



Local Food Purchase Assistance

Commodity Procurement Program

Guidelines for Submitting Applications and Amending Agreements for LFPA Plus

States, territories, and federally recognized tribal governments may apply for additional funding available under LFPA Plus. A complete overview of submission requirements is available in the [LFPA Plus Request for Applications](#).

Key Points for LFPA Plus Applications:

- Due Date: May 12, 2023
- Submit to LFPA@usda.gov with the subject line “LFPA Plus Application Submission”
- Up to \$464 million is available from funds authorized by the Commodity Credit Corporation (CCC).
 - **States and territories: Funding available for States and territories is provided in the TEFAP Allocation Worksheet of Section 2.5 in the LFPA Plus RFA.**
 - **Tribal Governments: Up to \$100 million will be available for new Tribal agreements and amendments to existing agreements.**
- Funding is intended to primarily cover food procurement. Food purchases must be of unprocessed or minimally processed foods, and must meet the definitions of domestic and local, as defined in Section 1.2.1 of the LFPA Plus RFA.
- States, territories, and tribal governments with existing LFPA agreements may apply for additional funding under LFPA Plus by submitting an amended Project Narrative (see further guidance on p. 2).
- Tribal governments and territories who did not participate in the first round of LFPA funding may submit a new application to participate in LFPA Plus (see further guidance on p. 4).

Recipients with Existing LFPA Agreements

States, territories, and tribal governments with existing LFPA agreements may apply for additional funding under LFPA Plus by submitting an amended Project Narrative.

Amended Project Narrative

- The amended Project Narrative will be completed using the **NEW** template [LFPA Plus – Project Narrative for Amended Agreements](#).
- Recipients must describe how the following sections will change with additional funding available under LFPA Plus: *Executive Summary, Project Beneficiaries, Work Plan, Outcome Indicators, and Budget*
- Recipients may request to extend their period of performance by 1 year.

Budget

- Three budget tables must be completed, as described below:
 - Recipients may propose changes to the budget previously approved in the first round of LFPA funding. Funding previously approved in the first round was authorized by the American Rescue Plan Act (ARPA).
 - Recipients must indicate the funds requested under the new LFPA Plus funding. The new LFPA Plus funding is authorized by the Commodity Credit Corporation (CCC).
 - Recipients must provide a summary of their final, combined budget that includes funding from both ARPA and CCC.
- See next page for an example.



Recipients with Existing LFPA Agreements – Example of Budget

Budget with funds authorized by the American Rescue Plan Act (ARPA)

Expense Category	Federal Funds Original Amount	Federal Funds Revised Amount
Personnel	\$15,000	\$30,000
Fringe Benefits	\$5,000	\$10,000
Travel	--	--
Equipment	--	--
Supplies	--	--
Procurement/Contractual/Subawards	\$25,000	\$50,000
Other (specify)	--	--
Funds used for food procurements	\$350,000	\$250,000
Funds used for food storage	\$50,000	\$75,000
Funds used for food transportation	\$50,000	\$75,000
Direct Costs Subtotal	\$495,000	\$490,000
Indirect Costs	\$5,000	\$10,000
Total Budget with funds authorized by the American Rescue Plan Act	\$500,000	\$500,000

Additional funds authorized by the Commodity Credit Corporation (CCC)

Expense Category	Federal Funds
Funds used for food procurements	\$400,000

Combined Budget with ARPA and CCC Funds

Expense Category	Federal Funds
Personnel	\$30,000
Fringe Benefits	\$10,000
Travel	--
Equipment	--
Supplies	--
Procurement/Contractual/Subawards	\$50,000
Other (specify)	--
Funds used for food procurements	\$250,000 (ARPA) + \$400,000 (CCC) = \$650,000
Funds used for food storage	\$75,000
Funds used for food transportation	\$75,000
Direct Costs Subtotal	\$490,000
Indirect Costs	\$10,000
Total Budget (Funds authorized by ARPA + CCC)	\$500,000 (ARPA) + \$400,000 (CCC) = \$900,000

Applications from New Tribal Governments and Territories

Tribal governments and territories who did not participate in the first round of LFPA funding may submit a new application to participate in LFPA Plus.

New Application Template

- New applications must be completed using the template [LFPA Plus – Project Narrative for New Applications](#).
- Additionally, applicants must provide a completed [SF-424 and SF-424A](#).
- Applicants may request a period of performance of up to two years.
- Applicants may refer to Section 4.2 of the LFPA Plus RFA for guidance on completing the SF-424 and the Project Narrative.

Questions? USDA AMS Points of Contact:

- USDA-AMS Regional Specialists: <https://www.ams.usda.gov/selling-food-to-usda/lfpacap/regional-contacts>
- General inquiries: LFPA@usda.gov
- AMS will host monthly LFPA Workshops/Office Hours which will be a forum for additional questions on LFPA Plus applications. To receive an invitation to the monthly LFPA Workshops/Office Hours, please contact LFPA@usda.gov.

