

## Administrative Partner Subawards for IAMP Producer Enrollment and Engagement

### 1 Overview

The University of Idaho (U of I) invites applications from organizations interested in supporting Idaho farmers and ranchers to adopt climate-smart, regenerative agricultural practices through the Innovative Agricultural and Marketing Partnership for Idaho (IAMP). Funded by a \$59 million grant from the U.S. Department of Agriculture (USDA, Award NR233A750004G038), IAMP currently works with four Implementing Partners: The Nature Conservancy in Idaho, the Nez Perce Tribe, the Coeur d'Alene Tribe, and Desert Mountain Grass-Fed Beef. To strengthen and expand these efforts, IAMP seeks additional organizations, referred to as “Administrative Partners,” to collaborate in recruiting producers of potatoes, wheat, sugar beets, chickpeas, hops, barley, or beef across Idaho. Administrative Partners will assist producers in applying for and receiving incentive-based contracts from U of I to implement climate-smart practices, and most will support them in successfully fulfilling their contractual obligations. Funding for Administrative Partners will be provided through subawards issued by U of I under the primary USDA award.

### 2 Who Should Apply

Organizations interested in recruiting producers to apply for and implement IAMP contracts are encouraged to apply. Eligible applicants include government organizations (e.g., soil and water conservation districts), not-for-profit non-governmental organizations, and for-profit organizations. Specific eligibility requirements are outlined below in Section 7.4.

### 3 Funding Available

A total of \$2,266,800 is available through approximately 22 subawards, ranging from \$34,200 to \$245,400 over three years.

### 4 Timeline and Period of Performance

- Request for Applications (RFA) release date: January 23, 2025.
- IAMP RFA Informational Webinar, including Q&A session, 12–1:30 p.m. PST/1–2:30 p.m. MST on Thursday, January 30. Access to webinar recordings will be available for viewing at [iamp.uidaho.edu](http://iamp.uidaho.edu).
  - [Register for live webinar](#)
- IAMP RFA Question & Answer Sessions:
  - Session 1 — Tuesday, February 11, 12–1 p.m. PST/1–2 p.m. MST. [Register here.](#)
  - Session 2 — Wednesday, February 26, 3–4 p.m. PST/4–5 p.m. MST. [Register here.](#)
- Applications will be accepted and evaluated for funding beginning immediately, with submissions accepted until all available funds are committed or until April 30, 2025, whichever occurs first.
- Funds are limited, so applicants are encouraged to apply as soon as possible.
- Instructions for preparing and submitting applications are outlined below in Section 8.
- The period of performance (or project year) runs annually from May 1 to April 30. The project end date is April 30, 2028.

## Request for Applications

### 5 Levels of Engagement and Funding for Subawards

Applicants must apply for a subaward at one of three possible Levels of Engagement with different funding ceilings and performance expectations (Table 1).

**Table 1** - Levels of Engagement with Performance Expectations and Funding

Level	Performance Expectations	Funding Available
<b>1</b>	<ul style="list-style-type: none"> <li>Promote IAMP opportunities to producers.</li> <li>Assist in recruitment and evaluation of initial producer applications (Phase 1 applications).</li> <li>After enrollment, maintain contact with producers, and help them find answers to questions and contact U of I technical support as needed.</li> <li>Facilitate communication with producers by sharing information provided by U of I and the IAMP Team.</li> </ul>	Up to \$10,400 plus \$500 annually per engaged producer for travel
<b>2</b>	<ul style="list-style-type: none"> <li>All Level 1 responsibilities</li> <li>Work with producers to guide them in completing enrollment for IAMP contracts, including the second stage of applications (Phase 2 applications).</li> <li>Engage with producers throughout the term of their contracts.</li> <li>Visit farms to conduct assessments of practice implementation.</li> <li>Collaborate with U of I technical assistance providers for required soil testing, and running models required for some practices prior to and during enrollment.</li> </ul>	Up to \$26,000, plus \$2,500 per contracted producer annually for administrative support and travel
<b>3</b>	<ul style="list-style-type: none"> <li>All Level 1 and Level 2 responsibilities</li> <li>Perform select modeling, sampling and post-harvest assessments in consultation with U of I.</li> </ul>	Up to \$46,800, plus \$3,000 per contracted producer annually for administrative support and travel

Within each Level of Engagement, individual subawards will differ in size depending on the projected number of producers to be enrolled by the applicant, and specific responsibilities

## Request for Applications

assumed by the funded Administrative Partner. See Section 8 below for instructions about developing budgets and budget justifications.

### 6 IAMP Producer Enrollment and Support Procedures

#### 6.1 Producer Enrollment Procedures

Administrative Partners will work with U of I to enroll producers through IAMP's two-phase application process.

- Phase 1 consists of an online form producers complete to provide information about their interest in receiving incentive funding, the location of their farm and fields to be enrolled, current practices implemented on the fields to be enrolled, and new practices to be initiated and supported by the IAMP project. As part of the Phase 1 application, producers also indicate their preference for a partner organization to support them. Administrative Partners with subaward agreements can direct producers to the Phase 1 application portal on the IAMP website (<https://iamp.uidaho.edu/>).
- Phase 2 consists of a more involved online form that gathers all the information needed for a producer's contract. It may be completed in consultation with a funded Administrative Partner or Implementing Partner planner. Phase 1 applicants that pass minimum eligibility must be claimed by a partner organization (either an Administrative Partner or Implementing Partner) who works with the producer to complete this application and gather other required information about the Farm Service Agency (FSA) farm, tract, and fields to be enrolled. Administrative Partners at Engagement Levels 2 or 3 assist producers through Phase 2 to final contract. Administrative Partners at Level of Engagement 1 follow and support this process but are not responsible for executing Phase 2. Producers entering the Phase 2 application process that do not have an available planner from an Administrative Partner or Implementing Partner will be assisted directly by U of I staff.
- For some practices, contracting requires running specified models to assess erosion potential (RUSLE2 and WEPS) and, if necessary, guide producers in certifying practices to be implemented do not pose environmental risks. Completing these steps is required of Administrative Partners at Engagement Level 3. U of I will provide training to Administrative Partners through webinars and videos to help them learn how to run the required models.
- The culmination of Phase 1 and Phase 2 is the development of a draft IAMP contract between the producer and U of I.
- If the draft IAMP contract is mutually acceptable to the producer and U of I, it is signed by both parties and becomes binding to both parties as outlined in the contract.
- U of I personnel will work with Administrative Partners at all Engagement Levels to provide necessary support to contracted producers.

#### 6.2 Producer Support During Contracts

Typical IAMP producer contracts run through a 3-year rotation. During this time, IAMP personnel visit enrolled fields at appropriate times to assess implementation and provide technical support as needed. At appropriate points in the rotation for each practice, IAMP personnel (Administrative

Partners, Implementing Partners, or U of I staff) validate implementation before incentive payments are issued to producers.

Depending on the selected practice, U of I validation processes may require soil sampling and submitting samples to IAMP-specified laboratories for analysis. Administrative Partners at Engagement Levels 2 and 3 may carry out these visits and support the monitoring activities as outlined in an individual Administrative Partner's contract with U of I. U of I will provide training to Administrative Partners at these Levels of Engagement through webinars and videos to help them perform the technical support responsibilities outlined in their subaward agreements.

## **7 Additional Information for Applicants**

### **7.1 Roles and responsibilities of Administrative Partners**

- Recruit producers, guide them through the enrollment process and work with producers throughout the term of their contracts to provide technical assistance depending on the Administrative Partner's selected Level of Engagement.
- Assist with documenting producer contract activities and verification requirements (Levels of Engagement 2 and 3).
- Work with U of I and other IAMP partners to meet the project's overall goals.
- Participate in IAMP activities, trainings, and meetings.
- Submit quarterly reports on project-related activities as specified by IAMP leadership.

### **7.2 Roles and responsibilities of U of I as IAMP lead**

- Issue and sign IAMP producer contracts.
- Verify producer contract compliance and take actions related to non-compliance.
- Make incentive payments to IAMP contracted producers.
- Prepare and submit quarterly reports to USDA/NRCS based on reports from Implementing Partners and Administrative Partners.
- Ensure overall compliance of IAMP with all federal requirements of the award from USDA/NRCS.
- Provide technical support consistent with each Administrative Partner's Level of Engagement.

### **7.3 Funding to Administrative Partners**

- Provided through subawards issued by U of I under the primary USDA award.
- Amount of funding dependent on the Level of Engagement and specifics of each subaward agreement.

### **7.4 Eligibility requirements**

- Obtain a Unique Entity Identifier (UEI) issued by the U.S. Government's System for Award Management (SAM); please note: applicants are not required to complete a SAM

## Request for Applications

registration but must have a UEI to apply. For information about UEI's and to obtain one, refer to: [Sam.gov Quick Start Guide for Getting a Unique Entity ID \(UEI\)](#).

- Compliance with requirements for receiving federal funds, as stipulated in [Title 2 of the Code of Federal Regulations](#).
- Compliance with the [USDA Farm Production and Conservation \(FPAC\) Grant Terms and Conditions](#), and the [Additional Terms and Conditions](#) pertaining to the Partnerships for Climate Smart Commodities Program.
- Completed University of Idaho [Subrecipient Commitment Form](#).
- [Section 10](#) below has links to documents or online resources for these eligibility requirements.

## 8 How to Prepare and Submit an Application

### 8.1 Preparation

Applications should include all the following elements:

*(a) Completed University of Idaho Subrecipient Commitment Form*

*(b) Cover Page*

- Proposal title
- Name of organization seeking funding
- Principal contact and contact information (email, phone, physical address)
- Proposed Level of Engagement: 1, 2, 3 (or other, with explanation)
- Target number of producers to be enrolled
- Estimated number of [underserved producers](#) to be enrolled
- IAMP commodities expected to be grown under producer contracts
- Total funds requested

*(c) Proposed Statement of Work (up to 2 pages)*

Provide a short description of the work to be performed including the geographic extent, estimated acreage to be enrolled, predominant crops being produced currently and to be produced, an explanation of the applicant's current engagement with producers and how this prepares them for success as an Administrative Partner. Take care to address the Evaluation and Selection Criteria listed below in Section 9.1, to the extent possible. Provide a description of the proposed use of the requested funding, broken down by project year.

*(d) Proposed Budget Justification*

An explanation of all expenses itemized in the Proposed Budget with reasonable level of detail.

*(e) Proposed Budget*

Using the provided [Excel template](#), prepare a budget for the entire length of the project, broken down by project year and the allowable indirect cost (15% unless the recipient has a different rate based on a federal Negotiated Indirect Cost Rate Agreement [NICRA]). Include this budget in your application as instructed in Section 8.2 below.

## 8.2 Assembly

University of Idaho Subrecipient Commitment Form, Proposal Cover Page, Statement of Work, and Budget Justification in the order given in Section 8.1 should be saved as a single PDF file for submission. Name the file using this format: IAMPSUB\_ORGANIZATIONNAME.PDF.

The Budget file prepared in Excel as described and using the provided template should be submitted with the rest of the application. Name this file using this format: IAMPSUB\_ORGANIZATIONNAME\_BUDGET.XLSX.

Links to templates and an example proposal are provided in Section 10 below.

## 8.3 Submission

The submission files should be emailed as attachments to [iamp@uidaho.edu](mailto:iamp@uidaho.edu). Applicants will receive confirmation of receipt by email within three business days of submission.

## 9 After Submission

### 9.1 Evaluation and Selection

Proposals will be evaluated by a U of I internal review panel based on the following criteria, which should be addressed in the proposal narrative:

- Applicant's capacity and ability to communicate with producers regularly and to work with them from enrollment, through implementation and completion of their IAMP contracts.
- Applicant's familiarity with relevant federal programs:
  - Natural Resources Conservation Service (NRCS) incentive programs
  - Farm Service Agency (FSA) registration and programs
- Applicant's experience managing federal grant funding as a direct recipient or subrecipient of federal funds
- Applicant's experience supporting producers to:
  - Make agronomic decisions
  - Provide soil and crop sampling advice and technical assistance
  - Run models required for NRCS incentive programs: RUSLE2, WEPS, INTRA
  - Market commodities, especially based on unique attributes
  - Work with university researchers
- Engagement level and planned use of subaward funding
  - Budget that adequately supports proposed scope of work
  - Alignment with overall goals of IAMP
  - Appropriateness for the proposed Level of Engagement
  - Efficiency — overall costs including average cost per producer supported
- Potential of award to strengthen the applicant's capacity to serve Idaho's agricultural sector beyond the life of the IAMP project
- Number of producers to be engaged in Phase I applications
- Number of producer applicants to be engaged in Phase II application process

## Request for Applications

- Number of contracted producers to support
- Expected crops to be produced, current practices, practices to be incentivized and potential for their sustained adoption

### 9.2 After Selection

- *Evaluation and Selection of Applications*

Applications will be evaluated by U of I based on criteria mentioned in Section 9.1.

Successful applications will be submitted to USDA for approval. (Approval process takes time. Contact [iamp@uidaho.edu](mailto:iamp@uidaho.edu) for updates.)

- *Required Steps for Approved Applicants*

After approval by USDA, you will be notified and provided a U of I Financial Questionnaire. Complete the questionnaire and satisfy follow up questions/documentation requests, which may include verification of policies required to receive federal funding (e.g. Conflict of Interest, Procurement, Lobbying, Travel, etc.).

- Review and sign subaward agreement.
- After the subaward agreement has been signed by both parties, the IAMP Team will help guide Administrative Partners through procedures associated with their appropriate Level of Engagement. These include procedures for enrolling producers, assessing contract performance, providing or facilitating technical support as needed, and invoicing U of I for expense reimbursements or requesting cash advances. Support will also be provided through online documents and recorded webinars.

## 10 Required Forms, Templates, Examples, and Resources for Applicants

This section provides links to required forms, proposal templates and examples, and information about the USDA Partnerships for Climate-Smart Commodities funding program and compliance requirements for receiving federal funding.

### For the Application

[University of Idaho Subrecipient Commitment Form](#)

[Subaward Application Templates](#)

[Subaward Budget Template](#)

[Subaward Budget Justification Template](#)

## Request for Applications

### *Subaward Application Example*

[\*Subaward Statement of Work\*](#)

[\*Subaward Budget\*](#)

[\*Subaward Budget Justification\*](#)

[\*Subaward Application Compiled for Submission\*](#)

### *Other Resources*

[\*IAMP Definition of Underserved Producers\*](#)

## Compliance Requirements for Receiving Funding

[\*Becoming a Subrecipient on a Federal Grant: A Guide for Applicants\*](#)

[\*Farm Production and Conservation \(FPAC\) General Terms and Conditions for Grants and Cooperative Agreements \(October 2024\)\*](#)

[\*Additional Terms and Conditions pertaining to Partnerships for Climate-Smart Commodities Program\*](#)

[\*Code of Federal Regulations Title 2, including Part 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards\*](#)

## The USDA/NRCS Program and Primary Award to U of I

[\*USDA Partnerships for Climate-Smart Commodities\*](#)

[\*National Funding Opportunity from Partnerships for Climate-Smart Commodities \(PCSC\).\*](#)  
*The USDA/NRCS funding program that supports IAMP.*

[\*Award from USDA Partnerships for Climate-Smart Commodities to the U of I\*](#)

## For Assistance

Please email [iamp@uidaho.edu](mailto:iamp@uidaho.edu) with questions concerning the preparation and submission of your application. Provide a phone number if you would like to receive a call from an IAMP Team member.

*This material is based upon work supported by the U.S. Department of Agriculture, under agreement number NR233A750004G038. Any opinions, findings, conclusions, or recommendations*



## Request for Applications

*expressed in this publication are those of the author(s) and do not necessarily reflect the views of the U.S. Department of Agriculture. In addition, any reference to specific brands or types of products or services does not constitute or imply an endorsement by the U.S. Department of Agriculture for those products or services. The Innovative Agriculture and Marketing Partnership (IAMP) is funded with a five-year, \$59 million grant through the U.S. Department of Agriculture's Partnerships for Climate-Smart Commodities program, award No. NR233A750005G038. The total project funding is \$59,240,577, of which 99.84% is the federal share. USDA is an equal opportunity provider, employer, and lender.*