

APPLICANT INFORMATION SESSION

Forestry, Agriculture, & Rural Markets (FARM) Cost Share Program

Welcome

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Commissioner



Agenda

- Forestry, Agriculture, & Rural Markets (FARM) Program Objective and Overview
- Eligible Projects
- Compliance Requirements
- Eligible Applicants
- FARM Timeline
- Application Process
- Q&A Session



Forestry, Agriculture, & Rural Markets (FARM) Program Overview

FARM Program Overview

- The State of Tennessee has allocated approximately \$45 million from its State Fiscal Recovery Fund (SFRF) allocation through the American Rescue Plan for the Forestry, Agriculture, & Rural Markets (FARM) Cost Share Program that will be issued in three phases.
- Additional \$5 Million allocated to Tennessee Urban Farm & Forest (TUFF) Program.

FARM Program Overview

- The goal of the FARM program is to fund projects that address supply chain weaknesses exposed or exacerbated by the COVID-19 Pandemic.
- Eligible projects will promote the stabilization and strengthening of the current food and fiber supply chain to prevent similar problems arising in the future.


FARM Program Overview

- Overall \$50 million will be awarded in three rounds of funding.
 - Applicants can only receive funding in one round.
 - Applicants may reapply in a later round if they are not chosen for funding in an earlier round.
- Cost share program
 - 50% for projects not located in at-risk or distressed counties.
 - 75% for projects located in at-risk or distressed counties.
- Maximum award amount will be \$1 million and minimum award amount will be \$25,000.
- Funds will be available on a reimbursement basis only.
 - Funds will be disbursed in one payment after project is completed.

Eligible Projects

Eligible Projects

- Eligible projects will include those that address supply chain weaknesses exposed or exacerbated by the COVID-19 pandemic.
- Projects may respond to a specific supply chain impact felt by your business, or respond to the general impact felt by the entire agricultural and forestry industry in Tennessee.
- Applicants must describe how your proposed project will expand the overall production capacity of your business and/or how the project will address supply chain disruptions experienced by your business during the COVID-19 pandemic.
- Some examples include the purchase of additional production equipment, expansion of storage space, and improvements to transportation.



Compliance Requirements

Compliance Requirements

- FARM awards are provided through the American Rescue Plan Act (ARPA) State and Local Fiscal Recovery Funds (SLFRF), and any awardees of this program will be subrecipients that are subject to SLFRF eligibility, reporting and other compliance requirements.
- Entities will need to obtain a Unique Entity ID (UEI) through SAM.gov as a part of the contracting process if selected for the award.
- Funds cannot be used for any expenses that have been or will be reimbursed under any other program.

Uniform Guidance – Key Requirements

As a subrecipient of federal funding, you will be subject to Uniform Guidance (UG) requirements, including but not limited to the following:

- Complying with procurement requirements of the UG and ensuring full and open competition for all goods or services.
- Maintaining adequate records, financial statements, and source documentation to support expenses and compliance.
- Obtaining a Single Audit, depending upon the amount of Federal funds expended and entity type.
- Facilitating risk assessments and monitoring of your use of Federal funds by TDA, and taking appropriate and timely action in the event of monitoring or audit findings.

Uniform Guidance Requirements– Equipment Purchases

- Terms and Conditions require prior approval from TDA for equipment purchases
- “Equipment” is any article of nonexpendable, tangible, personal property having a useful life of more than one year and an acquisition cost which equals or exceeds five thousand dollars (\$5,000)
- Subject to UG requirements on acquisition, title, use, asset management, and disposition

Uniform Guidance – Expenditure Documentation

Robust documentation will be required in order to receive reimbursement for expenses. Subrecipients should expect to maintain the following for program expenditures:

- Procurement policy, and procurement and bid documentation
- Cost/price analysis depending on procurement amount
- Contracts and change orders
- Detailed invoices for work performed
- Dates worked
- For time and materials contracts, monitoring documentation

Period of Performance

- The period of performance begins on the date of fully executed contract and ends 24 months after that date.
- Work is only eligible within the period of performance.
- Under SLFRF requirements, all funds must be obligated by December 31, 2024.
- “Obligate” means orders placed for property and services, contracts and subawards made, and similar transactions that require payment.
- Funding recipients will have twenty-four months to complete their projects and submit the appropriate documentation and information.

Administrative Costs

- Entities are permitted to request reimbursement for direct costs to their award as administrative costs. Direct costs are those that are identified specifically as costs of implementing the program objectives, such as contract support, materials, and supplies for a project.
 - This would include hiring or contracting someone to assist with program compliance
- TDA will be allowing administrative costs of up to 5% of the project value.

Eligible Applicants

Applicant Requirements

- Applicants must be a Tennessee entity (i.e. agriculture, food, or forestry business, farmer, local government, or nonprofit in Tennessee) or have current operations in Tennessee.
- Applicants must be making an investment into the project. For projects in counties classified as distressed or at-risk, FARM funds may not be more than 75% of the project's total budget. For projects in non-distressed or at-risk counties, FARM funds may not be more than 50% of the project's total budget.
- Applicants must submit project updates to measure impact of the funding on the applicant as well as the local economy and agree to work with the Department of Agriculture to track success of the project.
- Applicants must utilize equipment and structures reimbursed with cost share funds for the intended purpose of the program for the life of the asset.

Program Timeline

FARM Timeline

Round 1 of Funding

- February 15, 2023 – Informational webinars
- March 1, 2023 – Application portal opens
- March 31, 2023 – Application portal closes
- April 2023 – Award selections are made
- May 2025 – Awardees have fully expended awarded funds (24 months after award date)

Application Process

Application Period

- The application portal will be open for submissions for round one of funding beginning on March 1, 2023 and ending on March 31, 2023 at 5 p.m. central time.
- Late application submissions will not be accepted.
- If we have questions regarding your application, we will contact you prior to scoring the application; as such, it is imperative that contact information is accurate and that responses to our inquiries are prompt and complete.

Application Scoring Criteria

Applications will be scored based on the following criteria:

- County of origin
- Percentage increase of operation
- Impact on TN's food & fiber supply chain
- Project readiness
- Collaboration with industry/community partners

Application Content

General information

- Entity Name
- Contact Person Information
- EIN/Tax ID
- Unique Entity Identifier (UEI)
 - It is recommended that applicants begin the process to obtain a UEI through SAM.gov now if they do not currently have one.
- Completed Form W-9

Application Content

Project Overview

- Description of current business
- Business operation start date
- Short description of proposed project
- County of project location
- County or counties impacted by the project

Application Content

Project Impact on Tennessee Food and Fiber Supply Chain

- Does this project address COVID-19 related supply chain issues experienced by your business or by other participants in Tennessee's food and fiber supply chain network?
- Please describe how your business impacts or will impact the supply of agricultural or forest products in Tennessee
- Please describe how this project will enhance the stability of the supply chain of agricultural and/or forestry products in Tennessee and prevent future supply chain disruptions such as those experienced during the COVID-19 pandemic.

Application Content

Increase in Operational Capacity

- How does this project increase the capacity of your current existing business?
 - Percentage increase in operational capacity
 - Define your unit of production
 - Current annual production
 - Projected annual production following project completion
- Will this project increase the efficiency of your production process?
 - Percentage increase in efficiency generated by this project
 - Description of how this project will increase the efficiency of your production process.

Application Content

Project Readiness

- A budget for your total project cost, including all shared costs
- The amount of funds being requested in FARM cost share funding
- A description of all funding sources for the required match
- A description of intended use of funds awarded by the state
- Project timeline
- Proof of financing
- Business/project plan
- Additional supporting documents

Application Content

Collaboration

- Do you plan to collaborate with any industry or community partners on this project? (i.e., institutes of higher learning/universities, industry/trade associations, other businesses/entities, consultants, financial advisors, government agencies, etc.)
- A brief description of the nature of the collaboration

Application Portal

- Application portal will be available through TDA's website beginning on March 1, 2023.

Next Steps

Next Steps

- Application review process to commence as applications are received.
- TDA to conduct applicant outreach as needed to obtain additional information or clarify information included in applications.
- Award selections and announcements expected to occur in April 2023.
- Further information on cost share program activities (e.g. subrecipient agreements, invoice reimbursement process) will be provided to awardees at that time.

Additional Funding Rounds

- Round 2 – November 2023
- Round 3 – March 2024

*Please note that for all rounds funds must be obligated by no later than December 31, 2024 and all funds must be expended within 2 years of the contract date.

Resources

- For further information, please see the program website www.tn.gov/farm.
- If you have program questions, send a message to the email address business.development@tn.gov.



Questions?