

Understanding RFSI Grant Compliance

JOB AID

RFSI grant opportunities aim to build resilience in the middle-of-the-food-supply-chain and strengthen local and regional food systems by creating new revenue streams for Michigan agricultural producers. Continue reading to learn how to meet compliance requirements for an RFSI grant.



Purpose

The purpose of this document is to provide a brief overview of key compliance requirements associated with the RFSI Grants. This includes guidance based on the awarded grant and additional resources to assist you.

In this document, we will cover the following topics:

- Maintaining Compliance Overview
- Reporting
- National Environmental Policy Act (NEPA) Environmental Review



Learning Objectives

By the end of the job aid, the applicant will be able to:

- Understand how the National Environmental Policy Act (NEPA), federal environmental regulations, other laws apply to the RFSI Grant Program.
- Demonstrate how to complete compliance requirements.

Maintaining Compliance Overview

There are a few steps to maintaining compliance under MDARD depending on the desired RFSI grant. This compliance process includes:

- Semi Annual Reporting
- Final Performance Reporting
- National Environmental Policy Act (NEPA) Environmental Assessment

- Semi-annual reporting from all grantees is required to ensure the proper utilization of federal resources and that funds are being used as intended
- The NEPA assessment requires an in-depth evaluation due to the potential ground disturbance and associated environmental impacts. If applicant is not compliant, the grant will be terminated

Reporting

All Grantees must submit written reports detailing the progress of each project. Progress reports must be submitted in the MiAgGrants system on a semi-annual basis.

A final performance report will also be required and should be submitted in the format requested by the USDA.

Performance and Financial Report

Your written reports include an update on:

- Project objectives
- Progress according to project plan
- Financial reporting

Note: Reporting will be based on every activity listed on your application.

Final Performance Report

Your written report includes a summary of:

- Project objectives
- Project outputs

The Final Performance report also includes an **MDARD site visit**.

Please refer to the [RFSI website](#) for more details.

Note:

MDARD reserves the right to hold the processing of a reimbursement if an annual or final report is not provided by a sub-recipient at the approved deadline. A held reimbursement will be released for payment once that information is provided to MDARD.

National Environmental Policy Act (NEPA)

NEPA is a law that ensures all necessary steps are taken to protect the environment by evaluating potential effects and complying with certain requirements prior to making decisions.

This law covers air, land, noise, water, etc. See RFSI Environment Compliance document found on the [Resilient Food Systems Infrastructure Grant Opportunity](#) website to view a full list of environmental laws.

RFSI Programmatic Environmental Assessment (PEA)

Each grant application will be evaluated to determine if its potential environmental impacts have been addressed in the PEA. The PEA was developed to evaluate projects that involve new or expanded structures or possible resource impacts.

See below to view the process of the NEPA Programmatic Environmental Assessment (PEA):



PRE-SCREENING WORKSHEET (REQUIRED)

Applicants must attach the Environmental Pre-Screening Worksheet (AMS-ENV-A) and Environmental Questionnaire to their application. These documents will be used to assess projects and determine the level of environmental review necessary.



SCREENING WORKSHEET (IF APPLICABLE)

If any of your Pre-Screening responses in Section 2 are “Yes”, complete and attach the Environmental Screening worksheet (AMS-ENV-B) before submitting your application.

Further investigation is required to confirm that project activities do not have significant environmental impacts or extraordinary circumstances.



FULL REVIEW

The PEA is complete once confirmed the project does not require any additional environmental reviews.

Site-specific screenings may take longer based on project complexity.

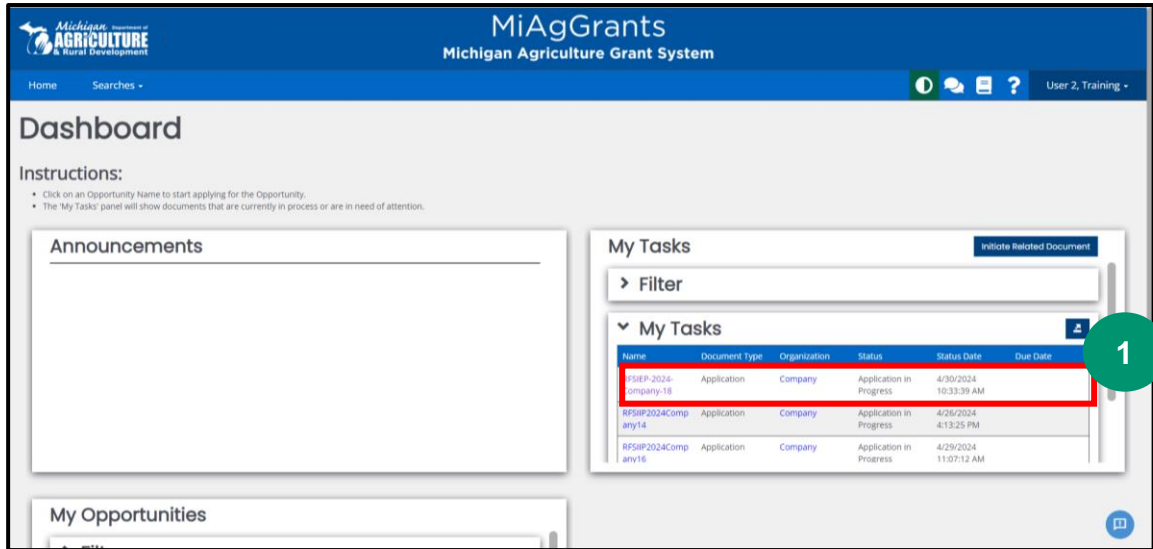
Note:

Completing the assessment for complex projects may require multiple document requests, permit authorizations, or regulatory agency consultations.

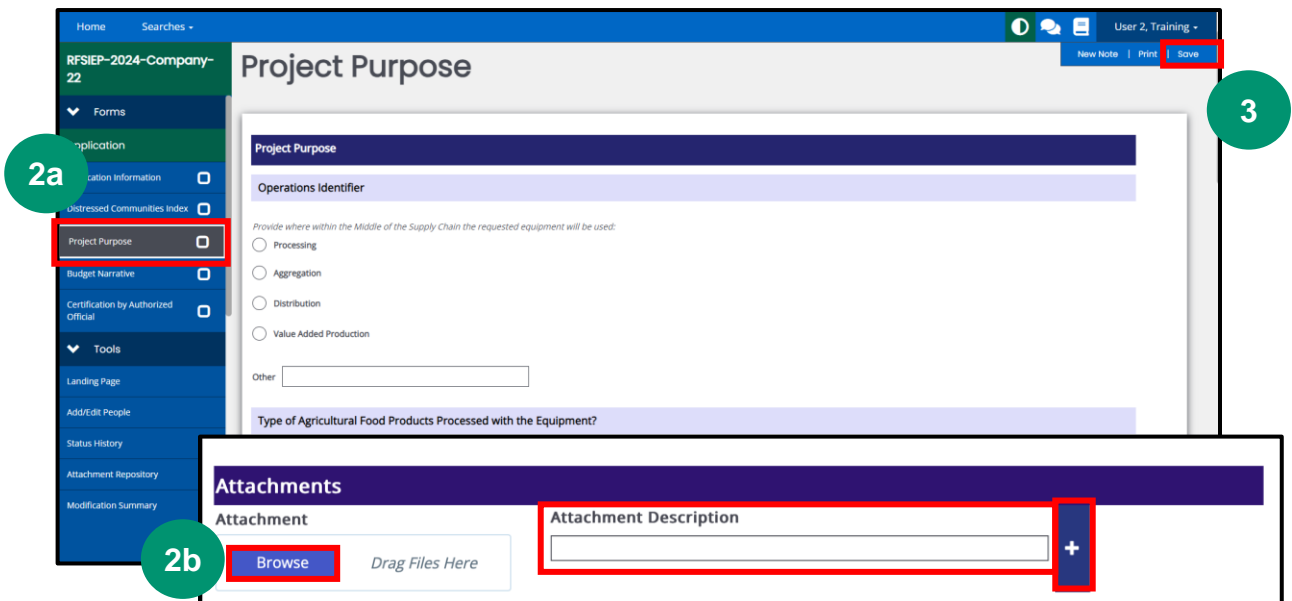
Attaching Documents in MiAgGrants

To attach your compliance documents in MiAgGrants, follow the steps below:

1. Log into MiAgGrants using your credentials. Select the appropriate application under **My Tasks**. You will be directed to the **Document Landing Page**.



2. Click **Project Purpose** on the left menu under **Forms**. In the **Attachments** section at the bottom of the page, click **Browse** to add the first file. Click **(+)** to add additional attachments. Add a description for all attachments.
3. Click **Save** once information is completed and attachments are uploaded.



Summary



Next Steps

Now that you understand compliance requirements, visit the Applying for RFSI Grants – Environmental Requirements Job Aid and Video on the [Resilient Food Systems Infrastructure Grant Opportunity](#) website to learn how to successfully complete the NEPA forms.



Summary

Use the following checklist to ensure that you have successfully completed all compliance requirements.

Equipment Only Grant

- Complete and upload Pre-Screening Worksheet (AMS-ENV-A) into MiAgGrants
- Complete and upload Environmental Questionnaire into MiAgGrants
- Draft and upload written reports

Infrastructure Grant

- Complete and upload Pre-Screening Worksheet (AMS-ENV-A) into MiAgGrants
- Complete and upload Environmental Questionnaire into MiAgGrants
- Complete and upload Environmental Screening Worksheet (AMS-ENV-B) into MiAgGrants if answered “Yes” to Section 2 of Pre-Screening Worksheet (AMS-ENV-A)
- Draft and upload written reports