



**DEPARTMENT of AGRICULTURE
and NATURAL RESOURCES**

JOE FOSS BUILDING
523 E CAPITOL AVE
PIERRE SD 57501-3182
danr.sd.gov

Resilient Food System Infrastructure Program Application Checklist

Use this checklist as a tool to ensure that all the required documents are in your application package.

- I have read and reviewed the 2024 Request for Proposals and all guidelines and performance measures for the 2024 South Dakota Resilient Food System Infrastructure Program.
- I have completed the Grant Template for the appropriate Infrastructure or Simplified Equipment-Only grant track.
 - Infrastructure Grant Application Template
https://danr.sd.gov/Press/docs/RFSI_Infrasturcture%20Grant%20Template_10.13.23.pdf
 - Simplified Equipment-Only Grant Application Template
https://danr.sd.gov/Press/docs/RFSI_Equipment%20Only%20Grant%20Template_10.13.23.pdf
- I have verified that I am eligible to apply as an agricultural producer/processor/group, local or tribal government entity, institution, or nonprofit organization operating middle-of-the-supply-chain activities such as processing, aggregation or distribution of targeted agricultural products.
 - For-profits must meet the eligibility requirements of the Small Business Administration small business size standards size standards matched to industries described in the North American Industry Classification System (NAICS).
 - For more information on these size standards, please visit [SBA's Size Standards webpage](#).
 - For a quick check on whether your business qualifies, please use the [Size Standards Tool](#).
- I have completed the acquisition of any permits necessary for my project or am in the process of acquiring necessary permits with an anticipated completion prior to the start date of my proposed project.

- I understand that my regional [South Dakota planning district](#) is available to assist with my application and that during this application period I have had the opportunity if desired to engage the district as I developed my application.
 - NOTE: This is not a requirement, but applicants are encouraged to be aware that the resource is available.
- I have reviewed and am compliant with all relevant federal environmental laws and regulations. I have completed the [Applicant Environmental Questionnaire](#) and provided it to my regional planning district.
- I understand that if selected, I may be requested to provide clarifications to DANR staff or present on or provide additional information about my proposal to the expert review panel in writing or via a virtual or in person meeting.
- I understand that my proposal will be reviewed by an expert panel for recommendation to the DANR Secretary and, if selected, must be approved by USDA before DANR will enter a subaward agreement with me for performance of my project.
- I understand that annual reports are due by July 8 after the end of the first and second year of the signed grant agreement (May 25, 2024 – May 24, 2025 and May 25, 2025 – May 24, 2026).
- I understand that a Final Performance Report is due by July 8, 2027, following the end of the grant agreement by May 24, 2027.
- I understand that project costs approved in my project budget will be paid by the South Dakota Department of Agriculture and Natural Resources on a reimbursement basis only, and that I am responsible for quarterly submission of reimbursement reports and requests that describe the project work performed and include full expenditure documentation, using the reimbursement form on the DANR website: <https://danr.sd.gov/Press/docs/rfsi/DANR%20RFSI%20Quarterly%20Report%20and%20Reimbursement%20Form.pdf>. I further understand that quarterly reimbursement reports and requests should be submitted at the following schedule: October 31 for July 1-September 30, January 31 for October 1 – December 31, April 30 for January 1 – March 31, and July 31 for April 1 – June 30.
- My organization has a Unique Entity Identifier through SAM.gov. The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov. I understand to receive an award under the SCBG, applicants are required to obtain a UEI.
 - To receive a SAM.gov UEI, visit <https://sam.gov/content/entity-registration>
 - For a guide on how to view your Unique Entity ID (SAM) see https://www.fsd.gov/gsafsd_sp?id=kb_article_view&sysparm_article=KB0041254
 - “What’s the difference between only getting a Unique Entity ID and registering your entity?” https://www.fsd.gov/gsafsd_sp?id=kb_article_view&sysparm_article=KB0051214&sys_kb_id=dd40f4ef1b9641d0937fa64ce54bcb7a&spa=1

- Please make your UEI publicly viewable.
- In addition to the project proposal, I have included the following to complete my application package:
 - Completed and Signed Application Cover sheet
<https://danr.sd.gov/Press/docs/rfsi/RFSI%202024%20Application%20Cover%20Sheet.pdf>
 - Match Verification Letter(s) – completed for each source of matching funds/resources
https://danr.sd.gov/Press/docs/VerificationofMatchingFundsTemplateLetter_Compliant.docx
 - Evidence of Critical Infrastructure (if applicable)
https://danr.sd.gov/Press/docs/CriticalResourceInfrastructureTemplateLetter_Compliant.docx
 - (Optional) Any supporting documents including letters or other evidence of commitment to my project by partners.
 - Example letter of support template
<https://danr.sd.gov/Press/docs/rfsi/CollaboratingOrganizationTemplate.docx>
 - Construction design documents (if applicable and informative in support of application template narrative)
 - Permits necessary for the completion of work (if applicable)
 - Business sustainability plan (if applicable)

You may access these documents on the SD DANR website here:

<https://danr.sd.gov/Press/RFSI.aspx>

Completed application packages are to be emailed to timothy.schoonhoven@state.sd.us. Proposals must be in the appropriate USDA-provided pdf template format to accepted.