



Local Food Purchase Assistance Cooperative Agreement Program (LFPA25)

Fiscal Year 2025 Program Scope and Requirements

Funding Opportunity Number: USDA-AMS-10182-LFPA0000-25-0001

Notice of Funding Opportunity (NOFO)

Publication Date: December 10, 2024

Project Summary Due Date: 11:59 pm EASTERN TIME ON **April 30, 2025**

PROGRAM INFORMATION

Funding Opportunity Title: Local Food Purchase Assistance Program

Funding Opportunity Number: USDA-AMS-10182-LFPA0000-25-0001

Announcement Type: Initial

Assistance Listing Number: 10.182

Project Summary Due Date: 11:59 p.m. Eastern Time on **April 30, 2025**.

Executive Summary: The U.S. Department of Agriculture (USDA), Agricultural Marketing Service (AMS), will enter into cooperative agreements with state/territory and federally recognized Tribal governments for the Local Food Purchase Assistance Program (LFPA25). The purpose of this program is to allow state/territory and federally recognized Tribal governments to expand upon prior LFPA and LFPA Plus work, and to provide an opportunity for state/Territory and federally recognized Tribal governments who did not participate in LFPA or LFPA Plus to establish projects through LFPA25. The funding under LFPA25 will establish cooperative agreements with state/territory and federally recognized Tribal governments for the purpose of supporting local producers by purchasing local, unprocessed or minimally processed domestic foods and distributing the food to underserved communities. Projects should prioritize purchasing from historically underserved farmers/producers/fishers and small businesses including processors, aggregators, and distributors.

AMS will make only one award per State/territory; agencies within the State must coordinate if more than one agency wishes to implement this program. The state/territory and federally recognized Tribal governments can also partner with local organizations. Awards to federally recognized Tribal governments are not considered a state agency award, and additional awards will be made to federally recognized Tribal governments. Up to \$471.5 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 program scope and requirements for LFPA25.

AMS encourages projects that benefit historically underserved farmers/producers/fishers and small businesses including processors, aggregators, and distributors, provide food distribution to underserved communities that are not part of the normal food distribution networks, and incorporate culturally relevant foods, including kosher and halal, as appropriate based on community preferences. For cooperative agreements intending to serve these entities, projects should engage and involve those beneficiaries. 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 Notice of Funding Announcement. We will consider the comments in developing any future funding announcements for the program. Email written comments within one year of the publication date of this document to LFPA@USDA.gov. (This e-mail address is intended only for receiving comments and questions regarding this document and not requesting information or forms.) In your subject line, include, 'Input LFPA25'.

Program Highlights

- This Funding Announcement is for the award of non-competitive cooperative agreements.
- The Program Scope and Requirements and [AMS General Terms and Conditions](#) apply to the resulting awards along with the Uniform Guidance (2 CFR part 200).
- All references to Grants Solutions in the AMS General Terms and Conditions should be understood to refer to ezFedGrants. This program utilizes ezFedGrants, not Grant Solutions.
- Only State, territory, and Federally Recognized Tribal Governments will be considered for awards.
- There is no matching requirement for this program; however, none of the LFPA25 funds may be used for indirect or administrative costs. Recipients must confirm the availability of non-federal funds for the administration of the program.

Award Information

AMS expects Recipients to read the entire Funding Announcement prior to submitting a Project Summary to ensure the program's requirements are understood.

LFPA25 requires Recipients *who have previously received an LFPA or LFPA Plus agreement* to submit

- A completed LFPA25 Project Summary
- Your organization **must have a SO and GAO registered in ezFedGrants**

LFPA25 requires new Recipients to submit:

- SF-424 – Application for Federal Assistance
- SF-424A - Budget Information for Non-Construction Programs
- LFPA25 Project Summary
- Your organization **must have a SO and GAO registered in ezFedGrants**
- Certification Regarding Lobbying form

The amount allocated to each State, Territory, or Tribal Government is provided starting on page 10 of this announcement. AMS reserves the right to adjust the final award amounts based on the Project Summary.

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1.0 FUNDING OPPORTUNITY DESCRIPTION

1.1 LEGISLATIVE AUTHORITY

The Local Food Purchase Assistance Cooperative Agreement Program (LFPA25) 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 local, domestic, and unprocessed or minimally processed agricultural commodities. 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 by making purchases from local farmers/producers/fishers, prioritizing purchasing from historically underserved producers/farmers/fishers and small businesses including processors, aggregators, and distributors.
2. Establish and broaden partnerships with the food distribution community and local food networks to ensure distribution of fresh and nutritious foods in underserved communities.
3. Increase access to local food and improve supply chain resiliency by building partnerships with historically underserved farmers/producers/fishers, small businesses, and underserved communities that will continue after the program concludes.

1.2.1 DEFINITIONS

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](#).

Historically underserved. Some groups of people are identified in Farm Bill legislation and in USDA policy as being Historically Underserved (HU). Members of these groups have been historically underserved by, or subject to discrimination in, Federal policies and programs. Four groups are defined by USDA as “[Historically Underserved](#)”, including farmers or ranchers who are: Beginning; Socially Disadvantaged; Veterans; and Limited Resource.

Local or regional producers are farmers, ranchers, producers, fishers, 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 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.

Small business. A small business is defined based on Small Business Association (SBA) size standards and varies depending on the NAICS code of the business. SBA size standards can be found in [eCFR :: 13 CFR Part 121 -- Small Business Size Regulations](#).

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.”

Unprocessed or minimally processed foods include fruits and vegetables (including 100% juices); grain products such as pastas and rice; meats (whole, pieces, or food items such as ground meats), fish; meat alternates such as beans or legumes; and fluid milk and other dairy foods such as cheese and yogurt. Minimally processed means that products may be whole, cut, pureed, fresh, frozen, canned, dried or otherwise processed such that the original product character is retained. The effects of the following food handling and preservation techniques shall not be considered as changing an agricultural product into a product of a different kind or character: Cooling; refrigerating; freezing; size adjustment made by peeling, slicing, dicing, cutting, chopping, shucking, and grinding; forming ground products into patties without any additives or fillers; drying/dehydration; washing; packaging (such as placing eggs in cartons), vacuum packing and bagging (such as placing vegetables in bags or combining two or more types of vegetables or fruits in a single package); the addition of ascorbic acid or other preservatives to prevent oxidation of produce; butchering livestock and poultry; cleaning fish; and the pasteurization of milk.

1.3 PROGRAM DESCRIPTION

The Agricultural Marketing Service (AMS) will enter into cooperative agreements with States, territories, and Tribal Governments to expand upon prior LFPAs and LFPAs Plus work, and to provide an opportunity for State/territories and Tribal governments that did not participate in LFPAs or LFPAs Plus to establish projects through LFPAs. States, territories, and Tribal governments will purchase local, unprocessed or minimally processed domestic foods from local producers, targeting historically underserved farmers/producers/fishers and small businesses including processors, aggregators, and distributors. Food purchased will target distribution to underserved communities. In addition to increasing local food consumption, funds are expected to help build and expand economic opportunity for local and historically underserved farmers/producers/fishers and small businesses including processors, aggregators, and distributors.

AMS encourages projects that benefit historically underserved farmers/producers/fishers and small businesses, provide food distribution to underserved communities that are not part of the normal food distribution networks, and incorporate culturally relevant foods, including kosher and halal, as appropriate based on community preferences. For cooperative agreements intending to serve these entities, recipients should engage and involve those beneficiaries when developing their Project Summary. AMS would like these relationships and purchase and distribution channels to continue past the conclusion of this program.

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.

Funding can only be used for food procurement. Recipients 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. See section 4.6.2 "Allowable and unallowable costs and activities" for more information.

\$100 million in funding will be available for Tribal agreements, \$50 million of which will be allocated for Tribes enrolled in past rounds of LFPAs, the remaining \$50 million will be allocated to Tribes that have not previously participated in the LFPAs program. The remainder of the funds, \$371.5 million 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 Agreements will be awarded based on acceptability of the Project Summary and the ability of the recipient to meet the goals of the program.

1.3.1 SUBAWARDS

State/territory and Tribal Governments 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.

Recipients with subawards of more than \$30,000 must report on subrecipients in the Federal Funding Accountability and Transparency Act Subaward Reporting System at <https://www.frs.gov/>. This reporting should occur as soon as possible once there is a signed grant agreement with the subrecipient. Please see [Appendix A](#) to [2 CFR § 170](#) for additional reporting requirements concerning subawards.

2.0 AWARD INFORMATION

2.1 TYPE OF FEDERAL ASSISTANCE

AMS will establish Cooperative Agreements with eligible entities. AMS will award new Cooperative Agreements to Tribal Governments and states/territories, and will not amend LFPA and LFPA Plus agreements to add LFPA25 funding to existing agreements. This round of LFPA25 is a separate program. Project Summaries must be received by April 30, 2025.

2.2 LFPA25 PROJECTS

AMS will review all Project Summaries for conformance with the criteria in [section 5.0](#).

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 final Project Summaries have been submitted. The total funding available is up to \$471.5 million.

2.4 DISBURSEMENT OF FUNDS IF A PRIOR LFPA AGREEMENT IS IN PLACE

AMS will review Project Summaries and approve them as they are received. If a recipient has a prior LFPA or LFPA Plus agreement, **funds from LFPA (ARPA) and LFPA Plus (CCC) must be expended prior to the disbursement of funds through an LFPA25 agreement.**

2.5 FEDERAL AWARD PERIOD DURATION

The period of performance of the cooperative agreements will be three years from the time of award. It is acceptable to complete a project before the scheduled performance period end date. The period of performance will be specified in the cooperative agreement.

2.6 AWARD SIZE

These funds will be awarded through a noncompetitive process in the amount specified in the table on pages 10-17 of this announcement. After cooperative agreements are awarded, AMS will determine the final amount of the award based on the Project Summary submitted by the recipient. AMS will redistribute any remaining funds in a manner to be determined after all Project Summaries are received.

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. Awards to Tribes will be based on participation in previous rounds of LFPA and LFPA Plus. Fifty million dollars is available for agreements to additional tribes.

2.6.1 STATE AND TERRITORY ALLOCATIONS

TEFAP ALLOCATION WORKSHEET (FY25 FORMULA)

ALLOCATION OF FUNDING FOR STATES AND TERRITORIES

Region/State	Allocation
NORTHEAST	
Connecticut	\$3,745,704
Maine	\$1,249,360
Massachusetts	\$6,438,862
New Hampshire	\$967,827
New York	\$24,033,651
Rhode Island	\$1,124,836
Vermont	\$498,027
Virgin Islands	\$189,051
MID-ATLANTIC	
Delaware	\$1,026,503
District of Columbia	\$958,045
Maryland	\$4,850,063
New Jersey	\$9,902,456
Pennsylvania	\$13,003,131
Puerto Rico	\$8,243,001
Virginia	\$7,614,081

Region/State	Allocation
West Virginia	\$2,280,467
SOUTHEAST	
Alabama	\$5,633,744
Florida	\$22,439,038
Georgia	\$11,620,639
Kentucky	\$5,878,902
Mississippi	\$3,552,579
North Carolina	\$11,424,325
South Carolina	\$5,681,359
Tennessee	\$7,698,500
MIDWEST	
Illinois	\$14,714,408
Indiana	\$7,126,596
Iowa	\$2,988,354
Michigan	\$11,664,117
Minnesota	\$4,732,009
Ohio	\$13,254,230
Wisconsin	\$5,489,945
SOUTHWEST	
Arizona	\$8,053,671
Arkansas	\$3,585,120
Louisiana	\$6,389,464

Region/State	Allocation
New Mexico	\$2,816,040
Oklahoma	\$4,903,569
Texas	\$35,278,903
Utah	\$2,786,436
MOUNTAIN PLAINS	
Colorado	\$5,482,139
Kansas	\$2,643,574
Missouri	\$6,232,961
Montana	\$1,111,229
Nebraska	\$1,674,327
North Dakota	\$580,388
South Dakota	\$777,698
Wyoming	\$531,840
WESTERN	
Alaska	\$765,450
California	\$47,284,232
Guam	\$305,298
Hawaii	\$1,216,009
Idaho	\$1,766,779
Nevada	\$3,922,801
N Mariana Isl.	\$164,509
Oregon	\$4,708,863

Region/State	Allocation
Washington	\$8,494,890

2.6.2 TRIBAL GOVERNMENT ALLOCATIONS

Tribe	Allocation
Alabama-Coushatta Tribe of Texas	\$208,963
Alabama-Quassarte Tribal Town	\$175,174
Aleutian Pribilof Islands Association	\$38,927
Alutiiq Tribe of Old Harbor	\$195,516
Bad River Band of Lake Superior Tribe of Chippewa Indians	\$293,320
Bear River Band of Rohnerville Rancheria	\$246,923
Bishop Paiute Tribe	\$228,179
Blackfeet Tribe of the Blackfeet Indian Reservation	\$264,707
Blue Lake Rancheria	\$105,074
Catawba Indian Nation	\$619,609
Central Council Tlingit & Haida Indian Tribes of Alaska	\$513,301
Cherokee Nation	\$3,544,266
Cheyenne and Arapaho	\$318,427
Cheyenne River Sioux Tribe	\$1,362,462
Chickahominy Indian Tribe - Eastern Division	\$314,036
Chignik Lagoon Village Council	\$110,270
Chippewa Cree Tribe of the Rocky Boy's Indian Reservation	\$155,710
Choctaw Nation of Oklahoma	\$1,751,737

Columbia River Inter-Tribal Fish Commission	\$1,476,967
Confederated Salish and Kootenai Tribes	\$354,240
Confederated Tribes and Bands of the Yakama Nation	\$1,033,881
Confederated Tribes of Siletz Indians of Oregon	\$103,547
Confederated Tribes of the Grand Ronde Community of Oregon	\$272,492
Coushatta Tribe of Louisiana	\$193,269
Cowlitz Indian Tribe	\$81,272
Crow Tribe of Indians	\$875,868
Eastern Band of Cherokee Indians	\$1,181,070
Ekwok Village Council	\$49,516
Fallon Paiute Shoshone Tribe	\$202,547
Flandreau Sioux Tribe	\$233,565
Fond du Lac Band of Lake Superior Chippewa	\$285,512
Forest County Potawatomi Community	\$79,861
Fort Belknap Indian Community	\$778,550
Fort Peck Assiniboine & Sioux Tribe	\$114,641
Galena Village Loudon Tribe	\$172,056
Grand Traverse Band of Ottawa and Chippewa Indians	\$453,970
Holy Cross Tribe	\$319,050
Hoopla Valley Tribe	\$282,908
Igiugig Village	\$132,881
Iowa Tribe of Kansas and Nebraska	\$506,990
Kalispel Indian Community of the Kalispel Reservation	\$109,196
Ketchikan Indian Community	\$63,717

Leech Lake Band of Ojibwe	\$364,505
Levelock Village Council	\$178,677
Lower Elwha Klallam Tribe	\$642,304
Lummi Nation	\$205,405
Makah Indian Tribe of the Makah Indian Reservation	\$187,997
Mashantucket Pequot Tribal Nation	\$540,985
Mechoopda Indian Tribe of Chico Rancheria	\$107,829
Menominee Indian Tribe of Wisconsin	\$1,464,260
Metlakatla Indian Community	\$175,174
Mississippi Band of Choctaw Indians	\$939,757
Modoc Nation	\$97,319
Monacan Indian Nation	\$304,827
Narragansett Indian Tribe	\$186,852
Native Village of Fort Yukon	\$297,930
Native Village of Paimiut	\$73,511
Native Village of Port Heiden	\$34,876
Native Village of Tyonek	\$309,824
Native Village of Unalakleet	\$175,174
Navajo Nation	\$2,160,475
Ninilchik Village	\$521,453
Northern Cheyenne Tribe	\$539,535
Nisqually Indian Tribe	\$1,751,737
Oglala Sioux Tribe	\$5,955,902
Osage Nation	\$318,940

Pascua Yaqui Tribe	\$423,820
Peoria Tribe of Indians of Oklahoma	\$269,184
Poarch Band of Creek Indians	\$336,406
Ponca Tribe of Nebraska	\$515,517
Pueblo of Zuni	\$77,855
Pyramid Lake Paiute Tribe	\$112,890
Qawalangin Tribe of Unalaska	\$883,654
Red Cliff Band of Lake Superior Chippewa Indians	\$142,109
Red Lake Band of Chippewa Indians	\$856,405
Rosebud Sioux Tribe	\$361,870
Salamatof Tribe	\$87,966
Sauk-Suiattle Indian Tribe	\$205,031
Seminole Nation of Oklahoma	\$220,423
Shingle Springs Band of Miwok Indians	\$461,859
Shinnecock Indian Nation	\$87,227
Sitka Tribe of Alaska	\$965,402
Spirit Lake Tribe	\$340,814
The Chickasaw Nation	\$606,276
Tolowa Dee-ni' Nation (T D-N in EFG)	\$125,144
Tunica-Biloxi Tribe of Louisiana	\$258,655
Tuolumne Band of Me-Wuk Indians	\$2,826,478
Turtle Mountain Band of Chippewa Indians	\$1,362,462
United Keetoowah Band of Cherokee	\$467,130
Walker River Paiute Tribe	\$96,965

Wyandotte Nation	\$109,620
Yurok Tribe	\$459,423
Total	\$50,000,000

3.0 ELIGIBILITY INFORMATION

3.1 ELIGIBLE RECIPIENTS

Eligible entities include the state, territory or federally recognized Tribal government agencies, commissions, or departments that are responsible for agriculture, procurement, food distribution, emergency response or similar activities. AMS will make only one award per State or territory. 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. Purchases will be made from farmers, producers, fishers, processors, or distributors that meet the definition of a local producer as defined in 1.2.1. All food purchased must meet the definition of local, minimally processed or unprocessed, and domestic. States, territories, and Tribal governments should target purchases from beneficiaries that are historically underserved and/or small businesses.

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. Distribution target communities should 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.

A recipient may subaward with partners and collaborators. Only the recipient must meet the eligibility requirements listed in this Funding Announcement.

- 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 recipient that cooperates with the Recipients 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. Recipients must show evidence of existing community or industry support and engagement.

3.3 COST SHARING AND MATCHING

LFP25 does not have a federal cost sharing or matching requirement.

4.0 PROJECT SUMMARY SUBMISSION INFORMATION FOR ENTITIES WITH PRIOR LFP25 OR LFP25 PLUS AGREEMENTS

State, Territories, and Tribal Governments that have previously entered into a LFP25 and/or LFP25 Plus cooperative agreements with USDA AMS must follow the instructions in this section (4.0) to respond to this NOFO.

4.1 ELECTRONIC SUBMISSION

Only electronic Project Summaries may be submitted via LFP25@usda.gov in response to this NOFO. **Recipients are urged to submit their project summaries earlier than the deadline in Section 4.3.** This NOFO contains the information needed to obtain and complete the required Project Summary.

4.2 CONTENT AND FORM OF PROJECT SUMMARY SUBMISSION

4.2.1 LFP25 PROJECT SUMMARY

Required: All recipients must submit a Project Summary using the “LFP25 – Project Summary” template. The template requires:

- Basic organizational and contact information.
- A **no more than** 500-word summary of the proposed project. The summary should include a concise overview of how the project will accomplish the program goals listed in **section 1.2** of the NOFO. Recipients must describe: activities to be performed, including subawards (when applicable); producers you will purchase from and venues you will distribute food through; and any other pertinent information. It should also address how the project will provide an opportunity for State and Tribal Governments to strengthen their local and regional food system by making purchases from local farmers/producers/fishers, prioritizing purchasing from historically underserved producers/farmers/fishers and small businesses; and will establish and broaden partnerships with the food distribution community and local food networks to ensure distribution of fresh and nutritious foods in underserved communities.
- **Estimated** outcome indicators, including how many producers and food distribution locations will benefit from the proposed project, in alignment with program goals.
- A **detailed** work plan and project timeline. It is important that recipients have a well thought out and plan that is clearly described to AMS.
- A budget. The budget must equal the total amount of funding requested. **Funding can only be used for food procurement. Recipients may not request direct or indirect costs associated with developing or administering the program. All food purchased must be unprocessed or minimally processed, must meet the definitions of domestic and local, as defined in section**

1.2.1. See section 4.6.2 “Allowable and unallowable costs and activities” for more information.

- Acknowledgement of several program requirements.

The Project Summary must be typed, single-spaced, in an 11-point font. The final summary using the template “LFPA25 – Project Summary” **must not exceed 10 pages**, including existing form content. DO NOT modify the margins of the form.

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

Recipients must submit Project Summaries via LFPA@usda.gov by 11:59 p.m. Eastern Time on **April 30, 2025**. AMS will not consider Project Summaries received after this deadline for funds. Your Project Summary **may not be reviewed** if it is:

- Received after the submission deadline;
- Submitted via any method other than through LFPA@usda.gov;
- Submitted to the wrong grant program; or
- Not responsive to the requirements of this Funding Announcement (eligibility, incomplete Project Summary, not providing all required documents, etc.);
- The recipient organization does not have a SO and GAO registered in ezFedGrants.

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

4.4 FUNDS NOT APPLIED FOR

States, territories, or Tribal Governments who do not submit a Project Summary or do not request all available funding prior to the due date for the submission of Project Summaries 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.

5.0 PROJECT SUMMARY SUBMISSION INFORMATION FOR NEW RECIPIENTS

New recipients are States, Territories, or Tribal Governments that **did not** enter into a cooperative agreement with USDA AMS under the prior LFPA or LFPA Plus programs. New recipients must follow the instructions in this section (5.0) to respond to this NOFO.

5.1 ELECTRONIC SUBMISSION

Only electronic Project Summaries may be submitted via Grants.gov in response to this Program NOFO. **We urge recipients to submit early to the Grants.gov system.** For an overview of the Grants.gov submission process, please visit the Grants.gov website. This NOFO contains the information needed to obtain and complete required Project Summary and AMS-specific attachments.

Recipients can find the opportunity under the Assistance Listing number “10.182.”

5.2 CONTENT AND FORM OF PROJECT SUMMARY SUBMISSION

5.2.1 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, recipients 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.
8.c. UEI	Organization’s SAM.gov Unique Entity ID (UEI). The UEI must be active upon submission of application.
8.d. 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-LFPA0000-25-0001
13. Competition Identification Number	Not applicable.
16.a. Congressional Districts for Applicant	Enter the Congressional district where your main office is located.
16.b. Congressional Districts for Program/Project	Enter the Congressional district(s) 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 36 months of award
18. Estimated Funding	Total Federal funds allocated by AMS.
19. Is Applicant Subject to Review by State Under Executive Order 12372 Process?	c. Program is not covered by E.O. 12372

5.2.2 SF-424A

Required: Form SF-424A 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, recipients must use the following supplemental instructions associated with specific blocks on form SF-424A.

Block	Instruction
1.a. Grant Program Function or Activity	LFPA25.
1.b. Catalog of Federal Domestic Assistance Number	10.182
1.c. Estimated Unobligated Federal Funds	Enter the total amount of federal funds requested.
1.d., 1.e., 1.f	Not applicable.
1.g.	Enter the total amount of federal funds requested.
2., 3., 4.	Not applicable.
6. Column (1). Object Class Categories	LFPA25
6.f. Column (1). Contractual	Enter the total amount of federal funds requested. Leave all other budget category lines blank.
Section C. Non-Federal Resources	Not applicable.
Section D. Forecasted Cash Needs	Not applicable.
Section E. Budget Estimates of Federal Funds Needed for Balance of the Project	Not applicable.
21. Direct Charges	Enter the total amount of federal funds allocated by AMS.
22. Indirect Charges	Not applicable.

5.2.3 LFPA25 PROJECT SUMMARY

Required: All recipients must submit a Project Summary using the “LFPA25 – Project Summary” template. The template requires:

- Basic organizational and contact information.
- A **no more than** 500-word summary of the proposed project. The summary should include a concise overview of how the project will accomplish the program goals listed in **section 1.2** of the NOFO. Recipients must describe: activities to be performed, including subawards (when applicable); producers you will purchase from and venues you will distribute food through; and

any other pertinent information. It should also address how the project will provide an opportunity for State and Tribal Governments to strengthen their local and regional food system by making purchases from local farmers/producers/fishers, prioritizing purchasing from historically underserved producers/farmers/fishers and small businesses; and will establish and broaden partnerships with the food distribution community and local food networks to ensure distribution of fresh and nutritious foods in underserved communities.

- **Estimated** outcome indicators, including how many producers and food distribution locations will benefit from the proposed project, in alignment with program goals.
- A **detailed** work plan and project timeline. It is important that recipients have a well thought out and plan that is clearly described to AMS.
- A budget. The budget must equal the total amount of funding requested. **Funding can only be used for food procurement. Recipients may not request direct or indirect costs associated with developing or administering the program. All food purchased must be unprocessed or minimally processed, must meet the definitions of domestic and local, as defined in section 1.2.1. See section 4.6.2 “Allowable and unallowable costs and activities” for more information.**
- Acknowledgement of several program requirements.

The Project Summary must be typed, single-spaced, in an 11-point font. The final summary using the template “LFPA25 – Project Summary” **must not exceed 10 pages**, including existing form content. DO NOT modify the margins of the form.

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

5.2.4 CERTIFICATION REGARDING LOBBYING FORM

Required: The form is self-explanatory. Read the form completely and provide the required information and signature.

5.3 SUBMISSION DATE AND TIME

Recipients must submit Project Summaries via Grants.gov by 11:59 p.m. Eastern Time on **April 30, 2025**. AMS will not consider Project Summaries received after this deadline for funds. Your Project Summary **may not be reviewed** if it is:

- Received 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 Funding Announcement (eligibility, incomplete Project Summary, not providing all required documents, etc.);
- The applicant organization does not have a SO and GAO registered in ezFedGrants.

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

5.4 INTERGOVERNMENTAL REVIEW

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

5.5 FUNDS NOT APPLIED FOR

States, territories, or Tribal Governments who do not submit a Project Summary or do not request all available funding prior to the due date for the submission of Project Summaries 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.

5.6 HOW TO REGISTER TO APPLY THROUGH GRANTS.GOV

5.6.1 STEPS TO REGISTER

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.

Organization applicants can find complete instructions here: [Applicant Registration | Grants.gov](#)

- 1) *Register with SAM.gov:* 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.**
- 2) *Obtain a SAM UEI:* All entities applying for funding, including renewal funding, must have a SAM Unique Entity Identifier. Applicants must enter the UEI in the data entry field labeled "SAM UEI" on the SF-424 form. After April 4, 2022, the DUNS number is no longer used as the entity identifier for federal awards. Information about finding your Unique Entity ID (UEI) or registering for a UEI is available at [Entity Registration | SAM.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 UEI 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 Authorized Organizational Representative (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 Authorized Organization Representative (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.**

5.6.2 HOW TO SUBMIT THE PROJECT SUMMARY TO AMS VIA GRANTS.GOV

Recipients 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's name, address, and UEI. 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.

Technical Support: Grants.gov provides additional [training resources, including video tutorials](#). Recipients 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](#).

5.6.3 TIMELY RECEIPT REQUIREMENTS AND PROOF OF TIMELY SUBMISSION

All Project Summaries must be received by the due date established in [section 5.3](#). Proof of timely submission is automatically recorded by Grants.gov using an electronic date/time stamp generated when the Project Summary is successfully received by Grants.gov. The AOR will then receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov. 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 Project Summary from Grants.gov and acknowledges the download of submissions, Grants.gov will electronically acknowledge receipt of the document to the 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 Project Summary. Project Summaries 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 Project Summaries 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 Recipients with Slow Internet Connections. Recipients using slow internet connections, such as dial-up connections, may experience significantly longer transmission times when submitting their Project Summary 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 AOR.

6.0 FUNDING RESTRICTIONS

6.1 DIRECT AND INDIRECT COSTS

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

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](#). All references to Grants Solutions in the AMS General Terms and Conditions should be understood to refer to ezFedGrants. This program utilizes ezFedGrants not Grant Solutions.

Funding can only be used for food procurement. Recipients may not request direct or indirect costs associated with developing or administering the program. Funding may only be used for the purchase of allowable foods. Allowable foods that may be purchased with LFPA25 funds must meet the definitions of local, domestic, and unprocessed or minimally processed as defined in section 1.2.1.

Allowable foods may include but are not limited to the examples below, **all products must be local and can not include any additional additives, flavors, or colorings:**

- Meat, poultry, or fish products that are sliced, ground, smoked, made into a jerky or “stick” etc.
- Items such as olive oil, hemp seed oil, honey, syrup, tea etc.
- Produce items such as juice, cider, salsa, marinara sauce, sauerkraut etc. Juice can only contain one produce item and cannot be a blend of multiple produce items.
- Bean and legume items such as tofu, tempeh, nut butters etc.
- Dairy products such as sour cream, cottage cheese, kefir, milk, butter etc.

The final cost of allowable foods may include costs associated with storage and distribution of those foods. Any associated storage and distribution costs **must be subsumed within the final cost of the allowable food** being purchased. Storage and distribution costs associated with the purchase of allowable foods may include:

- Lease or rental of equipment used in the physical handling, storage, and transportation of foods purchased through LFPA25 (delivery vehicles, forklifts, refrigerators, freezers, etc);
- Fees charged by commercial warehouse operators and common carriers for storage and transportation of foods purchased through LFPA25;
- Lease or rental of warehouse space to store LFPA25 foods;
- Supplies used in the storage and handling of LFPA25 products (boxes, pallets, etc);
- Salaries of temporary workers hired to assist with the handling, storage, transportation, or distribution of foods purchased and distributed through LFPA25.

The cost of storage and distribution activities cannot be “broken out” from the cost of food and paid from project funds as individual budget items. These costs **must** be rolled into the final cost of the allowable foods purchased through the program. AMS will only provide reimbursements for the purchase of allowable foods. Costs that are not inherent parts of food procurement are not an allowable use of funds.

Recipients 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](#).

6.3 SUPPLANTING

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

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.

7.0 EZFEDGRANTS.GOV REQUIREMENTS AND COOPERATIVE AGREEMENT MANAGEMENT

Cooperative Agreements will be processed and managed using the online grants management system, ezFedGrants (eFG). All references to Grants Solutions in the AMS General Terms and Conditions should be understood to refer to ezFedGrants. This program utilizes ezFedGrants not Grant Solutions. Recipients **are required to use** eFG system to manage LPA25 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 [Login.gov](#) account linked to 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
Grants Processor	<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

ezFedGrants Role	Role Functions
	<ul style="list-style-type: none"> • Be designated as a Certifying Official (secondary role)
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 <https://www.eauth.usda.gov/eauth/b/usda/helpdesk/requesthelp>. Recipients new to eFG should review the Job Aids located in the Training Section of the <https://www.usda.gov/ocfo/ezfedgrants/using-ezFedGrants-job-aid-library>.

7.1 TIPS FOR RECIPIENTS

- Register and submit Project Summaries early. **DO NOT WAIT UNTIL THE DAY OF THE DEADLINE.**
- Thoroughly read this Notice of Funding Opportunity 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 assistance program.
 - Assistance Listing number “10.182” and Funding Opportunity Number “USDA-AMS-10182-LFPA0000-25-0001”
- Make sure you have the most recent copy of Adobe Reader installed on your computer and

that it is compatible with [Grants.gov](https://www.grants.gov) software.

- When uploading attachments, click the “Add Attachments” button (do NOT use the “paperclip” icon in Adobe Reader).
- Limit Project Summary 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.
- Ensure at least one Grants Administrative Officer (GAO) and one Signatory Official (SO) is registered in ezFedGrants upon submission of Project Summary.

8.0 PROJECT SUMMARY REVIEW INFORMATION

This is a non-competitive funding announcement. AMS will review project narratives to ensure that projects meet the statutory purpose of the program, all Project Summary criteria are fulfilled in accordance with [section 4.0](#), and all costs are allowable. A review of Project Summaries will be completed to ensure it is complete and 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 recipient if additional information is required after the initial review of the Project Summary. AMS will work with recipients 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.

9.0 AWARD ADMINISTRATION INFORMATION

9.1 AWARD NOTICES

Upon announcement of the Federal awards, AMS will prepare and send a Notice of Award and Cooperative Agreement signed by an AMS official to each recipient for signature by the appropriate AOR. 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](#).

9.2 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.

9.3 REPORTING REQUIREMENTS

Reporting and award closeout requirements are included in the [AMS General Terms and Conditions](#). All references to Grants Solutions in the AMS General Terms and Conditions should be understood to refer to ezFedGrants. This program utilizes ezFedGrants not Grant Solutions. Award recipients are required to complete quarterly financial and progress reports and final financial and performance reports. These reports will provide qualitative and 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 in quarterly reports will include:

Value of Purchases:

- Total Value of Purchases to Date
- Value of Purchases from Historically Underserved Producers to Date
- Value of Purchases from Small Businesses to Date

Number of Producers:

- Total Number of Unique Producers Purchased from to Date
- Total Number of Unique Historically Underserved Producers Purchased from to Date
- Total Number of Unique Small Businesses Purchased from to Date

Value and Number of Distribution Locations:

- Total Value of Food Distributions to Date
- Total Number of Unique Locations Distributing Food to Date

Quarterly progress reports must also provide a written summary of

- Progress completed during the reporting period
- Deviations from your proposed project plan
- Difficulties encountered
- Solutions developed to overcome difficulties
- Major planned activities for the next quarter
- Optional: Success stories and lessons learned

Recipients are required to submit an SF-425 Federal Financial Report with each quarterly progress report to account for their financial expenditures during that reporting period.

At the close of the agreement recipients will be required to provide a final performance and financial report. These reports will summarize information provided in the quarterly reports and provide final project totals for numbers reported in the quarterly reports. The narrative and numerical responses will be used to measure the outcomes of the program.

10.0 AGENCY CONTACTS

10.1 PROGRAMMATIC QUESTIONS

After closely reviewing this NOFO in its entirety, recipients and other interested parties are encouraged to contact the LFPA25 staff by e-mail with questions about the cooperative agreement program at LFPA@usda.gov.

For additional information, please visit the AMS website: <https://www.ams.usda.gov/selling-food-to-usda/LFPAcap>

10.2 ADDRESS

Local Food Purchase Assistance Cooperative Agreement Program (LFPA25)

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

10.3 AVAILABLE RESOURCES

AMS provides resources and information on the LFPA website that may be helpful to recipients, including descriptions of funded projects, and required Project Summary.

10.4 EZFEDGRANTS.GOV QUESTIONS

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

11.0 OTHER INFORMATION

11.1 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 recipients should be prepared to communicate this opportunity to persons with limited English proficiency.

11.2 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.

11.3 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.