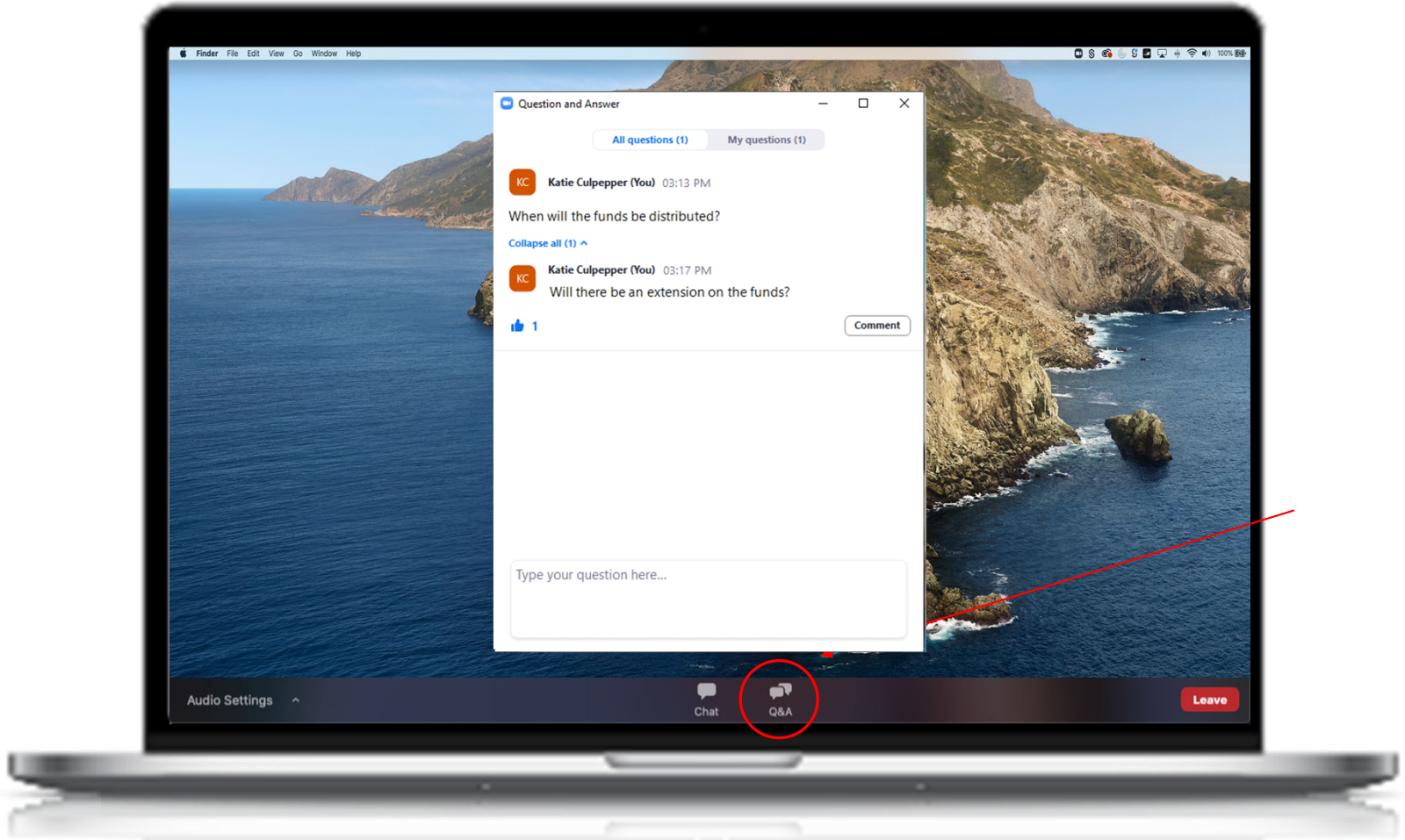




Department of
Agriculture

Tennessee Urban Farm & Forestry (TUFF) Cost Share Program



Agenda

- Tennessee Urban Farm and Forest Program (TUFF)
Objective and Overview
- Eligible Projects
- Uniform Guidance
- Applicant Requirements
- TUFF Timeline
- Application Review
- Q&A Session



Tennessee Urban Farm and Forest (TUFF) Program Overview

TUFF Program Overview

- The State of Tennessee has allocated approximately \$4 Million to the Program from its State Fiscal Recovery Fund (SFRF) allocation through the American Rescue Plan for the Tennessee Urban Farm & Forest (TUFF) Cost Share Program that will be issued in three phases.

TUFF Program Overview

- The goal of the TUFF Cost Share program is to fund projects that will aid in expanding production of agricultural commodities and forest products from urban small businesses or promote the health of urban communities by meeting nutritional needs and providing education about healthy food.
- Examples include the purchase of additional production equipment, expansion of storage space, and improvements to transportation, development of educational programs pertaining to healthy foods.

TUFF Program Overview

- Overall \$4 million will be awarded in three rounds of funding.
 - Applicants can only receive funding in one round.
 - Applicants can reapply in a later round if they are not chosen for funding in an earlier round.
- Cost share program
 - 50% cost share is the maximum for all projects submitted.
- Maximum award amount will be \$250,000 and minimum award amount will be \$10,000.
- Funds will be available on a reimbursement basis only.
 - Funds will be disbursed in one payment after project is completed.

Eligible Projects

- Healthy Food Access/Education Projects:
 - Community Gardens
 - Healthy Food education programs
 - etc.
- Small Business Increased Production Projects:
 - Additional production equipment
 - Expansion of storage space
 - Improvements to transportation
 - etc.



Compliance Requirements

Compliance Requirements

- TUFF awards are provided through the American Rescue Plan Act (ARPA) State and Local Fiscal Recovery Funds (SLFRF), and any awardees of this program will be subrecipients that are subject to SLFRF eligibility, reporting and other compliance requirements.
- Applicants will need to obtain a Unique Entity ID (UEI) through SAM.gov as a part of the application process.
- Funds cannot be used for any expenses that have been or will be reimbursed under any other program.

Uniform Guidance – Key Requirements

As a subrecipient of federal funding, you will be subject to Uniform Guidance (UG) requirements, including but not limited to the following:

- Complying with procurement requirements of the UG and ensuring full and open competition for all goods or services.
- Complying with requirements on acquisition, title, use, asset management, and disposition of equipment purchased with TUFF funds.
- Maintaining adequate records, financial statements, and source documentation to support expenses and compliance.
- Obtaining a Single Audit, depending upon the amount of Federal funds expended and entity type.
- Facilitating risk assessments and monitoring of your use of Federal funds by TDA, and taking appropriate and timely action in the event of monitoring or audit findings.

Uniform Guidance – Procurement and Asset Use

- Procurement approval required for purchases over \$10,000 and all equipment purchases.
- “Equipment” is any article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost of at least \$5,000 per unit.
- Assets purchased with grant funds must not be encumbered or used as collateral.
- Assets must be used for the intended purpose of the program for the life of the asset or until FMV < \$5,000. Funds must be repaid in event of sale or change in use.
- Failure to comply will jeopardize funding.

Uniform Guidance – Expenditure Documentation

Robust documentation will be required in order to receive reimbursement for expenses. Subrecipients should expect to maintain the following for program expenditures:

- Procurement policy, and procurement and bid documentation
- Cost/price analysis depending on procurement amount
- Contracts and change orders
- Detailed invoices for work performed
- Dates worked
- For time and materials contracts, monitoring documentation

Period of Performance

- The period of performance begins on the date of fully executed contract and ends 24 months after that date.
- Work is only eligible within the period of performance.
- Under SLFRF requirements, all funds must be obligated by December 31, 2024.
- “Obligate” means orders placed for property and services, contracts and subawards made, and similar transactions that require payment.
- Funding recipients will have twenty-four months to complete their projects and submit the appropriate documentation and information.

Administrative Costs

- Recipients are permitted to request reimbursement for direct costs to their award as administrative costs. Direct costs are those that are identified specifically as costs of implementing the program objectives, such as contract support, materials, and supplies for a project.
 - This would include hiring or contracting someone to assist with program compliance
- TDA will be allowing administrative costs of up to 5% of the project value.

Applicant Requirements

- Applicants must be a Tennessee entity (i.e. agriculture, food, or forestry business, farmer, local government, or nonprofit in Tennessee) or have current operations in Tennessee.
- Applicants must be making an investment into the project. TUFF funds may not be more than 50% of the project's total budget.
- Applicants must submit project updates to measure impact of the funding on the applicant as well as the local economy and agree to work with the Department of Agriculture to track success of the project.
- Applicants must utilize equipment and structures reimbursed with cost share funds for the intended purpose of the program for the life of the asset.

Applicant Requirements

- All applicants must be located in one of Tennessee's urban communities

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Applicant Requirements

- For small businesses applying to fund projects that will aid in expanding production of agricultural commodities and forest products in urban communities, the project location must be within a Qualified Census Tract (QCT).
- Map of QCT areas can be found here: [QCT Map](#)
 - To see if you are located in one of the qualified census tracts, type in your address in the search box on the top left of the page

TUFF Timeline

Round 1 of Funding

- October 20, 2023– Informational Webinar
- November 1, 2023 – Application Portal Opens (8:00am CST)
- November 15, 2023 – Application Portal Closes (5:00pm CST)
- December 2023 – Award Selections are Made
- December 31, 2024 – Awardees must have obligated all funds
- December 2025 – Awardees have fully expended awarded funds (24 months after award date)

Application Period

- The application portal will be open for submissions for round one of funding beginning on November 1, 2023 and ending on November 15, 2023.
- Late application submissions will not be accepted.
- If we have questions regarding your application, we will contact you prior to scoring the application; as such it is imperative that contact information is accurate and that responses to our inquiries are prompt and complete.



Application Review

Application Scoring

Applications will be scored based on the following criteria:

- Percentage increase of operations
- Impact on Urban communities
- Project readiness
- Collaboration with industry/community partners

Application Content

General information

- Entity Name
- Contact Person Information
- EIN/Tax ID
- Unique Entity Identifier (UEI)
 - It is recommended that applicants begin the process to obtain a UEI through SAM.gov now if they do not currently have one.

Application Content

Project Overview

- Description of current business
- Business operation start date
- Short description of proposed project
- Which urban community the project is going to be located in
- Does local zoning permit the project that is being proposed

Application Content

Collaboration

- Do you plan to collaborate with any industry or community partners on this project? (i.e., institutes of higher learning/universities, industry/trade associations, other businesses/entities, consultants, financial advisors, government agencies, etc.)
- A brief description of the nature of the collaboration

Application Content

Project Impact on Tennessee's Disproportionally impacted Communities

- Description of the community impact resulting from the project
 - Which eligible funding path best describes your project:
 - The project promotes the health of Tennessee's urban communities through increased access to or education about agricultural products.
- OR
- The project aids your small business in the production of agricultural commodities including forest products.

Application Content

The project promotes the health of Tennessee's urban communities through increased access to or education about agricultural products.

- Description of why your project falls within this category
- How many people do you anticipate impacting with this project
- What population do you expect to impact within your community
- How do you plan to serve these populations
- How do you plan maintain the project impact on these urban communities

Application Content

The project aids your small business in the production of agricultural commodities including forest products.

- How does this project increase the production of your small business?
 - What will be the percentage increase in operational capacity
- Describe how your business impacts or will impact the supply of agricultural or forest products in urban areas
 - Does this project create new jobs
- How do you plan maintain the project impact on these urban communities

Application Content

Project Readiness

- A budget for your total project cost, including all shared costs
- The amount of funds being requested in FARM cost share funding
- A description of all funding sources for the required match
- A description of intended use of funds awarded by the state
- Project Timeline

Application Content

Supporting Documents

- Completed Form W-9
- Proof of Financing
- Business/Project Plan
- Additional Supporting Documents

Next Steps

- Application review process to commence as applications are received.
- TDA to conduct applicant outreach as needed to obtain additional information or clarify information included in applications.
- Award selections and announcements expected to occur in December 2023.
- Further information on cost share program activities (e.g. subrecipient agreements, invoice reimbursement process) will be provided to awardees at that time.

Resources

- For further information, please see the program website <https://www.tn.gov/agriculture/business-development>
- If you have program questions, send a message to the email address business.development@tn.gov.



Questions?