

PROJECT NARRATIVE FORM AND INSTRUCTIONS

REGIONAL FOOD SYSTEM PARTNERSHIPS PROGRAM

Review the Regional Food System Partnerships Request for Applications (RFA) before completing this form. Upon completion, save this form as a PDF and attach it to the application package within Grants.gov using the "Project Narrative Attachment Form" on the application package.

1. **Applicant Organization -** *Must match box 8 of the SF-424.*

Name:

Email:

Phone:

Fax:

Mailing Address:

1. **Authorized Organization Representative (AOR) -** *Must match box 21 of the SF-424.*

Name:

Email:

Phone:

Fax:

Mailing Address: [ ]  Check if same as #1

1. **Project Coordinator or Director -** *This person should be a different individual than the AOR.*

Name:

Email:

Phone:

Fax:

Mailing Address: ☐ Check if same as #1

1. **Partnership Entity Types –** *Select the applicable entity and partner types.*

Eligible Entity(ies)

[ ]  Agricultural Business or Cooperative

[ ]  Community Supported Agriculture (CSA) Network or Association

[ ]  Economic Development Corporation

[ ]  Food Council

[ ]  Local Government

[ ]  Majority-Controlled Producer-Based Business Venture

[ ]  Nonprofit Corporation

[ ]  Producer Network or Association

[ ]  Public Benefit Corporation

[ ]  Regional Farmers Market Authority

[ ]  State Agency Regional Farmers Market Authority[[1]](#footnote-2) (Indicate Regulation Below):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Tribal Government

Eligible Partner(s)

[ ]  Commercial, Federal or Farm Credit System Lending Institution

[ ]  Institution of Higher Education

[ ]  State Agency or Regional Authority

[ ]  Philanthropic Corporation

[ ]  Private Corporation

[ ]  Other (Specify Below):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Project Activities-** *Identify all the activity categories that fit your project.*

[ ]  Aggregation

[ ]  Agritourism

[ ]  Farm to Institution

[ ]  Partner Recruitment and Retention

[ ]  Food Safety

[ ]  Grant Writing

[ ]  Infrastructure Improvement

[ ]  Marketing and Promotion

[ ]  On-Farm Food Waste

[ ]  Processing

[ ]  Production Diversification/Expansion

[ ]  Resource Development

[ ]  Strategic Planning

[ ]  Season Extension

[ ]  Training and Education

[ ]  Transportation and Distribution

[ ]  Value Chain Coordination

[ ]  Other (specify below):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Project Title -** *Must match box 15 of the SF-424.*
2. **Grant Project Type -** *Described in Section 3.3 of the RFA*

[ ]  Planning and Design [ ]  Implementation and Expansion

1. **Requested RFSP Funds -** *Insert the total amount of Federal funds requested. This must match the amount requested on Line 18a of the SF-424.*

$

1. **Cost Share Funds –** *Enter the cash, in-kind, and total cost share contribution included with the application. Partnership must provide a minimum 25% cash cost share of the Federal portion of the grant. The total amount must match the amount on Line 18b of the SF-424. See Section 2.5 of the RFA for more information*

Cash $

In-Kind $

Total Cost Share $

1. **Review the Priority Considerations described in Section 3.6 of the RFA and check the appropriate box(es) below. You may choose more than one priority.**

[ ]  1. Use significant non-Federal financial and technical resources and work together with other local, State, Tribal, or national efforts.

[ ]  2. Involve multiple entities and partners

[ ]  3. Cover areas that include distressed low-income rural or urban communities with persistent poverty. These areas should have significant opportunities for high impact investment.

Using the [Distressed Communities Index](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Feig.org%2Fdistressed-communities%2F2022-dci-interactive-map%2F%3Fview%3Dcounty&data=05%7C02%7Cpatrick.kelley%40usda.gov%7C2a2e1bdc0cc44e0d7ef508dc1850e2d6%7Ced5b36e701ee4ebc867ee03cfa0d4697%7C1%7C0%7C638411983931320799%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=ZlK0RWYhMhqwLxcsYxmNuNIqKb8Q%2BMfvmtzQPgkZBvk%3D&reserved=0) Map, provide the community distress score for the county(ies) or zip code(s) benefiting from your project. If your project benefits more than 5 counties or zip codes, select the 5 highest scores.

County/Zip Code 1:

Score 1:

County/Zip Code 2:

Score 2:

County/Zip Code 3:

Score 3:

County/Zip Code 4:

Score 4:

County/Zip Code 5:

Score 5:

[ ]  4. No priorities are applicable.

# EXECUTIVE SUMMARY

In 250 words or less, briefly describe the operational model of the partnership, and the project’s intended goal(s) with a description of how the goal(s) will be completed during the project period. This summary will be made available to the public.

# ALIGNMENT AND INTENT

Describe the specific issues that the project will address in relation to the statutory language of the program ([7 U.S.C. 1627c](https://uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title7-section1627c&num=0&edition=prelim)). Include data and/or estimates that describe the extent of the issue and justify the project’s objectives and approach. Address the following points in this section:

* List the objectives for this project, relating them directly to the issues mentioned above. Add objectives as needed:

Objective 1:

Objective 2:

Objective 3:

* Describe the partnership’s goals, why they are significant and how they improve marketing opportunities in the local or regional food system.

## Description of the Partnership

### Scope

Describe the region covered by this partnership (geographic, economic, etc.), and why it is the most appropriate place to carry out partnership activities. Include information about how the partnership adds value to the local or regional food system, as opposed to each entity acting independently.

### Producer or Food Business Benefits

Describe the intended benefits (direct and indirect) for producers or food businesses resulting from partnership activities. How will they be impacted, and how will beneficiaries also be engaged in the partnership as service providers? (NOT required if the application is solely for a planning or feasibility project)

# TECHNICAL MERIT

## Partnership Preparation

Describe any prior activities the partnership has engaged in, any current or future activities the partnership plans to engage in, and how the proposed project fits into those plans.

## Work Plan

Describe the activities planned in order to achieve each Objective listed in the Alignment and Intent section above. Include the information requested below for each planned activity.

| **Objective***Include the objective this activity will be tied to* | **List and describe each planned activity***Include the scope of work and how it relates to the project objectives* | **Anticipated completion date** | **Required resources***For completion of each activity* | **Milestones***For assessing progress and success of each activity* | **Who will do the work?***Include collaborative arrangements or subcontractors* |
| --- | --- | --- | --- | --- | --- |
| *Objective 1* | *Sample Activity 1* | *October 20XX* | *Hire contractor**Training Space* | *Milestone 1: Complete XX assessment**Milestone 2: Conduct XX food safety workshops* | *ABC Best Contracting Service**XYZ Company’s Executive Director* |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Has the partnership received previous funding, Federal or non-Federal, to support partnership activities or projects?

Yes [ ]  No [ ]

If yes, how will RFSP funds contribute to the overall partnership, if received?

Has this project been submitted to another Federal grant program, including [AMS grant programs](https://www.ams.usda.gov/services/grants)?

Yes [ ]  No [ ]

*If yes to either question, provide the information below. Provide the AMS agreement number for any AMS grants received in the past 5 years. Add additional rows as needed.*

| Year | Funding sourceProgram Name, Type of Award (if applicable) and/or AMS Grant Agreement # (if applicable) | Description |
| --- | --- | --- |
|  |  |  |
|  |  |  |

*If the applicant received previous Federal funding to support partnership activities or projects, describe how the proposed project, if funded, would not duplicate that work. Include lessons learned, what can be improved, and how these lessons and improvements will be incorporated into this project.*

## Community Engagement

*Describe the community engagement process that the partnership uses to ensure variety, such as housing authorities, transportation providers, etc. Include any partners that may have limited resources and describe the value that such partners bring to the partnership.*

*Identify any challenges to partner recruitment or engagement and describe possible strategies to address them.*

*What specific types of technical assistance will the partnership provide using RFSP funds? (NOT required if the application is solely for a planning or feasibility project)*

# ACHIEVABILITY

## Outcomes and Indicators

*Complete all applicable project Outcomes and Indicators with baseline and/or estimated realistic target numbers.*

*Applicants should note that Outcomes/Indicators are designed to represent Local Agriculture Marketing Program (LAMP) priorities which include other USDA grant programs. If an indicator does not apply, check N/A (Not Applicable).*

*Applicants must choose at least one Outcome and Indicator(s) from 1-3 and are strongly encouraged to select Outcome 4.*

### Outcome 1: Encourage Collaborative Approaches to Strengthen the Capacity of a Regional Food System.

| **Indicator** | **Description** | **Estimated number** | **N/A** |
| --- | --- | --- | --- |
| **1.1** | **Number of partnerships and/or collaborations established through project activities. Of those, the number of:** |  |[ ]
| 1.1.a | Formalized written agreements (i.e., MOU’s, signed contracts, etc.). |  |[ ]
| 1.1.b | Partnerships between producers and institutions. |  |[ ]
| 1.1.c | That reported: |  |[ ]
|  | i. Higher profits |  |[ ]
|  | ii. More efficient use of resources |  |[ ]
|  | iii. Increased access to institutional consumers |  |[ ]
|  | iv. Other mid-tier value chain enhancements (such as improved capacity to transport products to market) |  |[ ]
| **1.2** | **Number of new/improved distribution systems developed. Of those, the number that:** |  |[ ]
| 1.2.a | Stemmed from new partnerships |  |[ ]
| 1.2.b | Stemmed from increased efficiency |  |[ ]
| 1.2.c | Stemmed from reduced costs |  |[ ]
| 1.2.d | Stemmed from expanded customer reach |  |[ ]
| 1.2.e | Stemmed from increased online presence |  |[ ]
| **1.3** | **Number of stakeholders that gained technical knowledge about resources within the regional food system** |  |[ ]
| **1.4** | **Number of stakeholders that gained knowledge about more efficient and effective distribution systems** |  |[ ]
| **1.5** | **Number of stakeholders that adopted best practices or new technologies to improve distribution systems** |  |[ ]
| **1.6** | **Number of stakeholders trained on how to develop or maintain a direct-to-consumer enterprise** |  |[ ]
| **1.7** | **Amount of non-Federal financial, professional, and technical assistance resources secured because of project activities, measured in dollars** |  |[ ]

### Outcome 2: Develop New Market Opportunities for Regional Producers and Processors

*Please provide estimated target numbers.*

| **Indicator** | **Description** | **Estimated number** | **N/A** |
| --- | --- | --- | --- |
| **2.1** | **Number of partnerships and/or collaborations established between producers/processors and market access points. Of those, the number:** |  |[ ]
| 2.1.a | Formalized with written agreements (i.e., MOU’s, signed contracts, etc.) |  |[ ]
| 2.1.b | That reported: |  |[ ]
|  | i. Higher profits |  |[ ]
|  | ii. Increased access to institutional consumers |  |[ ]
|  | iii. Other mid-tier value chain enhancements (such as improved capacity to transport products to market) |  |[ ]
| **2.2** | **Number of producers/processors who increased production to meet increased demand** |  |[ ]
| **2.3** | **Number of market access points that gained knowledge about how to procure or access local foods. Of those, the number that were:** |  |[ ]
| 2.3.a | Farmers markets |  |[ ]
| 2.3.b | Roadside stands |  |[ ]
| 2.3.c | Agritourism |  |[ ]
| 2.3.d | Grocery stores |  |[ ]
| 2.3.e | Wholesale markets/buyers |  |[ ]
| 2.3.f | Restaurants |  |[ ]
| 2.3.g | Agricultural cooperatives |  |[ ]
| 2.3.h | Retailers |  |[ ]
| 2.3.i | Distributors |  |[ ]
| 2.3.j | Food hubs |  |[ ]
| 2.3.k | Shared-use kitchens |  |[ ]
| 2.3.l | School food programs |  |[ ]
| 2.3.m | Community-supported agriculture (CSAs) |  |[ ]
| 2.3.n | Other \_\_\_. |  |[ ]
| **2.4** | **Number of new strategies developed to improve local/regional food processing, distribution, aggregation, or storage** |  |[ ]
| 2.4.a | Number of stakeholders trained to use new strategies |  |[ ]
| **2.5** | **Number of market access points that reported increased or improved processing, distribution, storage, and/or aggregation of regionally produced agricultural products** |  |[ ]

### Outcome 3: Improve the Infrastructure of a Regional Food System Through Development of Business and/or Strategic Plans and Feasibility Studies (Planning and Design Projects Only)

| **Indicator** | **Description** | **Estimated number** | **N/A** |
| --- | --- | --- | --- |
| **3.1** | **Number of supply chain analyses, market assessments, feasibility, or other relevant studies developed** |  |[ ]
| **3.2** | **Number of supply chain analyses, market assessments, feasibility, or other relevant studies conducted** |  |[ ]
| **3.3** | **Number of projects:** |  |[ ]
| 3.3.a | Deemed viable after conducting studies |  |[ ]
| 3.3.b | Deemed not viable after conducting studies |  |[ ]
| **3.4** | **Number of business development plans created** |  |[ ]
| **3.5** | **Number of strategic plans developed** |  |[ ]
| **3.6** | **Amount of non-Federal financial, professional, and technical assistance resources secured because of the developed plan(s), measured in dollars** |  |[ ]

AMS is interested in developing Outcomes and Indicators for RFSP as the program continues to develop. As such, applicants are strongly encouraged to add at least one Outcome and Indicator(s) based on relevant partnership efforts not covered above. Creativity is highly recommended, particularly regarding any metrics measuring systemwide planning efforts, and reflecting coordination, learning, and responsiveness to regional realities.

### Outcome 4 (OPTIONAL). Please enter the language of your project-specific outcome(s) here (e.g. “To Increase…”, “To Establish…”, etc.)

Project Specific Outcome Indicator(s): Add more rows as needed.

| **Indicator** | **Description** | **Estimated number** |
| --- | --- | --- |
| **4.1** |  |  |

## Outcome Indicator Measurement Plan

*For each selected indicator above, describe how you derived the numbers, how and when you intend to evaluate your progress, and any potential challenges to achieving the estimated targets and action steps for addressing them. Add more rows as needed.*

| **Outcome and indicator #** *I.e., 3.i., 6.a., 6.b.* | **How did you derive the estimated numbers?***I.e., documented background or baseline information, recent research and data, etc.* | **How and when do you intend to evaluate?***I.e., surveys, 3rd party assessment* | **Anticipated key factors predicted to contribute to and restrict outcome***Including action steps for addressing identified restricting factors* |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |

## Dissemination of Project Results

*Describe how you plan to share the project’s results (positive and negative) and with whom.*

## Sustainability

*Describe how the partnerships and collaborations established through the project will be sustained beyond the project’s period of performance.*

# EXPERTISE AND PARTNERS

## Key Staff (Applicant Personnel and External Partner/Collaborators)

*List key project partner staff that comprise the Project Team, their roles, and* ***provide a one- to two-page resume or summary of relevant experience and/or qualifications for each of the participants listed.*** *Longer resumes or summaries will be disregarded. Applicant must include Letters of Commitment from Partner and Collaborator Organizations to support the information (see Section 4.7 in the RFA). Add more rows as needed.*

| **Key staff***Name and Title* | **Role** | **Relevant experience/qualifications** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

*Provide the information below for each partner under the partnership agreement at the time of application. The partnership must have at least one eligible entity and at least one eligible partner, as described in Sections 2.2 and 2.3 of the RFA. Add more rows as needed.*

| **Name** | **Entity or partner** | **Type** | **Role** |
| --- | --- | --- | --- |
| *Ex – XYZ Organization* | *Entity* | *Nonprofit* | *RFSP Grant administrator* |
|  |  |  |  |

*If your project includes mid-tier value chain coordination activities, provide details of the value chain entities that will be engaged and what their respective roles will be.*

## Project Management Plan

*Describe your management plan for coordination, communication, and data sharing and reporting among members of the Project Team and stakeholder groups, including both internal applicant personnel and external partners and collaborators.*

# FISCAL PLAN AND RESOURCES

*Please complete the Budget and Justification Narrative below.*

## Budget and Justification Narrative

*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. Add additional rows to a table as needed.*

*Refer to the RFA for more information on allowable and unallowable expenses.*

*Applicants must ensure the information provided below reflects the minimum 25% cash cost share requirement.*

## Budget Summary

| **Expense category** | **Federal funds** | **Cost share****applicant and 3rd parties** |
| --- | --- | --- |
| **Personnel** |  |  |
| **Fringe benefits** |  |  |
| **Travel** |  |  |
| **Equipment** |  |  |
| **Supplies** |  |  |
| **Contractual/subawards** |  |  |
| **Other (specify)** |  |  |
| **Direct costs subtotal** |  |  |
| **Indirect costs** |  |  |
| **Total budget** *(direct + indirect)* |  |  |

## Personnel

*List each Applicant staff person who has a substantive role in the project and the amount of the request and/or the value of his or her cost share. Personnel costs should be reasonable for the services rendered, conform to the established written policy of your organization, and consistently applied to both Federal and non-Federal activities.*

| **Name, title** | **Justification for requesting funds** | **Level of effort***(# of hours OR % FTE)* | **Annual salary requested** | **Total funds requested** | **Cost share value** | **Cost share type** |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  | Year 1: $Year 2: $Year 3: $ | $ | $ | Cash [ ] In-Kind [ ]  |
|  |  |  | Year 1: $Year 2: $Year 3: $ | $ | $ | Cash [ ] In Kind [ ]  |
|  |  |  | Year 1: $Year 2: $Year 3: $ | $ | $ | Cash [ ] In-Kind [ ]  |

Personnel total funds requested subtotal: $

Personnel cost share value subtotal: $

## Fringe Benefits

*Provide the fringe benefit rates for each of the personnel listed above. The costs of fringe benefits should be reasonable and in line with established policies of your organization.*

| **Name, title** | **Fringe benefit rate** | **Funds requested** | **Cost share value** | **Cost share type** |
| --- | --- | --- | --- | --- |
|  |  | $ | $ | Cash [ ] In-Kind [ ]  |
|  |  | $ | $ | Cash [ ] In-Kind [ ]  |
|  |  | $ | $ | Cash [ ] In-Kind [ ]  |

Fringe benefits funds requested subtotal: $

Fringe benefits cost share value subtotal$

## Travel

*List all Travel-related expenses for trips planned for the Applicant or employees of the Applicant organization. Explain the purpose for each Trip Request. Please note that travel costs are limited to those allowed by formal organizational policy; in the case of air travel, project participants must use the lowest reasonable commercial airfares. For recipient organizations that have no formal travel policy and for-profit recipients, allowable travel costs may not exceed those established by the Federal Travel Regulations, issued by GSA, including the maximum per diem and subsistence rates prescribed in those regulations. This information is available at* [*https://www.gsa.gov/*](https://www.gsa.gov/)*.*

| **Trip details** *(Destination, Timing, Justification)* | **Expense type** *(airfare, car rental, etc.)* | **Unit of measure** *(days, miles, etc.)* | **# of units** | **Cost/unit** | **# of travelers** | **Funds requested** | **Cost share value** | **Cost share type** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  | $ | $ | Cash [ ] In-Kind [ ]  |
|  |  |  |  |  |  | $ | $ | Cash [ ] In-Kind [ ]  |
|  |  |  |  |  |  | $ | $ | Cash [ ] In-Kind [ ]  |

Travel funds requested subtotal: $

Travel cost share value subtotal: $

[ ]  By checking this box, I affirm that my organization’s established travel policies will be adhered to when completing the above-mentioned trips in accordance with [2 CFR 200.475](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E/subject-group-ECFRed1f39f9b3d4e72/section-200.475) or [48 CFR subpart 31.2](https://www.ecfr.gov/current/title-48/chapter-1/subchapter-E/part-31/subpart-31.2), as applicable.

## Equipment

*Describe any special purpose equipment to be purchased or rented under the grant. ‘‘Special purpose equipment’’ is tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost that equals or exceeds $10,000 per unit and is used only for research, medical, scientific, or other technical activities. Rental of "general purpose equipment’’ must also be described in this section. Purchase of general-purpose equipment is not allowable under this grant.*

| **Item #** | **Description and funds justification** | **Rental or purchase?** | **Date acquired?** | **Funds requested** | **Cost share value** | **Cost share type** |
| --- | --- | --- | --- | --- | --- | --- |
| 1 |  |  |  | $ | $ | Cash [ ] In-Kind [ ]  |
| 2 |  |  |  | $ | $ | Cash [ ] In-Kind [ ]  |
| 3 |  |  |  | $ | $ | Cash [ ] In-Kind [ ]  |

Equipment funds requested subtotal: $

Equipment cost share value subtotal: $

## Supplies

*List the materials, supplies, and fabricated parts costing less than $10,000 per unit and describe how they will support the purpose and goal of the proposal.*

| **Description and funds justification** | **Cost/unit** | **# of units** | **Date acquired?** | **Funds requested** | **Cost share value** | **Cost share type** |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | $ | $ | Cash [ ] In-Kind [ ]  |
|  |  |  |  | $ | $ | Cash [ ] In-Kind [ ]  |
|  |  |  |  | $ | $ | Cash [ ] In-Kind [ ]  |

Supplies funds requested subtotal: $

Supplies cost share value subtotal: $

## Contractual

*The Contractual section includes contractual, consultant, and subaward agreements that are part of the completion of the project. A subaward is an award provided by the non –federal entity (you) to a subrecipient for the subrecipient to carry out part of a Federal award received by the non-federal entity (you). Contractual/consultant costs are expenses associated with purchasing goods and/or procuring services (Personnel, Fringe, Travel, Supplies, etc.) performed by an individual or organization other than the applicant in the form of a procurement relationship. Each contract or subaward must be described separately.*

| **Type** | **Name/organization and funds justification** | **Hourly/flat rate** | **Funds requested** | **Cost share value** | **Cost share type** |
| --- | --- | --- | --- | --- | --- |
| Contract [ ] Subaward [ ]  |  |  | $ | $ | Cash [ ] In-Kind [ ]  |
| Contract [ ] Subaward [ ]  |  |  | $ | $ | Cash [ ] In-Kind [ ]  |
| Contract [ ] Subaward [ ]  |  |  | $ | $ | Cash [ ] In-Kind [ ]  |

Contractual funds requested subtotal: $

Contractual cost share value subtotal: $

[ ]  By checking this box, I affirm that my organization followed the same policies and procedures used for procurements from non-federal sources, which reflect applicable State and local laws and regulations and conform to the Federal laws and standards identified in [2 CFR §200.317 through §200.326](https://www.ecfr.gov/current/title-2/part-200#subject-group-ECFR45ddd4419ad436d), as applicable. If the contractor(s)/consultant(s) is/are not already selected, I affirm that my organization will follow the same requirements.

## Other

*Include any expenses not covered in any of the previous budget categories. Be sure to break down costs into cost/unit. Expenses in this section include, but are not limited to, meetings and conferences, communications, rental expenses, advertisements, publication costs, and data collection*.

| **Description and funds justification** | **Cost/unit** | **# Units/pieces purchased** | **Date acquired?** | **Funds requested** | **Cost share value** | **Cost share type** |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | $ | $ | Cash [ ] In-Kind [ ]  |
|  |  |  |  | $ | $ | Cash [ ] In-Kind [ ]  |
|  |  |  |  | $ | $ | Cash [ ] In-Kind [ ]  |

Other funds requested subtotal: $

Other cost share value subtotal: $

## Indirect

*Indirect costs (also known as “facilities and administrative costs”—defined at* [*2 CFR §200.1*](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-A/subject-group-ECFR2a6a0087862fd2c/section-200.1)*) represent the expenses of doing business that are not readily identified with a particular grant, contract, or project function or activity, but are necessary for the general operation of the organization and the conduct of activities it performs. For the indirect cost formula and additional information, refer to Section 3.9 of the RFA.*

| **Indirect cost rate requested (%)** | **Funds requested** | **Cost share value** | **Cost share type** |
| --- | --- | --- | --- |
|  | $ | $ | Cash [ ] In-Kind [ ]  |

Indirect funds requested subtotal: $

Indirect cost share value subtotal: $

## Program Income

Program income is gross income—earned by a recipient or subrecipient under a grant—directly generated by the grant-supported activity or earned only because of the grant agreement during the grant period of performance. Program income includes, but is not limited to, income from fees for services performed; the sale of commodities or items fabricated under an award (this 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, etc.

| **Income source** | **Description of how income is reinvested** | **Funds expected** |
| --- | --- | --- |
|  |  | $ |
|  |  | $ |
|  |  | $ |

Program income total: $

# equal opportunity statement

USDA is an equal opportunity provider, employer, and lender.

# paperwork burden statement

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0581-0240. Public reporting burden for this collection of information is estimated to average 4 hours per response, including the time for reading and utilizing this document to prepare an application, reviewing which items are allowable, and understanding the terms and conditions of the grant award.

**Upon completion, save this form as a PDF and attach it to the application package within Grants.gov using the "Project Narrative Attachment Form" on the application package.**

1. *If your organization is a State Agency Regional Farmers Market Authority, you must provide the regulatory statute(s) that identify your agency as that entity type.* [↑](#footnote-ref-2)