



MISSOURI DEPARTMENT OF AGRICULTURE RESILIENT FOOD SYSTEMS INFRASTRUCTURE GRANT PROGRAM REQUEST FOR APPLICATION/GENERAL INFORMATION

Introduction

The Missouri Department of Agriculture (MDA) is now accepting applications for the Resilient Food Systems Infrastructure Grant Program (RFSI) funded through Section 1001(b)(4) of the American Rescue Plan (ARP) Act of 2021. The purpose of this program is to build resilience in the middle of the supply chain and strengthen local food systems by creating new revenue streams for producers and create more and better processing options for local and regional producers across the middle of the food supply chain. Funds were awarded to MDA through a cooperative agreement with the U.S. Department of Agriculture (USDA) to be awarded out through a competitive application process to Missouri producers and/or processors for middle-of-the-supply-chain activities including processing, aggregation and distribution of agricultural products.

The purpose is to 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**. This program is to support food system crops and products meant for human consumption. Ineligible products **include meat and poultry products, wild-caught seafood including animal feed and forage products, fiber, landscaping products, tobacco, and dietary supplements**.

The USDA encourages projects that benefit underserved farmers and ranchers, new and beginning farmers and ranchers, veteran producers and processors, and other middle-of-the-supply-chain businesses owned by socially disadvantaged individuals, as defined by the [Small Business Administration \(SBA\)](#).

March 8, 2024 **Simplified Equipment-Only Application Packets due to MDA – 3 p.m.**
March 15, 2024 **Infrastructure Grant Application Packets due to MDA – 3 p.m.**

Application Packets:

- *Completed application template
- *Critical Resource and Infrastructure Template Letter
- *E-Verify
- *Documentation for Equipment Costs
- *Infrastructure Plans

Submit to: Rachel Heimericks, Grant Manager
Grants@mda.mo.gov
Phone: (573) 522-1955
1616 Missouri Blvd, PO Box, Jefferson City, MO 65102

MDA Funding Priorities

MDA will prioritize funding projects pertaining to the following gaps identified through our outreach efforts for Missouri's middle-of-the-supply chain.

Aggregation, Processing and Manufacturing Infrastructure, including but not limited to facilities for sorting, storing, boxing, cleaning and value-added processing. Missouri lacks aggregation points to help small and mid-sized producers and processors. Infrastructure is costly, expensive, cumbersome for Missouri producers and processors. Since COVID-19, material has been hard to get and the need for more processing on the farm has increased significantly. In Missouri, on-farm producers are in need of infrastructure to help with "after harvest" grading, to product sorting and product packaging. Lack of infrastructure for small and mid-sized processors is one of the biggest gaps in Missouri and one of the

hardest to fill. Existing shared-use commercial kitchens in Missouri are limited and usually fully booked with a waiting list. Producers need ample area to process, wash and store produce after harvesting.

Transportation methods, availability and costs. Transportation has always been an issue in Missouri particularly for our small producers. Refrigerated trucking is almost unattainable for small and medium-sized producers in Missouri. Aggregation points, such as food hubs or farmer cooperatives, help individual producers fulfill bigger orders while saving costs on storage, packaging and distribution. Missouri producers are often responsible for moving their own produce and value-added products to the final consumer transportation and refrigerated transportation has become a major gap in Missouri.

Cold Storage (walk-in coolers, refrigerated trucks). Cold storage is a major cost to Missouri producers for keeping produce and products safe and fresh. Many Missouri growers do not have proper on-farm cold storage. Cold storage allows producers to extend the life of their produce until it is ready for retail sale.

Processing Equipment. Missouri producers and processors are in need of “after harvest” grading, sorting and packaging equipment. Automation (with equipment) would allow for less labor input and help reduce the cost to producers and consumers. Processing equipment would allow producers to reduce time, labor and costs associated with middle-of-the-supply-chain efforts and expand their operation to feed more people.

Technology Solutions such as barcoding and scanner systems. Lack of technology solutions is another gap that was identified in Missouri. Technology is a necessity for producers in order to scale up to the next level and be able to enter into the competitive retail markets.

The USDA defines middle-of-the-supply chain as the activities that take place after the production and harvesting of the agricultural products, before reaching the consumers. These activities include the processing, aggregation, and distribution of agricultural products. Grant funds cannot be used for cultivation, harvest or retail marketing of eligible products.

Applicant Eligibility

Entities eligible for grants under the RFSI program are:

- Agricultural producers or processors or groups of agricultural producers/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 the eligibility requirements of the [SBA small business size](#) standards.*
- Nonprofit organizations operating middle-of-the-supply-chain activities such as processing, aggregation, distribution of targeted agricultural products;
- Local government entities operating middle-of-the-supply-chain activities such as processing, aggregation, distribution of targeted agricultural products;
- Tribal government entities operating middle-of-the-supply-chain activities such as processing, aggregation, distribution of targeted agricultural products;
- Institutions such as schools, universities, 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 products.

*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 Systems (NAICS). For more information on these size standards, please visit [SBA's Size Standards webpage](#). For a quick check on whether our business qualifies, please use the [Size Standards Tool](#).

Other eligibility requirements:

- Must be domestically owned and applicants' facilities must be physically located in Missouri. Applicants doing business along the state's border should only apply in one state to avoid duplication of federal funds.
- Must be registered in the federal System of Award Management (SAM.gov) database, and must be provided a UEI number. To receive a UEI number, visit <https://sam.gov/content/home>.

At the time of award, applicants MUST:

- Complete and submit Form 943 to obtain tax clearance certificate (valid for 90 days) from the Missouri Department of Revenue. Form 943 is available at <https://dor.mo.gov/forms/943.pdf>
- Not employ illegal workers and must provide proof of enrollment in E-Verify including MOU and Exhibit A and B;
- Prior to award reimbursement, the applicant must register as a vendor with the State of Missouri through the [Missouri Buys](#) portal.

GRANT PROJECT GUIDELINES

Project Types

Projects funded will expend capacity and infrastructure for the aggregation, processing, manufacturing, storing, transporting, wholesaling, or distribution of targeted agricultural products.

RFSI funds will be divided into two project types: **Infrastructure Grants** and **Simplified Equipment-Only Grants**.

Applicants may only apply for one grant project type.

Evidence of Critical Infrastructure

Evidence of Critical Infrastructure is required if critical resources and/or infrastructure are necessary for the completion of the proposed Infrastructure Grant project. Applicants must submit evidence that critical resources and infrastructure necessary to support the initiation and completion of a project are in place. Critical resources and infrastructure can be facilities, structures, land, use of city street/parks, shared-use kitchens, and/or other critical resources.

Applicants are required to submit a letter certifying that critical resources necessary for initiation and completion of the project are in place and committed prior to the start date of the project using the [Evidence of Critical Resources and Infrastructure Template Letter](#) on the MDA website. This letter must be submitted with the application.

INFRASTRUCTURE GRANTS

Infrastructure Grants will range in value from a minimum award amount of \$100,000 and a maximum award amount of \$3,000,000. Funds will be awarded around July 1, 2024 and projects must be completed by December 31, 2026.

Examples of Eligible Projects

Activity examples include:

- Expand capacity for processing, aggregation and distribution of agricultural products to create more and better markets for producers;
- Modernize manufacturing, tracking, storage, and information technology systems and equipment;
- Modernize equipment or facilities through upgrades, repairs, or retooling (e.g. adapting product lines for institutional procurement or adding parallel processing capacity)
- Purchase and install specialized equipment, such as processing components, sorting equipment, packing and labeling equipment or delivery vehicles.
- Enhance worker safety through adoption of new technologies or investment in equipment or facility improvements;
- Improve the capacity for entities to comply with federal, state and local food safety requirements, including associated Hazard, Analysis, and Critical Control Points (HAACP) consultation, plan development and employee training;
- Increase package and labeling capacities that meet compliance requirements under applicable laws (e.g. sealing, bagging, boxing, labeling, conveying, and product moving equipment);
- Construction of a new facility;
- Modernize or expand an existing facility (including expansion and modifications to existing buildings and/or construction of new buildings at existing facilities);
- Construction of wastewater management structures, etc.;
- Modernize processing and manufacturing equipment;
- 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.

Allowable activities or tasks may include:

- Purchasing special purpose equipment: defined in section 2.0 of the [Program Specific 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, et. (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.
- Upgrades or new facilities and/or equipment 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
 - Cooking, baking, juicing, distilling, fermenting

Examples of Ineligible Projects

The following activities are not eligible for RFSI Infrastructure Grant funding:

- Acquiring real property (including land purchases) or any interest therein
- Projects focused on meat and poultry processing or other ineligible agricultural products
- Agriculture activities that take place during planting and/or harvesting
- Activities that have received a federal award from another federal award program
- Claiming expenses that have been or will be reimbursed under any federal, state or local government funding
- Marketing food products and/or services
- Conducting activities related to research and development
-

Matching Fund Requirement

Infrastructure grant recipients are required to contribute 50% of the total proposed project cost as a match to the federal funding. Matching funds can be cash and/or in-kind. This applies to all Infrastructure Grant applicants except those who qualify for the reduced match described below.

Cost-sharing or matching is the portion of project costs not paid by Federal funds. Cash can be a financial outlay, or cash donations from non-Federal third parties.

Reduced Matching Funds – For [historically underserved farmers and ranchers](#), or for other businesses that qualify under [Small Business Administration \(SBA\) categories](#) as a 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. MDA will require applicants to self-certify for the reduced match.

Matching Funds 25% Example:

LFPP Match Calculator	
	Amount
Federal Funds Requested:	\$ 100,000.00
Cost-Sharing & Matching Amount:	\$ 33,333.33
Total Project Amount:	\$ 133,333.33

Matching Funds 50% Example:

RFSI Match Calculator	
	Amount
Federal Funds Requested:	\$ 250,000.00
Cost-Sharing & Matching Amount:	\$ 250,000.00
Total Project Amount:	\$ 500,000.00

Do I have enough match?

To calculate if you are providing enough match for your project, use this formula:

$$\text{Grant Request} + \text{Matching Funds} = \text{Total Project. Match \%} = \frac{\text{Matching Funds}}{\text{Total Project}}$$

A 50% cash match is equivalent to providing \$1 for every dollar you are requesting in reimbursement.

- Infrastructure investment of \$300,250 (project total) = Grant request of \$150,125 with a match of \$150,125.

A 25% cash match is equivalent to providing \$1 for every \$3 you are requesting in reimbursement. In an infrastructure investment of \$100,000 = A request for \$100,000 in federal funds and a cash match of \$33,334. The total cost of the project would be \$133,334.

In-kind contributions are defined as the value of goods or services provided for the benefit of the grant program, where no funds transferred hands. Labor/personnel time may be used as a match for the percentage of time the person is working on the project. For example, if someone is only spending 15% of their time working on the project, then you can only bring 15% to the project as a match. Also, you must ensure what you would normally pay the individual is reasonable according to standard personnel rates for similar positions in your geographic area.

Indirect costs may count toward the Infrastructure Grant applicant's match. Program Income or any other federal funds are ineligible sources of match or cost-share.

Each application must include the total amount of match and how it will specifically align with their requested funding. Additionally, applicants must submit one matching verification letter for each cash or in-kind resource signed by the matching organization using the Match Verification Template Letter on MDA's website. **All matching contributions must be committed or secured at the time an applicant is recommended for an award.** Signed match verification letters must be submitted with your application.

RFSI INFRASTRUCTURE GRANT APPLICATION FILES FOR COMPLETION:

[RFSI Infrastructure Application](#)

[Match Verification Template Letter](#)

[Evidence of Critical Resource and Instructure Template Letter](#)

SIMPLIFIED EQUIPMENT-ONLY GRANTS

The Simplified Equipment-Only option is a Fixed Price Grant, meaning that it will fund only equipment purchases (not facility upgrades, staffing, or other costs). These projects offer a minimum award amount of \$10,000 and a maximum award amount of \$100,000. No match is required on the Simplified Equipment-Only grants. Funds will be awarded around July 1, 2024 and must be completed by May 1, 2025.

Examples of Eligible Projects

- Leasing equipment
- Used or refurbished equipment (price cannot be the same price as a new piece)
- Labor to install equipment

Examples of Ineligible Projects

- Insurance for equipment
- The cost to upgrade or renovate existing equipment
- Anything that isn't specifically installation, delivery or the purchase of an actual piece of equipment

Equipment Cost Documentation

Simplified Equipment-Only Grant applicants must submit documentation to substantiate the costs of each piece of equipment listed on their application. Documentation can include contracts, catalog pricing, or binding quotes provided by licensed commercial entities. The cost of delivery and installation can be covered by the grant if they are listed in the official bid. When soliciting bids, please make sure they will be honored at the time of the grant award which will be around July 1, 2024 or when purchased at a later date.

Equipment must be within the USDA's definition of special-purpose equipment for processing, aggregation and distribution.

RFSI SIMPLIFIED EQUIPMENT-ONLY GRANT APPLICATION FILES FOR COMPLETION

[RFSI Equipment Only Application](#)

[Evidence of Critical Resource and Instructure Template Letter](#)

COSTS

Costs must be charged consistently as either direct or indirect and may not be double charged or inconsistently charged as both.

Direct Costs

Direct costs are costs that can be identified specifically with a project that can directly be assigned to such an activity relatively easily with a high degree of accuracy. Typically, direct costs include, but are not limited to, compensation of employees who work directly on the award to include salaries and fringe benefits, travel, equipment, and supplies directly benefiting the project.

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 Agreement (NICRA), MDA is required to honor that 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% of modified total direct costs (MTDC).

Refer to [2 CFR 200.413 and 414](#) for additional information on determining if costs charged to the project are direct or indirect.

MTDC are defined as all direct salaries and wages, applicable fringe benefits, materials and supplies, services, and travel. MTDCs exclude equipment and rental costs. No documentation is required to justify the 10% de minimis indirect cost rate.

Allowable and Unallowable Costs and Activities

All AMS awards are subject to the terms and conditions, cost principles, and other considerations described in the [AMS General Terms and Conditions](#), Subpart E Cost Principles of 2 CFR 200, and [Program Specific Terms and Conditions](#).

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 of the Agreement is executed unless prior approval is granted
- Pay costs that support or oppose union organizing
- Pay costs associated with conducting research and development
- Support a project that has a proposed period of performance longer than 48 months.

Reimbursements

Both the Infrastructure Grants and the Simplified Equipment-Only Grants are reimbursement only grants. Grant recipients will submit a Reimbursement Request Form with supporting documentation to MDA to access funds.

- Supporting documentation includes, but not limited to: paid invoices, detailed receipts, proof of payment.

Approved expenses will be reimbursed with supporting documentation for purchases and proof of payment.

Funded projects are eligible to receive grant funds on a quarterly reimbursement schedule. No advance payments will be made.

APPLICATION PROCESS

MDA will accept Simplified Equipment-Only applications from eligible entities until March 8, 2024 at 3 p.m. and will accept Infrastructure applications from eligible entities until March 15, 2024 at 3 p.m. During the application window, MDA will be available to help answer questions about the application requirements and will be partnering with the Missouri Agriculture, Food & Forestry Innovation Center (MAFFIC) to provide application assistance to potential applicants on writing grant applications.

Applicants must demonstrate how the proposed project will expand capacity in the middle-of-the-supply-chain for food products AND increase the economic viability of local and regional producers and processors. Projects with higher anticipated impacts will be prioritized. Applications are accepted on a competitive basis and will be scored and ranked by an internal and external review panel. Applicants must be a legal entity with a Unique Entity ID and have the legal capacity to contract with MDA.

Complete and submit the MDA RFSI Simplified Equipment-Only Application by 3 p.m. on Friday, March 8, 2024 and the MDA RFSI Infrastructure Application by 3 p.m. on Friday, March 15, 2024. Late submissions will not be accepted.

COMPETITIVE REVIEW PROCESS

Both RFSI grant types will be awarded through a competitive review process. MDA has selected an evaluation committee to review and score applications and make recommendations for funding. The evaluation committee may adjust an application packet's project proposal, scope of work and/or project budget. The committee may disallow certain expenses in the best interest of the RFSI and the State. The program coordinator and grant administrator receive recommendations and perform technical reviews for eligibility.

The scoring rubric is included below for transparency. Scores will be averaged amongst the committee members to determine each project's overall rank. MDA will submit award recommendation to USDA for review and final approval.

Project #

MDA RFSI Infrastructure Grant

Reviewer's Evaluation Criteria and Written Score Sheet

Criteria	Score Range	Points Earned
Distressed Communities Index: Assign points based on the average score of all counties listed.		

<ul style="list-style-type: none"> • 10 pts = Distressed (score 80.1-100) • 8 pts = At Risk (score 60.1-80) • 6 pts = Mid-tier (score 40.1-60) • 4 pts = Comfortable (score 20.1-40) • 2 pts = Profitable (score 0-20) 	10	
<p>Project Purpose:</p> <p>Is the need of the project clearly communicated and convincing? (5 pts)</p> <p>Is the project eligible and feasible based on information provided and timeline? (5pts)</p> <p>Does the project align with the grant guidelines and funding priorities? (5pts)</p> <p>Does the project have support by the community, consumers? (5 pts)</p>	20	
<p>Project Need:</p> <p>Will the project directly benefit the following: (10 pts) Circle applicable choice.</p> <ul style="list-style-type: none"> • Underserved farmers/ranchers • New and beginning farmers/ranchers • Veteran producers • Processors and other middle-of-the-supply businesses owned by socially disadvantaged individuals as defined by the Small Business Administration (SBA) <p>Does the project address a need in the local food supply chain? (5 pts)</p> <p>Does the project increase processing capacity in Missouri? (5pts)</p>	20	
<p>Work Plan:</p> <p>Do the described tasks seem reasonable, well thought-out, and feasible given the timeline (30 months) and budget? (10 pts)</p> <p>Do the activities relate to the objectives and measurable outcomes and worth the total investment? (10 pts)</p>	20	
<p>Budget:</p> <p>Is the budget financially realistic and reasonable for the project? (5 pts)</p> <p>Are the budget items clearly outlined and justified? (10 pts)</p> <p>Are all expenses taken into account to complete the project? (5 pts)</p> <p>Are matching funds listed and sufficient? (10 pts)</p>	30	
<p>Reviewer Name: _____ Date _____</p> <p>TOTAL</p>	100	

Reviewer Comments:

Project #

MDA RFSI Simplified Equipment-Only Grant

Reviewer's Evaluation Criteria and Written Score Sheet

Criteria	Score Range	Points Earned
<p>Distressed Communities Index:</p> <p>Assign points based on the average score of all counties listed.</p> <ul style="list-style-type: none"> • 10 pts = Distressed (score 80.1-100) • 8 pts = At Risk (score 60.1-80) • 6 pts = Mid-tier (score 40.1-60) • 4 pts = Comfortable (score 20.1-40) • 2 pts = Profitable (score 0-20) 	10	
<p>Project Purpose:</p> <p>Is the need of the project clearly communicated and convincing? (5 pts)</p> <p>Is the project eligible and feasible based on information provided and timeline? (5pts)</p> <p>Does the project align with the grant guidelines and funding priorities? (5pts)</p> <p>Does the project have support by the community, consumers? (5 pts)</p>	20	
<p>Project Need:</p> <p>Will the project directly benefit the following: (10 pts) Circle applicable choice.</p> <ul style="list-style-type: none"> • Underserved farmers/ranchers • New and beginning farmers/ranchers • Veteran producers • Processors and other middle-of-the-supply businesses owned by socially disadvantaged individuals as defined by the Small Business Administration (SBA) <p>Does the project address a need in the local food supply chain? (5 pts)</p> <p>Does the project increase processing capacity in Missouri? (5 pts)</p>	20	
<p>Work Plan:</p> <p>Do the described tasks seem reasonable, well thought-out, and feasible given the timeline (30 months) and budget? (10 pts)</p> <p>Do the activities relate to the objectives and measurable outcomes and worth the total investment? (10 pts)</p>	20	
<p>Budget:</p> <p>Is the budget financially realistic and reasonable for the project? (5 pts)</p> <p>Are the budget items clearly outlined and justified? (10 pts)</p> <p>Does the budget only contain allowable and necessary costs? (5 pts)</p> <p>The equipment justification is clearly explained and related to the objectives and outcomes of the project? (10pts)</p>	30	
<p>Reviewer Name: _____ Date _____</p> <p>TOTAL</p>	100	

Reviewer Comments:

GENERAL COMPLIANCE INFORMATION

All awarded grant projects must comply with all applicable federal and state laws and regulations and the terms of the grant award. Grantees agree to comply with all applicable federal, state, and local laws, codes, regulations, rules, and orders. The grant will be governed by and construed in accordance with the laws of the State of Missouri.

State and local governments, non-profit organizations, institutions and for-profits will be subject to 2 CFR 200, Uniform Grant Guidance, Cost Principles and Audit Requirements for Federal awards.

All grant recipients are expected to carry out their project, maintain clear and consistent communication with MDA, keep detailed records, and report progress in a timely manner.

MDA Reserves the Right to

- Reject any or all applications received;
- Waive or modify minor irregularities in applications received after prior notification and agreement of applicant;
- Provide partial funding for specific application components that may be less than the formal amount requested in the grant application;
- Require a good faith effort from the project organization or sponsor to work with MDA 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.

Required Documentation

E-Verify MOU and Exhibit A and B

1. In addition to certifying that your organization does not employ illegal aliens, all applicants must: (1) enroll in E-verify; (2) check the box on the Certification confirming enrollment and participation in E-Verify, and (3) provide supporting documentation. All applicants must complete this form and attach a copy of the E-Verify memorandum to the program application.
2. The E-Verify Program, conducted jointly by the U.S. Citizenship and Immigration Services (USCIS) Verification Division and the Social Security Administration (SSA), is designed to provide employment status information to determine eligibility of applicants for employment. E-verify requires that participating commercial employers use the automated Verification Information System (VIS) to check the SSA and The USCIS databases to verify the employment authorization of ALL new hired employees. An employer's participation in E-Verify is currently free. To access the E-Verify website, go to: <https://e-verify.uscis.gov/enroll/>.
3. To access the electronically signed MOU – the following must already be completed:
 - a. Must have successfully enrolled in the E-Verify program
 - b. Must have successfully completed the tutorial to retrieve a copy of your electronic signed MOU
 - c. Wait until you have received a confirmation email from E-Verify/USCIS that the company is successfully enrolled in the program
 - d. Log back into the account
 - e. Click on "Edit Company Profile" in the left menu
 - f. Scroll about halfway down and click on the green "View MOU" button. (Make sure all pop-up blockers have been disabled – the electronically signed version pops up in a separate screen)
 - g. ONLY the Program Administrator can access the electronically signed MOU
4. For additional assistance, contact E-Verify using the toll-free helpline at 888-464-4218
5. Applicants will also need to complete [Exhibits A and B](#).

Missouri Buys

5. The State of Missouri has implemented a secure, web-based statewide eProcurement system, MissouriBUYS. The applicant is not required to register in MissouriBUYS prior to application but must be registered in order to receive funds from the state.

6. As a recipient who will be reimbursed by the State, you will be required to register your business with the Office of Administration through MissouriBUYS. The vendor registration portal is available on the MissouriBUYS website at <https://missouribuys.mo.gov>
7. Clicking on the “register” link will allow you to get a username and password. There are links to informational documents and a training video if you need help with the process. Prior to starting registration, please make sure you have the following information available:
 - a. Organization’s Taxpayer ID Number (TIN)
 - b. Business Type (Corporation, LLC, Sole Proprietorship, etc.)
 - c. Email Address
 - d. ACH-EFT Payment Information
 - e. IRS W-9, Request for TIN and Certification

Reporting

Grantees are required to submit written performance reports annually to MDA detailing the project status and how grant monies were used. Upon completion of the project, a final, comprehensive report is due. Reporting requirements will be detailed in the award agreement.

Annual Reports (Infrastructure Grants Only)

Grantees are required to submit written performance reports annually to MDA detailing the project status and how grant monies were used. Annual reports summarize the project’s activities and progress of the project’s period of performance and are due 30 days after the end of each grant year.

- **Period of Performance: 7/1/2024-5/1/2025. Report due: 5/15/2025**
- **Period of Performance: 5/2/2025-5/1/2026. Report due: 5/15/2026**

Final Reports

A final report is required after the completion of the grant project. Final reports summarize the projects activities and evaluate the project’s ability to meet the desired objectives and outcomes. For **Simplified Equipment-Only Grant** projects, the final report is due **May 15, 2025**. For **Infrastructure Grant projects**, the final report is due **March 31, 2027**.

Grantees will be accountable for all grant funds awarded. Grantees shall maintain records, receipts, accounting procedures and practices sufficient to reflect all costs claimed to have been incurred for the performance of the grant agreement. Annual and final reports shall document all grant expenditures.

Monitoring

MDA reserves the right to perform site-monitoring visits to all grantees to ensure that work is progressing within the required period and that fiscal procedures are followed accurately and appropriately.

Grantees agree to comply with all applicable federal, state, and local laws, codes, regulations, rules, and orders. The grant will be governed by and construed in accordance with the laws of the State of Missouri.

Grantees will be accountable for all grant funds awarded. Grantees shall maintain records, receipts, accounting procedures and practices sufficient to reflect all costs claimed to have been incurred for the performance of the grant agreement. Interim and final reports shall document all grant expenditures.

Grant Administration

The Uniform Guidance [2 CFR 200](#) applies to all awards. Grantees are required to meet the standards and requirements for financial management systems set forth or referenced in [2 CFR 200.302](#). The adequacy of your financial management system is integral to your ability to account for grant expenditures and track grant resources. You must use Federal funds in a responsible manner and apply adequate internal controls and cash management practices consistent with the requirements outlined in [2 CFR 200.303](#).

RFSI funded projects may involve conducting work that requires permits and clearances from various agencies. Infrastructure Grant recipients must comply with the National Environmental Policy Act (NEPA), National Historic Preservation Act (NHPA), Endangered Species Act (ESA), and all other federal environmental laws and regulations. MDA is required to review projects for NEPA compliance prior to the award of Infrastructure Grant subaward funds. States are

responsible for assisting Infrastructure Grant recipients with obtaining any authorities, permits, easements or other approvals necessary for the implementation of the activities in accordance with applicable laws and regulations.

Award Process

Applicant awards will be determined at the discretion of the Department based on the applicant's eligibility, eligible project and costs, and overall availability of funds. Applicants will receive written approval or denial from the Department once the review process is complete. We anticipate announcements being made July 1, 2024.

Upon notification of award, awardees must enter into a written program agreement with the Department that outlines program details, requirements, and state and federal terms and conditions.

Applicants may be awarded funding at varying levels depending on the nature of the project. Written notifications on award decisions will be made to all applicants. Favorable decisions will indicate the amount of award, duration of the grant and any special conditions associated with the project. Any project proposal funding is dependent upon the availability of federal funds and final approval from USDA.

Records Requirement

The grantee will be responsible for setting up and maintaining a project file that contains all records of correspondence with MDA, receipts, invoices and copies of all reports and documents associated with the project. All records shall be subject to inspection and audit by state personnel at reasonable times. Upon request, the grantee shall produce a legible copy of any or all such records. Financial records, statistical records, supporting documents, and other records relevant to the award shall be retained until May 25, 2032.

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* (either prime or subrecipient) 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>

National Environmental Policy Act (NEPA)

Overview: 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.

Resource: [A Citizen's Guide to NEPA \(doe.gov\)](#) is a relatively short guide that provides an overview of NEPA requirements.

Equal Opportunity

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity

conducted or funded by USDA (not all bases apply to all programs). Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) or at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form.

To request a copy of the complaint form, call (866) 632-9992.

Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410

(2) fax: (202) 690-7442

(3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

Freedom of Information Act Requests - The Freedom of Information Act (FOIA) of 1966 (5 U.S.C. § 552) and the Privacy Act of 1974 (5 U.S.C. § 552a), as implemented by USDA's regulations (7 CFR § 1, Subpart A), govern the release or withholding of information to the public in connection with this Federal award. The release of information under these laws and regulations applies only to records held by AMS and imposes no requirement on the recipient or any subrecipient to permit or deny public access to their records.

FOIA requests for records relating to this Federal award may be directed to USDA, Agricultural Marketing Service, FOIA/PA Officer, Room 3943-S, Mail Stop 0202, 1400 Independence Ave., SW, Washington, DC 20250-0273, Telephone: (202) 720-2498; or email: AMS.FOIA@usda.gov.

Prohibition on Using Funds under Grants and Cooperative Agreements with Entities that Require Certain Internal Confidentiality Agreements - By submission of application, the applicant represents that it does not require any of its employees, contractors, or subrecipients seeking to report fraud, waste, or abuse to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting those employees, contractors, or subrecipients from lawfully reporting that waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information. Note that: (1) the basis for this representation is a prohibition in section 743 of the Consolidated Appropriations Act, 2016, 5 U.S.C. § 5303 note, Pub. L. 114-113, (Division E, Title VII, General Provisions Government-wide) and any successor provisions of law on making funds available through grants and cooperative agreements to entities with certain internal confidentiality agreements or statements; and (2) section 744 states that it does not contravene requirements applicable to Standard Form 312, Form 4414, or any other form issued by a Federal department or agency governing the nondisclosure of classified information.

Delinquency on Federal Debt - Any organization or individual that is indebted to the United States and has a judgment lien filed against it for a debt to the United States, is ineligible to receive a federal grant. Applicants are required to indicate in their applications (on the SF-424 "Application for Federal Assistance") if they are delinquent on any federal debt. If the applicant discloses a delinquency, the SCBGP may not award the grant until the debt is satisfied or satisfactory arrangements are made with the agency to which the debt is owed.

Anyone who has been judged to be in default on a federal debt and who has had a judgment lien filed against him or her should not be listed as a participant in an application for a SCBGP grant until the judgment is paid in full or is otherwise satisfied. No funds may be re-budgeted following an award to pay such an individual. The federal agency will disallow costs charged to awards that provide funds to individuals in violation of this requirement.

Administrative and National Policy Requirements

You agree to comply with the following Federal statutes and regulations as applicable to your award. These include but are not limited to the ones listed below. The full text of Code Federal Regulations references can be found at: [eCFR-Code of Federal Regulations](#).

Federal statutes and regulations found on the SF-424B "Assurances –Non-Construction Programs."

[2 CFR § 25](#) – *System for Award Management and Universal Identifier Requirements*

[2 CFR § 170](#) – *Reporting Subaward and Executive Compensation Information*

[2 CFR § 175](#) – *Award Term for Trafficking in Persons*

[2 CFR §§ 180](#) and [417](#) – *OMB Guidelines to Agencies on Government-Wide Debarment and Suspension (Nonprocurement) and USDA Nonprocurement Debarment and Suspension*

[2 CFR § 182](#) – *Governmentwide Requirements for Drug-Free Workplace (Financial Assistance)*

[2 CFR § 183](#) – *Never Contract with the Enemy*

[2 CFR § 200](#) – *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*

[2 CFR § 400](#) – *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*

[2 CFR § 415](#) – *General Program Administrative Regulations*

[2 CFR § 416](#) – *General Program Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments*

[2 CFR § 418](#) – *New Restrictions on Lobbying*

[2 CFR § 421](#) – *Requirements for Drug-Free Workplace (Financial Assistance)*

[2 CFR § 422](#) – *Research Institutions Conducting USDA-Funded Extramural Research; Research Misconduct*

[7 CFR § 1, subpart A](#) – *Official Records (Freedom of Information Act)*

[7 CFR § 1\(b\)](#) – *National Environmental Policy Act*

[7 CFR § 3](#) – *Debt Management (OMB Circular No. A-129)*

[7 CFR § 15, subpart A](#) – *Nondiscrimination in Federally-Assisted Programs of the Department of Agriculture—Effectuation of Title VI of the Civil Rights Act of 1964*

[7 CFR § 331](#) and [9 CFR § 121](#) – *USDA implementation of the Agricultural Bioterrorism Protection Act of 2002*

[41 CFR §§ 301-10.131 to 301-10.143](#) – *Use of United States Flag Air Carriers, which implements the Fly America Act (49 U.S.C. 40118). For more information see <http://www.gsa.gov/portal/content/103191>.*

[48 CFR subpart 31.2](#) – *Contracts with Commercial Organizations*

[8 U.S.C. § 1324a](#) – *Unlawful employment of aliens*

[29 U.S.C. § 794](#) – *Nondiscrimination under Federal grants and programs*

[41 U.S.C. § 22](#) – *Interest of Member of Congress*

[41 U.S.C. § 4712](#) – *Pilot program for enhancement of contractor protection from reprisal for disclosure of certain information*

44 U.S.C. § 3551 et seq. ([P.L. 107-347](#)) – *Federal Information System Security Management Act of 2002 (FISMA)*

[EO 13166](#), *Improving Access to Services for Persons with Limited English Proficiency, take reasonable steps to ensure that LEP persons have meaningful access to programs in accordance with [LEP Implementation Strategy for AMS' Federally-Assisted Programs](#).*

[EO 13798](#), *Promoting Free Speech and Religious Liberty. As a recipient you must not discriminate against sub recipients on the basis of their religious character.*

[EO 13858](#), *Strengthening Buy- American Preferences for Infrastructure Project (Except for Section 5, revoked by EO 14005)*

[EO 13864](#), *Improving Free Inquiry, Transparency, and Accountability at Colleges and Universities*

[EO 13933](#), *Protecting American Monuments, Memorials, and Statues and Combating Recent Criminal Violence*

[EO 13988](#), *Preventing and Combating Discrimination on the Basis of Gender Identity or Sexual Orientation*

[EO 13991](#), *Protecting the Federal Workforce and Requiring Mask-Wearing*

[EO 13999](#), *Protecting Worker Health and Safety*

[EO 14005](#), *Ensuring the Future Is Made in All of America by All of America's Workers*

Motor Vehicle Safety – *Highway Safety Act of 1966, as amended ([23 U.S.C. §§ 402 & 403](#)); Government Organization and Employees Act, as amended ([5 U.S.C. § 7902 \(c\)](#)); Occupational Safety and Health Act of 1970, as amended ([29 U.S.C. § 668](#)); Federal Property and Administrative Services Act of 1949, as amended ([40 U.S.C. § 101, et seq.](#)); Increasing Seat Belt Use in the United States ([EO 13043](#)); Federal Leadership on Reducing Text Messaging While Driving ([EO 13513](#))*

Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act, 2012, [P.L. No. 112-55](#), Division A, Sections 738 and 739 regarding corporate felony convictions and corporate Federal tax delinquencies.