



Local Food Purchase Assistance Cooperative Agreement Program (LFPA)

Request for Applications -

Funding Opportunity Number: (FON TO BE DETERMINED)

Publication Date: (DATE PUBLISHED)

Application Due Date: (11:59 pm EASTERN TIME ON (90 DAYS FROM PUBLICATION))

Program Solicitation Information

Funding Opportunity Title: Local Food Purchase Assistance Program

Funding Opportunity Number: (to be determined)

Announcement Type: Initial

Assistance Listing Number: (to be determined)

Dates: Applications must be received by 11:59 p.m. Eastern Time on TBD, through [EGrants.gov](https://www.egrants.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 and Tribal Organizations for the Local Food Purchase Assistance Program. The goal will be to establish cooperative agreements with state governments and Tribal organizations for the purpose of supporting local producers and socially disadvantaged farmers. State governments Tribal organizations will purchase food from local and regional producers (within the state or within 400 miles) and from socially disadvantaged producers. These cooperative agreements will allow for entities to procure local foods that are unique to their geographic area, meet the needs of the population, such as serving organizations that reach rural and underserved communities, and improve access to healthy and nutritious food. In addition to increasing local food consumption, funds will help build and expand economic opportunity for local and socially disadvantaged producers. USDA will provide the state and local governments or Tribal organization funding for food purchases as well as guidance, technical assistance, instruction, and monitoring throughout the life cycle of the cooperative agreement. The amount of the aid will be up to \$400 million for the program.

This announcement identifies the application forms and associated instructions needed to apply.

Stakeholder Input: AMS seeks comments about this Request for Applications (RFA). We will consider the comments in developing the next RFA 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 receiving comments and questions regarding this RFA and not requesting information or forms.) In your subject line, include, 'Input LFPA'.

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 Governments and Tribal Organizations will be considered for this RFA

Application Checklist

AMS expects applicants to read the entire RFA prior to submitting their application to ensure that they understand the program's requirements.

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

LFPFA requires that **all application packages** include the following:

- € SF-424 – Application for Federal Assistance (in Grants.gov)
- € Project Narrative Form (including Fiscal Plan and Resources and Personnel Qualifications)
 - o Ensure the required template is used
 - o Ensure the executive summary is no more than 250 words
 - o Ensure the Project Narrative does not exceed the page limit

If applicable, packages may also be required to include the following documents:

- € Negotiated Indirect Cost Rate Agreement (NICRA) (PDF Attachment)

TABLE OF CONTENTS

1.0	Funding Opportunity Description.....	5
1.1	Legislative Authority.....	5
1.2	Purpose.....	5
1.3	Program Description.....	6
1.4	Type of Federal Assistance.....	7
1.5	Type of Applications.....	7
1.6	Available Funding.....	7
1.7	Federal Award Period Duration.....	7
1.8	Award Size.....	7
2.0	Eligibility Information.....	7
2.1	Eligible Applicants.....	7
2.2	Partners and Collaborators.....	8
2.3	Cost Sharing and Matching.....	8
3.0	Application and Submission Information.....	8
3.1	Electronic Application Package.....	8
3.2	Content and Form of Application Submission.....	8-9
3.3	Submission Date and Time.....	10
3.4	Submitted Application Qualification.....	10
3.5	Intergovernmental Review.....	10
3.6	Funding Restrictions.....	10-11
3.7	EZFedGrants.gov Application Submission & Receipt Procedure & Requirements	12-14
4.0	Application Review Information.....	15
5.0	Award Administration Information.....	15
5.1	Award Notices.....	15
5.2	Administrative and National Policy Requirements.....	15
5.3	Reporting Requirements.....	15
6.0	Agency Contacts.....	16
6.1	Programmatic Questions.....	16
6.2	Address.....	16
6.3	Available Resources.....	16
6.4	EZFedGrants.gov Questions.....	16
7.0	Other Information.....	16
7.1	Equal Opportunity Statement.....	16
7.2	Freedom of Information Act Requests.....	16
7.3	Paperwork Reduction.....	17

1.0 FUNDING OPPORTUNITY DESCRIPTION

1.1 LEGISLATIVE AUTHORITY

The Local Food Purchase Assistance Cooperative Agreement Program (LFPA) is authorized by Section 1001(b)(4) of the American Rescue Plan Act (P.L. 117-2).

1.2 PURPOSE

The overarching goals of this program are:

1. Provide an opportunity for States and Tribal organizations to strengthen their local and regional food system.
2. Help to support local and socially disadvantaged producers through building and expanding economic opportunities.
3. Establish and broaden partnerships with producers and the food distribution community 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, producers and other businesses that are located in the state or tribal region or within 400 miles of the delivery destination.

Local or regional commodities are those agricultural commodities that are produced within 400 miles of the destination or within the state or tribal region.

Socially Disadvantaged producers are those that meet the definition provided by the SBA. The Small Business Act defines socially disadvantaged individuals are those individuals who have been subjected to racial or ethnic prejudice or cultural bias within American society because of their identities as members of groups and without regard to their individual qualities and the social disadvantage must stem from circumstances beyond their control. The following groups of individuals are deemed to be socially disadvantaged: Black Americans, Hispanic Americans, Native Americans², Asian Pacific Americans³ Subcontinent Asian Americans.⁴

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

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 establish cooperative agreements with state and local governments and Tribal organizations for the purpose of supporting local, regional, and socially disadvantaged farmers through food purchasing under the recently announced “Build Back Better Initiative.” State and local governments and Tribal organizations will purchase food from local and regional producers and from socially disadvantaged producers. Local and regional producers are those within the state or within 400 miles of delivery destination. This definition is consistent with other AMS programs. These cooperative agreements will allow for entities to procure local foods that are unique to their geographic area, meet the needs of the population, such as serving organizations that reach rural and underserved communities, and improve access to healthy and nutritious food. In addition to increasing local food consumption, funds will help build and expand economic opportunity for local and socially disadvantaged producers. USDA will provide the state and local governments or Tribal organizations funding for food purchases as well as guidance, technical assistance, instruction, and monitoring throughout the life cycle of the cooperative agreement. The amount of the aid for the program will be up to \$400 million. Initial agreements will be distributed incrementally to ensure that all interested applicants have an opportunity for an award. Initial awards will focus on State Governments and Tribal Organizations. Depending on demand, additional agreements may be made available for local governments.

States, local governments, and Tribal organizations will provide proposals indicating how they will use the funds to purchase commodities to meet the stated objective within their states or region. These funds will be awarded through a noncompetitive process 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. One hundred percent of the funds will be used to purchase local and regionally produced food but may include indirect costs in accordance with [2 CFR § 200.414](#). All food purchased must be domestically produced. The period of performance for the Cooperative Agreements will be two years from the time of award, to allow the program to encompass two full growing seasons.

1.3.1 SUBAWARDS

Initiatives facilitate and have operational responsibility to carry out a subaward program as they determine is necessary to successfully carry out the program objectives.

1.4 TYPE OF FEDERAL ASSISTANCE

AMS will use a Cooperative Agreement to provide the Federal award to applicants.

1.5 TYPE OF APPLICATIONS

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.

1.6 AVAILABLE FUNDING

It is anticipated that approximately \$200 million will be available for initial awards. Initial agreements will be distributed incrementally to ensure that all interested applicants have an opportunity for an award. Depending on demand, amendments to award amounts may be made or additional awards may be granted. The total funding available for the program is \$400 million.

1.7 FEDERAL AWARD PERIOD DURATION

Projects must be completed within 2 years from time of award. It is acceptable to complete a project before the scheduled performance period end date. The applicant must indicate the start and end dates on the SF-424, “Application for Federal Assistance” in block 17.

1.8 AWARD SIZE

These funds will be awarded through a noncompetitive process 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.

If an initiative applies for less than its available amount, AMS will redistribute the remaining portion equally to the other initiatives.

2.0 ELIGIBILITY INFORMATION

2.1 ELIGIBLE APPLICANTS

Eligible applicants are State Governments or Tribal Organizations.

2.2 PARTNERS AND COLLABORATORS

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.

2.3 COST SHARING AND MATCHING

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

3.0 APPLICATION AND SUBMISSION INFORMATION

3.1 ELECTRONIC APPLICATION PACKAGE

Only electronic applications may be submitted via Grants.gov in response to this RFA. We urge applicants to submit early to the Grants.gov system. For an overview of the Grants.gov application process visit the Grants.gov website. This RFA contains the information needed to obtain and complete required application forms and AMS-specific attachments.

Applicants can find the opportunity under either the Assistance Listing number “TBD” or the LFPFA Initiatives Funding Opportunity Number “USDA-AMS-TM-DBII-G-TBD.”

3.2 CONTENT AND FORM OF APPLICATION SUBMISSION

3.2.1 FORM SF-424 APPLICATION FOR FEDERAL ASSISTANCE

Required: Form SF-424 is available via the opportunity at Grants.gov. 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 Data Universal Numbering System (DUNS)	Applicant DUNS# for the Organization submitting the application. See D&B Request a DUNS Number .
#8d Address	The applicant 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)	
#12 Funding Opportunity Number	USDA-AMS-TM-DBII-G-TBD.

#13 Competition Identification Number	Not applicable.
#14 Areas Affected by Project	Enter cities, counties, States 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	
#18 Estimated Funding	Total Federal funds requested.
#19 Is Applicant Subject to Review by State Under Executive Order 12372 Process?	

3.2.2 PROJECT NARRATIVE

Required: Applicants are required to prepare and submit a narrative using the LFPA narrative form. 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 fraud mitigation. A timeline and types and sequence of project activities, monitoring and evaluation strategies associated with the proposed activities, and how the initiative will manage the project (including the subaward process).

The narrative also includes a budget narrative and justification section. A general line-item for “grants” may be provided under Contracts in the application’s budget. The individual subaward budgets are not expected at the submission of this application. However, initiatives will be expected to provide a comprehensive plan detailing each subgrant project, associated outcomes, and applicable expenses in order to draw down on the funds associated with this line item.

The narrative must be typed, single-spaced, in an 11-point font, not to exceed twenty (20) pages, excluding existing form content. For example, if the form is 15 pages before you begin entering your project information, your narrative form may be up to 35 pages (15 original pages + 20 pages of applicant content). DO NOT modify the margins of the Project Narrative form. Handwritten applications or applications in MS Word will not be accepted.

Prior to submitting the application to Grants.gov, please make sure no tracked changes or mark-up edits and comments are visible.

Applicants must submit the LFPA Project Narrative form as a PDF and attached to the Grants.gov application package using the “Project Narrative Attachment Form” on the application package.

The supporting documents in subsequent sections do not count toward the 20-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.

3.2.3 NEGOTIATED INDIRECT COST RATE AGREEMENT (NICRA)

Required if the applicant has a NICRA: The NICRA must be in PDF format **and** attached to the Grants.gov application package using the “Add Attachments” button under SF-424 item #15.

3.3 SUBMISSION DATE AND TIME

Applicants must submit applications via [Grants.gov](#) by 11:59 p.m. Eastern Time on XXXX. AMS cannot consider applications received after this deadline for funds.

3.4 SUBMITTED APPLICATION QUALIFICATION

Your application **may not be reviewed or considered for funding** if it is:

- Received by Grants.gov after the submission deadline;
- Submitted via any method other than through Grants.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.

3.5 INTERGOVERNMENTAL REVIEW

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

3.6 FUNDING RESTRICTIONS

3.6.1 INDIRECT COSTS

Indirect costs (also known as “facilities and administrative costs”—defined at [2 CFR § 200.1](#)) are those costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved.

As stated in the regulations ([2 CFR §§ 200.413](#) and [414](#)), any non-Federal entity that has never received a negotiated indirect cost rate, except State and Local Government and Indian Tribe Indirect Cost Proposals, may elect to charge a de minimis rate of 10 percent of modified total direct costs (MTDC) which may be used indefinitely. No documentation is required to justify the 10% de minimis indirect cost rate. As described in [2 CFR § 200.403](#), costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a recipient chooses to negotiate for a rate, which the recipient may apply to do at any time.

All applicants who elect to charge a de minimis rate of 10 percent must use the MTDC as the base. MTDC are defined in [2 CFR § 200.1](#) as all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDCs exclude equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward in excess of \$25,000. Other items may be excluded only when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

If an applicant has a negotiated indirect cost rate approved by its cognizant agency, the applicant must submit a copy of its approved NICRA with its application. Entities that would like to negotiate an indirect cost rate must contact their cognizant agency. For assignments of cognizant agencies see [2 CFR § 200.1](#).

3.6.2 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](#).

3.6.3 SUPPLANTING

The funds awarded through this RFA must increase, expand, or replace, and not duplicate, existing activities of the host initiatives.

3.6.4 SUPPORT FOR DOMESTIC BUSINESSES

Technical assistance and subawards will not be made available to a foreign person 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.

3.7 EZFEDGRANTS.GOV APPLICATION SUBMISSION AND RECEIPT PROCEDURES AND REQUIREMENTS

3.7.1 HOW TO REGISTER TO APPLY THROUGH EZFEDGRANTS.GOV

The registration process can take **up to four weeks** to complete. Therefore, complete your registration allowing sufficient time to ensure it does not impact your ability to meet required application submission deadlines.

If individual applicants are eligible to apply for this grant funding opportunity, refer to: <https://www.grants.gov/web/grants/applicants/individual-registration.html>

Organization applicants can find complete instructions here:

<https://www.grants.gov/web/grants/applicants/organization-registration.html>

- 1) *Obtain a DUNS Number:* All entities applying for funding, including renewal funding, must have a [Data Universal Numbering System \(DUNS\) number](#) from Dun & Bradstreet (D&B). Applicants must enter the DUNS number in the data entry field labeled "Organizational DUNS" on the SF-424 form.
- 2) *Register with SAM:* In addition to having a DUNS number, organizations applying online through Grants.gov must register with the [System for Award Management \(SAM\)](#). All organizations must register with SAM to apply online. Failure to register with SAM will prevent your organization from applying through Grants.gov. **SAM.gov accounts must be updated annually, and your organization must have an active SAM.gov account to submit your application to Grants.gov.**
- 3) *Create a Grants.gov Account:* The next step in the registration process is to create an account with Grants.gov. Applicants must know their organization's DUNS number to complete this process. Completing this process automatically triggers an email request for applicant roles to the organization's E-Business Point of Contact (EBiz POC) for review. The EBiz POC is a representative from your organization who is the contact listed for SAM. To apply for grants on behalf of your organization, the EBiz POC will need to identify and assign an individual to the AOR role.
- 4) *Authorize Grants.gov Roles:* After creating an account on Grants.gov, the EBiz POC receives an email notifying him or her of your registration and request for roles. The EBiz POC will then log in to Grants.gov and authorize the appropriate roles, including the AOR role, thereby giving you permission to complete and submit applications on behalf of the organization. You will be able to submit your application online any time after you have been approved as an AOR.
- 5) *Track Role Status:* After registering with Grants.gov and authorizing the applicant AOR, Grants.gov allows you to track your status

b. *Electronic Signature:* When applications are submitted through Grants.gov, the name of the organization's AOR who submitted the application is inserted into the signature line of the application, serving as the electronic signature. The EBiz POC **must** authorize individuals who are able to make legally binding commitments on behalf of the organization as AORs. **This step is often missed and it is crucial for valid and timely submissions.**

3.7.2 HOW TO SUBMIT AN APPLICATION TO AMS VIA GRANTS.GOV

Applicants may use the Grants.gov Workspace, a shared, online environment where members of a grant team may simultaneously access and edit different webforms within an application. For each funding opportunity announcement, you can create individual instances of a Workspace.

- 1) *Create a Workspace*: This allows you to complete your Workspace online and route it through your organization for review before submitting.
- 2) *Complete a Workspace*: Add participants to the workspace, complete all the required forms, and check for errors before submission.
 - a. *Adobe Reader*: If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace so that they will appear similar to other Standard or AMS forms. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drives, and then accessed through Adobe Reader.

NOTE: You may need to visit the [Adobe Software Compatibility page on Grants.gov](#) to download the appropriate version of the software.

 - b. *Mandatory Fields in Forms*: Fields marked with an asterisk and a different background color are mandatory fields you must complete to successfully submit your application.
 - c. *Complete SF-424 Fields First*: The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and DUNS number. To trigger this feature, an applicant must complete the SF-424 form information first. Once it is completed, the information will transfer to the other forms.
- 3) *Submit a Workspace*: Submit your application through Workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting the application package **at least 24-48 hours prior to the due date** to provide you with time to correct any potential technical issues that may disrupt the application submission.

SPECIAL NOTE: Grants.gov **does not** check for AMS required attachments. It is the applicant's responsibility to ensure that all required attachments listed in [section 4.2](#) are included.

- 4) *Track a Workspace*: After successfully submitting a workspace package, Grants.gov automatically assigns a Tracking Number (GRANTXXXXXXXX) to the package, which will be listed on the Confirmation page generated after submission.

Applicant Support: Grants.gov provides additional [training resources, including video tutorials](#). Applicants may also call the 24/7 toll-free support number 1-800-518-4726, or email support@grants.gov. Grants.gov will issue a ticket number that you and Grants.gov can refer to if the issue is not resolved. For questions related to the specific grant opportunity, contact the person(s) mentioned in [section 7.0](#).

3.7.3 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 is automatically recorded by Grants.gov using an electronic date/time stamp generated when the application is successfully received by Grants.gov. The applicant AOR will then receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov. Applicant AORs will also receive the official date/time stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

When AMS successfully retrieves the application from Grants.gov and acknowledges the download of submissions, Grants.gov will electronically acknowledge receipt of the application to the applicant AOR's email address. Again, proof of timely submission shall be the email from Grants.gov stating the official date and time that Grants.gov receives your application. Applications received by Grants.gov after the established due date for the program will be considered late and will not be considered for funding by AMS.

AMS will not accept applications packages by fax, email, or postal mail. Applications received by Grants.gov 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](#).

Special Note for Applicants with Slow Internet Connections. Applicants using slow internet connections, such as dial-up connections, may experience significantly longer transmission times when submitting their application to Grants.gov, especially if there are large attachments contained in the upload. Again, Grants.gov will provide either an error message or a successfully received transmission notification via email to the applicant AOR.

3.7.4 TIPS FOR APPLICANTS

- Register and submit applications early. **DO NOT WAIT UNTIL THE DAY OF THE APPLICATION DEADLINE.**
- Thoroughly read this RFA and follow all the instructions provided by AMS.
- Thoroughly review the [AMS General Terms and Conditions](#) to understand allowable and unallowable costs.
- Apply for the correct grant program
 - Assistance Listing number “**10.176**” and Funding Opportunity Number “**USDA-AMS-TM-DBII-G-21-0008**”
- Make sure you have the most recent copy of Adobe Reader installed on your computer and that it is compatible with [Grants.gov](#) software. Grants.gov supports Adobe Reader version 9.0.0 and higher.
- Limit Application File Name Characters (50 or less).
- When uploading attachments, click the “Add Attachments” button (do NOT use the “paperclip” icon in Adobe Reader).
- 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 DUNS number on the SF-424 cover page.

- Review the EZFedGrants.gov Applicant User and Registration Guides.

4.0 APPLICATION REVIEW INFORMATION

This is a non-competitive RFA. AMS will review each project narrative to ensure that it meets the statutory purpose of the program, all application criteria are fulfilled in accordance with [section 4.0](#), and all costs are allowable.

AMS will notify the individual listed on the SF-424 “Application for Federal Assistance” in block 8f 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.

5.0 AWARD ADMINISTRATION INFORMATION

5.1 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](#).

5.2 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. For the purpose of the program, grant and cooperative agreement are used interchangeably as it relates to terms and conditions. More information is provided in the most recent version of the [AMS General Terms and Conditions](#) under the *Administrative and National Policy Requirements* section.

5.3 REPORTING REQUIREMENTS

Reporting and award closeout requirements are included in the [AMS General Terms and Conditions](#). If there are any program or award-specific award terms, those will be identified in the award.

6.0 AGENCY CONTACTS

6.1 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.

6.2 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

6.3 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.

6.4 EZFEDGRANTS.GOV QUESTIONS

All questions regarding EZFedGrants.gov technical assistance must be directed to EZFedGrants.gov's application support site.

7.0 OTHER INFORMATION

7.1 EQUAL OPPORTUNITY STATEMENT

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

7.2 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.

7.3 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 0581-0240. 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.