



# TEXAS DEPARTMENT OF AGRICULTURE COMMISSIONER SID MILLER

## THE 1944 WATER TREATY TEXAS GRANT - 2023/2024 PROGRAM APPLICATION

### Executive Summary

The Texas Department of Agriculture (TDA) is accepting applications for the 1944 Water Treaty Texas Grant - 2023/2024 Program (Program). Funding for the Program is available through a partnership with the United States Department of Agriculture-Farm Service Agency (USDA-FSA). The Program is designed to provide critical economic relief to eligible Rio Grande Valley farmers and producers suffering losses arising from Mexico’s ongoing failure to meet its water delivery obligations under the 1944 Water Treaty. TDA will provide direct assistance payments to qualified producers who suffered eligible loss of water deliveries in calendar years 2023 and 2024.

**Deadline:** Applications must be received by Thursday, May 22, 2025, by 11:59 pm Central Time.

### **How to submit?**

Submit all required paperwork to one of the following three options:

- **\*PREFERRED\*** Online: Click [here](#) or copy and paste the following in your internet browser to access TDA-GO: <https://tda-go.intelligrants.com/>  
*A paper copy may be requested and submitted to one of the two options below:*
- Mailing Address: P.O. Box 12847, Austin, Texas 78711
- Email: [Grants@TexasAgriculture.gov](mailto:Grants@TexasAgriculture.gov)

**Agency Division** - Trade and Economic Development – Grants Office, [Grants@TexasAgriculture.gov](mailto:Grants@TexasAgriculture.gov)  
**Assistance Living Number** N/A

### Key Elements

Required Action	Timing to Obtain/Submit
Create a TDA-GO Profile (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 New User Registration
<ul style="list-style-type: none"> <li>• <a href="#">Obtain a TIN/EIN (if you do not already have one)</a> *</li> </ul>	up to 2 weeks
<ul style="list-style-type: none"> <li>• Request Access to by creating <a href="#">TDA-GO profile (if you do not already have one)</a>*</li> </ul>	48-72 hours ahead of the application submission deadline for TDA to approve account. <b>Last minute registrations are not guaranteed.</b>
TDA Deadline to receive final application and all supporting materials through TDA-GO	May 22, 2025 - 11:59 p.m. Central Time
<ul style="list-style-type: none"> <li>• Anticipated Award</li> </ul>	July 2025 (or as soon thereafter as practical)

\* 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 Application (RFGA) may result in the disqualification of the application.

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

## Statement of Purpose

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The Disaster Relief Supplemental Appropriations Act, 2025 (Division B, Title 1 of the American Relief Act, 2025, P.L. 118-158) (the Act) provided financial assistance to certain agricultural producers. The Act further states that the Secretary may provide assistance “in the form of block grants to eligible States and territories and such assistance may include compensation ...for agricultural producers who have suffered losses due to the failure of Mexico to deliver water to the United States in accordance with the 1944 Water Treaty.” The Secretary has directed USDA-FSA to provide \$280 million, as delineated in this Agreement, to TDA.

TDA is authorized by §12.002 of the Texas Agriculture Code to encourage the proper development and promotion of agriculture. Furthermore, in accordance with the grant agreement between TDA and USDA-FSA, TDA will establish grant application procedures and distribute funds to agriculture producers impacted by the failure of Mexico to deliver water to the United States in calendar year 2023 and/or calendar year 2024.

## Eligibility

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An “Eligible Producer” is an agriculture producer with farming acreage located in Brewster, Brooks, Cameron, Hidalgo, Jim Hogg, Kinney, Maverick, Presidio, Starr, Terrell, Val Verde, Webb, Willacy or Zapata Counties and was eligible for water allocations for agricultural use as documented through the Rio Grande Watermaster Program as a permit holder either individually, or through an irrigation district during calendar year 2023 and/or calendar year 2024. In addition, an Eligible Producer is a person or legal entity that must be a:

- citizen of the United States;
- resident alien; for purposes of this part, resident alien means “lawful alien” as defined in 7 CFR part 1400;
- partnership consisting solely of citizens or resident aliens of the United States;
- corporation, limited liability corporation, or other farm organizational structure organized under State law consisting solely of citizens or resident aliens of the United States; or
- Indian Tribe or Tribal organization, as defined in section 4(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 5304).

### ***How does it work?***

Applications may be completed via hard-copy paper application, PDF electronic application, or preferably, online via TDA’s grant management system, TDA-GO. Submitted applications will be reviewed individually, and TDA will verify the applicant has met all eligibility requirements. This grant program is non-competitive; any applicant who is eligible will receive a direct assistance payment for eligible water losses for 2023 and/or 2024 calendar years.

## Payment Calculation

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Payments are for loss due to the failure of water to be delivered in calendar year 2023 and/or calendar year 2024. After the application period closes, TDA will determine a Per Acre Amount. Each Eligible Producer will receive funds totaling the Per Acre Amount times the Number of Irrigable Acres in their application for each program year.

- Example: if an eligible producer has 10 authorized irrigable acres in 2023 and 10 acres in 2024, the total payment would be the Per Acre Amount \* 20 acres.

Eligible Producers who leased or sold their property (including water rights) or are part of a business relationship with multiple beneficiaries, will be required to certify that they will divide and distribute funds accordingly to any other person or entity entitled to a share of the assistance funds.

## Application Package

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Interested applicants (Applicant) must provide the following information:

- Applicant Contact Information
- Acreage Report
  - Certify the applicant had a right to farm acreage for agriculture production in calendar year 2023 and/or calendar year 2024.
  - Certify number of acres eligible for an allocation of water.
  - Agricultural production was located in at least one of the twenty-three water districts or an independent location, confirmed by TCEQ along the Rio Grande River.
  - Provide a TCEQ Certificate number or Water District Account ID for diverting a volume of acre-feet of water in calendar year 2023 and/or calendar year 2024.
  - \*Preferred but not required – provide a Texas Agriculture/Timber License Number.
  - A description of the crop or agricultural production.
- Administrative Form Uploads
  - Application for Texas Identification Number (required)
  - W-9 IRS Federal Tax Form (required)
  - Other applicable documents
    - i. Attestation letter – for applicants that receive water from Water Irrigation Districts (required)
      1. Applicant’s signature must be notarized
      2. Irrigation Districts signature must be notarized
    - ii. Other applicable documents that support your access to water diversion rights.
      1. Diversion Certificates (optional)
      2. Water Permit/Certificate (optional)
      3. List of other persons/entities that are entitled to a share of assistance (optional)

See [Section Application Form Guidance](#) for detailed instructions on each section.

# Deadline for Submission of Responses

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*Late or incomplete applications will not be accepted.*

It is Applicant's responsibility to ensure the timely receipt of the application and all required materials. TDA reserves the right to request additional information or documentation to determine eligibility. Applications missing documentation or otherwise deemed incomplete will not be considered for funding until all necessary supporting information is received. TDA reserves the right to deny applications if the applicant is unable to provide required documentation on or before the deadline provided by TDA when missing or additional information is requested. All determinations regarding eligibility and funding amounts are final.

## **1. Online Submissions - Preferred.**

Applicants must submit one complete, electronically signed application through the TDA-GO system to TDA by **11:59 p.m. CT on May 22, 2025** (see [submission instructions below](#)). Click the following for the submission link or copy and paste it into your web browser: <https://tda-go.intelligrants.com/>.

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

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Emailed or hard copy versions of the application may be requested by emailing [Grants@TexasAgriculture.gov](mailto:Grants@TexasAgriculture.gov) or by calling (512) 936-0247 or (800) 835-5832.

## **2. Email submission of complete application packet:**

*Grants@TexasAgriculture.gov*

**The e-mail subject line must reference the RGFA title and identify Applicant by name (Ex: 1944 Water Treaty - Applicant Name), and the email must be time stamped by TDA's email server by 11:59 p.m. CT on May 22, 2025.** Applicant is solely responsible for ensuring that a complete application, regardless of method of delivery, is sent to and actually received by TDA in a timely manner and at the proper destination server, including all attachments. TDA will send a confirmation email after the application has been received.

IMPORTANT NOTE: TDA's email system has a 10MB attachment limit. This restriction may require an applicant to submit its application in multiple e-mails, so that all required attachments may be submitted without exceeding TDA's 10 MB attachment limit. Applicants must make sure that each email subject line references the RGFA title and applicant name. Unreadable submissions may be deemed unresponsive and will not be reviewed for funding consideration.

*TDA program staff will send an email acknowledging receipt of each application to each applicant as soon as administratively possible with an application ID number.*

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### **3. Hard copy mailed submissions – if not submitted by email**

All applications must be **received by TDA before close of business (5:00 p.m. CT) on May 22, 2025**. TDA will affix or place a date and time stamp on each application it receives via U.S. mail. If Applicant uses U.S. mail for delivery of its application to TDA, the agency strongly recommends that Applicant send same by certified mail, return receipt requested, or equivalent delivery confirmation service provided by USPS.

Applications may be sent to TDA at either of the following addresses:

**By U.S. Mail:**

Texas Department of Agriculture  
Trade & Economic Development- Grants  
P.O. Box 12847  
Austin, TX 78711

**By Overnight or Hand Delivery**

Texas Department of Agriculture  
Trade & Economic Development- Grants  
1700 North Congress, 11th Floor  
Austin, Texas 78701

*TDA program staff will send an email acknowledging the receipt of the application as soon as administratively possible with an application ID number.*

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

Applicants are responsible for ensuring their applications are submitted in a timely manner. TDA highly recommends Applicants submit their applications early to allow time to resolve any issues that may arise. Late applications due to technical problems or errors will not be accepted.

## **General Information**

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Selected applicants will receive a Notice of Grant Award (NOGA) letter from TDA.

## **Applications**

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

## **Right to Amend or Terminate Program**

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

## **Proprietary Information/Public Information**

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

## **Conflict of Interest**

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 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 for assistance. 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, 11<sup>th</sup> Floor  
Austin, TX 78701
  - by email: [fraud@texasagriculture.gov](mailto:fraud@texasagriculture.gov).

## General Compliance Information

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1. Grant Recipient (an applicant who receives a grant under this program) must comply with TDA's reporting requirements and financial procedures outlined in the grant agreement.
2. Grant Recipient must remain in full compliance with state and federal laws and regulations.
3. Grant Recipient must keep separate records and a bookkeeping account (with a complete record of all expenditures) for a project. Records shall be maintained for a minimum of four (4) years after the completion of the project, or as otherwise agreed upon with TDA. If any litigation, claim, negotiation, audit, or other action is initiated prior to the expiration of the four-year retention period, then all records and accounts must be retained until their destruction is authorized in writing by TDA. TDA and SAO reserve the right to examine all books, documents, records, and accounts relating to the project, including all electronic records, at any time throughout the duration of the agreement until all litigation, claims, negotiations, audits, or other action pertaining to a grant is resolved, or until the expiration of the four-year retention period or a final judgment in litigation, whichever is longer. TDA and SAO shall have access to: all electronic data or records pertaining to the grant project; paper or other tangible documents or records, including the physical location where records are stored; and all locations related to project activities. Failure to provide access to requested records may be considered a breach of the grant agreement.
4. If Grant Recipient has a financial audit performed during the time Grant Recipient is receiving funds from TDA, upon request, TDA shall have access to information about the audit, including the audit transmittal letter, management letter, any schedules, and the final report or result of such audit.
5. Grant Recipients must comply with Texas Government Code, Chapter 783 (Uniform Grant and Contract Management Act) and the Texas Grant Management Standards (TxGMS); 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; and 45 CFR Part 75, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards, if applicable. In addition, Applicants are required to comply with USDA's General Terms and Conditions available at <https://www.fpacbc.usda.gov/about/grants-and-agreements/award-terms-and-conditions>.

## Late or Ineligible Applications

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- TDA will not consider applications submitted after the published due date unless the deadline has been revised for all applicants.

- TDA will perform an administrative review to determine applicant eligibility and responsiveness to the request for grant applications.
- Applications submitted by ineligible applicants will not receive funding consideration.
- Determinations of late or ineligible applications are final and not subject to an appeal process.
- Problems with computer systems at the applicant organization, Adobe compatibility settings issues, failure to follow instructions in the RFGA, or failure to complete required registrations (e.g., Grants.gov, Sams.gov, UEI Number, etc.) by the submission deadline are NOT considered government system issues and do not constitute grounds for an appeal.
- The RFGA explains the time required to complete these registration requirements. It is Applicant's responsibility to ensure that enough time is committed for adequate submissions by the listed due date and time.
- All required letters and attachments must be attached to the application package.
- Failure to attach documents to the application package correctly are not considered system issues.

## Program Contact Information

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

TDA staff are available to answer questions regarding this grant program and to provide clarifying information concerning this RFGA.

Phone: (512) 936-0247 or (800) 835-5832

Email: [Grants@TexasAgriculture.gov](mailto:Grants@TexasAgriculture.gov)

### Technical Assistance

- a. You may schedule time for assistance in completing the application. Please try to do this as early as possible.
- b. Technical assistance for submitting the application is available until 5:00 pm on **May 15, 2025**

TDA will also be hosting application workshops. Please check TDA's website for additional information at <https://texasagriculture.gov/Grants-Services/Grants-and-Services/Texas-Water-Treaty-Assistance-Grant>.

# TDA-GO Online Application Instructions

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## 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 1944 Water Treaty Texas Grant application.

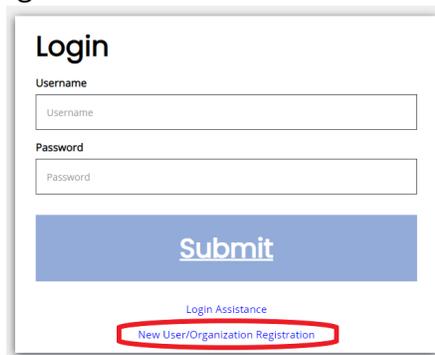
**THIS MUST BE DONE 24-48 HOURS PRIOR TO SUBMITTING AN APPLICATION!**

### Steps to Get Started:

- 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.



The image shows a screenshot of a web form titled "Login". It contains two input fields: "Username" and "Password". Below these fields is a blue "Submit" button. At the bottom of the form, there are two links: "Login Assistance" and "New User/Organization Registration". The "New User/Organization Registration" link is circled in red.

- 3) Fill in the required fields and any optional fields desired. See Legend below for specific field instructions. Click on the **Save** button.

## Legend

**First Name (Required)**

**Last Name (Required)**

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

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

**Organization (Required)** – Enter FIRST AND LAST NAME (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.

**Notes:** Enter “**Water Assistance Grant**”

The screenshot shows a 'New User Registration' form with various input fields. Annotations include:

- An orange arrow pointing to the 'Title' field.
- A red starburst pointing to the 'Notes' field, which contains the text 'Water Assistance Grant'.
- A yellow lightbulb icon with a black exclamation mark is positioned over the 'Username' and 'Verify Password' fields.
- A blue box with the text 'Don't click' is placed over the 'Organization' field.
- A 'Save' button is located at the bottom right of the form.

4) **Hit Register.** The registration for the New User will be sent to TDA staff for approval. You will receive an email indicating approval within 24-48 hours. After approval, the New User can log on and access the TDA-GO platform.

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

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

## Step 2: Accessing Grant Opportunity

The following describes how to access the Grant program grant opportunity via TDA-GO.

Applicants must ensure they only have one window/tab open when entering information into TDA-GO. Having more than one window open will cause a cross-session. This means that when an action (entered/saved) is taken in one window, and then another action (entered/saved) is taken in second window/tab, your actions may not save properly and could cause your application to be incomplete. Actions in the system cancel each out or overwrite a previous action.

### Dashboard

After your registration has been submitted and you have received an approval email, you will be able to log into the system and see the Dashboard. After logging in, the User's Dashboard will appear (Figure 1). **My Tasks** are documents/applications that are in process; **Initiate New Application Box** are blank grant applications.

The screenshot shows the TDA GO! dashboard. The header includes the Texas Department of Agriculture logo and Commissioner Sid Miller's name, along with the 'TDA GO!' logo and 'TEXAS DEPARTMENT OF AGRICULTURE GRANTS ONLINE'. The user is logged in as 'Mary Sue'. The dashboard is divided into two main sections: 'My Tasks' and 'Initiate New Application'.

**My Tasks** section includes a filter dropdown and a table of tasks:

Name	Document Type	Organization	Status	Status Date	Due Date
CDM2021028	CDBG - Downtown Revitalization Program - 2021	Test Grantee Organization	Amendment Request in Process (CDBG)	3/14/2022 9:54:27 AM	
CDM2021070	CDBG - Downtown	Delane Testing Organization	Application Attachments	9/20/2021 9:19:33 AM	5/10/2021 11:59:00 PM

**Initiate New Application** section shows a list of available grant opportunities:

Grant Name	Provider	Start Date	End Date
Development - 2022		10/4/2022 11:59:00 PM	
Marketing Enhancement Grant Assistance - 2022	TXDOA Provider	2/1/2022 12:00:00 AM - 2/1/2023 11:59:00 PM	
Rural Health Facility Capital Improvement Program - 2022	TXDOA Provider	1/1/2021 12:00:00 AM - 12/31/2022 11:59:00 PM	
State of Texas Agricultural Relief (STAR Fund) - 2022	TXDOA Provider	1/1/2021 12:00:00 AM - 12/31/2022 11:59:00 PM	

Figure 1. Landing page after logging in

Choose the **Water Assistance - Lower Rio Grande Valley** by scrolling down the **Initiate New Application** box and select **Water Assistance - Lower Rio Grande Valley** (Figure 2).

## Initiate New Application

Filters

### Initiate New Application

Name	Provider	Availability	Description
Water Assistance - Valley	Provider UAT	3/6/2025 12:00:00 AM - 5/15/2025 11:59:00 PM	

Click Here

Figure 2. Initiate New Application. Please note dates are for testing and example purposes only.

Agreement language appears (Figure 3). Read and select **Agree**.

## Water Assistance -

Click Here

Provided By: TXDOA Provider UAT

Provided To: Test Grantee Organization

Application Availability Dates: 3/6/2025 12:00:00 AM - 5/15/2025 11:59:00 PM

Due Date: 5/15/2025 11:59:00 PM

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](http://www.texasagriculture.gov).

Agree Decline

Figure 3. Agreement - Please note dates are for testing and example purposes only.

## Document Landing Page

After Agree is selected, the Document Landing Page will appear (Figure 4).

### Document Landing Page

Template: Water Assistance - Lower Rio Grande Valley

Instance: Water Assistance - Lower Rio Grande Valley

Process: Application

Document Name: WRG250002

Document Status: Application in Process

Organization: Test Grantee Organization

Your Role: Authorized Official

Due Date: 5/15/2025 11:59:00 PM

Application In Process (Selected) Application Cancelled (Not Submitted) Application Submitted Application Approved Grant Agreement Executed Closeout Submitted Closeout Revision Required Grant Closed

Figure 4. Document Landing Page

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

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

# Application Form Guidance

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

## Step 1: Start Application Form

Expand the **Forms** drop down menu and select **Application Contact Information** (Figure 5).

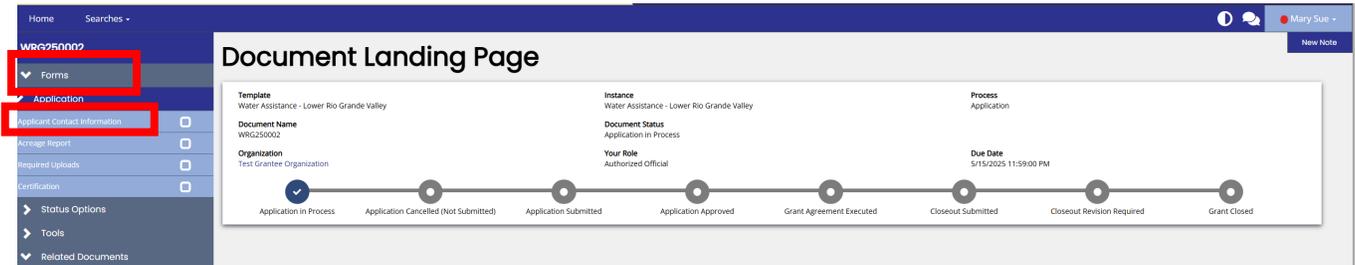


Figure 5. Applicant Contact Information Form location

All sections of the Application Form must be completed if applicable. See below for specific instructions.

### General Functions:

**NOTE:** All required fields are marked with a \*. An error message will appear and the application may not be submitted if these required fields are not filled out (Figure 6).

Name of Application Preparer / Administrative Contact  \*

(This person can answer day-to-day questions about the organization and the project.) \*

Figure 6. Example of Required Fields

**NOTE:** If a question has a **Browse** button in the answer box, it is necessary to upload the appropriate documentation (Figure 7). Click on the Browse Button to open the file selection screen.

Please upload the following required documents.

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.

Figure 7. The Browse button allows applicant to select and upload the appropriate documentation

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

Operation or business	Position	Description of experience	Dates of experience (From Date - To Date)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
				+

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

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

Operation or business	Position	Description of experience	Dates of experience (From Date - To Date)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
				+ -
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
				+ -

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

**Note: Name of Authorized Official:** This person is authorized to enter into legal agreements on behalf of the applicant/organization. This person's name will be required to certify and submit the application.

**Name of Application Preparer / Administrative Contact:** Please leave this blank if not applicable.

**Name of Additional Contact:** This person may not have a role in the TDA-GO system, but is knowledgeable of your Water application and can answer questions.

After completing the form, click the **Save** button in the top right hand corner (Figure 10). After clicking the **Save** button, if any required sections are missing, an error message will appear (Figure 11).

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



Figure 11. Error Message of missing required message

## Step 2: Complete Acreage Report

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

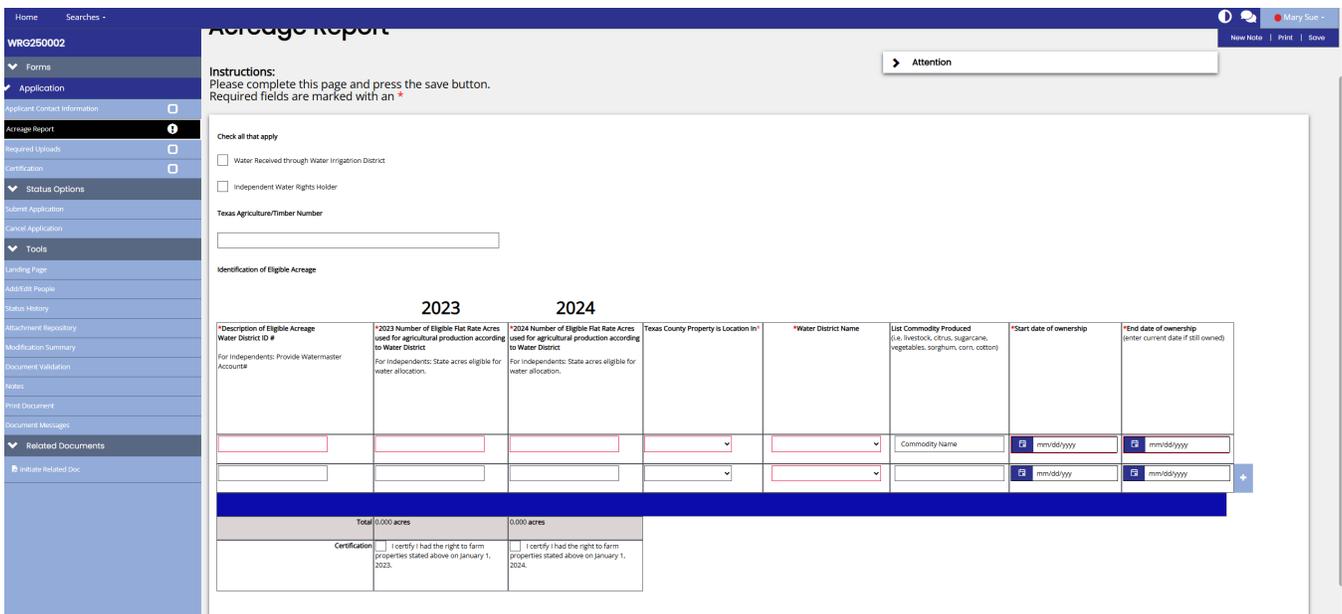


Figure 12. Application Form location

**Complete all sections of the Application. See below for specific instructions.**

**Please check which type of way you access your irrigation water.**

Check all that apply

Water Received through Water Irrigation District

Independent Water Rights Holder

Texas Agriculture/Timber Number

Figure 13. Texas Agricultural of Timber Registration Number

**Texas Agricultural of Timber Registration Number:** Enter registration number here. If you do not have a registration number, **enter all zeros**. Additional documentation may be requested to verify agriculture operation if registration number is not provided. (Figure 13).

**Description of Eligible Acreage** - Enter one of the following numbers per eligible acreage - Water District ID #, or Watermaster Account #

**Number of Eligible Flat Rate Acres** – Enter the number of flat rate acres that was eligible for irrigation as provided by the Water District. If you are an independent water right holder, enter the acres eligible for water allocation. This should be completed for each of the 2023 and 2024 calendar years.

**Texas County Property is Location In:** Select which county your property is located in from the dropdown list.

**Water District Name:** Select the applicable answer from the dropdown list.

**List Commodity Produced-** Please list the commodities you farm/ranch on this acreage. The following are some examples. (i.e. livestock-beef/swine, citrus, sugarcane, vegetables, sorghum, corn, cotton)

**Start date of ownership:** enter the first date you had the right to farm/produce on this land.

**End date of ownership:** enter the last date you had the right to farm/produce on this land. If you still have the right, enter the current date.

**Certification:** Check the box under 2023 and/or 2024 to certify you had the right to farm the property.

After completing the Application form, click the **Save** button in the top right hand corner (Figure 10). After clicking the **Save** button, if any required sections are missing, an error message will appear (Figure 111).

### Step 3: Complete Required Uploads

Expand the **Forms** drop down menu and select **Required Uploads** (Figure 14).

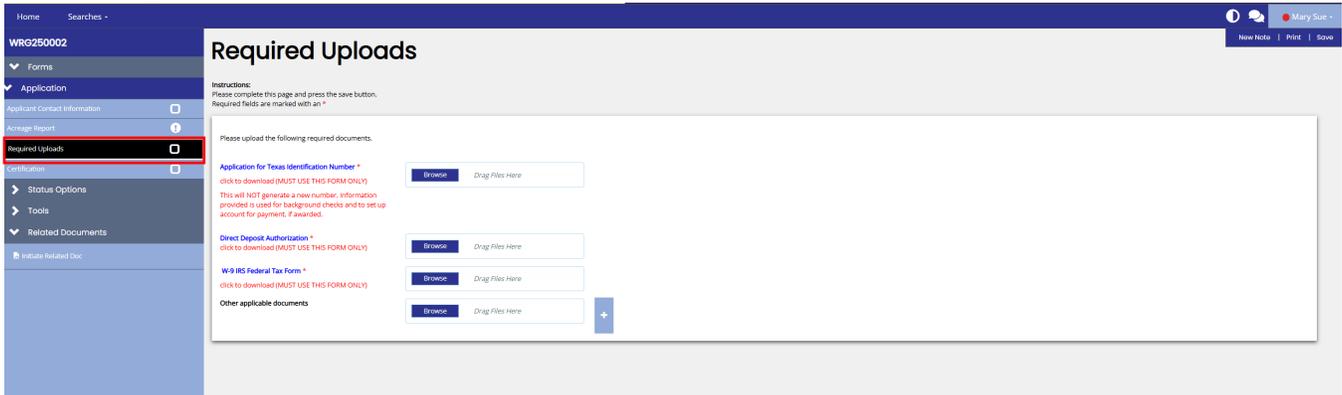


Figure 14. Required Uploads location

**Application for Texas Identification Number** and **W-9 Federal Tax Form** are **Required Uploads** for the Grant (Figure 14).

Click on the blue hyperlink in the online application 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. This does not actually get you a new ID number. This is a standard form TDA must collect and is also used to conduct background checks to ensure the validity of a grantee.*
2. W-9 Federal Tax Form: *This form is required per Texas Contract Management guidelines.*

**Other applicable documents:** Please upload the Attestation letter. This section can also be used to upload additional documents to support your application.

After uploading the required forms, click the **Save** button in the top right hand corner (Figure 10). After clicking the **Save** button, if any required sections are missing, an error message will appear (Figure 11).

## Step 4: Complete Review and Certification

**Before completing Step 4 Certification, please review application for completeness and accuracy.**

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 15).



*Figure 15. 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 16). Click on the selection in the drop down menu and review and resolve the error messages.



*Figure 16. Incomplete section with error messages*

Once all error messages are resolved and each section has a check as seen in Figure 15, the application can be certified and submitted.

Expand the **Forms** drop down menu and select **Certification** (Figure 15). To certify your application, check the box (Figure 17). The section is then complete. Click **Save** in the top right corner.

Home Searches - Mary Sue - New Help | Print | Save

WREG250002

- Forms
- Application
  - Applicant Contact Information
  - Achieve Report
  - Required Uploads
  - Certification**
  - Status Options
- Submit Application
- Cancel Application
- Tools
- Related Documents
  - Initiate Related Doc

## Certification

By signing below, applicant:

1. Certifies all information provided in connection with this application is true and correct to the best of Applicant's knowledge.
2. Acknowledges any misrepresentation or false statement made by Applicant, or an authorized agent of Applicant, in connection with this application, whether intentional or not, will constitute grounds for denial of this application.
3. Acknowledges that acceptance of funds in connection with this application acts as acceptance of the authority of the Texas Department of Agriculture (TDA), or any successor agency, the State Auditor's Office (SAO), or any successor agency, the U.S. Department of Agriculture (USDA), the Office of the Inspector General (OIG), and/or the Comptroller General of the United States (CGUS) to conduct an investigation in connection with those funds, and Applicant further agrees to cooperate fully with TDA or its successors, SAO or its successor, USDA, OIG and/or CGUS in the conduct of the audit or investigation, including allowing TDA, SAO, USDA, OIG, and/or CGUS to inspect applicant's premises and providing all records requested during the grant period and for at least three years after the grant has terminated.
4. Acknowledges this application and any payments owed to Applicant in connection with this application may be reduced or denied because of Applicant's owing any debt to the State of Texas, and that this application and any payments owed to Applicant in connection with this application may be denied because of delinquency in payment of a guarantee student loan and for failure to pay child support.
5. Certifies that if persons or entities other than the applicant are entitled to a share of funds received due to a written or verbal agreement, applicant will divide any funds received accordingly.
6. Certifies that no state or federal tax liens have been filed against Applicant or Applicant's property.
7. Certifies that Applicant has not been convicted of any felony or a misdemeanor involving moral turpitude.
8. Acknowledges that pursuant to the Texas Grant Management Standards (TGMS), if Applicant fails to comply with any condition, provision, or term of an award made as a result of this application, Applicant may have to make a partial or total repayment of such award.
9. Applicant does not and will not knowingly employ an undocumented worker who, at the time of employment, is not lawfully admitted for permanent residence to the United States or authorized under law to be employed in that manner in the United States. If, after receiving an award, Applicant is convicted of a violation under 8 U.S.C. Section 1324a(f), Applicant shall repay the amount of the award with interest, at the rate and according to the other terms provided by an agreement under Section 2264.053 of the Texas Government Code, not later than the 120th day after the date of the public agency, state or local taxing jurisdiction, or economic development corporation notifies Applicant of the violation.
10. Applicant authorizes TDA to review, verify and authenticate all information provided in this application; and
11. Applicant understands TDA may request further documentation supporting this application, including contacting other agencies, organizations, facilities or third parties to verify data provided by an Applicant from the records of such agencies, organizations, facilities or third parties.

**Notice of Penalties: Penalty for knowingly making false statements or false entries, or attempts to secure money through fraudulent means, may include fines and/or incarceration and/or forfeiture of agriculture assistance funds under applicable federal and state law.**

This document becomes public record and is subject to disclosure. With few exceptions, you have the right to request and be informed about the information that the State of Texas collects about you. You are entitled to receive and review the information upon request. You also have the right to ask the state agency to correct any information that is determined to be incorrect. (Reference: Government Code, Sections 552.021, 552.023, and 552.024.)

**STEP 1. Check box**

Signature of Authorized Representative      Title      Date

**STEP 2. Click save**

After saving your signature, when you are ready to submit this application to TDA, you MUST change the status by selecting 'Submit Application' under the Status Options heading in the navigation menu to the left.

Figure 17. Certification and check box location

## Step 5: Application Submission

Once the application is certified and complete, you must **submit** the application within the TDA-GO system.

Expand the **Status Options** drop down menu (Figure 17). Select **Submit Application**.



Figure 17. Status Options drop down menu and Submit Application button location

**NOTE:** If errors remain, an **Errors Present** message will pop up (Figure 18). You may click on each section name to be directed to the errors.

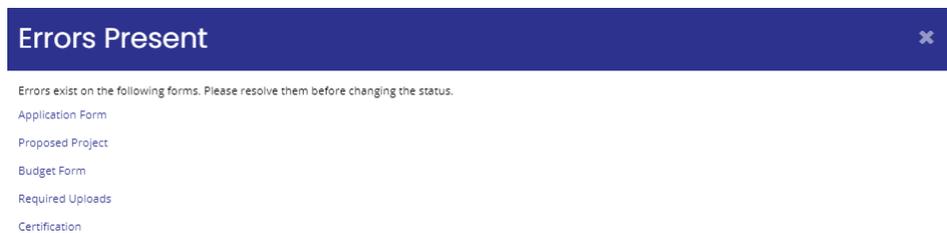


Figure 18. Error message will appear if you try to submit application with errors

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 19).

<b>Template</b> State Of Texas Agricultural Relief - 2022	<b>Instance</b> State of Texas Agricultural Relief (STAR Fund) - 2022	<b>Process</b> Application	
<b>Document Name</b> STAR22-023	<b>Document Status</b> Application in Process		
<b>Organization</b> Test Grantee Organization	<b>Your Role</b> Authorized Official	<b>Period Date</b> 3/18/2022 12:00:00 AM	<b>Due Date</b> 8/31/2022 11:59:00 PM

Figure 19. 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 20).

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

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

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

Figure 20. Example of confirmation email