

## INSTRUCTIONS FOR SUBMITTING SIMPLIFIED EQUIPMENT-ONLY (SEO) APPLICATION PACKETS

All application packets must be submitted to the AZDA electronically on-line using the following process:

- Step 1 - Download the Application Packet files.
- Step 2 - Complete the Application Packet files.
- Step 3 - Submit the Application Packet files.


To complete the steps above, your computer system must have the following:

- o Internet access
- o Microsoft Word
- o Adobe Acrobat Reader

If you have technical difficulties during this process, please contact us during regular business hours.  
See Section II.F.

1. Access the RFSI private solicitation web page at: <https://tinyurl.com/RFSI-SEO>

Click on and review the Overview, Eligibility, Financial, Contact and Files tabs:



Arizona

Resilient Food Systems Infrastructure (RFSI) - SEO

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Overview	Eligibility	Financial	Contact	Files
<p>ID: AHA24004</p> <p>Title: Resilient Food Systems Infrastructure (RFSI) - SEO</p> <p>Application Start Date: 12/07/2023</p> <p>Application End Date: 03/01/2024</p> <p>CFDA/ALN: 10.190</p> <p>Reference URL: <a href="https://agriculture.az.gov/grants">https://agriculture.az.gov/grants</a></p>		<p><b>Summary:</b></p> <p>This is the <u>Simplified Equipment-Only (SEO)</u> portal.</p> <p>Section 1001(b)(4) of the American Rescue Plan (ARP) Act of 2021 (Pub. L. 117-2), as amended, authorizes the United States Department of Agriculture (USDA), to make grants and agreements to maintain and improve food and agricultural supply chain resiliency. For additional information, see the <b>Program Scope and Requirements</b>.</p> <p>RFSI is intended to serve middle-of-the-supply-chain needs to add value and provide more, new, and better markets for locally or regionally produced food.</p>		



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## Eligible Applicants:

- Local Government
- Academic Institutions
- Consortia
- Native American Tribe
- Non Profits
- Private Sector
- Schools/School Districts

## Eligibility Notes:

Entities eligible for **Simplified Equipment-Only (SEO)** grants made by AZDA will be:

- Agricultural producers or processors, or groups of agricultural producers and processors
- For-profit entities operating middle-of-the-supply-chain activities such as processing, aggregation, or distribution of targeted agricultural products, whose activities are primarily focused for the benefit of local and regional producers, and that meet the eligibility requirements of the SBA small business size standards are eligible. For more information on these size standards, please visit [SBA's Size Standards](#) webpage. For a quick check on whether your business qualifies, please use the [Size Standards Tool](#).
- Nonprofit organizations operating middle-of-the-supply-chain activities such as processing, aggregation, distribution of targeted agricultural products
- Local government entities operating middle-of-the-supply-chain activities such as processing, aggregation, distribution of targeted agricultural products
- Tribal governments operating middle-of-the-supply-chain activities such as processing, aggregation, distribution of targeted agricultural products.
- Institutions such as schools, universities, or hospitals bringing producers together to establish cooperative or shared infrastructure or invest in equipment that will benefit multiple producers middle-of-the-supply-chain activities such as processing, aggregation, distribution of targeted agricultural product.

All applicant businesses and organizations must be domestically owned, and applicants' facilities must be physically located within the 50 States of the United States, the Commonwealth of Puerto Rico, the District of Columbia, the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.



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Funds Available: \$1,000,000.00

Award Amount: \$10,000.00 (min) \$100,000.00 (max)

Number of Awards: N/A

Average Award Size: N/A

Matching Required: No

## Financial Notes:

Funding allocation for **Simplified Equipment-Only (SEO)** grants.

AMS is charged with distributing funds to state departments of agriculture, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the U.S. Virgin Islands, and the Commonwealth of the Northern Mariana Islands. [The Program Scope and Requirements](#) published by AMS has announced the total amount of grant funds AZDA will receive. AZDA projects that approximately \$1,000,000.00 will be available for simplified equipment-only projects. AZDA plans to make available for grants all of the funds appropriated to it under the RFSI less AZDA's share for program administration, State-led Supply Chain Coordination activities and Infrastructure Grants.

AZDA plans to award multiple grants from these funds. **The minimum grant request shall be \$10,000.00 and the maximum grant request shall not exceed \$100,000.00. AZDA may place a per application cap on grant awards.** USDA, however, as the funding source, has the final approval over grant projects. Thus, while AZDA's Director makes the preliminary decisions based on AZDA staff review and recommendations from a review panel of industry representatives, **USDA will make the final decision concerning grant awards.**





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Overview	Eligibility	Financial	Contact	Files
<b>Agency/Department:</b> AHA - Agricultural Consultation and Training		<b>Contact Notes:</b>  Please contact the program administrator.		
<b>Contact/Help:</b> <a href="mailto:ljames@azda.gov">ljames@azda.gov</a>				
<b>Office:</b> N/A				
<b>Program Contact:</b> Lisa James RFSI Grant Program Manager Arizona Department of Agriculture 1110 W. Washington Street, Suite 450 Phoenix, AZ 85007 Mailing Address: 1802 W. Jackson Street #78 Phoenix, AZ 85007 Phone: (602) 542-3262 E-mail: <a href="mailto:ljames@azda.gov">ljames@azda.gov</a> Toll Free Outside Maricopa County: (800) 294-0308 Fax: (602) 364-0830				
<b>Application Address:</b> Applications must be submitted on-line.				



## Arizona

Resilient Food Systems Infrastructure (RFSI) - SEO



Overview	Eligibility	Financial	Contact	Files								
<b>Files:</b> <table border="0"> <tr> <td><b>Grant Manual:</b></td> <td> 2023.12.07 SEO Manual Final (2.9 Mb)</td> </tr> <tr> <td><b>Project Profile Template:</b></td> <td> RFSI_Equipment Only Grant Template_10.13.23 (3.4 Mb)</td> </tr> <tr> <td><b>Appendix C:</b></td> <td> 2023.12.06 Appendix C - CriticalResourceInfrastruc... (14.1 Kb)</td> </tr> <tr> <td><b>Instructions:</b></td> <td> 2023.12 (2.2 Mb)</td> </tr> </table>				<b>Grant Manual:</b>	2023.12.07 SEO Manual Final (2.9 Mb)	<b>Project Profile Template:</b>	RFSI_Equipment Only Grant Template_10.13.23 (3.4 Mb)	<b>Appendix C:</b>	2023.12.06 Appendix C - CriticalResourceInfrastruc... (14.1 Kb)	<b>Instructions:</b>	2023.12 (2.2 Mb)	<b>File Notes:</b>  These are the application files for the <u>Simplified Equipment-Only (SEO)</u> grants.  For instructions on downloading the application files, please visit our website at: <a href="https://agriculture.az.gov/grants">https://agriculture.az.gov/grants</a>
<b>Grant Manual:</b>	2023.12.07 SEO Manual Final (2.9 Mb)											
<b>Project Profile Template:</b>	RFSI_Equipment Only Grant Template_10.13.23 (3.4 Mb)											
<b>Appendix C:</b>	2023.12.06 Appendix C - CriticalResourceInfrastruc... (14.1 Kb)											
<b>Instructions:</b>	2023.12 (2.2 Mb)											

At the Files tab, download and save each of the files to your computer:

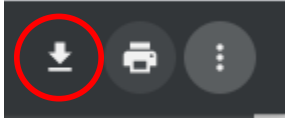
**Note:** These are general instructions based on the use of Windows 10 Pro as the operating system and Google Chrome as the browser. The use of a different operating system and/or a browser other than Google Chrome, i.e. Internet Explorer, Safari or Firefox may vary the process of saving or downloading files to your computer.

[HTTP://AGRICULTURE.AZ.GOV](http://agriculture.az.gov)




Download and save the  PDF files and the  Word file using the following steps:

- a. Click on the file link to open the file.
- b. Click on the download icon in the upper right menu bar:




- c. **Name the file(s) and save them to a location on your computer that you can access later.**
2. Prepare the application packet files off-line (see Sections II. A. B. and C.):
    - a. The Simplified Equipment-Only Proposal must be completed in PDF format, using the **PDF RFSI Equipment-Only Proposal Template. Appendix B.**
    - b. The Evidence of Critical Resources and Infrastructure Letter must be submitted in PDF format, using the **Evidence of Critical Resources and Infrastructure Letter Template. Appendix C.**
    - c. Application packets must include documentation to substantiate the costs of each piece of equipment, which can include contracts, catalog pricing, or binding quotes provided by licensed commercial entities. **Documentation must be submitted in ONE PDF file.**
  3. When the application packet files are complete, use the following steps to submit the application packet on-line:
    - a. **If you are submitting more than one application packet, follow the steps below for each application packet.**
    - b. Return to the RFSI solicitation web page at: <https://tinyurl.com/RFSI-SEO>
    - c. Click on the “Apply” button.



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Overview	Eligibility	Financial	Contact	Files
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[HTTP://AGRICULTURE.AZ.GOV](http://agriculture.az.gov)

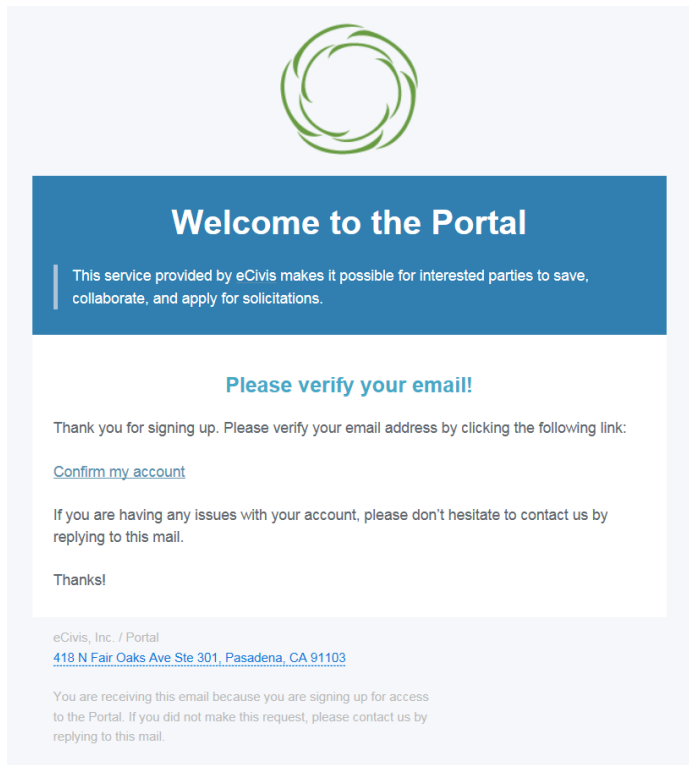


- d. Either login to the eCivis Portal with an existing account and **skip to Step m.** or click on the “Create an account” button.

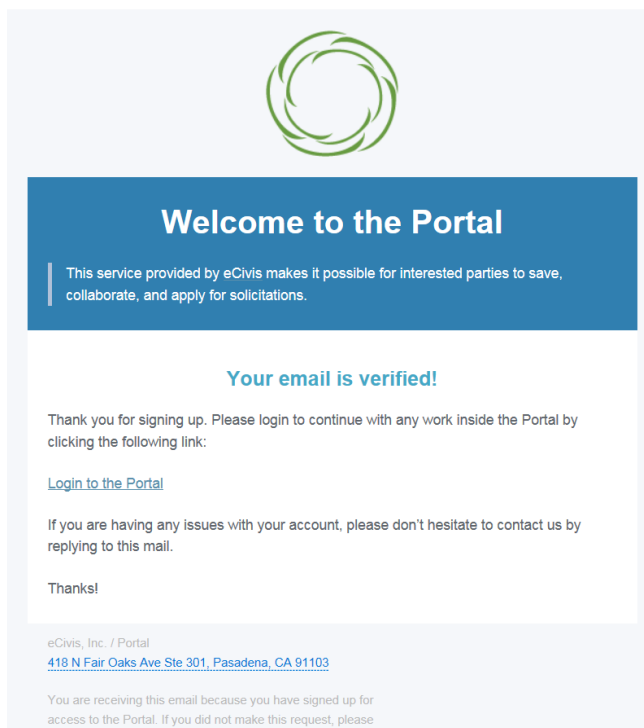
- e. Enter the appropriate information for a new account signup. Note: The “Passphrase” (password) must rate as “strong” or “perfect” or the system will not allow a “Signup”.

- f. You will receive a message to confirm your e-mail address via an e-mail message sent to you.

- g. Confirm your account by clicking on the link provided in your e-mail message.



- h. You will receive a second e-mail message confirmation that your e-mail is verified. You can login to the Portal from here or return to the Portal login screen in your browser.



[HTTP://AGRICULTURE.AZ.GOV](http://agriculture.az.gov)

- i. Login to the Portal with your login and password.

- j. Click on the “Create New Application” button. It may be necessary to repeat the sign-in process by logging in again. Otherwise **skip to Step m.**

**Arizona**  
AHA - Agricultural Consultation and Training  
Resilient Food Systems Infrastructure (RFSI) - SEO

**My Applications**

Create New Application

Show 10 entries

Grant Application	Create Date
No applications have been saved or sub	

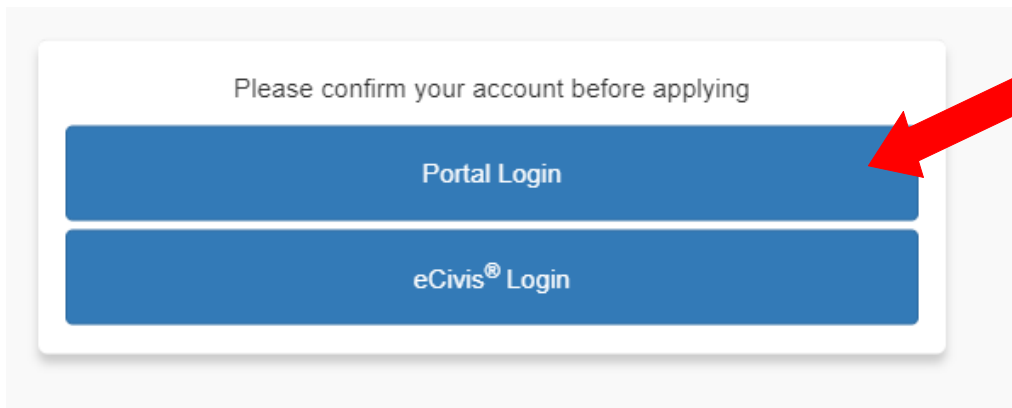
**Sign In/Sign Up Instructions**

**For New Users:**  
By clicking **Sign Up**, you will be prompted to enter your email address and create a password. Once you have chosen your password, your account will be created and you will gain access to the portal.

**For Returning Users:**  
Sign into the portal using the email address and the password you created when you originally signed up for the portal. If you have forgotten your password, click "**Forgot your password?**" and follow the prompts to reset your password.

**Sign In**  
Log in with your credentials again to access your application's account

- k. Always log-in using the "Portal Login" button.



- l. Login into the Portal with your e-mail and password.

A screenshot of the "Portal" login page. At the top is a green circular logo and the word "Portal". Below this are two tabs: "Log In" (selected) and "Sign Up". The "Log In" section contains two input fields: one for email (with a placeholder "yours@example.com") and one for password (with a placeholder "your password"). Below the password field is a link "Don't remember your password?". At the bottom is a large blue button labeled "LOG IN >".

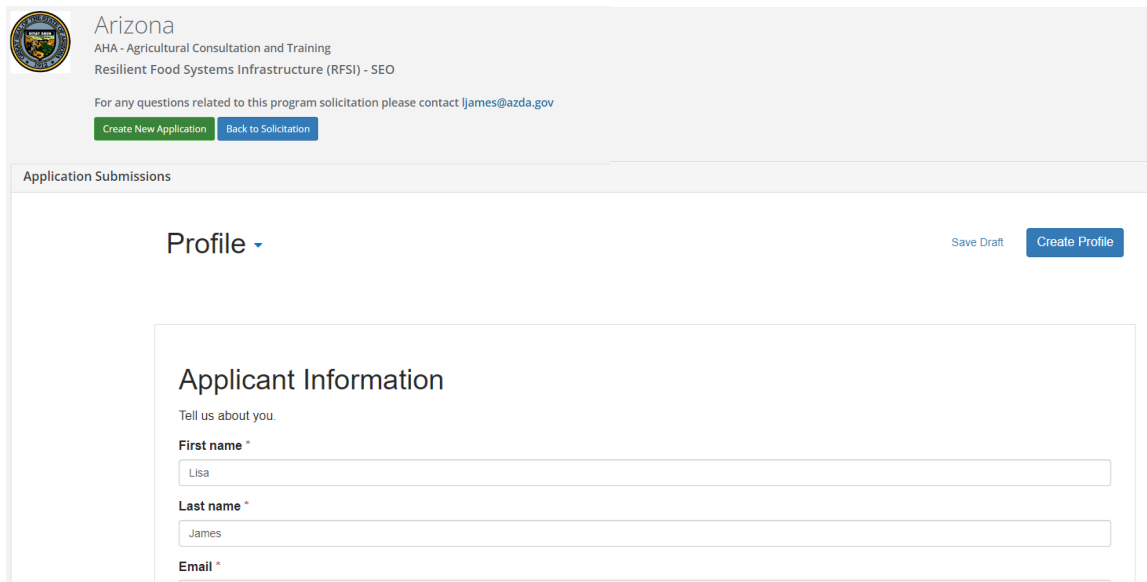
- m. Click on the "Open" button to update your profile information if action is required.

Please click the "Open" button to begin. You can save and return to this page to edit your Profile until completed. You can view your Profile by clicking "Edit". You cannot move forward until you have completed your Profile.

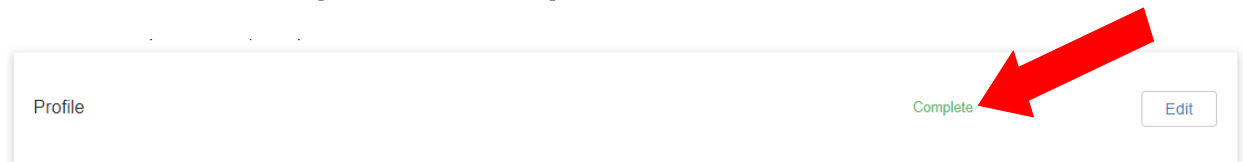
A screenshot of a profile update screen. On the left is the word "Profile". In the center is a red-bordered box containing the text "Action Required". On the right is a blue button labeled "Open". A red arrow points to the "Open" button.



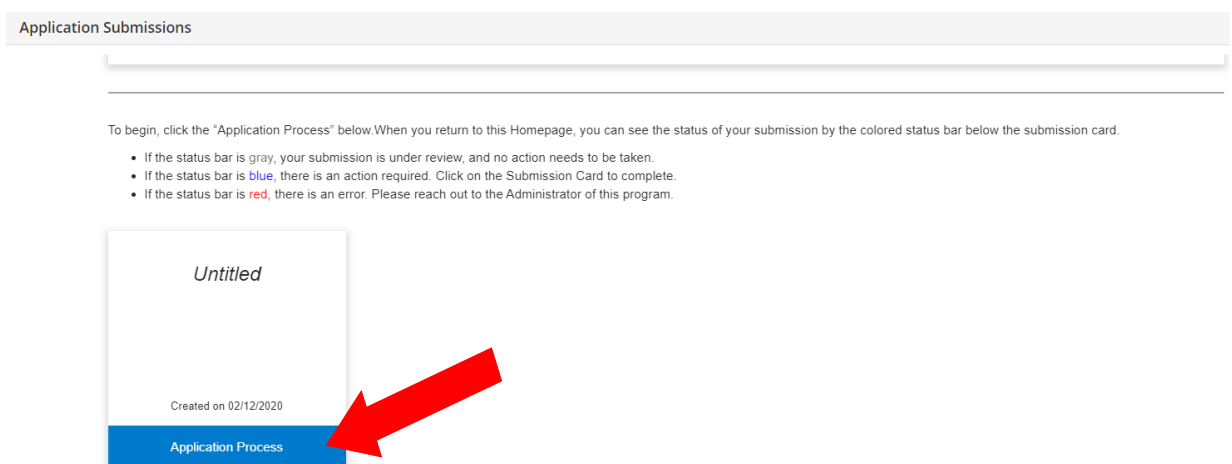
- n. Enter the required information only on the “Applicant Information” page and **click on “Create Profile” or “Save Draft” at the bottom of the page.**



- o. Confirm that the “Profile” step is checked as “Complete”.



- p. To start the application, click in the blue bar titled, “Application Process”.



To begin, click the “Application Process” below. When you return to this Homepage, you can see the status of your submission by the colored status bar below the submission card.

- If the status bar is **gray**, your submission is under review, and no action needs to be taken.
- If the status bar is **blue**, there is an action required. Click on the Submission Card to complete.
- If the status bar is **red**, there is an error. Please reach out to the Administrator of this program.

- q. Click on the "Open" button to enter the application information.

When you have completed the application, it will no longer state "Action Required," but "Complete." The "Submit" button will turn green, which indicates that you can now submit.

**Application Process**

When every step in this submission is complete, the "Submit" button to the right will become green and clickable.

The submission is not fully submitted until you click the green "Submit" button. Once you click "Submit" the submission will no longer be editable.

There are 30 days remaining to submit this.

**Submit**

**Applications**

Action Required

**Open**

- r. Enter all "required" information indicated with an asterisk. **Please see instructions for each section.**

**Applications**

Save Draft

**Mark Complete**

Close

Please complete all required fields.

You can save as a draft and return later to complete by clicking "Save Draft" at the bottom of the page.

When you are ready to submit this step, please click the blue "Save" button at the bottom of the page.

**1. Application/Project Title \***

**2. Org Name \***

**3. Program/Project Congressional District (check all that apply) \***

☐ 1

**Application Submissions**

**5. Scope of Work \***

See attached project profile

Please enter, "See attached project profile".

**6. Project Timeline \***

See attached project profile

Please enter, "See attached project profile".

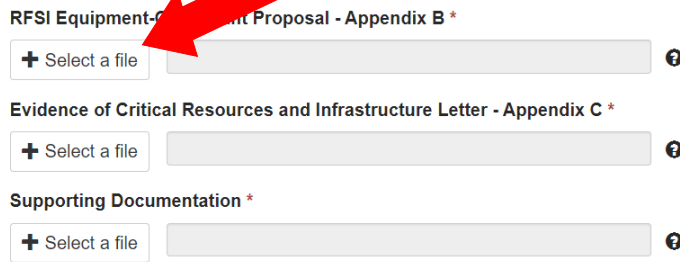
**7. Collaborative Elements and Partners \***

See attached project profile

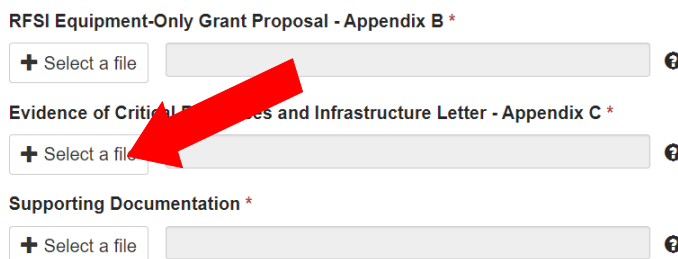
- s. Click on “Save Draft” to return to the application at a later time.



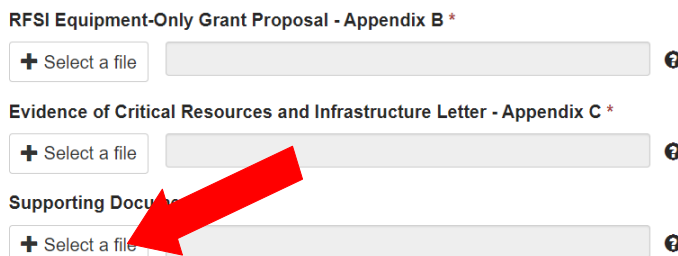
- t. Click “+ Select a file” to upload the completed and signed Application Cover Sheet (Appendix B). **The system will only accept a file in PDF format.**



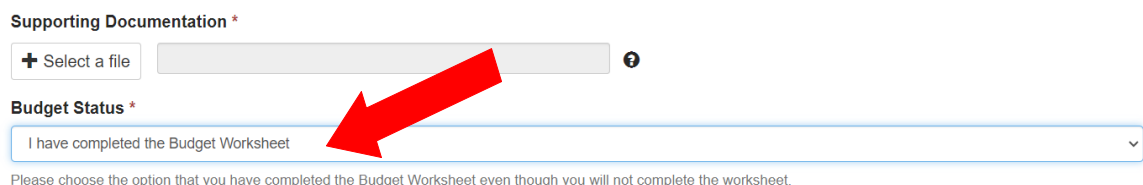
- u. Click “+ Select a file” to upload the completed Critical Resources Letter (Appendix C). **The system will only accept a file in PDF format.**



- v. Click “+ Select a file” to upload the supporting documentation.. **The system will only accept a file in PDF format.**



- w. Indicate the Budget Status as “I have completed the Budget Worksheet” **even though you will not complete the worksheet.**



Please choose the option that you have completed the Budget Worksheet even though you will not complete the worksheet.

- x. When all required fields are completed, click on “Mark Complete”.



- y. Confirm that the Application is checked “Complete”.

When you have completed the application, it will no longer state “Action Required,” but “Complete.” The “Submit” button will turn green, which indicates that you can now submit.

**Application Process**

When every step in this submission is complete, the “Submit” button to the right will become green and clickable.

The submission is not fully submitted until you click the green “Submit” button. Once you click “Submit” the submission will no longer be editable.

There are 30 days remaining to submit this. **Submit**

**Applications** Complete **Edit**

The button will update to reflect how you can interact with this step.

- z. Click on “Submit”. **The Application must be submitted prior to 11:59:59 p.m. (MST) on March 1, 2024.**

When you have completed the application, it will no longer state “Action Required,” but “Complete.” The “Submit” button will turn green, which indicates that you can now submit.

**Application Process**

When every step in this submission is complete, the “Submit” button to the right will become green and clickable.

The submission is not fully submitted until you click the green “Submit” button. Once you click “Submit” the submission will no longer be editable.

There are 30 days remaining to submit this. **Submit**

**Applications** Complete **Edit**

The button will update to reflect how you can interact with this step.

- aa. Confirm that the application was successfully submitted. You will also receive an e-mail confirmation. If you DO NOT receive an e-mail confirmation please contact the RFSI staff, see Grant Manual.

When you have completed the application, it will no longer state “Action Required,” but “Complete.” The “Submit” button will turn green, which indicates that you can now submit.

**Application Process**

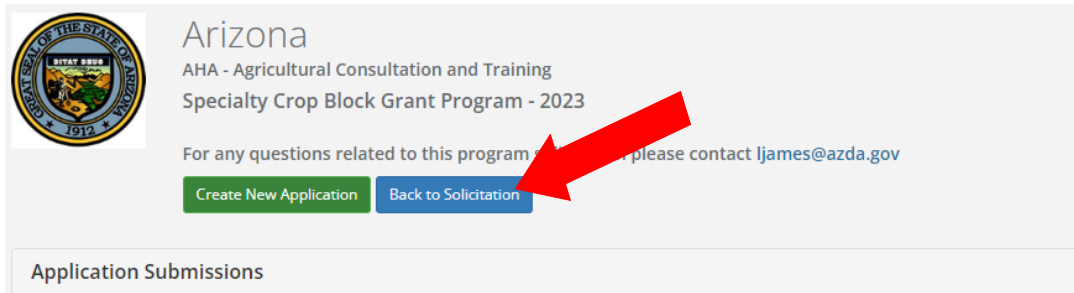
Thank you for submitting.

Your submission is now under review and you will be contacted if any additional information is needed.

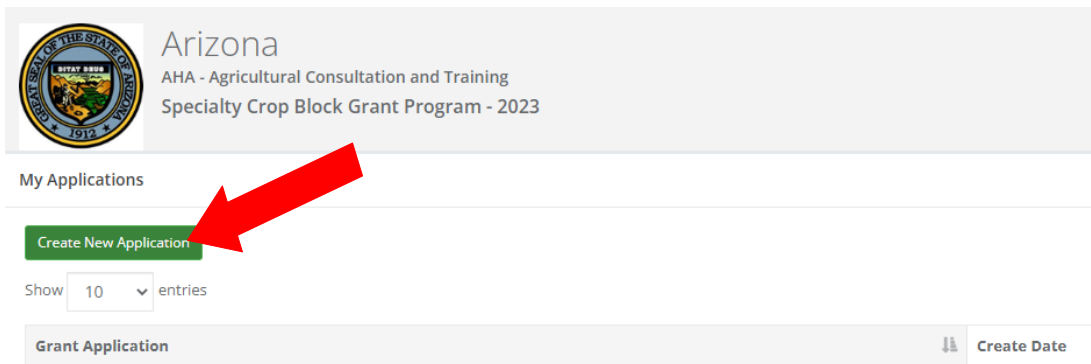
**Applications** This has been submitted. **View**

The button will update to reflect how you can interact with this step.

bb. Use the “Back to Solicitation” button to view the status of applications.



cc. To complete another application click the “Create New Application” button and follow steps p. through z.



Remember, AZDA must receive completed application packets no later than **11:59:59 p.m. (MST) on Friday, March 1<sup>st</sup>**.

Applications submitted by the March 1<sup>st</sup> deadline will be publicly opened, read and recorded beginning at 8:00 a.m. on March 4<sup>th</sup> at 1110 W. Washington Street, Suite 450, Phoenix, Arizona.