



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) **Simplified Equipment-Only (SEO)** 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 Simplified Equipment-Only Grant Cycle:

1. The minimum grant request shall **not be less than \$10,000.00** and the maximum grant request shall **not exceed \$100,000.00** – **Pages 7, 16 and 21**
2. Application Packets are required to be submitted on-line at: <https://tinyurl.com/RFSI-SEO> – **Pages 13, 21, 28 and 31**
3. It is highly recommended that applicants review the instructions in **Appendix D** of this manual as soon as possible to become familiar with the on-line application process – **Pages 13, 21 and 28**
4. Application Packet submission **deadline is 11:59:59 p.m. (MST) on March 1, 2024** – **Pages 21, 39 and 40**

The Program Scope and Requirements published by AMS has announced the total amount of grant funds AZDA will receive. AZDA projects that approximately \$1,000,000.00 will be available for Simplified Equipment-Only 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 dark ink that reads "Paul E. Brierley".

Paul E. Brierley
Director



RFSI ARIZONA
RESILIENT FOOD SYSTEMS INFRASTRUCTURE

RESILIENT FOOD SYSTEMS INFRASTRUCTURE PROGRAM (RFSI)

GRANT MANUAL

SIMPLIFIED EQUIPMENT-ONLY GRANTS (SEO)

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



Funding for the Arizona Resilient Food System Infrastructure Program (RFSI) Simplified Equipment-Only (SEO) Grant Manual was made possible by a grant/cooperative agreement from the U.S. Department of Agriculture (USDA) Agricultural Marketing Service. Its contents are solely the responsibility of the authors and do not necessarily represent the official views of the USDA.

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I. GENERAL INFORMATION

I.A. LIST OF TERMS AND ACRONYMS

AZDA - Arizona Department of Agriculture

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.

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).

Simplified Equipment-Only Grant recipients – RFSI subaward recipients who are awarded Simplified Equipment-Only 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" \(sba.gov\)](#) 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" \(sba.gov\)](#) 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 \$1,000,000.00 will be available for simplified equipment-only projects.** AZDA plans to make available for grants all of the funds appropriated to it under the RFSI less AZDA's share for program administration, State-led Supply Chain Coordination activities and Infrastructure Grants.

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

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

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. REIMBURSEMENTS AND FUNDING ADVANCES

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 75%** of the total grant award and must be expended within 60 days of receipt.

I.H. ELIGIBLE APPLICANTS

Entities eligible for Simplified Equipment-Only 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

Simplified Equipment-Only Projects that will fund only equipment purchases (and not associated facility upgrades, staffing, or other costs), and the amount awarded will be equal to the cost of the equipment up to \$100,000.

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

There are no match requirements for Simplified Equipment-Only grants.

I.M. INDIRECT COSTS

Indirect Costs are unallowable for Simplified Equipment-Only grants.

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 Simplified Equipment-Only 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 Simplified Equipment-Only 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 Simplified Equipment-Only 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 Simplified Equipment-Only Grant subaward funds. States are responsible for assisting Simplified Equipment-Only 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 Simplified Equipment-Only Proposal must be completed in PDF format, using the **PDF RFSI Equipment-Only 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.**
- **Application packets must include documentation to substantiate the costs of each piece of equipment, which can include contracts, catalog pricing, or binding quotes provided by licensed commercial entities. Documentation must be submitted in ONE PDF file.**
- **Application packet(s) must be submitted electronically on-line at: <https://tinyurl.com/RFSI-SEO>**
- **It is highly recommended that applicants visit the webpage above and review the instructions in Appendix D 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

For additional information, see the [Program Scope and Requirements](#), [AMS General Terms and Conditions](#) and the [RFSI Program Specific Terms and Conditions](#).

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. **RFSI Equipment-Only Grant Proposal (Appendix B)** – The project proposal must be completed in the PDF RFSI Equipment-Only 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. **Documentation to substantiate the costs of each piece of equipment, which can include contracts, catalog pricing, or binding quotes provided by licensed commercial entities. Documentation must be submitted in ONE PDF file.**

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 result of each indicator must be reported in the Performance Report and the updated result in the Impact 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

Pamela Shand
RFSI Grant Program Coordinator
Arizona Department of Agriculture
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Phoenix, AZ 85007

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Phone: (602) 342-3047

E-mail: pshand@azda.gov

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

Fax: (602) 364-0830

Lisa James
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1110 W. Washington Street, Suite 450
Phoenix, AZ 85007

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Phoenix, AZ 85007

Phone: (602) 361-8720

E-mail: ljames@azda.gov



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">• RFSI Equipment-Only Grant Proposal Template• Evidence of Critical Resources and Infrastructure Letter• Supporting documentation
4. Funding Amount
Is the funding request between \$10,000 and \$100,000?
5. 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 5 points max	Counties benefiting from project: Score of 0-20 (prosperous) = 1 pt Score of 20.1 - 40 (comfortable) = 2 pts Score of 40.1 - 60 (mid-tier) = 3 pts Score of 60.1 - 80 (at-risk) = 4 pts Score of 80.1 - 100 (distressed) = 5 pts
Executive Summary 5 points max	Ability to speak to broad goal and scope of project 5 points
Project Purpose 20 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 Is the impact realistic and related to the equipment being purchased? 5 points The proposed project will directly benefit the following: <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). 5 points
Expected Performance Measures 5 points max	Is the expected performance measure(s) relevant, reasonably achievable, and appropriate to the budget request? 5 points
Budget Narrative & Budget Summary 15 points max	Does the budget only contain necessary costs? 5 points The equipment justification is clearly explained and related to the objectives and outcomes of the project. 10 points
TOTAL	50 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 1 year (12 months) in duration.. **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. **Performance Reports** - The Grantee shall submit, via electronic portal, the following documentation to the Program Coordinator within 30 days of the purchase of the equipment.

- a. A budget report (submitted directly in eCivis)
- b. A narrative report (reporting template forthcoming)

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

2. **Reimbursement** - Reimbursement requests may be submitted with the Performance Report.

3. **Impact Performance Report** - A report to update the impact of the project must be submitted to AZDA by the Grantee, via electronic portal, no later than sixty (60) calendar days after the Agreement termination date.

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 SIMPLIFIED EQUIPMENT-ONLY (SEO) APPLICATION PACKET CHECKLIST

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

It is highly recommended that applicants visit the webpage above and review the instructions in Appendix D 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 \$10,000 and \$100,000

See Section I.E.

- ☐ RFSI Equipment-Only Grant Proposal

Must be completed using the **PDF RFSI Equipment-Only 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.

- ☐ Supporting Documentation

Must be submitted in ONE **PDF** file.

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





RFSI EQUIPMENT-ONLY GRANT PROPOSAL

*The RFSI Equipment-Only Grant Proposal should include a project narrative that describes the overall scope of the project and how it aligns with the program goals and priorities. **Applicants must attach documentation to substantiate the costs of each piece of equipment, which can include contracts, catalog pricing, or binding quotes provided by license commercial entities.***

APPLICANT INFORMATION

**Applicant Organization
Name:**

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:

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.

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

OPERATIONS IDENTIFIER

Provide where within the Middle of the Supply Chain the requested equipment be used:

- ☐ Processing
- ☐ Aggregation
- ☐ Distribution
- ☐ Value Added Production

Other

TYPE OF AGRICULTUREAL FOOD PRODUCTS PROCESSED WITH THE EQUIPMENT?

Remove Product Row

Add Product Row

#	Product Type

SCOPE OF WORK

PLEASE DESCRIBE THE CURRENT BUSINESS OPERATIONS INCLUDING SERVICES BEING OFFERED IN THE GEOGRAPHIC FOCUS AREA.

PLEASE DESCRIBE THE SPECIFIC NEED THAT THE REQUESTED EQUIPMENT WILL ADDRESS.

PLEASE DESCRIBE THE IMPACT THIS EQUIPMENT WILL HAVE ON LOCAL AND REGIONAL PRODUCERS, MARKET OUTLETS, AND MORE.

ESTIMATE THE NUMBER OF LOCAL AND REGIONAL PRODUCERS IMPACTED.

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?

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
2.3	Number of processing equipment units purchased and installed:		<input type="checkbox"/>
2.5	Number of aggregation, storage, distribution equipment units purchased and installed:		<input type="checkbox"/>

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

Indicator	Description	Expected Numbers	N/A
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

Please be sure to list and justify all expenses to be covered. If applicable, ensure that you have included Critical Resources and Infrastructure letter(s) to support the application information.

EQUIPMENT

Describe any special purpose equipment to be purchased under the grant. "Special purpose equipment" such as 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.

+	#	Equipment Item	Purchase Price	Acquisition Date	Funds Requested
-			\$0.00		\$0.00
Equipment Subtotal					\$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

***Applicants must submit documentation to substantiate the costs of each piece of equipment, which can include contracts, catalog pricing, or binding quotes provided by license commercial entities.**

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.



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

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

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


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

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

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

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

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



Arizona

Resilient Food Systems Infrastructure (RFSI) - SEO

☒ Apply

Overview	Eligibility	Financial	Contact	Files
<p>ID: AHA24004</p> <hr/> <p>Title: Resilient Food Systems Infrastructure (RFSI) - SEO</p> <hr/> <p>Application Start Date: 12/07/2023</p> <hr/> <p>Application End Date: 03/01/2024</p> <hr/> <p>CFDA/ALN: 10.190</p> <hr/> <p>Reference URL: https://agriculture.az.gov/grants</p>		<p>Summary:</p> <hr/> <p>This is the <u>Simplified Equipment-Only (SEO)</u> portal.</p> <p>Section 1001(b)(4) of the American Rescue Plan (ARP) Act of 2021 (Pub. L. 117–2), as amended, authorizes the United States Department of Agriculture (USDA), to make grants and agreements to maintain and improve food and agricultural supply chain resiliency. For additional information, see the 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>		



Arizona

Resilient Food Systems Infrastructure (RFSI) - SEO

☒ Apply


Eligible Applicants:

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

Eligibility Notes:

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

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

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



Arizona

Resilient Food Systems Infrastructure (RFSI) - SEO

☒ Apply


Funds Available: \$1,000,000.00

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

Number of Awards: N/A

Average Award Size: N/A

Matching Required: No


Financial Notes:

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

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

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






Arizona





Resilient Food Systems Infrastructure (RFSI) - SEO

Overview	Eligibility	Financial	Contact	Files
<p>Agency/Department: AHA - Agricultural Consultation and Training</p> <p>Contact/Help: ljames@azda.gov</p> <p>Office: N/A</p> <p>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</p> <p>Application Address: Applications must be submitted on-line.</p>		<p>Contact Notes:</p> <p>Please contact the program administrator.</p>		



Arizona



Resilient Food Systems Infrastructure (RFSI) - SEO

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

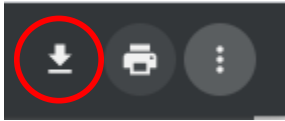
At the Files tab, download and save each of the files to your computer:

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

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


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

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




- c. Name the file(s) and save them to a location on your computer that you can access later.

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



Arizona
Resilient Food Systems Infrastructure (RFSI) - SEO



Overview	Eligibility	Financial	Contact	Files
ID:	AHA24004			
Title:	Resilient Food Systems Infrastructure (RFSI) - SEO			
Application Start Date:	12/07/2023			
Application End Date:	03/01/2024			
CFDA/ALN:	10.190			
Reference URL:	https://agriculture.az.gov/grants			
Summary:		<p>This is the Simplified Equipment-Only (SEO) portal.</p> <p>Section 1001(b)(4) of the American Rescue Plan (ARP) Act of 2021 (Pub. L. 117-2), as amended, authorizes the United States Department of Agriculture (USDA), to make grants and agreements to maintain and improve food and agricultural supply chain resiliency. For additional information, see the 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>		

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



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

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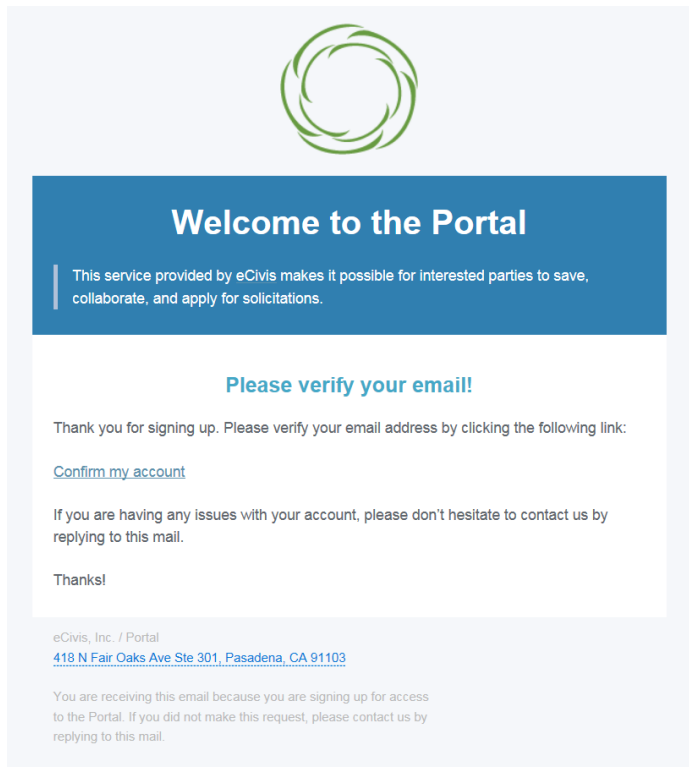
- e. Enter the appropriate information for a new account signup. Note: The “Passphrase” (password) must rate as “strong” or “perfect” or the system will not allow a “Signup”.

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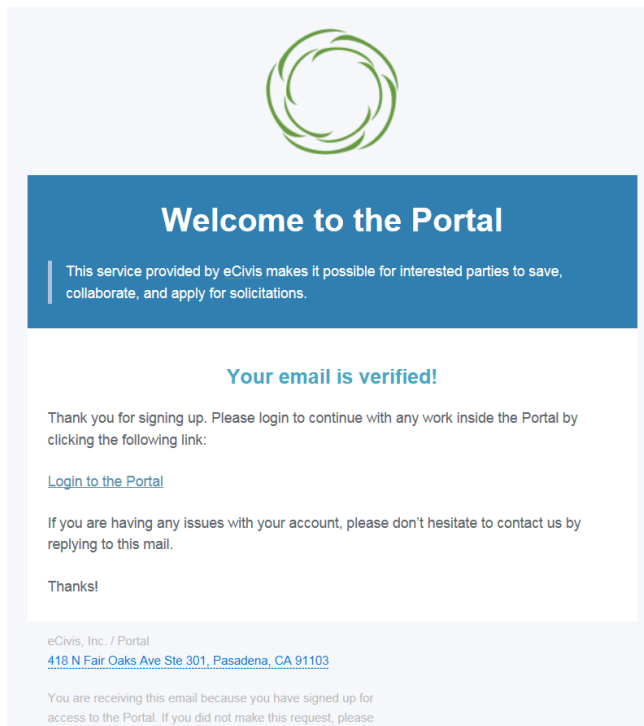
- f. You will receive a message to confirm your e-mail address via an e-mail message sent to you.

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



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



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

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

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

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

My Applications

Create New Application

Show 10 entries

Grant Application	Create Date
No applications have been saved or sub	

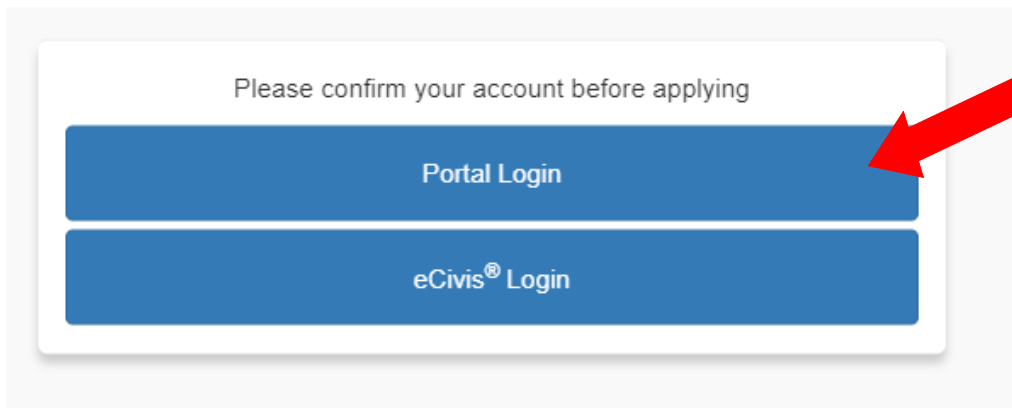
Sign In/Sign Up Instructions

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

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

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

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



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

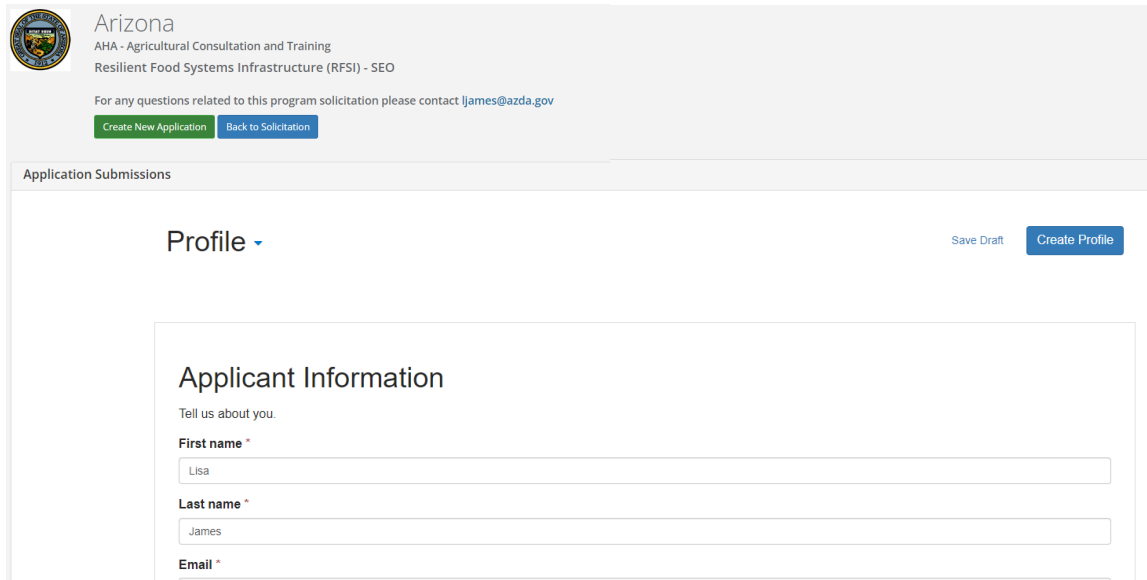
A screenshot of the "Portal" login page. At the top is a green circular logo and the word "Portal". Below this are two tabs: "Log In" (selected) and "Sign Up". The "Log In" section contains two input fields: one for email (containing "yours@example.com") and one for password (containing "your password"). Below the password field is a link that says "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. On the left, the word "Profile" is displayed. On the right, there is a red-bordered box containing the text "Action Required". To the right of this box is a blue button labeled "Open". A red arrow points to the "Open" button.

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



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

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

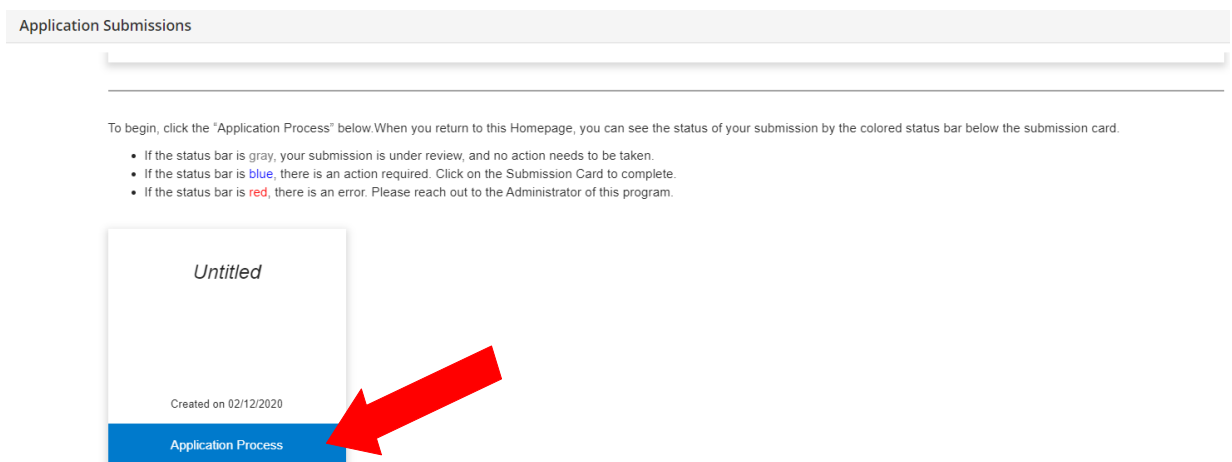
Email *

- 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 Process”.



Application Submissions

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

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

Untitled

Created on 02/12/2020

Application Process

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

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

Application Process

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

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

There are 30 days remaining to submit this.

Submit

Applications

Action Required

Open

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

Applications

Save Draft

Mark Complete

Close

Please complete all required fields.

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

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

1. Application/Project Title *

2. Org Name *

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

☐ 1

Application Submissions

5. **Scope of Work ***

See attached project profile

Please enter, "See attached project profile".

6. **Project Timeline ***

See attached project profile

Please enter, "See attached project profile".

7. **Collaborative Elements and Partners ***

See attached project profile

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



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

RFSI Equipment-Only Grant Proposal - Appendix B *

+ Select a file ?

Evidence of Critical Resources and Infrastructure Letter - Appendix C *

+ Select a file ?

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.**

RFSI Equipment-Only Grant Proposal - Appendix B *

+ Select a file ?

Evidence of Critical Resources and Infrastructure Letter - Appendix C *

+ Select a file ?

Supporting Documentation *

+ Select a file ?

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

RFSI Equipment-Only Grant Proposal - Appendix B *

+ Select a file ?

Evidence of Critical Resources and Infrastructure Letter - Appendix C *

+ Select a file ?

Supporting Documentation *

+ Select a file ?

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

Supporting Documentation *

+ Select a file ?

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.

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

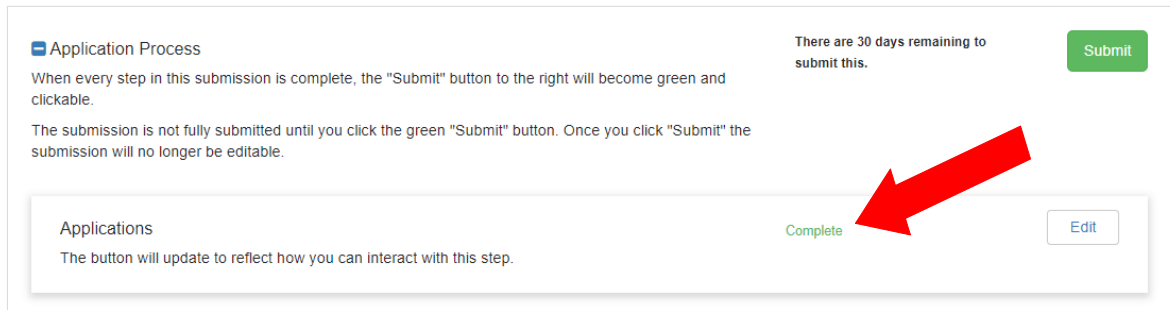
Save Draft

Mark Complete

Close

- y. Confirm that the Application is checked "Complete".

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



Application Process

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

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

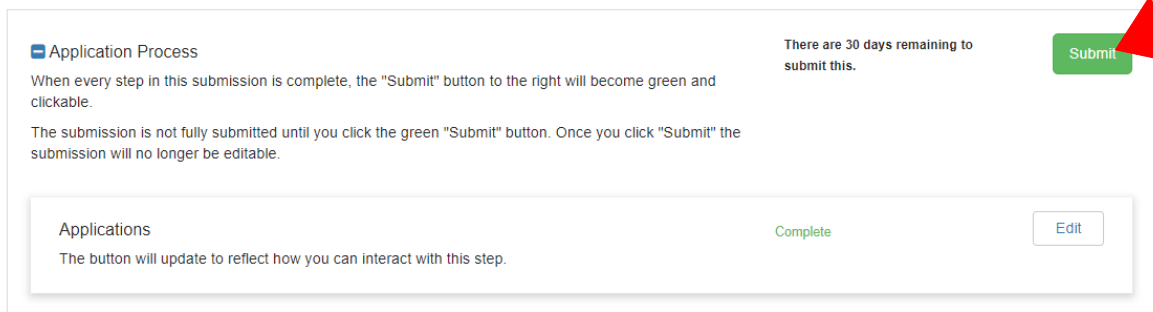
There are 30 days remaining to submit this. **Submit**

Applications **Complete** **Edit**

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

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

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



Application Process

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

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

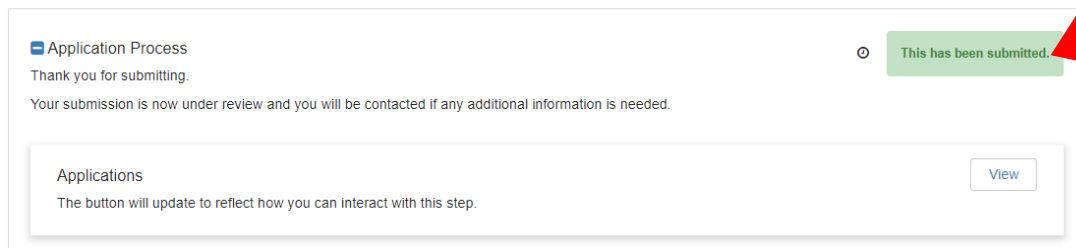
There are 30 days remaining to submit this. **Submit**

Applications **Complete** **Edit**

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

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

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



Application Process

Thank you for submitting.

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

This has been submitted.

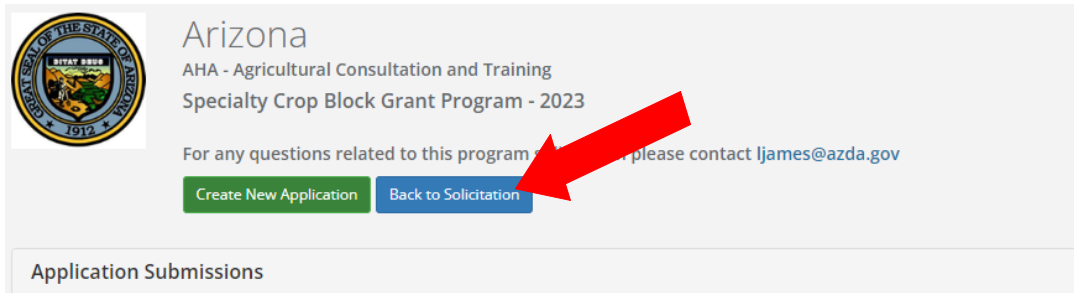
Applications **View**

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

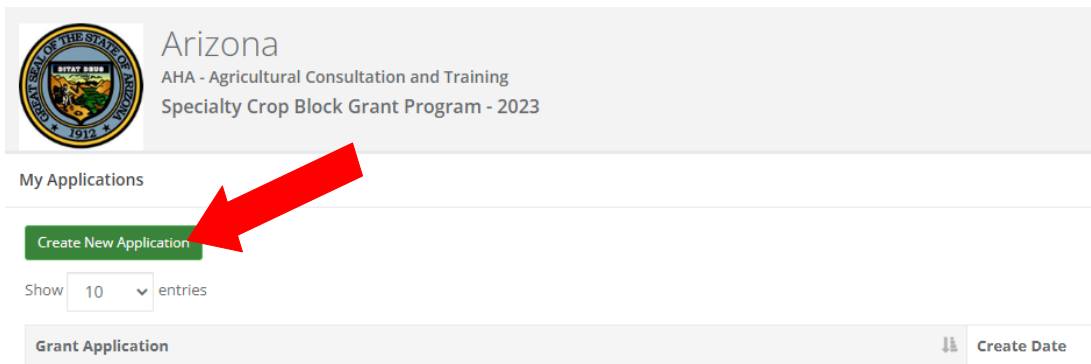
[HTTP://AGRICULTURE.AZ.GOV](http://agriculture.az.gov)



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



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



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