**AGRICULTURE INNOVATION CENTER PROGRAM**

**LETTER OF CONDITIONS - STANDARD**

Dear Mr./Ms./Dr. [LAST NAME]:

We are pleased to inform you that your application for a fiscal year 2025 Agriculture Innovation Center (AIC) grant award has been selected for funding.  This letter establishes the conditions of the award.

The maximum amount available for the award is $[AMOUNT].  Your organization must be prepared to meet the conditions in this letter and begin work on your project within 90 calendar days.

The award will be considered approved once you have met all of the conditions of the award as described below and Form RD 4280-2 (including both attachments) has been signed by both parties.

**Please complete and return RD Form 1942-46, “Letter of Intent to Meet Conditions” and RD Form 1940-1, “Request for Obligation” no later than [DATE], and provide the requested information listed below by [DATE], if you wish to accept the award.**  If the conditions identified in this letter are not met by [DATE], RBCS reserves the right to withdraw the award.

Before the award can be approved, you must meet the following conditions:

(1) *RD 400-4, “Assurance Agreement.”*  Completion of this form confirms the Applicant’s commitment to complying with Federal laws and policies regarding prohibition of discrimination.

(2) *SF-LLL, “Disclosure of Lobbying Activities.”*  Completion of this form is only required for those entities that engage in lobbying activities.

(3) *Legal incorporation*. The organization’s legal documents and/or citations demonstrating the organization’s type are required.  Examples of required documentation include Articles of Incorporation, Certificates of Good Standing, and legal citations authorizing the establishment of the organization.

(4) *Board of Directors commitment letters*.  The following letters are required to confirm that the Center’s Board of Directors meets the eligibility requirements.

(i) Organization letters.  Signed letters from each organization represented on the Center’s Board of Directors confirming that the representative is authorized to represent the organization and that no conflict of interest exists due to the representation must be submitted.

(ii) Representative letters.  Signed letters from each required representative on the Center’s Board of Directors that indicate the representative is committed to serve on the Board of Directors must be submitted.

(5) *Agricultural organization support letters*.  Three support letters from the agricultural organizations identified in Form RD 4284-1 must be submitted.  Substitutions will not be accepted.

(6) *Resumes for Key Personnel*.  Resumes for all Key Personnel identified in the application must be submitted.  If the Key Personnel are not selected at the time of award, the resumes must be submitted as soon as the Key Personnel are selected.

(7) *Verification of Matching Funds*.  Verification of Matching Funds from any third-party organizations providing cash or in-kind Matching Funds must be submitted.  The verification must be a written letter on the organization’s letterhead and signed by the organization’s authorized representative.  The letter must identify the amount of Matching Funds, the time period during which the Matching Funds are available, and the authorized use of the Matching Funds.

(8) *Responses to Agency questions*.  Responses to any questions the Agency has regarding the proposed project, including the scope of work, use of funds, and budget must be submitted.

(9) *Indirect Cost rate identification*.  A copy of your organization’s Negotiated Indirect Cost Rate Agreement (NICRA) must be submitted.  (See 2 CFR 200.414 for additional information.)  If your organization does not have a NICRA, you have three choices:

(i) De minimis rate.  You can use the de minimis rate, which is 10 percent of modified total direct costs.  See 2 CFR 200.414(f) for additional information.

(ii) Less than the de minimis rate.  You can charge a rate that is less than the de minimis rate.

(iii) No indirect charges.  You can choose to charge all Project Costs as direct costs.

(10) *Organizational* *Conflict of interest policy*.  A copy of your organization’s standards of conduct covering conflicts of interest and governing the performance of its employees in the selection, award, and administration of Federal Awards must be submitted.

(11) *Personnel standards*.  A copy of your organization’s personnel standards must be submitted.

(12) *Procurement standards*.  A copy of your organization’s procurement standards must be submitted.

(13) *Travel policies and procedures*.  A copy of your organization’s travel policies and procedures must be submitted, if travel expenses are included in the Project Costs.

(14) *Other information*.  Any other item requested by RBCS to confirm compliance with the terms and conditions of the award or to mitigate identified risk must be submitted.

Note that we have also attached the score sheet for your application.  The score sheet shows the consensus scores and comments from our application review panel and is for your information.

If you have any questions concerning the conditions set forth above, please contact

Gail Thuner at 202.690.2426 or gail.thuner@usda.gov.

Sincerely,

Administrator

Rural Business-Cooperative Service