



RFSI ARIZONA

RESILIENT FOOD SYSTEMS INFRASTRUCTURE

Critical Resources & Infrastructure Letter

Since applicants will be purchasing large equipment, they must indicate the critical resources that are **necessary for the initiation and completion of the project** and certify that they are **in place and committed prior to the start date of the project**.

Every RFSI grant application must include **at least one** Critical Resources and Infrastructure Letter. Applicants should obtain as many letters as are needed to indicate the critical resources needed by their project are in place.

These letters will help grant reviewers determine (based on the scoring rubrics):

- If the project's scope is "reasonably achievable"
- The likelihood that the project will be completed within the project's period of performance

Critical resources and infrastructure can be facilities, land, structure, use of city streets, parking lots, shared-used kitchens, and/or other resources that are essential for the proposed project activities. **A few examples...**

- A critical resource for an SEO grant-funded new cold storage unit could be the need for an upgraded and dedicated 50 amp electrical service. The letter would state how the applicant will have access/permission to use the facilities to house the unit, as well as how the needed electrical and/or plumbing costs will be provided as it is not an allowable cost under the SEO grant (allowable under IG)
- A critical resource for a new refrigerated van could be a safe parking location. One letter could include permission from the property owner to park the vehicle on-site, and another letter could describe the applicant's ability to obtain the proper insurance, licensing, and maintenance for the vehicle
- A critical resource for an Infrastructure grant (IG) construction/modernization project could be permission to make the changes from the landlord



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The Critical Resource and Infrastructure Letter(s) should be:

- Written on the letterhead of whoever is writing the letter as the source of the critical resource (a simple letterhead is adequate)
- Addressed to the Primary Point of Contact, as listed in the project proposal
- Written and signed by whoever is providing the critical resource. This could be the property owner/manager, supporting organization, or even the applicant themselves (a co-owner not named as the Primary Contact is a good option).
- Descriptive of the approved use of the critical resource or infrastructure approved for the project, any costs associated with its use, and any qualifying circumstances for its use
- Uploaded as a single PDF document to the grant portal upon application submission. Multiple letters will need to be compiled into a single document

A few final considerations:

- Grant reviewers will only know what is included in the project proposal. They won't have the full picture of the project's scope and likelihood of successful completion without the Critical Resources and Infrastructure letter(s) to "fill in the gaps" of the application's narratives
- Applicants will want reviewers to feel confident that the project is well-thought-through, with the appropriate planning to mitigate significant project delays or complications
- It is recommended to review supporting documents (equipment quotes, project plan bids, etc.) and consider what questions a reviewer might have about the applicant's ability to complete the project as described

If you have questions, please reach out for additional technical assistance:



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