



United States
Department of
Agriculture

Local Food Purchase Assistance Cooperative Agreement Program Plus (LFPA Plus)

**Fiscal Year 2023 Request for Applications
Version 3 (updated March 10, 2023)**

Funding Opportunity Number: USDA-AMS-10182-LFPA0000-22-0001

Publication Date: March 10, 2023

Application Due Date: 11:59 pm EASTERN TIME ON **May 12, 2023**

PROGRAM SOLICITATION INFORMATION

Funding Opportunity Title: Local Food Purchase Assistance Program

Funding Opportunity Number: USDA-AMS-10182-LFPA0000-22-0001

Announcement Type: Initial

Assistance Listing Number: 10.182

Dates: Applications must be received by 11:59 p.m. Eastern Time on **May 12, 2023**, via e-mail to LFPA@usda.gov. Applications received after this deadline will not be considered for funding.

Executive Summary: The U.S. Department of Agriculture (USDA), Agricultural Marketing Service (AMS), requests applications from State/territory and Tribal Governments¹ for the expansion of the Local Food Purchase Assistance Program (LFPA Plus). The goal will be to allow State/territory and Tribal Governments who participated in the first round of LFPA funding to expand their cooperative agreements by submitting amended proposals, and to provide an opportunity for Tribal Governments and territories who did not participate in the first round of funding to submit new applications to participate in LFPA Plus. The additional funding under LFPA Plus will establish cooperative agreements with State/territory and Tribal governments for the purpose of supporting local producers and socially disadvantaged farmers/producers. State/territory and Tribal governments will purchase domestic food from local and regional producers, target purchases from socially disadvantaged farmers/producers, and distribute the food to underserved communities. AMS will make only one award per State/territory; the award will be made to the State/territory that participated in the first round of LFPA funding, if applicable. The State/territory and Tribal Governments can also partner with local organizations. Awards to Tribal Governments are not considered a state agency award, and additional awards will be made to Tribal Governments. Up to \$464 million is available from funds authorized under Section 5(c) of the Commodity Credit Corporation Charter Act (15 USC 714c(c)).

This announcement identifies the eligibility criteria for LFPA Plus applicants, the application forms and associated instructions needed to apply for an LFPA Plus award.

AMS encourages applications that benefit socially disadvantaged farmers/producers and will provide food distribution to underserved communities that are not part of the normal food distribution network. For cooperative agreements intending to serve these entities, applicants should engage and involve those beneficiaries when developing projects and applications. AMS would like these relationships and purchase and distribution channels to continue past the conclusion of this program.

Stakeholder Input: AMS seeks comments about this Request for Applications (RFA). We will consider the comments in developing any future RFAs for the program. Email written comments within one year of the publication date of this RFA to LFPA@USDA.gov. (This e-mail address is intended only for

¹ Federally recognized Indian Tribal Governments

receiving comments and questions regarding this RFA and not requesting information or forms.) In your subject line, include, 'Input LFPA Plus'.

Amendment Changes

- The application deadline is extended from March 31, 2023 to May 12, 2023.

Program Highlights

- This RFA is for considering non-competitive applications.
- The RFA and [AMS General Terms and Conditions](#) apply to this RFA along with the Uniform Guidance (2 CFR part 200).
- Only State, territory, and Tribal Governments will be considered for this RFA

Application Checklist

AMS expects applicants to read the entire RFA prior to submitting applications to ensure the program's requirements are understood.

This application checklist provides the required and conditionally required documents for an application package.

LFPA Plus requires that **all application packages** include the following:

Applicants submitting amended agreements:

- Project Narrative Form – Amended Agreements
 - Ensure the required template is used
 - State, territories, and Tribal Governments who participated in the first round of LFPA funding must use the template titled “LFPA Plus – Project Narrative for Amended Agreements”
 - Ensure the executive summary is no more than 250 words
 - Ensure the Project Narrative does not exceed the page limit

Applicants submitting new proposals:

- SF-424 – Application for Federal Assistance
- SF-424A
- Project Narrative Form – New Applications
 - Ensure the required template is used
 - Tribal Governments and territories who did not participate in the first round of LFPA funding must use the template titled “LFPA Plus – Project Narrative for New Applications”
 - Ensure the executive summary is no more than 250 words
 - Ensure the Project Narrative does not exceed the page limit

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1.0 FUNDING OPPORTUNITY DESCRIPTION

1.1 LEGISLATIVE AUTHORITY

The Local Food Purchase Assistance Cooperative Agreement Program Plus (LFPA Plus) is authorized by Section 5(c) of the Commodity Credit Corporation Charter Act (15 USC 714c(c)).

1.2 PURPOSE

The purpose of this program is to maintain and improve food and agricultural supply chain resiliency through the procurement of agricultural commodities to meet domestic requirements. The program achieves this purpose in the overarching goals below:

1. Provide an opportunity for State and Tribal Governments to strengthen their local and regional food system.
2. Help to support local and socially disadvantaged farmers/producers through building and expanding economic opportunities.
3. Establish and broaden partnerships with farmers/producers and the food distribution community, and local food networks, including non-profits to ensure distribution of fresh and nutritious foods in rural, remote, or underserved communities.

1.2.1 DEFINITIONS

Local or regional producers are farmers, ranchers, producer, processors or distributors and other businesses involved in food production or distribution that are located in the state or tribal region or within 400 miles of the delivery destination.

Local or regional food. Locally and Regionally Produced Food means food that is raised, produced, aggregated, stored, processed, and distributed in the locality or region where the final product is marketed to consumers, so that the total distance that the product travels between the farm or ranch where the product originates and the point of sale to the end consumer is at most 400 miles, or both the final market and the origin of the product are within the same State, territory, or tribal land.

Domestic Food. “Agricultural Commodity” means a product grown, processed, and otherwise prepared for sale or distribution exclusively in the United States or its territories, except with respect to minor ingredients. Minor ingredients from nondomestic sources will be allowed to be utilized as a United States product if such ingredients are not otherwise: (1) produced in the United States; and (2) commercially available in the United States at fair and reasonable prices from domestic sources. The following ingredients are determined by AMS Commodity Procurement as not available at fair and reasonable prices and are waived from U.S. origin restrictions: (1) Vitamin A (Retinol Palmitate), (2) Vitamin D, (3) Carageenan (stabilizing agent), (4) Sorbic Acid (preservative), (5) Potassium Sorbate (preservative), (6) Rennet (coagulant), (7) Items excepted from the Buy American Act under [FAR 25.104 Nonavailable Articles](#).

Socially Disadvantaged producers. Socially Disadvantaged Farmer or Rancher is a farmer or rancher who is a member of a Socially Disadvantaged Group. A Socially Disadvantaged Group is a group whose members have been subject to discrimination on the basis of race, color, national origin, age, disability, and, where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program.

Underserved communities are those defined in accordance with Exec Order 13985, Executive Order on Advancing Racial Equity and Support for Underserved Communities Through the Federal Government, Jan 20, 2021:

Sec. 2. Definitions. For purposes of this order: (a) The term “equity” means the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality.

(b) The term “underserved communities” refers to populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life, as exemplified by the list in the preceding definition of “equity.”

1.3 PROGRAM DESCRIPTION

The Agricultural Marketing Service (AMS) will make awards to States, territories, and Tribal Governments to allow for the expansion of the Local Food Purchase Assistance Program (LFPA Plus). States, territories, and Tribal Governments who participated in the first round of LFPA funding may apply for LFPA Plus to expand their current cooperative agreements. Tribal Governments and territories who did not participate in the first round of LFPA funding may apply for LFPA Plus to establish new cooperative agreements. Cooperative agreements with States, territories, and Tribal governments will support local, regional, and socially disadvantaged farmers/producers through food purchasing under the “Build Back Better Initiative.” States, territories, and Tribal governments will purchase food from local and regional farmers/producers, targeting socially disadvantaged farmers/producers. These cooperative agreements will allow for entities to procure local, domestic foods that are unique to their geographic area and meet the needs of the populations. In addition to increasing local food consumption, funds are expected to help build and expand economic opportunity for local and socially disadvantaged farmers/producers.

USDA will provide the State, territory, or Tribal government funding for food purchases as well as guidance, technical assistance, instruction, and monitoring throughout the life cycle of the cooperative agreement.

The expectation of this program is for recipients to spend the pre-dominance of awarded funds on food purchases. Funds used for food purchases must be used exclusively for domestic food products (also known as commodities) that are unprocessed or minimally processed. **Applicants may not request direct or indirect costs associated with developing or administering the program. All food purchased must be unprocessed or minimally processed and must meet the definitions of domestic and local, as defined in section 1.2.1.** States, territories, and Tribal Governments with existing LFPA agreements may request to extend their period of performance by one year. Tribal Governments and territories submitting a **new** application may request a period of performance of up to two years from the time of award. States, territories, and Tribal governments should determine funding amounts based on their local food purchase availability and the needs of underserved communities. **Funding is intended to primarily cover food procurement. Storage and distribution expenses directly associated with food procurement under this program can be subsumed in the overall procurement with LFPA Plus funding. Costs that are not inherent parts of the procurement cannot be covered with LFPA Plus funding.**

One hundred million of funding will be available for new Tribal agreements and amendments to existing agreements. The remainder of the funds will be available to state governments and territories. These funds will be awarded through a non-competitive process. Funds awarded to States and territories will be based on the statutory The Emergency Food Assistance Program (TEFAP) funding formula. This formula considers the poverty rate and unemployment levels in each state to ensure the distribution of funds corresponds to feeding needs in each state. Cooperative Agreement applications will be awarded based on acceptability and ability to meet the goals of the program.

1.3.1 SUBAWARDS

State agencies will ensure that subrecipients maintain appropriate records and follow all applicable Federal statutes and regulations as well as the Grant Agreement and AMS General Terms and Conditions

2.0 AWARD INFORMATION

2.1 TYPE OF FEDERAL ASSISTANCE

AMS will make amendments to existing Cooperative Agreements to provide the Federal award to applicants. AMS will also award new Cooperative Agreements to Tribal Governments and territories that did not participate in the first round of LFPA funding.

2.2 TYPE OF APPLICATIONS

States, territories, and Tribal Governments who participated in the first round of LFPA funding will submit amendments to their existing LFPA cooperative agreement. Tribal Governments and territories that did not participate in the first round of LFPA funding will submit a new application. AMS will review all applications for conformance with the criteria in [section 5.0](#) and may require the applicant to provide additional information or clarification by a specified date.

2.3 AVAILABLE FUNDING

Funds awarded to States and territories will be based on the statutory The Emergency Food Assistance Program (TEFAP) funding formula. Amendments to award amounts may occur, depending on initial demand for the program and the availability of funds. Final adjustments may occur to the award once the application due date has closed. The total funding available is up to \$464 million.

2.4 FEDERAL AWARD PERIOD DURATION

States, territories, and Tribal Governments with existing LFPA agreements may request to extend their period of performance by one year. Tribal Governments and territories who did not participate in the first round of LFPA funding may request a period of performance of up to two years from the time of award. It is acceptable to complete a project before the scheduled performance period end date. Tribal Governments and territories that are new applicants of the program must indicate the start and end dates on the SF-424, "Application for Federal Assistance" in block 17.

2.5 AWARD SIZE

These funds will be awarded through a noncompetitive process. Initiatives should apply for an amount that meets their needs, based on their local food purchase availability and the needs of underserved communities. After initial awards are made, AMS will determine the best course of action to redistribute remaining funds.

Awards to States and territories will be based on The Emergency Food Assistance Program (TEFAP) funding formula (as represented in the table below). This formula considers the poverty rate and unemployment levels in each state to ensure the distribution of funds corresponds to nutrition assistance needs in each state.

TEFAP ALLOCATION WORKSHEET (FY23 FORMULA)

ALLOCATION OF FUNDING FOR STATES AND TERRITORIES

Region/State	Allocation
NORTHEAST	
Connecticut	\$3,714,854
Maine	\$1,330,959
Massachusetts	\$7,111,467
New Hampshire	\$919,043
New York	\$23,722,891

Region/State	Allocation
Rhode Island	\$1,074,598
Vermont	\$517,953
Virgin Islands	\$222,705
MID-ATLANTIC	
Delaware	\$1,082,133
District of Columbia	\$1,029,088
Maryland	\$6,463,706
New Jersey	\$9,296,617
Pennsylvania	\$14,724,610
Puerto Rico	\$8,463,661
Virginia	\$7,248,759
West Virginia	\$2,161,141
SOUTHEAST	
Alabama	\$5,482,659
Florida	\$21,674,292
Georgia	\$11,114,629
Kentucky	\$5,544,301
Mississippi	\$3,998,762
North Carolina	\$11,134,110
South Carolina	\$5,554,063
Tennessee	\$7,235,783

Region/State	Allocation
MIDWEST	
Illinois	\$14,343,210
Indiana	\$5,863,175
Iowa	\$2,974,035
Michigan	\$11,457,815
Minnesota	\$4,321,877
Ohio	\$13,068,222
Wisconsin	\$5,189,903
SOUTHWEST	
Arizona	\$7,356,031
Arkansas	\$3,389,687
Louisiana	\$6,406,577
New Mexico	\$3,072,343
Oklahoma	\$4,223,634
Texas	\$35,187,575
Utah	\$2,221,771
MOUNTAIN PLAINS	
Colorado	\$5,523,145
Kansas	\$2,531,473
Missouri	\$6,205,307
Montana	\$975,849
Nebraska	\$1,536,073

Region/State	Allocation
North Dakota	\$678,228
South Dakota	\$808,211
Wyoming	\$551,231
WESTERN	
Alaska	\$784,095
California	\$45,151,731
Guam	\$307,179
Hawaii	\$1,421,098
Idaho	\$1,619,212
Nevada	\$3,872,061
N Mariana Isl.	\$210,372
Oregon	\$4,439,283
Washington	\$7,486,813

3.0 ELIGIBILITY INFORMATION

3.1 ELIGIBLE APPLICANTS

Eligible entities include the State agencies, commissions, or departments that are responsible for agriculture, procurement, food distribution, emergency response or similar activities within the State. AMS will make only one award per State or territory; the award will be made to the State government that participated in the first round of LFPA funding, if applicable. Awards to Tribal Governments are not considered a state agency award; additional awards will be made to Tribal Governments.

3.2 ELIGIBLE BENEFICIARIES

Eligible beneficiaries of purchases include those involved in the production and distribution of local domestic food. Contracts shall be awarded to farmers, producers, processors, or distributors of local domestic product that meet the definition of a local or regional producer as defined in 1.2.1. All food

purchased must meet the definition of local and domestic. States, territories, and Tribal governments are required to target purchases from beneficiaries that meet the definition of socially disadvantaged.

Purchases must comply with Section 7, Procurement, of the AMS General Terms and Conditions. Recipients must maintain records and documentation to support the charges against the Federal awards.

Eligible beneficiaries to receive the food are those members of communities in need of food. The program requires that distributions target communities that meet the definition of underserved. Food distribution may occur through state agencies, non-profit organizations engaged in food distribution, and other entities capable of ensuring program requirements are met.

An applicant may subcontract or subaward with partners and collaborators. Only the applicant must meet the eligibility requirements listed in this RFA.

- A *partnership* is a relationship involving close cooperation between parties having specified and joint rights and responsibilities in the management of the project.
- A *collaborator* is a person or an organization unaffiliated with the applicant that cooperates with the applicant in the conduct of the project and is not immediately connected to the management of the project.

Partners and collaborators may come from private or public, for-profit, or nonprofit entities. Applicants must show evidence of existing community or industry support and engagement.

3.3 COST SHARING AND MATCHING

LFPFA does not have a Federal cost sharing or matching requirement.

4.0 APPLICATION AND SUBMISSION INFORMATION

4.1 ELECTRONIC APPLICATION PACKAGE

The application package (as described on p. 3 of the RFA) must be submitted via e-mail to LFPFA@usda.gov, with the subject line "LFPFA Plus Application Submission". Required components of the application package must be attached to the e-mail as PDFs.

4.2 CONTENT AND FORM OF APPLICATION SUBMISSION

4.2.1 FORM SF-424 APPLICATION FOR FEDERAL ASSISTANCE

Required if applicant did not participate in the first round of LFPFA funding: Form SF-424 is available at <https://www.ams.usda.gov/selling-food-to-usda/lfpacap>. Most information blocks on the required form are either self-explanatory or adequately explained in the instructions. However, applicants must use the following supplemental instructions associated with specific blocks on form SF-424.

Block	Instruction
#1 Type of Submission	Application.
#2 Type of Application	New.
#4 and #5	Not applicable.
# 8c Organizational System for Award Management (SAM.gov) Unique Entity ID (UEI) ²	Applicant SAM UEI for the Organization submitting the application.
#8d Address	The organization street address as it appears in SAM.gov. P.O. Boxes will not be accepted. Enter a 9-digit zip code.
#10 Name of Federal Agency	AMS, USDA
#11 Catalog of Federal Domestic Assistance Number (Assisted Listing Number)	10.182
#12 Funding Opportunity Number	USDA-AMS-10182-LFPA0000-22-0001
#13 Competition Identification Number	Not applicable.
#14 Areas Affected by Project	Enter State or Tribal region affected by project.
#15 Descriptive Title of Applicant’s Project	Provide a short description of the project.
#16a Congressional Districts for Applicant	Enter the Congressional district where your main office is located.
#16b Congressional Districts for Program/Project	Enter the Congressional district where your project will be performed. Write “All” if the projects will be performed in more than one location.
#17 Proposed Project Start Date and End Date	Enter proposed start date and end date. End date must be within 24 months of award
#18 Estimated Funding	Total Federal funds requested.
#19 Is Applicant Subject to Review by State Under Executive Order 12372 Process?	

4.2.2 PROJECT NARRATIVE

Required: States, territories, and Tribal Governments who participated in the first round of LFPA funding are required to submit an amendment to their LFPA agreement using the template titled “LFPA Plus – Project Narrative for Amended Agreements”. The amended project narrative must provide a revised Executive Summary, and must describe how the Project Beneficiaries, Work Plan, Outcome Indicators, and Budget will change with the additional funding. Amendments may propose changes to

² As of April 4, 2022, the DUNS number is no longer used as the entity identifier for federal awards. More information on the transition from DUNS number to the new Unique Entity Identifier is available at <https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/iae-systems-information-kit/unique-entity-identifier-update>

administrative budgets previously approved under the first round of LFPA funding, if adjustments are needed.

Tribal Governments and territories who did not participate in the first round of LFPA funding are required to prepare and submit a narrative using the “LFPA Plus – Project Narrative for New Applications”. The narrative must describe how the recipient will meet the program objectives and goals, provide resources, financial controls, meet reporting requirements (progress and financial), manage risks, and mitigate potential fraud. A timeline of activities and milestones must be included that contains proposed time of procurements and delivery periods.

In order to meet the goals of the program, it is important that recipients have a well thought out plan that includes responses to program objectives and activities planned. The submission must address how the funds increase local food consumption and help build and expand economic opportunity for local, regional farmers/producers and for socially disadvantaged farmers/producers. Include how the distribution of food will target underserved communities and those communities not normally served through traditional food distribution networks.

The narrative must also include a budget narrative and justification section. The line item for procurements/contractual/subawards should include the amount of the proposed budget dedicated to the purchase of food either by the recipient or through subawards. **Funding is intended to primarily cover food procurement. Storage and distribution expenses directly associated with food procurement under this program can be subsumed in the overall procurement with LFPA Plus funding. Costs that are not inherent parts of the procurement cannot be covered with LFPA Plus funding.** The individual subaward budgets are not expected at the submission of this application. Funds are **not** available for administrative expenses.

The narrative must be typed, single-spaced, in an 11-point font. Applications using the template “LFPA Plus – Project Narrative for Amended Agreements” must not exceed 12 pages, including existing form content. Applications using the template “LFPA Plus – Project Narrative for New Applications” must not exceed 30 pages, including existing form content. **DO NOT** modify the margins of the Project Narrative form.

The supporting documents in subsequent sections do not count toward the page limit for the Project Narrative.

PLEASE NOTE: AMS does not require Congressional letters of support and such letters do not carry additional weight during the evaluation process.

4.3 SUBMISSION DATE AND TIME

Applicants must submit applications via e-mail [to LFPA@usda.gov](mailto:LFPA@usda.gov) by 11:59 p.m. Eastern Time on **May 12, 2023**. The subject of the e-mail must be titled “LFPA Plus Application Submission”. AMS cannot consider applications received after this deadline for funds. Your application **may not be reviewed or considered for funding** if it is:

- Received after the submission deadline;
- Submitted via any method other than through e-mail to LFPA@usda.gov;

- Submitted to the wrong grant program; or
- Not responsive to the requirements of this RFA (eligibility, incomplete application, not providing all required documents, etc.)

See [AMS' Late and/or Non-Responsive Applications](#) Policy for more information.

4.4 INTERGOVERNMENTAL REVIEW

This program is not subject to Executive Order 12372, which requires intergovernmental consultation with state and local officials.

4.5 FUNDS NOT APPLIED FOR

States, territories, or Tribal Governments who do not apply for or do not request all available funding during the specified application period will forfeit all or that portion of available funding not requested. AMS will allocate funds not applied for, by a date determined by AMS. This distribution may include State agencies, territories, Tribal governments, or local governments.

4.6 FUNDING RESTRICTIONS

4.6.1 DIRECT AND INDIRECT COSTS

Indirect costs are not allowable. Applicants may not request direct or indirect costs associated with developing and administering the program.

4.6.2 ALLOWABLE AND UNALLOWABLE COSTS AND ACTIVITIES

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

Applicants that have questions concerning the allowability of costs after reviewing this document should contact AMS staff using the contact information listed under [section 7.0](#).

4.6.3 SUPPLANTING

The funds awarded through this RFA must supplement (by increasing or expanding) but not duplicate, existing food procurement and food distribution activities of the host initiatives.

4.6.4 SUPPORT FOR DOMESTIC BUSINESSES

Technical assistance and subawards will not be made available to a foreign entity making direct investment in the United States, as defined in [15 CFR § 801.2](#), where the assistance is provided to a specific business and is not publicly available.

4.6.5 TIMELY RECEIPT REQUIREMENTS AND PROOF OF TIMELY SUBMISSION

All applications must be received by the due date established in [section 4.3](#).

Proof of timely submission shall be an e-mail response from AMS stating that the submission has been received. AMS will not accept applications packages by fax or postal mail. Applications received after the established due date for the program will be considered late and will not be considered for funding by AMS. See [AMS' Policy on Late Applications](#).

4.7 EZFEDGRANTS.GOV REQUIREMENTS AND COOPERATIVE AGREEMENT MANAGEMENT

Cooperative Agreements will be processed and managed using the online grants management system, ezFedGrants (eFG). Recipients **are required to use** eFG system to manage LFPA Agreements throughout the entire agreement lifecycle, which include, digitally signing agreements, and preparing reimbursement claims, repayment requests, and financial and performance reports.

In order to access eFG system, recipients must obtain a USDA Verified Identity [eAuthentication](#) Account Level 2 and submit an [Access Request](#) (to identify the [Organization](#)(s) represented and select the appropriate [primary user role](#)).

The eFG system requires each recipient to have a minimum of at least one Grants Administrative Officer (GAO) and one Signatory Official (SO). It is best practice to have at least one back up in each role to keep items, such as claims or reporting, moving through the system.

The chart below identifies the various roles a recipient can designate and the actions they can take in eFG system.

ezFedGrants Role	Role Functions
<p>Grants Processor</p>	<ul style="list-style-type: none"> • Prepare and submit financial and performance reports • Create and edit applications and claims • Search and view opportunities, applications, claims, reports, and amendments • Be designated as a Certifying Official (secondary role)

ezFedGrants Role	Role Functions
Grants Administrative Official (GAO)	<ul style="list-style-type: none"> • Grants processor functions, PLUS • Approve access requests, change user roles, and deactivate user access • Reassign draft or returned Applications, Claims, and Reports • Generate work item and user administration reports
Signatory Official (SO)	<ul style="list-style-type: none"> • Prepare and submit financial and performance reports • Search and view opportunities, applications, claims, reports, and amendments • Review and digitally sign applications, agreements, and amendments • Be designated as a Certifying Official (secondary role)

For eAuthentication issues contact the eAuthentication helpdesk at eAuthHelpDesk@ftc.usda.gov or dial 1-800-457-3642. Recipients new to eFG should review the Job Aids located in the Training Section of the OCFO.usda.gov/ezFedGrants.

4.7.1 TIPS FOR APPLICANTS

- Register and submit applications via e-mail early. **DO NOT WAIT UNTIL THE DAY OF THE APPLICATION DEADLINE.**
- Thoroughly read this RFA and follow all the instructions provided by AMS.
- Limit Application File Name Characters (50 or less).
- Do not password-protect your documents and make sure all tracked-changes are “accepted”.
- Avoid Special Characters in File Names (\$, %, &, *, Spanish "ñ", etc.).
- Input the correct UEI number or UEI on the SF-424 cover page.
- Review the EZFedGrants.gov Applicant User and Registration Guides.

5.0 APPLICATION REVIEW INFORMATION

This is a non-competitive RFA. AMS will review amended project narratives to ensure that proposals meet the statutory purpose of the program, all application criteria are fulfilled in accordance with [section 4.0](#), and all costs are allowable. A review of new applications from applicants who did not participate in the first round of LFPA funding will be completed to ensure a complete work plan is provided that includes plan and objectives, resources, financial controls, reporting and evaluation, risk and fraud mitigation plans and a timeline for your program.

AMS will notify the applicant if additional information is required after the initial review of the application. AMS will work with applicants to negotiate any revisions if necessary and possible. Failure to provide requested information in a timely manner may result in a project not receiving funding.

6.0 AWARD ADMINISTRATION INFORMATION

6.1 AWARD NOTICES

Upon announcement of the Federal awards, AMS will prepare and send a Notice of Award and Cooperative Agreement to each recipient for signature by the appropriate official. Cooperative Agreements consist of a 1-page Agreement Face Sheet (AMS-33) that will be signed by AMS and the AOR.

The Notice of Award and Cooperative agreement will provide pertinent instructions and information including, at a minimum, the information described in [2 CFR § 200.211](#) and a reference to the [AMS General Terms and Conditions](#).

6.2 ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

All AMS grant and cooperative agreements include the AMS General Terms and Conditions as part of the Notice of Award and Grant Agreement. More information is provided in the most recent version of the [AMS General Terms and Conditions](#) under the *Administrative and National Policy Requirements* section.

6.3 REPORTING REQUIREMENTS

Reporting and award closeout requirements are included in the [AMS General Terms and Conditions](#). To ensure attainment of program goals and to monitor progress, award recipients are required to complete quarterly, annual, and final financial and progress reports. These reports will provide quantitative data that will be used by USDA to validate the effectiveness of the program and to assist in consideration of future programs. Upon issuance of award, AMS will provide a template to collect information from recipients. Information to be collected will include:

- Name of vendors and dollar value awarded to vendors receiving contracts and type of food purchased (fruit, vegetable, dairy, protein).

- Break-down of number of socially disadvantaged farmers/producers awarded contracts, dollar value of purchases, and type of commodity purchased (fruit, vegetable, protein, dairy).
- Name and location of organizations receiving food aid to include dollar value of product being distributed to underserved communities.

These performance reports must provide a description of the following activities conducted during the reporting period: budget information, deviations from the proposed plan, difficulties encountered, solutions developed to overcome difficulties, and major planned activities for the next quarter.

At the end of each performance year, recipients will be required to provide a final report. This report will include a summary of the data from the quarterly progress reports and a narrative addressing questions 1 through 3 below. The narrative responses will be used to measure the outcome of the program.

1. Percentage of new marketing opportunities established by purchasing from local and regional farmers/producers, and of those, what percentage will likely be sustained after the funding is expended.
2. Percentage of new marketing opportunities established by purchasing from socially disadvantaged farmers/producers, and of those, what percentage will likely be sustained after the funding is expended.
3. Percentage of purchases distributed beyond current food distribution networks to serve underserved communities, and of those, what percentage will likely be sustained after the funding is expended.

Responses to question 1 and 2 should compare the number of partnerships built through the LFPA to partnerships in existence prior to the program, and of those, the percentage that will continue at the conclusion of the program. Responses to question 3 should compare the total deliveries of food products through the LFPA to the deliveries made to underserved communities that are not served by current food distribution networks (such as TEFAP), and the percentage of those food distributions that will continue at the conclusion of the program.

7.0 AGENCY CONTACTS

7.1 PROGRAMMATIC QUESTIONS

After closely reviewing this RFA in its entirety, applicants and other interested parties are encouraged to contact the LFPA staff by e-mail with questions about the cooperative agreement program at LFPA@usda.gov.

For additional information, please visit the AMS website.

7.2 ADDRESS

Local Food Purchases Assistance Cooperative Agreement Program (LFPA)

USDA, Agricultural Marketing Service
1400 Independence Avenue, SW
Room 2549 South Building
Stop 0201
Washington, DC 20250-0264

7.3 AVAILABLE RESOURCES

AMS provides resources and information on the LFPA website that may be helpful to applicants, including descriptions of funded projects, and required application forms.

7.4 EZFEDGRANTS.GOV QUESTIONS

For assistance using the ezFedGrants Portal, please contact ezFedgrants@cfo.usda.gov. Questions about specific awards, agreements, or policies, please contact ezFedGrants.AMSHelpDesk@ams.usda.gov.

8.0 OTHER INFORMATION

8.1 EQUAL OPPORTUNITY STATEMENT

USDA is an equal opportunity provider, employer, and lender. Recipients must comply with 7 CFR Subpart A; Part 15 (15.1 (a)) "...that no [person](#) in the [United States](#) shall, on the ground of race, color, or national origin, be excluded from [participation](#) in, be denied the benefits of, or be otherwise subjected to discrimination under any [program](#) or activity of an [applicant](#) or [recipient](#) receiving [Federal financial assistance](#) from the Department of Agriculture or any [Agency](#) thereof".

Cooperative Agreement awardees should be prepared to communicate this opportunity to persons with limited English proficiency.

8.2 FREEDOM OF INFORMATION ACT REQUESTS

The Freedom of Information Act of 1966 ([5 U.S.C. § 552](#)) (FOIA) and the Privacy Act of 1974 ([5 U.S.C. § 552a](#)), as implemented by USDA's regulations ([7 CFR part 1, Subpart A](#)) govern the release or withholding of information to the public in connection with this Federal award. The release of information under these laws and regulations applies only to records held by AMS and imposes no requirement on the recipient or any subrecipient to permit or deny public access to their records.

FOIA requests for records relating to this Federal award may be directed to USDA, Agricultural Marketing Service, FOIA/PA Officer, Room 1671-S, 1400 Independence Ave., SW, Washington, DC 20250-0273, Telephone: (202) 302-0650; or email: AMS.FOIA@usda.gov.

8.3 PAPERWORK REDUCTION

According to the Paperwork Reduction Act of 1995 ([44 U.S.C. 3501](#)), an agency may not conduct or sponsor, and a person is not 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 0581-0330. The time required to complete this information collection is estimated to average 4 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.