



Resilient Food Systems Infrastructure Grant

Idaho State Department of Agriculture



Overview

- Overview
- Agreement
- Addendum
- Acknowledgement of Funding
- Procurement



RFSI Overview

- As a subrecipient you are required to adhere to all the USDA Terms & Conditions as well as all ISDA rules and regulations as set forth in your Disbursement Agreement
- Please review these documents carefully and reach out to ISDA with any questions.
- When dealing with Federal grants with strict rules, it is **ALWAYS** better to ask for permission in advance than to ask for forgiveness afterwards.
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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 (recording)
- Question and Answer Sessions
 - February 7, 1:00 pm – 2:00 pm Mountain Time (recording)
 - February 21, 2:00 pm – 3:00 pm Mountain Time (recording)
 - March 7, 1:00 pm – 2:00 pm Mountain Time (recording)

Application Materials

- [RFSI Application Guidelines](#)
- [NEW RFSI Program Updates 3/11/24](#)
- [NEW RFSI Program Updates](#)
- [Application – Infrastructure Grants \(Adobe Reader required\)](#)
- [Application – Simplified Equipment-Only Grants \(Adobe Reader required\)](#)
 - [If you have trouble viewing the application, please refer to this troubleshooting document](#)
- [Match Verification Letter template](#)
- [RFSI Budget-Match Worksheet](#)
- [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](#)
- [NEW Applicant Environmental Questionnaire – Due in May \(date TBD\) for successful applicants only](#)

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](#)
- [State of Idaho Travel Policy](#)
- [USDA Logos for mandatory acknowledgment](#)

Grant Resources

- [Grant Writer Resources](#)
- [Grant Administrators](#)
- [Application Webinar Presentation Slides](#)
- [Application Webinar Video](#)
- [2024 RFSI Q&A Session 1](#)
- [2024 RFSI Q&A Session 2](#)
- [2024 RFSI Q&A Session 3](#)

Please save the files onto your hard drive before editing the documents. Open Windows Explorer and navigate to the file.

RFSI Overview



RESILIENT FOOD SYSTEMS INFRASTRUCTURE PROGRAM

PROGRAM SPECIFIC TERMS AND CONDITIONS

In addition to the AMS General Terms and Conditions, the following program specific terms and conditions apply to the Resilient Food Systems Infrastructure Program (RFSI) Cooperative Agreements. If there are any differences between the AMS General Terms and Conditions and the RFSI Program-specific Terms and Conditions, the RFSI Program Specific Terms and Conditions take precedence.

1.0 SUBSTANTIAL INVOLVEMENT

A cooperative agreement means a legal instrument of financial assistance between a Federal awarding agency and a recipient or a pass-through entity and any subrecipients. (See 2 CFR § 200.1.) A cooperative agreement is distinguished from a grant in that it provides for substantial involvement of the Federal awarding agency in carrying out the activity contemplated by the Federal award.

AMS will be substantially involved throughout the period of performance of the award. Substantial involvement may include, but is not limited to, the following:

- USDA will maintain engagement to ensure that implementation maintains consistency across states and in alignment with RFSI program purpose while also being responsive to the specific needs of the producers in the state. This may include coordinating state partner meetings.
- Sharing expertise and resources on local and regional food systems, market development, value chain coordination or other topics identified as useful to support state RFSI activities.
- Providing specific direction or redirection of work during the period of performance, including reallocation of Infrastructure Grant funds or supply chain coordination funds to alternative projects or uses, as needed.
- Developing and disseminating clear and consistent branding for this program. USDA will coordinate with states on all award announcements to ensure they are amplified at the federal level and provide opportunities for USDA officials to attend announcement events if feasible. States will also coordinate with USDA on events or ribbon-cuttings or other events to highlight success of Infrastructure Grant projects.
- Collaborating with States on data collection methods and data analysis for performance reports.

OMB No. 0581-0240



Agricultural Marketing Service (AMS) Grants Division General Terms and Conditions

MODIFICATION- This general terms and conditions is an updated version. It includes modified instructions for the submission of claims and performance reports due to the transition of award agreements from e2FedGrants to GrantSolutions and the Payment Management System of the Department of Health and Human Services. It also included changes to the acknowledge requirements of your award in section 11. Pages modified: 3, 6, 19, 21 and 24.

Effective Date: Updated February 2023

Agreement Package

- Subrecipient Disbursement Agreement
- Addendum A – Financial Capability Checklist
- Addendum B – Required Disclosure for Government Transparency Act
- Addendum C – Assurances Non-Construction Programs
- Addendum D – Risk Assessment Checklist

Disbursement Agreement

- The Disbursement Agreement is the formal contract that outlines the requirements of the grant program and the process on how grant funds will be released to the recipient organization.
- Each page of the agreement must be initialed to confirm that it has been reviewed and that your organization agrees to adhere to the requirements.
- After reviewing the document and agreeing to the terms of the grant award, the entities authorized signatory must sign the last page of the agreement.
- ISDA's Director will provide the final signature on the document, designating the execution of the agreement.
- **Reminder:** Do not incur any project expenses until the agreement is fully executed.

IDAHO STATE DEPARTMENT OF AGRICULTURE
RESILIENT FOOD SYSTEMS INFRASTRUCTURE (RFSI) - INFRASTRUCTURE GRANT
SUBRECIPIENT DISBURSEMENT AGREEMENT

I. **INTRODUCTION:**

The United States Department of Agriculture Agricultural Marketing Service (USDA-AMS) awarded a grant to the Idaho State Department of Agriculture (ISDA) for the Resilient Food Systems Infrastructure Program (RFSI).

Grant agreement number 23RFSIID0031-00 between USDA-AMS and ISDA commenced May 25, 2023 for a total amount of \$6,184,919.80. These funds fall under the Catalog of Federal Domestic Assistance (CFDA) number 10.190.

ISDA is disbursing grant funds to subrecipients for the purpose of expanding capacity for the aggregation, processing, manufacturing, storing, transporting, wholesaling, and distribution of Idaho food products to support infrastructure in the middle-of-the-supply chain to improve the resilience of Idaho's supply chain. This RFSI Subrecipient Disbursement Agreement ("Agreement") sets forth the relative rights and responsibilities of ISDA and the funded Subrecipient, named in Section II.B., below.

The Awarding Official is Chanel Tewalt, Director; ISDA, 2270 Old Penitentiary Road, Boise, Idaho 83712.

II. **DESCRIPTION OF THE PROJECT:**

This Agreement offers financial assistance through the RFSI for the following project:

A. Project Title: «Project Title»

B. Legal Name, Address, and Unique Entity Identifier (UEI) of Project Applicant (Subrecipient): _____

«Applicant »
«Address»
«City», «State» «Zip»

UEI number: <<UEI number>>

C. Person(s) Responsible for Grant Activity and Reporting: «Contact »

D. Effective Date: Date of Signing by Idaho State Department of Agriculture Director, Chanel Tewalt.

E. End Date: May 24, 2027.

RFSI - Infrastructure Subrecipient Disbursement Agreement Subrecipient's Initials _____
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Agreement – Addendum A

- The Financial Capability Checklist is to ensure your organization follows the minimum requirements necessary to accept, manage, and spend Federal funds.
- All sections must be completed, and compliance with each statement is required to receive Federal funds.
- If a section does not apply to your project, you may check "N/A". Sections without the "N/A" option are mandatory and must be met to receive Federal funds.
- For any section marked as "N/A", provide a brief explanation as to why it is not applicable.

Idaho State Department of Agriculture	Addendum A	ISDA-1500-22A (Rev. 09-24)
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FINANCIAL CAPABILITY CHECKLIST Fiscal Year: 2025	
Adequate accounting systems and internal policies should meet the following criteria as outlined in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200 et seq.) and any other applicable Office of Management and Budget's (OMB) Circulars which can be found on OMB's website at: http://www.whitehouse.gov/omb/circulars_default	
(A) Accounting records should provide information needed to adequately identify the receipt of funds under each grant awarded and the expenditure of funds for each grant.	
(B) Entries in accounting records should refer to subsidiary records and/or documentation which support the entry and which can be readily located.	
(C) The accounting system should provide accurate and current financial reporting information.	
(D) The accounting system should be integrated with an adequate system of internal controls to safeguard the funds and assets covered, validate the accuracy and reliability of accounting data, promote operational efficiency, and ensure adherence to prescribed management policies.	
PURPOSE: This Checklist is to confirm your organization follows the minimum requirements necessary to accept, manage, and spend Federal funds. All items MUST be checked and your organization must comply with each statement in order to receive Federal funds. If a section of the Addendum does not apply to your specific project then, and only then, you may check the "N/A" option. For every section checked "N/A" a brief explanation as to why must be given in the space provided. If the project undergoes a change in scope this checklist will be revisited and may require a new one to be executed. If you have questions regarding the content presented in this checklist, please bring this to the attention of your ISDA contact. ISDA reserves the right to reject this document and require a new one to be executed if it has been determined to have been completed inaccurately.	
INSTRUCTIONS	
A knowledgeable representative from your organization should review and complete the form, certifying in the last section that they have read and understand items listed in this document. The completed form will be returned to Idaho State Department of Agriculture .	
ACCOUNTING SYSTEM	
<input type="checkbox"/>	1. My organization's accounting system provides for the recording of expenditures for each grant by the component project and budget cost categories.
<input type="checkbox"/> <input type="checkbox"/> N/A	2. My organization's accounting system provides for the recording of cost sharing or match for each project, and ensures that documentation is available to support recorded cost sharing or match.
<input type="checkbox"/> <input type="checkbox"/> N/A	3. My organization's time distribution records are maintained for each employee and effort can be specifically identified to a particular grant or cost objective. Time keeping system records actual time worked and is signed-off by the employee and supervisor or above.
<input type="checkbox"/> <input type="checkbox"/> N/A	4. My organization has internal controls governing supervision of staff.
<input type="checkbox"/>	5. My organization's accounting/financial system includes budgetary controls to preclude incurring obligations in excess of total funds available for the total grant and each budget cost category (e.g. Personnel, Travel, etc.).
<input type="checkbox"/>	6. My organization has written policies and procedures that guide outcome tracking for grants and projects.
<input type="checkbox"/>	7. My organization has written policies and procedures that guide grant and program reporting.
ORGANIZATIONAL STRUCTURE AND CHANGES	
<input type="checkbox"/> <input type="checkbox"/> N/A	8. There have not been any significant changes in my organization's leadership in the last fiscal year? This includes board of directors, senior management, division and department management.
<input type="checkbox"/> <input type="checkbox"/> N/A	if N/A please explain:

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Addendum A – Accounting System

Accounting System

Assesses the effectiveness of an organization’s accounting system in managing grant funds and ensuring compliance with financial reporting requirements.

- 1) **Expenditure Tracking** – Does your system have the ability to accurately record and categorize expenditures by grant components and budget categories?
- 2) **Cost Sharing Documentation** – Does your system have the ability to track and document cost-sharing or matching funds?
- 3) **Time Distribution Records** – Does your system have the ability to maintain and record detailed timekeeping for employees to allow for accurate allocation of labor costs to the grant?
- 4) **Internal Controls** – Are there appropriate internal controls for the supervision of staff? Such as segregation of duties, defined roles and responsibilities, supervisory approval requirements.
- 5) **Budgetary Controls** – Does your system have budgetary controls to prevent overspending of the total grant and each budget cost category?
- 6) **Outcome Tracking Policies** – Are there policies in place to ensure accurate outcome tracking for the grant?
- 7) **Grant Reporting Procedures** – Are there policies in place to ensure accurate grant reporting?

ACCOUNTING SYSTEM	
<input type="checkbox"/>	1. My organization’s accounting system provides for the recording of expenditures for each grant by the component project and budget cost categories.
<input type="checkbox"/> <input type="checkbox"/> N/A	2. My organization’s accounting system provides for the recording of cost sharing or match for each project, and ensures that documentation is available to support recorded cost sharing or match.
If N/A please explain:	
<input type="checkbox"/> <input type="checkbox"/> N/A	3. My organization’s time distribution records are maintained for each employee and effort can be specifically identified to a particular grant or cost objective. Time keeping system records actual time worked and is signed-off by the employee and supervisor or above.
If N/A please explain:	
<input type="checkbox"/>	4. My organization has internal controls governing supervision of staff.
<input type="checkbox"/>	5. My organization’s accounting/financial system includes budgetary controls to preclude incurring obligations in excess of total funds available for the total grant and each budget cost category (e.g. Personnel, Travel, etc.).
<input type="checkbox"/>	6. My organization has written policies and procedures that guide outcome tracking for grants and projects.
<input type="checkbox"/>	7. My organization has written policies and procedures that guide grant and program reporting.

Addendum A – Organizational Changes

Organization Structure and Changes

Assesses the stability and capacity of the organization in its leadership, structure, and grant initiatives.

8. **Leadership Stability** – Has there been significant changes in leadership in the last fiscal year?
9. **Organizational Structure** – Has there been significant changes in the organizational structure in the last fiscal year?
10. **Program or Grant Initiatives** – Has there been any significant changes in the organization’s grant programs or initiatives in the last fiscal year?
11. **Grant Reporting Capacity** – Does your organization have the ability to produce periodic grant status reports?

ORGANIZATIONAL STRUCTURE AND CHANGES	
<input type="checkbox"/>	<input type="checkbox"/> N/A
8. There have not been any significant changes in my organization’s leadership in the last fiscal <u>year?</u> This includes board of directors, senior management, division and department management.	
If N/A please explain:	
<input type="checkbox"/>	<input type="checkbox"/> N/A
9. My organization has not had any significant changes in the organizational structure in the last fiscal year.	
If N/A please explain:	
<input type="checkbox"/>	<input type="checkbox"/> N/A
10. There have not been any significant changes in my organizations program or grant initiatives in the last fiscal year?	
If N/A please explain:	
<input type="checkbox"/>	<input type="checkbox"/> N/A
11. My organization <u>has the ability to</u> produce periodic grant status reports to inform stakeholders about grant program outcomes?	
If N/A please explain:	

Addendum A – Managing Federal Funds

Managing Federal Funds

Evaluates the organization’s financial systems, compliance with federal grant requirements, and the capacity to manage awarded funds effectively.

12. **Accounting System and Fund Accountability** – Confirms that your organization is aware of the requirements to maintain proper accounting systems and financial records to accurately track funds.
13. **Restriction on Use of Funds** – Confirms that your organization is aware that funds designated for one project cannot be reallocated to another project without written approval.
14. **Indirect Costs and NICRA** – Confirms that your organization is aware that indirect costs must be federally approved to claim indirect costs.
15. **Grant Management Experience** – Confirms that key employees have at least 5 years of experience managing federal grants of similar scope or capacity. If not, please state how many years if any.
16. **Compliance with OMB and Cost Principles** – Confirms that your organization is familiar with the applicable OMB Uniform Administrative Requirements and Cost Principles and there are adequate internal controls in place governing cost analysis and management.

MANAGING FEDERAL FUNDS	
<input type="checkbox"/>	12. My organization is aware that it is required to maintain accounting systems and financial records to accurately account for funds awarded. These records shall include both Federal funds and all matching funds of State, local, and private organizations, when applicable. Where a recipient's or sub-recipient's accounting system cannot comply with this requirement, the recipient or sub-recipient shall establish a system to provide adequate fund accountability for each project it has been awarded.
<input type="checkbox"/>	13. My organization is aware that funds specifically budgeted and/or received for one project may not be used to support another without prior written approval of the awarding agency.
<input type="checkbox"/> <input type="checkbox"/>	14. My organization is aware that a negotiated indirect cost agreement (NICRA) or cost allocation plan must be federally approved and in effect for indirect costs to be allowable for match.
<input type="checkbox"/> <input type="checkbox"/>	15. My organization's <u>principle</u> employee(s) have at least five (5) years managing federal grants of this scope and capacity?
<input type="checkbox"/> <input type="checkbox"/>	16. My organization is familiar with the applicable OMB Uniform Administrative Requirements and Cost Principles, existing regulations and guidelines containing the procedures for the determination and allowance of costs in connection with Federal grants and has adequate internal controls governing cost analysis and management.

Addendum A – Accounting Responsibilities

Recipient & Subrecipient Accounting Responsibilities

- Assesses the organization’s awareness and practices regarding the oversight and monitoring of their subrecipients involved in the federal grant program.
- Operating as a pass-through entity is unallowable for this program, so you can mark N/A for these questions stating you will not have a subrecipient executing a portion of the project.

RECIPIENT AND SUB-RECIPIENT ACCOUNTING RESPONSIBILITIES	
<input type="checkbox"/>	<input type="checkbox"/> N/A
17. My organization is aware that it must monitor its sub-recipients’ financial operations, records, systems, and procedures. Particular attention should be directed to the maintenance of current financial data.	
If N/A please explain:	
<input type="checkbox"/>	<input type="checkbox"/> N/A
18. My organization is aware that each sub-recipient prepares an adequate budget on which its award commitment is based. The detail of each project budget should be maintained on file by my organization.	
If N/A please explain:	
<input type="checkbox"/>	<input type="checkbox"/> N/A
19. My organization is aware that sub-recipients must not award or permit any award to any party that is debarred or suspended from participation in Federal assistance programs. The “Excluded Parties List” system for suspended or debarred sub-grantees and contractors may be searched at https://www.sam.gov/ .	
If N/A please explain:	

Addendum A – Internal Policies

Internal Policies: Equipment, Procurement, Personnel, and Travel

Evaluates the organization’s systems for managing equipment, procurement, and compliance with state and federal regulations. These questions focus on ensuring the organization has adequate controls, procedures, and policies for effective grant management.

20. **Equipment Management System** – Confirms that your organization has an equipment management system in place to maintain equipment purchased with federal funds.
21. **Annual Equipment Inventory** – Confirms that the organization conducts regular physical inventories of equipment each year.
22. **Safeguarding Equipment** – Confirms that the organization has controls in place to protect equipment from loss, damage, or theft.
23. **Procurement Procedures** – Confirms your organization has written procurement procedures in place to avoid unnecessary purchases, provide an analysis of lease vs purchase alternatives, and a process for soliciting goods and services that hit the procurement threshold.
24. **Competitive Selection in Procurement** – Confirms your organization’s procurement for large purchases will be conducted on a competitive basis.
25. **Excluded Parties List** – Confirms your organization checks the “Excluded Parties List” to prevent awarding contracts or sub-grants to entities that are debarred or suspended from receiving federal assistance.
26. **Personnel Policies** – Does your organization have written policies for personnel costs, ensuring consistent treatment of fringe benefits and pension plans.
27. **Idaho State Travel Policy Compliance** – Confirms your organization is aware of and will adhere to the Idaho State Travel Policy, which governs the reimbursement of travel-related expenses.
28. **Federal Audit Requirements** – Confirms your organization is aware of the audit requirements for entities that expend more than \$750,000 in federal funds in a fiscal year.

INTERNAL POLICIES: EQUIPMENT, PROCUREMENT STANDARDS, PERSONNEL, AND TRAVEL POLICIES AND PROCEDURES	
<input type="checkbox"/>	<input type="checkbox"/> N/A 20. My organization’s equipment management system(s) provides for maintaining: (1) a description of the equipment; (2) an identification number; (3) source of the equipment, including the award number; (4) where title vests; (5) acquisition date; (6) federal share of equipment cost; (7) location and condition of the equipment; (8) acquisition cost; & (9) ultimate disposition information.
	If N/A please explain:
<input type="checkbox"/>	<input type="checkbox"/> N/A 21. My organization’s equipment management system(s) provides for a physical inventory and reconciliation of equipment every year.
	If N/A please explain:
<input type="checkbox"/>	<input type="checkbox"/> N/A 22. My organization’s management system(s) provides controls to insure safeguards against loss, damage or theft of the equipment.
	If N/A please explain:
<input type="checkbox"/>	<input type="checkbox"/> N/A 23. My organization maintains written procurement procedures which (1) avoid unnecessary purchases; (2) provide an analysis of lease and purchase alternatives; and (3) provide a process for soliciting goods and services for purchases 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.
	If N/A please explain:
<input type="checkbox"/>	<input type="checkbox"/> N/A 24. My organization’s procurement system provides for the conduct to ensure selection on a competitive basis and documentation of cost or price analysis in procurement actions as appropriate under applicable state and federal regulations for purchases 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.
	If N/A please explain:
<input type="checkbox"/>	<input type="checkbox"/> N/A 25. My organization has an internal policy to check the “Excluded Parties List” system for suspended or debarred sub-grantees and contractors, prior to award at https://www.sam.gov/ .
	If N/A please explain:
<input type="checkbox"/>	<input type="checkbox"/> N/A 26. My organization maintains written personnel policies and procedures that provide for reasonable and consistent treatment of personnel costs, such as fringe benefits and pension plans.
	If N/A please explain:
<input type="checkbox"/>	<input type="checkbox"/> N/A 27. My organization is aware that it must adhere to the Idaho State Travel Policy.
	If N/A please explain:
<input type="checkbox"/>	<input type="checkbox"/> N/A 28. My organization is aware of the 2 CFR 200 Subpart F Audit Requirements which require an audit of any entity that expends more than \$750,000 in federal funds in a fiscal year.

Agreement – Addendum B

- This funding requires special reporting and registration requirements under the Federal Funding Accountability and Transparency Act of 2006 (FFATA).
- FFATA ensures that the public can access information on all entities and organizations receiving Federal funds.
- The following details must be reported on the Required Disclosure for Government Transparency Act form:
 - Section 1
 - Unique Entity Identifier (UEI)
 - Congressional district of subrecipient
 - Subrecipient's primary place of performance and its congressional district for place of performance
 - Section 2
 - Names and compensation of the 5 most highly compensated officers of the subrecipient (if applicable)

IDAHO STATE DEPARTMENT OF AGRICULTURE

PROJECT NAME: **Resilient Food Systems Infrastructure Grant** Federal Grant Number: **23RFSIID0031-00**
 ISDA Project/Grant Code: **21ORFSI23P**

REQUIRED DISCLOSURE FOR GOVERNMENT TRANSPARENCY ACT

_____ has received funding from the Idaho State Department of Agriculture ("ISDA") under the USDA Resilient Food Systems Infrastructure Grant. This funding requires special reporting and registration requirements under the Federal Funding Accountability and Transparency Act of 2006. Pub. L. No. 109-282, 120 Stat. 1186. To assist in meeting these requirements, ISDA requires that _____ provide the following information. NOTE: Further information may be requested as additional guidance from the federal government is received.

Section 1. Universal Identifier (DUNS Number) and Award Information

Questions	Responses	Special Notes
Unique Entity Identifier (UEI) formerly D-U-N-S *		<ul style="list-style-type: none"> • If your entity is registered in SAM.gov, your Unique Entity Identifier (UEI) has already been assigned and is viewable in SAM.gov. The UEI is currently located below the DUNS Number on your entity registration record. You must be signed to SAM.gov to view entity records. For more information and to register visit SAM.gov Home
Award Number	21ORFSI23P	
Congressional District of Sub-Recipient*		Use ID-001 for District 1 or ID-002 for District 2.
Amount Awarded to Sub-Recipient	\$ _____	
Award Date		<ul style="list-style-type: none"> • Date agreement is signed by ISDA Director
Sub-Recipient Place of Performance*		<ul style="list-style-type: none"> • The physical location of primary place of performance (street address, city, state, zip, and country).
Place of Performance Congressional District*		Congressional district: Use ID-001 for District 1 or ID-002 for District 2.

Section 2. Names and Compensation of the Five Most Highly Compensated Officers of the Sub-Recipient

Provide the information below for the preceding completed fiscal year in which the grant is awarded if –

(i) The total Federal funding authorized to date under this subaward is \$25,000 or more; and

(ii) In the sub-recipient's preceding fiscal year, the sub-recipient received—

(a) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

(b) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

(iii) The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

(iv) Exemption. If, in the previous tax year, the sub-recipient had gross income, from all sources, under \$300,000, the sub-recipient is exempt from the requirements to report the total compensation of the five most highly compensated executives.

(If there is any doubt as to whether or not this section applies, please report the information.)
 >>> Check this box if the above does not apply

Names and Total Compensation (see note) of the Five Most Highly Compensated Officers of Sub-Recipient*		\$
	1.	\$
	2.	\$
	3.	\$
	4.	\$
	5.	\$

Agreement – Addendum C

- The Assurances for Non-Construction Programs and Construction Programs are used to certify that a grant recipient will comply with specific Federal regulations like program administration, reporting, non-discrimination policies, and environmental protection.
- The entities authorized signatory must sign the last page of the form and return it to ISDA.

Addendum C

OMB Number: 4040-0007
Expiration Date: 02/28/2025

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

Previous Edition Usable Standard Form 424B (Rev. 7-97)
Prescribed by OMB Circular A-102

Authorized for Local Reproduction

Agreement – Addendum D

- The Risk Assessment Checklist combined with the Financial Capability Checklist is used to evaluate performance for Federal awards being made and to assess the risk posed to an entity receiving a Federal award.
- All questions must be completed. If a section does not apply to your project, you may check "N/A". For any questions marked as "N/A", provide a brief explanation as to why it is not applicable.

Idaho State Department of Agriculture		Addendum D	(Rev. 10-22)
RISK ASSESSMENT CHECKLIST Calendar Year: 2024			
Agencies administering and distributing Federal awards to subrecipients are required to assess the risk posed to an entity receiving a Federal award, per 2 CFR 200.206. The entity must demonstrate a satisfactory record of executing programs and activities, as well as financial integrity and business ethics. This checklist combined with the Financial Capability Checklist is used to evaluate performance for Federal awards being made, and to evaluate if special conditions are present that correspond to the degree of risk assessed be applied to the Federal award.			
INSTRUCTIONS			
A knowledgeable representative from your organization should review and complete the form, certifying in the last section that they have read and understand items listed in this document. The completed form will be returned to Idaho State Department of Agriculture .			
FINANCIAL STABILITY AND QUALITY OF MANAGEMENT SYSTEMS			
<input type="checkbox"/> Yes <input type="checkbox"/> No	1. Does your organization have controls for invoicing grants based on work performed and related expenditures?		
If no, please explain:			
<input type="checkbox"/> Yes <input type="checkbox"/> No	2. Does your organization have internal controls governing conflicts of interest?		
If no, please explain:			
<input type="checkbox"/> Yes <input type="checkbox"/> No	3. Does your organization have internal controls governing accreditation and licensing?		
If no, please explain:			
<input type="checkbox"/> Yes <input type="checkbox"/> No	4. Does your organization have written policies and procedures that guide allowable grant expenses and activities?		
If no, please explain:			
<input type="checkbox"/> Yes <input type="checkbox"/> No	5. Does your organization have written policies and procedures that guide documentation of goods/services delivered?		
If no, please explain:			
<input type="checkbox"/> Yes <input type="checkbox"/> No	6. Does your organization have a dedicated accountant or finance manager responsible for monitoring organizational funds?		
If no, please explain:			
PROJECT CHARACTERISTICS			
<input type="checkbox"/> Yes <input type="checkbox"/> No	7. Does the project involve numerous procurements or significant budgeted travel?		
If yes, please explain:			
<input type="checkbox"/> Yes <input type="checkbox"/> No	8. Does the project have unusually high attention from elected or governing officials, executives, or the public?		
If yes, please explain:			
<input type="checkbox"/> Yes <input type="checkbox"/> No	9. Is the project in response to recent events (disaster, community involvement, public health issue, et cetera)?		
If yes, please explain:			
Page 1 of 2			

Addendum D – Financial Stability and Quality of Management Systems

Financial Stability and Quality

Determines whether your organization has internal controls and policies and procedures in place for proper management of grant funds.

1. **Invoicing Controls for Grants** – Do you have internal controls to ensure that invoices submitted for grants are based on actual work performed?
2. **Conflict of Interest Controls** – Do you have internal controls to prevent conflicts of interest to ensure appropriate decision making in the use of grant funds?
3. **Accreditation and Licensing** – Do you have internal controls to verify accreditation and licensing for contractors?
4. **Allowable Expenses** – Do you have policies and procedures to ensure grant expenses and activities are allowable?
5. **Goods/Services Delivered** – Do you have policies and procedures for documenting goods and services received?
6. **Financial Oversight** – Do you have a dedicated individual for monitoring and managing your organization’s funds?

FINANCIAL STABILITY AND QUALITY OF MANAGEMENT SYSTEMS	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
1. Does your organization have controls for invoicing grants based on work performed and related expenditures?	
If no, please explain:	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Does your organization have internal controls governing conflicts of interest?	
If no, please explain:	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Does your organization have internal controls governing accreditation and licensing?	
If no, please explain:	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Does your organization have written policies and procedures that guide allowable grant expenses and activities?	
If no, please explain:	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Does your organization have written policies and procedures that guide documentation of goods/services delivered?	
If no, please explain:	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. Does your organization have a dedicated accountant or finance manager responsible for monitoring organizational funds?	
If no, please explain:	

Addendum D – Project Characteristics

Project Characteristics

Assesses characteristics of the project that may require additional oversight or planning.

7) Procurement – Is there multiple procurements required for your project? (i.e. Multiple pieces of equipment, contractors, construction?)

8) Public Attention – Does your project have high attention from elected officials or the public?

9) Recent Events – Is your project in response to recent events?

PROJECT CHARACTERISTICS		
<input type="checkbox"/>	<input type="checkbox"/>	7. Does the project involve numerous procurements or significant budgeted travel?
Yes	No	
If yes, please explain:		
<input type="checkbox"/>	<input type="checkbox"/>	8. Does the project have unusually high attention from elected or governing officials, executives, or the public?
Yes	No	
If yes, please explain:		
<input type="checkbox"/>	<input type="checkbox"/>	9. Is the project in response to recent events (disaster, community involvement, public health issue, et cetera)?
Yes	No	
If yes, please explain:		

Acknowledgement of Funding

- ISDA and USDA require acknowledgement of funding support in all relevant publications, including press releases, signage, websites, and printed materials.
- USDA has specific language and logos that should be used when acknowledging their federal monetary support. Please reach out to ISDA with any questions.

Procurement

Procurement/Bidding

- Does your organization have its own procurement policy? If so, please send a copy to ISDA. If not, the Idaho State Policy will need to be followed: <https://purchasing.idaho.gov/>
- Procurement procedures must be followed for purchases that equal or exceed \$15,000 (aggregated) for software, other property, and a mix of goods and services; OR \$25,000 or more for services only. If any contracts/services/equipment purchase meets this threshold, procurement procedures must be followed prior to signing contracts, engaging services or purchasing equipment.
- Vendors and purchases approved in the work plan are not exempt from the procurement process.
- Appropriate procurement documentation must be submitted before ledger payments can be made. This includes:
 - Request for proposal
 - Three (3) Bids
 - Competitive Selection Process
 - Notification of winning bid



Questions?



Upcoming Training:

Tuesday, November 19 11:00am MST