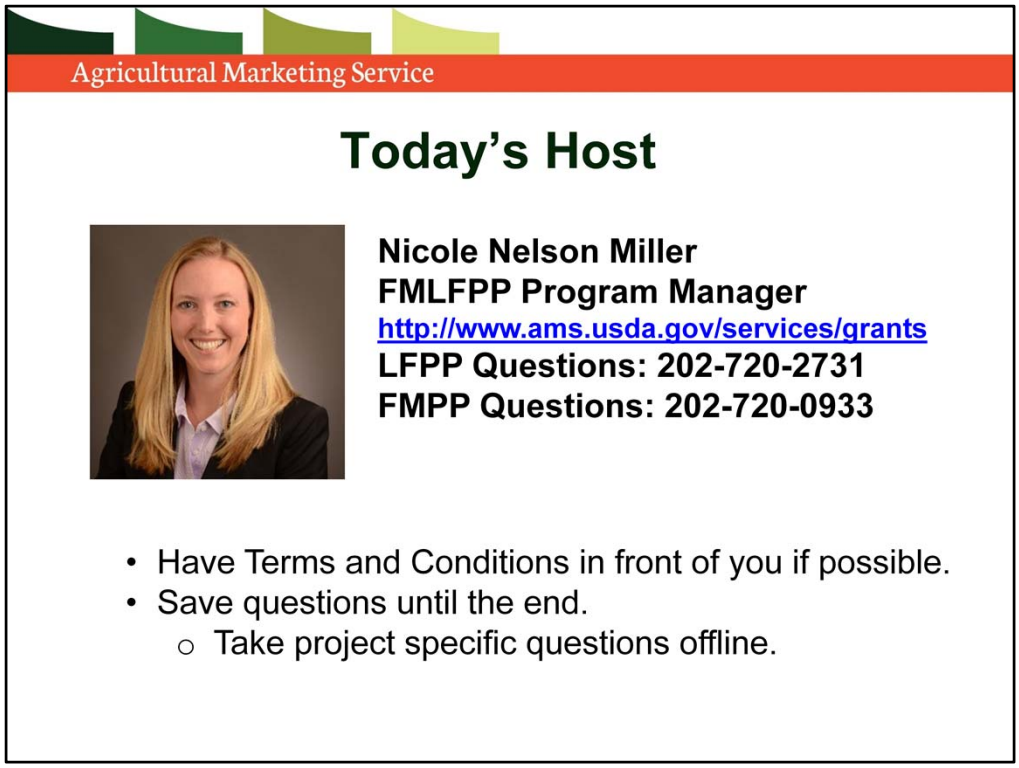
Thank you for joining us today.
Our presentation will begin at 2PM.

Please follow the prompts listed on this slide to ensure you are properly set up for today's event.
We will be with you shortly….

(PRESS RECORD!)

Thank you for taking time out of your busy day to join us this afternoon.
Let's get started!

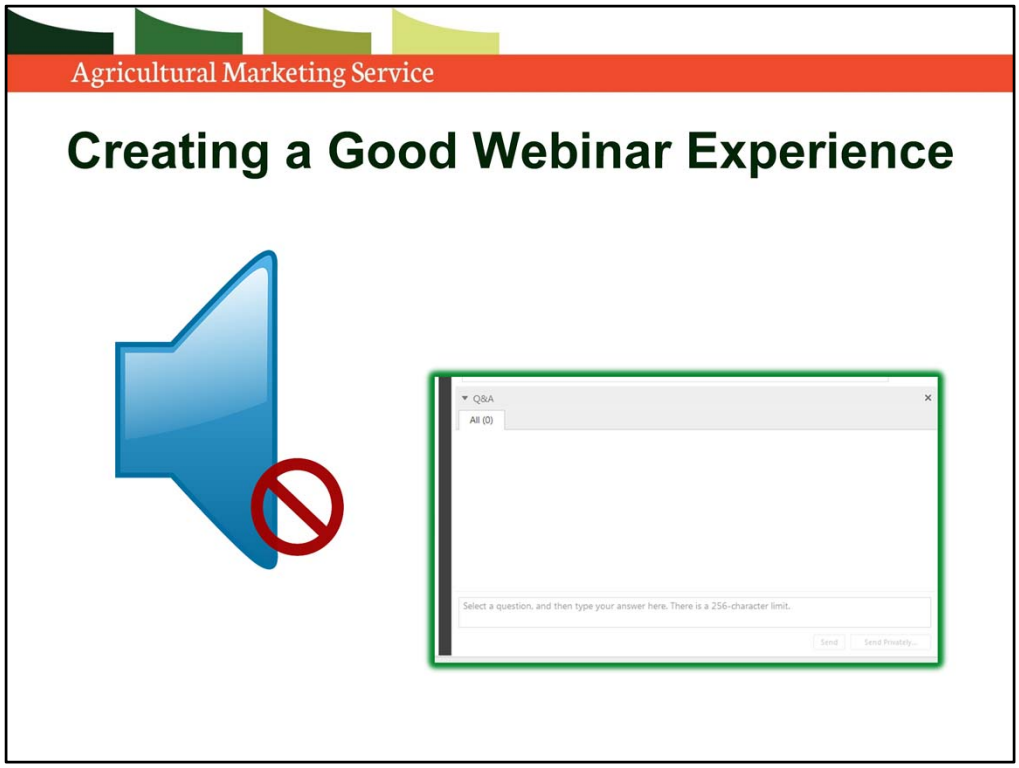
On behalf of the USDA's Agricultural Marketing Service in Washington, DC I would like to welcome you to today's webinar,
"2015 Farmers Market and Local Food Promotion Program Terms and Conditions Training" session.



My name is Nicole Nelson Miller, and I manage the Farmers Market and Local Food Promotion Program, which covers both the Farmers Market Promotion Program (FMPP) and the Local Food Promotion Program (LFPP).

We attempted to conduct separate trainings by teleconferences last week, but ran into technical issues. For those of you who joined the LFPP teleconference last week that terminated early, thank you for joining us again today. And thank you to the FMPP recipients who planned to join us last Friday and are able to make today's rescheduled webinar.

Since most of the information is the same for both programs, we elected to combine the training into one webinar. This session will be recorded and within a few days we'll send a copy of the webinar, my PowerPoint presentation, and my notes to everyone who registered.



Before we begin, I have a few housekeeping items to help provide a good webinar experience. To reduce background noise, your microphone has been muted. **(CLICK)**

However, you will be able to ask questions using the chat mechanism. I am joined today by FMPP grant specialist, Camia Lane and LFPP grant specialist Zoemi Santiago, who will answer your questions that come in via the chat mechanism throughout the presentation. Here is a screen shot showing what the webinar's Question & Answer area looks like; please take a moment to find it on your monitor.

Enter your questions (identifying if you're asking on behalf of an FMPP or an LFPP project) in the rectangular box in the bottom right-hand corner of your screen & hit "Send". We will answer all the questions we can get to following our formal presentation. To protect the privacy of all of our webinar participants, you will be only able to view your questions, and not those asked by others. This session will run for about 60 minutes.

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Agenda for the Webinar

- Section 4.0: Requesting Payments
- Section 5.0: Financial Reporting and Timing Requirements
- Section 6.0: Interest Earned on Advances of Grant Funds
- Section 7.0: Program Income
- Section 9.0: Allowable Costs
- Section 10.0: When to Seek Prior Approval
- Section 11.0: Performance Reports and Timing Requirements
- Section 13.0: Property Management
- Section 15.0: Closeout and Timing Requirements
- Section 17.0: Remedies for Non-Compliance

Today, we'll cover the following sections of the Terms and Conditions. Have a copy the Terms and Conditions in front of you during this call if possible.

In the interest of time, please refer any very specific project questions to your grant specialist offline. The information covered during this call will be very general in nature—as a rule, always refer directly to the Terms and Conditions for the most specific information. Additionally, I am not going to cover subrecipients or managing contractors during this call, as this information is project-specific—again, please refer to the respective FMPP or LFPP Terms and Conditions and contact your grant specialist with any specific issues or questions. That being said, the topics we will cover today are:

- Section 4.0: Requesting Payments (including advancements and reimbursements)
- Section 5.0: Financial Reporting and Timing Requirements
- Section 9.0: Allowable Costs (includes charging of indirect costs)
- Section 10.0: When to Seek Prior Approval
- Section 11.0: Performance Reports and Timing Requirements
- Section 13.0: Property Management
- Section 15.0: Closeout and Timing Requirements
- Section 17.0: Remedies for Non-Compliance

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Your FMPP Grant Specialists

Camia Lane Camia.Lane@ ams.usda.gov	Earlene Henderson-Samuels Earlene.Henderson-Samuels@ ams.usda.gov	Karl Hacker Karl.Hacker@ ams.usda.gov	Theresa Davis Theresa.Davis2@ ams.usda.gov
Alaska	Alabama	Arizona	Idaho
American Samoa	Arkansas	California	Massachusetts
Connecticut	Florida	Colorado	Nebraska
District of Columbia	Georgia	Iowa	New Jersey
Delaware	Illinois	Indiana	Nevada
Guam	Kentucky	Kansas	New York
Hawaii	Louisiana	Minnesota	Pennsylvania
Maryland	Missouri	Montana	South Dakota
Maine	Mississippi	New Mexico	Utah
Michigan	Tennessee	Oregon	Virginia
N. Mariana Islands	Texas	South Carolina	Wisconsin
North Carolina		Washington	West Virginia
North Dakota		Wyoming	
New Hampshire			
Ohio			
Oklahoma			
Puerto Rico			
Rhode Island			
Virgin Islands			
Vermont			

So in my job as the Farmers Market and Local Food Promotion Program grant manager, I am supported by an amazing staff, who operates under the specific FMPP and LFPP functional areas. Each grant specialist has a portfolio of projects assigned by the state in which your project is located. Your assigned grant specialists are the ones who know you and your projects best! For any project questions and concerns, they should be your first point of contact. Their information is provided with the original teleconference notices, as well as with the rescheduled webinar notice. Given the importance of these individuals, I am displaying their information again during this call. On this slide, I have provided the FMPP grant specialist points of contact by state. Mia, Earlene, Karl and Teri will take great care of you.

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Your LFPP Grant Specialists

Zoemi Santiago Zoemi.Santiago@ ams.usda.gov	Kim Harmon Kim.Harmon@ ams.usda.gov	Velma Lakins Velma.Lakins@ ams.usda.gov
Alaska	Idaho	New York
Arizona	Illinois	Ohio
Arkansas	Indiana	Oregon
California	Iowa	Pennsylvania
Colorado	Kansas	Rhode Island
Connecticut	Kentucky	South Carolina
District of Columbia	Louisiana	South Dakota
Florida	Maine	Tennessee
Hawaii	Massachusetts	Texas
	Michigan	Utah
	Minnesota	Vermont
	Missouri	Virginia
	Nevada	Washington
	New Hampshire	West Virginia
	North Carolina	Wisconsin
	North Dakota	Wyoming
		Wisconsin
		Wyoming

On this next slide, I have provided the LFPP contact information. Please take a moment to jot down your grant specialist's contact information and I will also provide these slides one more time at the end of the presentation.

Zoemi, Kim and Velma are extremely knowledgeable and can answer most questions within a few days at the most. I do want to mention that in 2015 alone, we funded over 300 FMPP and LFPP projects, which means that our grant specialists are managing over 50 grants per fiscal year. When you contact them, please be very clear in your phone calls and email messages regarding who you are and the work your organization is conducting. Additionally, if you reach out by email, please include the reason for your inquiry in the subject line, such as "reimbursement" or "performance report".

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Project Contact Information

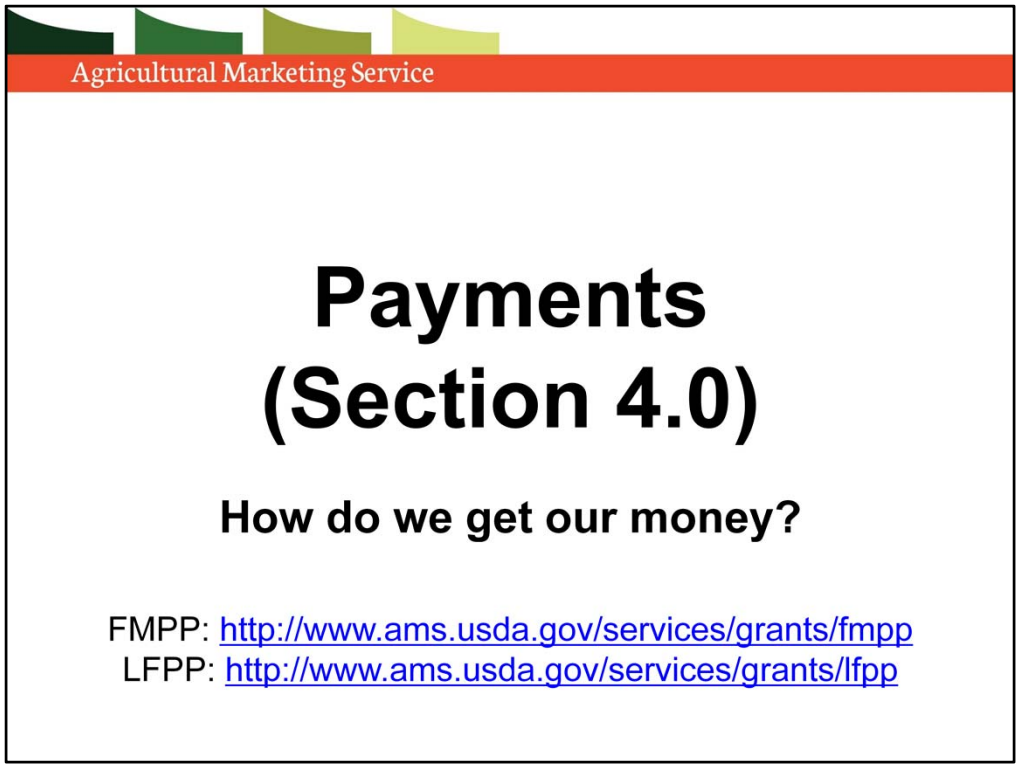
- Do we have the correct authorized representative and other key personnel listed as your contact?
  - Contact your assigned grant specialist.
- Is your SAM registration up-to-date so you get paid?
  - Both personnel and banking info.
- Be leery of email solicitations regarding your SAM.gov account.
  - Contact SAM.gov to verify your account information.

Make sure that you notify your grant specialist if your project coordinator or other key personnel have changed.

Speaking of current information, if you want to get paid, be sure your information is up-to-date in SAM.gov!

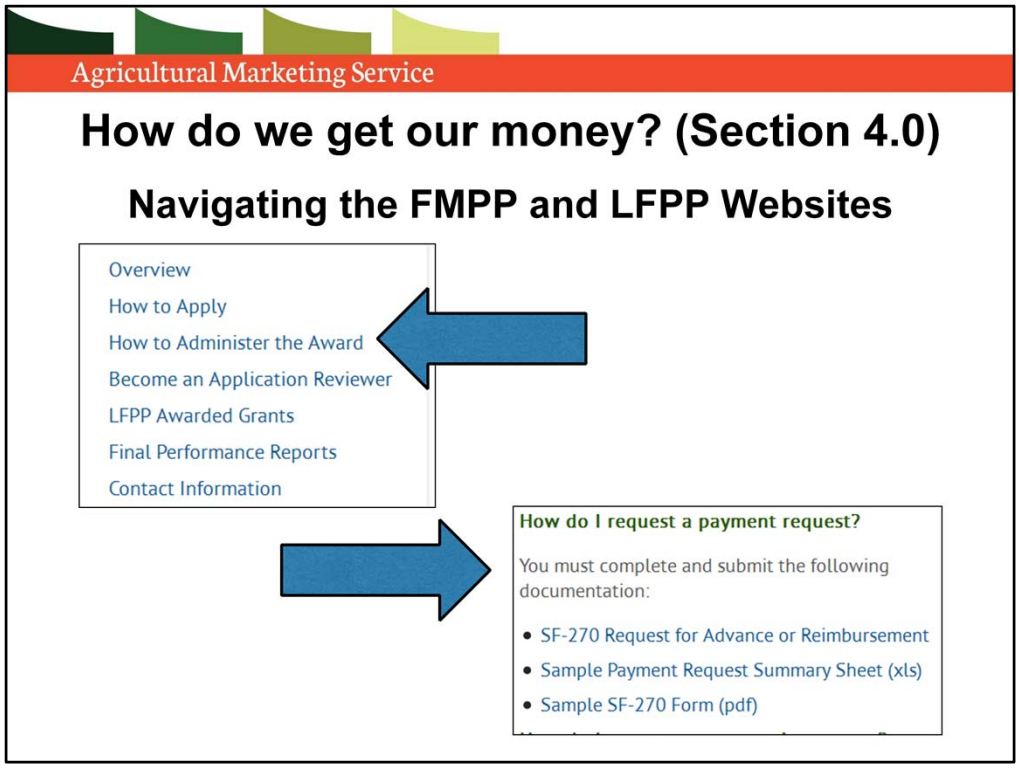
You need to ensure that not only personnel information is complete, but also banking information is up-to-date—this is YOUR responsibility as the recipient—there is nothing that your grant specialist can do to correct these situations!

One note regarding your SAM.gov registration. Since awarding the 2015 recipients, I have heard from a handful of you who were contacted by private organizations offering to help you update your SAM.gov account. Be leery of these solicitations. SAM.gov will contact you directly if there is an issue, and you should always feel free to contact their help line if you are questioning any correspondence you've received.



So let's get into the nitty gritty: how do you get your money?

Bottom line: You need to request payments using the SF-270 form, which is available on our website. If you don't have it bookmarked already, here are the links to both the FMPP and LFPP websites.



The SF-270 form, and all of our forms for that matter, are found by clicking "How to Administer the Award" in the upper left corner of the screens. Once you click this link, scroll down the page to "How do I request a payment request?"

Agricultural Marketing Service

The SF-270 Form

REQUEST FOR ADVANCE OR REIMBURSEMENT

(See instructions on back)

OMB APPROVAL NO 0348-0004

PAGE OF PAGES

1. TYPE OF PAYMENT REQUESTED
a. "X" one or both boxes: ☐ ADVANCE ☐ REIMBURSEMENT
b. "X" the applicable box: ☐ FINAL ☐ PARTIAL

2. BASIS OF REQUEST: ☐ CASH ☐ ACCRUAL

3. FEDERAL SPONSORING AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH THIS REPORT IS SUBMITTED

4. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED BY FEDERAL AGENCY

5. PARTIAL PAYMENT REQUEST NUMBER FOR THIS REQUEST

6. EMPLOYER IDENTIFICATION NUMBER

7. RECIPIENT'S ACCOUNT NUMBER OR IDENTIFYING NUMBER

8. **PERIOD COVERED BY THIS REQUEST**
FROM *(month, day, year)* TO *(month, day, year)*

9. RECIPIENT ORGANIZATION
Name:
Number and Street:
City, State and ZIP Code:

10. PAYEE *(Where check is to be sent if different than item 9)*
Name:
Number and Street:
City, State and ZIP Code:

11. **COMPUTATION OF AMOUNT OF REIMBURSEMENTS/ADVANCES REQUESTED**

PROGRAMS/FUNCTIONS/ACTIVITIES ►	*(a)*	*(b)*	*(c)*	TOTAL
a. Total program outlays to date *(As of date)*	$	$	$	$ 0.00

There are two versions of the SF-270 on the website: the actual form and then a sample form that has yellow "hint" blocks pasted throughout. Please do NOT use the sample form to submit your payment request—use the actual 270 form, which is the very first available bullet.

In addition to the sample form, we will also be posting separate written hints to submitting your payment requests. This information is not posted yet, but should be up within the next week.

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2 Types of Payments: Advancements and Reimbursements

Provide the Following Info:

- Grant Agreement Number
- Recipient Organization
- Recipient Contact (Box 14 of the AMS-33 Grant Agreement)
- Employer Identification Number (Tax ID)
- Recipient Account Number or Identifying Number (optional)
- Time Period of the Request
- Amount

There are two types of payments: Advancements and Reimbursements. For each type of request, you should provide:

- The Grant Agreement Number – Make sure to include the correct Agreement number (from taken from the AMS-33) in box 4 and the number of this request in box 5.
- Your Recipient Organization as listed on the SF-270. Note that the organization name must also match your registration in SAM.gov.
- Your Recipient Contact Information
- Your Employer Identification Number (in other words, your organization's tax ID number).
- Your Recipient Account Number or Identifying Number (Your organization may assign this optional internal number to identify your grant.)
- The Time Period of the Request
- And the Amount – The SF-270 is a cumulative form. Always make sure to include the correct amount in line h and also include Federal payments previously requested.

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Sample Payment Request Summary Sheet

AMS Grant Programs Worksheet to Accompany the SF-270 Request for Advance/Reimbursement

Grant Agreement Number:	#14-LFPPX- OR #14-FMPPX- OR #15-LFPPX- OR #15-FMPPX-
Recipient Organization:	
Recipient Contact:	
Time Period of Request:	MM/DD/YYYY - MM/DD/YYY

No.	Date of Expense	Payee	Amount	Budget/Section	Notes	Receipt Available?
	Insert date of expense MM/DD/YYYY	*List name of payee*	*Amount of Expense*	*Select budget category from drop down menu*	*Add any notes to explain expenses as appropriate*	*Select Yes or No*
1				Personnel	program work	No
2				Fringe		
3				Personnel		
4				Contractual		
5				Travel		
6				Equipment		
7				Supplies		
8				Indirect Costs		

Sheet1 Sheet2

LFPP: DO NOT include your matching funds on the worksheet!

Each payment request should be accompanied by the Grant Program Worksheet (also found on our website). You must submit the worksheet before we will process your payment!

Additionally, if you are an LFPP grant recipient, do NOT include your matching funds as part of the summary sheet calculation, as it creates differences in the totals between the worksheet, the request, and our records.

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Special Notes Regarding Advancements and Reimbursement

Advancements: limited to amounts needed to meet actual and immediate cash needs.

- Retain the source documentation.

Reimbursements:

- Personnel Payment Requests: Retain documentation that meets the requirements provided in 2 CFR §200.403(i) *STANDARDS OF DOCUMENTATION OF PERSONNEL EXPENSES*.
- Travel Reimbursements: Retain documentation that shows the location and dates of travel.
  - Retain additional documentation, if applicable, for the number miles traveled (vehicle mileage) and flight and hotel receipts. All travel expenses must follow the requirements listed under 2 CFR §200.474 Travel Costs.

Just a few final notes regarding Advancements and Reimbursements:

Advancements are limited to the amounts needed to meet actual and immediate cash needs. Be sure to retain the source documentation associated with your request for advance payment as soon as the products have been delivered or the services are completed.

When it comes to reimbursements:

- For *PERSONNEL* payment requests, be sure to retain documentation that meets the requirements provided in the 2 CFR 200.
- For *TRAVEL* reimbursements, retain documentation that shows the location and dates of travel. You should also keep additional documentation, if applicable, for the number miles traveled (in case you're requesting vehicle mileage reimbursement) and flight and hotel receipts. All travel expenses must follow the requirements listed under the 2 CFR 200.

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Next Steps:

- Email documentation to assigned Grant Specialist (GS).
  - GS will notify you upon receipt and let you know if they have questions. If you don't hear within 48 hours, call right away!
  - You, as the recipient, must make any necessary modifications.
- GS will notify you of approved request.
- Expect payment within 7-10 business days via EFT (SAM.gov).
- Make at least one drawdown within the first 8 months of your grant (by May 30, 2016), and provide subsequent requests at reasonable intervals thereafter.
- Any unobligated funds will be returned to USDA.
- Retain all documentation for minimally 3 years, or as indicated in the 2 CFR 200.

When you've compiled all the necessary paperwork, email all the documentation, including the signed SF-270 and the worksheet, to your assigned grant specialist.

Be sure that your organization's authorized representative signs the SF-270. We will not accept the request if it's not signed!

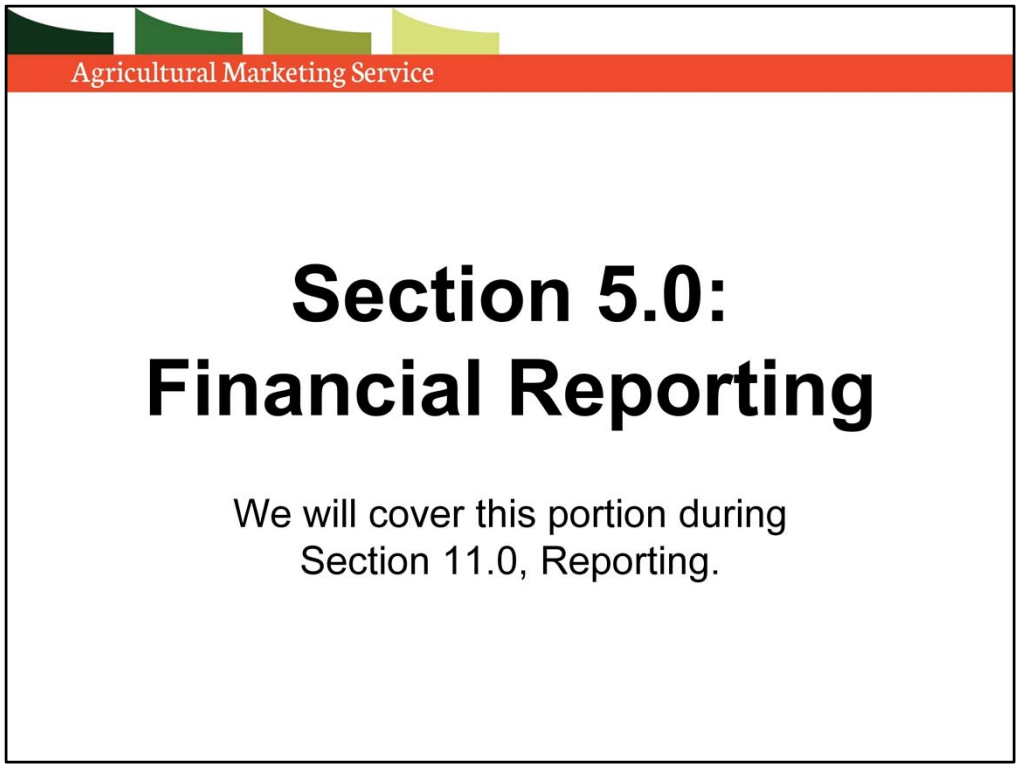
The grant specialist will notify you once they receive the documentation and let you know if they have questions.

You, as the recipient, are expected to make any necessary modifications. If you don't hear from your grant specialist within 48 hours, please call right away! Your grant specialist will let you know when your request has been approved. You can expect your payment within 7-10 business days, via Electronic Funds Transfer as you are registered in SAM.gov.

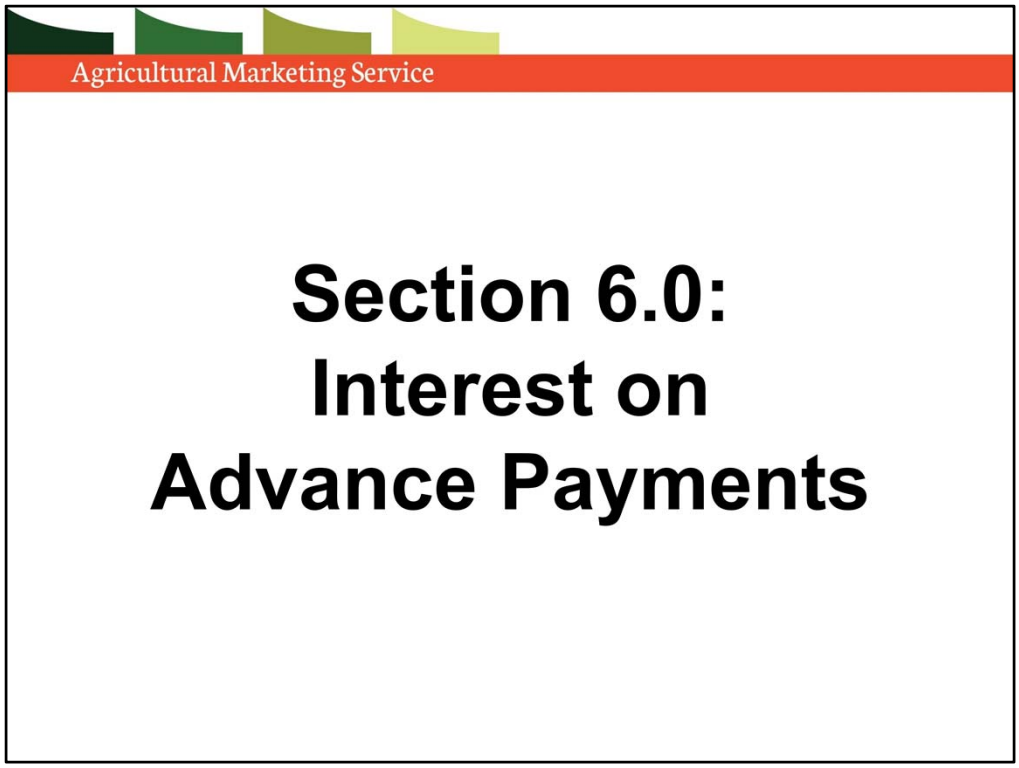
You must make at least one drawdown of your funds within the first 8 months of your grant (in other words, by May 30, 2016), and continue to provide future requests at reasonable intervals thereafter. If a drawdown is not made within the timeframe, it could result in a reduction of your funding.

Any unobligated funds at the end of the performance period will be returned to USDA.

And finally, be sure to retain all documentation for at least 3 years, or as indicated in the 2 CFR 200.



Moving on, we're now at Section 5.0, which covers the SF-425 financial reporting form. For now, we are going to skip this section and cover it when we talk about submitting performance reports in Section 11.0.



Which brings us to Section 6: Interest Earned on Advances of Grant Funds

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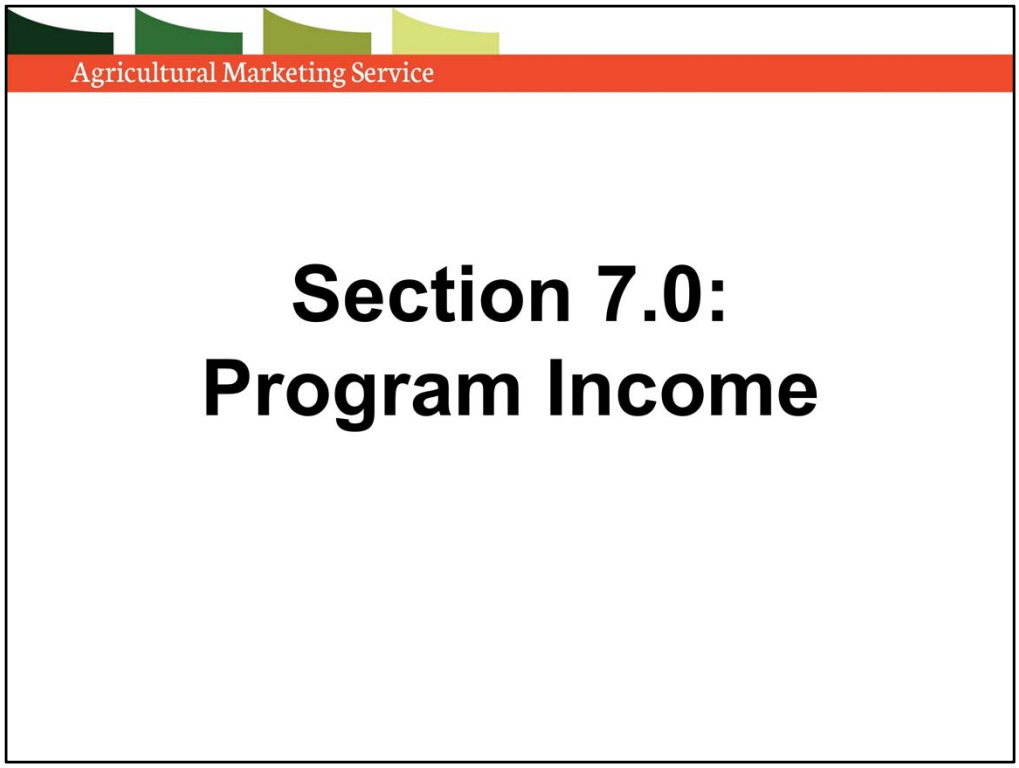
Interest Earned

- You can retain up to $500 of interest on advancements, and use it to cover administrative expenses.
- For amounts >$500, you must remit the excess amount following the information under this section.

When it comes to earning interest, your organization may retain up to $500 of interest on advancements, and use it to cover administrative expenses. F

or amounts greater than $500, you must remit the excess amount following the information under this section of the Terms and Conditions.

We're not going to get into those specifics here, but please do read them if this applies to you.



On to the next topic: program income.

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"Program Income" Examples:

- Income from fees for services performed
- Commodity or item sales fabricated under an award
  - Includes items sold at cost if the cost of producing the item was funded in whole or partially with grant funds
- Registration fees for conferences, workshops, etc.
- Royalties or equivalent income earned from patents, inventions, trademarks, and copyrighted works is not subject to this section

This includes, but is not limited to, income from fees for services performed; the sale of commodities or items fabricated under an award; registration fees for conferences, workshops, and more. Royalties or equivalent income earned from patents, inventions, trademarks, and copyrighted works is not subject to this section of the Terms and Conditions.

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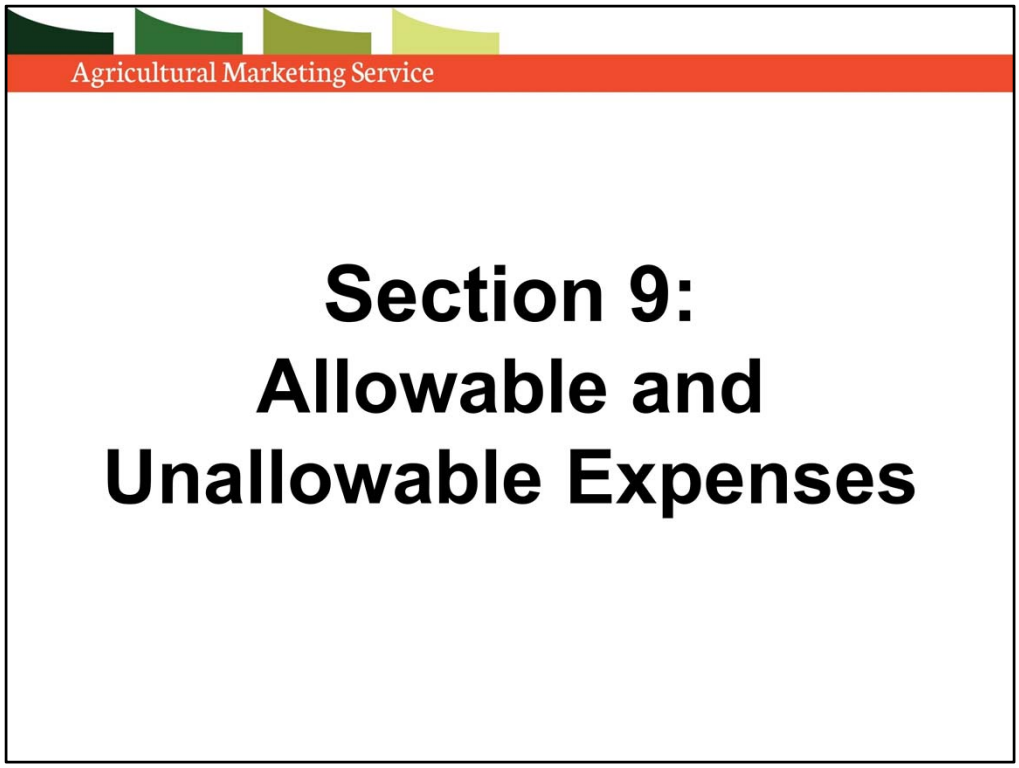
Using Program Income and How to Report it

- You must use Program Income to further the objectives of the project.
- Record all program income on the Federal Financial Report (SF-425) for the period in which it was earned.
- You are not accountable for program income earned after the grant period.

Any program income generated during the grant period must be used to further the objectives of the grant project.

And all program income must be recorded on the Federal Financial Report (SF-425) for the period during which it was earned (again, we'll cover the SF-425 form when we cover "reporting"). Y

our organization is not accountable for program income earned after the grant period.



So we've covered how you get your money and how to manage it once it arrives. Next up, let's talk about what you can spend your money on.

With each of your grant proposals, you supplied a budget request. When requesting funds, you should stick to that request, and if something changes significantly, contact your assigned grants specialist to see if you need prior approval for the change. All requests should be within the scope of the grant, and must allow you to complete the intended objectives you provided in your proposal.

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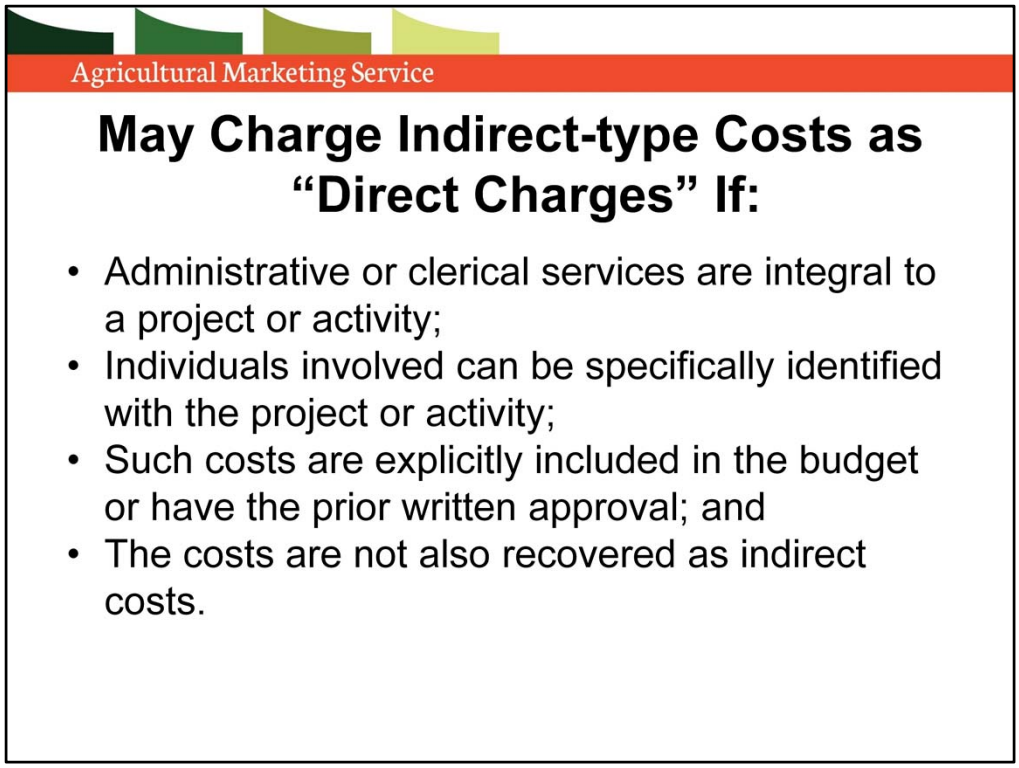
Indirect Costs

- AKA "facilities and administrative costs"
- Represent the expense of doing business that are not readily identified with a particular grant, contract, project function or activity, but are necessary for the general operation of the organization and the conduct of activities it performs.
- Refer to 2 CFR §200.413 and 414 for additional information.

Starting with indirect costs, all indirect costs were set during your budget negotiations—for most of you, this is capped at 10% of your project funding.

Indirect costs (also known as "facilities and administrative costs") represent the expenses of doing business that are not readily identified with a particular grant, contract, project function or activity, but are necessary for the general operation of the organization and the conduct of activities performed.



You can charge indirect costs as "direct charges" if:

- Administrative or clerical services are integral to a project or activity;
- Individuals involved can be specifically identified with the project or activity;
- The costs are explicitly included in the budget or have the prior written approval of the Federal awarding agency; and
- The costs are not also recovered as indirect costs.

If you have already said in your approved project proposal that an item will be charged as a direct cost, you may not change your mind to charge as an indirect costs.

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Specific Allowable/Unallowable Expenses:

- Building and construction costs: unallowable
  - Rental cost of land: allowable with prior approval
- Conference travel: allowable
  - Exception: Food expenses unallowable
- General contributions/donations: unallowable
  - Includes discounts and incentive coupons
- Entertainment: unallowable in most cases, unless directly related to the project objectives.

When it comes to specific allowable versus unallowable costs, I'm not going to cover every item listed in your Terms and Conditions, but I want to highlight a few requests we frequently see along with some important distinctions—contact your grant specialist if you have specific questions:

- Building and construction costs are unallowable. Such items would include nails, cement, boards, etc.
    - Rental cost of land is allowable as long as you have prior approval.

- Conferences and travel are allowable with prior approval.
    - This includes stipends to help your organizations get attendees to a meeting location. It also includes travel costs, facility rentals, and registration fees, but in most cases, food expenses to feed attendees are unallowable. Per Diem costs specifically for project participants are allowable, as long as the trip is over 8 hours. In other words, for example, we will not pay per diem costs if you attend a 2-3 hour meeting in your own city. We will pay such costs as long as they are reasonable. Should our grant specialists have questions, we use the Federal GSA travel and per diem rates posted online.

- General contributions/donations are unallowable, including discounts and incentive coupons.

- Most entertainment is unallowable; however, if the entertainment relates directly to the

project, specifically for FMPP project objectives, it may be allowed with prior approval.

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Specific Allowable/Unallowable Expenses:

- Equipment:
  - General purpose equipment is unallowable.
  - Vehicles may be leased but not purchased.
  - Special purpose equipment: Items used only for research or technical activities—may be allowable
    - Some equipment (including certain vehicles) may qualify.
    - Examples include specialized equipment retrofitted for mobile markets; mobile slaughter unit components, and other equipment that is not readily usable in its current form.

When it comes to Equipment:

- Purchase of general purpose equipment is unallowable, although it may be leased.
- Vehicles generally fall under general purpose equipment. They may be leased but not purchased.
- Additionally, we do not allow you to lease-to-own general purpose equipment, including vehicles.

- Some equipment (including certain vehicles) may qualify as "special purpose equipment" if they are used only for research or technical activities. Examples include specialized equipment for mobile markets; mobile slaughter unit components and other equipment that is not readily usable in its current form.

For FMPP recipients, EBT equipment may be provided free of charge by USDA's Food and Nutrition Service—contact their Agency for details and eligibility.

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Specific Allowable/Unallowable Expenses:

- Production items (e.g. soil, seeds, and shovels): unallowable
- Fundraising: unallowable
- Food for Displays, Tastings, Cooking Demonstrations: allowable for **FMPP ONLY**
- Insurance/indemnification: allowable
- Memberships
  - Civic or community organization: unallowable
  - Business, technical, and professional organizations membership: allowable
- Pre-award project-related costs: allowable

Continuing on:

- Production items are unallowable (e.g. soil, seeds, and shovels).
- Fundraising is not allowed.
- For FMPP Only: Food displays may be allowable with prior approval if the display will increase sales. Keep in mind that FMPP differs from LFPP in that FMPP funds direct-to-consumer marketing activities. LFPP funds non-direct-to-consumer activities, which is why this is only allowable for FMPP recipients.
- Insurance/indemnification is allowable.
- Memberships are not allowed for any civic or community organization. However, they are allowable for membership in business, technical, and professional organizations.
- You may be reimbursed for specific project-related costs up to 90-days prior to the start of the project performance period, as long as you have prior approval from your assigned grant specialist.

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Specific Allowable/Unallowable Expenses:

- Travel costs for project personnel: allowable
- Selling and marketing costs:
  - Allowability for certain items differs between LFPP and FMPP *(refer to subsequent slides)*
  - Purchase of food-related incentives, including bonuses, coupons, and vouchers: unallowable

- Travel costs for project personnel are allowable.
- And selling and marketing costs may be allowable with prior approval as long as the activity relates directly to the funded project.
  - The allowable items covered by this category may differ between FMPP and LFPP. We'll cover this in the next couple of slides.
  - However, one cost that is unallowable under both the FMPP and LFPP grant programs is the purchase of food-related incentives, including bonuses, coupons, and vouchers.

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Selling and Marketing Costs: Items Allowed Under FMPP

- Advertising media costs to promote a producer-to-consumer direct marketing efforts
- Promotional items
- Public relations activities utilizing advertising media to promote direct producer-to-consumer marketing to the public or a specific FMPP-approved audience.
- Purchase of food for displays, tastings, or cooking demonstrations.

For FMPP ONLY, the following selling and marketing items are allowable (again, keep in mind these are direct-to-consumer marketing projects):

- Advertising media costs to promote a producer-to-consumer direct marketing effort.
- Promotional items such as point-of-sale materials, promotional kits, billboard space, signs, auto stickers, table tents, or promotional items are allowable.
- So are public relations activities that use advertising media to promote direct producer-to-consumer marketing to the public or a specific FMPP-approved audience.
- Finally, purchase of food for displays, tastings, or cooking demonstrations is allowable only for FMPP recipients.

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Selling and Marketing Costs: LFPP

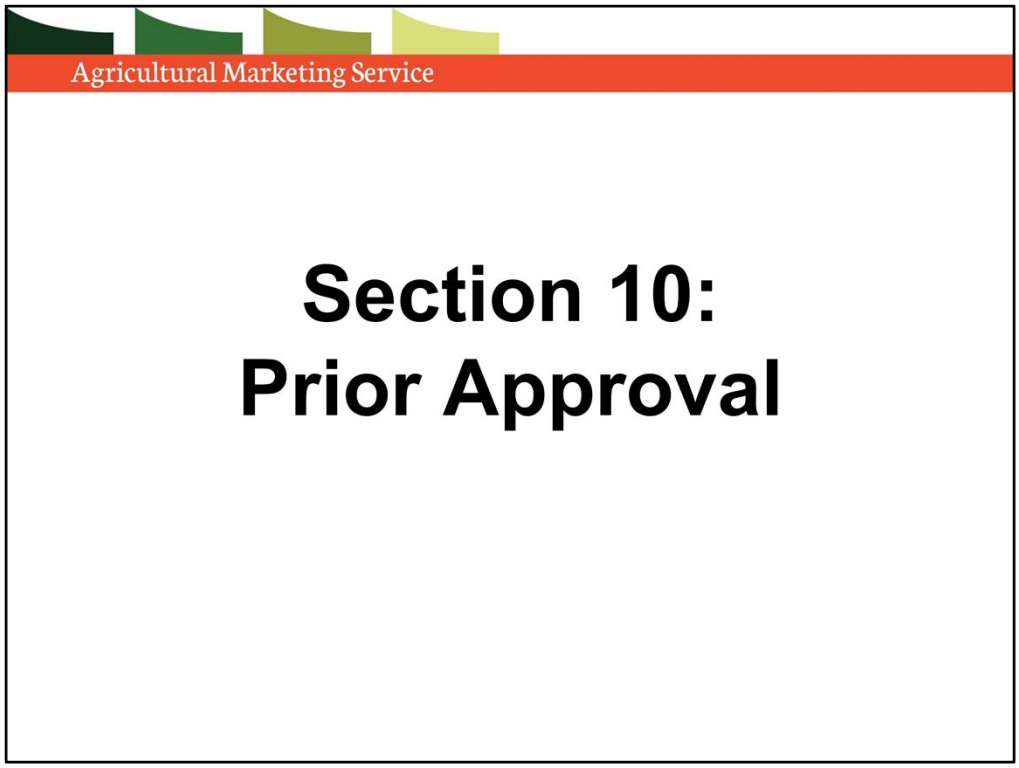
- General marketing of a service: allowable
  - Specifically marketing a product: unallowable
- General marketing of the health value of food products (e.g. “Eating veggies is a way to stay healthy!”): unallowable
- Purchase food for cooking demonstrations: unallowable

On the other hand, for LFPP projects only, we have the following selling and marketing cost stipulations (remember, these projects cover non-direct-to-consumer marketing activities):

- LFPP recipients may receive funding to generally market a service, but not to specifically market a product to consumers.

- You may not receive funding for the general marketing of the health value of food products (e.g. “Eating veggies is a way to stay healthy!”).

- And, as mentioned earlier, LFPP recipients may NOT purchase food for cooking demonstrations



So that generally covers allowable vs. unallowable activities. It's certainly not an all-inclusive list, but if I missed something, please refer to your specific LFPP or FMPP Terms and Conditions, or contact your Grant Specialist.

This provides a good segue into our next topic, Prior Approval.

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Prior Approval Necessary When:

- Project Coordinator (Box 14 of the AMS-33) changes
- Project scope or objectives changes
- One-time Project Extensions
  - Must be submitted within 10 days of the end of the performance period
  - Not allowed in the case of unutilized or unobligated funds at the end of the award
- Budget Changes
  - Must be **requested by the authorized representative** of the organization
  - Should include the budget spreadsheet adjusted and separate narrative justifying the changes.
  - Ensure all budget amendment requests are approved prior to submitting the payment request.

We require prior authorization:

- When there are changes in the Project Coordinator

- When there is a change in project scope or objectives

- For one-time project extensions
  - And keep in mind that these must be submitted within 10 days of the end of the performance period.
  - Extensions are not allowed in the case of unutilized or unobligated funds at the end of the award.

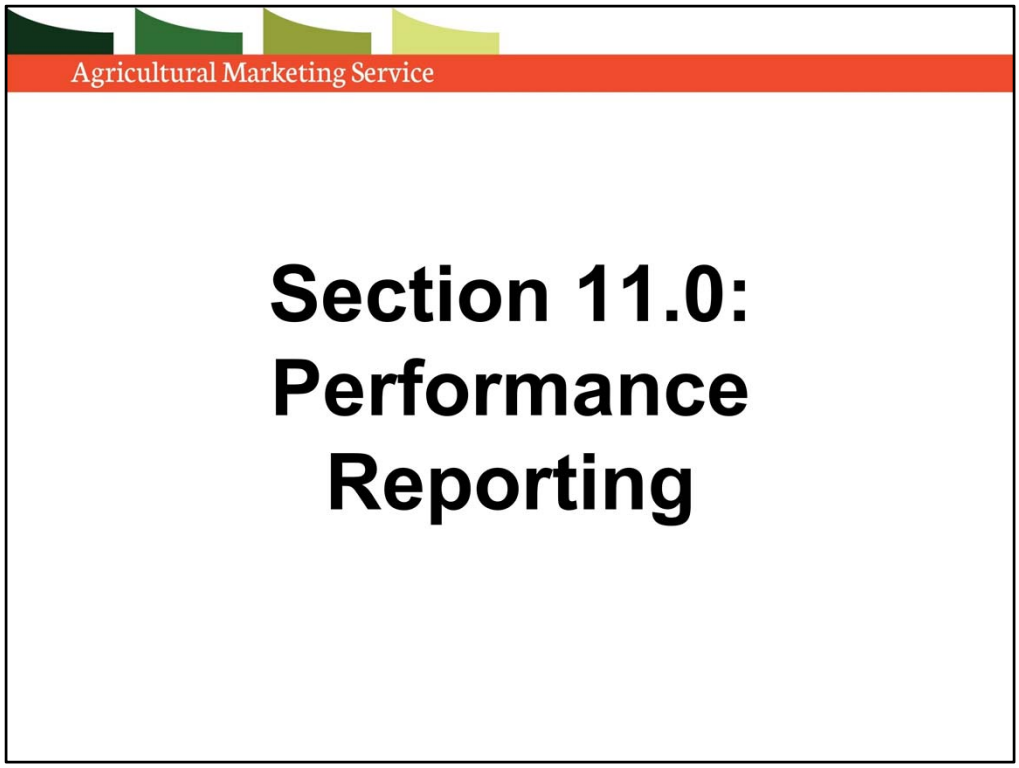
- Prior authorization is required when there are budget changes. These MUST be requested by the authorized representative of the organization and should include the adjusted budget spreadsheet and a separate narrative justifying the changes. Make sure that all budget amendment requests have been approved prior to submitting your payment request.

Agricultural Marketing Service

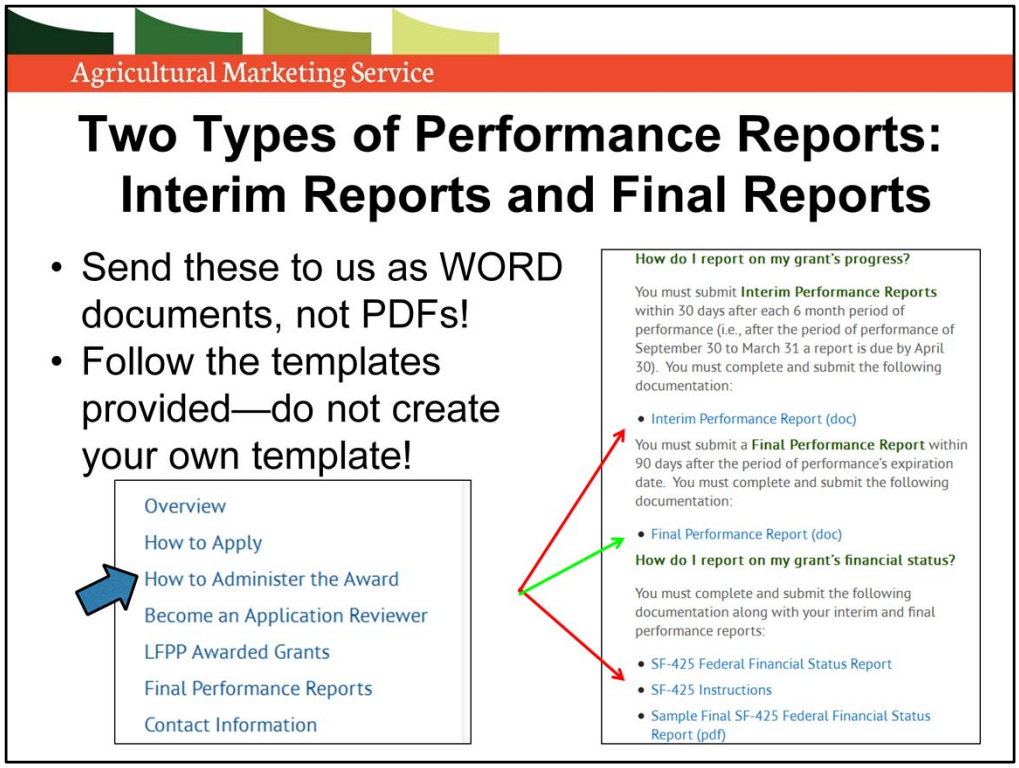
Prior Approval Necessary When:

- Pre-Award Costs
- Contracting/Subawarding
- Specific items listed in T&Cs Section 10.0 (Unallowables/Allowables)
- Changes to the AMS-33 Grant Agreement
- Changes in your cost share or matching

- Prior approval is required if you're requesting pre-award cost reimbursement
- For any contracting and/or subawarding costs
- For specific items listed under Section 10.0 of the Terms and Conditions (that is, the items we just discussed a few minutes ago)
- For any changes to the AMS-33 Grant Agreement
- And finally for LFPP only, if you need to make changes in the cost share or matching component of your project.



So now you know what you can spend your money on, how to request your funding, and how to handle it. Let's talk about how you share the good news about your project work with our staff.



We require you to submit two types of performance report forms: Interim and Final Performance Reports. Please send these to us as WORD documents, not PDFs! Also, make sure you follow the templates provided—do not create your own template!

To access the forms, go to the respective FMPP and LFPP websites. Go to the same link, "How to Administer the Award," and scroll down to "How do I report on my grant's progress?"

You will find links to both the interim and final report forms.

Additionally, you will need to scroll a little further down under "How do I report my grant's financial status?" to access the SF-425 report form.

Agricultural Marketing Service

Interim Reports:

- Cover 6-month project periods and are due within 30 days of that 6-month mark
- SF-425 MUST accompany interim reports.
  - The Project Coordinator must sign.

FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)	Page 1 of pages
3. Recipient Organization (Name and complete address including Zip code)		

4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	6. Report Type ☐ Quarterly ☐ Semi-Annual ☐ Annual ☐ Final	7. Basis of Accounting ☐ Cash ☐ Accrual
8. Project/Grant Period (Month, Day, Year) From: To:			9. Reporting Period End Date (Month, Day, Year)	

10. **Transactions**	Cumulative
(Use lines a-c for single or combined multiple grant reporting)	
Federal Cash (To report multiple grants separately, also use FFR Attachment):	
a. Cash Receipts	
b. Cash Disbursements	
c. Cash on Hand (line a minus b)	
(Use lines d-o for single grant reporting)	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	
e. Federal share of expenditures	
f. Federal share of unliquidated obligations	

Interim reports cover 6-month project periods of each type of grant and are due within 30 days of that 6-month mark. The SF-425 MUST accompany all interim reports, and the Project Coordinator noted in box 14 of the AMS-33 grant agreement must sign the financial forms accompanying the reports.

Agricultural Marketing Service

Interim Reports:

- LFPP Planning Projects (1-yr):
  - Require 1 interim report for October to March (due April 30)
  - If no-cost extension requested then a second report due October 31 covering March-September.
- FMPP and LFPP Implementation Projects (2-yr):
  - Require 3 interim reports
  - If no-cost extension requested then a fourth report due October 31 covering the last March-September period

Interim Report	Period of Performance	Report Due Date
1st Interim	9/30/2015 to 3/31/2016	4/30/2016
2nd Interim	4/1/2016 to 9/29/2016	10/29/2016
3rd Interim	9/30/2016 to 3/31/2017	4/30/2017

LFPP Planning projects (which only have a 1-yr performance period) only require 1 interim report covering October to March (due April 30), unless the project requests a no-cost extension (then a second would be due October 31 covering March-September).

FMPP Projects and LFPP Implementation Projects (which have a 2-yr performance period) require 3 interim reports, unless the project requests a no-cost extension (then a 4th would be due October 31 covering the last March-September period).

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Final Reports:

- Cover entire performance period of the grant.
- Due within 90 days of the performance period end date (December 31, 2016 or 2017 depending on the project, unless approved for extension).
- FINAL SF-425 and a FINAL SF-270 must accompany the Final Report, in addition to documentation found under the Closeout section (Section 15.0) of the T&Cs.
  - The Project Coordinator (box 14 on the AMS-33) must sign the forms accompanying the reports.
- Final reports posted on AMS website.
  - Your grant specialist will not make editorial changes beyond ensuring that each section is complete.

Final reports must cover the entire performance period of the grant. They are due within 90 days of the performance period termination date (which would be December 31 of the year the project terminates, either 2016 or 2017 in most cases unless you have prior approval for project extension).

A FINAL SF-425 and a FINAL SF-270 must accompany the Final Report, in addition to additional information found under the Closeout section of your respective program's Terms and Conditions—we'll cover Closeout shortly. The Project Coordinator must sign the forms accompanying the reports.

Final reports will be posted on the AMS website once they're completed and approved, so be sure to review them before submission. Your grant specialist will not make editorial changes to your final report beyond ensuring that each section is complete.

Agricultural Marketing Service

General Information for Both Interim and Final Reports:

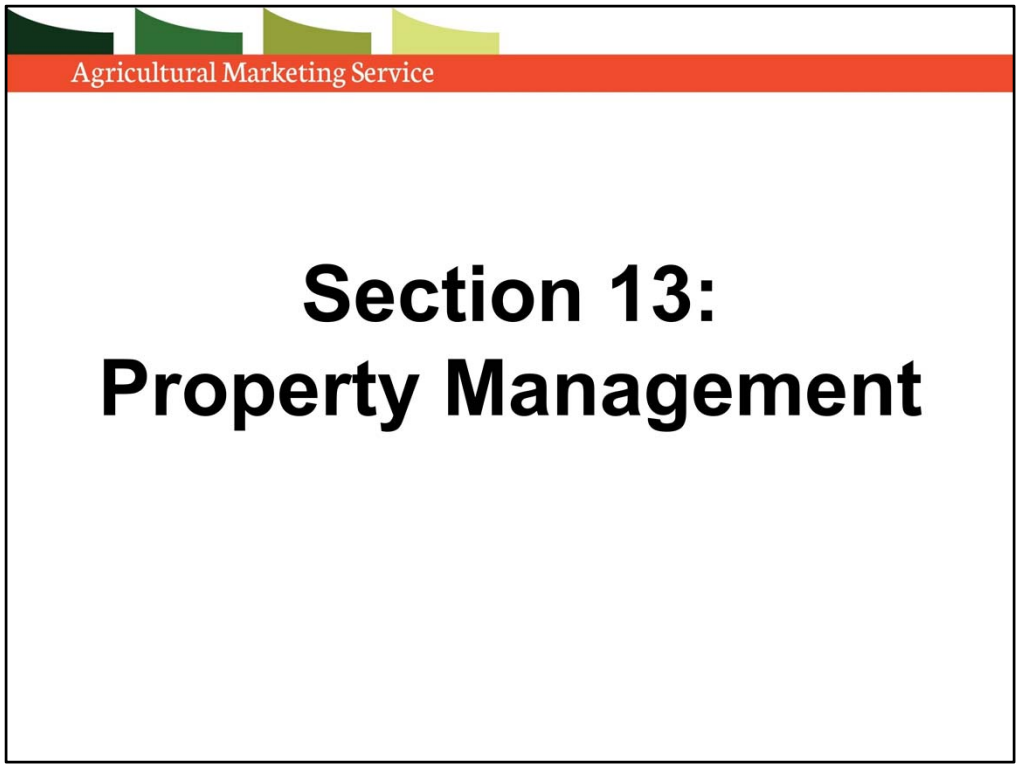
- FMLFPP will confirm report receipt.
- Submit reports on time or face suspension!
- Provide information regarding the following outcomes in your interim and final reports. **FMLFPP staff won't accept a report unless this information is provided!**
  - Number of direct jobs created
  - Number of jobs retained
  - Number of indirect jobs created
  - Number of markets expanded
  - Number of new markets established
  - Market sales increased by $insert dollars and increased by insert percentage%
  - Number of farmers/producers that have benefited from the project
  - Percent Increase

Once you've submitted your reports, and all accompanying documentation, your assigned grant specialist will confirm receipt and work with you on any issues. If either the Interim or Final Performance Reports are late, AMS may suspend your funding! Keep in touch with your grant specialist if you are afraid of this happening.

You are required to provide information regarding the following outcomes in your interim and final reports. If your project is not able to provide outcomes, then you will be required to summarize any lessons learned.

Let me reiterate: We will NOT accept a report unless you provide metrics for at least one of these categories, or provide reasoning for not being able to provide the information:

- Number of direct jobs created
- Number of jobs retained
- Number of indirect jobs created
- Number of markets expanded
- Number of new markets established
- Market sales increased by $insert dollars and increased by insert percentage%
- Number of farmers/producers that have benefited from the project
- Percent Increase



During your project, you may acquire property or equipment that is worth over $5000. This is particularly applicable to LFPP projects. There are certain guidelines you must abide by should your project conduct activities with such equipment.

Agricultural Marketing Service

Property Management

- Review T&Cs section for specifics.
- Basics:
  - Item worth <$5000 at fair market value? Dispose of it as you see fit.
  - Item worth >$5000 at fair market value? Provide the SF-428B form along with your close-out materials (available on our website).

Overview
How to Apply
How to Administer the Award
Become an Application Reviewer
LFPP Awarded Grants
Final Performance Reports
Contact Information

How do I report on special purpose equipment or unused supplies in excess of $5,000 purchased through my grant?

If you purchase special purpose equipment or have unused supplies in excess of $5,000 you must submit a **Tangible Personal Property Report** within 90 days after your grant's expiration date, which includes completing and submitting the following documentation:

- SF-428-B Final Report (pdf)
- SF-428S Supplemental Sheet (pdf)

If you determine at any time during your grant, except at close out, to sell, transfer, or otherwise dispose of the equipment, you must request disposition instructions from AMS by completing and submitting the following documentation:

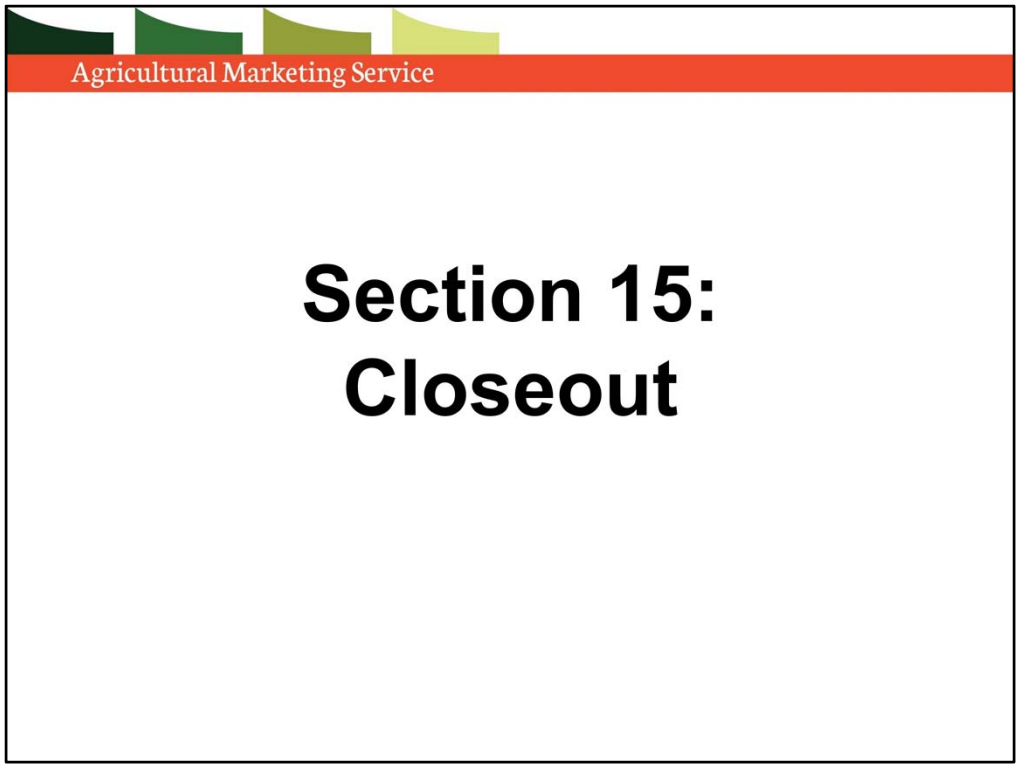
- SF-428-C Disposition Request/Report (pdf)
- SF-428S Supplemental Sheet (pdf)

If this applies to your project, please read the beginning of this section of the Terms and Conditions that covers how you should manage your property during the project.

Specifically, I want to highlight information about property disposition at close-out:

- If the item is worth <$5000 at fair market value, you may dispose of it as you see fit.
- If the item is worth >$5000 at fair market value, you are required to provide the SF-428B form along with your close-out materials.

If your organization needs to use the SF428 form at closeout, it is located on our website with all the other forms: click on “How to Administer the Award” and scroll down to “How do I report on special purpose equipment…”



So finally, we're at the Closeout portion of our presentation.

Agricultural Marketing Service

Closeout Basics

- All close-out materials must be received by AMS within 90 days of the end of the performance period.
- Failure to provide these items on time may result in your organization being deemed ineligible for future AMS grants.

In most cases, your grant will likely end on September 30 of 2016 or 2017, depending on the type of grant received. This means that you must close out your grant by December 31 of that year. Failure to provide these items on time may result in your organization being deemed ineligible for future AMS grants.

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LFPP Planning Grants: Specific Closeout FYI

- Does your organization want to apply for a 2016 LFPP implementation grant?
  - Must close prior FMLFPP grant prior to applying for future FMLFPP grants.
  - Technically grant performance period ends 9/30/2016. HOWEVER, this will not allow enough time to actually close the grant and apply to the 2016 RFA!
- ONLY if applying for a 2016 LFPP Implementation Grant: Plan to complete your grant work by March 30, 2016.
  - Have until June 30 (90 days) to close out the grant.
- This does NOT guarantee automatic LFPP grant selection!

LFPP Planning Grants: Take note of this, especially if you plan to apply for an LFPP implementation grant.

You must close out your current planning grant before you can apply for a future LFPP implementation grant or FMPP grant. Because you are only 1-year projects, you technically have until September 30, 2016, to complete the work. HOWEVER, this will not allow you enough time to actually close the grant before the next grant period starts.

Therefore, you should plan to complete your grant work by March 30, 2016, which gives you until June 30, 2016 (90 days) to close out the grant and provide LFPP staff time to process it before your new grant begins, if your organization is selected.

Note that this does NOT guarantee automatic selection for either an LFPP implementation grant or an FMPP grant the following year.

Agricultural Marketing Service

Required Closeout Documents

- Final Performance Report (Section 11.2) and any project deliverables (e.g., photos, brochures, other print materials from the project).
- *Final* Federal Financial Report (SF-425) (Section 5)
- *Final* Advance Payment or Reimbursement (SF-270) (Section 4.2)
- If applicable:
  - A refund check for any unused funds completed within the 90-day close-out period (Section 15.2)
  - Tangible property report (SF-428B) (Section 13.1)

For any successful FMLFPP closeout, the following documents must be submitted to and approved by AMS:

- A Final Performance Report and any project deliverables (e.g., photos, brochures, other print materials from the project).
  - Project deliverables must be submitted electronically. If, for example the deliverable is an object that cannot easily be shared electronically (such as reusable shopping bags, bumper stickers, etc.), please take a picture of the object and send it to our grant staff as part of the report.

- We also require a *Final* SF-425 Federal Financial Report

- Submit your *Final* SF-270 Request for Advance Payment or Reimbursement

- If applicable, send a refund check, made out to the *Agricultural Marketing Service*, for any unused grant funds. This must be completed within the 90-day close-out period.

- And finally, if you are retaining equipment that is worth more than $5000, you must submit the SF-428B tangible property report form

Agricultural Marketing Service

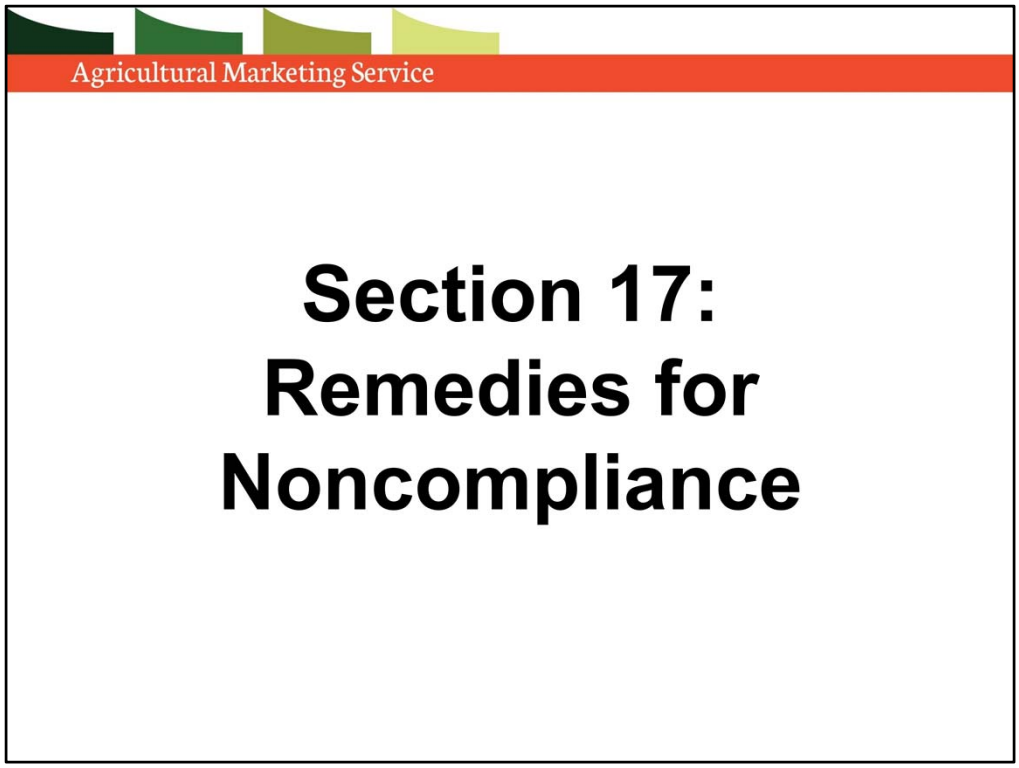
Final Thoughts on Closeout

- Grant Specialist will notify you upon receipt of these materials (within 48 hours) and work with you to ensure a complete closeout package.
- Grant Specialist will send you an official close-out letter when all materials received.
- Retain all documentation relating to the grant for no less than 3 years, or longer depending on the item, according to the 2 CFR 200.333.

Your grant specialist will notify you upon receipt of these materials (that is, within 48 hours) and work with you to ensure a complete closeout package.

Once complete, your grant specialist will send you an official close-out letter signed by me, as the Program Manager.

Be sure to retain all documentation relating to the grant for no less than 3 years.



As we finish up today, I need to mention what will happen should you fail to meet compliance requirements as they are provided in the Terms and Conditions.

Agricultural Marketing Service

Failure to Meet Compliance Requirements

- Disallow future costs
- Revoke approval of authorized personnel
- Withhold payments
- Suspend or terminate your current grant
- Withhold support (not fund) future grant applications

AMS may:

- Disallow future funding requests
- Revoke approval of authorized personnel
- Withhold payments
- Suspend or terminate your current grant
- Withhold support (meaning that we will not fund) future grant applications

Agricultural Marketing Service

Failure to Meet Compliance Requirements

- AMS may designate certain projects as high-risk organizations—imposition of additional conditions on your organization such as more frequent reporting and review of source documentation.
- Financial Capability Questionnaire obtained during final budget negotiations
- You have the right to appeal.

- AMS may designate certain projects as high-risk organizations if they fail to comply. This means that we would need to impose additional conditions on your organization such as more frequent reporting and reviews of source documentation.

- Keep in mind that you, as recipients, signed and submitted the Financial Capability questionnaire, so unless you stated otherwise, we currently consider your organizations in good financial and administrative standing.

- Should you disagree with an AMS decision regarding compliance, you have the right to appeal that decision.

Ok, so that completes our overview of the Farmers Market and Local Food Promotion Program Terms and Conditions. At this time, I will be covering questions that came in during the webinar. While I do so, we'll be cycling through the contact information slides in case you didn't catch the information provided earlier. Let's see what questions we have.

Agricultural Marketing Service

Your FMPP Grant Specialists

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Connecticut	Florida	Colorado	Nebraska
District of Columbia	Georgia	Iowa	New Jersey
Delaware	Illinois	Indiana	Nevada
Guam	Kentucky	Kansas	New York
Hawaii	Louisiana	Minnesota	Pennsylvania
Maryland	Missouri	Montana	South Dakota
Maine	Mississippi	New Mexico	Utah
Michigan	Tennessee	Oregon	Virginia
N. Mariana Islands	Texas	South Carolina	Wisconsin
North Carolina		Washington	West Virginia
North Dakota		Wyoming	
New Hampshire			
Ohio			
Oklahoma			
Puerto Rico			
Rhode Island			
Virgin Islands			
Vermont			

Agricultural Marketing Service

Your LFPP Grant Specialists

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Arizona	Illinois	Ohio
Arkansas	Indiana	Oregon
California	Iowa	Pennsylvania
Colorado	Kansas	Rhode Island
Connecticut	Kentucky	South Carolina
District of Columbia	Louisiana	South Dakota
Florida	Maine	Tennessee
Hawaii	Massachusetts	Texas
	Michigan	Utah
	Minnesota	Vermont
	Missouri	Virginia
	Nevada	Washington
	New Hampshire	West Virginia
	North Carolina	Wisconsin
	North Dakota	Wyoming
		Wisconsin
		Wyoming

It looks like we've

- [Hit time on our webinar today.]
- [Answered all of the questions that came in during our webinar.]

Thank you for joining us and we'll look forward to working with your over the course of your projects.