

**Q&A from FMLFPP Webinar
November 9, 2015**

1. Is the agreement number on the Face Sheet the same as the recipients account number on the form 270?

The recipients account number is an internal number that your organization may or may not assign to your FMLFPP grant. The agreement number should be included in the SF-270, box 4. "Federal grant of other identifying number **assigned by federal agency**".

2. So as long as the shift in dollars to other line items does not go over 20% of budget we can just move the monies around if needed without submitting a budget change?

Prior approval is not needed for changes that are less than 20%. However, you should notify your specialist about the changes and to verify that your changes are for allowable items.

3. Can you talk about the difference between upfront vs. reimbursement? Is it best to be reimbursed as you go along, or request funds in advance?

Advances are to submit requests for invoices or receipts that have not been paid. Reimbursements are for invoices and receipts that have been paid already. It is at your discretions and depends your situation to decide how you should request your payment. If you choose an advancement, in most cases, you cannot request all of your funding up front. Instead, you should request funds at reasonable intervals (e.g. quarterly).

4. Can the grant include locally prepared food in addition to locally grown?

Yes, this would be allowable. For LFPP projects, this would be covered under the "processing" component. LFPP recipients can purchase equipment to do the processing, but they cannot market the specific product.

5. I guess I was just thinking about our work to assist with building up our farmers market vendors. While a lot are market gardeners, some are vendors who prepare meals and desserts to sell at market.

FMPP projects may fund direct-to-consumer marketing of specific goods. LFPP projects may only fund non-direct-to-consumer activities. Keep in mind that funded activities must benefit more than one individual (i.e. a community).

6. What's the program's threshold for a formal budget modification? If we need to rejigger individual line item budgets (but not change the total funded amount), what's the mechanism for doing so? Thanks!

For any modifications that is equal or greater than 20% of your total budget, prior approval is required. All instructions are in the page 14 of your Terms and Conditions.

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7. Do I have to get special approval to move the funds to other items?

A: Yes, you should contact to your specialist to inform them of your changes.

8. If I want to use funds to cover a cost that is not listed in the budget can I use grant funds to pay for the item or service or move money around?

Yes, but you need to contact your assigned grant specialist before doing so to receive prior approval. Also, the new item must specifically relate to the project objectives.

9. Whose responsibility is it to manage contractors and subrecipients?

It is up to your organization to put contracts in place with your contractors. You just need to provide us with a copy of the signed agreement for our files.

10. When are the performance reports due?

Performance reports cover every 6 months of a project, and then at the conclusion of the performance period. They are due within 30 days of the 6-month marks, in the case of interim reports, and within 90 days of the project's termination when it comes to filing final reports.

11. When can I start requesting funds?

You can start now! Just go to the website ([FMPP](#) or [LFPP](#)), download the SF-270 form and the worksheet, and submit them to your assigned grant specialist. Check out the helpful hints on the website when it comes to filling in your forms, and definitely call your grant specialist if you have questions.

12. Can I purchase a food truck with grant funds?

It depends. If the food truck is a specialized vehicle that is not like any other leasable food truck available today, it may be allowable. However, FMPP and LFPP grants must benefit more than one individual. It is difficult to see how a food truck would not just benefit the owner of the food truck but rather add value to a larger community, as stated in the Farm Bill regulations: The purposes of the FMLFPP Program are to increase domestic consumption of and access to locally and regionally produced agricultural products, and to develop new market opportunities for farm and ranch operations serving local markets. If you need to purchase a food truck to accomplish the goals of your grant, contact your grant specialist to discuss allowability.

13. How long will it take USDA to process a payment for an advance?

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It will take up to 5-10 business days to process a payment. If you do not receive a payment within that time frame, contact your assigned grant specialist.

14. Can I request all of my grant funds at one time?

It depends. If you are requesting funds for an expensive piece of equipment, for example, your project received \$25,000 to purchase a vegetable processor and the piece of equipment is \$25,000, we would allow this because it is necessary for the project to continue. However, if you are requesting personnel and basic supply costs, for example, we prefer that you submit requests on a reasonable basis, such as quarterly. If there's a specific need for a large amount of your funding, call your grant specialist to discuss the issue.

15. Can a grantee request an advance to get a contractor started?

Yes, this is allowable.

16. If I have been approved for a \$1000 to use for a laptop and I don't use it all, can I use the left over funds for other things?

Yes, you may move those funds to other line items in your budget.

17. When requesting funds for the leased truck, do we request the full amount up front or request it monthly for the lease payment amount?

If there is an initial deposit for the lease you may request that amount. If you have setup a monthly payment contract with the leasing company you will only be able to request monthly payments.

18. If you contact your grant specialist and they do not respond, is there another person we can contact as a back-up?

You can always contact the main line of your program and one of the other specialist will assist you. If you continue to have issues, call either of these numbers and ask to speak to the Grant Program Manager, Nicole Nelson Miller:

LFPP: 202-720-2731

FMPP: 202-720-0933