

TEXAS DEPARTMENT OF AGRICULTURE
Hog Out County Grants
Program Guidelines

Overview. The Texas Department of Agriculture (TDA) is administering the Hog Out County Grants Program (Program). The Program is designed to encourage counties across the State of Texas to make a concentrated and coordinated effort to reduce the feral hog population and the damage caused by these animals during the three month period of October 1, 2011 thru December 31, 2011, with the month of October 2011 being deemed "Hog Out" Month. This document sets forth Program requirements and procedures.

Notice of Intent to Participate. In order to participate, an appropriate county official must complete and return a Notice of Intent to Participate in the Program prior to the close of business on September 30, 2011. Any county that submits their Notice of Intent after the deadline will not be eligible to receive funds from the Hog Out County Grants Program. Filing a Notice of Intent to Participate does not legally bind your county to participate in the Program. Point total calculations can be found under Program Process. Notices may be submitted via mail, fax, or email to one of the addresses below.

Mailing Address:

Texas Department of Agriculture
External Relations Division
P. O. Box 12847
Austin, Texas 78711

Physical Address:

Texas Department of Agriculture
External Relations Division
1700 N. Congress Ave., 11th Floor
Austin, Texas 78701

Fax Number: (888) 223-9048

Email signed and scanned copies to: Grants@TexasAgriculture.gov

Program Process.

Participating counties will be required to document the following results for the period of October 1, 2011 through December 31, 2011, by submission of a certified TDA Program Application (See Submitting an Application):

- Number of feral hogs taken in the county, as certified by the county. The county will receive five points per 10 hogs taken. A feral hog is taken if it is killed during the period of October 1, 2011 thru December 31, 2011, or if it is trapped, snared, or captured during this period for purposes of immediate slaughter. Hogs that are trapped, snared, or captured for any other purpose (such as transfer to an approved hunting area) are not considered to have been taken.
- Number of individuals participating in county-approved educational courses addressing feral hog abatement technologies. Participating counties will receive one point per participant in attendance at each educational course, as certified by the county.

Transporting a live feral hog to an authorized hunting preserve does not reduce the feral hog population and should not be counted in the county's certification of the total of feral hogs taken during the activity period.

Eligibility Criteria. To be eligible for an award under the Program, the applicant must be a Texas county that timely submits a Notice of Intent to Participate. The county must have or develop a method to accurately track the number of feral hogs taken in the county during the period of October 1, 2011 thru December 31, 2011 (such as collection and notching of ears). Counties that received, or are currently receiving, grant funds from TDA's previous 2011 Feral Hog County Grants are eligible to receive another award in 2012. However, performance submitted toward the current year program competition cannot be funded by TDA grant funds from a previous Feral Hog County Grant award.

Submitting an Application. Counties that participate will be required to submit a completed Grant Application and Resolution documenting the county's results postmarked by **January 13, 2012**. Applications will be accepted beginning **January 2, 2012**, and must be submitted on Form ER-130 provided by TDA. Application forms will be available on TDA's website at www.TexasAgriculture.gov or available upon request from TDA by calling (512) 475-1615 or emailing grants@TexasAgriculture.gov.

Applications must be certified and bear the signature of the County Judge and the authorized county official who signed the Notice of Intent to Participate. If the County Judge originally signed the Notice of Intent to Participate, a County Commissioner, duly authorized by the Commissioner's Court, should also certify the results.

Applications should be submitted to one of the following addresses:

Mailing Address:

Texas Department of Agriculture
External Relations Division
P. O. Box 12847
Austin, Texas 78711

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1700 N. Congress Ave., 11th Floor
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Award Information and Notification. TDA will make awards after all applications are processed. Grant funds will be available for county use on feral hog abatement expenditures during the 2012 calendar year. Awards will be made to the five highest scoring counties as follows:

- the highest scoring county shall be awarded \$20,000
- the 2nd highest scoring county shall be awarded \$15,000
- the 3rd highest scoring county shall be awarded \$10,000
- the 4th highest scoring county shall be awarded \$7,500
- the 5th highest scoring county shall be awarded \$7,500

Counties that are awarded Program grants will be required to enter into a grant agreement with TDA in order to receive grant funds. Grant funds will be distributed on a reimbursement basis after awarded counties submit proof of expenditures.

Reporting Requirements. Counties that are awarded Program grants will be required to submit the following reports:

1. Project reports, on a quarterly basis, detailing the accomplishments of their feral hog project, including but not limited to the number of feral hogs abated and the number of educational courses held, and a budget report detailing expenditures during the quarter. Project reports are due within 30 days of the close of each calendar quarter.
2. Final project report due either upon completion of the project or within thirty (30) days after the termination of the contract. The final report shall be submitted in hard copy format and electronic format on a diskette or e-mailed utilizing Word. The final report shall contain:
 - a. A project summary –history of the project, its effort, results, number of feral hogs abated, and the number of educational courses hosted;
 - b. A description of the successes, challenges, and any limitations of the program;
 - c. A description of future plans, including if and how the project will continue after the grant is expended and how additional funding might address expansion efforts.
3. A final budget report that details all grant award expenditures.

Budget Information. Hog Out County Grants Program awards are paid on a cost reimbursement basis.

1. **Eligible Expenses.** Generally, expenses that are necessary and reasonable for proper and efficient performance and administration of a project are eligible; however, these expenses must be properly documented with sufficient backup detail, including copies of paid invoices. Examples of eligible expenditures are:
 - a. Personnel costs – both salary and benefits;
 - b. Travel – domestic only;
 - c. Supplies and direct operating expenses – equipment that costs less than \$5,000, such as research and office supplies, postage, telecommunications, printing, etc.;
 - d. Contracts – agreements made with a third party to perform a portion of the award; and
 - e. Indirect costs – TDA limits reimbursable indirect expenses to 10% of the grant award.
2. **Ineligible Expenses.** Expenses that are prohibited by state or federal law are ineligible. Examples of these expenditures are:
 - a. Alcoholic beverages;
 - b. Entertainment;
 - c. Contributions, charitable or political;
 - d. Expenses falling outside of the contract period;
 - e. Expenses for expenditures not listed in the project budget; and
 - f. Expenses that are not adequately documented.
 - g. Capital Expenditures – Equipment that has a useful life of more than one year or a cost of more than \$5000. **EXCEPTIONS FOR CAPITAL EXPENDITURES MAY BE GRANTED BY TDA ONLY IF THE COUNTY SEEKS AND RECEIVES WRITTEN APPROVAL PRIOR TO EXPENDITURE / PURCHASE.**

General Compliance Information.

1. Prior to accepting the grant and signing the grant agreement, grantees will be provided a copy of the TDA reporting requirements for their review. This document will explain billing procedures, quarterly and annual reporting requirements, procedures for requesting a change in the project scope or budget, and other miscellaneous items.
2. Any delegation by the Grantee to a subcontractor regarding any duties and responsibilities imposed by the grant award shall be approved in advance by TDA and shall not relieve the Grantee of its responsibilities to TDA for their performance.
3. All grant awards are subject to the availability of appropriations and authorizations by the Texas Legislature.
4. Any information or documentation submitted to TDA as part of the project grant proposal is subject to disclosure under the Texas Public Information Act.
5. Awarded grant projects must remain in full compliance with state and federal laws and regulations. Noncompliance with such law may result in termination by TDA.
6. Grant recipients must keep a separate bookkeeping account with a complete record of all expenditures relating to their project. Records shall be maintained for three (3) years after the completion of the research project or as otherwise agreed upon with TDA. TDA and the Texas State Auditor’s Office reserve the right to examine all books, documents, records, and accounts relating to the research project at any time throughout the duration of the agreement and for three years immediately following completion of the project. If there has been any litigation, claim, negotiation, audit or other action started prior to the expiration of the three-year period involving the records, then the records must be retained until the completion of the action and resolution of all issues which arise from it, or until the end of the regular three-year period, whichever is later. TDA and the Texas State Auditor’s Office shall be granted access to and the right to inspect physical locations related to any project activities.
7. If the Grantee has a financial audit performed in any year during which Grantee receives funds from TDA, and if TDA requests information about the audit, the Grantee shall provide such information to TDA or provide information as to where the audit report can be publicly viewed, including the audit transmittal letter, management letter, and any schedules in which the Grantee’s funds are included.
8. Grant awards shall comply in all respects with the Uniform Grant Management Standards (UGMS). A copy may be downloaded from the following website:
www.governor.state.tx.us/divisions/stategrants/guidelines/files/UGMS012001.doc

Further Information. Additional information about the Program, the Notice of Intent to Participate, or the application process can be found under the Grants/Funding tab on TDA’s website at www.TexasAgriculture.gov. In addition, organizations may contact TDA at (512) 475-1615 or Grants@TexasAgriculture.gov for more information.

Timeline.

Sept. 30, 2011	County submits Notice of Intent to Participate.
Oct. 1 – Dec. 31, 2011	County participates in program activities, including “Hog Out Month”.
Jan. 2 – 13, 2012	County submits application, resolution and documentation of the following information between.

- Number of feral hogs taken in the county, as certified by the county.
- Number of participants at a county-approved education program about feral hog abatement technologies.

February 2012

Feb. 1 – Dec. 31, 2012

TDA makes awards.

Awarded applicants use grant funds to implement county feral hog abatement practices.