

RURAL BUSINESS-COOPERATIVE SERVICE FINANCIAL ASSISTANCE AGREEMENT

This Agreement, which includes Attachments A and B, for the Project and Amount described below (the "Project Description") and for the Program identified below, is between the Recipient (you) and the United States of America acting through the Rural Business-Cooperative Service (RBS or we).

Type of Award (mark one): Cooperative Agreement Grant

Program and CFDA Number (select one):

If other please specify:

I. GENERAL AWARD INFORMATION

- 1. Recipient Name & Address
- 2. UEI No.

4. Federal Award Identification Number (FAIN)	5. Award Date
6. Performance Start Date	7. Performance End Date
8. Amount of Federal Funds Obligated for this Action, and Total Amount of Federal Funds Obligated	9. Amount of Matching/Other Funds (if applicable)
10. Total Project Cost (Budget Approved Amount)	11. Award as Percentage of Total Project Cost
12. Indirect Cost Rate (if applicable)	13. Does this award involve Research & Development? Yes No
14. Recipient Contact (Name, Title, Contact Info)	15. Agency Contact (Name, Title, Contact Info)

3. Case No.

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 0570-0067. Public reporting for this collection of information is estimated to be approximately 21 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information.

All responses to this collection of information are voluntary, however in order to obtain or retain a benefit the information in this form is required (citing authority). Rural Development has no plans to publish information collected under the provisions of this program. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Rural Development Innovation Center, Regulations Management Division at ICRMTRRequests@usda.gov.

If "Other" please specify:

II. RESPONSIBILITIES

A. Recipient. The Recipient shall remain in compliance with all applicable laws, regulations, Executive Orders, and other generally applicable requirements for the duration of the Agreement including 2 CFR parts 200, 400, 415, 416, 417, 418, 421, and 422. The most commonly-referenced provisions are identified below.

1. Financial and Program Management. You must follow the financial and performance management requirements in 2 CFR §§ 200.300-.309.

a. Financial Management. You must maintain a financial management system in compliance with 2 CFR § 200.302.

- b. **Internal Controls.** You must maintain internal controls in compliance with 2 CFR § 200.303.
- c. **Payments.** You must comply with the payment requirements described in 2 CFR § 200.305. Payment must be requested by using the SF-270, “Request for Advance or Reimbursement” or SF-271, “Request for Reimbursement for Construction Programs” (as applicable). Receipts, hourly wage rate, personnel payroll records, or other documentation must be provided upon request from RBS if the request is for an advance; otherwise, the documentation must be provided at the time of the request. Requests for payment must be sent to the Agency contact listed in Section I.16.
- d. **Revisions of the Work Plan and Budget.** You must complete all elements of the Work Plan in Attachment B in accordance with that Attachment and must use project funds only for the purposes and activities specified in Attachment B - Approved Work Plan and Budget. You must further complete the outcomes shown for each Work Plan items within the time and scope constraints shown in Attachment B. You must report any changes and request prior approvals in accordance with 2 CFR § 200.308.
- e. **Period of Performance.** You may only incur costs chargeable to the award in accordance with 2 CFR § 200.309.
- f. **Bonding.** You must maintain your fidelity bond coverage in the amount of \$_____ for the Period of Performance of the award. (See 2 CFR § 200.304.)
- g. **Program Income.** You must comply with the requirements of 2 CFR § 200.307. Additionally, if program income is earned during the period of performance, you may use it in accordance with 2 CFR § 200.307(e)(2), provided that you inform us in writing of your intent prior to the award date. However, if you earn program income in excess of what can be used under 2

2

CFR § 200.307(e)(2) or if you earn unanticipated program income, you must comply with 2 CFR § 200.307(e)(1). Costs incidental to the generation of program income may be deducted from gross income to determine program income, provided these costs have not been charged to the award.

2. Procurement, Domestic Preference, and Property Standards.

You must follow the procurement standards requirements in 2 CFR §§ 200.310-.326. Federal Financial Assistance to Non-Federal Entities, defined pursuant to 2 CFR 200.1 as any State, local government, Indian tribe, Institution of Higher Education, or nonprofit organization, shall be governed by the requirements of Section 70914 of the Build America, Buy America Act (BABAA), under Title IX of the Infrastructure Investment and Jobs Act, Pub. L. 177-58.

3. Performance and Financial Monitoring and Reporting.

You must follow the requirements in 2 CFR Part 170, including Appendix A, and 2 CFR §§ 200.327-

.329, and submit reports as outlined below. Unless otherwise directed in the addendum to this Agreement, the reports are due as indicated below.

- a. Form SF-425, “Financial Status Report.”** Reports are due 30 calendar days after the reporting period ends. A final report is due within 90 days after the Performance End Date specified in Section I.8. of this Agreement or at the completion of your project, whichever date is sooner. Your reporting periods are below (mark one):

Semi-Annually: January 1 – June 30 and July 1 – December 31

Semi-Annually: April 1 – September 30 and October 1 – March 31

Quarterly: January 1 – March 31, April 1 – June 30, July 1 – September 30, October 1 – December 31

- b. Performance Reports.** Reports are due 30 calendar days after the reporting

period ends. A final report is due within 90 days after the Performance End Date specified in Section I.8. of this Agreement or at the completion of your project, whichever date is sooner. Your reporting periods are below (mark one):

Semi-Annually: January 1 – June 30 and July 1 – December 31

Semi-Annually: April 1 – September 30 and October 1 – March 31

Quarterly: January 1 – March 31, April 1 – June 30, July 1 – September 30, October 1 – December 31

- 4. Subrecipient Monitoring and Management.** You must monitor and manage any subrecipients in accordance with 2 CFR §§ 200.330-.332.

3

- 5. Record Retention and Access.** You must retain records related to this work performed under this Agreement and allow access to them in accordance with 2 CFR §§ 200.333-.337.

- 6. Closeout.** You must comply with the closeout requirements in 2 CFR § 200.343.

- 7. Post-Closeout Adjustments and Continuing Responsibilities.** You must continue to comply with the requirements in 2 CFR § 200.344 even after the Period of Performance for this Agreement has ended.

- 8. Cost Principles.** You must comply with the provisions in 2 CFR Part 200, most of which are contained in Subpart E.

- 9. Audits.** You must comply with the provisions in 2 CFR Part 200, Subpart F.

- 10. Civil Rights Compliance.** Unless otherwise provided in the addendum, you must comply with Executive Order 12898, Executive Order 13166- Limited English Proficient, the Americans with Disabilities Act of 1990, Title VI of the Civil Rights Act of 1964, and Section 504 of the Rehabilitation Act of 1973 as applicable. Your compliance, shall include collection and

maintenance of data on race, sex, and national origin of your membership, ownership, and employees. These data must be available to us for Civil Rights Compliance Reviews. Unless otherwise provided in Attachment A, you must submit to a post-award compliance review conducted after the final disbursement of grant funds have occurred.

11. Universal Identifier and Central Contractor Registration. You must comply with 2 CFR Part 25, including Appendix A. Note that the Central Contractor Registration is now available through the System for Award Management at www.sam.gov.

12. Special Conditions. You must comply with any special conditions identified in Attachment A – Program Addendum.

B. Rural Business-Cooperative Service (RBS). RBS shall remain in compliance with all applicable laws, regulations, Executive Orders, and other generally applicable requirements for the duration of the Agreement. The most commonly-referenced provisions are identified below.

1. **Payments.** We will advance or reimburse funds up to the Award Amount identified in Section I.9 upon the Recipient’s proper request according to Section II.A.1.c.

4

2. **Monitoring and Enforcement.** We will monitor the project to ensure that you are in compliance with the terms of the award. If we find that you are not in compliance, we will enforce the terms of this Agreement using the provisions of 2 CFR §§ 200.338-.342.

C. Both Parties. The Recipient and RBS agree to the following:

1. **Invalid Clauses.** The invalidity of any one or more phrases, clauses, sentences, paragraphs, or provisions of this Agreement shall not affect the remaining portions of the Agreement.

2. **Conflict between this Agreement and Other Applicable Regulations or Laws.** If there is a conflict between this Agreement and the applicable Program Regulation, the applicable Program Regulation shall prevail. If there is a conflict between this Agreement and another law or regulation, RBS shall seek a legal opinion to determine which provision applies.

3. **Dates.** When the date fixed for the performance of an act under this Agreement is on a weekend or Federal holiday, then the performance by the close of business on the next Federal work day shall have the same force and effect as if made performed or exercised on the specified date.

The signatories below certify that they have authority to enter into this Agreement.

Approved by an Authorized Representative of the Recipient:

Name (Please Print) Title

(Please Print)

Signature

Date

Approved by the United States of America, Rural Business-Cooperative Service by:

Name (Please Print)

Title (Please Print)

Signature

Date

5

Attachment A – Program Addendum

Attachment B – Approved Work Plan and Budget

Attachment A – Program Addendum

Attachment A – Program Addendum

PROGRAM NAME:

- Rural Business Development Grant Program (RBDG)
- Rural Economic Development Grant Program (REDG)
- Rural Microenterprise Assistance Program (RMAP)

AUTHORITY: RBDG (7 USC 1932(c)); REDG (7 USC 940c); RMAP (7 USC 2008s).

APPLICABLE PROGRAM REGULATIONS: RBDG (7 CFR part 4280 subpart E); REDG (7 CFR 4280 subpart A); RMAP (7 CFR part 4280 subpart D).

APPLICABLE FEDERAL REGISTER NOTICE: [INSERT FR REFERENCE]

ADDITIONAL PROGRAMMATIC AWARD PROVISIONS:

RBS and the Recipient agree to the following additional provisions:

Section II, Paragraph A.1.g. is retained and the following language is added:

Program income funds must be spent prior to grantee or Agency funds whenever possible. Otherwise, a program income account must be established and utilized in the following manner:

[INSERT WHAT PROGRAM INCOME CAN BE USED FOR AS RELATED TO THIS SPECIFIC PROJECT. EXAMPLES MAY INCLUDE BUT ARE NOT LIMITED TO, EQUIPMENT MAINTENANCE AND REPAIRS. THE EXPENDITURE OF THESE FUNDS SHOULD BE PROJECT SPECIFIC]:

Real property acquired or improved with Award Funds. (Provide the legal description and/or address of where the real property or other property described in block below is located. Use continuation sheets as necessary.)

Other property (e.g. equipment) acquired with Award Funds. (Describe each item, estimated useful life, and the value of equipment. Use continuation sheets as necessary.)		
Item	Estimated Useful Life	Value

Section II, Paragraph A.2 is retained and the following language is added:

In addition, you must list any real property and equipment purchases made with project funds in the tables below. Finally, you must provide status reports on any real property in which we retain an interest, in accordance with 2 CFR § 200.329.

Section II. Paragraph A.5 is retained and the following language is added:

The Recipient, upon request, will provide non-confidential information resulting from its activities to the general public on an equal basis.

Section II. Paragraph A.12 is retained with the following language added:

The following Special Conditions apply to your award:

[INSERT SPECIAL CONDITIONS OR N/A]

Section II, Paragraph A.13. is added with the following language:

Cost Sharing. You must comply with the requirements of 2 CFR § 200.306. Matching funds must be available at the same time award funds are expected to be spent and expenditures of matching funds will be pro-rated or ² in advance of award funds.
spent

Attachment A – Program Addendum

PROGRAM NAME: Rural Energy for America Program

Type of Grant (mark one): Renewable
Energy System (RES)
Energy Efficiency Improvement (EEI)
Energy Audit
Renewable Energy Development Assistance

AUTHORITY: 7 U.S.C. 8107

APPLICABLE PROGRAM REGULATIONS: 7 CFR part 4280, subpart B

APPLICABLE FEDERAL REGISTER NOTICE: [INSERT REFERENCE]

ADDITIONAL PROGRAMMATIC AWARD PROVISIONS:

RBS and the Recipient agree to the following additional provisions:

Section II, Paragraph A.1.a. is retained and the following language is added:

Accounting records shall be in accordance with generally accepted accounting principles (GAAP) and contain information pertaining to grant awards and authorizations, obligations, unobligated balances, assets, liabilities, outlays, income, and interest. Accounting principles that are generally required by commercial agricultural lenders may be used in lieu of GAAP for Recipients that are agriculture producers.

Section II, Paragraph A.1.c. is retained and the following language is added:

For Renewable Energy System and Energy Efficiency Improvements grants with total project costs of \$200,000 and greater, grant funds will be disbursed in accordance with the appropriate construction and inspection requirements in 7 CFR 4280.118(e) and 7 CFR 4280.124(g)(5), as applicable. Unless required by third parties providing cost sharing payments on a pro-rata basis with other matching funds, grant funds will be disbursed after all other matching funds have been expended.

For Renewable Energy System and Energy Efficiency Improvements grants with total project costs of less than \$200,000, grant funds will be disbursed in accordance with the appropriate construction and inspection requirements in 7 CFR 4280.119(c) and (d), or 7 CFR 4280.120(c) and (d), as applicable.

Section II, Paragraph A.2. is retained and the following language is added:

Any real property and equipment purchases made with project funds must be listed in the tables below. Finally, you must provide status reports on any real property and equipment in which RBS retains an interest, in accordance with 2 CFR § 200.330 and 2 CFR § 200.313.

Real property acquired or improved with Award Funds. (Provide the legal description and/or address of where the real property or other property described in block below is located. Use continuation sheets as necessary.)

Other property (e.g. equipment) acquired with Award Funds. (Describe each item, estimated useful life, and the value of equipment. Use continuation sheets as necessary.)

Item	Estimated Useful Life	Value

Should actual project costs for the grant be lower than projected in Block 11, in part I, General Award Information, the final amount of the grant will be adjusted to remain at the percentage identified in Block 12 of the final Total Project Costs. Block 12 does not apply to Energy Audit and Renewable Energy Development Assistance grants. However, the recipient of an energy audit under the Energy Audit grant must pay at least 25 percent of the cost of the energy audit, which shall be retained by the Recipient for the cost of the audit. This must be documented in the required semiannual reports.

For Renewable Energy System grants and Energy Efficiency Improvement grants. The proposed renewable energy system or energy efficiency improvements shall be constructed and/or installed in accordance with any energy audit or energy assessment recommendations, engineering recommendations, technical reports, or other applicable information provided by the Recipient and approved by RBS. The Recipient will own, operate, and provide for continued maintenance on the Project.

Section II, Paragraph A.3.c. and d. are added with the following language:

c. Renewable Energy System and Energy Efficiency Improvement Grants.

i. The Recipient will provide a detailed final project development report to the Agency 90 days after project completion which includes a detailed project funding and expense summary and a summary of the project's installation/construction process, including recommendations for development of similar projects by future applicants to the program.

ii.

The Recipient will provide form RD 4280-3D, "Annual Outcome Project Performance Certification" as follows:

- a. Renewable Energy Systems. Three total annual certifications are due for renewable energy system projects. The first certification is due at completion of the

first full calendar year following the year in which the project was completed. The remaining certifications are required on subsequent calendar years. The recipient will certify to the following:

1. The system has, or has not, for the past year performed at the steady operating level as described in the technical report of the filed REAP application. If the system has NOT performed as intended, the recipient must:

- a. explain the circumstances which have occurred that affected the performance and subsequently the amount of actual energy produced, and
- b. provide the actual energy production of the renewable system.

2. The number of direct jobs created or saved as projected in the filed REAP application is accurate or inaccurate. If inaccurate, the recipient must provide the actual number of direct jobs created or saved.

b. Energy Efficiency Improvements. Two total annual certifications are due for energy efficiency improvement projects. The first certification is due at completion of the first full calendar year following the year in which the project was completed. The remaining certification is required the subsequent calendar year. The recipient will certify to the following:

1. The system has, or has not, for the past year been utilized at or above the projected operating levels as described in the energy audit/ assessment and technical report filed with the REAP application. If the system has not been utilized as projected, the recipient must:

a. explain the circumstances which have occurred that affected system performance and subsequently the amount of actual energy produced, and

b. provide the actual annual amount of energy saved.

2. The number of direct jobs created or saved as projected in the filed REAP application is accurate or inaccurate. If inaccurate, the recipient must provide the actual number of direct jobs created or saved.

d. Energy Audit and Renewable Energy Development Assistance. Recipients will provide the following:

i. The recipient will provide semiannual project performance reports with the following information:

(A) Discuss the number of Energy Audits performed, number of recipients assisted and the type of assistance provided for renewable energy development assistance in the comparison of actual accomplishments to the objectives established for that period.

(B) Include a list of recipients, each recipient's location, and each recipient's North American Industry Classification System code.

(C) Problems, delays, or adverse conditions, if any, that have in the past or will in the future affect attainment of overall project objectives, time schedules or attainment

of particular project work elements during the established time periods. If applicable, include a statement of action to resolve the situation

(D) Objectives and timetable established for the next reporting period.

ii. Final project performance report due within 90 days after project completion that includes the following:

(A) Energy Audit Projects. This will be a comprehensive project performance report describing:

(1) The number of audits conducted.

(2) A list of recipients with each recipient's North American Industry Classification System code.

(3) The location of each recipient.

(4) The cost of each audit and documentation showing that the recipient of the energy audit provided 25 percent of the cost of the audit.

(5) The expected energy saved for each audit conducted.

(B) Renewable Energy Development Assistance Projects. This will be a comprehensive project performance report describing:

4

(1) The number of recipients assisted and the type of assistance provided.

(2) A list of recipients with each recipient's North American Industry Classification System code.

(3) The location of each recipient.

(4) The expected renewable energy that would be generated if the projects were implemented.

iii. Outcome project performance reports as follows:

(A) One year after submittal of the final performance report, provide a final status report as follows:

(1) Energy Audit Recipient. Provide RBS a status report identifying the number of energy audit projects that proceeded with one or all of the Recipient's recommendations from the finding in the energy audit as well as the amount of energy saved for each project.

(2) Renewable Energy Development Assistance Recipient. Provide RBS status report identifying the number of renewable energy projects that proceeded with one or all of the Recipient's recommendations from

technical assistance provided or from findings on the renewable energy site assessment as well as the amount of renewable energy generated for each project, as applicable.

Section II.A.10. is retained and the following language is added:

Renewable Energy System and Energy Efficiency Improvement grants are a “conducted program.” Recipients will **not** be required to provide data for a Civil Rights Compliance Review.

Section II, Paragraph A.12 is retained with the following language added: The

following Special Conditions apply to your award:

[INSERT SPECIAL CONDITIONS OR N/A]

5

Section II, Paragraph A.13. is added with the following language:

Cost Sharing. You must comply with the requirements of 2 CFR § 200.306. Additionally, matching funds, if required by us or voluntarily provided by you, must be available at the same time award funds are expected to be spent and expenditures of matching funds will be pro-rated or spent in advance of award funds.

Section II.B.1. is retained and the following language is added:

Under extenuating circumstances, the Recipient may request a one-time, no cost extension for up to 24 months. The extension must be requested at least 30 calendar days prior to the end of the Period of Performance, or it will not be considered. The request must be in writing and must include a detailed narrative to support the Recipient's request for extension and the length of extension requested by the recipient. Within 30 days of receipt of an extension request, the Agency will issue to the Recipient an approval letter with a Federal award agreement amendment containing the new Federal award agreement expiration date, or a denial letter.

Grant funds not expended within the Period of Performance, 2 years from the date this Agreement is executed, will be cancelled by RBS unless an extension has been approved by the Agency. Prior to the actual cancellation, RBS will notify the Recipient, in writing of the intent to cancel the remaining grant funds.

6

Attachment A – Program Addendum

PROGRAM NAME: Agricultural Marketing Resource Center

AUTHORITY: 7 U.S.C. 1632a(c)

APPLICABLE PROGRAM REGULATIONS: None

APPLICABLE FEDERAL REGISTER NOTICE: None

ADDITIONAL PROGRAMMATIC AWARD PROVISIONS:

RBS and the Recipient agree to the following additional provisions:

Section II, Paragraph A.1.d. is retained and the following language is added:

Under extenuating circumstances, you may request a one-time, no-cost extension for up to 12 months, as long as the total Period of Performance, including the time period of the extension, does not exceed two years. Note that extending the Period of Performance for this award may affect your eligibility for additional awards. The extension must be requested at least 30 calendar days prior to the end of the period of performance, or it will not be considered. The request must be in writing and addressed to the Agency Contact listed under Section I.16. It must include the following information: (1) the time period of the extension requested; (2) a revised budget and work plan demonstrating that funds will be completely expended by the end of the extension; (3) the reason(s) why the extension is being requested; and (4) what steps will be taken by the Recipient to ensure that the project is completed by the end of the extension. Submission of a request for an extension does not guarantee that we will approve the extension. Extensions will only be approved in cases where significant circumstances beyond the Recipient's control prohibited timely performance of award activities. Extensions will not be approved for changes in scope.

Award funds not expended by the end of the Period of Performance will be cancelled by us. Prior to cancellation, we will notify you in writing of our intent to cancel the remaining award funds.

Section II, Paragraph A.3.b. is retained with the following language added:

In the section of your report that compares actual accomplishments to the objectives for that reporting period, objectives should be reported by specific task breakdown as described in Attachment B – Approved Work Plan and Budget.

1

If any special conditions have been placed on the use of award funds, you must discuss your compliance with those conditions in each Performance Report.

For Final Performance Reports only, you must provide responses to the following questions:

- What have been the most challenging or unexpected aspects of this project?
- What advice would you give to other organizations planning a similar project? You should include strengths and limitations of the program. If you had the opportunity, what would you have done differently?

- If an innovative approach was used successfully, you should describe the approach in detail so that other organizations might consider replication in their areas.

Section II, Paragraph A.3.c. is added with the following language:

Report for Public Distribution. You must provide a report suitable for public distribution that describes the accomplishments made during this project. We may use this report as a success story to promote this program.

Section II, Paragraph A.12 is retained with the following language added: The

following Special Conditions apply to your award:

[INSERT SPECIAL CONDITIONS OR N/A]

Section II, Paragraph A.13. is added with the following language:

Cost Sharing. You must comply with the requirements of 2 CFR § 200.306. Additionally, matching funds must be available at the same time award funds are expected to be spent and expenditures of matching funds will be pro-rated or spent in advance of award funds.

Section II, Paragraph A.14. is added with the following language:

Deliverables. You must provide deliverables for each completed task. Documentation can include, but is not limited to, reports, curriculum/training materials, course/training participant evaluations, newsletters, presentations, success stories, and best practices.

2

Attachment A – Program Addendum

PROGRAM NAME: Appropriate Technology Transfer for Rural Areas

AUTHORITY: 7 U.S.C. 1932 (i)

APPLICABLE PROGRAM REGULATIONS: None

APPLICABLE FEDERAL REGISTER NOTICE: None

ADDITIONAL PROGRAMMATIC AWARD PROVISIONS:

RBS and the Recipient agree to the following additional provisions:

Section II, Paragraph A.1.d. is retained and the following language is added:

Under extenuating circumstances, you may request a one-time, no-cost extension for up to 12 months, as long as the total Period of Performance, including the time period of the extension, does not exceed two years. The extension must be requested at least 30 calendar days prior to the end of the Period of Performance, or it will not be considered. The request must be in writing and addressed to the Agency Contact listed under Section

I.16. It must include the following information: (1) the time period of the extension requested; (2) a revised budget and work plan demonstrating that funds will be completely expended by the end of the extension; (3) the reason(s) why the extension is being requested; and (4) what steps will be taken by the Recipient to ensure that the project is completed by the end of the extension. Submission of a request for an extension does not guarantee that we will approve the extension. Extensions will only be approved in cases where significant circumstances beyond the Recipient's control prohibited timely performance of award activities. Extensions will not be approved for changes in scope.

Award funds not expended by the end of the Period of Performance will be cancelled by us. Prior to cancellation, we will notify you in writing of our intent to cancel the remaining award funds.

Section II, Paragraph A.3.b. is retained with the following language added:

In the section of your Performance Report that compares actual accomplishments to the objectives for that reporting period, you must include baselines (if available), targets, and actual numbers for all performance measures approved by us and identified in Attachment B – Approved Work Plan and Budget. Objectives should be reported by specific task breakdown as described in Attachment B – Approved Work Plan and Budget.

1

If any special conditions have been placed on the use of award funds, you must discuss your compliance with those conditions in each Performance Report.

For Final Performance Reports only, you must provide responses to the following questions:

- What have been the most challenging or unexpected aspects of this project?
- What advice would you give to other organizations planning a similar project? You should include strengths and limitations of the program. If you had the opportunity, what would you have done differently?
- If an innovative approach was used successfully, you should describe the approach in detail so that other organizations might consider replication in their areas.

Section II, Paragraph A.3.c. is added with the following language:

Report for Public Distribution. You must provide a report suitable for public distribution that describes the accomplishments made during this project. We may use this report as a success story to promote this program.

Section II, Paragraph A.12 is retained with the following language added: The

following Special Conditions apply to your award:
[INSERT SPECIAL CONDITIONS OR N/A]

Section II, Paragraph A.13 is added with the following language:

Cost Sharing. You must comply with the requirements of 2 CFR § 200.306. Additionally, matching funds must be available at the same time award funds are expected to be spent and expenditures of matching funds will be pro-rated or spent in advance of award funds.

Section II, Paragraph A.14. is added with the following language:

Deliverables. You must provide deliverables for each completed task. Documentation can include, but is not limited to, surveys conducted and survey results, research reports, and summaries of technical assistance provided, and subrecipient final performance reports (if applicable).

Section II, Paragraph B.3. is added with the following language:

Substantial Involvement. We will provide substantial involvement as described in Attachment B – Approved Work Plan and Budget.

2

Attachment A – Program Addendum

PROGRAM NAME: Delta Health Care Services Grant Program

AUTHORITY: 7 U.S.C. 2008u

APPLICABLE PROGRAM REGULATIONS: None

APPLICABLE FEDERAL REGISTER NOTICE: [INSERT FR REFERENCE]

ADDITIONAL PROGRAMMATIC AWARD PROVISIONS:

RBS and the Recipient agree to the following additional provisions:

Section II, Paragraph A.1.d. is retained and the following language is added:

Under extenuating circumstances, you may request a one-time, no cost extension for up to 12 months, as long as the total Period of Performance, including the time period of the extension, does not exceed three years. Note that extending the Period of Performance for this award may affect your eligibility for additional awards. The extension must be requested at least 30 calendar days prior to the end of the Period of Performance, or it will not be considered. The request must be in writing and addressed to the Agency Contact listed under Section I.16. It must include the following information: (1) the time period of the extension requested; (2) a revised budget and work plan demonstrating that funds will be completely expended by the end of the extension; (3) the reason(s) why the extension is being requested; and (4) what steps will be taken by the Recipient to ensure that the project is completed by the end of the extension. Submission of a request for an extension does not guarantee that we will approve the extension. Extensions will only be approved in cases where significant circumstances beyond the Recipient's control prohibited timely performance of award activities. Extensions will not be approved for changes in scope. If the extension is approved, and you are also approved for an award in a subsequent funding cycle, this project must be completed before you may begin work on a subsequent award.

Award funds not expended by the end of the Period of Performance will be cancelled by us. Prior to cancellation, we will notify you in writing of our intent to cancel the remaining award funds.

Section II, Paragraph A.2. is retained and the following language and chart is added:

In addition, you must list any real property and equipment purchases made with project funds in the tables below. Finally, you must provide status reports on any real property in which we retain an interest, in accordance with 2 CFR § 200.329.

Real property acquired or improved with Award Funds. (Provide the legal description and/or address of where the real property or other property described in block below is located. Use continuation sheets as necessary.)		
Other property (e.g. equipment) acquired with Award Funds. (Describe each item, estimated useful life, and the value of equipment. Use continuation sheets as necessary.)		
Item	Estimated Useful Life	Value

Section II, Paragraph A.3.b. is retained with the following language added:

You must provide the following metrics in each of your Performance Reports:

- Number of businesses assisted
- Number of jobs created
- Number of jobs saved
- Number of individuals assisted/trained

Note: Where job creation or jobs saved may not be relevant indicators, provide the metrics for the performance elements identified in the Letter of Conditions or otherwise approved by RBS. These elements should be specific and measurable.

Additionally, in the section of your report that compares actual accomplishments to the objectives for that reporting period, objectives should be reported by specific task breakdown as described in Attachment B – Approved Work Plan and Budget.

2

If any special conditions have been placed on the use of award funds, you must discuss your compliance with those conditions in each Performance Report.

For the Final Performance Report only, you must provide responses to the following questions:

- What have been the most challenging or unexpected aspects of this project?
- What advice would you give to other organizations planning a similar project? You should include strengths and limitations of the program. If you had the opportunity, what would you have done differently?
- If an innovative approach was used successfully, you should describe the approach in detail so that other organizations might consider replication in their areas.

Section II, Paragraph A.3.c. is added with the following language:

Report for Public Distribution. You must provide a report suitable for public distribution that describes the accomplishments made during this project. We may use this report as a success story to promote this program.

Section II, Paragraph A.12 is retained with the following language added: The

following Special Conditions apply to your award:

[INSERT SPECIAL CONDITIONS OR N/A]

Section II, Paragraph A.13. is added with the following language:

Construction Standards: You must follow 7 CFR § 1942.18 as applicable. You must also comply with the following:

- You must construct your project within the total sums available to it, including award funds, in accordance with any architectural or engineering reports, and any necessary modifications, as prepared by you and approved by us.
- You must manage, operate, and maintain the facility, including this project, if less than the whole of the facility, continuously in an efficient and economical manner.

3

- You shall not use award funds to replace any financial support previously provided or assured from any other source. You agree to maintain your level of expenditure for the project and that you shall not reduce it as a result of receiving this award.

Section II, Paragraph A.13. is added with the following language:

Cost Sharing. You must comply with the requirements of 2 CFR § 200.306. Additionally, matching funds must be available at the same time award funds are expected to be spent and expenditures of matching funds will be pro-rated or spent in advance of award funds.

Section II, Paragraph A.15. is added with the following language:

Deliverables. You must provide deliverables for each completed task. Documentation can include, but is not limited to, pictures of the constructed building or purchased equipment, curriculum, agendas, presentations, survey results from training participants, and subrecipient final performance reports.

4

Attachment A – Program Addendum

PROGRAM NAME: Federal-State Research on Cooperatives Program

AUTHORITY: 7 U.S.C. 1932(e)(10)

APPLICABLE PROGRAM REGULATIONS: 7 CFR Part 4285, Subpart A

APPLICABLE FEDERAL REGISTER NOTICE: [INSERT FR REFERENCE]

ADDITIONAL PROGRAMMATIC GRANT PROVISIONS:

RBS and the Recipient agree to the following additional provisions:

Section II, Paragraph A.1.d. is retained and the following language is added:

Under extenuating circumstances, you may request a one-time, no cost extension for up to 12 months, as long as the total Period of Performance, including the time period of the extension, does not exceed four years. Note that extending the Period of Performance for this award may affect your eligibility for additional awards. The extension must be requested at least 30 calendar days prior to the end of the Period of Performance, or it will not be considered. The request must be in writing and addressed to the Agency Contact listed under Section I.16. It must include the following information: (1) the time period of the extension requested; (2) a revised budget and work plan demonstrating that funds will be completely expended by the end of the extension; (3) the reason(s) why the extension is being requested; and (4) what steps will be taken by the Recipient to ensure that the project is completed by the end of the extension. Submission of a request for an extension does not guarantee that we will approve the extension. Extensions will only be approved in cases where significant circumstances beyond the Recipient's control prohibited timely performance of award activities. Extensions will not be approved for changes in scope.

Award funds not expended by the end of the Period of Performance will be cancelled by us. Prior to cancellation, we will notify you in writing of our intent to cancel the remaining award funds.

Section II, Paragraph A.3.b. is retained with the following language added:

In the section of your report that compares actual accomplishments to the objectives for that reporting period, objectives should be reported by specific task breakdown as described in Attachment B – Approved Work Plan and Budget.

1

If any special conditions have been placed on the use of award funds, you must discuss your compliance with those conditions in each Performance Report.

For Final Performance Reports only, you must provide responses to the following questions:

- What have been the most challenging or unexpected aspects of this project?
- What advice would you give to other organizations planning a similar project? You should include strengths and limitations of the program. If you had the opportunity, what would you have done differently?
- If an innovative approach was used successfully, you should describe the approach in detail so that other organizations might consider replication in their areas.

Section II, Paragraph A.3.c. is added with the following language:

Report for Public Distribution. You must provide a report suitable for public distribution that describes the accomplishments made during this project. We may use this report as a success story to promote this program.

Section II, Paragraph A. 10 is retained with the following language added:

You are considered a pass-through entity for this award, and you are required to submit to a post-award compliance review in accordance with this paragraph.

You are considered the ultimate beneficiary of this award, and you are not required to submit to a post-award compliance review.

Section II, Paragraph A.12 is retained with the following language added: The

following Special Conditions apply to your award:

[INSERT SPECIAL CONDITIONS OR N/A]

Section II, Paragraph A.13. is added with the following language:

Cost Sharing. You must comply with the requirements of 2 CFR § 200.306. Additionally, matching funds must be available at the same time award funds are expected to be spent and expenditures of matching funds will be pro-rated or spent in advance of award funds.

Section II, Paragraph A.14. is added with the following language:

Deliverables. You must provide deliverables for each completed task. Documentation can include, but is not limited to, surveys conducted and survey results, research reports, and subrecipient final performance reports.

Section II, Paragraph B.3. is added with the following language:

Substantial Involvement. We will provide substantial involvement as described in Attachment B – Approved Work Plan and Budget.

3

Attachment A – Program Addendum

PROGRAM NAME: Rural Cooperative Development Grant Program

AUTHORITY: 7 U.S.C. 1932(e)

APPLICABLE PROGRAM REGULATIONS: 7 CFR Part 4284, subparts A and F

APPLICABLE FEDERAL REGISTER NOTICE: [INSERT FR REFERENCE]

ADDITIONAL PROGRAMMATIC AWARD PROVISIONS:

RBS and the Recipient agree to the following additional provisions:

Section II, Paragraph A.1.d. is retained and the following language is added:

Under extenuating circumstances, you may request a one-time, no-cost extension for up to 12 months, as long as the total Period of Performance, including the time period of the extension, does not exceed two years. Note that extending the Period of Performance for this award may affect your eligibility for additional awards. The extension must be requested at least 30 calendar days prior to the end of the period of performance, or it will not be considered. The request must be in writing and addressed to the Agency Contact listed under Section I.16. It must include the following information: (1) the time period of the extension requested; (2) a revised budget and work plan demonstrating that funds will be completely expended by the end of the extension; (3) the reason(s) why the extension is being requested; and (4) what steps will be taken by the Recipient to ensure that the project is completed by the end of the extension. Submission of a request for an extension does not guarantee that we will approve the extension. Extensions will only be approved in cases where significant circumstances beyond the Recipient's control prohibited timely performance of award activities. Extensions will not be approved for changes in scope. If the extension is approved, and you are also approved for an award in a subsequent funding cycle, this project must be completed before you may begin work on a subsequent award.

Award funds not expended by the end of the Period of Performance will be cancelled by us. Prior to cancellation, we will notify you in writing of our intent to cancel the remaining award funds.

Section II, Paragraph A.3.b. is retained with the following language added:

You must provide the following metrics in each of your Performance Reports:

- Number of groups who are not legal entities assisted
- Number of businesses that are not cooperatives assisted
- Number of cooperatives assisted
- Number of businesses incorporated that are not cooperatives
- Number of cooperatives incorporated
- Total number of jobs created as a result of assistance
- Total number of jobs saved as a result of assistance
- Number of jobs created for the Center as a result of RCDG funding
- Number of jobs saved for the Center as a result of RCDG funding

Note: Where job creation or jobs saved may not be relevant indicators (e.g. housing), provide the metrics for the performance elements identified in the Letter of Conditions or as otherwise approved by RBS. These elements should be specific, measurable performance elements.

Additionally, you must provide the following information in the section of your report that compares actual accomplishments to the objectives for that reporting period. Objectives should be reported by specific task breakdown as described in Attachment B – Approved Work Plan and Budget. Each group, cooperative, or business assisted under a specific task must be discussed. Your discussion must include the Center’s (or contractor’s) role in assisting the group, cooperative, or business as well as any jobs created or saved as a result of the assistance provided.

If any special conditions have been placed on the use of award funds, you must discuss your compliance with those conditions in each Performance Report.

For Final Performance Reports only, you must provide responses to the following questions:

- What have been the most challenging or unexpected aspects of this project?
- What advice would you give to other organizations planning a similar project? You should include strengths and limitations of the program. If you had the opportunity, what would you have done differently?
- If an innovative approach was used successfully, you should describe the approach in detail so that other organizations might consider replication in their areas.

Section II, Paragraph A.3.c. is added with the following language:

Report for Public Distribution. You must provide a report suitable for public distribution that describes the accomplishments made during this project. We may use this report as a success story to promote the program.

Section II, Paragraph A.3.d. is added with the following language:

Follow-up Report. You must provide a follow-up report to assist in documenting the long-term outcome performance measures for the RCDG program. This report should list all of the cooperatives and businesses assisted during the project with their current operational status. The report is due three years after the Period of Performance has ended. Failure to provide this report means that we may suspend or terminate other financial assistance provided through our programs until the report is submitted, or that you will not be eligible for new financial assistance through our programs until the report is submitted.

Section II, Paragraph A.12 is retained with the following language added: The

following Special Conditions apply to your award:

[INSERT SPECIAL CONDITIONS OR N/A]

Section II, Paragraph A.13. is added with the following language:

Cost Sharing. You must comply with the requirements of 2 CFR § 200.306. Additionally, matching funds must be available at the same time award funds are expected to be spent and expenditures of matching funds will be pro-rated or spent in advance of award funds.

Section II, Paragraph A.14. is added with the following language:

Deliverables. You must provide deliverables for each completed task. Documentation can include, but is not limited to, feasibility studies, marketing plans, business plans, surveys conducted and survey results, research reports, and subrecipient final performance reports.

3

Attachment A – Program Addendum

PROGRAM NAME: Rural Development Cooperative Agreement Program

AUTHORITY: 7 U.S.C. 2204b(b)(4)

APPLICABLE PROGRAM REGULATIONS: None

APPLICABLE FEDERAL REGISTER NOTICE: None

ADDITIONAL PROGRAMMATIC AWARD PROVISIONS:

RBS and the Recipient agree to the following additional provisions:

Section II, Paragraph A.1.d. is retained and the following language is added:

Under extenuating circumstances, you may request a one-time, no cost extension, as long as the total Period of Performance, including the time period of the extension, does not exceed two years. Note that extending the Period of Performance for this award may affect your eligibility for additional awards. The extension must be requested at least 30 calendar days prior to the end of the Period of Performance, or it will not be considered. The request must be in writing and addressed to the Agency Contact listed under Section

I.16. It must include the following information: (1) the time period of the extension requested; (2) a revised budget and work plan demonstrating that funds will be completely expended by the end of the extension; (3) the reason(s) why the extension is being requested; and (4) what steps will be taken by the Recipient to ensure that the project is completed by the end of the extension. Submission of a request for an extension does not guarantee that we will approve the extension. Extensions will only be approved in cases where significant circumstances beyond the Recipient's control prohibited timely performance of award activities. Extensions will not be approved for changes in scope.

Award funds not expended by the end of the Period of Performance will be cancelled by us. Prior to cancellation, we will notify you in writing of our intent to cancel the remaining award funds.

Section II, Paragraph A.3.b. is retained with the following language added:

In the section of your report that compares actual accomplishments to the objectives for that reporting period, objectives should be reported by specific task breakdown as described in Attachment B – Approved Work Plan and Budget.

1

If any special conditions have been placed on the use of award funds, you must discuss your compliance with those conditions in each Performance Report.

For Final Performance Reports only, you must provide responses to the following questions:

- What have been the most challenging or unexpected aspects of this project?
- What advice would you give to other organizations planning a similar project? You should include strengths and limitations of the program. If you had the opportunity, what would you have done differently?
- If an innovative approach was used successfully, you should describe the approach in detail so that other organizations might consider replication in their areas.

Section II, Paragraph A.3.c. is added with the following language:

Report for Public Distribution. You must provide a report suitable for public distribution that describes the accomplishments made during this project. We may use this report as a success story to promote this program.

Section II, Paragraph A.12 is retained with the following language added: The

following Special Conditions apply to your award:

[INSERT SPECIAL CONDITIONS OR N/A]

Section II, Paragraph A.13. is added with the following language:

Cost Sharing. You must comply with the requirements of 2 CFR § 200.306. Additionally, matching funds, if required by us or otherwise provided by you, must be available at the same time award funds are expected to be spent and expenditures of matching funds will be pro-rated or spent in advance of award funds.

Section II, Paragraph A.14. is added with the following language:

Deliverables. You must provide deliverables for each completed task. Documentation can include, but is not limited to, surveys conducted and survey results, research reports, and subrecipient final performance reports.

2

Section II, Paragraph B.3. is added with the following language:

Substantial Involvement. We will provide substantial involvement as described in Attachment B – Approved Work Plan and Budget.

3

Attachment A – Program Addendum

PROGRAM NAME: Socially-Disadvantaged Groups Grant Program

AUTHORITY: 7 U.S.C. 1932 (e)(11)

APPLICABLE PROGRAM REGULATIONS: None

APPLICABLE FEDERAL REGISTER NOTICE: [INSERT FR REFERENCE]

ADDITIONAL PROGRAMMATIC GRANT PROVISIONS:

RBS and the Recipient agree to the following additional provisions:

Section II, Paragraph A.1.d. is retained and the following language is added:

Under extenuating circumstances, you may request a one-time, no-cost extension for up to 12 months, as long as the total Period of Performance, including the time period of the extension, does not exceed two years. Note that extending the Period of Performance for this award may affect your eligibility for additional awards. The extension must be requested at least 30 calendar days prior to the end of the period of performance, or it will not be considered. The request must be in writing and addressed to the Agency Contact listed under Section I.16. It must include the following information: (1) the time period of the extension requested; (2) a revised budget and work plan demonstrating that funds will be completely expended by the end of the extension; (3) the reason(s) why the extension is being requested; and (4) what steps will be taken by the Recipient to ensure that the project is completed by the end of the extension. Submission of a request for an extension does not guarantee that we will approve the extension. Extensions will only be approved in cases where significant circumstances beyond the Recipient's control prohibited timely performance of grant activities. Extensions will not be approved for changes in scope. If the extension is approved, and you are also approved for an

award in a subsequent funding cycle, this project must be completed before you may begin work on a subsequent award.

Award funds not expended by the end of the Period of Performance will be cancelled by us. Prior to cancellation, we will notify you in writing of our intent to cancel the remaining award funds.

1

Section II, Paragraph A.3.b. is retained with the following language added:

You must provide the following metrics in each of your Performance Reports:

- Number of businesses assisted
- Number of cooperatives assisted
- Number of socially-disadvantaged groups assisted

Additionally, you must provide the following information in the section of your report that compares actual accomplishments to the objectives for that reporting period. Objectives should be reported by specific task breakdown as described in Attachment B – Approved Work Plan and Budget. Each group, cooperative, or business assisted under a specific task must be discussed. Your discussion must include the Center’s (or contractor’s) role in assisting the group, cooperative, or business.

If any special conditions have been placed on the use of award funds, you must discuss your compliance with those conditions in each Performance Report.

For the Final Performance Report only, you must provide responses to the following questions:

- What have been the most challenging or unexpected aspects of this project?
- What advice would you give to other organizations planning a similar project? You should include strengths and limitations of the program. If you had the opportunity, what would you have done differently?
- If an innovative approach was used successfully, you should describe the project in detail so that other organizations might consider replication in their areas.

Section II, Paragraph A.3.c. is added with the following language:

Report for Public Distribution. You must provide a report suitable for public distribution that describes the accomplishments made during this project. We may use this report as a success story to promote the program.

Section II, Paragraph A.12 is retained with the following language added: The following Special Conditions apply to your award:

[INSERT SPECIAL CONDITIONS OR N/A]

Section II, Paragraph A.13. is added with the following language:

Cost Sharing. You must comply with the requirements of 2 CFR § 200.306. Additionally, matching funds must be available at the same time award funds are expected to be spent and expenditures of matching funds will be pro-rated or spent in advance of award funds.

Section II, Paragraph A.14 is added with the following language:

Deliverables. You must provide deliverables for each completed task. Documentation can include, but is not limited to, feasibility studies, marketing plans, business plans, surveys conducted and survey results, research reports, course/training participant evaluations, subrecipient final performance reports, and articles of incorporation and by- laws.

Attachment A – Program Addendum

PROGRAM NAME: Value-Added Producer Grant Program

AUTHORITY: 7 U.S.C. 1623a.

APPLICABLE PROGRAM REGULATIONS: 7 CFR Part 4284, subpart J

APPLICABLE FEDERAL REGISTER NOTICE: [INSERT FR REFERENCE]

ADDITIONAL PROGRAMMATIC AWARD PROVISIONS:

RBS and the Recipient agree to the following additional provisions:

Section II, Paragraph A.1.d. is retained and the following language is added:

Under extenuating circumstances, you may request a one-time, no-cost extension for up to 12 months, as long as the total Period of Performance, including the time period of the extension, does not exceed three years. Note that extending the Period of Performance for this award may affect your eligibility for additional awards. The extension must be requested at least 30 calendar days prior to the end of the period of performance, or it will not be considered. The request must be in writing and addressed to the Agency Contact listed under Section I.16. It must include the following information: (1) the time period of the extension requested; (2) a revised budget and work plan demonstrating that funds will be completely expended by the end of the extension; (3) the reason(s) why the extension is being requested; and (4) what steps will be taken by the Recipient to ensure that the project is completed by the end of the extension. Submission of a request for an extension does not guarantee that we will approve the extension. Extensions will only be approved in cases where significant circumstances beyond the Recipient's control prohibited timely performance of award activities. Extensions will not be approved for changes in scope. If the extension is approved, and you are also approved for an award in a subsequent funding cycle, this project must be completed before you may begin work on a subsequent award.

Award funds not expended by the end of the Period of Performance will be cancelled by us. Prior to cancellation, we will notify you in writing of our intent to cancel the remaining award funds.

Section II, Paragraph A.3.b. is retained with the following language added:

All Performance Reports must include a discussion on the performance benchmarks suggested in your application to determine whether the primary goals and objectives proposed in the Approved Work Plan and Budget were accomplished during the reporting period. (See 7 CFR § 4284.931(b)(2)(i)).

1

In the section of your report that compares actual accomplishments to the objectives for that reporting period, objectives should be reported by specific task breakdown as described in Attachment B – Approved Work Plan and Budget.

For working capital projects, all Performance Reports must include the following metrics:

- Expansion of customer base as a result of the project
- Increased revenue returned to the producer as a result of the project
- Jobs created/saved as a result of the project

For all projects, we may request additional information, including but not limited to, the following:

1. Information that will enable evaluation of the economic impact of program awards, such as:
 - (a) Business starts and clients served;
 - (b) Data associated with producer market expansion, new market penetration, and changes in customer base or revenues.
2. Information that would promote greater understanding of the key determinants of the success of individual projects or inform program administration and evaluation, such as:
 - (a) The producer's experience related to financial management, budgeting, and running a business enterprise.
 - (b) The nature of, and advantages or disadvantages of, supply chain arrangements or equitable distribution of rewards and responsibilities for Mid-tier Value Chain projects; and
 - (c) Recommendations from Beginning Farmers or Ranchers, Socially- Disadvantaged Farmers or Ranchers, or Veteran Farmers or Ranchers.
3. Information that would inform or enable the aggregation of data for program administration or evaluation purposes.

If any special conditions have been placed on the use of award funds, you must discuss your compliance with those conditions in each Performance Report.

For Final Performance Reports only, you must provide responses to the following questions:

- What have been the most challenging or unexpected aspects of this project?
- What advice would you give to other organizations planning a similar project? You should include strengths and limitations of the program. If you had the opportunity, what would you have done differently?
- If an innovative approach was used successfully, you should describe the approach in detail so that other organizations might consider replication in their areas.

Section II, Paragraph A.10. is retained with the following language added:

VAPG is a Federally conducted program. You will not be required to provide data for a Civil Rights Compliance Review.

Section II, Paragraph A.12 is retained with the following language added: The

following Special Conditions apply to your award:

[INSERT SPECIAL CONDITIONS OR N/A]

Section II, Paragraph A.13. is added with the following language:

Cost Sharing. You must comply with the requirements of 2 CFR § 200.306. Additionally, matching funds must be available at the same time award funds are expected to be spent and expenditures of matching funds will be pro-rated or spent in advance of award funds.

Section II, Paragraph A.14. is added with the following language:

Deliverables. You must provide deliverables for each completed task. Documentation can include, but is not limited to, feasibility studies, marketing plans, business plans, success stories, and best practices.

Attachment B – Approved Work Plan and Budget. (The work plan must have time, scope, and outcome entries for each task.)