



Arizona Department of Agriculture

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December 11, 2023

Dear Grant Applicant:

The Arizona Department of Agriculture is pleased to present the Resilient Food Systems Infrastructure (RFSI) **Infrastructure Grants (IG)** Grant Manual. The purpose of this program is to build resilience in the middle-of-the-supply-chain and strengthen local and regional food systems by creating new revenue streams for Arizona's producers.

This manual is designed to instruct applicants in preparing successful grant application packets for funding assistance from the Arizona Department of Agriculture (AZDA) for revenues appropriated pursuant to Section 1001(b)(4) of the American Rescue Plan (ARP) Act of 2021 (Pub. L. 117—2), as amended. **Please take the time to read this grant manual carefully and follow all given instructions.**

The following are key elements for the RFSI Infrastructure Grants Grant Cycle:

1. Project duration shall **not exceed 2 ½ years (30 months) - Pages 9 and 23**
2. Projects must be **completed by December 31, 2026 - Pages 9 and 20**
3. The minimum grant request shall **not be less than \$100,000.00** and the maximum grant request shall **not exceed \$1,000,000.00 - Pages 7, 19 and 25**
4. Application Packets are required to be submitted on-line at: <https://tinyurl.com/RFSI-IG> - **Pages 16, 25, 48 and 51**
5. It is highly recommended that applicants review the instructions in **Appendix F** of this manual as soon as possible to become familiar with the on-line application process - **Pages 16, 25, and 48**
6. Application Packet submission **deadline is 11:59:59 p.m. (MST) on March 1, 2024 - Pages 25, 59 and 60**

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 Grants.

The Arizona Department of Agriculture anticipates that grant monies will be available to successful applicants in May 2024. AZDA may place a per applicant cap on grant awards. This manual contains general program information, rating system criteria, and application packet requirements. Completed application packets are due no later than **11:59:59 p.m. (MST), Friday, March 1, 2024.**

Thank you for your interest in this important program and we look forward to receiving your application packet.

Sincerely,

A handwritten signature in black ink that reads "Paul E Brierley".

Paul E. Brierley
Director



RFSI ARIZONA
RESILIENT FOOD SYSTEMS INFRASTRUCTURE

RESILIENT FOOD SYSTEMS INFRASTRUCTURE PROGRAM (RFSI)

GRANT MANUAL

INFRASTRUCTURE GRANTS (IG)

PUBLICATION DATE: DECEMBER 11, 2023

GRANT APPLICATION PACKET DUE DATE: MARCH 1, 2024

APPLICATION PACKET FORMS AND ADDITIONAL COPIES OF THIS
PUBLICATION MAY BE OBTAINED FROM OUR WEBSITE AT:

[HTTPS://AGRICULTURE.AZ.GOV/GRANTS](https://agriculture.az.gov/grants)



USDA AMS SUPPORT ACKNOWLEDGEMENT



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I. GENERAL INFORMATION

I.A. LIST OF TERMS AND ACRONYMS

AZDA - Arizona Department of Agriculture

Indirect Costs - All executive, organizational, and clerical costs associated with the general management of an organization and not costs for the direct execution of the grant project.

AMS - Agricultural Marketing Service (a division of USDA)

A.R.S. - Arizona Revised Statutes

Beginning Farmer or Rancher – An individual or entity that has not operated a farm or ranch for more than 10 years and substantially participates in the operation.

Collaboration – Any cooperative effort of eligible applicants, universities, or industry trade associations to execute the completion of the proposed grant project.

Cooperatives – A business or service organization (1) that is owned and democratically controlled by the people who use its services and (2) whose benefits (services received and earnings allocations) are distributed to the user-owners based on how much they use the cooperative.

Critical Resources – Critical resources and infrastructure can be facilities, land, structure, use of city street/parks, shared-used kitchen, and/or other resources that are essential for the proposed project activities.

Domestically owned – An entity organized in the United States under the law of the State, the states, or under Tribal jurisdiction where the entity operates, and a majority of the entity is owned by US citizens.

FFATA – Federal Funding Accountability and Transparency Act

Food Access Considerations – Distinct cultural markets, marginalized communities, or defined by USDA as low-income low access.

Grant Award Agreement – AZDA's contract with the authorized signer indicating the grantee's intention to complete the proposed tasks and authorizing AZDA to monitor the progress of the proposed project.

Hazard Analysis and Critical Control Points (HACCP) – HACCP provides a framework for establishments to conduct science-based process controls that can be validated as effective in eliminating, preventing, or reducing to an acceptable level the food safety hazards that are reasonably likely to occur in an official establishment's particular production processes.

Historically Underserved Farmer or Rancher – Four groups are defined by USDA as “Historically Underserved,” including farmers or ranchers who are: Beginning; Socially Disadvantaged; Veterans; and Limited Resource as described at ["Historically Underserved Farmers and Ranchers" | Natural Resources Conservation Service \(usda.gov\)](https://www.usda.gov/historically-underserved-farmers-and-ranchers).



Infrastructure Grant recipients – RFSI subaward recipients who are awarded Infrastructure Grants by the Lead State Agency, who is the primary recipient.

Institutions – These include organizations such schools (K-12; colleges/universities), hospitals, food banks, gleaners, food rescue, workplace cafeterias, prisons, and care centers (senior, preschools).

Intermediaries – Includes aggregators, distributors, food hubs, brokers, auction houses, and wholesale.

Lead State Agency – Governmental agency within the State or Territory which is coordinating the application. The Lead State Agency must be the governmental agencies, commissions, or departments that is responsible for agriculture within the State or Territory and with whom AMS has entered an RFSI cooperative agreement.

Mid-Size Producers – USDA defines small family farms as those with a Gross Cash Farm Income (GCFI) of less than \$350,000; mid-size farms have a GCFI of \$350,000 to \$999,999.

Nonprofit Corporations – Any organization or institution, including nonprofits with State or IRS 501 (c) status and accredited institutions of higher education, where no part of the organization or institution's net earnings inure to the benefit of any private shareholder or individual.

Project – Activities proposed to be funded by the RFSI.

Responsible Party – The person who becomes responsible for execution of grant project responsibilities.

Retail – Includes businesses such supermarkets, restaurants and caterers, and direct and other to retail markets (food cooperatives, small independent grocers, corner stores).

RFSI – Resilient Food Systems Infrastructure Program

Small Disadvantaged Business – A business that is small according to SBA's size standards for its business type and that is 51% or more owned and controlled by one or more disadvantaged persons. The disadvantaged person or persons must be socially disadvantaged and economically disadvantaged. For the purposes of this designation, disadvantaged persons are defined per [eCFR: 13 CFR 124.103 -- "Who is socially disadvantaged?"](#) as "Those who have been subjected to racial or ethnic prejudice or cultural bias within American society because of their identities as members of groups and without regard to their individual qualities. The social disadvantage must stem from circumstances beyond their control." See ["Small Disadvantaged Business" \(sba.gov\)](#) for more information.

Tribal Entities – Tribal Entities is expansive and includes all entities falling under the eligible legal structures, including but not limited to: tribal owned corporations, intertribal non-profits and associations, Alaska Native Corporations, Native entities within the State of Alaska recognized by and eligible to receive services from the U.S. Department of the Interior's Bureau of Indian Affairs, Native Hawaiian organizations including Homestead Associations, State recognized tribes/non-profits, and individually-owned Native American entities.



Tribe – Means the term as defined in the Federally Recognized Indian Tribe List Act of 1994 (Public Law 103-454; 108 Stat. 4791, 4792).

Value-Added Agricultural Product – Means any agricultural commodity or product that:

- Has undergone a change in the physical state or form of the product, such as milling wheat into flour or making strawberries into jam.
- Is produced in a manner that enhances the value of the agricultural commodity or product.
- Is physically segregated in a manner that results in the enhancement of the value of that commodity or product, such as an identity preserved product.
- Is a source of farm- or ranch-based renewable energy, including E-85 fuel; or
- Is aggregated and marketed as a locally produced agricultural food product and, as a result of the change in physical state or the manner in which the agricultural commodity or product is produced and segregated, the customer base for the commodity or product is expanded and a greater portion of revenue derived from the marketing, processing, or physical segregation is made available to the producer of the commodity or product.

Veteran Farmer or Rancher – A producer who served in the United States Army, Navy, Marine Corps, Air Force, or Coast Guard, including the reserve component thereof, was released from service under conditions other than dishonorable, and has not operated a farm or ranch or has operated a farm or ranch for no more than 10 years or who first obtained status as a veteran during the most recent 10-year period.

Veteran-Owned Small Business – A small business, as defined by the SBA size standard for its business type that has no less than 51% of the business owned and controlled by one or more veterans. For those veterans who are permanently and totally disabled and unable to manage the daily business operations of their business, their business may still qualify if their spouse or appointed, permanent caregiver is assisting in that management. See "[Veteran contracting assistance programs](https://www.sba.gov/veteran-contracting-assistance-programs)" ([sba.gov](https://www.sba.gov)) for more information.

Women-Owned Small Business – A small business according to SBA size standards for its business type that is at least 51% owned and controlled by women who are U.S. citizens; and have women manage day-to-day operations who also make long-term decisions. See "[Women-Owned Small Business Federal Contract program](https://www.sba.gov/women-owned-small-business-federal-contract-program)" ([sba.gov](https://www.sba.gov)) for more information.



I.B. AZDA MISSION STATEMENT

To protect the health and safety of Arizona consumers, advance and support Arizona agriculture, and safeguard commerce.

I.C. BACKGROUND

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.

I.D. GRANT WRITING RESOURCES

AZDA is partnering with Pinnacle Prevention to provide technical assistance for the RFSI grant application process. See Section II.E. for more details.

I.E. FUNDING SOURCE AND AVAILABLE FUNDS

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.**

I.F. FUNDING PRIORITIES

Through the initial work of the Arizona Food Action Plan and additional outreach (listening sessions and survey), the following funding priorities have been identified:

Priorities from RFSI Community Input (listening sessions and public comment)

1. Transportation and distribution - vehicles, especially refrigerated, and shared distribution resources (staff, equipment such as a pallet lift) to minimize the amount of duplicated miles and labor hours spent moving food from production locations to consumer
2. Modernize or expand existing facilities or construction of new facilities for the following supply chain activities:



- a. Cold storage- refrigerated food storage resources (walk-in, high volume capacity, shared, and geographically accessible) for continuous cold chain (storage & transportation, trained personnel, efficient management/coordination procedures)
 - b. Processing/kitchens: shared, licensed food processing and preparation space to produce value-added local goods (changing or transforming a product from its original state to a more valuable state)
 - c. Aggregation - facility to maintain cold chain while aggregating product in preparation for distribution to consumer
3. Food hub coordination - shared and coordinated “drop points” for cold storage, processing, aggregation, and distribution to consumers; supporting logistics and collaboration to move food regionally and state-wide across a network of growers.
4. Labor - food safety training, workforce development, processing, aggregation, and distribution staffing.
5. Administrative support - licensing/insurance support, paperwork and funding application support, crop planning.

Arizona Food Action Plan Priorities

1. Equipment to make food production, aggregation, and processing more efficient, including additional processing centers, such as on-farm produce washing and packing stations;
2. Hard and soft infrastructure to help with the aggregation and distribution of local food to help create more stabilized markets for producers;
3. Infrastructure and capacity building for local and hyperlocal food hubs;
4. New or upgraded facilities that can help support more middle-of-supply chain businesses, such as prep kitchens; and
5. Equipment and investment in efforts that expand that capacity for supplying culturally appropriate food through emergency food systems and programs.

I.G. QUARTERLY REIMBURSEMENTS AND FUNDING ADVANCES

Quarterly reimbursement will be contingent upon compliance with guidelines set forth by AZDA. Each payment is conditioned upon receipt and approval by the Program Coordinator of the Deliverable(s) specified in the Scope of Work and shall be accompanied by reasonable assurance (documentation, receipts, invoices, etc.) that the goods and services for which payment is requested were actually received and performed. AZDA has the right to disallow costs determined inappropriate or unreasonable. The Program Coordinator shall have a minimum of thirty (30) working days to approve the Deliverable(s) and payment request forms.

Requests for funding advances will be considered on a case by case basis. Advances will be limited to the minimum amounts needed to meet current disbursement needs and will be scheduled so the funds are available as closely as administratively possible to the actual expenditures by the grantee. In addition, initial funding advances shall **not exceed 50%** of the total grant award and must be expended within 60 days of receipt.

I.H. ELIGIBLE APPLICANTS

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 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.

I.I. ELIGIBILITY REQUIREMENTS

In order to receive an award and enter into a Grant Award Agreement with the AZDA, all applicants must provide a Unique Entity Identifier (UEI) number to the AZDA. A UEI number is a twelve-digit number established and assigned by SAM.gov to uniquely identify business entities. A UEI number may be obtained from SAM.gov at: <https://gsa.gov/entityid>. **NOTE: SAM.gov registration is not required to obtain a UEI. If your entity is already registered in SAM.gov, your UEI has already been assigned. Sign in to your SAM.gov account.**

I.J. ELIGIBLE PROJECTS

RFSI grant funds will be awarded for projects of **up to 2½ years (30 months) duration that must be completed by December 31, 2026.**

A project is a set of interrelated tasks with a cohesive, distinct, specified, and defined goal. It follows a planned, organized approach over a fixed period and within specific limitations (cost, performance/quality, etc.). Additionally, it uses resources that are specifically allocated to the work of the project and usually involves a team of people.

Projects are different from other ongoing operations in an organization because, unlike operations, projects have a limited duration with a definitive beginning and end. A project will also have an overarching goal that the applicant wants to accomplish through a series of individual activities or tasks.



Infrastructure Grants will fund projects that expand capacity and infrastructure for the aggregation, processing, manufacturing, storing, transporting, wholesaling, or distribution of targeted agricultural products. Examples include:

- Expanding processing capacities, including adding product types, increasing production volumes, and supporting new wholesale/retail product lines;
- Modernizing equipment or facilities through upgrades, repairs, or retooling; (e.g., adapting product lines for institutional procurement or adding parallel processing capacity);
- Purchase and installation of specialized equipment, such as processing components, sorting equipment, packing and labeling equipment, or delivery vehicles;
- Modernizing manufacturing, tracking, storage, and information technology systems;
- Enhancing worker safety through adoption of new technologies or investment in equipment or facility improvements;
- Construction of a new facility;
- Increasing packaging and labeling capacities that meet compliance requirements under applicable laws (e.g. sealing, bagging, boxing, labeling, conveying, and product moving equipment);
- Increasing storage space, including cold storage;
- Develop, customize or install climate-smart equipment that reduces greenhouse gas emissions, increases efficiency in water use, improves air and/or water quality, and/or meets one or more of USDA's climate action goals;
- Modernize equipment or facilities to ensure food safety, including associated Hazard, Analysis, and Critical Control Points (HACCP) consultation, plan development and employee training; and
- Training on the use of all equipment purchased under the grant and associated new processes;

Allowable activities or tasks that could be a part of such projects may include:

- Hiring term-limited personnel to assist with project implementation activities;
- Purchasing special purpose equipment: defined in section 8.2 of the [AMS General Terms and Conditions](#). This includes the purchase of special purpose equipment for institutions or others that will benefit multiple producers through middle-of-the-supply-chain activities such as processing, aggregation, distribution of targeted agricultural product;
- Analyzing potential facility upgrades and changes that meet regulatory requirements, obtaining design and/or architecture services, etc. (to the extent these costs are directly related to the project);
- Planning for Hazard Analysis Critical Control Points (HACCP) or other food safety or worker safety measures or equipment recommendations; and
- Upgrades or new facilities for processing specific agricultural products, such as:
 - o On-farm post-harvest processing, preservation, and storage/cold storage;
 - o Post-harvest cleaning and grading;
 - o Aggregator warehouse and storage, including cooperatives;
 - o Purchase of freezing equipment, freezer, or cold storage;
 - o Processing, canning, preserving and pasteurization;
 - o Preparation and packing;
 - o Drying, hulling, shelling, and milling; and
 - o Cooking, baking, juicing, distilling, and fermenting.

The following activities are not eligible for funding:

- Acquiring real property (including land purchases), or any interest therein;



- Projects focused on meat and poultry processing or other ineligible agricultural products as noted in section 1.2.1;
- Activities that have received a Federal award from another Federal award program;
- Claim expenses that have been or will be reimbursed under any Federal, State, or local government funding; and
- Projects which have already received funding from another federal grant or subaward programs may not receive funding for the same activities through an Infrastructure Grant. However, Infrastructure Grants may build on the successes of prior funding, such as the USDA Regional Food Business Centers Business Builder subawards, to fund subsequent activities.

I.K. ELIGIBLE AND INELIGIBLE COMMODITIES

Funds will support expanded capacity for the aggregation, processing, manufacturing, storing, transporting, wholesaling, and distribution of locally and regionally produced food products, including specialty crops, dairy, grains for human consumption, aquaculture, and other food products, **excluding meat and poultry**.

Ineligible products include: meat and poultry, wild-caught seafood, exclusively animal feed and forage products, fiber, landscaping products, tobacco, or dietary supplements.

I.L. COST SHARING AND MATCHING

Matching Funds Requirement

Infrastructure grant recipients are required to contribute 50% of the total proposed project cost as a match to federal funding. This applies to all applicants except those who qualify for the reduced match described below.

Reduced Matching Funds– Historically Underserved Groups

For historically underserved farmers and ranchers, or for other businesses that qualify under SBA categories of small disadvantaged business, women-owned small business, or veteran-owned small business, the required match funding contribution or cost share is reduced to 25% of the project cost. States must require that applicants self-certify in their Infrastructure Grant applications to being eligible for this reduced match.

Other Matching Fund Information

In-kind contributions are defined, when used as a cost share or match for a grant, as the value of goods or services provided for the benefit of the grant program, where no funds transferred hands. For example, a partner, such as a tribal community member, may volunteer their professional expertise as a match contribution to the project as described in 2 C.F.R. § 200.306(e). These contributions cannot satisfy a cost sharing or matching requirement for this grant program if they are used toward satisfying a match requirement under any other Federal grant agreement to which the applicant is a party.

All matching contributions must be committed or secured at the time an applicant is recommended for an award.

Indirect costs may count toward the Infrastructure Grant applicant's match. Refer to I.M. Indirect Costs for more information.



Program income (as defined in [2 C.F.R. § 200.1](#)) or any other Federal funds is an ineligible source of match or cost share.

Match Calculation Examples

RFSI Match Calculator 50% Match Requirement	
	Amount
Total Project Amount	\$200,000.00
Federal Funds Requested	\$100,000.00
Cost-sharing/Matching Amount	\$100,000.00

RFSI Match Calculator 25% Match Requirement	
	Amount
Total Project Amount	\$200,000.00
Federal Funds Requested	\$150,000.00
Cost-sharing/Matching Amount	\$50,000.00

Matching Funds and Letters of Verification

Each application must include the total amount of match and how it will specifically align with their requested funding. Additionally, applicants must submit one match verification letter for EACH cash or in-kind resource signed by the matching organization.

Signed Match Verification Letters must accompany the Infrastructure Grant proposal at the time of application to the State. A template is located at: <https://agriculture.az.gov/grants>

Match Verification will be managed and monitored by the AZDA and must be available upon request from the USDA.

I.M. INDIRECT COSTS

Indirect costs are any costs that are incurred for common or joint objectives that cannot be readily identified with an individual project, program, or organizational activity. They generally include facilities operation and maintenance costs, depreciation, and administrative expenses. If an Infrastructure Grant recipient has a NICRA, States are required to honor that negotiated rate, and a copy of the NICRA must be submitted with the Infrastructure Grant application. Otherwise, applicants may elect to charge a de minimis rate of 10 percent of modified total direct costs (MTDC). For additional information, refer to [section 4.2 of the Program Scope and Requirements](#).



I.N. EVIDENCE OF CRITICAL INFRASTRUCTURE

Evidence of Critical Infrastructure is required if critical resources and/or infrastructure are necessary for the completion of the proposed Infrastructure Grant project. Applicants must submit evidence that critical resources and infrastructure necessary to support the initiation and completion of a project are in place. Land, structures, and other critical resources must be in place and in working condition. The letter must indicate the critical resources that are necessary for initiation and completion of the project and certify that they are in place and committed prior to the start date of the project.

An Evidence of Critical Resources and Infrastructure Letter must accompany the Infrastructure Grant proposal at the time of application to the State. A template is located at: <https://agriculture.az.gov/grants>

I.O. DISAGREEMENT PROCESS

Applicants have the right to protest the grant manual and grant awards. A protest of an award or proposed award of a grant and any appeal shall be resolved in accordance with the rules of procedure adopted pursuant to [A.R.S. § 41-2611](#). See [A.A.C. R2-7-A901](#) et seq. An interested party shall file a protest in writing with the Director of the Department of Agriculture, with a copy to the State Procurement Administrator. A protest of the grant manual shall be filed before the due date and time for grant applications. A protest of a proposed award or of an award shall be filed within 10 days after the grant applications are open for public inspection. A protest shall include the following information:

1. The name, address and telephone number of the protesting party;
2. The signature of the protesting party or its representative;
3. Identification of the agency soliciting grant applications and the name and year of the grant program;
4. A detailed statement of the legal and factual grounds of the protest, including copies of relevant documents; and
5. The form of relief requested.

I.P. GENERAL COMPLIANCE

All awarded grant projects must comply with all applicable federal and state laws and regulations and the terms of the grant award.

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements are codified in [2 C.F.R. § 200](#). USDA implementation of the rules is located at [2 C.F.R. § 400](#). AZDA reserves the right to reject any proposals and withhold any payments that do not meet grant conditions and the regulations described in this section.

The Grantee shall comply, **as applicable**, with Section 1001(b)(4) of the American Rescue Plan (ARP) Act of 2021 (Pub. L. 117—2), as amended; Resilient Food Systems Infrastructure [Program Scope and Requirements](#); USDA administrative requirements at [C.F.R. § 400](#); uniform administrative requirements, cost principles, and audit requirements for federal awards at [2 C.F.R. § 200](#) and [48 C.F.R. Subpart 31.2](#); and excluded and disqualified participant requirements at [2 C.F.R. § 180, Subpart C](#); [AMS General Terms and Conditions](#) and the [RFSI Program Specific Terms and Conditions](#).



I.Q. FINANCIAL MANAGEMENT COMPLIANCE

The Grantee is required to meet the standards and requirements for financial management systems set forth or referenced in [2 C.F.R. § 200.302](#).

The adequacy of the Grantee's financial management system is integral to the ability to account for grant expenditures and track grant resources. The Grantee must use Federal funds in a responsible manner and apply adequate internal controls and cash management practices consistent with the requirements outlined in [2 C.F.R. § 200.303](#).

I.R. PERMITTING REQUIREMENTS

RFSI funded projects may involve conducting work that requires permits and clearances from various agencies.

States must ensure Infrastructure Grant Recipients comply with the National Environmental Policy Act (NEPA), National Historic Preservation Act (NHPA), Endangered Species Act (ESA), and all other federal environmental laws and regulations. States are required to review projects for NEPA compliance prior to the award of Infrastructure Grant subaward funds. States are responsible for assisting Infrastructure Grant recipients with obtaining any authorities, permits, easements or other approvals necessary for the implementation of the activities in accordance with applicable laws and regulations.

I.S. ARBITRATION

Grantees must agree to use arbitration, after exhausting all applicable administrative remedies, to resolve disputes arising out of the Grant Award Agreement to the extent required pursuant to [A.R.S. § 12-1518](#).

I.T. INDEMNIFICATION

Grantees shall indemnify and hold harmless the State of Arizona, its departments, agencies, boards and commissions for the vicarious liability of the State as a result of entering into a Grant Award Agreement. However, the State of Arizona, its departments, agencies, boards and commissions shall be responsible for their own negligence.

I.U. NON-DISCRIMINATION

Grantees must agree to comply with Executive Order 75-5, as amended by [Executive Order 2009-09](#), prohibiting discrimination in employment.

I.V. CONFLICT OF INTEREST

Grant Award Agreements will be subject to cancellation pursuant to [A.R.S. § 38-511](#).

I.W. NON-AVAILABILITY OF FUNDS

Every payment obligation of the State under the Grant Award Agreement will be conditioned upon the availability of funds appropriated or allocated for the payment of such obligation. If funds are not allocated and available for the continuance of the Agreement, the Agreement may be terminated by the State at the end

of the period for which funds are available. No liability shall accrue to the State in the event this provision is exercised, and the State shall not be obligated or liable for any future payments or for any damages as a result of termination under this paragraph.

I.X. RECORDS REQUIREMENTS

The Grant Award Agreement will require that grantees retain and contractually require each subcontractor to retain all records as required by [2 C.F.R. §§ 200.334](#) (as applicable), and until any litigation, claim, negotiation, audit, cost recovery, or action involving the records has been completed. Grant Award Agreements will also require that all records shall be subject to inspection and audit by the State at reasonable times and the Grantee shall produce the original of any or all records upon request.

I.Y. MONITORING

AZDA reserves the ability to perform site monitoring visits to any and all grantees to ensure that work is progressing within the required time frame and that fiscal procedures are followed accurately and appropriately. Monitoring includes both financial and program information as well as site visits.

I.Z. COPYRIGHT

AMS and AZDA reserve a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use and to authorize others to use for government purposes (i) the copyright in any work developed under a grant and (ii) any rights of copyright to which a grantee purchases ownership with grant support.

I.AA. E-VERIFY

If the grantee is an employer as defined in [A.R.S. § 23-211\(4\)](#), the grantee shall register with and participate in the e-verify program. Before receiving the grant funds, the grantee shall provide proof to the Department that the grantee is registered with and is participating in the e-verify program. If the Department determines that the grantee is not complying with this section, the Department shall notify the grantee by certified mail of the Department's determination of noncompliance and the grantee's right to appeal the determination. On a final determination of noncompliance, the grantee shall repay all monies received as a grant to the Department within thirty days of the final determination.

I.BB. LAWFUL PRESENCE

If a grantee is a natural person, the grantee must provide to AZDA evidence of lawful presence in the United States as required under [8 U.S.C. § 1611](#) et seq. and [A.R.S. § 1-501](#) before becoming eligible to enter into a Grant Award Agreement and to receive grant funds.

II. APPLICATION PACKET INFORMATION

II.A. APPLICATION PACKET DETAILS AND FORMAT

Application packets must be submitted in their entirety. Grant application packets must conform to the following:

- Application packet(s) must contain the details listed in the Application Packet Requirements (**Section II.C.**) in the sequence presented.
- The Infrastructure Grant Proposal must be completed in PDF format, using the **PDF Infrastructure Grant Proposal Template. Appendix 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.**
- The Match Verification Letter(s) must be submitted in one PDF file, using the **Match Verification Letter Template. Appendix D.**
- **Application packet(s) must be submitted electronically on-line at: <https://tinyurl.com/RFSI-IG>**
- **It is highly recommended that applicants visit the webpage above and review the instructions in Appendix F of this manual as soon as possible to become familiar with the following steps:**

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

II.B. EXCLUSIONS

- Travel expenses associated with the project shall follow the Arizona State Travel Policy as outlined in Section II-D of the State of Arizona Accounting Manual, which can be viewed at <http://www.gao.az.gov/publications/SAAM/default.asp>.
- Funding **cannot** be utilized for meals, with the exception of the actual cost of meals (not exceeding State rates) consumed during periods of official travel.
- Grant funds may not be used to fund political activities in accordance with provisions of the Hatch Act ([5 U.S.C. §§ 1501-1508](#) and [7324-7326](#)).
- For more exclusions see **Appendix E – Allowable/Unallowable Costs and Activities.**

II.C. APPLICATION PACKET REQUIREMENTS

All applicants must adhere to the following instructions, in addition to other requirements as stated in this grant manual, including all definitions and abbreviations, to be considered eligible for grants.



- **Application Packets missing any of the subsequent information shall be deemed ineligible.**
1. **Infrastructure Grant Proposal (Appendix B)** – The project proposal must be completed in the PDF Infrastructure Grant Proposal Template. The template is located at: <https://agriculture.az.gov/grants>
 2. **Evidence of Critical Resources and Infrastructure (Appendix C)** – The letter of evidence of critical resources and infrastructure must be provided in PDF format using the Evidence of Critical Resources and Infrastructure Letter Template. The template is located at: <https://agriculture.az.gov/grants>
 3. **Match Verification Letter (Appendix D)** – The match verification letter must be provided in PDF format using the Match Verification Letter Template. The template is located at: <https://agriculture.az.gov/grants>

II.D. RFSI PERFORMANCE MEASURES

AMS is required to report on the outcomes of the RFSI at a national scale to demonstrate the performance of this program. By collecting, aggregating, and reporting performance data across all states and territories, AMS can share the impact of the RFSI with all stakeholders, including the Office of Management and Budget (OMB), Congress, the agricultural community, and the general public.

- Each project submitted must include expected numbers for at least one of the two outcomes listed in **Appendix B**, and at least one of the indicators listed underneath the selected outcome(s).
- If the indicator(s) below the selected outcome(s) are not relevant to a project select N/A.
- **The progress of each indicator must be reported in the Quarterly Performance Reports and the result in the Final Performance Report.**
- AMS will aggregate the data collected to assess the overall impact of the program and report to OMB and Congress on these national outcome measures.
- AMS will review the quality of the information received in subsequent performance reports and modify the outcomes and indicators as needed over time to lead to better results in showing the impact of the RFSI.

II.E. GRANT APPLICATION SUPPORT

AZDA is partnering with Pinnacle Prevention to provide weekly virtual Office Hours and in-person Grant Writing Workshops to assist applicants in the application process. **For details and registration, [please click here.](#)**

VIRTUAL OFFICE HOURS

Every Tuesday, 10:00-11:00 AM (available January 2, 2024-February 27, 2024)

WORKSHOP DATE	LOCATION
January 18, 2024	Phoenix/Chandler



January 24, 2024	Tohono O'odham Nation (Sells)
January 25, 2024	Tucson
February 1, 2024	Flagstaff

II.F. CONTACT INFORMATION

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RFSI Grant Program Coordinator
Arizona Department of Agriculture
1110 W. Washington Street, Suite 450
Phoenix, AZ 85007

Mailing Address:

1802 W. Jackson Street #78

Phoenix, AZ 85007

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Phoenix, AZ 85007

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Toll Free Outside Maricopa County: (800) 294-0308

Fax: (602) 364-0830



III. GRANT AWARDS AND REPORTING

III.A. SCREENING PROCESS

At least three AZDA staff will screen the application packets according to the Screening Criteria below. Only application packets that adequately address the criteria listed below will receive further consideration for an award.

Application Packet Screening Criteria

1. Eligible Applicant
Is the application being submitted by an eligible entity? <ul style="list-style-type: none">• See Section I.G.
2. Eligible Activities
Does the project include eligible activities? <ul style="list-style-type: none">• See Section I.J.
3. Application Packet
Is the application packet complete? <ul style="list-style-type: none">• Infrastructure Grant Proposal Template• Evidence of Critical Resources and Infrastructure Letter• Match Verification Letter(s)
4. Funding Amount
Is the funding request between \$100,000 and \$1,000,000?
5. Matching Funds
Does the proposed budget comply with the match requirements?
6. General Compliance with Criteria described in section III.B.
Does the project meet all four criteria: (i), (ii), (iii) and (iv)?



III.B. APPLICATION PACKET EVALUATION PROCESS

Upon completion of the screening process described in section III.A. all remaining application packets will be evaluated by the RFSI Evaluation Team. The Evaluation Team will be made up of at least three individuals with the appropriate background and expertise necessary to evaluate project proposals.

The Evaluation Team will first assess to what extent the proposed project:

- (i) is responsive to the priorities as described in Section I.F.;
- (ii) demonstrates financial viability, technical feasibility and readiness;
- (iii) describes market impact and opportunities; and
- (iv) demonstrates community impact and support, including labor and workforce considerations.

Based on these four criteria, the Evaluation Team will determine which projects will receive recommendation for funding. Neither the Evaluation Team, nor AZDA is required to recommend funding a project that does not sufficiently satisfy these four criteria even if there are enough remaining grant funds to do so.

III.C. APPLICATION PACKET EVALUATION RATING CRITERIA

For those application packets not eliminated by the screening process in III.A. and not recommended for funding by the evaluation process in III.B., the Evaluation Team will use the criteria listed below to rate the application packets and make recommendations for funding to the AZDA Director.

SECTION	SCORING
Distressed Communities Index 10 points max	Counties benefiting from project: Score of 0-20 (prosperous) = 2 pt Score of 20.1 - 40 (comfortable) = 4 pts Score of 40.1 - 60 (mid-tier) = 6 pts Score of 60.1 - 80 (at-risk) = 8 pts Score of 80.1 - 100 (distressed) = 10 pts
Duration of Project 5 points max	5 = high probability of completion by December 31, 2026 (shovel-ready projects) 1 = low probability of completion by December 31, 2026 (projects starting from scratch)
Executive Summary 5 points max	Ability to speak to broad goal and scope of project 5 points
Project Purpose 35 points max	Is the specific issue, problem, or need clearly explained, and are they relevant to the funding purpose? 5 points The project demonstrates a clear link to the funding priorities (see section I.F. of the grant manual). 5 points

	<p>Are the project objectives clear, relevant to the program, and reasonably achievable within the grant duration? 5 points</p> <p>The proposed project will directly benefit the following:</p> <ul style="list-style-type: none"> • Underserved farmers and ranchers; • New and beginning farmers or ranchers; • Veteran producers; • Processors and other middle-of-the-supply businesses owned by socially disadvantaged individuals, as defined by the Small Business Administration (SBA). <p>10 points</p> <p>The project involves more than one food producer/aggregator and/or proposes a shared use of infrastructure. 5 points</p> <p>Does the project demonstrate meaningful external support for the project? 5 points</p>
<p>Expected Performance Measures 5 points max</p>	<p>Is the expected performance measure(s) relevant, reasonably achievable, and appropriate to the budget request? 5 points</p>
<p>Budget Narrative & Budget Summary 40 points max</p>	<p>Proposals submitted by:</p> <ul style="list-style-type: none"> • Beginning Farmer or Rancher • Veteran Farmer or Rancher • Limited Resource Farmer or Rancher • Socially Disadvantaged Farmer or Rancher • Small Disadvantages Business • Women-Owned Small Business • Historically Underserved Farmers and Ranchers <p>10 points</p> <p>Does the budget align with the activities of the project? 10 points</p> <p>Does the budget only contain necessary costs? 10 points</p> <p>Are the costs realistic and/or supported? 10 points</p>
TOTAL	100 points total possible

The RFSI Evaluation Team may adjust an application packet's project proposal, scope of work and/or project budget. The Evaluation Team may disallow certain expenses in the best interest of the RFSI and the State.

AZDA may ask a potential grantee for more information on any of the above Application Packet Requirements before awarding the grant or entering into an agreement with the grantee. AZDA reserves the right to fund the project in part, add and delete tasks, and ask for clarification on the work plan, timeline, and budget. No agreement will be entered into until AZDA is satisfied with all the specifications of the project. Any project proposal funding is dependent upon the availability of federal funds and final approval from the USDA.

III.D. NOTIFICATION OF AWARD

All eligible proposals will be reviewed. Successful proposals will be chosen on the merits of the project as they relate to the published criteria and will be included in the Arizona State Infrastructure Grant Proposal, which will be submitted to AMS. Applicants will be notified in writing whether or not their project is selected for inclusion in the Arizona State Infrastructure Grant Proposal. Funding is not guaranteed if the project is included in the State Infrastructure Grant Proposal. Following approval of the Arizona State Infrastructure Grant Proposal by AMS, applicants will be notified and sent a Grant Award Agreement to sign. AZDA anticipates that grant awards and notifications will be made in April or May of 2024.

Please do not call AZDA to check on the status of an application packet.

After grant awards have been made, all application packets and the associated evaluations will be made available to the public. If the applicant believes that any of the information contained in the application packet should be held confidential pursuant to State or Federal law, the applicant must designate that information as "confidential" in the application packet and identify the applicable law. AZDA may determine that trade secrets or proprietary information may or may not continue to be held confidential.

III.E. REPORTING AWARDS AND EXECUTIVE COMPENSATION

AZDA must report each action that obligates \$30,000 or more in RFSI funds for a grant to an entity, which is defined in [2 C.F.R. § 25, subpart C](#), to <http://www.fsrs.gov> in accordance with the Federal Funding Accountability and Transparency Act (FFATA).

Additionally, AZDA must report the names and total compensation of a grantee's five most highly compensated executives for the grantee's preceding completed fiscal year if, but only if, (i) the grantee received \$25 million or more in annual gross revenues and 80% or more of its annual gross revenues from federal procurement contracts and certain federal financial assistance during the preceding fiscal year and (ii) the public does not have access to information about the compensation of the executives through SEC reports. Grantees meeting these conditions must provide the required information to AZDA when they execute a Grant Award Agreement.

III.F. GRANT AWARD AGREEMENT AND PAYMENT

Prior to receiving funding, successful applicants will be required, as applicable, to provide a UEI number (section I.I.), proof of registration with and participation in e-verify (section I.AA.), and evidence of lawful presence (section I.BB.). They will also be required to sign a Grant Award Agreement with the AZDA indicating their intention to complete the proposed tasks and authorizing AZDA to monitor the progress of the proposed project. The Grant Award Agreement will include provisions identified in sections I.O. – I.BB. as well as reporting requirements.



Grant Award Agreements must be signed and returned to AZDA within 30 days of receipt. **Failure to submit an executed copy of the Grant Award Agreement within 30 days of receipt will result in the loss of awarded grant funds**, unless the delay was caused by circumstances outside the control of the grantee.

Grant Award Agreements may be up to 2 ½ years (30 months) in duration depending on the type of project. **AZDA staff will write the grant award agreement based on the information provided, so it is important that the application packet is completed carefully.**

Requests for funding advances will be considered on a case by case basis. Refer to section I.G. for more details.

III.G. REPORTING REQUIREMENTS

1. **Quarterly Performance Reports** - The Grantee shall submit, via electronic portal, the following documentation to the Program Coordinator within 30 days of the close of each quarter for the length of the project (see reporting schedule below).
 - a. A budget report (submitted directly in eCivis)
 - b. A signed effort report (if applicable)
 - c. A narrative report (reporting template forthcoming)

The reports shall include, but are not limited to, budget expenditures, effort reports, and a brief narrative of the project's progress, as applicable. **Failure to submit timely reports may result in the forfeiture of payment for that quarter and may affect the screening process of future grant applications.**

Reporting Periods	Report Due on or before
October 1 – December 31	January 31
January 1 – March 31	April 30
April 1 – June 30	July 31
July 1 – September 30	October 31

The general information and template required for the Quarterly Performance Report (subject to change by AMS guidance) is forthcoming.

2. **Reimbursement** - Reimbursement requests may be submitted with each quarterly report or less frequently if no expenses have been incurred. The Grantee must obtain pre-approval from the Program Coordinator before any funds are reallocated within the approved budget.
3. **Final Performance Report** - A final report must be submitted to AZDA by the Grantee, via electronic portal, no later than sixty (60) calendar days after the Agreement termination date. **Failure to submit timely final reports may result in the forfeiture of final payment and may affect the screening process of future grant applications.** The final report must be approved by AZDA and AMS. AZDA will not disburse final payment until all requirements of the Agreement have been fulfilled. All remaining grant funds or outstanding grant funds must be reconciled. The final narrative report shall address all points listed below and be suitable for dissemination to the public.

The general information and template required for the Final Performance Report (subject to change by AMS guidance) is forthcoming.



III.H. AMENDMENTS

Grant Award Agreements shall only be modified by mutual written consent through a Grant Award Agreement Amendment executed by AZDA and the Grantee. Unauthorized changes to Grant Award Agreements shall be void and without effect, and the Grantee shall not be entitled to any claim under this Agreement based on those changes.

Grant Award Agreements are intended to incorporate all provisions required by federal law. If the Department learns that a provision required by federal law has not been incorporated in the Agreement, the parties agree to promptly amend the Agreement to include the provision.

Budget Adjustments – If a project budget adjustment is needed during the project period, a written request may be made to AZDA to reallocate budget funds between budget categories. However, the total budget amount as dictated by the approved grant award cannot be adjusted except as provided in section III.I. **No deviation from the approved budget will be allowed without prior approval by the Program Coordinator.**

Unexpended Funds – Grantees shall inform AZDA of the potential for unexpended awarded grant funds as soon as the grantee is aware of the potential for unexpended funds, but no later than 90 days prior to the award expiration date.

III.I. DISTRIBUTION OF UNEXPENDED AWARDED FUNDS

Unexpended awarded funds refer to awarded grant funds that grantees do not spend either because a grantee completed its project under budget or a grantee did not complete all aspects of the project covered by the grant award agreement. AZDA reserves the right to use unexpended awarded funds to provide additional grant funds to other grantees who have current grant award agreements for projects covered by those agreements or to provide initial funding to applicants who had previously applied for funding but had not been awarded a grant due to lack of available funds. The Director will document in writing the specific justifications for any distributions of unexpended awarded funds made under this section.



RFSI INFRASTRUCTURE GRANT (IG) APPLICATION PACKET CHECKLIST

- ☐ Application packets must be submitted electronically on-line at: <https://tinyurl.com/RFSI-IG>

It is highly recommended that applicants visit the webpage above and review the instructions in Appendix F as soon as possible to become familiar with the on-line application process.

Each application packet should include the following:

- ☐ Eligible Applicant

See Section I.G.

- ☐ Eligible Activities

See Section I.J.

- ☐ Funding Request between \$100,000 and \$1,000,000

See Section I.E.

- ☐ Infrastructure Grant Proposal

Must be completed using the **PDF Infrastructure Grant Proposal Template (Appendix B)**.

- ☐ Evidence of Critical Resources and Infrastructure

Must be completed using the **Evidence of Critical Resources and Infrastructure Letter Template (Appendix C)** and submitted in **PDF** format.

- ☐ Match Verification Letter(s)

Must be completed using the **Match Verification Letter Template (Appendix D)** and submitted in one **PDF** file.

COMPLETED APPLICATION PACKETS MUST BE SUBMITTED NO LATER THAN 11:59:59 p.m. (MST), MARCH 1, 2024





INFRASTRUCTURE GRANT PROPOSAL TEMPLATE

*The RFSI Infrastructure Grant Proposal should include a series of project profiles that detail the necessary information to fulfill the goals and objectives of each Infrastructure Grant subaward project the State intends to award. The following information is required for **each** Infrastructure Grant subaward project profile.*

APPLICANT INFORMATION

**Applicant Organization
Name:**

Entity Type:

UEI:

Phone Number:

Email Address:

Physical Address

Street:

City:

State:

Zip:

Mailing Address (If different from above)

Street:

City:

State:

Zip:

PRIMARY POINT OF CONTACT

List the person who will be the main contact for any correspondence and is responsible for signing any documentation should the grant be awarded.

Name:

Title:

Phone Number:

Email Address:

Mailing Address

Street:

City:

State:

Zip:

DISTRESSED COMMUNITIES INDEX

Using the [Distressed Communities Index Map](#), provide the community distress score for the county(ies) benefiting from your project.

Note: U.S. Territories are not required to submit Distressed Communities Index data.

Click the + or - button to add or remove items as needed.

FOR EXAMPLE:

County 1: Enter County name

Distress Score1: Enter County Distress Score

County 2: Enter County name

Distress Score2: Enter County Distress Score

+	County	Distress Score
-		
-		

TYPE OF APPLICANT

Select applicant type:

☐ **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.

PROJECT TITLE

Provide a descriptive project title in 15 words or less in the space below.

DURATION OF PROJECT

Project Start Date:

Project End Date:

EXECUTIVE SUMMARY

Include a project summary of 250 words or less suitable for dissemination to the public. A Project Summary provides a very brief (one sentence, if possible) description of your project. A Project Summary includes:

- 1. The name of the applicant organization that if awarded a grant will establish an agreement or contractual relationship with the State Applicant to lead and execute the project,*
- 2. The project's purpose, deliverables, and expected outcomes and*
- 3. A description of the general tasks/activities to be completed during the project period to fulfill this goal*

PROJECT PURPOSE

APPLICANT PROJECT TYPE (EACH PROJECT MAY INCLUDE MORE THAN ONE)

- ☐ Expanding processing capacities, including adding product types, increasing production volumes, and supporting new wholesale/retail, product lines;
- ☐ Modernizing equipment or facilities through upgrades, repairs, or retooling; (e.g., adapting product lines for institutional procurement or adding parallel processing capacity);
- ☐ Purchase and installation of specialized equipment, such as processing components, sorting equipment, packing and labeling equipment, or delivery vehicles;
- ☐ Modernizing manufacturing, tracking, storage, and information technology systems;
- ☐ Enhancing worker safety through adoption of new technologies or investment in equipment or facility improvements;
- ☐ Construction of a new facility;
- ☐ Increasing packaging and labeling capacities that meet compliance requirements under applicable laws (e.g. sealing, bagging, boxing, labeling, conveying, and product moving equipment);
- ☐ Increasing storage space, including cold storage;
- ☐ Develop, customize, or install climate-smart equipment that reduces greenhouse gas emissions, increases efficiency in water use, improves air and/or water quality, and/or meets one or more of USDA's climate action goals;
- ☐ Modernize equipment or facilities to ensure food safety, including associated Hazard, Analysis, and Critical Control Points (HACCP) consultation, plan development and employee training;
- ☐ Training on the use of all equipment purchased under the grant and associated new processes.

Other:

PROVIDE THE SPECIFIC ISSUE, PROBLEM OR NEED THAT THE PROJECT WILL ADDRESS

--

PROVIDE A LIST OF THE OBJECTIVES THAT THIS PROJECT HOPES TO ACHIEVE

Remove Objective

Add Objective

Objective #	Objective Description

PROJECT BENEFICIARIES (AS DEFINED IN THE PROGRAM SCOPE AND REQUIREMENTS)

Estimate the number of project beneficiaries:

--

Does this project directly benefit: Check box for all that apply below

- ☐ Underserved farmers and ranchers?
- ☐ New and beginning farmers and ranchers?
- ☐ Veteran Producers?
- ☐ Processors or other middle-of-the-supply businesses owned by socially disadvantaged individuals?

OTHER SUPPORT FROM FEDERAL OR STATE GRANT PROGRAMS

Has this project been submitted for funding to a Federal or State grant program other than the RFSI and/or is a Federal or State grant program other than the RFSI funding the project currently? If yes, please explain below:

☐ Yes ☐ No

--

EXTERNAL PROJECT SUPPORT

Describe the stakeholders who support the need for this project and why (other than the applicant and organizations involved in the project).

EXPECTED PERFORMANCE MEASURES

The outcomes and performance measures below provide a framework that allows grant recipients to track and evaluate project activities. Please provide expected numbers based on the projects scope of work. Select N/A if not applicable to the specific project.

OUTCOME 2: CAPACITY IN THE MIDDLE OF THE SUPPLY CHAIN FOR LOCAL/REGIONAL FOOD PRODUCTS

Indicator	Description	Expected Numbers	N/A
2.1	Number of new facilities constructed:		<input type="checkbox"/>
2.2	Number of existing facilities improved or expanded:		<input type="checkbox"/>
2.3	Number of processing equipment units purchased and installed:		<input type="checkbox"/>
2.4	Number of processing equipment units modernized through upgrades, repairs, or retooling:		<input type="checkbox"/>
2.5	Number of aggregation, storage, distribution equipment units purchased and installed:		<input type="checkbox"/>
2.6	Number of aggregation, storage, distribution equipment units modernized through upgrades, repairs, or retooling:		<input type="checkbox"/>
2.7	Number of employees trained on new equipment and processes:		<input type="checkbox"/>
2.8	Number of employees that received food safety training:		<input type="checkbox"/>
2.9	Number of employees that received worker safety training:		<input type="checkbox"/>
2.10	Number of new or improved wastewater management systems:		<input type="checkbox"/>
2.11	Number of new or improved information technology systems:		<input type="checkbox"/>

OUTCOME 3: INCREASE ECONOMIC VIABILITY OF LOCAL/REGIONAL PRODUCERS AND PROCESSORS

Indicator	Description	Expected Numbers	N/A
3.1	Number of new jobs created:		<input type="checkbox"/>
3.2	Number of local/regional agricultural producers who benefited from the new or improved processing/aggregation/storage or distribution capacity:		<input type="checkbox"/>
3.3	Number of new local/regional products processed, aggregated, stored or distributed:		<input type="checkbox"/>
3.4	Number of new value-added products developed:		<input type="checkbox"/>
3.5	Number of new market-outlets established:		<input type="checkbox"/>

BUDGET NARRATIVE

The budget must show the total cost for the project and describe how category costs listed in the budget are derived. The budget justification must provide enough detail for reviewers to easily understand how costs were determined and how they relate to the Project Objectives and Expected Outcomes. The budget must show a relationship between work planned and performed to the costs incurred. Add additional rows to a table as needed. Refer to the Program Scope and Requirements section 4.4 for more information on allowable and unallowable expenses. Please be sure to list and justify all expenses to be covered with matching funds separately and where they will be coming from. If applicable, ensure that you have included Critical Resources and Infrastructure letter(s) to support the application information.

MATCHING FUNDS

All eligible entities must provide a 50% match OR a 25% graduated match of the total project cost. See Section 1.5.3 of the Program Scope and Requirements for more information. Applicants must submit written and signed verification of match commitment from any party, including the eligible entity, who will contribute a match of non-Federal resources to this project.

SELF-CERTIFICATION FOR GRADUATED MATCH

To qualify for the 25% graduated match, the applicant must meet the definition of one of the following groups. See section 1.5.3 of the Program Scope and Requirements for definitions and additional information.

- ☐ Beginning Farmer or Rancher
- ☐ Veteran Farmer or Rancher
- ☐ Limited Resource Farmer or Rancher
- ☐ Socially Disadvantaged Farmer or Rancher
- ☐ Small Disadvantages Business
- ☐ Women-Owned Small Business
- ☐ Historically Underserved Farmers and Ranchers

- ☐ By checking this box, I certify that my entity qualifies for the graduated match reduction of 25%

BUDGET SUMMARY

Expense Category	Funds Requested	Match Value	Match Type
Personnel	\$0.00	\$0.00	
Fringe Benefits	\$0.00	\$0.00	
Travel	\$0.00	\$0.00	
Equipment	\$0.00	\$0.00	
Supplies	\$0.00	\$0.00	
Construction	\$0.00	\$0.00	
Contractual	\$0.00	\$0.00	
Other	\$0.00	\$0.00	
Direct Costs Sub-Total	\$0.00	\$0.00	
Indirect Costs	\$0.00	\$0.00	
Total Budget	\$0.00	\$0.00	

PERSONNEL

List the personnel whose time and effort can be specifically identified and easily and accurately traced to Cooperative Agreement activities.

+	#	Personnel Name/Title	Level of Effort (# of hours OR % FTE)	Funds Requested	Match Value	Match Type
-				\$0.00	\$0.00	
Personnel Subtotal				\$0.00	\$0.00	

PERSONNEL JUSTIFICATION

For each individual listed in the above table, describe the activities to be completed by name/title including approximately when activities will occur. Add more personnel by copying and pasting the existing list or deleting personnel that aren't necessary.

FOR EXAMPLE:

Personnel 1: Description and justification

Personnel 2: Description and justification

FRINGE BENEFITS

Provide the fringe benefit rates for each of the project's employees described in the Personnel section that will be paid with RFSI funds.

+	#	Fringe Benefits Name/Title	Fringe Benefit Rate	Funds Requested	Match Value	Match Type
-				\$0.00	\$0.00	
Fringe Subtotal				\$0.00	\$0.00	

TRAVEL

Explain the purpose for each Trip Request. Please note that travel costs are limited to those allowed by formal organizational policy; in the case of air travel, project participants must use the lowest reasonable commercial airfares. For recipient organizations that have no formal travel policy and for-profit recipients, allowable travel costs may not exceed those established by the Federal Travel Regulation, issued by GSA, including the maximum per diem and subsistence rates prescribed in those regulations. This information is available at <http://www.gsa.gov>.

+	#	Trip Destination	Type of Expense (e.g., airfare, car rental, hotel, etc.)	Unit of Measure (e.g., days, nights, miles)	# of Units	Cost per Unit	# of Travelers Claiming Expense	Funds Requested	Match Value	Match Type
-						\$0.00		\$0.00	\$0.00	
Travel Subtotal								\$0.00	\$0.00	

TRAVEL JUSTIFICATION

For each trip listed in the above table, describe the purpose of this trip and how it will achieve the objectives and outcomes of the project. Be sure to include approximately when the trip will occur. Add more trips by copying and pasting the existing listing or delete trips that aren't necessary.

FOR EXAMPLE:

Trip 1: (Approximate Date of Travel MM/YYYY), justification

Trip 2: (Approximate Date of Travel MM/YYYY), justification

CONFORMING WITH YOUR TRAVEL POLICY

By checking the box to the right, I confirm that my organization's established travel policies will be adhered to when completing the above-mentioned trips in accordance with [2 CFR 200.474](#) or [48 CFR subpart 31.2](#) as applicable.

☐

EQUIPMENT

Describe any special purpose equipment to be purchased or rented under the award. "Special purpose equipment" is tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost that equals or exceeds \$5,000 per unit and is used only for research, medical, scientific, or other technical activities.

Rental of "general purpose equipment" must also be described in this section. Purchase of general-purpose equipment is not allowable under this award.

+	#	Equipment Item Description	Rental or Purchase	Acquisition Date	Funds Requested	Match Value	Match Type
-					\$0.00	\$0.00	
Equipment Subtotal					\$0.00	\$0.00	

EQUIPMENT JUSTIFICATION

For each Equipment item listed in the above table describe how this equipment will be used to achieve the objectives and outcomes of the project. Add more equipment by copying and pasting the existing listing or delete equipment that isn't necessary.

FOR EXAMPLE:

Equipment 1: Description and justification

Equipment 2: Description and justification

SUPPLIES

List the materials, supplies, and fabricated parts costing less than \$5,000 per unit and describe how they will support the purpose and goal of the proposal and enhance the mid-supply chain and infrastructure efforts of this cooperative agreement.

+	#	Supplies Item Description	Cost per Unit	Number of Units	Acquisition Date	Funds Requested	Match Value	Match Type
-						\$0.00	\$0.00	
Supplies Subtotal						\$0.00	\$0.00	

SUPPLIES JUSTIFICATION

Describe the purpose of each supply listed in the table above purchased and how it is necessary for the completion of the project's objective(s) and outcome(s).

FOR EXAMPLE:

Supply 1: Description and justification

Supply 2: Description and justification

--

CONSTRUCTION

Describe costs including administrative and legal expenses, structures, relocation expenses and payments, architectural and engineering fees, project inspection fees, site work, demolition and removal, construction, and miscellaneous expenses related to modernizing or expanding a new or existing facility.

+	#	Description	Acquire When?	Funds Requested	Match Value	Match Type
-				\$0.00	\$0.00	
Construction Subtotal				\$0.00	\$0.00	

CONSTRUCTION JUSTIFICATION

Describe the need for construction costs. For projects involving construction, include any design and construction documents. If you are selected for funding, the grantee will be required to follow all applicable federal regulations regarding the construction activities.

FOR EXAMPLE:

Line Item 1: Description and justification

Line Item 2: Description and justification

[illegible]

CONTRACTUAL/CONSULTANT

Provide a list of contractors/consultants, detailing out the name, hourly/flat rate, and overall cost of the services performed. Please note that any statutory limitations on indirect costs also apply to contractors and consultants.

+	#	Contractual Name/Organization	Hourly Rate/Flat Rate	Funds Requested	Match Value	Match Type
-				\$0.00	\$0.00	
Contractual/Consultant Subtotal				\$0.00	\$0.00	

CONTRACTUAL JUSTIFICATION

Provide for each of your real or anticipated contractors listed above a description of the project activities each will accomplish to meet the objectives and outcomes of the project. Each section should also include a justification for why contractual/consultant services are to be used to meet the anticipated outcomes and objectives. Include timelines for each activity. If contractor employee and consultant hourly rates of pay exceed the salary of a GS-15 step 10 Federal employee in your area, provide a justification for the expenses. This limit does not include fringe benefits, travel, indirect costs, or other expenses.

FOR EXAMPLE:

Contractual 1: Description and justification

Contractual 2: Description and justification

CONFORMING WITH YOUR PROCUREMENT STANDARDS

By checking the box to the right, I confirm that my organization followed the same policies and procedures used for procurements from non-federal sources, which reflect applicable State and local laws and regulations and conform to the Federal laws and standards identified in [2 CFR Part 200.317 through.326](#), as applicable. If the contractor(s)/consultant(s) are not already selected, my organization will follow the same requirements.

☐

OTHER

Include any expenses not covered in any of the previous budget categories. Be sure to break down costs into cost/unit. Expenses in this section include, but are not limited to, meetings and conferences, communications, rental expenses, advertisements, publication costs, and data collection. If you budget meal costs for reasons other than meals associated with travel per diem, provide an adequate justification to support that these costs are not entertainment costs.

+	#	Other Item Description	Cost per Unit	Number of Units	Acquisition Date	Funds Requested	Match Value	Match Type
-			\$0.00			\$0.00	\$0.00	
Other Subtotal						\$0.00	\$0.00	

OTHER JUSTIFICATION

Describe the purpose of each item listed in the table above and how it is necessary for the completion of the project's objective(s) and outcome(s). Please note, the Supply Chain Coordination justification should be broken down within the budget narrative in Appendix A.

FOR EXAMPLE:

Other 1: Description and justification

Other 2: Description and justification

INDIRECT COSTS

Indirect costs are any costs that are incurred for common or joint objectives that therefore, cannot be readily identified with an individual project, program, or organizational activity. They generally include facilities operation and maintenance costs, depreciation, and administrative expenses. If an applicant has a NICRA, it is required to use this amount, and a copy of the NICRA must be submitted with the application. Otherwise, applicants may elect to charge a de minimis rate of 10 percent of modified total direct costs (MTDC). See Program Scope and Requirements section 4.2 Indirect Costs for further guidance.

Indirect Cost Rate (%)	Funds Requested	Match Value	Match Type
	\$0.00	\$0.00	
Indirect Subtotal	\$0.00	\$0.00	

EVIDENCE OF CRITICAL RESOURCES AND INFRASTRUCTURE LETTER TEMPLATE

[On Letterhead of Organization Providing the Critical Resource or Infrastructure]

EVIDENCE OF CRITICAL RESOURCES AND INFRASTRUCTURE

[Name of Applicant's Authorized Organization Representative/Project Director]

[Applicant Organization]

[City, State]

Date: [Enter date]

Dear [Applicant's Project Director]:

We [include a statement about committing/approving/granting permission, etc. of the critical resource or infrastructure] to the Resilient Food Systems Infrastructure (RFSI) Program [Project Title], for the time period of [include dates of commitment within proposed project period] in the following way:

[Describe the approved use of the critical resource or infrastructure approved for the project, any costs associated with its use, and any qualifying circumstances for its use.]

☐ By checking this box, I confirm that the critical resource(s) and infrastructure¹ listed above are in place and usable for the start-up, implementation and completion of the proposed project activities. If requested by AMS, I will submit supporting documentation (e.g. copy of lease agreement, licenses, permits, picture(s) of facilities, etc.) as evidence.

Sincerely,

[Signature of Partnering Organization's Authorized Representative (AR)]

Printed Name of AR

AR's Title (e.g., Executive Director)

Address and telephone number if that information is not already on the letterhead

¹ Critical resources and infrastructure can be facilities, land, structure, use of city street/parks, shared-used kitchen, and/or other resources that are essential for the proposed project activities.



MATCH VERIFICATION LETTER TEMPLATE

[Use Letterhead of Organization Providing the Match]

MATCH VERIFICATION LETTER

[Application Authorized Organizational Representative]

[Applicant Organization Address]

Dear [Application Authorized Organizational Representative]:

We commit to providing the following matching funds to the Resilient Food Systems Infrastructure (RFSI) Program application:
[Project title]

1. Cash in the total amount of \$XXX, which we will provide during the grant period [insert date project begins] through [insert date project will terminate not to exceed December 31, 2026].
 - a. Funds will be used for [provide particular item(s) corresponding to the budget narrative or describe how the applicant will otherwise use the funds].
 - b. We will provide the following amounts per year:
 - i. Year 1:
 - ii. Year 2:
 - iii. Year 3:
2. In-kind contributions in the total amount of \$XXX, will be contributed as follows:
 - a. Salaries and wages of staff time for the following employees:

Employee Name (add additional lines as needed)	Title	Description of Duties	Base Rate (\$)/hr or % FTE	Year 1: # of Hours or \$ Equivalent	Year 2: # of Hours or \$ Equivalent	Year 3: # of Hours or \$ Equivalent

- b. The following items/activities with a total fair market value of \$XXX:

Item/Activity (add additional lines as needed)	Fair Market Value per Unit:	How Fair Market Value Determined (must provide documentation):	Amount Donated Year 1:	Amount Donated Year 2:	Amount Donated Year 3:

Sincerely,

[Signature of Matching Organization Representative]

[Printed Name of Matching Organization Representative]

[Title]

[Email, address and phone number if not already included on letterhead.]



GENERAL ALLOWABLE AND UNALLOWABLE COSTS AND ACTIVITIES

The following list describes specific funding restrictions under the AMS RFSI. This section provides general cost principle guidance. It is not intended to be all-inclusive. The applicant should consult the applicable Federal cost principles at [2 CFR § 200](#) for the complete explanation of the allowability of costs they address. Grantees will be responsible for complying with cost principles as defined in the grant agreement.

Item	Description
Advisory Councils	Unallowable for costs incurred by advisory councils or committees.
Alcoholic Beverages	Unallowable for alcoholic beverages unless the cost is associated with fulfilling the purpose of the grant program and either approved in the application or with prior written approval.
Buildings and Land – Construction	<p>Unallowable for the acquisition of buildings, facilities, or land or to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations of an existing building or facility (including site grading and improvement, and architecture fees). This also includes construction and construction-related materials, which may include, but are not limited to, the purchase of building materials such as wood, nails, concrete, asphalt, roofing, gravel, sand, paint, insulation, drywall, or plumbing.</p> <p>Allowable for rental costs of land and building space. However, lease agreements to own (i.e., lease-to-own or rent-to-own) are not allowable. The lease or rental agreement must terminate at the end of the grant cycle. A building is any permanent structure designed or intended for support, enclosure, shelter, or protection of people, animals, or property, and having a permanent roof supported by columns or walls.</p>
Conferences	<p>Allowable if the conference fulfills the purpose of a grant program's legislated purpose. Allowable conference costs paid by the non-Federal recipient as a sponsor or host of the conference may include rental of facilities, speakers' fees, costs of meals (see Meals for restrictions), and refreshments, local transportation, and other items incidental to such conferences with the exception of entertainment costs that are unallowable. If registration fees are collected, the recipient must report fees as program income.</p> <p>Allowable to rent a building or room for training; however, where appropriate, AMS encourages the use of technologies such as webinars, teleconferencing, or videoconferencing as an alternative to renting a building or a room. The recipient should use the most cost-effective facilities, such as State government conference rooms if renting a building or a room is necessary.</p>
Contingency Provisions	Unallowable for miscellaneous and similar rainy-day funds for events the occurrence of which cannot be foretold with certainty as to the time or intensity, or with an assurance of their happening. Unallowable for working capital for activities/items not already in place.
Contractual/Consultant Costs (Professional Services)	<p>Allowable subject to limitations. Contractual/consultant costs are expenses associated with purchasing goods and/or procuring services performed by an individual or organization other than the recipient in the form of a procurement relationship.</p> <p>Allowable for contractor/consultant employee rates that do not exceed the salary of a GS-15 step 10 Federal employee in the area (for more information, visit the OPM website) and travel that is reasonable and necessary. This does not include fringe benefits, indirect costs, or other</p>

Item	Description
	expenses. If rates exceed this amount, the recipient is required to justify the allowability of the cost aligning with 2 CFR §§ 200.317-327 .
Contributions or Donations	Unallowable for contributions or donations, including cash, property, and services, made by the recipient to other entities. An NFE using grant funds to purchase food or services to donate to other entities and/or individuals is unallowable.
Electronic Benefit Transfer (EBT) Machines	Unallowable for the purchase/lease of Supplemental Nutrition Assistance Program (SNAP) EBT equipment.
Entertainment Costs	Unallowable for entertainment costs including amusement, diversion, and social activities and any costs directly associated with such costs (such as bands, orchestras, dance groups, tickets to shows, meals, lodging, rentals, transportation, and gratuities). Entertainment costs are defined in 2 CFR § 200.438 . Allowable where the specific cost is considered to meet the requirements of the sponsored program and are authorized in the approved budget or with prior written approval.
Equipment <i>See RFSI Specific Allowable and Unallowable Costs and Activities on Page 47</i>	Unallowable for acquisition costs of general purpose equipment or lease agreements to own (i.e., lease-to-own or rent-to-own). Allowable for rental costs of general purpose equipment when provided in the approved budget or with prior written approval. Vehicles may be leased but not purchased. The lease or rental agreement must terminate at the end of the grant cycle. For vehicle and equipment leases or rentals with an acquisition cost that equals or exceeds \$5,000, rates should be in light of factors such as: rental costs of comparable vehicles and equipment, if any; market conditions in the area; alternatives available; and the type, life expectancy, condition, and value of the vehicle or equipment leased. Allowable when provided in the approved budget or with prior written approval for acquisition costs and rental costs of special purpose equipment provided the following criteria are met: <ol style="list-style-type: none"> 1. Necessary for the research, scientific, or other technical activities of the grant agreement; 2. Not otherwise reasonably available and accessible; 3. The type of equipment is normally charged as a direct cost by the organization; 4. Acquired in accordance with organizational practices; 5. Must be used solely to meet the legislative purpose of the grant program and objectives of the grant agreement; 6. More than one single commercial organization, commercial product, or individual must benefit from the use of the equipment; 7. Must not use special purpose equipment acquired with grant funds to provide services for a fee to compete unfairly with private companies that provide equivalent services; and 8. Equipment is subject to the full range of acquisition, use, management, and disposition requirements under 2 CFR § 200.313 as applicable. Definitions Equipment is defined as tangible personal property (including information technology systems) having a useful life of more than one year and a per-

Item	Description
	<p>unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the NFE for financial statement purposes, or \$5,000.</p> <p>Acquisition cost means the cost of the asset including the cost to prepare the asset for its intended use. Acquisition cost for equipment is the net invoice price of the equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for its acquired purpose.</p> <p>General Purpose Equipment means equipment that is not limited to technical activities. Examples include office equipment and furnishings, modular offices, telephone networks, information technology equipment and systems, air conditioning equipment, reproduction and printing equipment, and motor vehicles.</p> <p>Special Purpose Equipment is equipment used only for research, scientific, or technical activities.</p>
Equipment – Information Technology Systems and Telecommunications	<p>Unallowable for information technology systems having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established in accordance with GAAP by the recipient for financial statement purposes or \$5,000. Acquisition costs for software include those development costs capitalized in accordance with GAAP.</p> <p>Information technology systems include computing devices, ancillary equipment, software, firmware, and similar procedures, services (including support services), and related resources. Computing devices means machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories (or “peripherals”) for printing, transmitting and receiving, or storing electronic information. Examples of unallowable information technology systems include service contracts, operating systems, printers, and computers that have an acquisition cost of \$5,000 or more. See also special prohibition on the purchase of certain telecommunications and video surveillance described in 2 CFR § 200.216.</p> <p>Allowable for website development, mobile apps, etc., that are not considered to be information technology systems but rather social media applications.</p>
Farm, Gardening, and Production Activities and Supplies	<p>Unallowable for farm, gardening, and production activities, materials, supplies, and other related costs including but not limited to soil, seeds, shovels, gardening tools, greenhouses, and hoop houses.</p> <p>Allowable where the specific cost is considered to meet the requirements of the sponsored program and is authorized in the approved budget or with prior written approval.</p>
Fines, Penalties, Damages and Other Settlements	<p>Unallowable for costs resulting from violations of, alleged violations of, or failure to comply with, Federal, State, tribal, local, or foreign laws and regulations.</p>
Fixed Amount Subawards	<p>Unallowable for cost related to fixed amounts subawards.</p> <p>Allowable to meet the requirements of the sponsored program (noncompetitive) and with prior written approval. A pass-through entity may provide subawards based on fixed amounts up to the simplified acquisition threshold, provided that the subawards meet the requirements for fixed amount awards in 2 CFR § 200.201.</p>
Fundraising and Investment Management Costs	<p>Unallowable for organized fundraising, including financial campaigns, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions, regardless of the purpose for which the</p>

Item	Description
	funds will be used. This includes salaries of personnel involved in activities to raise capital.
General Costs of Government	<p>Unallowable for:</p> <ol style="list-style-type: none"> 1. Salaries and expenses of the Office of the Governor of a State or the chief executive of a local government or the chief executive of an Indian tribe; 2. Salaries and other expenses of a State legislature, tribal council, or similar local governmental body, such as a county supervisor, city council, school board, etc., whether incurred for purposes of legislation or executive direction; 3. Costs of the judicial branch of a government; 4. Costs of prosecutorial activities unless treated as a direct cost to a specific program if authorized by statute or regulation (however, this does not preclude the allowability of other legal activities of the Attorney General as described in 2 CFR § 200.435 Defense and prosecution of criminal and civil proceedings, claims, appeals and patent infringements); and 5. Costs of other general types of government services normally provided to the general public, such as fire and police, unless provided for as a direct cost under a program statute or regulation.
Goods or Services for Personal Use	Unallowable for costs of goods or services for personal use of the recipient's employees regardless of whether the cost is reported as taxable income to the employees.
Indirect Costs - Unrecovered	<p>Unallowable for unrecovered indirect costs.</p> <p>Allowable for projects with match requirements to use unrecovered indirect costs as part of cost sharing or matching.</p>
Insurance and Indemnification	Allowable when provided in the approved budget or with prior written approval as indirect costs for insurance and indemnification.
Lobbying	Unallowable as defined in 2 CFR § 200.450 .
Meals	<p>Unallowable for business meals when individuals go to lunch or dine together although no need exists for continuity of a meeting. Such activity is considered an entertainment cost.</p> <p>Unallowable for conference attendee breakfasts. It is expected attendees will have adequate time to obtain this meal on their own before a conference begins.</p> <p>Unallowable for meal costs that duplicate a meeting participant's per diem or subsistence allowances.</p> <p>Allowable for lunch or dinner meals if the costs are reasonable, and a justification is provided that such activity maintains the continuity of the meeting and to do otherwise will impose arduous conditions on the meeting participants.</p>

Item	Description
	Allowable for meals consumed while in official travel status. They are considered per diem expenses and should be reimbursed in accordance with the organization's established written travel policies.
Memberships, Subscriptions, and Professional Activity Costs	Unallowable for costs of membership in any civic or community organization. Allowable for costs of membership in business, technical, and professional organizations when provided in the approved budget or with prior written approval.
Organization Costs	Unallowable for costs of investment counsel and staff and similar expenses incurred to enhance income from investments. Allowable with prior approval for organization costs per 2 CFR § 200.455 .
Participant Support Costs	Allowable when provided in the approved budget or with prior written approval for such items as stipends or subsistence allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with approved conferences, training projects, surveys, and focus groups.
Political Activities	Unallowable for development or participation in political activities, in accordance with provisions of the Hatch Act (5 U.S.C. §§ 1501-1508 and §§ 7324-7326).
Pre-Award Costs	Allowable when provided in the approved budget or with prior written approval of such costs are necessary for efficient and timely performance of the project's scope of work. Such costs are allowable only to the extent that they would have been allowable if incurred after the date of the Federal award. If charged to the award, these costs must be charged to the initial budget period of the award, unless otherwise specified by AMS. A recipient may incur pre-award costs 90 calendar days before the award. Expenses more than 90 calendar days pre-award require prior approval. These costs and associated activities must be included in the recipient's project narrative and budget justification. All costs incurred before the award are at the potential recipient's risk. The incurrence of pre-award costs in anticipation of an award imposes no obligation on AMS to award funds for such costs.
Printing and Publications	Allowable to pay the cost of preparing informational leaflets, reports, manuals, and publications relating to the project; however, the printing of hard copies is discouraged given the prevalence of electronic/virtual publication means. If charged to the award, these costs must be charged to the final budget period of the award, unless otherwise specified by AMS.
Rearrangement and Reconversion Costs	Allowable as indirect costs with prior approval for cost incurred for ordinary and normal rearrangement and alteration of facilities. Allowable as direct costs with prior approval for special arrangements and alterations costs incurred specifically for the award. Rearrangement and reconversion costs are those incurred in restoring or rehabilitating the non-Federal entity's facilities to approximately the same condition existing immediately before the start of the grant agreement, less costs related to normal wear and tear.
Salaries and Wages	Allowable as part of employee compensation for personnel services in proportion to the amount of time or effort an employee devotes to the grant-supported project or program during the period of performance under the Federal award, including salaries, wages, and fringe benefits. Such costs must be incurred under formally established policies of the

Item	Description
	<p>organization, be consistently applied, be reasonable for the services rendered, and be supported with adequate documentation.</p> <p>Salary and wage amounts charged to grant-supported projects or programs for personal services must be based on an adequate payroll distribution system that documents such distribution in accordance with generally accepted practices of like organizations. Standards for payroll distribution systems are contained in the applicable cost principles (other than those for for-profit organizations).</p> <p>Unallowable for salaries, wages, and fringe benefits for project staff who devote time and effort to activities that do not meet the legislated purpose of the grant program.</p>
Selling and Marketing Costs – Promotion of an Organization’s Image, Logo, or Brand Name	<p>Unallowable for costs designed solely to promote the image of an organization, a general logo, or a general brand.</p> <ul style="list-style-type: none"> Promotional items could say “Buy STATE/COUNTY Grown Apples” but not “XYZ Grown”, which promotes XYZ generically. A promotional campaign to increase producer sales of “STATE/COUNTY Grown fruits and vegetables” is acceptable while increasing membership in “STATE/COUNTY Grown” generally is not.
Selling and Marketing Costs – Promotion of Venues that do not Align with Grant Program Purpose	<p>Unallowable for costs for promotion of specific venues, tradeshow, events, meetings, programs, conventions, symposia, seminars, etc. that do not align with the legislated purpose of the grant program.</p>
Selling and Marketing Costs – Promotional Items, Gifts, Prizes, etc.	<p>Unallowable for promotional items, swag, gifts, prizes, memorabilia, and souvenirs.</p> <p>Allowable with conditions to meet the requirements of the sponsored agreement, in the approved application or with prior approval for marketing activities directly related to the funded project. Promotional items include point-of-sale materials, promotional kits, signs or streamers, automobile stickers, table tents, and placemats, or promotional items of a personal nature (e.g., t-shirt, hats, etc.).</p>
Selling and Marketing Costs – Coupons, Incentives or Other Price Discounts	<p>Unallowable for costs of the value of coupon/incentive redemptions or price discounts (e.g., the \$5.00 value for a \$5.00 clip-out coupon).</p> <p>Allowable for costs associated with printing, distribution, or promotion of coupons/tokens or price discounts (e.g., a print advertisement that contains a clip-out coupon) as long as they benefit more than a single program or organization.</p>
Selling and Marketing Costs – Food for Displays, Tastings, Cooking Demonstrations	<p>Unallowable for purchasing food for displays, tastings, and cooking demonstrations.</p> <p>Allowable where the specific cost is considered to meet the programmatic purpose of the sponsored program and is authorized in the approved budget or with prior written approval.</p>
Selling and Marketing Costs – General Marketing Costs	<p>Unallowable for costs designed solely to promote the image of an organization, general logo, or general brand.</p> <p>Allowable for costs designed to promote products that align with the purpose of the grant program.</p>

Item	Description
Selling and Marketing Costs – Sponsorships	Unallowable for costs associated with sponsorships. A sponsorship is a form of advertising in which an organization uses grant funds to have its name and/or logo associated with certain events and where the organization does not necessarily know how the funds associated with sponsorship costs will be used. These costs also benefit only the organization offering funding, limiting the beneficiaries to the sponsor organization.
Selling and Marketing Costs – Use of Meeting Rooms, Space, exhibits that do not Align with Grant Program Purpose	Unallowable for costs associated with trade show attendance/displays, meeting room reservations, and/or any other displays, demonstrations, exhibits, or rental of space where activities do not specifically align with the purpose of the grant program. See Conferences for more information.
Supplies and Materials, Including Costs of Computing Devices	<p>Allowable for costs incurred for materials, supplies, and fabricated parts necessary to carry out a Federal award. Purchased materials and supplies must be charged at their actual prices, net of applicable credits. Withdrawals from general stores or stockrooms should be charged at their actual net cost under any recognized method of pricing inventory withdrawals, consistently applied. Incoming transportation charges are a proper part of materials and supplies costs. Only materials and supplies used for the performance of a Federal award may be charged as direct costs.</p> <p>A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the recipient for financial statement purposes or \$5,000, regardless of the length of its useful life. In the specific case of computing devices, charging as a direct cost is allowable for devices that are essential and allocable, but not solely dedicated, to the performance of a Federal award. Where Federally donated or furnished materials are used in performing the Federal award, such materials will be used without charge.</p>
Training	Allowable when the training is required to meet the objectives of the project or program, including training that is related to Federal grants management.
Travel – Domestic and Foreign	<p>Allowable for travel, when provided in the approved budget or with prior written approval when costs are limited to those allowed by formal organizational policy and the purpose aligns with the legislated purpose of the program.</p> <p>The allowable travel cost of recipients that do not have formal travel policies and for-profit entities may not exceed those established by the Federal Travel Regulation, issued by General Services Administration (GSA), including the maximum per diem and subsistence rates prescribed in those regulations. If a recipient does not have a formal travel policy, those regulations will be used to determine the amount that may be charged for travel costs.</p>

RFSI SPECIFIC ALLOWABLE AND UNALLOWABLE COSTS AND ACTIVITIES

Item	Description
Buildings and Land – Construction and/or Renovation	<p>Allowable:</p> <p>Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, alterations, or construction on an existing building or facility. The construction of new buildings at an existing facility and of wastewater management structures. This also includes construction and construction-related materials, which may include, but are not limited to, the purchase of building materials such as wood, nails, concrete, asphalt, roofing, gravel, sand, paint, insulation, drywall, or plumbing.</p>
Equipment	<p>Special purpose equipment purchases are allowable when provided in the approved budget or with prior written approval for acquisitions costs and rental costs of special purpose equipment provided the following criteria are met:</p> <p>Allowable:</p> <ul style="list-style-type: none"> Purchases of special purpose equipment (such as, canners, hulling processors, reverse osmosis systems, egg packing machines, flotation tanks, roasters, or other processing equipment, packing and labeling equipment, or delivery vehicles) are allowable when approved in the agreement budget or with prior written approval. All equipment purchases must meet the following criteria: <ul style="list-style-type: none"> Equipment is necessary for the technical activities of the agreement and is not otherwise reasonably available and accessible. Equipment is normally charged as a direct cost by the organization and is acquired in accordance with organizational practices. Equipment must be used solely to meet the purpose of the program and objectives of the agreement. Equipment is subject to the full range of acquisition, use, management, and disposition requirements under 2 CFR § 200.313 as applicable. <p>Unallowable:</p> <p>Purchases of general-purpose equipment (e.g., general use motor vehicles, office furniture, office air conditioners, printers, and copiers) or lease agreements to own (i.e., lease-to-own or rent-to-own).</p>
Compensation for Damage	<p>Unallowable:</p> <p>Compensation for injuries or damage to property arising from project activities.</p>
Purchase of Land, Buildings and Facilities	<p>Unallowable:</p> <p>Purchase of land, new buildings, and new facilities</p>
Marketing Costs	<p>Unallowable:</p> <p>Recipients to use funds for marketing their product(s)/services(s) or organization.</p>

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.



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Resilient Food Systems Infrastructure (RFSI) - IG

Overview

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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

Overview	Eligibility	Financial	Contact	Files
Agency/Department: AHA - Agricultural Consultation and Training		Contact Notes: Please contact the program administrator.		
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.				



Arizona

Resilient Food Systems Infrastructure (RFSI) - IG



Overview	Eligibility	Financial	Contact	Files
Files:		File Notes:		
Grant Manual: 2023.11.30 IG Manual Final (1.1 Mb)		For instructions on downloading the application files, please visit our website at: https://agriculture.az.gov/grants		
Project Profile Template: RFSI_Infrastructure Grant Template_10.13.23 (3.4 Mb)		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.		
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)				

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

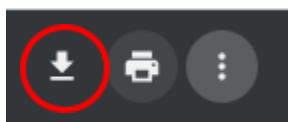
Note: These are general instructions based on the use of Windows 10 Pro as the operating system and Google Chrome as the browser. The use of a different operating system and/or a browser



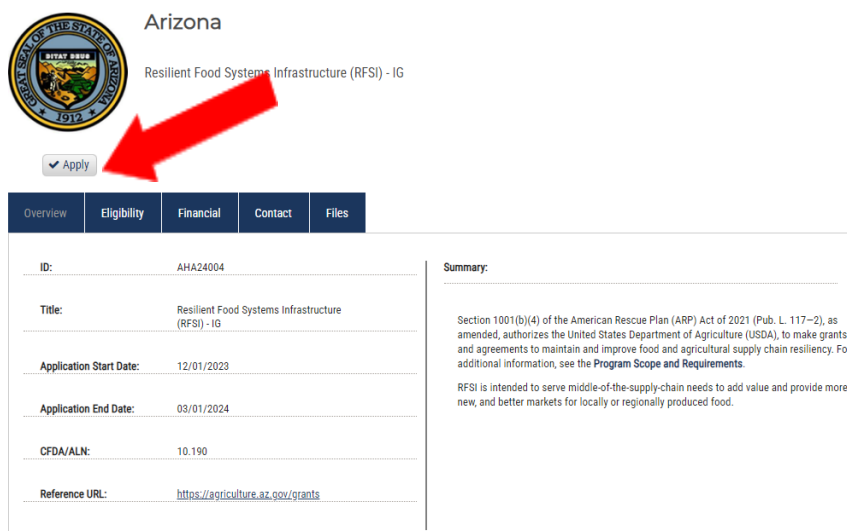
other than Google Chrome, i.e. Internet Explorer, Safari or Firefox may vary the process of saving or downloading files to your computer.

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.



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Resilient Food Systems Infrastructure (RFSI) - IG



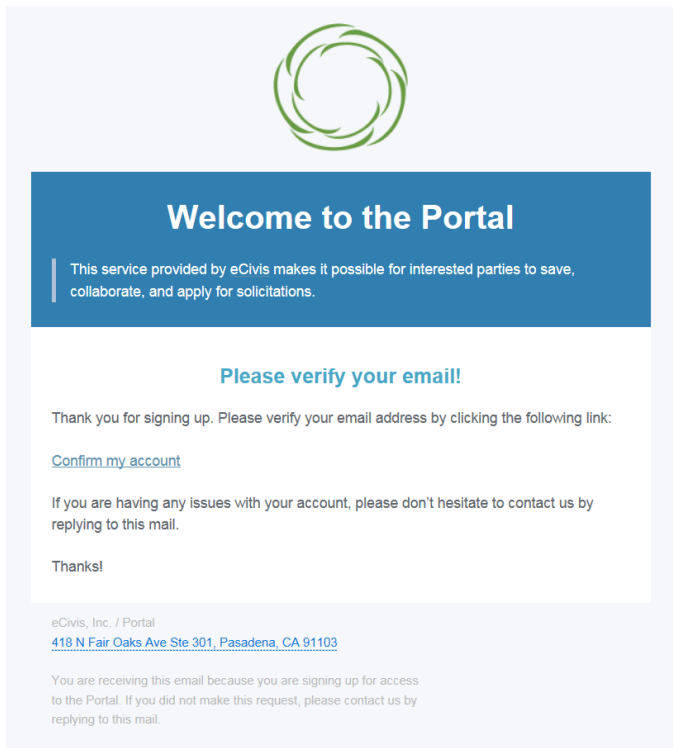
Overview	Eligibility	Financial	Contact	Files
<p>ID: AHA24004</p> <p>Title: Resilient Food Systems Infrastructure (RFSI) - IG</p> <p>Application Start Date: 12/01/2023</p> <p>Application End Date: 03/01/2024</p> <p>CFDA/ALN: 10.190</p> <p>Reference URL: https://agriculture.az.gov/grants</p>				
<p>Summary: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

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

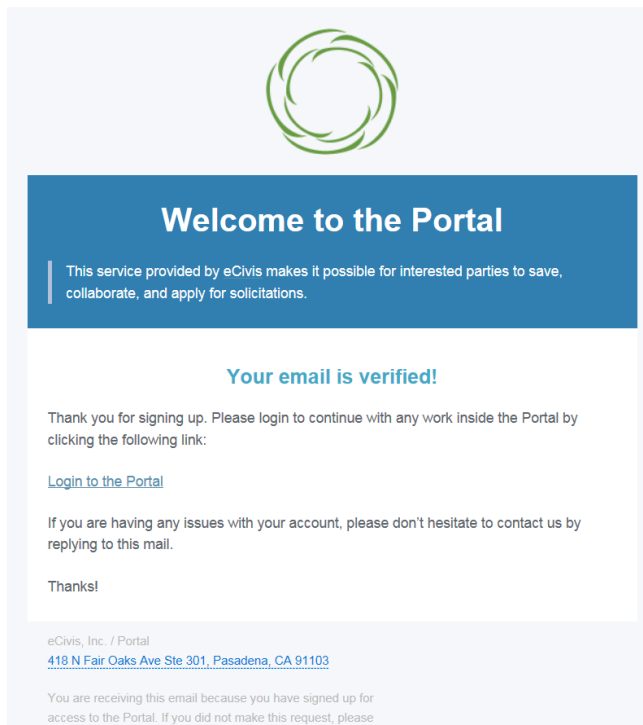
- e. Enter the appropriate information for a new account signup. Note: The “Passphrase” (password) must rate as “strong” or “perfect” or the system will not allow a “Signup”.

- 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.



- 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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My Applications

[Create New Application](#)

Show 10 entries

Grant Application	Create Date
No applications have been saved or submitted	

Sign In

[Log in with your credentials again to access your application's account](#)

Sign In/Sign Up Instructions

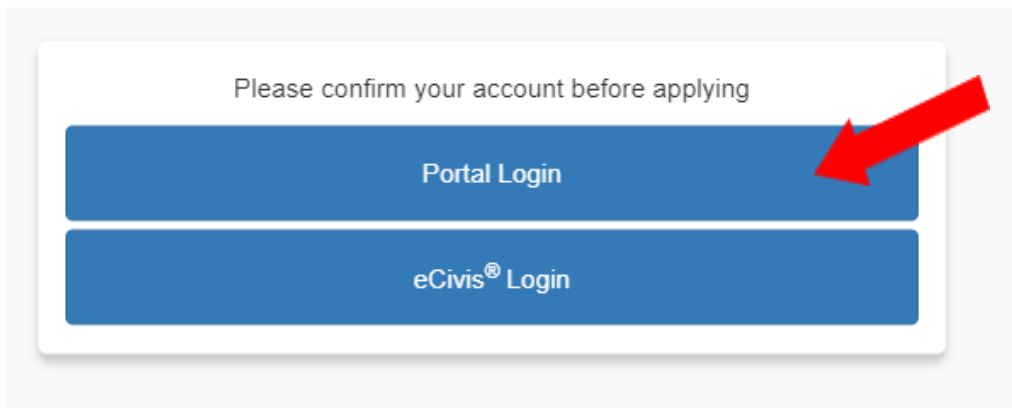
For New Users:

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.

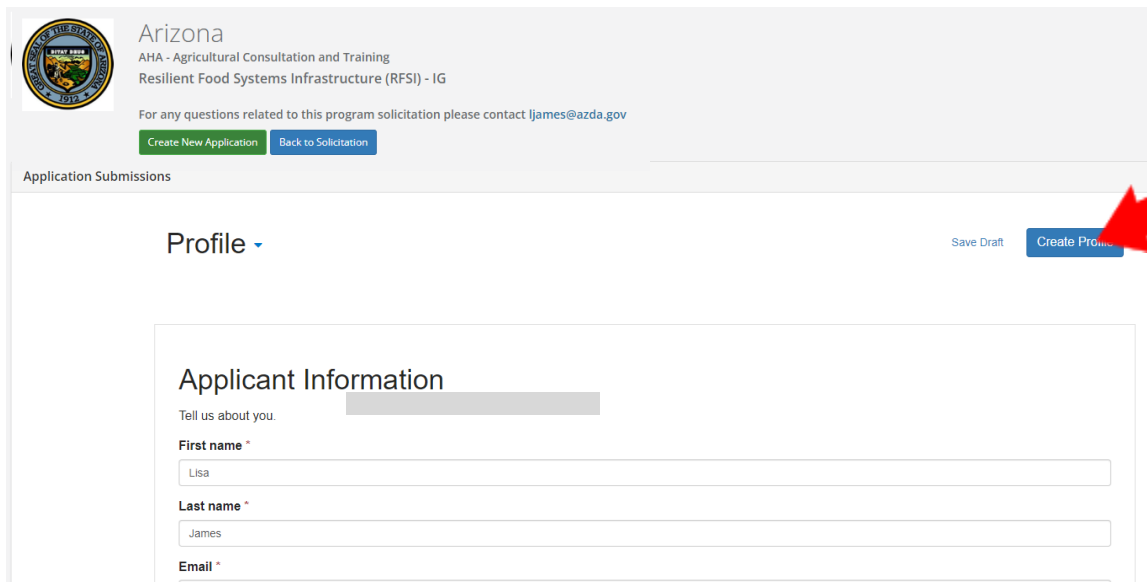
A screenshot of the "Portal" login page. At the top is a green circular logo and the word "Portal". Below this are two tabs: "Log In" (selected) and "Sign Up". The "Log In" section contains two input fields: one for email (with a placeholder "yours@example.com") and one for password (with a placeholder "your password"). Below the fields 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 interface. It shows a "Profile" label on the left. In the center, the text "Action Required" is enclosed in a red rectangular box. 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](#)

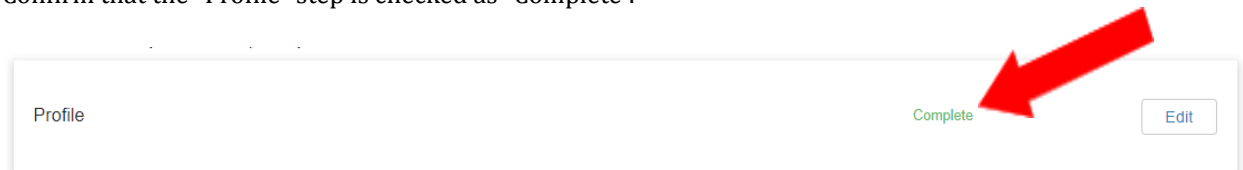
Applicant Information
Tell us about you.

First name *
Lisa

Last name *
James

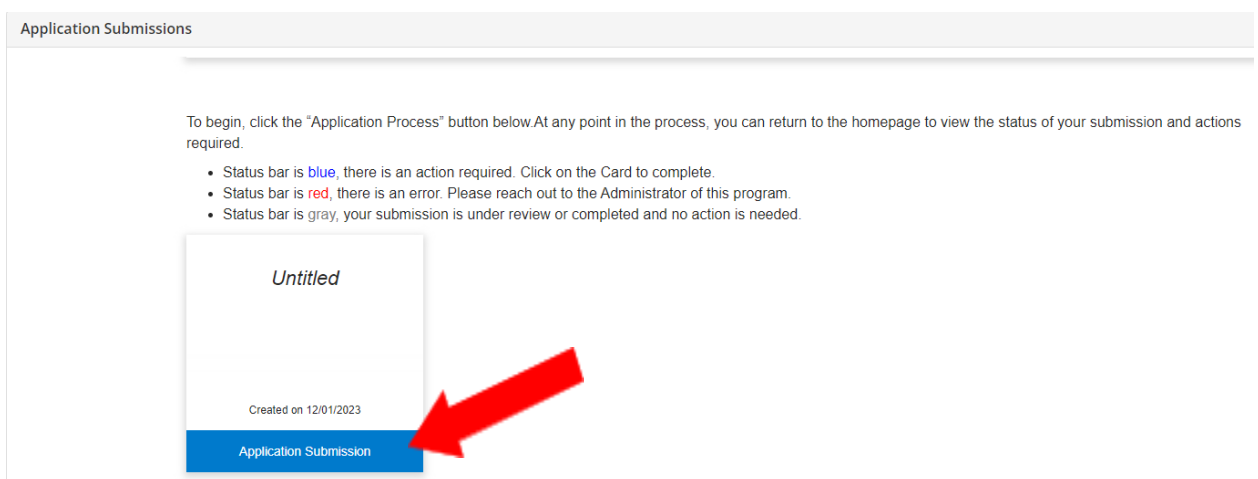
Email *

- 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

5. Scope of Work *

6. Project Timeline *


7. Collaborative Elements and Partners *

- 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

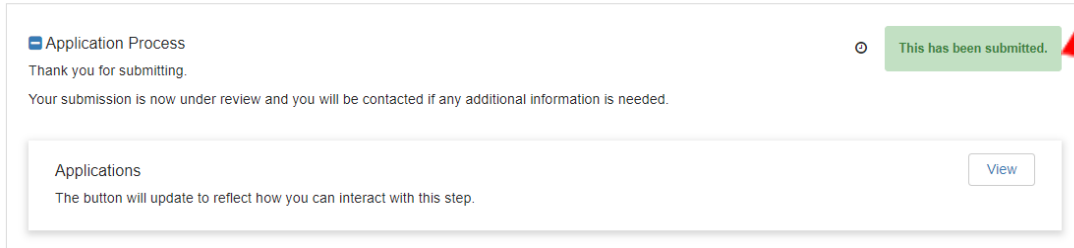
The button will update to reflect how you can interact with this step.

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.

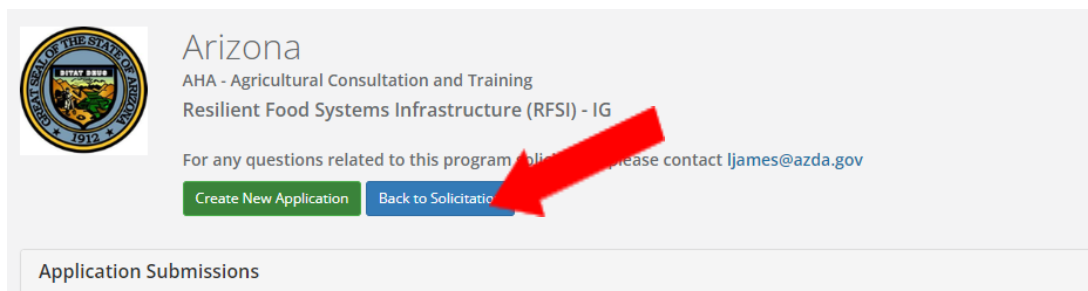
Your submission is now under review and you will be contacted if any additional information is needed.

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.



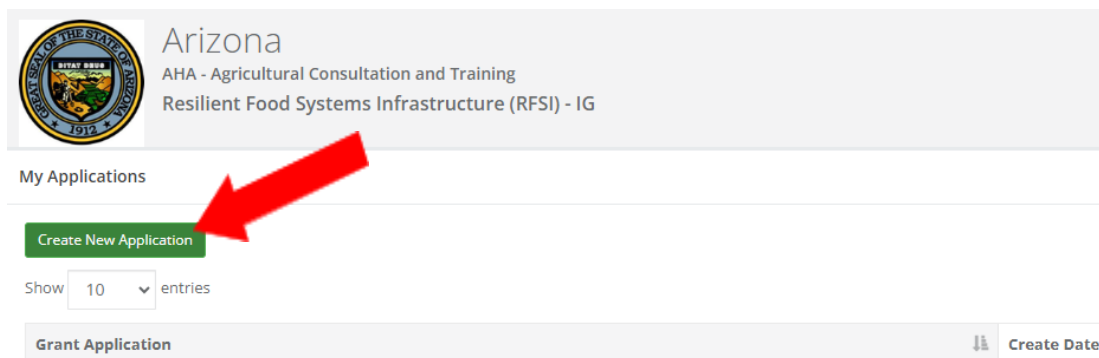
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For any questions related to this program solicitation, please contact ljames@azda.gov

[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 entries

Grant Application [Create Date](#)

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.