



**Islands & Remote Areas Regional Food Business Center
Alaska Subregion Technical Assistance Programs:
Request for Partnership**

Application Timeline:

Opens: October 1, 2024

Closes: November 29, 2024, 11:59 pm Alaska Standard Time

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Alaska Food Policy Council

In 2010, a small group of Alaskans, concerned with long-term food security, formed the Alaska Food Policy Council. Through a series of community town hall meetings, AFPC informed its goals and strategies based on statewide stakeholder input. Bringing together diverse voices and ideas from throughout Alaska - individuals representing federal and state agencies, tribal entities, food access organizations, schools, university programs, farmers, fisheries, food businesses, and anyone who eats.

The Alaska Food Policy Council (AFPC) connects, advocates, and informs, to strengthen food systems for all Alaskans.

- **CONNECT:** Engage with Alaskans to get input to strengthen our food system, and to connect them to learn and collaborate.
- **ADVOCATE:** Develop recommendations and share them with policymakers at the local, state, federal, and tribal levels.
- **INFORM:** Share information, resources, opportunities, and risks with all food stakeholders (everyone who eats!).

AFPC has built a statewide, grassroots network of supporters, amplifiers, and diverse partnerships to address Alaska's food insecurity while supporting a resilient local food supply. We engage in education and advocacy at the city, state, and federal levels to create systemic change. AFPC hosts working groups and special focus working groups, on topics like Indigenous foods, food waste, food hubs, and more. These groups, which comprise the Alaska Food System Network, include individuals and organizations from across the state, resulting in creative solutions and unique challenges that aim to address the food security needs of all Alaskans.

AFPC's Values:

- We value **integrity** and seek to uphold this value as a trustworthy source of information as a nonpartisan organization representing a large network of organizations across the food system.
- We value **diversity** in fostering a culture of inclusion, respect, expanding ideas and perspectives, and minimizing barriers to connection.
- We value **community** and connection: through community-led conversations, we can develop community-led solutions that overcome differences and advance a common good.
- We value the ability of Alaskans to make **choices** about what they eat that support their health and well-being.
- We value **learning** from our past for a better future and learning from others to better ourselves.
- We value the **abundance** of Alaska Grown, harvested, caught, and prepared foods available to all Alaskans.

- We value **sustainability** so that future generations may also experience that abundance.
- We value **justice** and seek to improve equity in the food systems, because everybody eats & everybody deserves full access to food that nourishes both body & soul.
- We value the **economic development** opportunities that food can provide to Alaskan Communities.

Introduction to USDA Regional Food Business Centers

The [USDA Regional Food Business Centers](#) (RFBCs) are supporting a more resilient, diverse, and competitive food system by providing localized assistance to access local and regional supply chains, including linking producers to wholesalers and distributors. They provide technical assistance needed to reach new markets, access federal, state, and local resources, and assist small- and mid-sized producers in overcoming barriers, with a focus on underserved farmers, ranchers, and food businesses.

USDA Regional Food Business Centers have three main responsibilities:

- **Coordination** - The Regional Food Business Centers act as regional hubs coordinating across geographic areas with USDA, other federal, state, and tribal agencies with relevant resources, regional commissions, stakeholders, and the other Regional Food Centers. They engage with stakeholders and partners to develop and implement strategic and funding plans for serving the region through technical assistance and capacity building. They conduct outreach to underserved communities and businesses.
- **Technical Assistance** - The Regional Food Business Centers provide direct business technical assistance to small- and mid-sized food and farm businesses (producers, processors, aggregators, distributors, and other businesses within the food supply chain) and food value and supply chain coordination. Each Regional Food Center has identified priority areas for technical assistance (e.g., aggregation/distribution, specialty crop processing for institutions) for the region it serves.
- **Capacity Building** – The Regional Food Business Centers provide financial assistance through Business Builder subawards up to \$100,000 to support projects focused on regional needs and businesses that are working towards expansion and other investments. These subawards may support staff time, business planning activities, software implementation, the purchase of special purpose equipment, such as food safety, processing and packaging equipment, value chain coordination, and other expenses.

The USDA Regional Food Business Centers (RFBC) are designed to:

- Create opportunities for targeted, region-specific solutions.
- Maximize locally driven investment impact.
- Complement and support other USDA programs.
- Collaborate with USDA Agricultural Marketing Service to ensure ongoing, regionally appropriate support and coordination.

All 50 states and territories are served by a RFBC. Additionally, the Intertribal Agriculture Council (IAC) was selected to establish the [Intertribal Food Business Center](#) (IFBC)—the only national USDA RFBC prioritizing American Indian and Alaska Native communities.

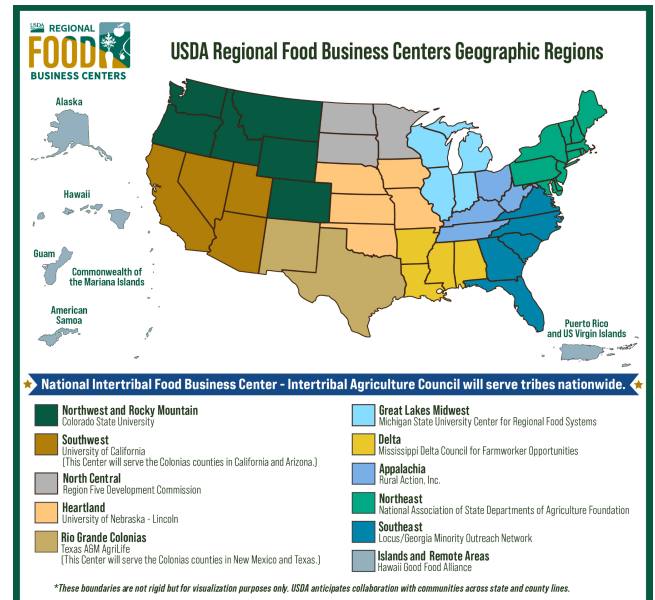
Islands and Remote Areas RFBC

[Hawai'i Good Food Alliance](#) is the lead entity of the Islands and Remote Areas RFBC, which serves Hawai'i, Guam, the Northern Mariana Islands, American Samoa, **Alaska**, Puerto Rico, and the U.S. Virgin Islands.

This Center serves the nation's Island States, Territories, and Commonwealths listed above. While not contiguous, these islands and remote areas face similar challenges including, food transport logistics, underdeveloped infrastructure, extreme climate change impacts, and legal barriers such as highly regulated shipping requirements and exclusions from regional free trade agreements. The region relies on imports for over 90% of their food supply putting them at extreme risk of supply chain disruptions and high food prices.

Alaska RFBC Program Contacts

- Questions can be directed to:
 - Email: rfbc@alaskafoodpolicycouncil.org
 - Phone: (907) 756-3930
 - We can assist those requiring translation services- please contact us with your request



Request for Partnership

This RFP has been created to reflect the values and work of AFPC and the Islands and Remote Areas RFBC. Through our work, we will collaborate with our Technical Assistance partners and local communities with a priority on listening and adapting to local and regional needs.

As part of the Islands and Remote Areas Regional Food Business Center, Alaska's RFBC is coordinating direct funding through capacity-building grants (coming in early 2025) and Technical Assistance to Alaska's food and farm businesses

The Islands and Remote Areas Regional Food Business Center, Alaska Subregion (RFBC) seeks qualified organizations or individuals to partner with AFPC to offer critical technical assistance (TA) to Alaska's farm and food businesses.

TA is a cornerstone of the nationwide network of [USDA Regional Food Business Centers](#). Through developing a strong TA program that supports our food and farm businesses to bridge knowledge gaps, enhance market access, and strengthen the overall food supply chain Selected TA providers will play a pivotal role in supporting Alaska's food producers, processors, and retailers in achieving their goals.

The Island and Remote Areas RFBC's focus is on supporting [underinvested communities and underserved farmers, ranchers, and food businesses](#).

Timeline and Contract Details

Application opens: October 1, 2024

Informational webinar:

- Monday, October 28, 10-11am
- An on-demand, recorded version will be available, post Oct. 28th
- Check our website to register: www.akfoodpolicycouncil.org/business-center/rfbc-events/

Office Hours: Fridays, 10-11am online via Zoom

Proposal deadline: November 29, 2024

Subaward announcements: December 17, 2024

Estimated contract start date: January 31st, 2025

Contract end date will be one year from issuance. Applicants are limited to applying for and receiving one award per funding round. Additional funding rounds over the next 3 years will be announced at a later date; applicants may apply to multiple rounds of funding. Applications will open again in 2025 and 2026.

Available Funding

- Minimum Request: \$25,000
- Maximum Request: \$100,000
- Total Amount Available: approximately \$620,000
- This funding opportunity **does not** require matching funds.

Funding will come in the form of a **Subaward**: a subaward is a portion of a federal grant or cooperative agreement provided by a recipient (pass-through entity) to a subrecipient to carry out part of the federally funded project. Subaward recipients are subject to the [Code of Federal Regulations Title 2, Part 200 \(2 CFR 200\)](#).

Contract extensions and optional addendum:

At the conclusion of a successful year of TA programming, select providers may be offered a one-year contract extension, for a maximum of three years total. This decision will be based on funding availability, the anticipated needs of the business center, and the quality of training offered by the programming.

Funding Disclosure:

Support for the Islands & Remote Areas USDA Regional Food Business Center comes from the United States Department of Agriculture (USDA) Agricultural Marketing Service Regional Food Business Centers Program. The 12 USDA Regional Food Business Centers support all 50 U.S. States and Territories and are inclusive of all types of agricultural products produced locally or regionally.

USDA is an equal opportunity provider, employer, and lender. For information, refer to the [USDA Non-Discrimination Statement](#).

Eligibility

Eligible applicants for subawards under the Alaska RFBC Technical Assistance Program can include any of the following entity types:

- Farmer, Rancher, Agricultural/ Mariculture Producer
- Fisher
- Cooperative
- Food hub
- Aggregator (other than food hub)
- Distributor
- Processor
- Value-Added Production
- Government Agency (state or local)
- Tribal government

- Non-profit Organization
- College or University
- Cooperative Extension

Eligible Technical Assistance provider sub-award awardees must:

- Posses and maintain a valid [Unique Entity Identifier](#) (UEI)
- Demonstrate a clear business or organizational structure and capacity to deliver TA services
- Possess a proven track record of providing TA

Additional Requirements:

- **Domestic Ownership:** All applicant businesses and organizations must be domestically owned.
- **Alaskan-based:** Applicants must be an established, eligible entity and expect to maintain a physical presence within Alaska for the duration of the award.
 - Exceptions include:
 - Those who are located outside of Alaska, but have contributed significantly to Alaska's food systems development;
 - Those who have skills that are not offered currently by Alaskans;
 - Those who are training Alaskans to be trainers/ TA providers.
- **Supply Chain Focus:** Eligible technical assistance activities must involve the middle of the food supply chain, defined as the stages after the production of local and regional products but before the products are sold to consumers.
 - This includes processing, aggregation, and distribution.
 - Funds cannot be used to support technical assistance in agricultural/ mariculture production.

Reporting & Evaluation Deliverables

As a subaward under this USDA project, all successful Technical Assistance providers will be required to submit regular reports on their activities, including providing evaluation deliverables. Reporting may require the use of online forms, submitting photos and story narratives for outreach, and tracking quantitative metrics of your impact and reach. Please see the Reporting & Evaluation Deliverables section for full details.

TA Priority Programs and Activities

Our RFBC Technical Assistance program is an opportunity to build a variety of services to improve small- to mid-sized food and farm businesses and to expand market access. Through

community conversations and our state-wide [2022 Food Security Action Plan](#) we have identified RFBC TA areas most needed to best support our food systems.

Our RFBC TA Program is aimed at **Building Capacity and Expanding Markets** for farm and food businesses. Successful TA proposals will address one or more of the following priority areas (some examples are provided of our priority areas; these are not exclusive and there may be overlap between categories):

- **How to develop or maintain a direct-to-consumer enterprise**
 - Developing online marketing and sales, inventory management, and point-of-sale systems
- **Accessing institutional consumers**
 - Consultation/ feasibility studies/ research/ planning on increasing institutional purchasing opportunities and markets
- **Using new strategies to improve local/regional food processing, distribution, aggregation, or storage**
 - GAP/Food Safety/ Regulatory Compliance and training
 - Storage / Facility expansion planning
 - Post Harvest Handling
 - Food Hub & Farmer to Consumer Operations and Sustainability
- **Value chain coordination**
 - Logistics/Supply Chain Planning including food storage, cooling, equipment, processing facilities, distribution centers, transportation/ delivery vehicles
 - Supply chain optimization to improve post-harvest handling, developing efficient transportation and distribution plans (including air and marine cargo options)
 - Cold Chain Infrastructure Development
- **Market development**
 - Creation/ marketing of buy-local programs, veteran farmer programs, and chef/restaurant partnerships
 - Development of agritourism opportunities
 - Value-Added Product Development
 - Use of waste products and associated business development needs
 - Traditional foodways/ Traditional Ecological Knowledge integration into food businesses
- **Navigating and managing financial resources from third parties**
 - Grant writing support/ training
- **Minor business development (defined by USDA as planning, financial literacy, legal and regulatory awareness, succession planning, and record-keeping)**
 - Business Plan development
 - Financial Management
 - Legal & Regulatory Concerns

Formats and Delivery Methods

Technical Assistance includes guidance, support, advice, assessment, and/or customized training aimed at building capacity to access new markets, increase viability, or increase business skills for success. It can include consultation, creation of feasibility studies, research and planning activities.

Technical Assistance may come in the forms of:

- Training (group or individual)
 - Cohort (on-going, within the contract period)
 - One-time
- Coaching (1:1)
- Mentorship and apprenticeship programs
- Peer-to-peer learning, or other forms of direct support

Technical Assistance can be delivered through a variety of mediums, including:

- Conferences and workshops
- Classes or webinars
- Skills building cohorts
- Research on product and market development
- Industry association development for facilitating collaboration and knowledge sharing
- Incubator and accelerator programs that provide resources and support for early-stage food businesses
- Shared resource creation, like toolkits, templates, documents

Proposal Requirements:

To be considered for funding, each application submission should include the following components for a complete application package:

- Narrative Form (WORD)
- Budget Form (EXCEL)
- Resume/ CV of Key Project Lead(s) (PDF)
- 1-3 Letters of support (PDF)

1. Narrative Form:

Using the provided WORD Document Narrative Form, proposals should address all required fields, including the following:

- **Area(s) of Expertise:** Identify the specific areas you propose to develop resources for (you can choose multiple areas or propose "other" with a detailed description).

- **Delivery Method(s):** Outline your preferred methods for delivering TA (e.g., webinars, workshops, one-on-one consultations).
- **Target Audience:** Specify the types of farm and/or food businesses you aim to support (e.g., beginning, established, specific sectors like hydroponics or value-added products).
- **Qualifications:** Demonstrate your experience and expertise in providing TA, specifically to farm and/or food businesses.
- **Timeline:** Detail your timeline for delivering the TA over the year, highlighting major milestones.
- **Evaluation & Data Collection:** Identify which metrics will be relevant to your proposed TA programming, paying close attention to the requirements outlined in the [Evaluation Deliverables](#) section of the RFP. (**Note: Evaluation forms and surveys will be provided by AFPC to assist in collecting data about your programming and its participants.*)

NOTE: Narrative forms should address each of these sections, using a 12-point font, and be **no longer than 10 pages in total**. Please do not change the formatting of the form.

2. Budget Form

Using the provided [EXCEL Form](#) (do not change formulas), proposals should outline and justify all costs for their project, including the following:

- Personnel
- Fringe
- Contractual
- Travel
- Supplies
- Other
- Indirect Costs

All USDA AMS awards are subject to the terms and conditions, cost principles, and other considerations described in the [Program Specific \(pdf\)](#) and [AMS General Terms and Conditions \(pdf\)](#).

Allowable costs include outreach/meeting/TA/training costs, travel costs, registration fees, speaker fees, contractual fees, audiovisual materials, and purchase/rental/maintenance/shipping of supplies and equipment required to support the project.

Indirect costs are permissible for all grant categories. If a subrecipient has a negotiated indirect cost rate, a copy of the approved NICRA must be submitted. Non-federal entities without a NICRA, except State and Local Government and Indian Tribes, may elect to charge a de minimis rate of 10 percent of modified total direct costs (MTDC). MTDC are defined as all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (see also [eCFR :: 2 CFR 200.1 -- Definitions](#)). Indirect

costs should be submitted within the budget section of the grant application.

3. **Resume/ CV of Key Project Lead(s)**

Include the resume or CV of key project lead(s) to showcase relevant qualifications, experience, training, education, and ability to manage/ implement the proposed project effectively. These should be attached as PDFs.

4. **Letter(s) of Support**

Please provide 1-3 letter(s) of support from previous technical assistance partnerships and/or clients served. Letters should be no longer than 2 pages, written on entity letterhead, and include the signature and contact information of the author.

Submission Procedures

Applications must be submitted via email to rfdc@alaskafoodpolicycouncil.org

All required documents must be submitted by 11:59 pm on **November 29, 2024**.

Application Review Information

Proposals will be evaluated by a selection committee based on an established scoring rubric:

Priority will be given to technical assistance providers that are led by or serve [underserved or underinvested communities](#). Across the USDA RFBCs nationwide, this is a priority. From the USDA, “The [Regional Food Centers will target and invest in underserved and tribal communities](#). Centers will consult with members of communities and organizations that serve communities that have been historically underrepresented. This effort will also reach communities that have been underserved or subject to discrimination in federal policies and programs.”

A fundamental goal of the RFBC is to ensure a diverse and representative distribution of awards across geographies and sectors to the extent possible.

Rubric and Scoring

Applications will be scored and weighted in the following 5 categories:

1. Alignment with AK RFBC Priorities, Values & Prioritized Focus/Topic Areas (30%)

- Demonstrates strong alignment with the overall purpose and intent of the RFBCs
- Shows clear embodiment of AFPC and RFBC values throughout the proposal
- Directly addresses at least one prioritized focus/topic area
- Clearly articulates how the project contributes to desired outcomes

2. Scale of Impact (20%)

- Serves a substantial number of individuals, businesses, and/or partnerships
- Defines a specific and significant geographic scope of impact
- Demonstrates potential for meaningful business growth
- Clearly defines and measures success/impact, including addressing required reporting and evaluation.

3. Underserved Communities (20%)

- Clearly identifies, targets, and demonstrates potential to support underserved producers, businesses, and communities
- Ensures cultural relevance and appropriateness of the project for target communities
- Shows a deep understanding of community needs and challenges

4. Collaborative / Coordinated Efforts (15%)

- Provides specific examples of strong, meaningful collaborations that contribute to the project's success
- Actively seeks and engages in partnerships or creates new ones where none exist
- Shows how the project contributes to the development of Alaska's food systems
- Facilitates resource sharing and collaboration, and reduces overlaps

5. Budget, Feasibility, and Sustainability (15%)

- Presents a detailed and well-justified budget that aligns closely with project activities and goals
- Demonstrates cost-effectiveness and efficient use of funds to achieve maximum impact
- Provides a clear, realistic, and achievable project plan and timeline
- Shows strong organizational capacity, experience, and resources to implement the project successfully

Award Administration Information

Award Notices:

- All applicants will be notified by **December 17, 2024**, via email, on if their proposal will be funded or not.

- If awarded, AFPC must receive acceptance of award confirmation via email, no later than January 10, 2025.

Insurance Requirements:

- Award recipients must carry general liability insurance and provide a copy to AFPC.

Contract Terms and Conditions:

- These will be detailed in the grant agreement provided upon acceptance of award. AFPC anticipates contracts to be completed by January 31, 2025.

Debriefing and Protest Procedures:

- Unsuccessful applicants will be provided with feedback upon request.
- Protests must be submitted via email to rfbc@alaskafoodpolicycouncil.org within 10 days of the award announcement.

Partnership Reporting and Evaluation Requirements

Every three months (quarterly) the RFBC is required to report on the progress of our TA program. If you are selected, you will be asked to provide updates including the initial story of your program, regular reports on the ongoing activity of your project, and a final report at the end of the contract.

Awardees will be required to complete the following:

- An initial TA Data Profile, which will be shared with the USDA and the general public
- A current IRS Form W-9
- A provided direct deposit form for ACH payments
- Templates will be provided to awardees to meet reporting requirements, including:
 - Periodic progress report with evaluation metrics
 - Participant surveys
 - Financial report and invoicing
 - All reports due every three months, determined by date of contract
- Periodic interviews with project manager
- Communication and Outreach Deliverables (throughout project) as outlined below that will be shared publicly in AFPC and the regional IRA RFBC's outreach work

Communication Deliverables

Initial Communication (Due Upon Contract Acceptance)

- **Participant Stories:** Briefly share the story of your organization, project, its current stage, and goals for the TA program (1-2 paragraphs). A photo of you and/or a photo that is representative of your TA program.
- **What You Hope to Achieve:** Describe your specific objectives for the TA program.
- **Outline the next steps:** How will you use RFBC resources to help farm & food businesses?

Ongoing Communication (Due Quarterly)

- **Progress Updates:** Using provided forms, provide updates on your TA program (webinars held, participants reached, surveys of participants, coaching progress report, etc)
- **Quotes & Pictures (Minimum 1 per update):** Share a short quote reflecting your experience and a picture showcasing a business impacted by your TA activity.

Final Report (Due at Project Completion)

- **Executive Summary:** Brief overview of the project, its objectives, outcomes, and financial overview. This will be shared publicly.
- **Narrative Summary:**
 - Outline the project goals and objectives as described in the original proposal.
 - Detail the major activities carried out, including timeline adjustments and any challenges faced during project implementation.
 - Describe the impact of the project, including both the short-term and long-term outcomes. Provide evidence or data that shows whether the goals were achieved.
 - Outline any difficulties faced during the project and how they were addressed, as well as any lessons learned for future projects.
 - Sustainability/Future Plans: Indicate whether the project will continue beyond the grant period and how it will be sustained, if applicable.
- **Evaluation and Metrics:** Using the provided forms, provide any final updates on your TA program (webinars held, participants reached, surveys of participants, coaching progress report, etc)
- **Financial Reporting:**
 - Compare the original budget to actual expenses, noting any variances.
 - Provide a final breakdown of how the grant funds were spent, including personnel, materials, services, and other relevant expenses.
 - Attach receipts, invoices, or other financial documentation
- **Quotes & Pictures (Minimum 1 per update):** Share a short quote reflecting your experience and a picture showcasing a business impacted by your TA activity
- May include additional documents such as publications, photos, press coverage, or further evaluation results that demonstrate project impact.

Evaluation Deliverables

In your proposal narrative, you should select metrics provided by the USDA (see below); you may also provide your own metrics of success. Applicants should consider the USDA program metrics below and incorporate, as applicable, how these will be addressed and reported on within the proposed project. **(Note: Projects do not have to address all outcomes and metrics)**

All TA providers will be required to provide your service recipients with both pre- and post-surveys to track the reach and impact of the RFBC TA program.

Additional data may be collected from TA providers and their TA service recipients during the project period.

General Metrics:

- Did you serve [underinvested communities](#)?
- How many farm and/or food businesses/organizations have been served via the technical assistance providers?
- Number of individuals trained or provided technical assistance.
 - Of those, the number trained on the following topics:
 - How to develop or maintain a direct-to-consumer enterprise
 - Accessing institutional consumers
 - Using new strategies to improve local/regional food -processing, distribution, aggregation, or storage
 - Value chain coordination
 - Market development
 - Navigating and managing financial resources from third parties
 - Minor business development (Minor business development would include: planning, financial literacy, legal and regulatory awareness, succession planning, and record-keeping)
 - Other, please specify
- Was this TA used for a new or existing business?
 - Was a business formally established as a result of participating in business center activities? Please indicate if your business is a
 - Food hubsDistributors
 - Producers
 - Processors
 - Other, please list
- Describe specific contributions to improvements in distribution/supply chain efficiency, reduced costs, expanded customer reach, and increased online presence.
- Number of stakeholders who adopted best practices or new technologies to improve distribution systems or supply chains due to center activities.

- Number of stakeholders who reported increased or improved processing, distribution, storage, and/or aggregation of regionally produced agricultural products.
- New Food Businesses Created
 - Number of new food businesses created through all Center activities.
 - Number of new food hubs and aggregators created.
 - Number of new distributors created.
 - Number of new producers created.
 - Number of new processors created.
- Business Development Plans
- Number of business development plans created.
- Number of food and farm businesses served that report increased revenue.
- Number of food and farm businesses served that report increased knowledge about new market opportunities.
- Number of food and farm businesses served that report increased production to meet increased demand.

Appendices

Subaward Payments

Once the subaward agreement is fully executed, eligible expenses will be disbursed by reimbursement on a quarterly basis. Payment requests will be submitted quarterly with project reporting documents via email. AFPC will retain 10% the budget amount until the project is complete and the final report is accepted.

Once approved by AFPC and processed, funds will be deposited via ACH within 7-10 business days.

Awardees may request an initial payment of up to 25% of the total subaward; acceptance of this request is at the discretion of AFPC.

All subawards are subject to the terms and conditions, cost principles, and other considerations described in both the [USDA Program Specific Terms and Conditions](#) and the [2021 USDA AMS General Terms and Conditions](#), including indirect costs (3.0 Subrecipient Monitoring and Management in the AMS Terms and Conditions and 2 CFR 200, specifically <https://www.ecfr.gov/current/title-2/section-200.332>.)

Award recipients will be required to return unspent funds. The RFBC reserves the right to request funds in whole or in part if determined that the funds were not used for the intended purpose, as described in the approved application (or through a formal amendment to the project with RFBC approval).

The RFBC reserves the right to inspect and audit the project materials and documents following the payment received by the applicant for a period of up to three years following program completion.

Applicants who commit fraud or misrepresentation, or who do not adequately document or retain sufficient documentation, shall be subject to state and federal civil and criminal recourse to the extent permitted by law.

The applicant must retain records relating to the award for a period of at least five years from the date of the final payment received by the applicant for this award. The applicant must agree that such records will be submitted to the RFBC or its designees or representatives upon request or upon audit of the completed project by the RFBC or other authorized state or federal authorities.

Other Terms and Conditions

By applying, your organization has made an assurance that, if successful, it will comply with all applicable Federal statutes and regulations in effect during the subaward period. Awards will be based upon the submitted and approved project applications, and are subject to the following conditions:

- The subawardee must complete the full scope of work and all tasks outlined in the approved application by the Project End Date entered on the subaward application unless a written exception is granted by the Center.
- Proposed projects must meet all of the goals and requirements of RFBC's TA Provider Award Program, as outlined in this Request for Partnerships.
- Any changes to the scope, tasks, deliverables, or expenses of this project must be approved in advance and in writing by the Center prior to work being modified or completed.
- Quarterly Progress and Financial Reports must be submitted as directed by AFPC, with a Final Project Report due no more than 60 days after the Project End Date. The quarterly report will document program activities and results. As part of the quarterly reporting process, the awardee must provide a full accounting of all expenditures made with funds from this sub award, accompanied by the documentation specified in the Subaward Agreement.
- USDA Data profile forms will be required to be completed by the TA Provider and any TA service recipients.
- Funds from this program may be combined with other programs if there is documentation to show that there is no duplication of funding.

USDA Definitions

Underinvested communities—"populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life, such as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality." (USDA AMS RFBC PPR, 2024)

Underserved producer—"an individual (including a member of an Indian Tribe) that is (I) a beginning farmer or rancher; (II) a veteran farmer or rancher; or (III) a socially disadvantaged farmer or rancher" (7 U.S.C. §1508(a)(7)(A)(ii)).

Beginning farmer or rancher—a “term as defined by the Secretary” whereas a qualified beginning farmer or rancher means “an applicant ... who is eligible for assistance...who has not operated a farm or ranch, or who has operated a farm or ranch for not more than 10 years” among other requirements (7 U.S.C. §1991(a)(8) and (11)). For the purposes of crop insurance, a beginning producer is “a farmer or rancher who has not actively operated and managed a farm or ranch with a bona fide insurable interest in a crop or livestock as an owner-operator, landlord, tenant, or sharecropper for more than 5 crop years.... ” (7 U.S.C. §1502(b)(3)).

Veteran farmer or rancher—“a farmer or rancher who has served in the Armed Forces (as defined in section 101(10) of title 38) and who- (A) has not operated a farm or ranch; (B) has operated a farm or ranch for not more than 10 years; or (C) is a veteran (as defined in section 101 of that title) who has first obtained status as a veteran (as so defined) during the most recent 10-year period” (7 U.S.C. §2279(A)(7)). For the purposes of crop insurance, a veteran producer is “a farmer or rancher who ... has operated a farm or ranch for not more than 5 years” (7 U.S.C. §1502(b)(14)).

Socially disadvantaged farmer or rancher—“a farmer or rancher who is a member of a socially disadvantaged group” where, depending on the program, a socially disadvantaged group means either “a group whose members have been subjected to racial or ethnic prejudice because of their identity as members of a group without regard to their individual qualities” (7 U.S.C. §2279(a)(6), or “a group whose members have been subjected to racial, ethnic, or gender prejudice because of their identity as members of a group without regard to their individual qualities” (7 U.S.C. §2003(e)(1)).

Indian—“a person who is a member of an Indian tribe” where an “Indian Tribe” means “any Indian tribe, band, nation, or other organized group or community, including any Alaska Native village or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act (85 Stat. 688) [43 U.S.C. 1601 et seq.], which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians” (25 U.S.C. §5304(d)-(e); Indian SelfDeterminationSelf Determination and Education Assistance Act (P.L. 93-638)).