



TEXAS DEPARTMENT OF AGRICULTURE COMMISSIONER SID MILLER

ZERO AGRICULTURAL PEST AND DISEASE GRANT PROGRAM Fiscal Year 2027 Request for Grant Applications

Executive Summary

The Texas Department of Agriculture (TDA or Grantor) seeks applications under the Zero Agricultural Pest and Disease Grant Program (Grant Program) to **establish an early plant pest and disease detection and surveillance system** through cooperative agreements between TDA and institutions of higher education, as defined in Texas Education Code, Section 61.003, in the State of Texas to prevent the introduction or spread of plant pests and diseases.

Agency Division TDA's Grants Office, Grants@TexasAgriculture.gov

Assistance Listing Number Not applicable - State Funds

Key Elements

GRANT APPLICATION SYSTEM REQUIREMENTS	
Create a TDA-GO Profile (see TDA-GO Access Instructions)	⌚ 48-72 hours before applying Last-minute or day of application registrations are not guaranteed.
UEI NUMBER	Not required for this grant (see new user instructions on PAGE 16)
Obtain a TIN/EIN (if you do not already have one) *	up to 2 weeks
DEADLINES	
TDA Deadline to receive final application and all supporting materials through TDA-GO	September 24, 2026, <u>before</u> 5:00 p.m. Central Time
AFTER YOU APPLY	
Anticipated Award	January 2027 (or as soon thereafter as practical)
Anticipated Start Date of Project/Grant	December 1, 2026
End Date of Project	April 30, 2029

* Text hyperlinks will direct you to applicable websites

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

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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 (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> or as directed in the “Reporting Fraud in State Government” section under General Information below.

Statement of Purpose

This Request for Grant Applications (RFGA) is issued pursuant to the Texas Agriculture Code (Code), Chapter 12, which provides that the Texas Department of Agriculture (TDA or Grantor) shall encourage the proper development of agriculture and is authorized to enter into cooperative agreements with private entities and local, state, federal and other governmental entities to carry out its duties under the Code. According to Code, Section 12.002, TDA is charged with encouraging proper development and promotion of industries that grow, process, or produce products in Texas.

In addition, Chapter 71, Subchapter E of the Code directs TDA to establish an early plant pest detection and surveillance system through cooperative agreements with institutions of higher education, as defined in Texas Education Code, Section 61.003, in the State of Texas to prevent the introduction or spread of plant pests and diseases. TDA has also promulgated rules related to this Grant Program located at Texas Administrative Code, Title 4, Part 1, ch. 1, subch. R.

The primary goal is to identify threats early—before they cause widespread damage—by establishing systems that monitor, detect, and respond to emerging plant pests or diseases.

Eligibility

Responses will be accepted from institutions of higher education in Texas that agree to conduct plant pest and disease detection and surveillance and meet the following criteria:

- The institution of higher education is in a region of this state that has a high risk of being affected by one or more plant pests or diseases based on the region's conduciveness to agricultural pest and disease establishment due to location, agricultural commodities produced, climate, crop diversity, or natural resources, or
- TDA has determined that an agricultural pest or disease in the region is a matter of state or federal concern; and
- The proposed grant project will likely prevent the introduction, establishment, or widespread dissemination of plant pests and diseases and provide a comprehensive approach to complement federal and state plant pest and disease detection efforts.

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.

Grant proposals should be limited to a maximum request of two hundred thirty-seven thousand five hundred and no/100 Dollars (\$237,500) to carry out plant pest detection and surveillance under a cooperative agreement with TDA.

In the event that excess funding was not distributed, TDA may make upward adjustments to grant award amounts in its sole discretion.

Term of Funding or Duration of Projects

TDA anticipates that a Notice of Grant Award will be made in November 2027, or as soon thereafter as practical. All approved grant projects will have a grant term of December 1, 2026 to January 31, 2028.

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 staff will not review any grant proposals prior to the application deadline.

TDA Grants

Phone: 833-380-8282

Email: Grants@TexasAgriculture.gov

Application Requirements

Applications will be accepted in TDA's online Grant Application/ Management system called TDA-GO and **must be completed online** at <https://tda-go.intelligrants.com/>. Applications must be submitted by the deadline in the Submission Instructions Section or the system will reject the 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.

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. Contracts – agreements made with private parties to perform a portion of the award;
- b. Controlled assets are defined as certain items valued \$500.00 - \$4,999.99 which must also be inventoried, [link](#) to Controlled Property Listing;
- c. Other direct expenses – any expenses that do not fall into the other categories directly related to the proposed activities;
- d. Personnel costs – both salary and benefits directly related to project implementation;
- e. Supplies and direct operating expenses – items that cost less than \$10,000 per unit with a useful life of less than one year, office supplies, postage,

telecommunications, printing, etc. that are directly related to the grant project activities;

- f. Travel – mileage reimbursement, transportation and lodging;
- g. Capital Expenditure- the cost of the asset including the cost to put it in place. Capital expenditure for equipment means the net invoice price of the equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. CAPITAL EXPENDITURES MUST BE SUBMITTED FOR APPROVAL TO TDA PRIOR TO EXPENDITURE/PURCHASE. Failure to secure written approval from TDA will result in disallowance of the cost;
 - 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. Other capital assets –buildings and improvements to buildings or land that materially increase their value or useful life; and
- h. Indirect Costs- limited to (ten) 10 percent of direct costs.

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 falling outside of the contract period (*expenses incurred before the grant approved start date or after end date of agreement*);
- e. Expenses not listed in the project budget or that fail to meet the intent of the program;
- f. Expenses that are not adequately documented which would otherwise be eligible if properly documented;
- g. Gift Card/Certificates;
- h. Land (except for lease expenses);
- i. Tips/gratuities; and
- j. Travel - meals or any food items related to business travel.

Submission Instructions

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

Applicants must submit one complete, electronically-signed grant application. The online grant application and all other required backup documents must be submitted by **Thursday, September 24, 2026, by 5:00 pm Central Time**. It is the grant applicant's responsibility to ensure the timely delivery of all required materials.

For questions regarding submission of the application and/or TDA requirements, please contact TDA's Grants Office at (833) 380-8282, or by email at Grants@TexasAgriculture.gov.

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

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

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

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

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

Late or Ineligible Applications

- 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.
- Applications that are not fully responsive to the request for grant applications will not be eligible for an award.
- Determinations of late or ineligible applications are final and not subject to an appeal process.
- Problems with computer systems at the applicant organization, Adobe compatibility settings issues, failure to follow instructions in the RFGA, or failure to complete required registrations (e.g., Grants.gov, Sams.gov, UEI Number, etc.) by the submission deadline are NOT considered government system issues and do not constitute grounds for an appeal.
- The RFGA explains the time required to complete these registration requirements. It is the applicant's responsibility to ensure that enough time is committed for adequate submissions by the listed due date and time.
- All required letters and attachments must be attached to the TDA-GO application package. Any supplemental information/files submitted outside TDA-GO (email, mail,

hand delivered), submitted passed posted deadlines (published in this RFGA or requested clarifications by TDA program staff) will not be considered as eligible submissions.

- Failure to attach documents to the application package correctly are not considered system issues.

Evaluation and Selection Information

After responses to this RFGA have been received, an administrative review will be conducted by TDA program staff to determine whether an applicant has adequately responded to this RFGA.

Grant applications will be evaluated by an external review panel based on the following criteria:

- **Regional Basis (Tex. Agric. Code, Section 71.205(1)(A) – (B))** – 5 points
Is the institution of higher education in a region of this state that has a high risk of being affected by one or more plant pests or diseases based on:
 - (A) the region's conduciveness to agricultural pest and disease establishment due to location, agricultural commodities produced, climate, crop diversity, or natural resources; or
 - (B) the department's determination that an agricultural pest or disease in the region is a state or federal concern
- **Significance** of the benefits of research - 10 points
- **Technical feasibility** of this research based on scientific soundness and technical relevance – 10 points
- **Completion of Proposal** - ability to produce significant results in five years – 10 points
- **Cost / Benefit** proposed cost compared to anticipated benefits – 10 points
- **Preventative measures (Tex. Agric. Code, Section 71.205 (2)(B))** – 10 points
 - Likelihood that the project would prevent the introduction, establishment, or widespread dissemination of plant pests and/or diseases
- **Complement federal and state plant pest and disease detection efforts. (Tex. Agric. Code, Section 71.205(2)(B))** – 10 points
 - Grant Project's ability to complement federal and state plant pest and disease detection efforts

Grant Recipient Responsibilities and Accountability

Grant Recipients will be responsible for the administration 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 a Notice of Grant Award (NOGA) letter and an official Grant Agreement from TDA. The NOGA is not legally binding until a grant agreement is fully executed.

TDA reserves the right to fund projects partially or fully. TDA reserves the right to negotiate individual elements of any application and to reject any and all applications. Where more than one application is acceptable for funding, TDA may request cooperation between grant recipients or revisions/adjustments to an application in order to avoid duplication and to realize the maximum benefit to the state.

Applications

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

Right to Amend or Terminate Program

TDA reserves the right to alter, amend, or clarify any provisions, terms, or conditions of this

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

Proprietary Information/Public Information

In the event that a public information request for the application is received, TDA shall process such request in accordance with Chapter 552 of the Texas Government Code. Applicants are advised to consult with their legal counsel regarding disclosure issues and to take appropriate precautions to safeguard trade secrets or any other proprietary information.

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

All information submitted through the TDA-GO system is subject to disclosure under the Texas Public Information Act (PIA). Applicants should NOT include proprietary or otherwise confidential information in their applications or other submitted information. If confidential, proprietary, trade secret or privileged material is essential to the application, please contact TDA.

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 where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact TDA through the Federal Relay Service at (800) 877-8339 or Texas Relay 7-1-1. Additionally, program information may be made available in languages other than English.

Reporting Fraud in State Government

- TDA is committed to promoting a culture of integrity within the agency. As part of the agency's commitment, TDA has instituted a Fraud, Waste, and Abuse Prevention Program to provide its employees with the necessary guidance and support to prevent, detect, and eliminate fraud, waste, and abuse within the agency. TDA's Fraud, Waste, and Abuse Prevention Program complies with Executive Order RP-36 of July 12, 2004.
- Reports of suspected fraud or illegal activities involving state resources may be made by:
 - contacting the Texas State Auditor's Office (SAO) Hotline by calling (800) TX-AUDIT (892-8348);
 - visiting the SAO Website at (<https://sao.fraud.texas.gov/ReportFraud/>);

- contacting TDA by calling the TDA Fraud Hotline at (512) 475-3423 or (866) 5-FRAUD-4 (866) 537-2834; or
- sending a written complaint to:
 - by mail: Texas Department of Agriculture
1700 N. Congress Avenue
Austin, TX 78701
 - by email: fraud@texasagriculture.gov.

Compliance Information

1. Grant Recipient (an applicant who receives a grant under this program) must comply with TDA's reporting requirements and financial procedures outlined in the grant agreement. Any delegation by Grant Recipient to a subcontractor regarding any duties and responsibilities imposed by the grant award must be approved in advance by TDA and shall not relieve Grant Recipient of his/her responsibilities to TDA for performance of those duties.
2. Grant Recipient must remain in full compliance with state and federal laws and regulations. In addition, Grant Recipient must agree to and remain in full compliance with all Certifications and Assurances included in Exhibit D to TDA's grant awards for state grants, which is available online via the following link https://texasagriculture.gov/Portals/0/Publications/ER/HDM/2024/Grant_Agreement_-_HDM.pdf?ver=OMes0sZBFEMpl2bxgmRbFg%3d%3d. Non-compliance may result in termination of the grant or ineligibility for reimbursement of expenses.
3. Grant Recipient must keep separate records and a bookkeeping account (with a complete record of all expenditures) for a project. Records shall be maintained for a minimum of four (4) years after the completion of the project, or as otherwise agreed upon with TDA. If any litigation, claim, negotiation, audit, or other action is initiated prior to the expiration of the four-year retention period, then all records and accounts must be retained until their destruction is authorized in writing by TDA. TDA and SAO reserve the right to examine all books, documents, records, and accounts relating to the project, including all electronic records, at any time throughout the duration of the agreement until all litigation, claims, negotiations, audits, or other action pertaining to a grant is resolved, or until the expiration of the four-year retention period or a final judgment in litigation, whichever is longer. TDA and SAO shall have access to: all electronic data or records pertaining to the grant project; paper or other tangible documents or records, including the physical location where records are stored; and all locations related to project activities.
4. If Grant Recipient has a financial audit performed during the time Grant Recipient is receiving funds from TDA, upon request, TDA shall have access to information about the audit, including the audit transmittal letter, management letter, any schedules, and the final report or result of such audit.
5. Grant Recipients must comply with Texas Government Code, Chapter 783 (Uniform Grant and Contract Management) and the Texas Grant Management Standards (TxGMS).

6. Diversity, Equity and Inclusion (DEI). In accordance with Texas Agriculture Commissioner Miller's directive, dated January 30, 2025, and Office of the Texas Governor Executive Order No. GA-55 (1/31/2025), Grant Recipient will comply with the color-blind guarantees of the State of Texas and federal constitutions by not implementing or engaging in diversity, equity and inclusion (DEI) and diversity, equity, inclusion and accessibility (DEIA) programs, policies, or practices and will continue to comply for the life of the grant agreement to ensure no state monies are used to support DEI or DEIA programs, policies, or practices. Grant Recipient does not promote, maintain, or enforce biased, prejudiced, and unfair DEI or DEIA policies based on race, color, sex, sexual preference, religion, or national origin. Grant Recipient agrees to maintain records and make them available to TDA as evidence of Grant Recipient's compliance with the required prohibition.

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 25**

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.

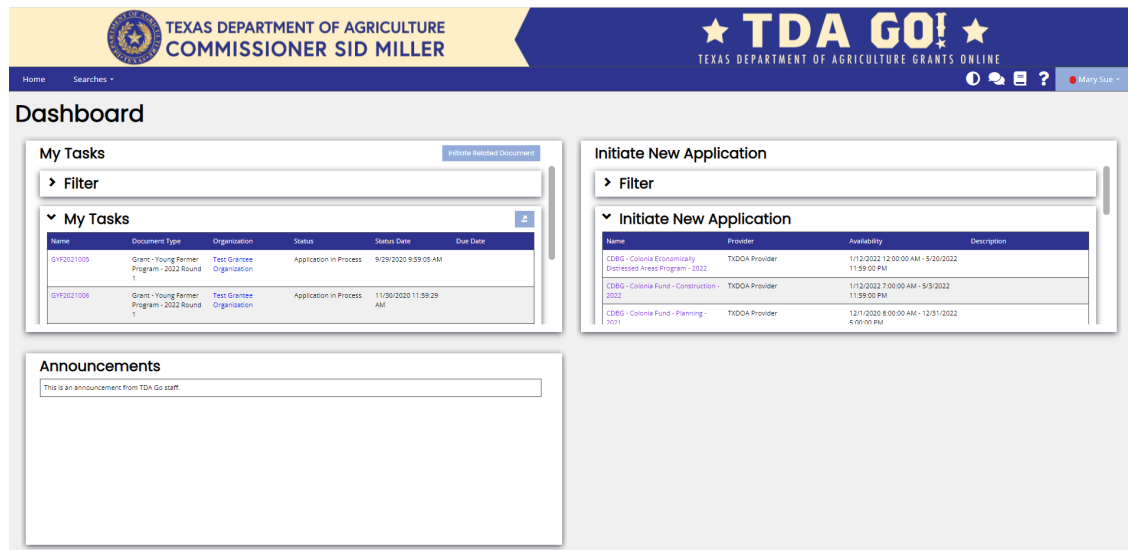
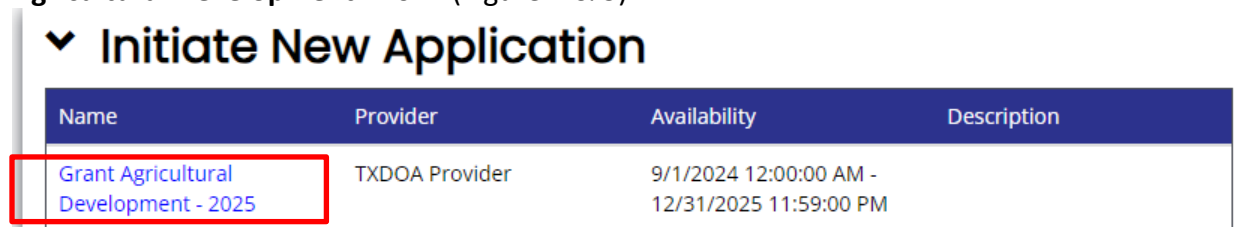


Figure 1. Landing page after logging in

Choose the **Application** by scrolling down the “**Initiate New Application**” box and select **Grant Agricultural Development - 2027** (Figure 2 & 3).



Note: Year listed in the image is for display purposes only.

Figure 2. New Application and location of scrolling tool

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

Grant Agricultural Development – 2026

Provided By:

TXDOA Provider UAT

Provided To:

Test Grantee Organization

Application Availability Dates:

4/11/2025 12:00:00 AM -

Due Date:

N/A

Description:

Grants that encourage the proper development of agriculture in this state.

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

Figure 5. Document Landing Page

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

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

Application Form Guidance

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

Step 1: Start Application Contact Information & Application Form

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

The screenshot displays a web application interface. On the left is a dark blue sidebar with a 'Forms' dropdown menu expanded, showing 'Application' and 'Application Contact Information' (highlighted with a red box). The main content area is titled 'Applicant Contact Information' and contains instructions, a 'Name of Authorized Official' section with a dropdown menu, and input fields for '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

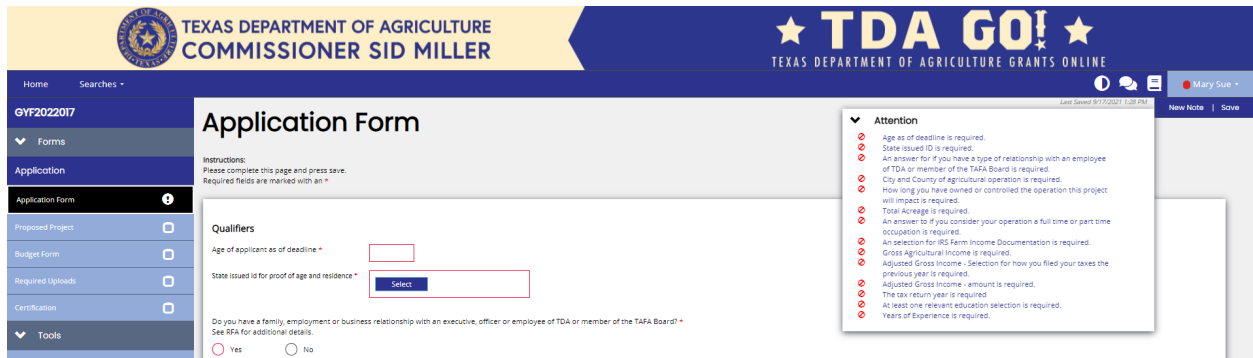
Figure 10. Subtract additional rows by clicking the minus (-) button

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



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

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



The screenshot shows the 'Application Form' page. The left sidebar shows the 'GYF2022017' application process with options for 'Forms', 'Application', and 'Application Form'. The main content area is titled 'Application Form' and includes instructions: 'Please complete this page and press save. Required fields are marked with an *'. The 'Qualifiers' section includes a dropdown menu for 'Age of applicant as of deadline' and a 'Select' button. The 'Tools' section includes a 'Do you have a family, employment or business relationship with an executive, officer or employee of TDA or member of the TAFB Board?' question with 'Yes' and 'No' radio buttons. An 'Attention' error message overlay is displayed on the right side of the page, listing various required fields and their status.

Figure 12. Sample of Error Message of missing required message

Step 2: Complete Proposed Project

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

The screenshot shows a web application interface for 'GDF2022070'. On the left is a sidebar menu with a 'Forms' dropdown expanded, showing options like 'Application', 'Applicant Contact Information', 'Project Narrative' (highlighted with a red box), 'Budget Details', 'Administrative Form Uploads', 'Certification', 'Status Options', 'Tools', and 'Related Documents'. The main content area is titled 'Project Narrative' and contains instructions: 'Please complete this page and press the save button. Required fields are marked with an *'. The form includes a 'Project Title' field, a 'Project Summary' section (with a character count of 0 of 2000), and a 'Project Purpose' section.

Figure 13. Project Narrative location

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

The primary goal of this program is to identify threats early—before they cause widespread damage—by establishing systems that monitor, detect, and respond to emerging plant pests or diseases.

Project Summary (max 2000 characters)

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

Project Purpose (max 2000 characters)

Provide the specific issue, problem or need that the project will address. Please also provide a list of objectives this project hopes to achieve.

At a minimum, the narrative should:

- Identify the plant pest, disease, or emerging threat the project is intended to address and describe the crops, commodities, industries, or geographic areas at risk.
- Describe the current threat level or potential risk and provide available information supporting the need for the project.

- Identify existing surveillance, monitoring, diagnostic, or response capabilities and explain the specific gap the proposed project will address.

Anticipated Project Results (max 2000 characters)

Provide a detailed description of how quantifiable results will be demonstrated by the program/activity.

Project Oversight (max 2000 characters)

Who will oversee the project activities? Include name and title of the person. How will oversight be performed? What steps will take place to ensure the project is achieved as outlined?

Work Plan

Detail the steps it will take to complete the project, include who will complete each task and any resulting deliverable. The timeline should be progressive (including month and year) to show when each activity will start and end. Be sure to include performance monitoring, data collection, outreach and reporting.

Step 3: Complete Budget Deails

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

Budget Details

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

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

Expense Categories	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	\$0.00
Indirect Costs	\$0.00
Total Project Costs	\$0.00

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 4: Complete Required Uploads

Expand the **Forms** drop down menu and select **Required Uploads** (Figure 15).

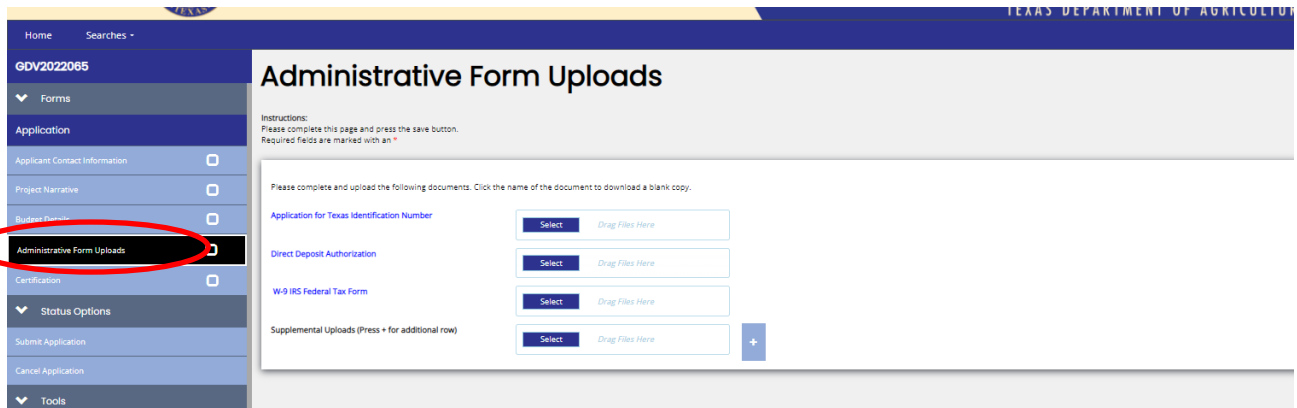


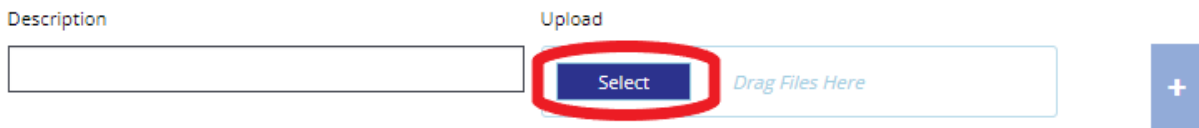
Figure 15. Required Uploads location

Required forms (Figure 15):

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

1. Application for Texas Identification Number: This form is required per Texas Contract Management guidelines. By completing this form, you are assisting TDA with contract management standards to set up accounts for grant awards.
2. Direct Deposit Authorization: Required to ensure ACH Payments are made.
3. W-9 Federal Tax Form: This form is required per Texas Contract Management guidelines.
4. Supporting Documentation Upload (Optional): Applicants may upload relevant additional documentation in this field (e.g. letters of support, references, supporting data, etc.). Click the Select button to add a file. Additional documents may be added by clicking the plus (+) button.

Supporting Documentation



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

Step 5: 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.

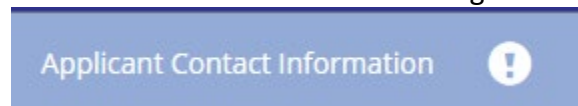


Figure 17. Incomplete section with error messages

Once all error messages are resolved and each section has a check as seen in Figure 17, 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.

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Searches +

ODF2022070

Forms

Application

Applicant Contact Information

Project Narrative

Budget Details

Administrative Form Uploads

Certification

Status Options

Tools

Related Documents

Certification

By signing below, Applicant:

1. Certifies all information provided in connection with this application is true and correct to the best of Applicant's knowledge;
2. Acknowledges any misrepresentation or false statement made by Applicant, or an authorized agent of Applicant, in connection with this application, whether intentional or not, will constitute grounds for denial of this application;
3. Acknowledges acceptance of funds in connection with this application acts as an acceptance of the authority of TDA, the United States Department of Agriculture (USDA), and the Texas State Auditor's Office (SAO) or any successor agency to conduct an investigation in connection with those funds, and Applicant further agrees to cooperate fully with TDA and/or SAO or its successor in the conduct of the audit or investigation, including allowing TDA, USDA, and/or SAO to inspect Applicant's premises and providing all records requested;
4. Acknowledges this application and any payments owed to Applicant in connection with this application may be reduced or denied because of Applicant's owing any debt to the State of Texas and that this application and any payments owed to Applicant in connection with this application may be denied because of delinquency in payment of a guaranteed student loan and/or for failure to pay child support;
5. Applicant does not and will not knowingly employ an undocumented worker who, at the time of employment, is not lawfully admitted for permanent residence to the United States or authorized under law to be employed in that manner in the United States. Applicant understands that if, after receiving 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, 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;
6. Certifies that no state or federal enforcement action under state or federal securities law, or 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 2 CFR 200 and the Texas Uniform Grant Management Standards (TxGMS), 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 authorizes TDA to review, verify and authenticate all information provided in this application; and
10. Applicant understands TDA may request further documentation supporting this application, including contacting other agencies, organizations, facilities or third parties to verify data provided by Applicant from the records of such agencies, organizations, facilities or third parties.

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

THIS APPLICATION AND ALL SUPPORTING DOCUMENTATION BECOMES PUBLIC RECORD AND IS SUBJECT TO DISCLOSURE UNDER THE TEXAS PUBLIC INFORMATION ACT (PIA), TEXAS GOVERNMENT CODE, CHAPTER 552. PLEASE IDENTIFY ON YOUR APPLICATION OR ATTACHMENTS ALL INFORMATION YOU CONTEND IS PROPRIETARY, CONFIDENTIAL, PRIVILEGED OR OTHERWISE EXEMPT FROM DISCLOSURE UNDER THE PIA. WITH FEW EXCEPTIONS, YOU HAVE THE RIGHT TO REQUEST AND BE INFORMED ABOUT THE INFORMATION THAT THE STATE OF TEXAS COLLECTS ABOUT YOU. YOU ARE ENTITLED TO RECEIVE AND REVIEW THE INFORMATION UPON REQUEST. YOU ALSO HAVE THE RIGHT TO ASK THE STATE AGENCY TO CORRECT ANY INFORMATION THAT IS DETERMINED TO BE INCORRECT. (REFERENCE: TEXAS GOVERNMENT CODE, SECTIONS 552.021, 552.023, AND 559.004.)

Authorized Official

Date

☐

This application 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: Texas Government Code, Sections 552.021, 552.023, and 559.004.)

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 **Change Online** headline in the navigation menu to the left.

Figure 18. Certification and check box location

Step 6: 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**.

The screenshot shows the 'Document Landing Page' in the TDA-GO system. On the left is a sidebar with a 'Forms' section containing 'Application' and 'Status Options'. The 'Status Options' menu is expanded, and 'Submit Application' is highlighted with a red box. The main content area displays document details for 'General Application - 2022'.

Template	Instance	Process
General Application - 2022	Grant Agricultural Development - 2022	Application

Document Name	Document Status
GDV2022065	Application in Process

Organization	Your Role	Period Date	Due Date
Test Grantee Organization	Authorized Official	9/1/2021 12:00:00 AM 10/4/2021 11:59:00 PM	10/4/2022 11:59:00 PM

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

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

The 'Errors Present' message box lists the following forms with errors:

- Application Form
- Proposed Project
- Budget Form
- Required Uploads
- Certification

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

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



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

NOTE: Applications must be submitted by the opportunity due date. The online application will no longer be available after that time. Times identified are based on TDA headquarters (Central Time Zone) and are displayed on your TDA-GO home screen.

Confirmation Email

After submitting your application, you will receive a confirmation email (Figure 22).

From: websites@agatesoftware.com <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

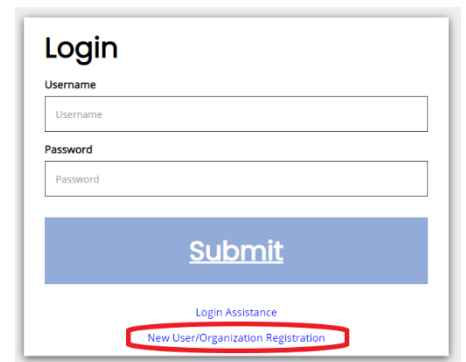
The following describes how to access the TDA-GO online grant system by setting up a new user. The applicant must set up a new user account to access the Grant application. **THIS MUST BE DONE 48-72 HOURS PRIOR TO SUBMITTING AN APPLICATION!**

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

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 your UEI or all zeros (e.g. 0000000000) in this box.

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

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

Street Address (Required)

State (Required)

County (Required)

City (Required)

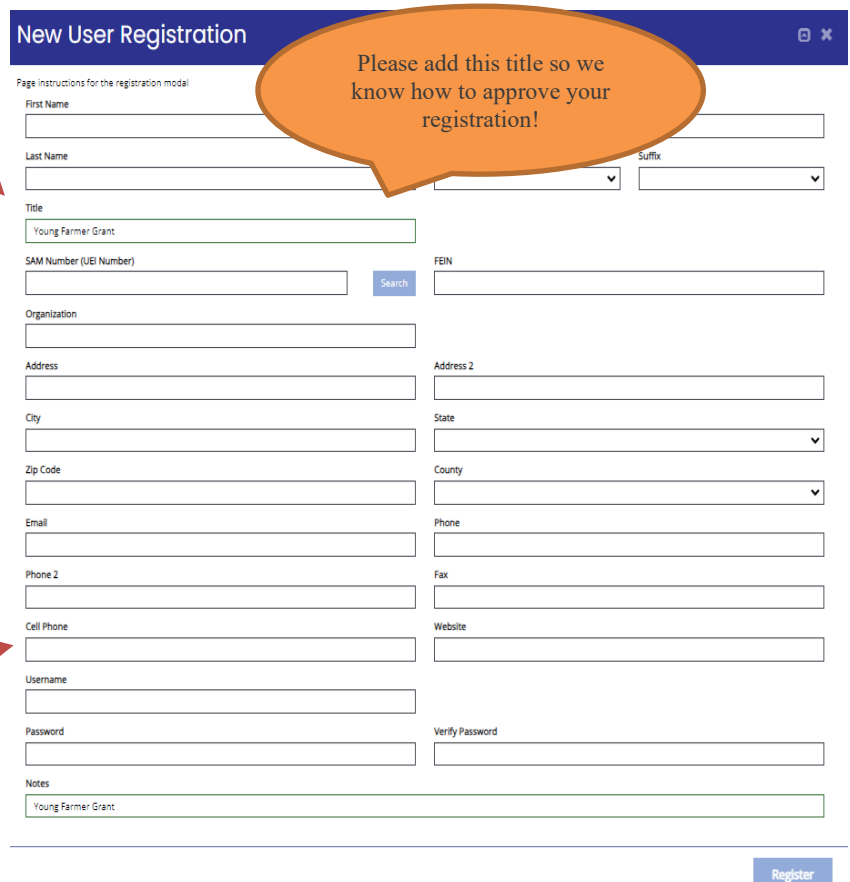
Zip Code (Required)

Email (Required)

Phone (Required)

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

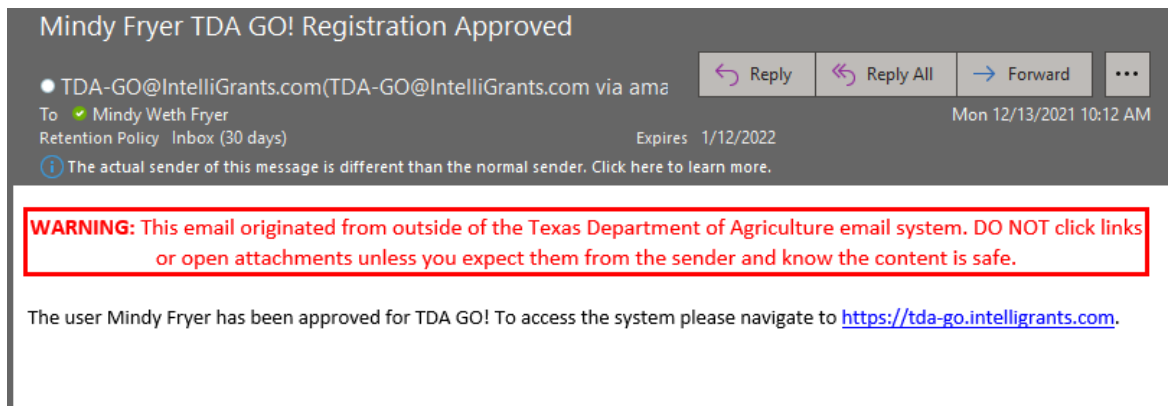
Password/Verify Password (Required) – the password the registering user (applicant) wishes to register for.



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

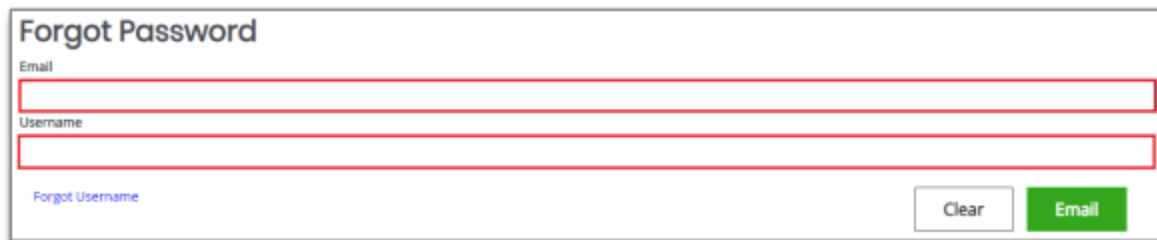
Project Director (PD) for Applicant Organizations

- 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

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.



- 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.