. Below it is a paragraph of instructions: 'Include a project summary of 250 words or less suitable for dissemination to the public. A Project Summary provides a very brief (one sentence, if possible) description of your project. A Project Sum a concise overview of the proposed project. Summarize the problem, target pest(s), affected commodities or regions, primary objectives, key tasks to be performed, and anticipated impacts. Clearly :

Figure 13. Project Details location

Complete all appropriate sections of the Project Details. 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 Budget Narrative

Expand the **Forms** drop down menu and select **Budget Narrative** (Figure 14).

Home Searches -

ADP260002

Forms

Application

Applicant Contact Information

Project Details

Implementation Plan & Timeline

Budget Narrative

Accounting System and Financial Capability Questionnaire

Certification

Status Options

Tools

Related Documents

Budget Narrative

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

All expenses described in the Budget Narrative must be associated with expenses that will be covered by the ADP.

Budget Summary

Expense Categories	Amount
Personnel	\$0.00
Fringe Benefits	\$0.00
Travel	\$0.00
Equipment	\$0.00
Supplies	\$0.00
Contractual	\$0.00
Other	\$0.00
Total Direct Costs	\$0

Personnel

Figure 14. 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 5: Complete Accounting System and Financial Capability Questionnaire

Expand the **Forms** drop down menu and select **Accounting System and Financial Capability Questionnaire** (Figure 15).

The screenshot displays a web application interface. On the left is a dark blue sidebar with a navigation menu. The menu items are: Home, Searches, ADP260002, Forms (expanded), Application, Applicant Contact Information, Project Details, Implementation Plan & Timeline, Budget Narrative, Accounting System and Financial Capability Questionnaire (highlighted with a red circle), Certification, Status Options, Tools, and Related Documents. The main content area has a white background with a dark blue header. The header contains the title 'Accounting System and Financial Capability Questionnaire'. Below the title are instructions: 'Instructions: Please complete this page and press the save button. Required Fields are marked with an *'. The main content area is divided into sections: 'Purpose' with a paragraph of text, 'Organization Information' with two input fields for 'Year the Organization was established' and 'Number of Employees', and 'Grant Staff Information' with a paragraph of text and a table. The table has three columns: 'Staff Member', 'Name', and 'Number of Years'. The first row of the table has the value 'AOR' in the 'Staff Member' column.

Figure 15. Required Uploads location

Step 6: Complete Review and Certification

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

Before certifying the application, please 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 16).



Figure 16. 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 17). Click on the selection in the drop down menu and review and resolve the error messages.



Figure 17. Incomplete section with error messages

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

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 7: 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**.

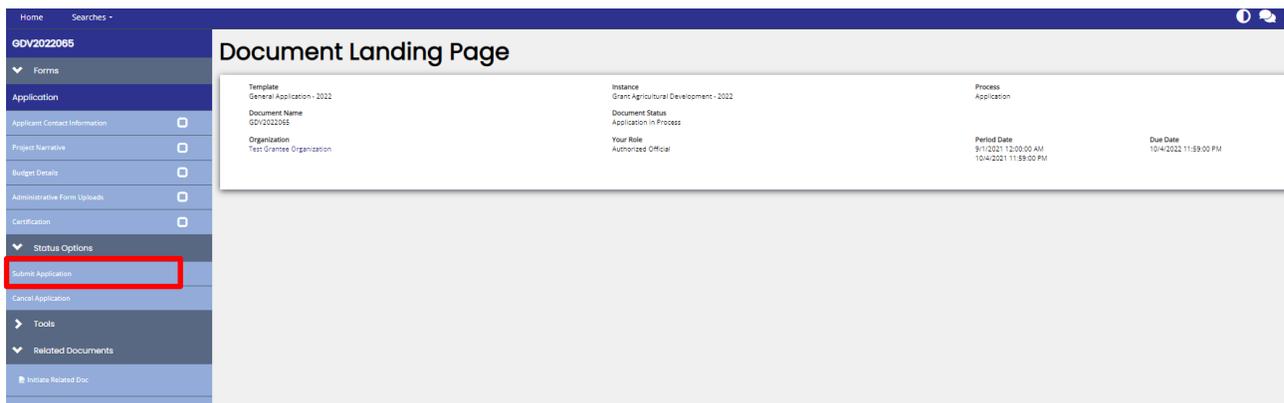


Figure 19. Status Options drop down menu and Application Submitted button location

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.

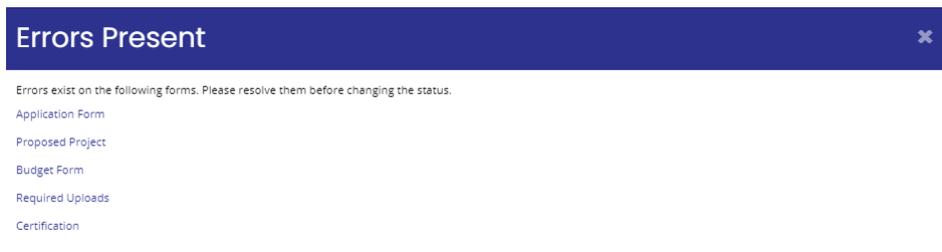


Figure 20. Error message will appear if you try to submit application with errors

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).

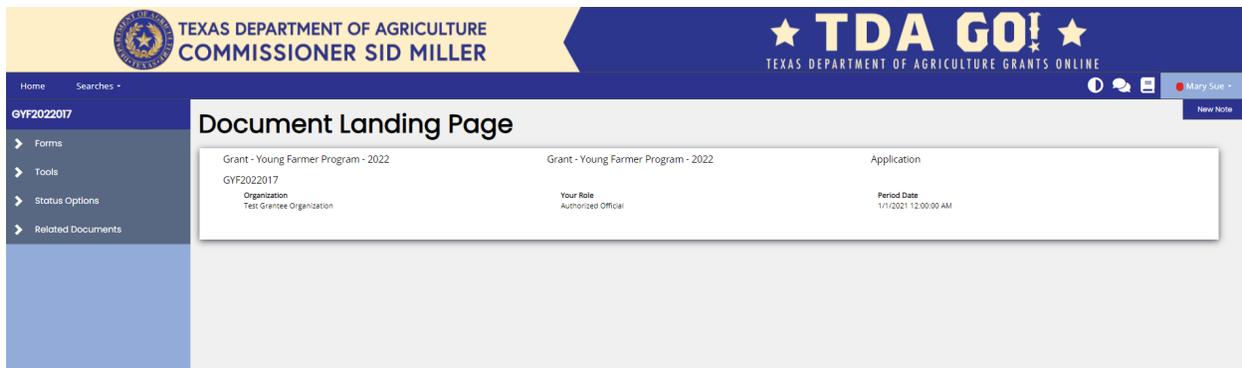


Figure 21. After application submission, you will return to the Document Landing Page.

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

TDA-GO New User Instructions

Step 1: Registering a New User in TDA-GO

The following describes how to access the TDA-GO online grant system by setting up a new user. The applicant must set up a new user account to access the 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

The screenshot shows a 'Login' form with two input fields: 'Username' and 'Password'. Below the fields is a blue 'Submit' button. At the bottom of the form, there is a link for 'Login Assistance' and a red-bordered button labeled 'New User/Organization Registration'.

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 ***“AgDefense 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

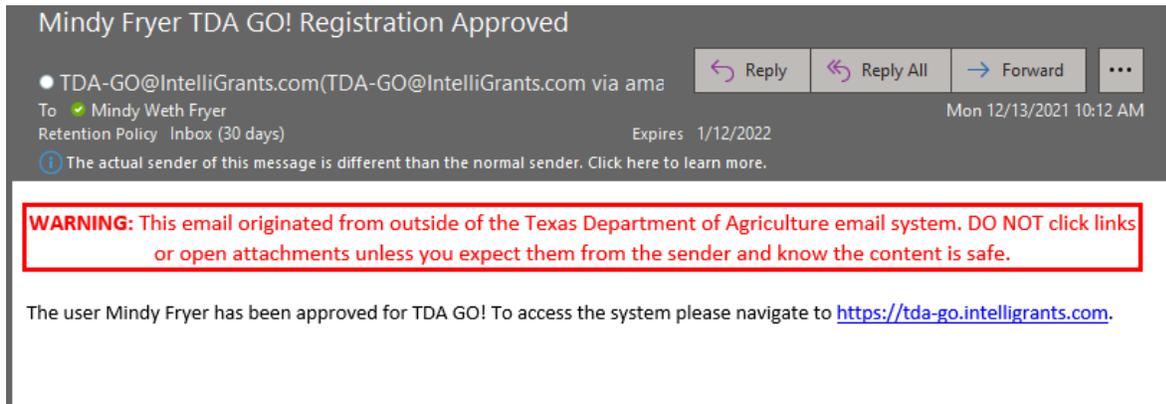
The screenshot shows the 'New User Registration' form. It includes fields for First Name, Last Name, Title, SAM Number (UEI Number), Organization, Address, City, Zip Code, Email, Phone, Cell Phone, Username, Password, and Verify Password. A red arrow points to the Title field with the text 'Please add this title so we know how to approve your registration!'. The form also has a 'Search' button and a 'Register' button at the bottom right.

registering user (applicant) wishes to register for.

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.



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).

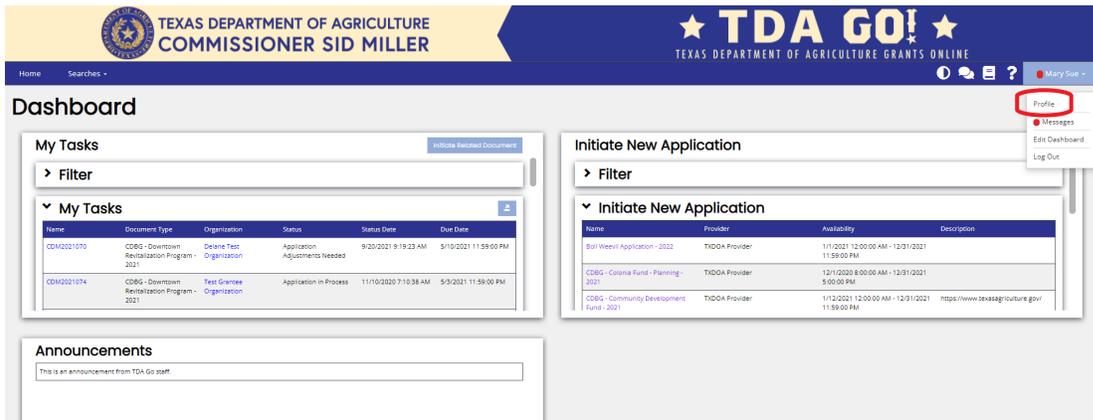


Figure 1. Landing page after logging in and Profile button location

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.

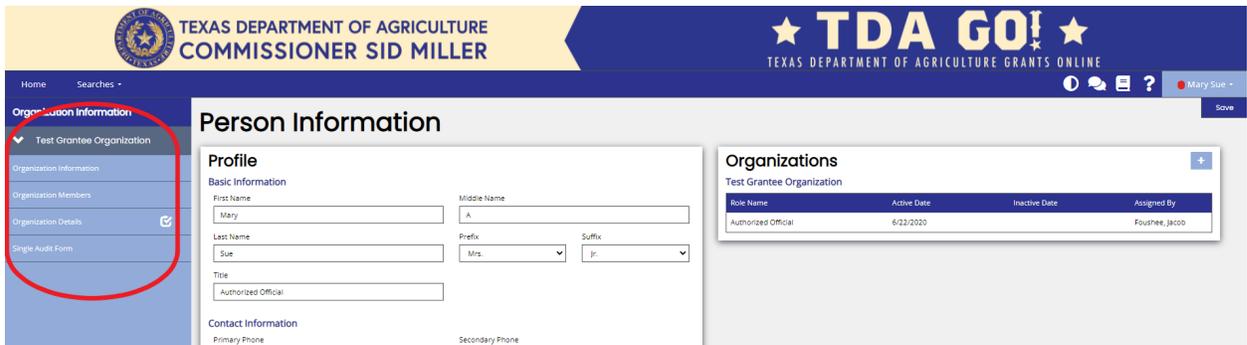


Figure 2. Accessing Organization pages

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.

Home Searches - Mary Sue

Person Information

Mary Sue

Organization Information

Test Grantee Organization

Organization Information

Organization Members

Organization Details

Single Audit Form

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

Members

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
AO_Third	Authorized Official	02/09/21		TDA_Support Staff	02/09/21

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.

Login Assistance

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

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

Forgot Password

Email

Username

[Forgot Username](#)

Clear Email

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

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

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

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

[Reset Password](#)

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

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

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