

**Administrative Services**

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College Station, TX 77843-2147  
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**August 16, 2021**

**Addendum No. 1**  
**RFA-GRANT-555-22-1**

The following additions, deletions, modifications, and/or clarifications shall be made to the appropriate sections of the Request For Application (RFA). The original RFA remains in full force and effect, except as modified by this addendum. While acknowledgement of receipt of this addendum by signature is not required, it is understood that applicants will take this addendum into consideration when submitting an application.

1. **The application deadline is FRIDAY, AUGUST 20, 2021, AT 5:00 P.M. CDT. The original RFA showed the correct date (August 20, 2021), but the incorrect day (Thursday).**

ACKNOWLEDGEMENT OF RECEIPT OF THIS ADDENDUM BY SIGNATURE IS NOT REQUIRED.

Chris Chamberlain, CTCD  
Director of Purchasing & HUB  
Texas A&M AgriLife Administrative Services  
979-845-4786, [cchamberlain@tamu.edu](mailto:cchamberlain@tamu.edu)

**RFA-Grant-555-22-1**

**Statement of Purpose**

In accordance with House Bill 1 General Appropriations Bill, 87<sup>th</sup> Regular Legislative Session, 2021, Article III, page 237, rider 9, funds have been appropriated to Texas A&M AgriLife Extension Service (Extension) for the Surplus Agriculture Products Grant Program Serving Low Income Students. Geographic service areas to be proposed include the counties of Harris, Brazoria, Travis, and Dallas.

Texas A&M AgriLife Extension Service requests applications (RFA) for projects that provide fruit and vegetable distribution to limited resource students and families and provide educational activities to increase consumption and use of produce.

**Timeline**

Application Availability	August 3, 2021
Deadline for Questions	August 11, 2021
Application Deadline	August 20, 2021
Start Date (anticipated)	September 1, 2021
End Date	August 31, 2022
One-year continuation (optional)	

**Eligibility**

Subject to availability of funds, applications will be accepted from non-profit organizations meeting the criteria listed below who are able to effectively administer a program that provides surplus agricultural products, with an emphasis on fruit and vegetable distribution, to low-income students and their families and provides corresponding educational activities that emphasize increased consumption and use of produce.

A non-profit organization is eligible to apply if the organization:

- Has at least five years of experience coordinating a statewide network of food banks and charitable organizations;
- Operates a program that coordinates the collection and transportation of surplus agricultural products and provides food to needy or low-income individuals; and
- Submits to Extension, in the manner and time prescribed, a proposal for the collection and distribution of surplus agricultural products for use in providing food to low-income individuals and families and corresponding educational activities.

For purposes of this application, the term "agricultural product" means an agricultural, apicultural, horticultural, or vegetable food product, either in its natural or processed state, for human consumption, including: (1) fish or other aquatic species; (2) livestock, a livestock product, or a livestock by-product; (3) poultry, a poultry product, or a poultry by-product; (4) wildlife processed for food or by-products; and (5) fruit, vegetables and grains. In addition to agricultural products grown more than a producer needs, the term "surplus" includes any products not meeting that definition that are made available by a producer for distribution to food banks and other charitable organizations that serve low-income individuals and families. Extension will follow Section 2155.444 of the Texas Government Code, relating to preference to Texas and United States products and Texas services, in making grants under this request for grant application.

**Term and Duration of Funding**

Grant is subject to the availability of funds. If funds are not appropriated or collected for this purpose, notification will be sent to Grantee.

Funding is limited to a maximum of \$1,433,329 for fiscal year 2022 (September 1, 2021 – August 31, 2022). Funding is limited to the operation of a program that coordinates the distribution of surplus agricultural products emphasizing fruits and vegetables to low-income students and their families and provides corresponding educational activities that emphasize increased consumption and use of produce.

The approved project will have an *anticipated* term of September 1, 2021, to August 31, 2022. One additional, twelve-month term may be added from September 1, 2022, to August 31, 2023, at the discretion of Extension.

**Submission Requirements**

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

1. Surplus Agriculture Serving Students 2022-2023 Application, including:
  - *Applicant organization information.* This is the lead organization that will be the recipient of funds and be held accountable for reporting and project performance.
  - *Primary Program Contact.* This is the individual who can answer questions about the project's activities and performance.
  - *Authorized Official.* This is the person legally able to bind the organization in grants or agreements.
  
2. Surplus Agriculture Serving Students Project Narrative, including:
  - *Project Proposal.* This section provides a comprehensive framework and description of all aspects of the proposed project. Each proposal may not exceed six (6) pages (not including supporting documents).

**Budget Information**

**Cost Reimbursable.** Grantee will be paid on a cost reimbursable basis. Grantee will be required to submit payment requests no less than quarterly. Payment requests must be accompanied by a progress report and must identify expenses by category. Payment requests must include sufficient documentation that details each expense. Documentation may be requested to support costs and could include, but is not limited to, invoices, receipts, or detailed information regarding personnel costs, as determined by Extension, at its sole discretion.

**Payment Schedule.** Upon receipt of invoice and progress report, approved reimbursements will be made no less than quarterly.

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

- Personnel costs – both salary and benefits directly related to project implementation;
- Supplies and direct operating expenses – items that cost less than \$5,000 per unit with a useful life of less than one year, office supplies, postage, telecommunications, printing, etc. that are directly related to the project activities;

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- Contracts – agreements made with other educational institutions or private parties to perform a portion of the grant;
- Other direct expenses – any expenses that do not fall into the above categories directly related to the proposed activities;
- Indirect expenses – Applicants who request indirect costs will be required to submit an indirect cost proposal prior to expenditures to be considered allowable. Indirect costs are limited to 10% of direct costs; and
- Controlled assets – defined as certain items valued \$500.00 - \$4,999.99 which must also be inventoried; please see this link to [Controlled Property Listing](#).

**Ineligible Expenses.** Expenses may be prohibited by state or federal law or determined to be ineligible by program guidelines. Examples of ineligible expenditures include, but are not limited to, the following:

- Alcoholic beverages;
- Entertainment;
- Tips;
- Contributions, charitable or political;
- Expenses falling outside of the grant period;
- Expenses for expenditures that fail to meet the intent of the program;
- Equipment - Tangible personal property costing over \$5,000 per unit and having a useful life over one year (freezers, kitchen equipment, etc.); and
- Expenses that are not adequately documented or do not meet the intent of the program.

**Grantee Responsibilities and Accountability**

Selected Applicants (Grantees) will be responsible for the conduct of the project supported by the Grant Program and for the results achieved. Each Grantee shall monitor the day-to-day performance of the grant funds to assure adherence to statutes, regulations, and grant terms and conditions. The Grantee must carry out the activities described in the approved scope of work.

The Grantee will be accountable for documenting the use of grant funds and must ensure funds are used solely for authorized purposes. The Grantee must ensure:

- Funds are used only for activities covered by the approved program.
- Funds are not used in violation of the restrictions and prohibitions of applicable rules and statutes.
- All budget reports are completed in a timely manner.

Each Grantee must ensure it has an adequate accounting system in place and sufficient internal controls to ensure expenditures are reported and maintained for three (3) years after the conclusion of the project, or longer if required by Texas A&M AgriLife Extension Service.

**Evaluation and Selection Process**

Information submitted to Extension will be evaluated based on the following criteria:

- **Relevance and Effectiveness:** Do the objectives and goals of the proposed project match the needs or problems identified by the program? How will success of the project be measured?
- **Feasibility and Efficiency:** Is the proposed approach practical? Has it been tried elsewhere? Are the objectives clear? Are the budget and timeframe realistic?
- **Impact:** What will happen because of the project? How will it make a difference in serving needy or low-income students and their families?

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- **Experience:** What experience does Grantee have working with state agencies and/or higher education?

Extension may also consider the following evaluation criteria in its review of each application:

- Ability for the proposed project/activity to incorporate sustainability or otherwise support continuation of the project/activity long-term or beyond the grant period;
- Percentage of the population to be reached by the program that is comprised of children/families of lower socio-economic status;
- Number of children overall impacted by the project;
- Amount of exposure students must have to proposed activities and/or information;
- Inclusion of other components such as physical activity and/or nutrition education; and
- Geographic distribution of funds across Texas.

**Reporting Requirements**

Approved projects will be required to submit progress reports along with each invoice based on the impact the program is making including number of students enrolled, number of family members reached, impact of the educational experiences, amount of produce distributed, funds leveraged outside of grant, partnership established, locations served, etc.

Progress report updates shall be provided no later than 30 days after the end of each quarter:

Quarter	Due Date	Report Type
September 1 – November 30	December 31	Progress
December 1 – February 28	March 31	Progress
March 1 – May 31	June 30	Progress
June 1 – August 31	October 31	Annual

**Application Deadline and Location**

**Application packets can be submitted by EMAIL, MAIL, and HAND DELIVERY.** All responses must be received by Extension no later than **Friday, August 20, 2021, at 5:00 p.m. CDT.**

**1. Submissions of the completed application packet can be emailed to:**

Chris Chamberlain – [cchamberlain@tamu.edu](mailto:cchamberlain@tamu.edu)

The email subject line should reference the grant number, RFA-Grant-555-22-1, and must be received by the Application Deadline.

**2. Submissions of the completed application packet can be mailed, or hand delivered, to:**

**U. S. POSTAL SERVICE:**

Texas A&M AgriLife Purchasing Office  
AgriLife Administrative Services Bldg.  
2147 TAMU  
College Station, TX 77843-2147

**HAND DELIVER AND/OR  
EXPRESS MAIL/FEDEX/UPS:**

Texas A&M AgriLife Purchasing Office  
AgriLife Administrative Services Bldg.  
578 John Kimbrough Blvd., Room 412  
College Station, TX 77843-2147

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The grant number, RFA-Grant-555-22-1, should be printed in the lower left-hand corner of a sealed envelope and must be received by the Application Deadline.

Extension shall not be responsible for failure of electronic equipment or operator error. The Applicant is solely responsible for ensuring that their complete application, regardless of the method of delivery, is received by Extension. **LATE RESPONSES WILL NOT BE CONSIDERED UNDER ANY CIRCUMSTANCES. Late responses properly identified will be returned to Applicant unopened.**

**Inquiries and Interpretations/ Deadline for Questions**

**The deadline for submission of questions is August 11, 2021, at 5:00 p.m. CDT.** Responses to inquiries which directly affect an interpretation or change to this RFA will be issued in writing by addendum (amendment) and posted to the Agency's website, <http://agrilifeas.tamu.edu/co/>, by the close of the business day on August 13, 2021, or as soon thereafter as possible. All addenda issued shall be binding and considered part of the RFA, and the Applicant shall consider and acknowledge receipt of such in their application. Oral and other interpretations or clarification will be without legal effect.

Interested parties are responsible for periodically checking the website for updates to the RFA prior to applying. Applicant's failure to check the website will in no way release the selected Grantee(s) from the requirements of "addenda or additional information" nor will any resulting additional costs to meet the requirements be allowed after award(s).

**All questions concerning this RFA are to be directed to Chris Chamberlain, Director of Purchasing & HUB, in writing, at [cchamberlain@tamu.edu](mailto:cchamberlain@tamu.edu).** Applicants may not contact other individuals at the Agency to discuss any aspect of this RFA, unless expressly authorized by the Purchasing Office to do so. Applicants must reference the appropriate RFA page in its questions and must submit them by the deadline. However, the Agency, at its sole discretion, may respond to questions received after the deadline.

Applicants must notify the Agency of any ambiguity, conflict, discrepancy, exclusionary specification, omission, or other error in the RFA in the manner required by the deadline for submitting questions. If an Applicant fails to notify the Agency of such issues, Applicant submits its Application at its own risk, and if awarded a Contract: (1) waives any claim of error or ambiguity in the RFA or resulting Grant, (2) will not contest the Agency's interpretation of such provision(s), and (3) is not entitled to additional compensation, relief, or time by reason of ambiguity, error, or later correction.

**Public Information**

Grantee acknowledges that Texas A&M AgriLife Extension is obligated to strictly comply with the Public Information Act, Chapter 552, *Texas Government Code*, in responding to any request for public information pertaining to this Agreement, as well as any other disclosure of information required by applicable Texas law.

Upon Texas A&M AgriLife Extension Service's written request, Grantee will provide specified public information exchanged or created under this Agreement that is not otherwise excepted from disclosure under chapter 552, Texas Government Code, to Texas A&M AgriLife Extension Service in a non-proprietary format acceptable to Texas A&M AgriLife Extension Service. As used in this provision, "public information" has the meaning assigned Section 552.002, *Texas Government Code*, but only includes information to which Texas A&M AgriLife Extension Service has a right of access.

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Grantee acknowledges that Texas A&M AgriLife Extension Service is required to post a copy of the fully executed Agreement on its Internet website in compliance with Section 2261.253(a)(1), *Texas Government Code*.

**State Assurances**

*Scope.* In addition to federal requirements, state law requires a number of assurances from Applicants for federal pass-through or other state-appropriated funds. An attempt has been made below to list major state and federal assurances. Generally, not all these assurances will be required for any one grant. However, it is the Applicant's responsibility to ensure that all assurances required by the awarding agency are submitted. The legal instrument for awarding state funds must be consistent with the standards prescribed herein; however, these standard conditions or assurances may be incorporated into contracts or grant agreements by reference rather than by being reproduced in their entirety.

- (1) A Grantee must comply with Texas Government Code, Chapter 573, Vernon's 1994, by ensuring that no officer, employee, or member of the Applicant's governing body or of the Applicant's contractor shall vote or confirm the employment of any person related within the second degree of affinity or the third degree of consanguinity to any member of the governing body or to any other officer or employee authorized to employ or supervise such person. This prohibition shall not prohibit the employment of a person who shall have been continuously employed for a period of two years, or such other period stipulated by local law, prior to the election or appointment of the officer, employee, or governing body member related to such person in the prohibited degree.
- (2) Grantees must ensure that all information collected, assembled, or maintained by the Applicant relative to a project will be available to the public during normal business hours in compliance with Texas Government Code, Chapter 552, Vernon's 1994, unless otherwise expressly prohibited by law.
- (3) Grantees must comply with Texas Government Code, Chapter 551, Vernon's 1994, which requires all regular, special, or called meetings of governmental bodies to be open to the public, except as otherwise provided by law or specifically permitted in the Texas Constitution.
- (4) Grantees must comply with Section 231.006, Texas Family Code, which prohibits payments to a person who is in arrears on child support payments.
- (5) No health and human services agency or public safety or law enforcement agency may contract with or issue a license, certificate, or permit to the owner, operator, or administrator of a facility if the license, permit or certificate has been revoked by another health and human services agency or public safety or law enforcement agency.
- (6) Grantees shall maintain an appropriate contract administration system to ensure that all terms, conditions, and specifications are met.
- (7) Grantees must comply with the Texas Family Code, Section 261.101 which requires reporting of all suspected cases of child abuse to local law enforcement authorities and to the Texas Department of Child Protective and Regulatory Services. Grantees shall also ensure that all program personnel are properly trained and aware of this requirement.
- (8) Grantees will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended

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(20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps and the Americans With Disabilities Act of 1990; (d) the Age Discrimination Act of 1974, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to the nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

(9) Grantees will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act and the Intergovernmental Personnel Act of 1970, as applicable.

(10) Grantees will comply with all applicable requirements of all other federal and state laws, executive orders, regulations, and policies governing this program.

**Right to Audit**

At any time during the term of the resulting grant and for a period of two (2) years thereafter Extension or duly authorized audit representative of State of Texas Auditors, Extension, or the Texas A&M University System, at its expense and at reasonable times, reserves the right to incrementally audit Grantee's records and invoicing relevant to all services provided under the scope of grant award. In the event such an audit by Extension reveals any errors/overpayments by Extension, Grantee shall refund Extension the full amount of such overpayments within thirty (30) days of such audit findings, or Extension at its option, reserves the right to deduct such amounts owing AgriLife from any payments due Grantee.

**SURPLUS AGRICULTURE SERVING STUDENTS  
2022-2023 Application**

Application must be received by: August 20, 2021.  
Late or incomplete applications will not be considered.

**Section A. Organization Information**

Legal Business Name: \_\_\_\_\_

DBA 'Doing Business as' Name:  
(if applicable) \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
*Address*

\_\_\_\_\_  
*City State Zip Code County*

Physical Address: \_\_\_\_\_  
*Street Address*

\_\_\_\_\_  
*City State Zip Code County*

**Section B. Contact Personnel**

**(1) Name of Primary Program Contact** *(This person can answer day-to-day questions about the organization and the project.)*

Full Name: \_\_\_\_\_  Mr.  Dr.  
*First Last*  Ms.  Other \_\_\_\_\_

Position Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: ( ) - Ext. Alt #: ( ) -

**(2) Secondary Program Contact** *(This person can answer day-to-day questions about the organization and the project.)*

Full Name: \_\_\_\_\_  Mr.  Dr.  
*First Last*  Ms.  Other \_\_\_\_\_

Position Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: ( ) - Ext. Alt #: ( ) -

**Section C. Certifications**

**By signing below, Applicant:**

- (1) Certifies that all information provided in connection with this application is true and correct;
- (2) Acknowledges that 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 and may be the subject of substantial civil and/or criminal liability and sanctions;
- (3) Acknowledges that acceptance of funds in connection with this application acts as acceptance of the authority of the Texas A&M AgriLife Extension Service (Extension), or any successor agency, the 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 Extension or its successors, SAO or its successor in the conduct of the audit or investigation, including allowing Extension and/or SAO 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; and
- (4) Certifies that he or she is authorized to submit this application and to make the preceding certifications and acknowledgements on behalf of Applicant.

**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.**

**Section D. Authorized Official**

**Name of Authorized Official** *(This person is authorized to enter into legal agreements on behalf of the organization. This person's name will appear on the Grant Agreement for signature.)*

Full Name: \_\_\_\_\_  Mr.  Dr.  
*First* *Last*  Ms.  Other \_\_\_\_\_

Position Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Ext. \_\_\_\_\_ Alt #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

## SURPLUS AGRICULTURE SERVING STUDENTS PROJECT NARRATIVE

**Applicant Name:**

**Applicant Website:**

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*Please complete the following sections about the program/activity you propose to implement. This form was developed to be completed electronically. Handwritten applications and/or narratives will not be accepted. A maximum of 6 pages may be used to fully answer the following sections.*

**Project Title**

**Project Background**

**Project Overview (300 words)**

*Please provide a synopsis of the program that will result from this grant funding*

**Project Description and Work Plan**

*Include timelines, goals, objectives, target audience and other information related to relevance, response, and results of this program*

**Anticipated Project Results**

*Please provide details related to the number of individuals targeted and quantifiable results expected as a result of the program.*

**Project Oversight**

*Please describe program structure is in place to ensure the project is achieved as outlines above. Who oversees project activities and evaluation and how is the oversight performed?*

**Project Resources**

**Staffing Information**

**Organizations with whom you collaborate with and explain the relationship**

**Geographic Area to be Served**

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**Project Budget**

*Please use this section to reflect the total proposed budget. In the budget narrative provide a general description of all costs and justification for each focusing justification on how each budget item is needed to achieve the impact of the program.*

Expense Categories	Amount
Personnel	\$
Fringe Benefits	\$
Travel	\$
Supplies	\$
Contractual	\$
Other	\$
<b>Total Direct Costs</b>	\$
<b>Indirect Cost (no more than 10% of total direct costs)</b>	\$
<b>Total</b>	\$ _____

**Project Impacts**

*Please provide a list of professional publications, conferences, or research projects where previous program results, impacts, or project related information has been published or presented.*