

TEXAS DEPARTMENT OF AGRICULTURE

TODD STAPLES
COMMISSIONER

June 10, 2010

Julianne E. Smith
Collin County Committee on Aging, Inc.
600 North Tennessee Street
McKinney, Texas 75069

Dear Ms. Smith:

It has been a pleasure partnering with you this past year on the 2010 Texans Feeding Texans: Home-Delivered Meal Grant Program (Program). Even though your current grant is still active, applications for the 2011 cycle will soon be posted and are due on Nov. 1, 2010.

The 2011 Program will start in February, as did the 2010 grant. Applications will be available online in mid-July at www.TexasAgriculture.gov. Please complete and return the application with all required attachments. Please note, there is an additional attachment this year regarding meal numbers. We hope this worksheet will help resolve meal number miscalculations, as well as, speed up the eligible meal number verification process in December. If you completed the Payee ID Form and/or Direct Deposit Form during last year's grant you do not need to send them in again.

I look forward to working with you again during another successful Program year. If you have any question please contact me directly at (512) 463-6695 or via email at Lindsay.Dickens@TexasAgriculture.gov.

Sincerely,

Lindsay A. Dickens

Lindsay A. Dickens
Grants Specialist



P.O. Box 12847 Austin, Texas 78711 (512) 463-7476 Fax: (888) 223-8861

www.TexasAgriculture.gov



Home-Delivered Meal Grant Program

Texas Department of Agriculture (TDA)

TODD STAPLES
COMMISSIONER

Grant Application Form ER-201 Instructions

APPLICATIONS HAVE A POSTMARK DEADLINE OF MONDAY, NOVEMBER 1, 2010.

NO LATE APPLICATIONS WILL BE ACCEPTED.

Even if your application is incomplete, it must be received by the deadline. If needed, applicants will be allowed to submit supplemental information and/or make modifications to their application(s) after it is reviewed by TDA.

ATTACHMENT CHECKLIST - ALL FORMS MAY BE DOWNLOADED FROM THE TDA WEBSITE

REQUIRED: In order to be eligible for funding, the following items *are required* with the signed application:

- Attachment A – Meal Number Worksheet
- An IRS Determination Letter if the organization is a private nonprofit.
- List of the Organization’s Board of Directors and Officers if the organization is a private nonprofit.
- A completed resolution form from the county in which funding is being sought, providing the amount of the county grant and approving the applicant organization’s accounting system or fiscal agent. The provided TDA resolution form must be used.
- Most recent annual financial statements (Balance Sheet and Profit and Loss Statement) or audited financial report.

OPTIONAL: Additional attachments that *may be* included, as applicable:

- A Direct Deposit form to receive the organization’s grant payment electronically.
- A Taxpayer Identification Number (TIN) application – complete and submit this form if the organization has not received payments of any kind from the state of Texas in the past; it will be needed to issue your grant payment.

SECTION A - ORGANIZATION INFORMATION

(1)	Full Legal Business Name – Provide the organization’s legal business name, ensuring it agrees with the business name on the County Resolution Form and financial statements.
(2)	DBA ‘Doing Business As’ Name – Provide this information if needed to clarify application materials.
(3 - 7)	Mailing Address – Provide a <u>mailing</u> address for the organization. Most correspondence will be sent to this address.
(8 - 12)	Physical Address (Street Address) – Provide a <u>physical</u> address for the organization if it differs from the mailing address. Time-sensitive information will be delivered to this address.
(13)	Federal Identification Number – This <u>nine-digit number</u> is also known as an Employer Identification Number (EIN).
(14)	To be eligible for this grant program, an organization must be a nonprofit organization exempt from taxation under §501(c)(3) of the Internal Revenue Code of 1986, <u>OR</u> a governmental agency. Check the box that correctly defines the organization. If you are uncertain of the business type, contact the organization’s accountant or attorney for clarification. If the organization is nonprofit, additional information will be required as listed in the application checklist section.
(15)	Provide the grant amount awarded to the organization by the county stated in Question 31. If a county grant is less than 25 cents per elderly* resident, according to the last federal decennial census, to organizations in that county, each organization that applies and is eligible to receive grant funds will have their grant reduced in proportion to the amount by which the county grants were less than 25 cents

	<p>for each elderly resident. (*- "Elderly" is 60 years of age or older.)</p> <p>The county grant must be awarded during state fiscal year 2010 (September 1, 2009 – August 31, 2010). A resolution from the county stating the grant amount must be included as an attachment to the application. The required resolution form is provided at the end of this application.</p>
SECTION B – CONTACT PERSONNEL	
(I) PRIMARY PROGRAM CONTACT	
(16)	Title – Check one box for the primary program contact; if the correct title is not listed, write it in under "Other."
(17 - 19)	Full Name - Provide the name of the organization's primary program contact. This person will serve as the point of contact and representative who can answer day-to-day questions about the organization. This person is authorized to sign any reports, surveys and questionnaires or answer any other official inquiries from the TDA. This may be the Program Director.
(20)	E-mail Address – Provide the primary program contact's e-mail address if available. E-mail addresses are confidential and will not be sold. E-mail addresses allow TDA to communicate faster and more efficiently with organizations throughout the application process and grant year.
(21)	Phone Number – Provide a daytime phone number for the primary program contact person.
(22)	Fax Number – Provide a fax number for the primary program contact person.
(II) NAME OF AUTHORIZED OFFICIAL	
(23)	Same As Above -- If the Primary Program Contact is also the Authorized Official for the organization please check this box and move to Question 31 in Section C.
(24)	Title – Check one box for the authorized official contact; if the correct title is not listed, write it in under "Other."
(25 - 27)	Full Name - Provide the name of the organization's authorized official. This person is authorized to enter into legal agreements on behalf of the organization. This may be the President or Executive Director.
(28)	E-mail Address – Provide the authorized official's e-mail address if available. E-mail addresses are confidential and will not be sold. E-mail addresses allow TDA to communicate faster and more efficiently with organizations throughout the application process and grant year.
(29)	Phone Number – Provide a daytime phone number for the authorized official.
(30)	Fax Number – Provide a fax number for the authorized official.
SECTION C – SERVICE INFORMATION	
An organization must submit one application per county for which a grant is sought.	
(31)	Provide the name of the Texas county where meals were delivered during the eligibility period (September 1, 2009 – August 31, 2010) for which you are seeking TDA funding.
(32)	<p>Provide the number of <u>home-delivered meals</u> delivered in the county stated on Question 31 during the eligibility period (September 1, 2009 – August 31, 2010). All home-delivered meals delivered to homebound persons 60 years or older and/or disabled persons should be included, regardless of the source of funding. Meal numbers should include all home-delivered meals, such as Title III, XIX, XX, Program Income, FEMA, and locally funded meals. If your organization has other categories, you should include them with a detailed explanation.</p> <p>A home-delivered meal must contain at least one-third of the United States Department of Agriculture's Food and Nutrition Center's recommended daily dietary allowance for adults, or documented allowable substitutions approved by the meal provider's dietary consultant. To be eligible for the Texan Feeding Texans: Home-Delivered Meal Grant Program, a home-delivered meal <u>must be delivered</u> to the recipient client or authorized, designated, and documented party or person responsible for accepting the home delivered meal on behalf of the recipient client. (The meal may not be left on the recipient client's doorstep, or delivered to an unauthorized, undesignated, or non-documented party or person.) If a provider agency cannot locate a client after two consecutive meal delivery attempts, the meal may no longer be counted as a home-delivered meal, until such time the provider agency is able to document resumption of service and actual delivery to recipient client, or authorized, designated, and documented party or person responsible for accepting the meal on behalf of the responsible client. Following an interruption in service, a provider agency may resume service to a recipient client or an authorized, designated and documented party or person responsible for accepting the home delivered meal, and by</p>

	<p>maintaining documentation of (1) the date services were resumed, (2) the number of meals actually delivered per week, and (3) the days the meals were actually delivered to the recipient client or an authorized, designated, and documented person or party or person responsible for accepting the meal on behalf of the recipient client.</p> <p>A person is considered to be homebound if that individual is confined to home because of a condition, resulting from age, infirmity, illness, or injury, that restricts the ability of the individual to leave his or her home except without the assistance of another individual or the aid of a supportive device (such as crutches, a cane, a wheelchair or a walker) or if the individual has a condition such that leaving his or her home is medically contraindicated.</p> <p>A person is disabled if that person has a medically documented record of a physical or mental impairment that substantially limits one or more of the major life activities of such individual.</p>
(33)	<p>Check either box 'Yes' or 'No' to whether the applicant serves congregate meals in the county they are applying for. <u>Congregate meals are not eligible for Texans Feeding Texans: Home-Delivered Meal Grant funds</u>; however, TDA is trying to make sure applicants are consciously separating the home-delivered and congregate meals as to avoid errors in grant calculations.</p> <p>A congregate meal is a meal served in a group setting, not at the eligible person's home. A congregate meal is not eligible for funding under the Texan Feeding Texans: Home-Delivered Meal Grant Program.</p>
(33A.)	<p>If you checked 'Yes' in Question #33, please initial in the space provided <u>verifying that congregate meals were not included in the total number of home-delivered meals reported for Question #32</u>. If you answered 'No', please check the box labeled N/A.</p>
(34)	<p>Please check 'Yes' or 'No' to whether the applicant organization serves home-delivered meals in multiple Texas counties.</p>
(34A.)	<p>If you checked 'Yes' in Question #34, please initial in the space provided that <u>only home-delivered meals delivered in the county stated in Question #31 were calculated in the total number of home-delivered meals you reported in Question #32</u>. If you answered 'No', please check the box labeled N/A.</p>
(34B.)	<p>If you checked 'Yes' in Question #34, please list all of the Texas counties in which the organization serves home-delivered meals, <u>including</u> those for which you do not intend to apply for TDA grant funds.</p>
SECTION D - CERTIFICATIONS	
<p>All applicants must complete this section. The organization's Authorized Official and the Chair of the Board of Directors (if applicable) must sign the Certification. <u>The signatures must be notarized.</u> **NOTE** A non-profit must have 2 separate people sign their application. The Authorized Official <u>cannot</u> be the Chair of the Board of Directors.</p> <p>The penalty for knowingly making false statements or false entries, or attempts to secure money through fraudulent means, may include fines, incarceration and/or forfeiture of funds under applicable state law.</p>	
ATTACHMENT A - MEAL NUMBER WORKSHEET	
<p>Attachment A is required in order for your application to be complete. Using this worksheet, please indicate, by each funding source, how many home-delivered meals the organization delivered during the <u>State Fiscal Year, September 1, 2009 – August 31, 2010</u>, to eligible clients in the County stated on Question 31 of this application.</p>	

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- Newsroom
- Programs
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- Publications
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About TDA > TDA Divisions > External Relations > Texans Feeding Texans - Home-Delivered Meal Grant Program > Application Materials > Census of County Seniors

Census of County Seniors

Texans Feeding Texans: Home-Delivered Meal Grant Program

Texas Department of Agriculture 2000 Federal Census: County Residents at Least 60 Years of Age

Area	Total 60 and Older
Texas	2,774,201
Anderson County	8,416
Andrews County	2,135
Angellina County	13,431
Aransas County	5,874
Archer County	1,646
Armstrong County	518
Atascosa County	5,596
Austin County	4,468
Bailey County	1,286
Bandera County	3,857
Bastrop County	8,026
Baylor County	1,218
Bee County	4,325
Bell County	27,636
Bexar County	190,394
Blanco County	1,818
Borden County	169
Bosque County	4,478
Bowie County	15,738
Brazoria County	29,468
Brazos County	13,593
Brewster County	1,712
Briscoe County	441
Brooks County	1,533
Brown County	7,958
Burleson County	3,455
Burnet County	7,890
Caldwell County	5,198

Calhoun County	3,648
Callahan County	2,944
Cameron County	48,724
Camp County	2,455
Carson County	1,356
Cass County	6,938
Castro County	1,361
Chambers County	3,279
Cherokee County	9,037
Childress County	1,499
Clay County	2,361
Cochran County	744
Coke County	1,174
Coleman County	2,648
Collin County	38,914
Collingsworth County	853
Colorado County	4,773
Comal County	16,251
Comanche County	3,881
Concho County	714
Cooke County	7,112
Coryell County	5,983
Cottle County	589
Crane County	606
Crockett County	709
Crosby County	1,413
Culberson County	483
Dallam County	864
Dallas County	244,058
Dawson County	2,693
Deaf Smith County	2,975
Delta County	1,220
Denton County	32,082
DeWitt County	4,676
Dickens County	663
Dimmit County	1,675
Donley County	1,099
Duval County	2,378
Eastland County	4,922
Ector County	17,645
Edwards County	487
Ellis County	14,068

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