



**OREGON
DEPARTMENT OF
AGRICULTURE**

**2024 Resilient Food Systems
Infrastructure Grant Program (RFSI)
Request For Applications for
INFRASTRUCTURE GRANTS**

As prepared by
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<https://www.oregon.gov/oda/programs/MarketAccess/ResilientFoodSystemsInfrastructureGrant/Pages/default.aspx>

*In compliance with the Americans with Disabilities Act,
this publication will be made available in alternate formats upon request.*

2024 RESILIENT FOOD SYSTEMS INFRASTRUCTURE GRANT PROGRAM GUIDELINES

Prepared By

The Oregon Department of Agriculture

Table of Contents

1. Introduction	4
2. Eligibility	5
3. Funding	9
4. Priorities for the Oregon Specialty Crop Grant Program	12
5. Solicitation Process.....	13
6. Application Procedures and Requirements.....	17
8. Matching Funds Verification Letter	Error! Bookmark not defined.
9. Review Criteria and Process.....	20
10. Policies and Requirements.....	22
11. Post-Award Management (Subject to Change Within Subaward Agreement Terms).....	24
12. Reporting Requirements – (Subject to Change Within Subaward Agreement Terms)	26
13. Disbursement Requests	27
14. Assistance and Questions.....	29
15. Appendix A – Allowable Cost, Unallowable Cost and Restrictions	30
16. Appendix B – Proposal Score Sheets	31

1. Introduction

The Oregon Department of Agriculture (ODA) is pleased to announce a competitive solicitation process to award projects under the USDA Resilient Food Systems Infrastructure Grant Program (RFSI). The purpose of this program is to build resilience in the middle of the supply chain and strengthen local and regional food systems by creating new revenue streams for the state's producers.

The Oregon Department of Agriculture (ODA) will offer two competitive grant tracks, one for equipment and one for infrastructure. Each track will require a separate application and eligible entities will only be allowed to receive funding from one track as required by the USDA program rules; however, applicants may apply to both tracks. We will offer technical grant assistance throughout the application process to help those who request it. ODA will not provide writing assistance to applicants but will connect them to external resources such as the USDA Regional Food Business Center for support. ODA encourages applicants and applications that are from or benefit, small farm and food businesses, veterans, women owned companies, and other historically underserved groups.

2. Eligibility

Eligible Products

Funds will support expanded capacity for the aggregation, processing, manufacturing, storing, transporting, wholesaling, and distribution of locally and regionally produced food products, including specialty crops, dairy, grains for human consumption, aquaculture, and other food products, excluding meat, poultry, and wild-caught seafood. This program is intended to provide similar support provided in other USDA funding for meat and poultry processing, but for the non-meat and poultry sectors.

Eligible Entities

Entities eligible for grants are:

- 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.

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

Matching Funds Requirement

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

Reduced Matching Funds

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

Other Matching Fund Information

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

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

Indirect costs may count toward the Infrastructure Grant applicant's match.

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

Matching Funds and Letters of Verification

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

A templet will be provided by the ODA. See appendix C.

Signed Match Verification Letters must accompany the Infrastructure Grant proposal at the time of application to the State.

Examples of Acceptable Projects

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

Examples include :

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

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

- *Hiring term-limited personnel to assist with project implementation activities;*
- *Purchasing special purpose equipment: defined in section 8.2 of the AMS General Terms and Conditions. This includes the purchase of special purpose equipment for institutions or others that will benefit multiple producers through middle-of-the-supply-chain activities such as processing, aggregation, distribution of*

- targeted agricultural product;*
- *Analyzing potential facility upgrades and changes that meet regulatory requirements, obtaining design and/or architecture services, etc. (to the extent these costs are directly related to the project);*
- *Planning for Hazard Analysis Critical Control Points (HACCP) or other food safety or worker safety measures or equipment recommendations; and*
- *Upgrades or new facilities for processing specific agricultural products, such as:*
 - *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.*

Examples of Unacceptable Projects

The following activities are not eligible for funding:

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

Complete Project Within 2.5 Years

Projects must be completed by January 1, 2027, 2.5 years after project anticipated initiation date. The ODA must be notified at least 60 days prior to the ending date of the project if for any reason the project cannot be completed within the timeframe established in the agreement, extensions are awarded for very limited circumstances.

3. Funding

A range of \$100,000 - \$2,000,000 per project is required. Grant funds will be available for projects lasting 2 years and cannot be expended before a project initiation date is given by the Oregon Department of Agriculture.

Matching Funds Requirement

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

Please see Appendix C for a templet for matching funds verification.

Reduced Matching Funds

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

Other Matching Fund Information

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

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

Indirect costs may count toward the Infrastructure Grant applicant's match.

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

Matching Funds and Letters of Verification

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

Signed Match Verification Letters must accompany the Infrastructure Grant proposal at the time of application to the State.

Please see Appendix C for a templet for matching funds verification.

Definitions:

Cash match is defined as: real cash contributed to project

Examples may include but are not limited to:

- Cash contributed by your organization
- Equipment to be purchased by your organization for project activities
- Personnel to be hired by the organization to help with the project, who will not be hired if the grant is not funded
- Paying for a project brochure and/or its dissemination

In-kind match is defined as: paid or given in goods, commodities, or services instead of money

Examples may include but are not limited to:

- Personnel time given to the project
- Person on loan from another organization/corporation
- Use of existing equipment or facilities

Indirect Costs

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

Indirect costs can be brought as matching costs for this program.

4. Priorities for the Resilient Food Systems Infrastructure Grant

Based on a 2023 survey of processors, producers, associations, commissions, and other stakeholders Oregon Department of Agriculture (ODA) has identified the following areas as the Resilient Food Systems Infrastructure Grant funding priorities. ODA encourages the development of partnerships.

- Coordinate initiatives to build resilience across the middle-of-the-food-supply-chain in Oregon by creating additional, new, and better markets for locally or regionally produced food.
- Expand capacity of the locally and regionally produced food products in one or more of the following ways: aggregation, processing, manufacturing, storing, transporting, wholesaling, or distribution
- Enhance worker safety through adoption of new technologies or investment in equipment or facility improvements.
- Improve the capacity of entities to comply with federal, state, and local food safety requirements.
- Improve operations through training opportunities.
- Modernize or expand an existing facilities and manufacturing equipment or supporting the construction of new modern facilities.
- Construction of wastewater management structures, etc.;
- Develop, customize, or install 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.
- Other goals as identified by the Northwest Rocky Mountain Food Business Center that meet the Resilient Food System Infrastructure Program scope and requirements.

5. Solicitation Process

TIMELINE (Dates subject to change)

Event	Date
Request for Infrastructure Applications(RFA) Opens	January 1, 2024
Pre-recorded Training	January 2024 https://youtu.be/lhVx9dUCFoc
RFA Closes	February 29, 2024 at NOON
Projects Reviewed by RFSI Advisory Committee	March 2024
Projects reviewed by the ODA Director	April 2024
Subgrantees selected to participate in the RFSI	Early May 2024
Projects sent for review by the USDA	Late May 2024
USDA approval of RFSI Infrastructure Grant projects	September 2024
Subgrantees may begin work on projects	October 2024

Outreach Sessions

Date	Event
Monday, January 8, 2024 11:00 AM to 12:30 PM	Portland Metro Region: RFSI Infrastructure Grant Program - Office Hours to support collaboration and project ideas Microsoft Teams meeting Join on your computer, mobile app or room device Click here to join the meeting Meeting ID: 270 876 885 750 Passcode: nDC93p Download Teams Join on the web Or call in (audio only) +1 503-446-4951,,904340207# United States, Portland Phone Conference ID: 904 340 207#

	<p>Find a local number Reset PIN Learn More Meeting options</p>
<p>Tuesday, January 9, 2024 1:00 to 2:30 PM</p>	<p>Central Willamette Valley: RFSI Infrastructure Grant Program - Office Hours to support collaboration and project ideas</p> <p>Microsoft Teams meeting</p> <p>Join on your computer, mobile app or room device Click here to join the meeting Meeting ID: 230 520 390 910 Passcode: zWheGR Download Teams Join on the web</p> <p>Or call in (audio only) +1 503-446-4951,,634970159# United States, Portland Phone Conference ID: 634 970 159# Find a local number Reset PIN Learn More Meeting options</p>
<p>Wednesday, January 10, 2024 1:00 to 2:30 PM</p>	<p>Southern Oregon: RFSI Infrastructure Grant Program - Office Hours to support collaboration and project ideas</p> <p>Microsoft Teams meeting</p> <p>Join on your computer, mobile app or room device Click here to join the meeting Meeting ID: 230 520 390 910 Passcode: zWheGR Download Teams Join on the web</p> <p>Or call in (audio only) +1 503-446-4951,,634970159# United States, Portland Phone Conference ID: 634 970 159# Find a local number Reset PIN Learn More Meeting options</p>
<p>Friday, January 12, 2024 11:00 AM to 12:30 PM</p>	<p>Coastal Region: RFSI Infrastructure Grant Program - Office Hours to support collaboration and project ideas</p> <p>Microsoft Teams meeting</p> <p>Join on your computer, mobile app or room device Click here to join the meeting Meeting ID: 270 876 885 750 Passcode: nDC93p Download Teams Join on the web</p> <p>Or call in (audio only) +1 503-446-4951,,904340207# United States, Portland Phone Conference ID: 904 340 207#</p>

	<p>Find a local number Reset PIN Learn More Meeting options</p>
<p>Tuesday, January 16, 2024 1:00 to 2:30 PM</p>	<p>Columbia Plateau Region: RFSI Infrastructure Grant Program - Office Hours to support collaboration and project ideas</p> <p>Microsoft Teams meeting</p> <p>Join on your computer, mobile app or room device Click here to join the meeting Meeting ID: 230 520 390 910 Passcode: zWheGR Download Teams Join on the web</p> <p>Or call in (audio only) +1 503-446-4951,,634970159# United States, Portland Phone Conference ID: 634 970 159# Find a local number Reset PIN Learn More Meeting options</p>
<p>Wednesday, January 17, 2024 1:00 to 2:30 PM</p>	<p>Central Oregon Region: RFSI Infrastructure Grant Program - Office Hours to support collaboration and project ideas</p> <p>Microsoft Teams meeting</p> <p>Join on your computer, mobile app or room device Click here to join the meeting Meeting ID: 230 520 390 910 Passcode: zWheGR Download Teams Join on the web</p> <p>Or call in (audio only) +1 503-446-4951,,634970159# United States, Portland Phone Conference ID: 634 970 159# Find a local number Reset PIN Learn More Meeting options</p>
<p>Friday, January 19, 2024 11:00 AM to 12:30 PM</p>	<p>Northeast Oregon Region: RFSI Infrastructure Grant Program - Office Hours to support collaboration and project ideas</p> <p>Microsoft Teams meeting</p> <p>Join on your computer, mobile app or room device Click here to join the meeting Meeting ID: 270 876 885 750 Passcode: nDC93p Download Teams Join on the web</p> <p>Or call in (audio only) +1 503-446-4951,,904340207# United States, Portland Phone Conference ID: 904 340 207#</p>

[Find a local number](#) | [Reset PIN](#)
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6. Application Procedures and Requirements

Briefly describe the project in an application proposal (template provided by ODA is mandatory).

Available on the [RFSI website](#) Proposals must provide a general overview for the following areas of the project:

- Cover page provided within template
- Distressed Communities Index
- Project title
- Project duration
- Executive Summary
- Project purpose and industry impact
- Objectives of the project
- Support from federal or state grant programs
- External project support
- Expected measurable outcomes
- Budget narrative
- Attachment A: Critical Resource or Infrastructure Verification Letter
 - Appendix C
- Attachment B: Matching Funds Verification Letter
 - Appendix D

Submission Details

Access to ODA's File Transfer Protocol (FTP) is on the RFSI webpage for you to upload your submission.

<https://files.oda.state.or.us/Login>

Username: RFSIgrant

Password: not needed, just click log in.

When submitting your proposal for review, an applicant can upload up to 7 files within an upload session:

- Proposal
 - Cover page and project application
- Attachment A - Critical Resource and Infrastructure Letter
- Attachment B - Matching Fund Verification Letters

Please include your applicant's name in the file name structure such as:

- Applicantname_proposal2024
- Applicantname_critical_fromname2024
- Applicantname_matchletter_fromname2024

Applicants may submit multiple proposals and can submit to both the infrastructure and equipment track. However, each proposal must be submitted separately, and applicants can only receive grants for either an infrastructure or an equipment project, not both.

7. Review Criteria and Process

Review Criteria

ODA's intent is to fund projects that can produce the highest degree of measurable benefits to Oregon agriculturalists in relation to each dollar spent.

The ODA will prioritize Infrastructure Grant applications that benefit the following:

- Underserved farmers and ranchers;
- New and beginning farmers or ranchers;
- Veteran producers;
- Processors and other middle-of-the-supply businesses owned by socially disadvantaged individuals, as defined by the Small Business Administration (SBA).

See Appendix B for a copy of the scoring guides.

Process

The first level is an administrative review to determine whether proposal requirements are met, and if applicable, assess an applicant's past ODA grant performance. This is performed by the Program Coordinator to ensure the grant is allowable within the constraints of the program.

The second level is a technical review to evaluate the merits of the proposals. The RFSI Advisory Committee and the ODA Internal Review Team will perform the Technical Review. The Advisory Committee is made up of growers, industry, public agencies, and representatives from nonprofits with technical interest and expertise in regional supply chains and food systems. *See appendix B for a copy of the scoring guides.*

The final selection process is advancement into the USDA State Plan application this process is completed by the ODA Director. This last level of review takes into consideration all previous levels of the review process. Additionally, the group reviews other aspects of the grant application including but not limited to

geographic location of grant activities, connection with climate change mitigation and adaptation, demographics of the grantee as well as the groups affected by the project, crops and products impacted, and size of the grant in relation to grant activities.

Once selected for award, the application is sent to the USDA for final approval in the State Plan. After acceptance from the USDA, project activities may begin.

8. Policies and Requirements

Allowable costs, unallowable costs, and restrictions

Federal administrative requirements and cost principles are policies used to determine which costs of an activity, project, or program should be borne by the Federal Government. These policies ensure the consistent treatment of costs, regardless of whether reimbursement is received directly from the State Government or through another recipient of Federal funds. For each organization type, there is a set of Federal requirements.

All grant awards are subject to the terms and conditions, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and other considerations as described in the most recent [USDA Terms and Conditions](#).

All costs must be allowable in accordance with the Federal cost principles outlined in [2 CFR part 200 Subpart E](#).

Appendix A describes specific examples of funding restrictions under the RFSI grant program. This section is not intended to be all-inclusive. The applicant should consult the Federal cost principles for the applicable organization for the complete explanation of the allowability costs they address.

All subgrantees are subject to those cost principles applicable to the organization concerned. All costs must be associated with project activities that build resilience in the middle of the supply chain. Please refer to the applicable cost principles when developing your project activities and budget. Please see [2 CFR 200 Uniform Guidance](#) for further guidance on cost principles.

ODA reserves the right to:

- Reject any or all proposals received;
- Waive or modify minor irregularities in proposals received after prior notification and agreement of applicant
- Provide partial funding for specific proposal components that may be less than the full amount requested in the grant application;
- Require a good faith effort from the project sponsor to work with ODA subsequent to project completion to develop reporting data or implement the project results, where applicable;
- Withhold any payments that do not meet grant conditions.
- Require return or refund of grant monies used for expenditures that are not allowed or unauthorized.

9. Post-Award Management (Subject to Change Within Subaward Agreement Terms)

Subgrantees must ensure they are:

1. Making adequate progress toward achieving the grant project's goals, objectives, and targets
2. Expending grant funds in a way that meets provisions of pertinent statutes, regulations, ODA administrative requirements, and relevant Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (circulars)
3. Aware of the requirements imposed upon them by Federal statute and regulation
4. In compliance with records retention and access requirements (6 years retention of all records and documents pertaining to award post final check received on agreement)
5. Using federal funds responsibly

Change Key Personnel

When it is necessary to change the program contact for a period of more than three (3) months, submit a written request (email is acceptable) to ODA. Request should contain the new individual's name and contact information.

Scope or Performance Measures

When it is necessary to modify the scope or performance measures of the award, submit a written justification for the change along with the revised scope or performance measures of the award to ODA.

Extension of Grant Agreement

Where an extension of time is required; the extension(s) must be received in writing no later than 60 days prior to the expiration date of the award. Extension will be given on an extremely limited basis.

The request must contain the following information:

- I. The length of additional time required to complete project objectives and a justification for the extension

2. A summary of progress to date (status of project timeline and objectives);
3. An estimate of remaining funds on the scheduled expiration date
4. A projected timetable to complete the project for which the extension is being requested
5. Updated work plan from originally submitted project proposal
6. Signature of the Program Coordinator

Budget Changes

The project budget is subject to change. If it becomes necessary to modify the Budget, a request for the change must be submitted to the program coordinator at ODA in writing for prior approval. The request for a Budget change shall include a description of the change and a justification for the change. Budget changes are subject to USDA formal approval as well.

10. Reporting Requirements – (Subject to Change Within Subaward Agreement Terms)

The Department will provide required templates for submission of reports.

The report template is projected to include at a minimum the following sections to detail progress:

- Detailed narrative of project activities
- Budget breakdown
- Progress towards project outcomes
- Challenges and Developments
- Upcoming Activities
- Other project activities reporting as needed

11. Disbursement Requests

Disbursement

The infrastructure grantees will receive initial disbursements of funds in advance to ensure that the small and midsize entities have the capital they need to start their projects. Subgrantees will use an excel document to track and request additional dollars. This document will also include a mechanism to track required matching funds for cash and in-kind contributions.

Infrastructure subgrantees will receive an initial disbursement of their award based on their matching requirement. If the matching requirement is 50%, they will receive 50% of their award amount once their agreement is fully executed with the ODA. If the matching requirement is 25%, the subgrantee will receive 75% of their award amount once their agreement is fully executed with the ODA.

Once subgrantees have demonstrated they have spent the funding allocated to them at the start of the grant, the remaining amount will be split in two disbursements less the final 10% of the grant. Subgrantees will request payments by submitting excel documents that describe how funds were spent towards the approved expenditures under their project and what matching funding was also used. After review by the Program Coordinator, remaining balances will be issued.

Prior to issuing checks and disbursements, the Program Coordinator will review invoices for receipts, allowable costs, the budget, and the requested amount.

Examples:

50% Matching Funds Required	
Grant Request	\$200,000
50% Matching Required	\$100,000
Total Project Cost	\$300,000
First Disbursement Amount (50% of requested funds)	\$100,000
Second Disbursement Amount (Remaining \$100,000-10% = \$90,000/2 = \$45,000)	\$45,000
Third Disbursement Amount ($\\$90,000 - \\$45,000 = \\$45,000$)	\$45,000
Final Disbursement Amount (10% of \$100,000 = \$10,000)	\$10,000

25% Matching Funds Required	
Grant Request	\$200,000
25% Matching Required	\$50,000
Total Project Cost	\$250,000
First Disbursement Amount (75% of requested funds)	\$150,000
Second Disbursement (Remaining \$50,000 -10% = \$45,000/2 = \$22,500)	\$22,500
Third Disbursement ($\\$45,000 - \\$22,500 = \\$22,500$)	\$22,500
Final Disbursement (10% of \$50,000 = \$5,000)	\$5,000

Required Submission Information

All disbursement must be submitted through the ODA issued Expenditure Request for Funds workbook process (Funds request form and expense tracking detail form), ODA provides each sub awardee with Excel Workbooks for use – sub awardees will be required to use these to track project expenditures and submit for reimbursements.

Records Retention

In accordance with Federal regulations, grant recipients should retain all records relating to the grant for a period of six years after the final financial status report has received by ODA or until final resolution of any audit finding or litigation.

12. Assistance and Questions

Oregon Department of Agriculture

635 Capitol Street NE, Suite 100

Salem, OR 7301

Gabrielle Ugalde, SCBGP Coordinator

(503) 986-6473

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gabrielle.ugalde@oda.oregon.gov

<https://www.oregon.gov/oda/programs/MarketAccess/ResilientFoodSystemsInfrastructureGrant/Pages/default.aspx>

13. Appendix A – Allowable Cost, Unallowable Cost and Restrictions

All costs must be associated with project activities that build resilience in the middle of the supply chain and strengthen local and regional food systems by creating new revenue streams for the state's producers.

Failure to mention a particular item of cost in this section is not intended to imply that it is allowable. Please see [2 CFR 200 Uniform Guidance](#) for further guidance on cost principles.

The following list describes specific funding restrictions under the RFSI. This list is not intended to be all-inclusive. Grantees should consult the Federal cost principles for the applicable organization for the complete explanation of the allowability of costs they address. [2 CFR 200 Uniform Guidance](#)

Note that the allowable costs listed below may also be cost-shared or brought as part of the required match. Unallowable costs cannot be brought as a match

14. Appendix B – Proposal Score Sheets



**2024 Resilient Food Systems Infrastructure Grant
Grant Proposal - Score sheet - Infrastructure Projects**

PROJECT #: _____ REVIEWER #: _____ DATE: _____

Criteria for Infrastructure Projects	Score Available	Score Given	Notes
<u>Executive Summary:</u> - 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, The project's purpose, deliverables, and expected outcomes. - A description of the general tasks/activities to be completed during the project period to fulfill this goal	10 Excellent = 9-10 Good = 7-8.9 Fine = 5-6.9 Poor = 2-4.9 Insufficient = 0-2.9		
<u>Project Purpose:</u> - Is the specific issue or problem clearly defined, including a description of how the project benefits the industry? - Is the project clear why it is important and timely? - Does the project build resilience in the middle of the supply chain? - Does the project express how it fits into one or more of Oregon's funding priorities? - Does the project enhance the development of value-added products available to consumers by developing local or regional markets? - Does the project define innovative and/or creative solutions?	40 Excellent = 35-40 Good = 30-34.9 Fine = 20-29.9 Poor = 10-19.9 Insufficient = 0-9.9		
<u>External Project Support</u> - Does the project include more than one producer across sectors and/or across the region to leverage impact? - Does the project indicate what stakeholders outside the organization support this project and how? - Does the project indicate how the organization and stakeholders will work together? - Is the work plan clear and indicates a planned execution of the project activities? - Is it clear how producers (growers or processors) actively involved in the project?	10 Excellent = 9-10 Good = 7-8.9 Fine = 5-6.9 Poor = 2-4.9 Insufficient = 0-2.9		

<u>Feasibility and measurement.</u> - Do the proposed expected measurable outcomes meet the defined project? - Does the project indicate how the project will be monitored and evaluated? - Can the project be measured, reported, and tracked? - Do project activities to reach the outcomes markedly move an industry within the 3-year duration or substantially thereafter?	10 Excellent = 9-10 Good = 7-8.9 Fine = 5-6.9 Poor = 2-4.9 Insufficient = 0-2.9		
<u>Budget and matching funds.</u> - Is the budget financially realistic and reasonable? - Do budget line items correspond with the project activities in the work plan? - Is the budget detailed enough to give a picture of how grant funds will be used to accomplish project goals? - Does the project exhibit collaboration and cooperation through cash and in-kind match contributions? - Is there the correct amount of matching for the project? (25% for prioritized groups 50% for all others)	15 Excellent = 14-15 Good = 10-14.9 Fine = 5-9.9 Poor = 2-4.9 Insufficient = 0-2.9		
<u>Overall quality of proposal.</u> - Based on your knowledge does the project indicate a high likelihood of success? - Does the organization explain its ability to complete the project within the budget and timelines as submitted? - Are the expected benefits commensurate with the total investment?	15 Excellent = 14-15 Good = 10-14.9 Fine = 5-9.9 Poor = 2-4.9 Insufficient = 0-2.9		
<u>Subtotal Score:</u>		Total Available: 100	
Distressed Community Score: Please assign points based on the <u>average</u> score of all counties listed:	10 Points = Distressed (Score > 80) 6 Points = Mid-Tier (Score 59-40) 2 points = Profitable (Score < 19)	8 Points == At Risk (Score 79-60) 4 Points = Comfortable (Score 39 -20)	
Total Score out of 110 available:			

15. Appendix C – Attachment A Critical Resources and Infrastructure Verification Templet

Oregon Department of Agriculture
Resilient Food Systems Infrastructure Grant (RFSI)
Evidence of Critical Resources and Infrastructure
Attachment A

Applicant Organization	
Name of Applicant's Authorized Organization Representative	
Project Title	
Organization Address	

Dear _____,
[Applicant Organization]

We are committed, approve and or grant permissions to use

[include a statement of the critical resource or infrastructure]
for the Resilient Food Systems Infrastructure grant project titled;

[Grant project title]
for the time period of _____ in the following way:
[include dates of commitment within proposed project period]

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

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

Sincerely,

Print Name

Signature

Date

Organization

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

16. Appendix D – Attachment B – Matching Funds Verification Template

Oregon Department of Agriculture

Resilient Food Systems Infrastructure Grant

Matching Funds Verification Letter

Organization name providing Match:	
Organization Address providing Match:	
Organization Name Applying for Grant:	
Organization Address Applying for Grant:	

Dear Oregon Department of Agriculture,

We the _____ is committed to providing the following
 [Organization Providing Matching Funds]
 matching funds to the Resilient Food Systems Infrastructure Program Infrastructure Grant project
 application by _____.
 [Organization Applying for Grant]

1. Cash in the total amount of \$ _____ which we will provide during the grant
 period August 1, 2024, through January 1, 2027.

a. Funds will be used for: (Please be descriptive as possible)

b. We will provide the following amounts per year:

Year:	Amount:
Year 1	\$
Year 2	\$
Year 3*	\$

* Applicable depending on the program.

2. In-kind contributions in the total amount of \$ _____, 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

*Applicable depending on the program.

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

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*:
	\$		\$	\$	\$
	\$		\$	\$	\$
	\$		\$	\$	\$
	\$		\$	\$	\$
	\$		\$	\$	\$

* Applicable depending on the program.

Sincerely,

Print Name for the Authorized Representative for the Organization Providing Matching Funds

Signature for the Authorized Representative for the Organization Providing Matching Funds

Date

Address of Organization Providing Matching Funds