

INSTRUCTIONS FOR SUBMITTING INFRASTRUCTURE GRANT (IG) 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-IG>
2. Click on and review the Overview, Eligibility, Financial, Contact and Files tabs:



Arizona

Resilient Food Systems Infrastructure (RFSI) - IG

Overview

Eligibility

Financial

Contact

Files

ID: AHA24004

Title: Resilient Food Systems Infrastructure (RFSI) - IG

Application Start Date: 12/01/2023

Application End Date: 03/01/2024


CFDA/ALN: 10.190

Reference URL: <https://agriculture.az.gov/grants>

Summary:

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 **Program Scope and Requirements**.

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.



Arizona

Resilient Food Systems Infrastructure (RFSI) - IG

Overview

Eligibility

Financial

Contact

Files

Eligible Applicants:


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

Eligibility Notes:

Entities eligible for Infrastructure 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 eligibility requirements of the SBA small business size standards are eligible. For information on these size standards, please visit [SBA's Size Standards](#) webpage; quick check on whether your business qualifies, please use the [Size Standards](#)
- 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 applicant 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.



Arizona

Resilient Food Systems Infrastructure (RFSI) - IG

Overview

Eligibility

Financial

Contact

Files

Funds Available:	\$2,200,000.00	
Award Amount:	\$100,000.00 (min)	\$1,000,000.00 (max)
Number of Awards:	N/A	
Average Award Size:	N/A	
Matching Required:	Yes	
Matching Type:	Cash/In-Kind	

Financial Notes:

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 \$2,200,000.00 will be available for infrastructure 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 Simplified Equipment Only grants.

AZDA plans to award multiple grants from these funds. **The minimum grant request shall be \$100,000.00 and the maximum grant request shall not exceed \$1,000,000.00. 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.**



Arizona

Resilient Food Systems Infrastructure (RFSI) - IG



Agency/Department: AHA - Agricultural Consultation and Training Contact/Help: ljames@azda.gov Office: N/A Program Contact: 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: ljames@azda.gov Toll Free Outside Maricopa County: (800) 294-0308 Fax: (602) 364-0830 Application Address: Applications must be submitted on-line.	Contact Notes: Please contact the program administrator.
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Arizona

Resilient Food Systems Infrastructure (RFSI) - IG





Files: Grant Manual: 2023.11.30 IG Manual Final (1.1 Mb) Project Profile Template: RFSI_Infrastructure Grant Template_10.13.23 (3.4 Mb) Match Verification Letter - Appendix C: 2023.10.24 Appendix C - VerificationofMatchingFund... (15.8 Kb) Critical Resource Letter - Appendix D: 2023.10.24 Appendix D - CriticalResourceInfrastruc... (14.1 Kb) Instructions - Appendix F: 2023.10.24 Appendix E - Allowable Costs (179.5 Kb)	File Notes: For instructions on downloading the application files, please visit our website at: https://agriculture.az.gov/grants Please take the time to read this grant manual carefully and follow all given instructions. Incomplete applications, applications that include support letters or documentation, or applications that exceed the given page limits shall be deemed ineligible.
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At the Files tab, download and save each of the files to your computer:

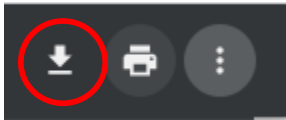
Note: These are general instructions based on the use of Windows 10 Pro as the operating system and Google Chrome as the browser. The use of a different operating system and/or a browser other



than Google Chrome, i.e. Internet Explorer, Safari or Firefox may vary the process of saving or downloading files to your computer.

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.
3. Prepare the application packet files off-line (see Sections II. A. B. and C.):
 - a. The Infrastructure Grant Proposal must be completed in PDF format, using the **PDF Infrastructure Grant 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. The Match Verification Letter(s) must be submitted in one PDF file, using the **Match Verification Letter Template. Appendix D.**
 4. 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-IG>
 - c. Click on the “Apply” button.

Arizona
Resilient Food Systems Infrastructure (RFSI) - IG

Overview	Eligibility	Financial	Contact	Files
ID:	AHA24004			
Title:	Resilient Food Systems Infrastructure (RFSI) - IG			
Application Start Date:	12/01/2023			
Application End Date:	03/01/2024			
CFDA/ALN:	10.190			
Reference URL:	https://agriculture.az.gov/grants			

Summary:

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 **Program Scope and Requirements**.

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.

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

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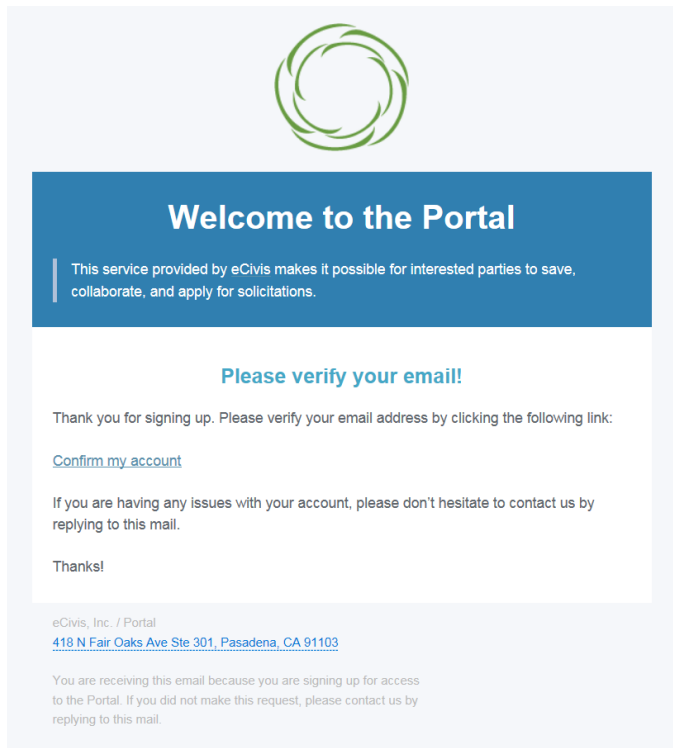
- e. Enter the appropriate information for a new account signup. Note: The “Passphrase” (password) must rate as “strong” or “perfect” or the system will not allow a “Signup”.

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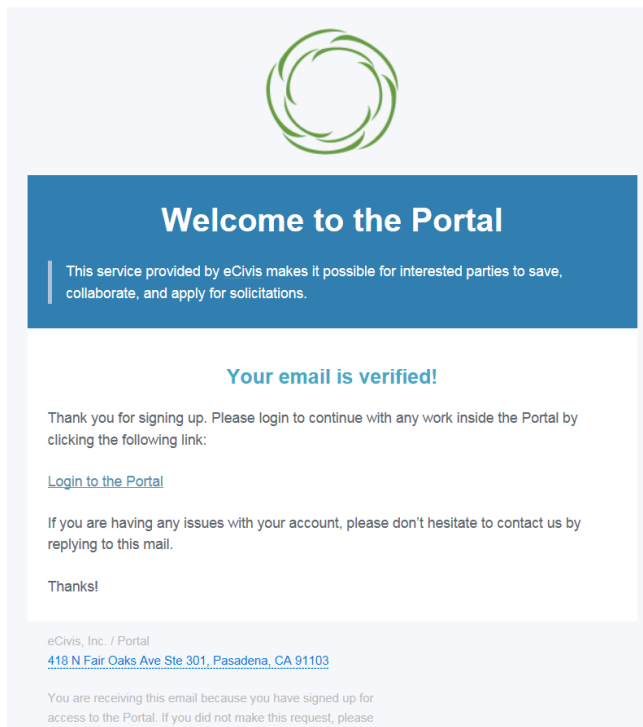
- f. You will receive a message to confirm your e-mail address via an e-mail message sent to you.

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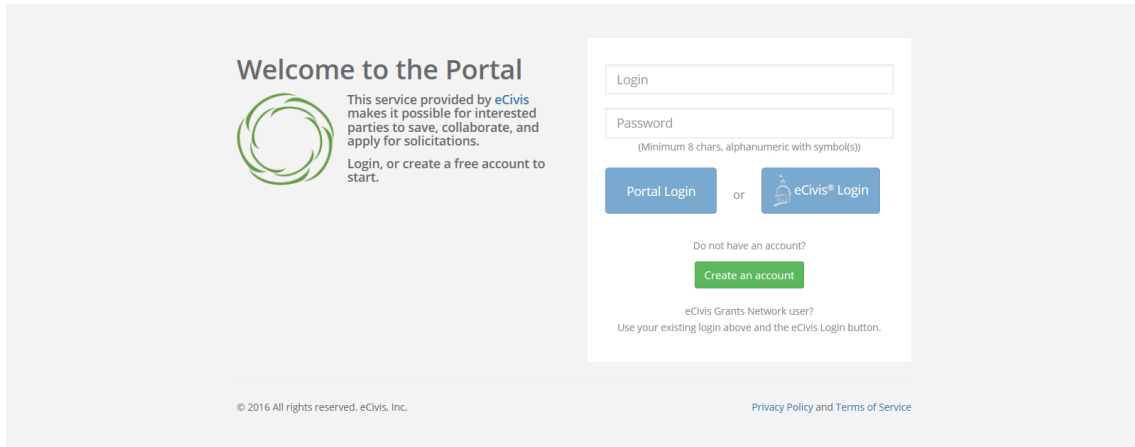
- g. Confirm your account by clicking on the link provided in your e-mail message.



- 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.



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



Welcome to the Portal

This service provided by eCivis makes it possible for interested parties to save, collaborate, and apply for solicitations. Login, or create a free account to start.

Login

Password
(Minimum 8 chars, alphanumeric with symbol(s))

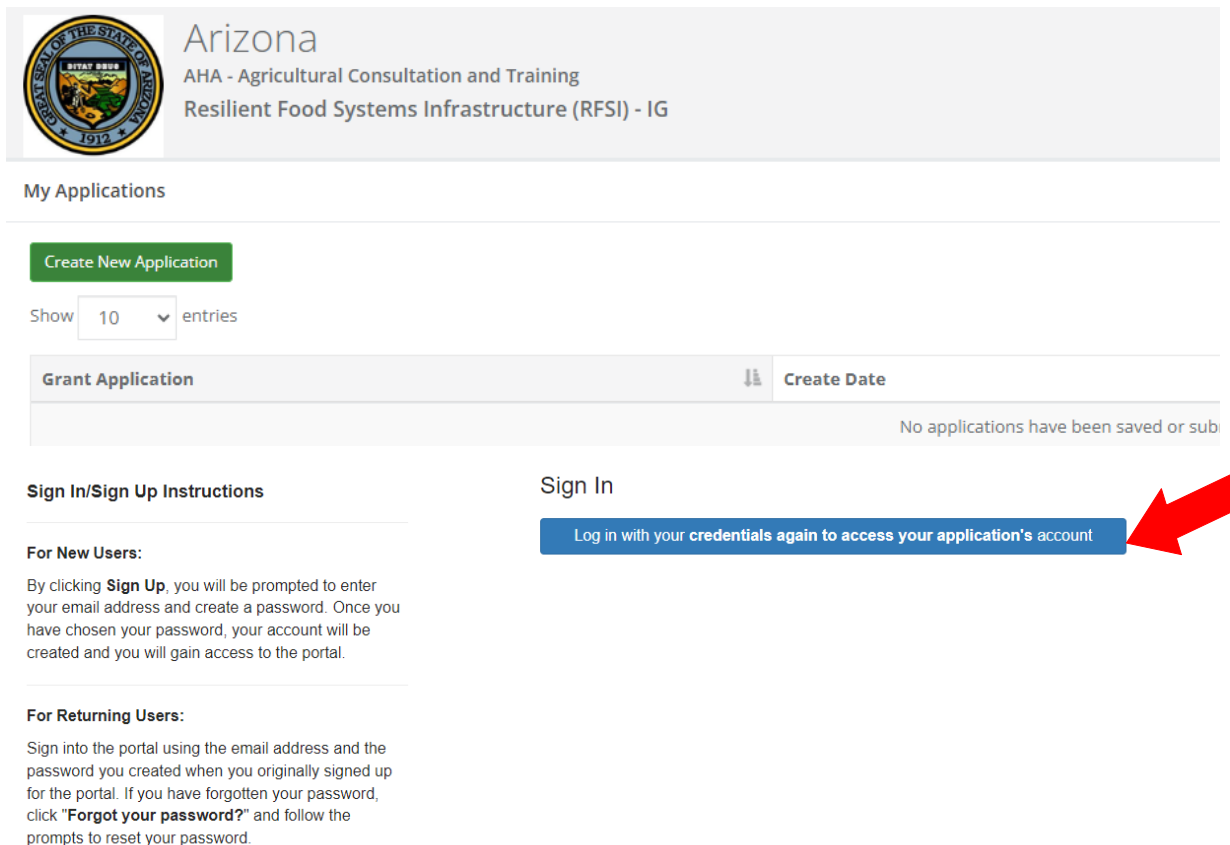
Portal Login or eCivis* Login

Do not have an account?
Create an account

eCivis Grants Network user?
Use your existing login above and the eCivis Login button.

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- 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.**



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Resilient Food Systems Infrastructure (RFSI) - IG

My Applications

Create New Application

Show 10 entries

Grant Application	Create Date
No applications have been saved or sub	

Sign In

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

Sign In/Sign Up Instructions

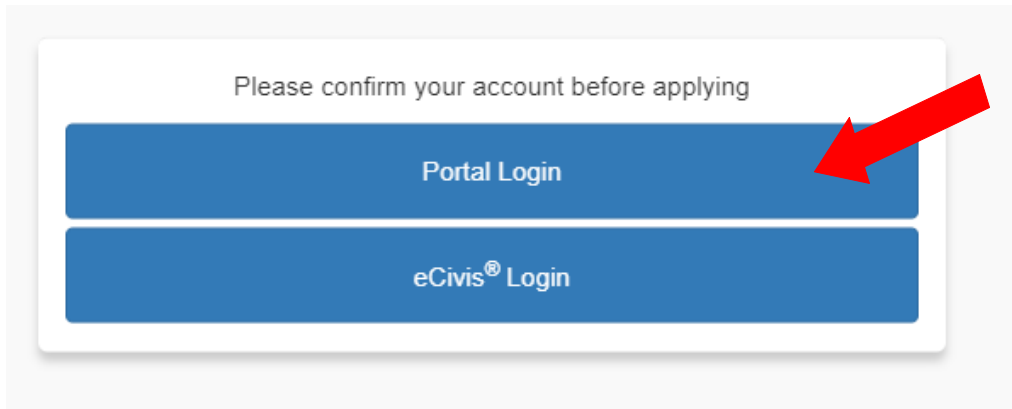
For New Users:

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.

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



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

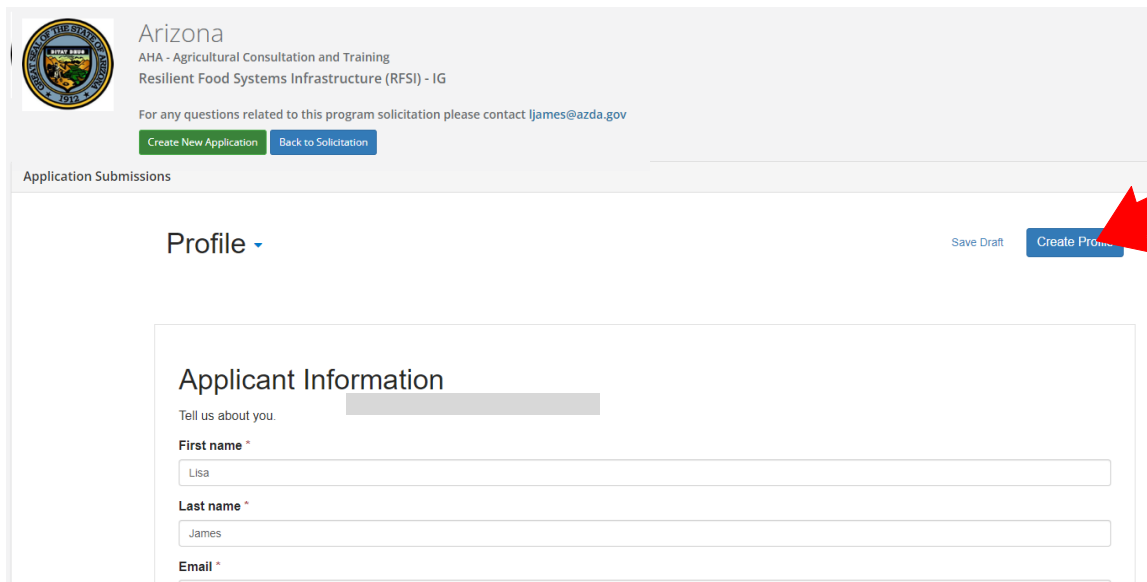
A screenshot of the "Portal" login page. At the top is a green circular logo and the word "Portal". Below this are two tabs: "Log In" (selected) and "Sign Up". The "Log In" section contains two input fields: one for email (with a placeholder "yours@example.com") and one for password (with a placeholder "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. It shows a "Profile" label on the left. In the center, there is a red-bordered box containing the text "Action Required". On the right, there is a blue button labeled "Open". A large 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 top or bottom of the page.**



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For any questions related to this program solicitation please contact ljames@azda.gov

[Create New Application](#) [Back to Solicitation](#)

Application Submissions

Profile Save Draft [Create Profile](#)

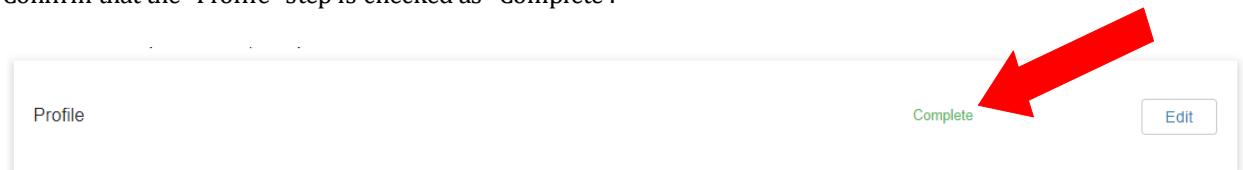
Applicant Information
Tell us about you.

First name *
Lisa

Last name *
James

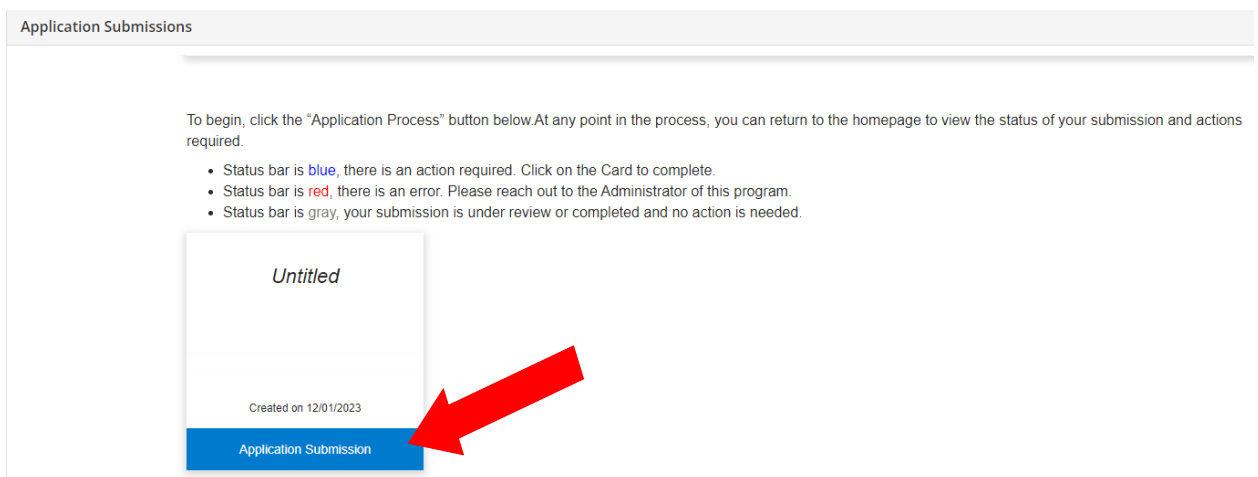
Email *

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



Profile Complete [Edit](#)

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



Application Submissions

To begin, click the “Application Process” button below. At any point in the process, you can return to the homepage to view the status of your submission and actions required.

- Status bar is **blue**, there is an action required. Click on the Card to complete.
- Status bar is **red**, there is an error. Please reach out to the Administrator of this program.
- Status bar is **gray**, your submission is under review or completed and no action is needed.

Untitled

Created on 12/01/2023

[Application Submission](#)

- 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

There are 30 days remaining to submit this.

Submit

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.

Applications

Action Required

Open

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

- r. Enter all "required" information indicated with an asterisk. **Please see instructions or help text 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

All 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 Infrastructure Grant Proposal (Appendix B). **The system will only accept a file in PDF format.**


Infrastructure Grant Proposal - Appendix B *

+ Select a file 


Evidence of Critical Resources and Infrastructure Letter - Appendix C *

+ Select a file 

Match Verification Letter - Appendix D *


+ Select a file 

Additional Supporting Documentation


+ Select a file 

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


Infrastructure Grant Proposal - Appendix B *

+ Select a file 


Evidence of Critical Resources and Infrastructure Letter - Appendix C *

+ Select a file 

Match Verification Letter - Appendix D *


+ Select a file 

Additional Supporting Documentation


+ Select a file 

- v. Click “+ Select a file” to upload the completed Match Verification Letter(s)(Appendix D). **The system will only accept a file in PDF format.**


Infrastructure Grant Proposal - Appendix B *

+ Select a file 


Evidence of Critical Resources and Infrastructure Letter - Appendix C *

+ Select a file 

Match Verification Letter - Appendix D *

+ Select a file 

Additional Supporting Documentation

+ Select a file 

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

Infrastructure Grant Proposal - Appendix B *

+ Select a file



Evidence of Critical Resources and Infrastructure Letter - Appendix C *

+ Select a file



Match Verification Letter - Appendix D *

+ Select a file



Additional Supporting Documentation

+ Select a file



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

Budget Status *

I have completed the Budget Worksheet



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

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

Save Draft

Mark Complete

Close

- z. 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

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

Complete

Edit

- aa. 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

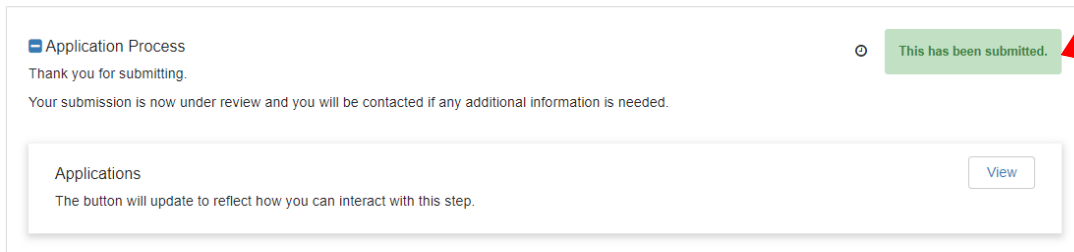
The button will update to reflect how you can interact with this step.

Complete

Edit

- bb. 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.

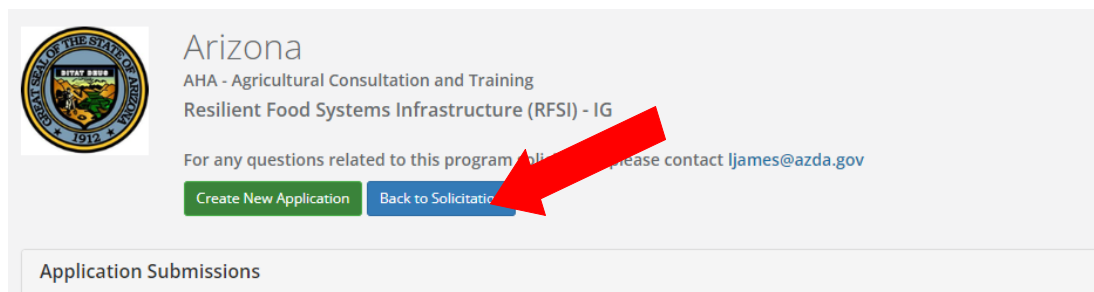
Your submission is now under review and you will be contacted if any additional information is needed.

Applications

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

[View](#)

- cc. Use the "Back to Solicitation" button to view the status of applications.



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Resilient Food Systems Infrastructure (RFSI) - IG

For any questions related to this program, please contact ljames@azda.gov

[Create New Application](#) [Back to Solicitation](#)

Application Submissions

- dd. To complete another application click the "Create New Application" button and follow steps p. through aa.



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My Applications

[Create New Application](#)

Show 10 entries

Grant Application	Create Date
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Remember, AZDA must receive completed application packets no later than **11:59:59 p.m. (MST) on Friday, March 1st.**

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