



# IDAHO



STATE DEPARTMENT  
OF AGRICULTURE



# Resilient Food Systems Infrastructure Grant

Idaho State Department of Agriculture



Agricultural  
Marketing  
Service

# GRANT PURPOSE

The United States Department of Agriculture (USDA), Agricultural Market Service (AMS) allocated Idaho \$6,184,920 in funding to expand capacity for the aggregation, processing, manufacturing, storing, transporting, wholesaling, and distribution of Idaho food products. ISDA will be passing through funds as **competitive grants to support infrastructure in the middle-of-the-supply chain** for Idaho food and farm businesses to improve the resilience of Idaho's supply chain.



## Agricultural Marketing Service

U.S. DEPARTMENT OF AGRICULTURE

# CONTINGENCY

**The Idaho RFSI program is contingent upon approval of the Idaho Legislature.**

The spending authority for this program requires legislative approval.

ISDA is accepting applications now in order to meet USDA deadline of May 25. Grants will only be awarded if approved in ISDA's FY25 budget.

# OVERVIEW

- Eligible Products
- Eligible Entities
  - UEI
  - NAICS Codes
- Distribution of Funds
- Grant Options
- Expected Timeframe
- Eligible and Ineligible Projects
- Equipment Criteria
- Match Requirements
- Federal Laws and Regulations
- Simplified Equipment-Only Grant Application Procedures and Requirements
- Infrastructure Grant Application Procedures and Requirements
- Allowable and Unallowable Costs
- Administration of Federal Grants
- Purchasing Requirements
- Restrictions and Limitations on Grant Funds
- Selection and Scoring Criteria
- Post-Award Management
- Reporting Requirements
- Mandatory Acknowledgement
- Equipment Disposition
- NWRM Regional Food Business Center

# ELIGIBLE PRODUCTS

- This program is to support food system crops and products meant for human consumption (excluding meat and poultry products, which are funded through other USDA programs).
- Ineligible products include meat and poultry, wild-caught seafood, exclusively animal feed and forage products, fiber, landscaping products, tobacco, dietary supplements and hemp products.

# ELIGIBLE ENTITIES

- Agricultural producers or processors, or groups of agricultural producers and processors
- 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.

# ELIGIBLE ENTITIES

- 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-profit entities must meet the eligibility requirements of the SBA small business size standards matched to industries described in the North American Industry Classification System (NAICS).** 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. Additional resources include the list of NAICS codes and the table of size standards.

# ELIGIBLE ENTITIES - UEI REQUIRED

- All applicants must obtain a UEI number - Unique Entity Identifier
- The UEI is a 12-character alphanumeric ID assigned to an entity by SAM.gov

**Visit [SAM.gov](https://sam.gov) to register**

- Correction: All applicants must have a UEI at the time of application to USDA



# ELIGIBLE ENTITIES - NAICS

- First determine your NAICS code for your industry
- Second determine the size standard

Resource links on [www.agri.idaho.gov/rfsi](http://www.agri.idaho.gov/rfsi)

- SBA Small business eligibility requirements – North American Industry Classification System (NAICS) Codes
- Size Standards Tool
- List of NAICS codes
  - NAICS codes are **six-digit codes**
- Table of size standards

NAICS Codes	NAICS Industry Description	Size standards in millions of dollars	Size standards in number of employees
311352	Confectionery Manufacturing from Purchased Chocolate		1,000
311411	Frozen Fruit, Juice and Vegetable Manufacturing		1,100
311412	Frozen Specialty Food Manufacturing		1,250
311421	Fruit and Vegetable Canning <sup>3</sup>		1,000
311422	Specialty Canning		1,400
311423	Dried and Dehydrated Food Manufacturing		750
311511	Fluid Milk Manufacturing		1,150
311512	Creamery Butter Manufacturing		750
311513	Cheese Manufacturing		1,250
311514	Dry, Condensed, and Evaporated Dairy Product Manufacturing		1,000
311520	Ice Cream and Frozen Dessert Manufacturing		1,000
311611	Animal (except Poultry) Slaughtering		1,150
311612	Meat Processed from Carcasses		1,000
311613	Rendering and Meat Byproduct Processing		750
311615	Poultry Processing		1,250
311710	Seafood Product Preparation and Packaging		750
311811	Retail Bakeries		500
311812	Commercial Bakeries		1,000
311813	Frozen Cakes, Pies, and Other Pastries Manufacturing		750
311821	Cookie and Cracker Manufacturing		1,250
311824	Dry Pasta, Dough, and Flour Mixes Manufacturing from Purchased Flour		850
311830	Tortilla Manufacturing		1,250
311911	Roasted Nuts and Peanut Butter Manufacturing		750
311919	Other Snack Food Manufacturing		1,250
311920	Coffee and Tea Manufacturing		1,000
311930	Flavoring Syrup and Concentrate Manufacturing		1,100
311941	Mayonnaise, Dressing and Other Prepared Sauce Manufacturing		650
311942	Spice and Extract Manufacturing		500
311991	Perishable Prepared Food Manufacturing		700
311999	All Other Miscellaneous Food Manufacturing		700
312111	Soft Drink Manufacturing		1,400
312112	Bottled Water Manufacturing		1,100
312113	Ice Manufacturing		750
312120	Breweries		1,250
312130	Wineries		1,000

# DISTRIBUTION OF FUNDS

- This is strictly a **reimbursement grant**
- Expenditures will be reimbursed quarterly on ledgers provided by ISDA
- Ledger submissions must include all supporting documentation needed to verify expenses
- ISDA must approve expenditures and documentation before disbursement is made

# EXPECTED TIMEFRAME

- Application Deadline: **March 15, 2024**
- Applications reviewed, scored & selected: March – April
- Applications submitted to USDA: May
- Applications reviewed by USDA followed by clarifying questions if needed: June-August; Anticipate final approval in September
- Disbursement Agreements with ISDA Executed: October - November
- Anticipated Start Date: November - December 2024
  - Applicants can not incur any expenses prior to having fully executed disbursement agreements in place
- Project must be completed by February 28, 2027

# GRANT OPTIONS

There are two grant opportunities. Applicants may submit one Simplified Equipment-Only Project and two Infrastructure Grant Projects to ISDA for consideration. **Only one grant, however, will be submitted to USDA.**

- **Simplified Equipment-Only Projects.** These projects offer a simplified application to fund smaller grants between \$10,000 and \$100,000 for equipment purchases. The Simplified Equipment-Only option is a Fixed Price Grant, meaning it 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.
- **Infrastructure Grant.** The minimum award amount is \$100,000 and the maximum award amount is \$3,000,000. This program provides a unique opportunity for Idaho industry. ISDA encourages the submission of large projects for maximum impact on Idaho's food system infrastructure.

# ELIGIBLE PROJECs

- 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 equipment that increases efficiency in water use or improves air and/or water quality;
- 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;

# ELIGIBLE PROJECTS

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. This includes 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 that will expand 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:
  - On-farm post-harvest processing, preservation, and storage/cold storage;
  - Post-harvest cleaning and grading;
  - Aggregator warehouse and storage, including cooperatives;
  - Purchase of freezing equipment, freezer, or cold storage;
  - Processing, canning, preserving and pasteurization;
  - Preparation and packing;
  - Drying, hulling, shelling, and milling; and
  - Cooking, baking, juicing, distilling, fermenting.

# INELIGIBLE PROJECTS

## Unallowable activities:

- Marketing products/service(s) or organization
- Agricultural production activities/costs including farm equipment, tools, supplies, gardening, or production related labor/training.
  - Only on-farm post-harvest processing, preservation, and storage/cold storage are allowable activities.
- Projects to support expanded capacity for direct-to-consumer sales.

# EQUIPMENT – SPECIAL PURPOSE ONLY

- 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:**
  - 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.
- Unallowable:
  - 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).



# FEDERAL LAWS AND REGULATIONS

## Compliance with Federal Laws and Regulations – Mandatory for both grant options

- All activities funded under this RFA must comply with the **National Environmental Policy Act (NEPA)** and related applicable agency regulations and instructions, Section 106 of the National Historic Preservation Act (NHPA), the Endangered Species Act (ESA), other laws and regulations as outlined therein, and any applicable state, local, or tribal laws.
- A review for NEPA compliance is required prior to the award of grant funds. If selected for an award, applicants must provide all requested information to support compliance with NEPA, NHPA, ESA, and all other federal environmental laws and regulations.
- [A Citizen's Guide to NEPA \(doe.gov\)](#) is a relatively short guide that provides an overview of NEPA requirements.
- See Application Guidelines
- Post Award webinar planned for successful applicants– Date TBD

# MATCH REQUIREMENTS

- **Simplified Equipment-Only Projects** - No match is required.
- **Infrastructure Grants** - 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.

RFSI Match Calculator 50% Match Requirement		RFSI Match Calculator 25% Match Requirement	
	Amount		Amount
Total Project Amount:	\$200,000	Total Project Amount:	\$200,000
Federal Funds Requested:	\$100,000	Federal Funds Requested:	\$150,000
Match Amount:	\$100,000	Match Amount:	\$50,000

# GETTING STARTED

[www.agri.idaho.gov/rfsi](http://www.agri.idaho.gov/rfsi)

## Grant Application Webinar and Q&A Sessions

No need to register. Simply click on the link to join

- Application Webinar
  - January 31, 1:00 pm – 2:30 pm Mountain Time
- Question and Answer Sessions
  - February 7, 1:00 pm – 2:00 pm Mountain Time
  - February 21, 1:00 pm – 2:00 pm Mountain Time
  - March 7, 1:00 pm – 2:00 pm Mountain Time

## Application Materials

- RFSI Application Guidelines
- Application – Infrastructure Grants (right-click and “Save As” – **Adobe Reader required**)
- Application – Simplified Equipment-Only Grants (right-click and “Save As” – **Adobe Reader required**)
- Match Verification Letter template
- Critical Resources and Infrastructure Letter template
- SBA Small business eligibility requirements – North American Industry Classification System (NAICS) Codes
- Size Standards Tool
- List of NAICS codes
  - NAICS codes are **six-digit codes**
- Table of size standards
- Distressed Communities Index
- Register with SAM.gov

## Program Guidance Documents

- RFSI Fact Sheet
- RFSI Program Specific Terms and Conditions
- AMS General Terms and Conditions
- Build America, Buy America Act (BABA)
- RFSI and RFBC Program Comparison

## Grant Resources

- Grant Writer Resources
- Grant Administrators

# APPLICATION GUIDELINES

## Resilient Food Systems Infrastructure (RFSI) Grants

### Application Guidelines



Idaho State Department of Agriculture

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# DOWNLOADING THE APPLICATION

- MUST download the document
- Open in Adobe Acrobat Reader

## Application Materials

- RFSI Application Guidelines
- Application – Infrastructure Grants (right-click and “Save As” – **Adobe Reader required**)
- Application – Simplified Equipment-Only Grants (right-click and “Save As” – **Adobe Reader required**)

# SIMPLIFIED EQUIPMENT-ONLY APPLICATION

## Application Sections

- Applicant Information
- Primary Point of Contact
- Distressed Communities Index
- Type of Applicant
- Project Title
- Executive Summary
- Project Purpose
- Expected Performance Measures
- Budget Narrative



## 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

## 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

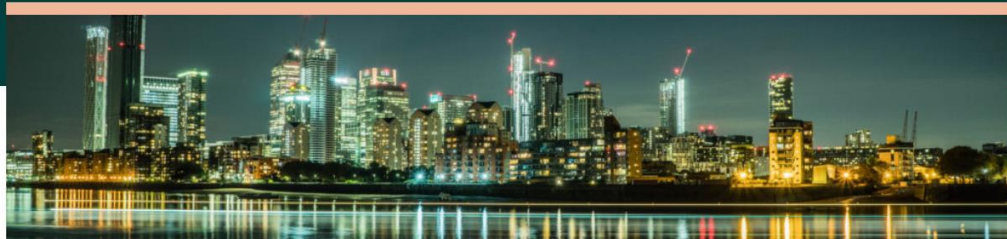
+	County	Distress Score
-		
-		

# Distressed Communities Index



RESEARCH POLICY ISSUE AREAS ANALYSIS NEWS & EVENTS ABOUT

## Distressed Communities



Introduction

Interactive Map

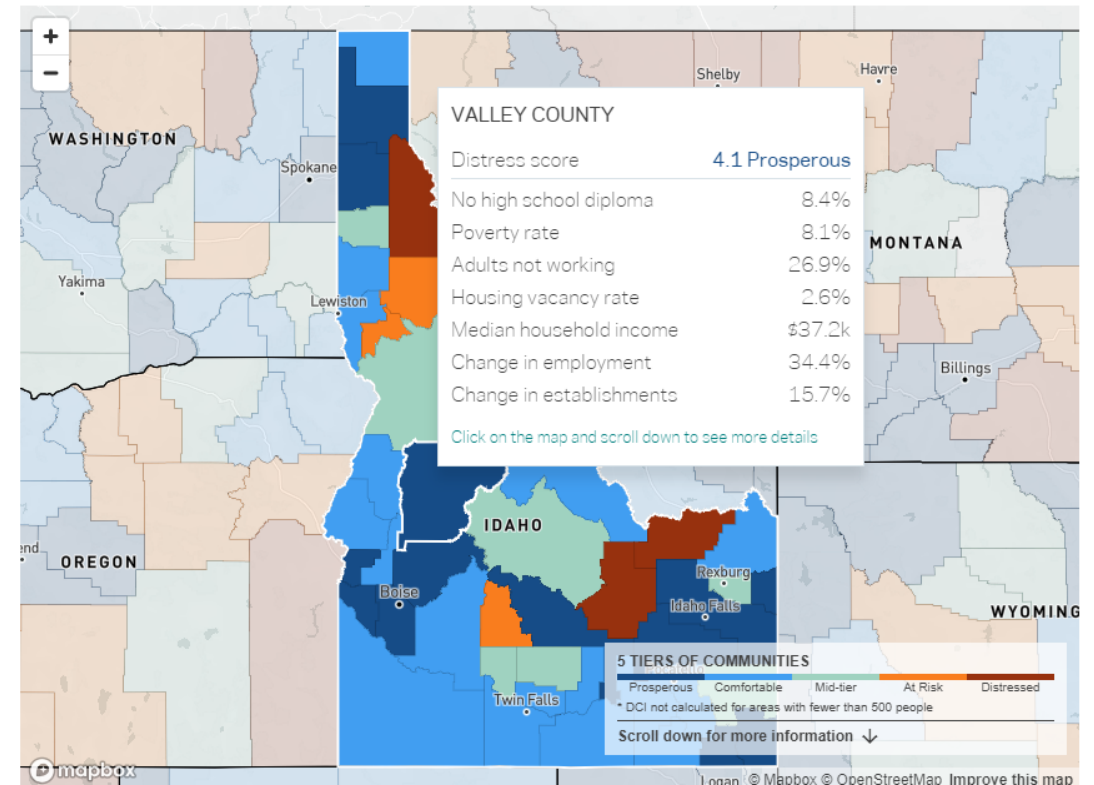
Key Findings

Interactive Map

SEARCH BY STATE, DISTRICT, COUNTY, ZIP CODE

Idaho

National > Idaho





# TYPE OF APPLICANT

## 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 and EXECUTIVE SUMMARY

- Include a Project Title in 15 words or less
- Include a project summary of 250 words or less **suitable for dissemination to the public**. A Project Summary provides a very brief description of your project. A Project Summary includes:
  - The name of the applicant organization
  - The project's purpose, deliverables and expected outcomes and
  - A description of the general tasks to be completed during the project period to fulfill this goal
  - The summary can be as short as one sentence

# PROJECT PURPOSE

- Type of Operation
- Type of Agricultural Food Products Processed
- Scope of Work
  - Describe current business operations including services being offered
  - Describe the specific need that the requested equipment will address

## 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.

# OPERATIONS IDENTIFIER

**Processing** is defined as the alteration or modification, for the purpose of storage, transport, or sale, of an agricultural product produced on a farm site or processing facility. This could include the addition of other ingredients or components of value added processing, provided that the initial agricultural product must be the principal ingredient or component.

**Value Added Production** is any agricultural commodity or product that has :

- Undergone a change in physical state or form of the product, such as milling wheat into flour, or making strawberries into jam.
- Enhances/increases the value of the agricultural commodity or product.
- Physically segregated into a manner that results in the enhancement of the value of that commodity or product, such as identity preserved product.
- 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.

For example, if you were to clean, sort, and package strawberries, that would be processing. If you make the strawberries into jam then it becomes value-added.

# PROJECT PURPOSE

- Describe the Impact this Equipment will have on local and regional producers and markets
- Estimate the number of local and regional producers impacted
- Categories of beneficiaries impacted, if any

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

## 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.*

<b>OUTCOME 2: CAPACITY IN THE MIDDLE OF THE SUPPLY CHAIN FOR LOCAL/REGIONAL FOOD PRODUCTS</b>			
<b>Indicator</b>	<b>Description</b>	<b>Expected Numbers</b>	<b>N/A</b>
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"/>

<b>OUTCOME 3: INCREASE ECONOMIC VIABILITY OF LOCAL/REGIONAL PRODUCERS AND PROCESSORS</b>			
<b>Indicator</b>	<b>Description</b>	<b>Expected Numbers</b>	<b>N/A</b>
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

## 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

- Multiple pieces of equipment? Insert rows for each
- Justification required for each – explain how the equipment will be used to achieve the purpose, objectives and outcomes
- If the total exceeds \$100,000 applicants must explain the source of the funds to cover the excess amount

# BUDGET NARRATIVE CONT.

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



# BUDGET – Procurement Standards

## Procurement/Bidding – Application Guidelines page 16

- Procure commercially available goods and services using existing documented procurement procedures which may reflect applicable State, local, and tribal law and regulations, provided that the procurements conform to applicable Federal law and the standards § 200.318 through § 200.327. All procurement documentation must be submitted to ISDA for review and approval before these items will be reimbursed.
- If no existing documented procurement procedures are in place for your organization obtain three written bids for any expenditure of \$15,000.00 or more for software, other property, and a mix of goods and services; OR \$25,000 or more for services only, according to the Idaho Administrative Rules pertaining to the Department of Administration, Division of Purchasing as found in IDAPA 38.05.01, and award the purchase to the lowest acceptable bid. All procurement documentation, including rejected bids must be submitted to ISDA for review and approval before these items will be reimbursed.
- The above procurement requirements must be met **even if the vendor is specified in advance** in the grant proposal.

# APPLICATION PROCEDURES & REQUIREMENTS

## Simplified Equipment-Only Grants

Applications must include the following documents:

- **Application** – Must use the application template and complete all sections
- **Equipment supporting documentation** - Documentation must be submitted to substantiate the costs of each piece of equipment - contracts, catalog pricing, or binding quotes provided by licensed commercial entities.

Applicants must include the following information in the body of the email when submitting their application documents:

- Employer/Taxpayer Identification Number (EIN/TIN)
- Business NAICS Code if a for-profit entity

Applications must be emailed to [RFSI@isda.idaho.gov](mailto:RFSI@isda.idaho.gov) no later than **Friday, March 15, 2024**.

# INFRASTRUCTURE GRANT

Applications must include the following documents:

- **Application** – Must use the application template and complete all sections.
- **Match Verification Letters** for each source of match – Must use the verification letter template provided.
- **Critical Resources and Infrastructure Letter** – applicants must submit a Critical Resources and Infrastructure letter, using the mandatory template provided if critical resources/and or infrastructure are necessary for the completion of the proposed Infrastructure Grant project.
- **NICRA** – if you are claiming indirect costs and have a Negotiated Indirect Cost Rate Agreement (NICRA) negotiated with the Federal Government, you must submit a copy of your NICRA with your Infrastructure Grant application.
- **Letters of support** from entities other than the applicant to demonstrate local support for the project (Optional).
- **Equipment supporting documentation** – If equipment is being purchased, documentation must be submitted to substantiate the costs of each piece of equipment - contracts, catalog pricing, or binding quotes provided by licensed commercial entities.
- **Construction** – include any design and relevant construction documents

# INFRASTRUCTURE GRANT APPLICATION

## Application Sections

- Applicant Information/Primary Point of Contact
- Distressed Communities Index
- Type of Applicant
- Project Title
- Duration of Project
- Executive Summary
- Project Purpose
- External Project Support
- Expected Performance Measures
- Budget Narrative
- Budget Summary



## 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:

# INFRASTRUCTURE GRANT APPLICATION

## 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.

- Distressed Communities Index
- Type of Applicant
- Project Title
- Duration of Project
- Executive Summary

## 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

## 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:

# PROJECT PURPOSE CONTINUED – Page 4

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

Objectives examples:

- Expand production of specialty cheese by 25%
- Develop three new varieties of value-added potato chips
- Expand distribution of [name product] to X# of grocery stores and restaurants in Idaho, Oregon and Washington

# EXTERNAL PROJECT SUPPORT

## 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).*



- Describe stakeholder support in the appropriate section – who and why
- Attach letters of support to your application (optional) to verify support during review process



# EXPECTED PERFORMANCE MEASURES

## 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 Application Guidelines section Appendix A 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.

# BUDGET NARRATIVE – MATCHING FUNDS

## 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

## 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	▼
<b>Direct Costs Sub-Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	
Indirect Costs	\$0.00	\$0.00	▼
<b>Total Budget</b>	<b>\$0.00</b>	<b>\$0.00</b>	

# BUDGET – Personnel and Fringe

## Personnel

- Include each person’s name and title, number of hours to be billed to the grant or % FTE, and total funds requested. Can put “TBD” if the position is not currently filled.
- Number each position

## Justification

- For each position, **describe** the activities to be completed by the person
- **Justify** why that position/work is necessary to accomplish the project.
- Provide information on **salary** and number of hours worked during the project period. Make sure the math adds up.

Example:

Personnel #1, Production Manager, will provide oversight and manage the installation of the processing line and construction of the warehouse. 40% FTE will be focused on the project for 2 years. Grant funds will cover half of the 40% (20%) and ABC Company will cover the other half (20%) as cash match. Annual salary is \$75,000.  
 $\$75,000 \times .2 \times 2 = \$30,000$

## Fringe

- Add fringe for each person included in the personnel section.
- Use the same number assigned to each position.
- Repeat the position’s name and title.
- Add the benefit rate and apply it to the funds requested.

### 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
-	1	Jane Doe, Production Manager	40%	\$30,000.00	\$30,000.00	Cash
-	2	TBD, Logistics Coordinator	832 hours	\$26,624.00	\$0.00	Cash
<b>Personnel Subtotal</b>				<b>\$56,624.00</b>	<b>\$30,000.00</b>	

### 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

Personnel #1: Production Manager, will provide oversight and manage the installation of the processing line and construction of the warehouse. The installation of the new value-added processing line will allow the company to expand capacity and increase distribution to markets throughout the northwest. The construction of the warehouse will allow the company to store products and extend the season by an additional 4 months. 40% of Jane's time will be devoted the implementing the expansion for a period of 2 years. Grant funds will cover half of the 40% (20%) and ABC Company will cover the other half of the 40% (20%) as match. Annual salary is \$75,000.  $\$75,000 \times 20 \text{ percent} \times 2 \text{ years} = \$30,000$

Personnel #2: The increased production will expand total capacity by 20%. Therefore, 20% of the logistics coordinator's position will be devoted to establishing distribution for the production. The position is currently vacant but will be filled soon. Salary is \$32.00/hour. 20% of 2,080 hours is 416 hours per year, 832 hours for the project period.

### 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
-	1	Jane Doe, Production Manager	35%	\$10,500.00	\$10,500.00	Cash
-	2	TBD, Logistics Coordinator	20%	\$5,324.80	\$0.00	Cash
<b>Fringe Subtotal</b>				<b>\$15,824.80</b>	<b>\$10,500.00</b>	

# BUDGET – Personnel and Fringe

- Hours worked will need to be TRACKED
- Documentation such as payroll reports will be required for grant reimbursement.
- Percentages of an FTE are acceptable for grant application purposes but are not acceptable for reimbursement. Reimbursement will be based upon actual hours worked
- Fringe will also need to be documented. Fringe is reimbursed on actual rates paid during the pay period and may vary.

# BUDGET - Travel

## Travel

- Trip Destination
- Type of Expense (airfare, car, hotel, meals, mileage, etc)
- Unit of Measure
- Number of Units
- Cost per Unit
- Number of Travelers Claiming the Expense
- Funds Requested
- Match Value

The table does not calculate across the rows only down the column.

- $\text{Units} \times \text{Cost per Unit} \times \text{\# of travelers} = \text{Funds Requested/Match Value}$

All travel must comply with State of Idaho regulations. Costs not to exceed federal per diem for hotel, meals and incidentals. Rates are found at [www.gsa.gov](http://www.gsa.gov)

## 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
-	1	Seattle, WA	airfare	flights	1	\$250.00	2	\$500.00	\$0.00	N/A
-	1	Seattle, WA	hotel	nights	3	\$176.00	2	\$0.00	\$1,056.00	Cash
-	1	Seattle, WA	Meals	days	3	\$79.00	2	\$0.00	\$474.00	Cash
<b>Travel Subtotal</b>								<b>\$500.00</b>	<b>\$1,530.00</b>	

## 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

Trip 1: Travel to Seattle, WA to meet distributor of specialized fruit processing equipment and finalize selection of the specific wine label machine. Both the production manager and the winemaker will make the trip to evaluate the machines. The trip is planned for April, 2025. The trip will be for three nights and two full days. Costs are based on Federal Per Diem rates for Seattle. Grant funds will cover the cost of the airfare. ABC Company will cover the cost of the hotel and meals.

## 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.

# BUDGET - Travel

- Travel expenses must comply with the state of Idaho travel regulations found at [www.sco.idaho.gov](http://www.sco.idaho.gov).
- Meals are only provided when in official travel status. The per diem allowance will only be paid for travel outside a 50-mile radius of the employee's primary work location and for travel in excess of 12 hours or includes an overnight stay
- In-state per diem rate is \$55.00/day
- Mileage rate will be \$0.67 per mile effective February 1, 2024
- Only preauthorized travel is permitted
- See the Application Guidelines for additional details



# BUDGET - Equipment

## 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	
<b>Equipment Subtotal</b>					<b>\$0.00</b>	<b>\$0.00</b>	

## 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

# BUDGET - Supplies

## 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	
<b>Supplies Subtotal</b>						<b>\$0.00</b>	<b>\$0.00</b>	

## 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

# BUDGET - Construction

- For projects involving construction, include any design and construction documents
- If selected for funding, the grantee will be required to follow all applicable federal regulations regarding the construction activities

## 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	
<b>Construction Subtotal</b>				<b>\$0.00</b>	<b>\$0.00</b>	

## 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

# BUDGET – Contractual/Consultant

Contrary to the template:

Federal regulations for this grant require 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 Office of Personnel Management website at [OPM.gov](http://OPM.gov)), excluding travel and subsistence costs.

## 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

# CONSTRUCTION

## **Allowable construction costs:**

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.

# BUDGET – Procurement Standards

## 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.*

# BUDGET – Procurement Standards

## Procurement/Bidding – Application Guidelines page 16

- Procure commercially available goods and services using existing documented procurement procedures which may reflect applicable State, local, and tribal law and regulations, provided that the procurements conform to applicable Federal law and the standards § 200.318 through § 200.327. All procurement documentation must be submitted to ISDA for review and approval before these items will be reimbursed.
- If no existing documented procurement procedures are in place for your organization obtain three written bids for any expenditure of \$15,000.00 or more for software, other property, and a mix of goods and services; OR \$25,000 or more for services only, according to the Idaho Administrative Rules pertaining to the Department of Administration, Division of Purchasing as found in IDAPA 38.05.01, and award the purchase to the lowest acceptable bid. All procurement documentation, including rejected bids must be submitted to ISDA for review and approval before these items will be reimbursed.
- The above procurement requirements must be met **even if the vendor is specified in advance** in the grant proposal.

# BUDGET - Other

## OTHER

- Template has standard language from other grants. Marketing costs such as advertising are ineligible.

## OTHER JUSTIFICATION

- Ignore reference to Appendix A and Supply Chain Coordination efforts. Not relevant to the Infrastructure Grant

### 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	
<b>Other Subtotal</b>						<b>\$0.00</b>	<b>\$0.00</b>	

### 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



# BUDGET - Indirect Costs

## 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	
<b>Indirect Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	

- **NICRA** – if you are claiming indirect costs and have a Negotiated Indirect Cost Rate Agreement (NICRA) negotiated with the Federal Government, you must submit a copy of your NICRA with your Infrastructure Grant application
- See **Section V. Indirect Costs in the Application Guidelines** for additional information.

# MATCH VERIFICATION LETTER

[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 [Current Year] [Grant Program] application: [Project title]

1. Cash in the total amount of \$XXX, which we will provide during the grant period September 30, [insert year begins] through September 29, [insert year project will terminate].
  - 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.]

Include Match Letters for:

- Your own organization if you are providing any match
- Each additional entity that will contribute any matching funds

# CRITICAL RESOURCES & INFRASTRUCTURE LETTER

[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 20XX [Program Title] [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 infrastructure<sup>1</sup> 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

Include Critical Resources & Infrastructure Letters for:

- Your own organization
  - Mandatory if existing resources are necessary for the project
  - Describe your current infrastructure in place – current buildings, processing lines, etc.
- Each additional entity that will contribute any critical resources or infrastructure
  - Co-packer if using a co-pack facility, etc

# CONSTRUCTION ACTIVITIES - BABA

## Build America, Buy America (BABA)

- **Overview:** Any public infrastructure project funded under RFSI must coordinate with AMS to ensure adherence to BABA guidance. For such projects, the recipient must comply with the Buy America Sourcing requirements outlined in the Build America, Buy America (BABA) provisions of the [Infrastructure Investment and Jobs Act](#).
- **For-Profit Entities:** BABA is *not applicable to for-profit entities* particularly for infrastructure projects. AMS will review facilities owned by public entities to determine whether BABA requirements apply, following USDA guidance to exempt *de minimis* grant awards and other inapplicable activities. All other Infrastructure Grant entities that surpass the \$250,000 threshold of applicable procurement costs must adhere to BABA.
- **Small Grants Waiver:** The small grants waiver will apply to awards with total federal funding below the Simplified Acquisition Threshold, which is currently set at \$250,000. BABA is not applicable to Equipment Only Grants as they do not surpass this threshold of \$250,000.
- **Resource:** 2 CFR Part 184 - BUY AMERICA PREFERENCES FOR INFRASTRUCTURE PROJECTS: <https://www.ecfr.gov/current/title-2/part-184>
- See Application Guidelines, page 9, for additional details and links to resources.

# APPLICATION SUBMISSION

Submit complete application by email to [RFSI@isda.idaho.gov](mailto:RFSI@isda.idaho.gov) by **March 15, 2024**

Include the following:

- Completed Application
- All Application Documents

In the body of the email include:

- EIN/TIN number
- Six-digit NAICS Code if a for-profit entity

Any applications received after March 15 will not be considered for funding.

# APPLICATION DOCUMENTS RECAP

## Infrastructure Grants

Applications must include the following documents:

- Application
- Match Verification Letters
- Critical Resources and Infrastructure Letter
- NICRA
- Letters of support (Optional)
- Equipment supporting documentation to substantiate the costs of each piece of equipment
- Construction documents for construction projects

# ALLOWABLE and UNALLOWABLE COSTS

For additional detail, reference **Appendix A of the Application Guidelines** (List of Selected Items of Cost Contained in OMB Cost Principles Regulations) to locate the principles applied in establishing the allowability or unallowability of specific items of cost.

# ADMINISTRATION OF FEDERAL GRANTS

## **Must follow applicable cost principles:**

- 2 CFR Part 220: Educational Institutions
- 2 CFR Part 225: State, Local, and Tribal Governments
- 2 CFR Part 230: Non-Profit Organizations
- 2 CFR Part 3052: OMB Circular A-133 Audit Requirements



# PURCHASING REQUIREMENTS

- Obtain three written bids for any expenditure of \$15,000.00 or more for software, other property, and a mix of goods and services; OR \$25,000 or more for services only
- A minimum of three bids is required
- Additional purchasing information can be found on Idaho's Division of Purchasing website <https://purchasing.idaho.gov>
- This is mandatory even if the vendor is specified in the application

# RESTRICTIONS & LIMITATIONS ON GRANT FUNDS

The following activities are not eligible for funding:

- Capital expenditures to purchase existing buildings, facilities or land are unallowable.
- 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.

# RESTRICTIONS & LIMITATIONS ON GRANT FUNDS

Funds may not be used for the following:

- Pay costs that have been or will be reimbursed by a third party;
- Pay costs incurred prior to the date the Agreement is executed;
- Pay costs that support or oppose union organizing;
- Pay costs associated with conducting research and development;
- Pay costs or allow for current market value of property and equipment as eligible total project costs that only support existing processing capacity for a facility; or,
- Support an application (project) that has a proposed period of performance longer than 48 months.
- 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 7321-7326).
- Development or participation in lobbying activities pursuant to 31 U.S.C. 1352, including costs of membership in organizations substantially engaged in lobbying, are unallowable costs.

# SELECTION AND SCORING CRITERIA

## **Ability to Improve Idaho's Food System Infrastructure (25 points)**

- How well does the project expand capacity in the middle of the supply chain for Idaho in local and regional markets?
- How significant are the long-term benefits?
- How great is the need for the project?

Additional criteria for Infrastructure grants only:

- How relevant is the project to Idaho's food systems infrastructure?
- How effective will the project be at strengthening Idaho's resilience across the middle-of-the-food-supply-chain?

# SELECTION AND SCORING CRITERIA

## Support of State Funding Priorities (25 points)

How well does the project provide for identified industry priorities? Stakeholder interviews and survey results identified the following funding priorities for Idaho:

- Expand capacity for food and beverage processing and manufacturing including co-pack facilities
- Support construction of a new facility
- Modernize or expand an existing facility
- Improve the aggregation and distribution of agricultural products to create more and better markets for producers
- Improve the transportation of Idaho food products to local or regional markets

# SELECTION AND SCORING CRITERIA

## **Financial Viability, Technical Feasibility and Readiness (20 points)**

- How well does the proposed activity address the specified issue or need?
- How capable are the project leaders and staff?
- Is the equipment cost or budget justified and appropriate?
- Does the project support quality jobs?

Additional criteria for Infrastructure grants only:

- How feasible and appropriate are the objectives of the project?
- How well does the project leverage available resources?
- How financially sound is the project?

# SELECTION AND SCORING CRITERIA

## Market Impact and Opportunities (20 points)

- Does the project focus on small and medium-sized enterprises that add options and choices for consumers and producers (emphasis on value-added)?
- How great is the potential economic impact on Idaho?
- How significant is the number of beneficiaries or local and regional producers impacted?
- How significant are the Outcome Indicators?
- How significant is the increased potential economic viability of Idaho producers and processors?

Additional criteria for Infrastructure grants only:

- Is there demonstrated local impact and support for the project, including labor and workforce considerations?

# SELECTION AND SCORING CRITERIA

## **Benefit to Designated Populations and Underserved Communities (10 points)**

- Does this project assist underserved farmers and ranchers, new and beginning farmers or ranchers, veteran producers, underserved communities or processors and other middle-of-the-supply businesses owned by socially disadvantaged individuals, as defined by the Small Business Administration (SBA)?
- Does the project support cooperatives, farmer-and worker-owned enterprises?
- Does the project assist a Distressed Community in Idaho as evidenced by the County Distress Score? A score of 1-20 is “Prosperous”, a score of 21-40 is “Comfortable”, a score of 41-60 is “Mid-tier”, a score of 61-80 is “At Risk”, and a score of 81-100 is “Distressed”



# POST-AWARD MANAGEMENT

## Subrecipients must ensure they are:

- Making adequate progress toward achieving the grant project's goals, objectives, and targets
- Expending grant funds in a way that meets provisions of pertinent statutes, regulations, ISDA administrative requirements, and relevant Office of Management and Budget (OMB) circulars
- Aware of the requirements imposed upon them by Federal statutes and regulations
- In compliance with records retention and access requirements
- Using federal funds responsibly
- **A Post-Award Webinar will be held in the fall, date TBD**

# REPORTING REQUIREMENTS

## **Quarterly Financial Ledgers**

- Due 20 days following the end of each quarter

## **Annual Report**

- Due Annually on June 15 of each year beginning June 15, 2025
- MUST use the template that will be provided on the ISDA website

## **Final Report**

- Due June 15 of the final year of the project (June 15, 2027 at the latest)
- MUST use the template that will be provided on the ISDA website

# ACKNOWLEDGEMENT

## Acknowledgement of ISDA and USDA Support

Subaward recipients are expected to acknowledge that funding for the project was provided by the Idaho State Department of Agriculture Resilient Food Systems Infrastructure Grant program in websites, news articles, and other publications. Subaward recipients must also acknowledge USDA:

As required in 2 CFR § 415.2, grant recipients and subrecipients must acknowledge USDA AMS support in all publications written or published with USDA AMS grant or cooperative agreement support. This includes reports, pamphlets, posters, and brochures, and, if feasible, any publication reporting the results of, or describing, a grant supported activity. Recipients must also acknowledge USDA AMS support on any audio or video product including live or prerecorded radio or television programs, audio recordings and multimedia presentations. The following acknowledgment of USDA funding must appear in all published materials or products, in any format (web sites, audiovisuals, etc.), that are substantially based upon or developed under an AMS award:

***“Funding for [Project or Publication] 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.”***

Subaward recipients must include the above acknowledgment and are also encouraged to use the USDA logo in the acknowledgment. When using the USDA logo, use the logo acknowledgment images provided by USDA AMS and included on [www.agri.idaho.gov/rfsi/](http://www.agri.idaho.gov/rfsi/).

Subaward recipients are responsible for ensuring that an acknowledgment of USDA is made during media interviews, including popular media such as radio, television, and news magazines, that discuss work funded by USDA AMS in a substantial way.

# EQUIPMENT DISPOSITION

Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000. For additional information, refer to 2 CFR 200.1.

The recipient cannot encumber property improved as part of the cooperative agreement award and must follow the requirements of [2 CFR §200.311](#) before disposing of the property. The real property will be used for the originally authorized purpose as long as needed for that purpose. When real property is no longer needed for the originally authorized purpose, the recipient must obtain disposition instructions from ISDA.

Equipment disposition details will be covered in a Post-Award Webinar, date TBD.

# APPLICATION RESOURCES

**Website for complete documentation:**

**\*\*\*Review the  
Application Guidelines  
for additional details\*\*\***

**[www.agri.idaho.gov/rfsi](http://www.agri.idaho.gov/rfsi)**

## **Question and Answer Sessions**

February 7, 1:00 pm – 2:00 pm Mountain Time

February 21, 1:00 pm – 2:00 pm Mountain Time

March 7, 1:00 pm – 2:00 pm Mountain Time

**All presentations will be recorded and added to the website**

**Questions: [RFSI@isda.Idaho.gov](mailto:RFSI@isda.Idaho.gov)**

# NWRM RFBC

## Northwest Rocky Mountain Regional Food Business Center Business Builder Grants

- Idaho farm and food businesses are also eligible to apply for funding through the Northwest and Rocky Mountain Regional Food Business Center (NWRM RFBC) to strengthen viability and expand market access.
- Funding is for specific physical, technical or logistical capacity needs.
- Unlike RFSI funding, the grants may support marketing efforts. No match is required. The application period is expected to open in June 2024 and the NWRM RFBC anticipates providing grants for a maximum of \$50,000.

<https://nwrockymountainregionalfoodbusiness.com/>

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