

USDA/AMS Resilient Food Systems Infrastructure (RFSI) Program Application

Delaware Community Foundation

Applicant Information

Organization Name*

Character Limit: 250

Physical Address of Organization*

Character Limit: 250

Mailing Address of Organization

If different from physical address.

Character Limit: 250

Which Grant Are You Applying For?*

Choices

Equipment Only

Infrastructure

What is your UEI Number?*

Character Limit: 100

Authorized Representative & Title*

List the person and their title who will be the main contact for any correspondence and is responsible for signing any documentation should the grant be awarded.

e.g. John Smith, Owner/CEO

Character Limit: 250

Authorized Representative Email*

Character Limit: 100

Authorized Representative Phone Number*

Character Limit: 100

Authorized Representative Mailing Address*

Character Limit: 250

Distressed Communities Index

Using the Distressed Communities Index Map, provide the community distress score for the county(ies) benefiting from your project.

County Name	Distress Score
New Castle	
Kent	
Sussex	

Applicant Type*

- Agricultural producers or processors**, or groups of agricultural producers and 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 meet the eligibility requirements of the SBA small business size standards are eligible. For more information on these size standards, please visit SBA's Size Standards webpage. For a quick check on whether your business qualifies, please use the Size Standards Tool.
- Nonprofit organizations** operating middle-of-the-supply-chain activities such as processing, aggregation, distribution of targeted agricultural products
- Local government** entities operating middle-of-the-supply-chain activities such as processing, aggregation, distribution of targeted agricultural products
- Tribal governments** operating middle-of-the-supply-chain activities such as processing, aggregation, distribution of targeted agricultural products.
- Institutions** such as schools, universities, or hospitals bringing producers together to establish cooperative or shared infrastructure or invest in equipment that will benefit multiple producers middle-of-the-supply-chain activities such as processing, aggregation, distribution of targeted agricultural product.

Choices

- Agricultural producers or processors
- For-profit entities
- Nonprofit organizations
- Local government
- Tribal governments
- Institutions

Project Information - Equipment Purchase

Project Title*

Provide a descriptive project title in 15 words or less in the space below.

Character Limit: 200

Total Funds Requested*

Character Limit: 20

Project Information - Infrastructure

Project Title*

Provide a descriptive project title in 15 words or less in the space below.

Character Limit: 200

Project Start Date*

Character Limit: 10

Project End Date*

Character Limit: 10

Total Funds Requested*

Character Limit: 20

Equipment Purchase Questions

Executive Summary*

Include a project summary of 250 words or less suitable for dissemination to the public. A Project Summary provides a very brief (one sentence, if possible) description of your project. A Project Summary includes:

- The name of the applicant organization that if awarded a grant will establish an agreement or contractual relationship with the State Applicant to lead and execute the project,
- The project's purpose, deliverables, and expected outcomes and
- A description of the equipment to be purchased and how it will help fulfill the goal of this project.

Character Limit: 2500

Operations Identifier*

Where within the Middle of the Supply Chain will the requested equipment be used:

Choices

- Processing
- Aggregation
- Distribution
- Value Added Production
- Other

If Other, Please Explain

Character Limit: 250

Type of Agricultural Food Products Processed With The Equipment?

Type of Agricultural Food Product

Business Operations*

Please describe the current business operations including services being offered in the Geographic Focus Area.

Character Limit: 5000

Specific Need of Equipment*

Please describe the specific need that the requested equipment will address.

Character Limit: 2500

Impact of this Equipment*

Please describe the impact this equipment will have on local and regional producers, market outlets, and more.

Character Limit: 2500

Number Impacted*

Estimate the number of local and regional producers impacted.

Character Limit: 100

Project Beneficiaries*

Does this project directly benefit (click all that apply)

Choices

Underserved farmers and ranchers
New and beginning farmers and ranchers
Veteran producers
Processors or other middle-of-the-process businesses owned by socially disadvantaged individuals

Required Environmental Questionnaire*

Please download, fill out and then upload this questionnaire when completed.

https://agriculture.delaware.gov/wp-content/uploads/sites/108/2024/03/USDA-AMS-Applicant-Env.-Questionnaire_Compliant.pdf

File Size Limit: 3 MB

Infrastructure Questions

Executive Summary*

Include a project summary of 250 words or less suitable for dissemination to the public. A Project Summary provides a very brief (one sentence, if possible) description of your project. A Project Summary includes:

- The name of the applicant organization that if awarded a grant will establish an agreement or contractual relationship with the State Applicant to lead and execute the project,
- The project's purpose, deliverables, and expected outcomes and
- A description of the general tasks/activities to be completed during the project period to fulfill this goal.

Character Limit: 2500

Project Type*

Click All That Apply.

- Expanding processing capacities, including adding product types, increasing production volumes, and supporting new wholesale/retail product lines;
- Modernizing equipment or facilities through upgrades, repairs, or retooling; (e.g., adapting product lines for institutional procurement or adding parallel processing capacity);
- Purchase and installation of specialized equipment, such as processing components, sorting equipment, packing and labeling equipment, or delivery vehicles;
- Modernizing manufacturing, tracking, storage, and information technology systems;
- Enhancing worker safety through adoption of new technologies or investment in equipment or facility improvements;

- Construction of a new facility;
- Increasing packaging and labeling capacities that meet compliance requirements under applicable laws (e.g. sealing, bagging, boxing, labeling, conveying, and product moving equipment);
- Increasing storage space, including cold storage;
- Develop, customize, or install climate-smart equipment that reduces greenhouse gas emissions, increases efficiency in water use, improves air and/or water quality, and/or meets one or more of USDA’s climate action goals;
- Modernize equipment or facilities to ensure food safety, including associated Hazard, Analysis, and Critical Control Points (HACCP) consultation, plan development and employee training; and
- Training on the use of all equipment purchased under the grant and associated new processes.
- Other

Choices

Expanding processing capacities

Modernizing equipment or facilities through upgrades, repairs, or retooling

Purchase and installation of specialized equipment

Modernizing manufacturing, tracking, storage, and information technology systems

Enhancing worker safety

Construction of a new facility

Increasing packaging and labeling capacities that meet compliance requirements under applicable laws

Increasing storage space, including cold storage

Develop, customize, or install climate-smart equipment

Modernize equipment or facilities to ensure food safety

Training on the use of all equipment purchased under the grant and associated new processes.

Other

If you checked "Other" please describe here:

Character Limit: 250

Specific Issue Addressed*

Provide the specific issue, problem or need that the project will address.

Character Limit: 5000

Objectives*

Provide a list of objectives that this project hopes to achieve.

Objective 1:

Objective 2:

Objective 3:

Character Limit: 5000

Project Beneficiaries*

Estimate the number of project beneficiaries as defined in the program scope and requirements.

Character Limit: 100

Does This Project Benefit?*

Click all that apply.

Choices

Underserved farmers and ranchers

New and beginning farmers and ranchers

Veteran producers

Processors of other middle-of-the-supply businesses owned by socially disadvantaged individuals

Other Support*

Has this project been submitted for funding to a Federal or State grant program other than the RFSI and/or is a Federal or State grant program other than the RFSI funding the project currently?

Choices

Yes

No

If Yes, please explain*

Character Limit: 1500

External Project Support*

Describe the stakeholders who support the need for this project and why (other than the applicant and organizations involved in the project).

Character Limit: 2500

Required Environmental Questionnaire*

Please download, fill out and then upload this questionnaire when completed.

https://agriculture.delaware.gov/wp-content/uploads/sites/108/2024/03/USDA-AMS-Applicant-Env.-Questionnaire_Compliant.pdf

File Size Limit: 3 MB

Performance Measures - Equipment Purchase

The outcomes and performance measures below provide a framework that allows grant recipients to track and evaluate project activities. Please provide expected numbers based on the projects scope of work. Select N/A if not applicable to the specific project.

OUTCOME 2: Capacity in the Middle of the Supply Chain

For Local/Regional Food Products

Indicator	Expected Numbers	N/A
2.3 Number of processing equipment units purchased and installed		
2.5 Number of aggregation, storage, distribution equipment units purchased and installed:		

OUTCOME 3: Increase Economic Viability of Local/Regional Producers and Processors

Indicator	Expected Numbers	N/A
3.2 Number of local producers benefiting from new/improved process/aggr/storage/dist. capacity:		
3.3 Number of new local/regional products processed, aggregated, stored or distributed:		
3.4 Number of new value-added products developed:		
3.5 Number of new market-outlets established:		

Performance Measures - Infrastructure

OUTCOME 2: Capacity in the Middle of the Supply Chain

The outcomes and performance measures below provide a framework that allows grant recipients to track and evaluate project activities. Please provide expected numbers based on the projects scope of work. Type N/A on that row if not applicable to the specific project.

Description	Expected Numbers	N/A
2.1 Number of new facilities constructed		
2.2 Number of existing facilities improved or expanded		
2.3 Number of processing equipment units purchased and installed		
2.4 Number of processing equipment units modernized through upgrades, repairs, or retooling		
2.5 Number of aggregation/storage/distribution equipment units purchased and installed		
2.6 No. aggregation/storage/distr. equipment units modernized via upgrades, repairs, or retooling		
2.7 Number of employees trained on new equipment and processes		
2.8 Number of employees that received food safety training		
2.9 Number of employees that received worker safety training		

2.10 Number of new or improved wastewater management systems		
2.11 Number of new or improved information technology systems		

OUTCOME 3: Economic Viability

Increased economic viability of local/regional producers and processors. Type N/A on that row if not applicable to the specific project.

Description	Expected Numbers	N/A
3.1 Number of new jobs created		
3.2 No. of producers benefited from new/improved processing/aggregation/storage or distr. capacity		
3.3 Number of new local/regional products processed, aggregated, stored or distributed		
3.4 Number of new value-added products developed		
3.5 Number of new market-outlets established		

Budget Narrative/Uploads - Equipment Purchase

Please be sure to list and justify all expenses to be covered. If applicable, ensure that you have included Critical Resources and Infrastructure letter(s) to support the application information.

Critical Resources & Infrastructure*

Please download and then upload this document here when completed.

https://agriculture.delaware.gov/wp-content/uploads/sites/108/2024/03/CriticalResourceInfrastructureTemplateLetter_Compliant.docx

File Size Limit: 3 MB

Equipment Purchases

Describe any special purpose equipment to be purchased under the grant. “Special purpose equipment” such as such as, canners, hulling processors, reverse osmosis systems, egg packing machines, flotation tanks, roasters, or other processing equipment, packing and labeling equipment, or delivery vehicles.

Equipment Purchase	Purchase Price	Est. Acquisition Date	Funds Requested

Equipment Justification*

For each Equipment item listed in the above table describe how this equipment will be used to achieve the outcomes of the project. Add more equipment by copying and pasting the existing listing or delete equipment that isn’t necessary.

***Applicants must submit documentation to substantiate the costs of each piece of equipment, which can include contracts, catalog pricing, or binding quotes provided by license commercial entities.**

Line Item 1:

Line Item 2:

Line Item 3:

Character Limit: 5000

Budget Uploads*

Please upload any documentation for equipment purchases here.

File Size Limit: 6 MB

Budget Narrative/Uploads - Infrastructure

The budget must show the total cost for the project and describe how category costs listed in the budget are derived. The budget justification must provide enough detail for reviewers to easily understand how costs were determined and how they relate to the Project Objectives and Expected Outcomes. The budget must show a relationship between work planned and performed to the costs incurred. Refer to the Program Scope and Requirements section 4.4 for more information on allowable and unallowable expenses.

Please be sure to list and justify all expenses to be covered with matching funds separately and where they will be coming from. If applicable, ensure that you have included Critical Resources and Infrastructure letter(s) to support the application information.

MATCHING FUNDS

All eligible entities must provide a 50% match OR a 25% graduated match of the total project cost. See Section 1.5.3 of the Program Scope and Requirements for more information. Applicants must submit written and signed verification of match commitment from any party, including the eligible entity, who will contribute a match of non-Federal resources to this project.

Self-Certification for Graduated Match*

To qualify for the 25% graduated match, the applicant must meet the definition of one of the following groups. See section 1.5.3 of the Program Scope and Requirements for definitions and additional information.

Choices

Beginning Farmer or Rancher
 Veteran Farmer or Rancher
 Limited Resource Farmer or Rancher
 Socially Disadvantaged Farmer or Rancher
 Small Disadvantaged Business
 Women-Owned Small Business
 Historically Underserved Farmers and Ranchers

Certification for above*

By checking this box, I certify that my entity qualifies for the graduated match reduction of 25%

Choices

Agreed

Critical Resources & Infrastructure*

Please download and then upload this document here when completed.

<https://agriculture.delaware.gov/wp->

content/uploads/sites/108/2024/03/CriticalResourceInfrastructureTemplateLetter_Compliant.docx

File Size Limit: 3 MB

Matching Funds Verification Letter*

Please download this letter and upload here when completed:

https://agriculture.delaware.gov/wp-content/uploads/sites/108/2024/03/VerificationofMatchingFundsTemplateLetter_Compliant.docx

File Size Limit: 3 MB

Collaborating Organization Letter*

Please download and then upload this letter upon completing.

<https://agriculture.delaware.gov/wp-content/uploads/sites/108/2024/03/CollaboratingOrganizationTemplate.docx>

File Size Limit: 2 MB

Budget Summary

If any of the items in the Budget Summary are not applicable, you may leave those blank and skip the justifications below.

Expense Category	Funds Requested	Match Amount	Match Type
Personnel			
Fringe Benefits			
Travel			
Equipment			
Supplies			
Construction			

Contractual			
Other			
Indirect Costs			
Total Costs (Indirect and Direct)			

Budget Match Worksheet*

Download and complete the Budget Match Worksheet in detail. All of the categories should add up and be entered in the respective Budget Summary above. Upload your completed Budget Match Worksheet with your application:

<https://agriculture.delaware.gov/wp-content/uploads/sites/108/2024/03/RFSI-Budget-Match-Worksheet.xlsx>

File Size Limit: 2 MB

PERSONNEL JUSTIFICATION

For each individual listed in the Budget Match Worksheet, describe the activities to be completed by name/title including approximately when activities will occur. Add more personnel by copying and pasting the existing listing or deleting personnel that aren't necessary.

Line Item 1:

Line Item 2:

Line Item 3:

Character Limit: 2500

TRAVEL JUSTIFICATION

For each trip listed in the Budget Match Worksheet describe the purpose of this trip and how it will achieve the objectives and outcomes of the project. Be sure to include approximately when the trip will occur. Add more trips by copying and pasting the existing listing or delete trips that aren't necessary.

Line Item 1 (Approximate Date of Travel MM/YYYY):

Line Item 2 (Approximate Date of Travel MM/YYYY):

Line Item 3 (Approximate Date of Travel MM/YYYY):

Character Limit: 2500

TRAVEL POLICY

By checking this box, I confirm that my organization's established travel policies will be adhered to when completing the above-mentioned trips in accordance with 2 CFR 200.474 or 48 CFR subpart 31.2 as applicable

Choices

Confirmed

EQUIPMENT JUSTIFICATION

For each Equipment item listed in the Budget Match Worksheet describe how this equipment will be used to achieve the objectives and outcomes of the project. Add more equipment by copying and pasting the existing listing or delete equipment that isn't necessary.

Line Item 1:

Line Item 2:

Line Item 3:

Character Limit: 2500

SUPPLIES JUSTIFICATION

Justify the materials, supplies, and fabricated parts costing less than \$5,000 per unit and describe how they will support the purpose and goal of supporting the middle of the food supply chain and infrastructure efforts of this cooperative agreement.

Line Item 1:

Line Item 2:

Line Item 3:

Character Limit: 2500

CONSTRUCTION JUSTIFICATION

Describe the need for construction costs. For projects involving construction, include any design and construction documents. If you are selected for funding, the grantee will be required to follow all applicable federal regulations regarding the construction activities.

Line Item 1:

Line Item 2:

Line Item 3:

Character Limit: 2500

CONTRACTUAL JUSTIFICATION

Provide for each of your real or anticipated contractors listed above a description of the project activities each will accomplish to meet the objectives and outcomes of the project. Each section should also include a justification for why contractual/consultant services are to be used to meet the anticipated outcomes and objectives. Include timelines for each activity. If contractor employee and consultant hourly rates of pay exceed the salary of a GS-15 step 10 Federal employee in your area, provide a justification for the expenses. This limit does not include fringe benefits, travel, indirect costs, or other expenses.

Line Item 1:
Line Item 2:
Line Item 3:

Character Limit: 3000

CONTRACTOR PROCUREMENT STANDARDS

By checking this box, I confirm that my organization follows procurement standards that reflect applicable State and local laws and regulations and conform to the Federal laws and standards identified in 2 CFR Part 200.317 through.326, as applicable. If the contractor(s)/consultant(s) are not already selected, my organization will follow the same requirements:

Choices

Confirmed

OTHER JUSTIFICATION

Describe the purpose of each item listed in the Budget Match Worksheet purchased and how it is necessary for the completion of the project’s objective(s) and outcome(s).

Line Item 1:
Line Item 2:
Line Item 3:

Character Limit: 2500

INDIRECT COSTS JUSTIFICATION

Justify any Indirect costs that are incurred for common or joint objectives that therefore, 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 applicant has a NICRA, it is required to use this amount, and a copy of the NICRA must be submitted with the application. Otherwise, applicants may elect to charge a de minimis rate of 10 percent of modified total direct costs (MTDC). See Program Scope and Requirements section 4.2 Indirect Costs for further guidance.

Line Item 1:
Line Item 2:
Line Item 3:

Character Limit: 3000

Signature

Signature/Title of person completing this application*

I affirm that the information contained in this application is true and accurate.

Character Limit: 250

Submission Date*

Character Limit: 10

Unique ID Assigned

DO NOT FILL OUT - This will be created by Foundant after Application is Submitted.

Character Limit: 25