Tennessee Forestry, Agriculture, and Rural Markets Cost Share Program

Round 1 Application Portal User Guidebook

Application Period: March 1 - 31, 2023

RM Application Portal User Guide

This user guide is meant to provide assistance in navigating the FARM application portal. The guide provides step-by-step instructions on how to log in, navigate the portal, and submit an application. If you require additional assistance after reviewing this user guide, please email business.development@tn.gov.

Additional information may be found on the Tennessee Department of Agriculture's website: https://www.tn.gov/agriculture/topic/FARM.html

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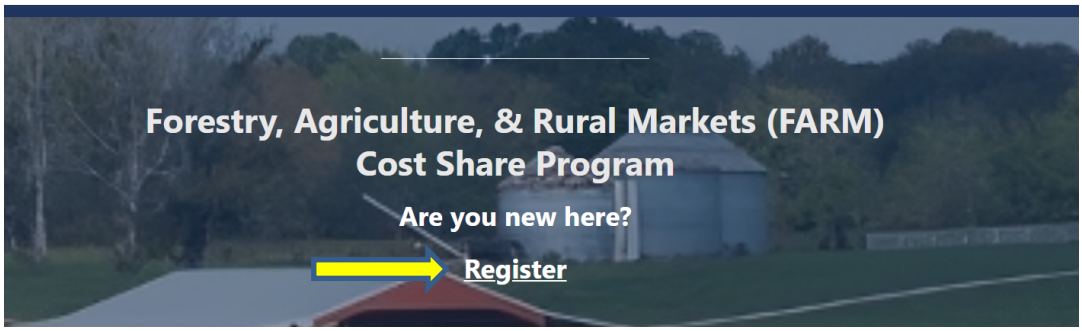
Logging In

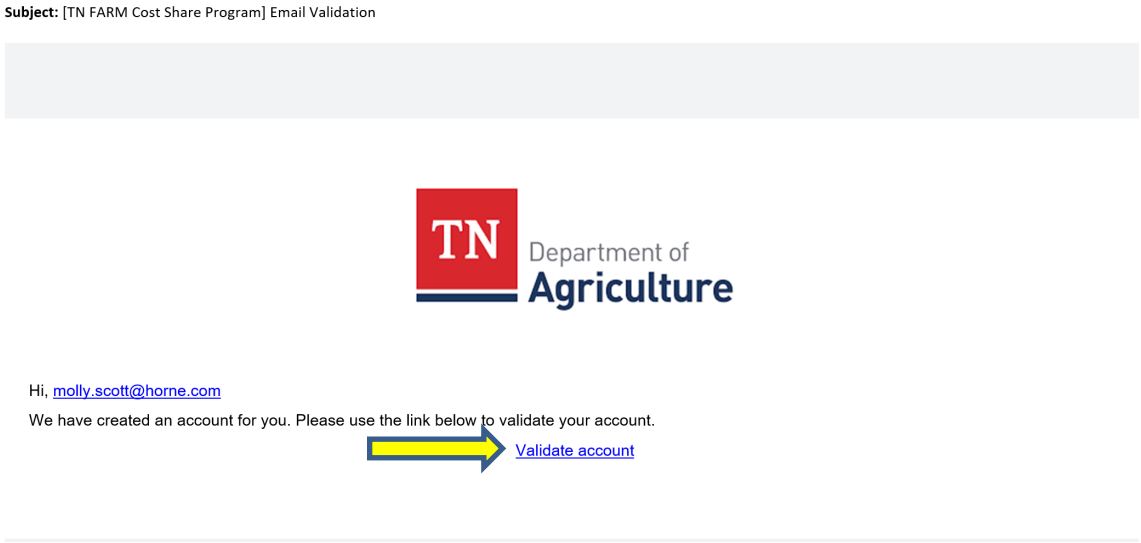
Initial Login

1. Applicants will be required to create an account within the application portal to complete and submit an application. The application portal can be accessed at the following web address: https://horne2.outsystemsenterprise.com/TNAgriculture/Login. The first step in the account creation process will be to click “Register” as shown below.



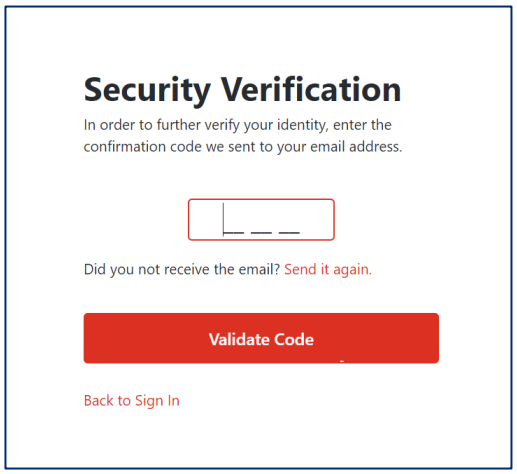
2. After clicking “Register”, a registration page will open that the applicant will be required to complete with their user information and desired password. Please note that passwords must be at least 8 characters, include at least one capital letter, and include at least one numeric character.

3. After submitting the registration form, applicants will receive an email from NoReply-OutSystems@hornellp.com requesting that they validate their account. Click 'Validate account' at the bottom of this email to complete the account setup process.



4. Once an account has been validated, the user will be able to log into the portal through the login page by entering their email address and password, checking the reCAPTCHA control, and then clicking 'Log In'.

5. This will redirect users to the second stage of the two-step verification process in which they will receive an email containing a verification code. There is a maximum of five minutes to enter this code to the appropriate field and click 'Validate Code'.

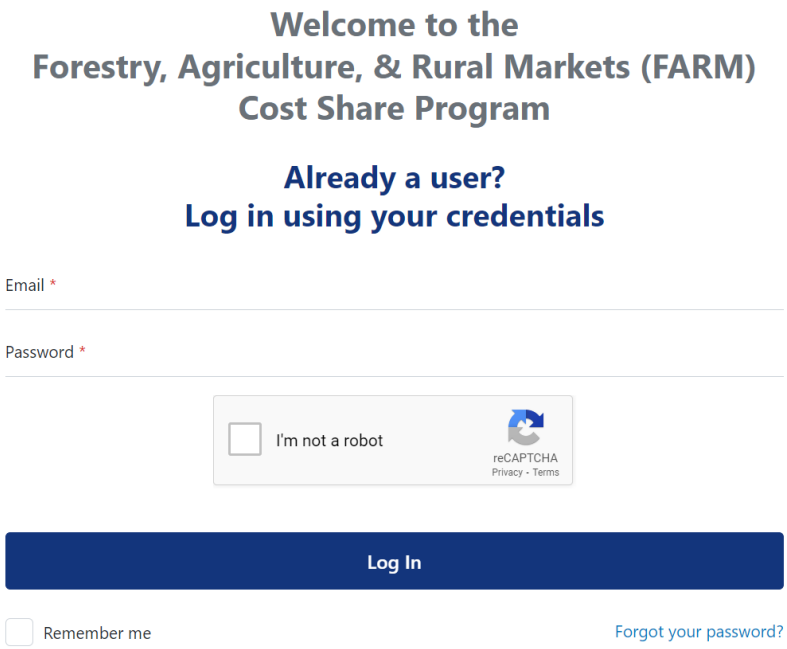


6. If you are unable to locate the email from NoReply-OutSystems@hornellp.com to complete the initial login, please follow the instructions listed in the 'Reset Your Password' section below.

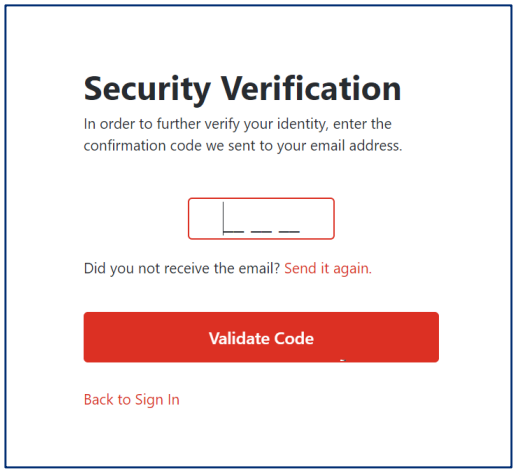
Subsequent Logins

1. For all subsequent logins please use the following link: https://horne2.outsystemsenterprise.com/TNAgriculture/Login

2. Enter your email and password, check the reCAPTCHA control, and then click 'Log In'.



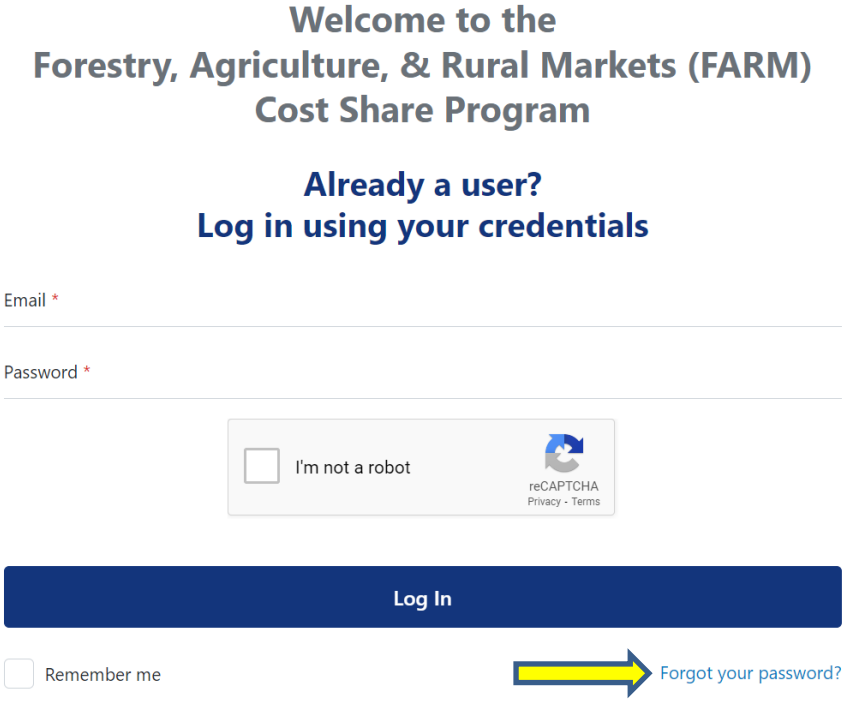
3. This will redirect you to the second stage of the two-step verification process in which you will receive an email containing a verification code. You will have a maximum of five minutes to enter this code to the appropriate field and click 'Validate Code'.



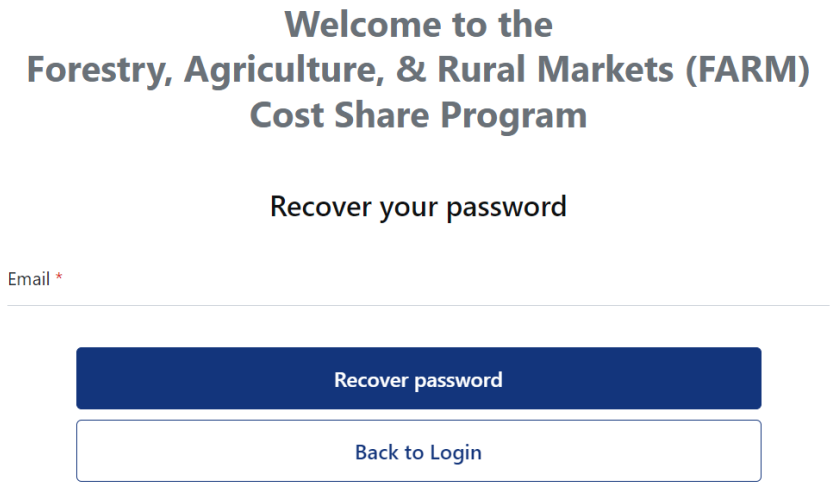
Reset Your Password

If you cannot locate the initial login email or need to reset an existing password, use the following link: https://horne2.outsystemsenterprise.com/TNAgriculture/Login

1. Click the 'Forgot your Password?' link in the bottom right corner.

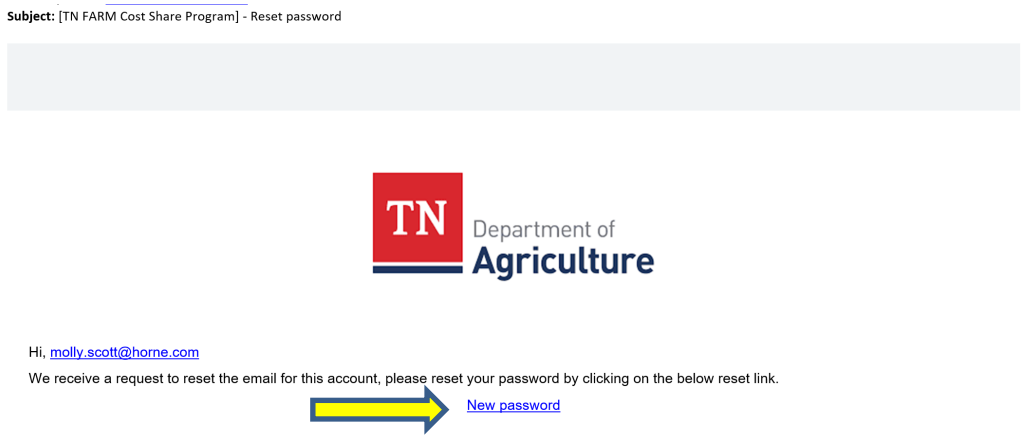


2. This will redirect you to a password recovery page, which requires you to enter the email address associated with your account and click 'Recover Password'.

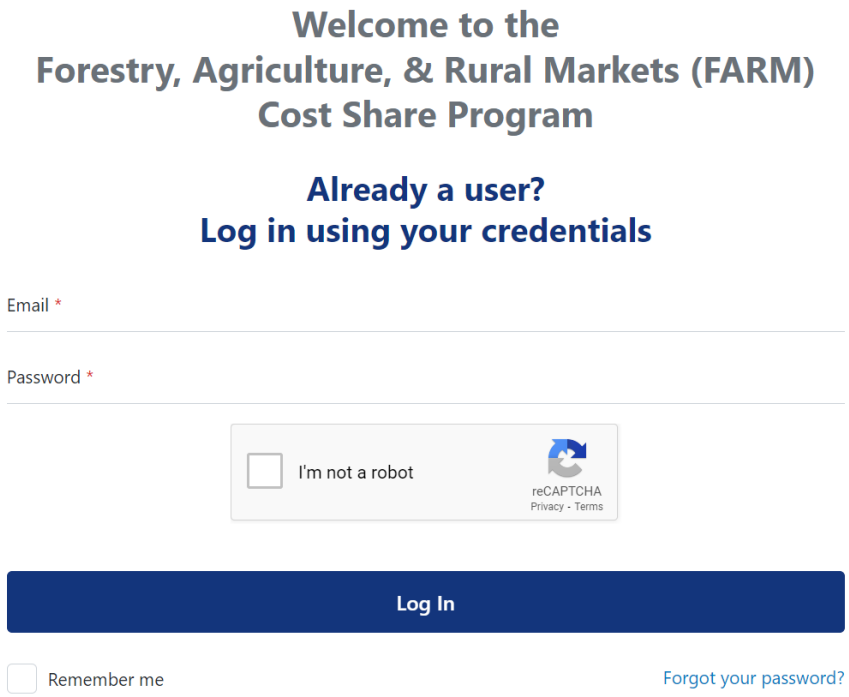


TN Department of Agriculture

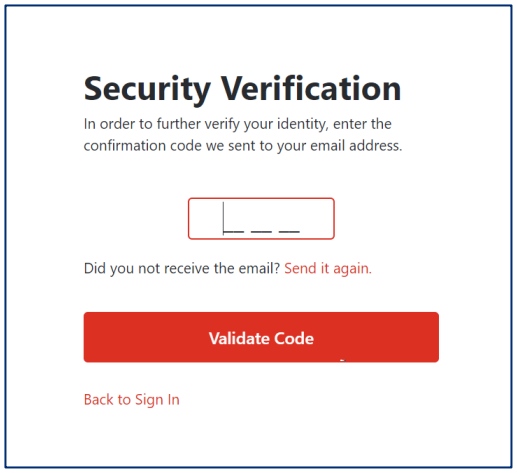
3. This will send an email to the email address provided if the address is registered in the portal.
    a. In the email you will receive from NoReply-OutSystems@hornellp.com, click 'New password' as shown in the screenshot below, and you will be directed to the portal to create a new password. Upon completion you will be redirected to the main login page.



4. Once redirected to the login page enter your email and password, check the reCAPTCHA control and then click 'Log In'.

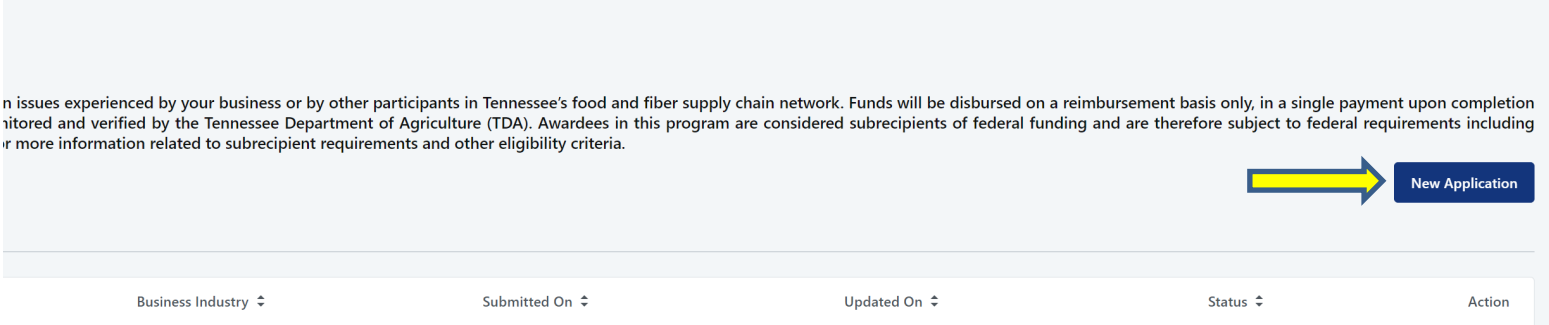


5. This will redirect you to the second stage of the two-step verification process, in which you will receive an email containing a verification code. You will have a maximum of five minutes to enter this code to the appropriate field and click 'Validate Code'.

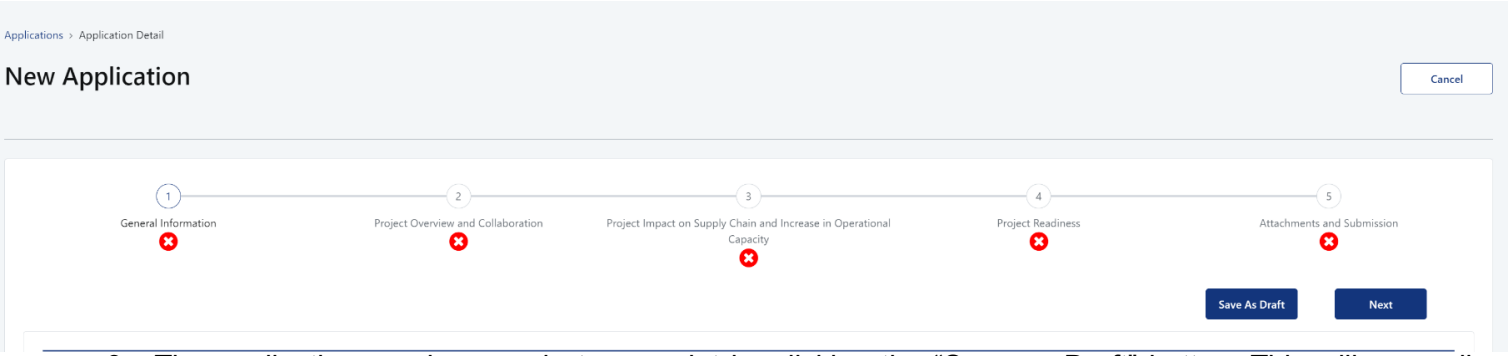


Portal Navigation Overview

1. Once an applicant has successfully logged into their portal account, they will be able to begin completing their FARM application. To access the application form, click the "New Application" button shown in the top right of your screen, as shown below.



2. This will redirect the applicant to the first section of the application form. The application consists of 5 sections which all must be completed to submit the form. Once a section has been completed, the red X will become a green check mark to indicate that all required fields have been completed. If any section shows a red X, the application cannot be submitted. Applicants can move through the application sections by either clicking the "Next" button, or clicking on the desired section in the progress tracker graphic shown below.



3. The application can be saved at any point by clicking the "Save as Draft" button. This will save all progress on the application form and allow the user to resume working on the form at a later time.

Application Instructions and Overview

1. General Information

I. The General Information section of the application requires the applicant to provide general information about their business entity and contact information. All fields marked as required must be completed to successfully submit the application.

II. This section includes a field for **Unique Entity Identifier (UEI).** Please note this is not a required field for the application, but your business will need one for their grant contract if chosen to receive funds. We recommend starting the application process now to ensure your business has a UEI and will be able to receive to the FARM Cost Share portion if your application is selected. Please go the TN FARM website, scroll down to just above the Recorded Webinar, and click on the two blue UEI resource buttons on to review instructions on how to register. Click here for the FARM website link.

FARM Cost Share Program

The Tennessee Department of Agriculture established the Forestry, Agriculture, and Rural Markets (FARM) cost share program to help ensure stability of the food supply chain and agribusiness economy following the COVID-19 pandemic.

The FARM program is designed to provide cost share dollars and financial incentives for projects that strengthen and expand Tennessee agricultural and forestry supply chains in response to the weaknesses revealed by the COVID-19 pandemic. This program is funded by the State of Tennessee's allocation of American Rescue Plan funding through the State and Local Fiscal Recovery Fund.

Applicants must be an agricultural, food, or forestry business; or nonprofit agricultural entity in Tennessee/ or have a project based in Tennessee. The application form will be available through an online portal that will go live on March 1, 2023. Financial assistance received from the FARM grant program is not a loan and does not need to be repaid. Funding is distributed on a reimbursement basis.

Questions? Contact the Tennessee Department of Agriculture's Business Development Division at business.development@tn.gov.

Recorded Webinar

An informational and Q&A session introducing the FARM cost share program can be viewed below. The webinar provides an overview of the program, including information on eligibility guidelines, the program timeline, and the application process.

Program FAQs | Webinar Slides | Guide for Unique Entity ID | Unique Entity ID Video Guide

2. Project Overview and Collaboration

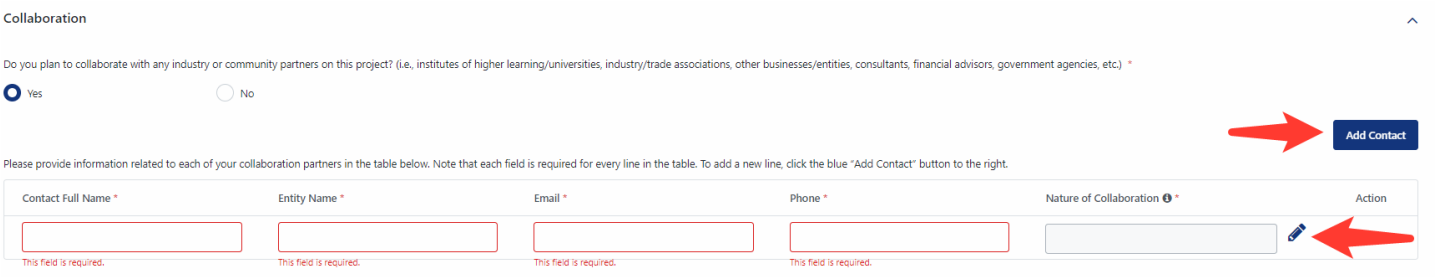
I. The Project Overview and Collaboration section of the application requires the applicant to provide general information about their project and list any collaborators they plan to work with. All fields marked as required must be completed to successfully submit the application.

II. The Collaboration section includes the following question:

   a. Do you plan to collaborate with any industry or community partners on this project? (i.e., institutes of higher learning/universities, industry/trade associations, other businesses/entities, consultants, financial advisors, government agencies, etc.)

      i. If answered “Yes”, then please fill out the required collaboration partner table shown below. To create additional collaborators, click the blue button “Add Contact” on the right-hand side of the page. To describe the nature of collaboration, please click on the blue pencil icon located in that section.

      ii. If answered “No”, the collaboration table will be hidden, and you can move to the next section.



3. Project Impact and Increase in Operational Capacity

I. Section 3 of the application will require applicants to explain their project’s impact on Tennessee’s food and/or fiber supply chains, along with the impact their project will have on their business’s operational capacity. All fields marked as required must be completed to successfully submit the application.

II. This section will require you to define your unit of production, then provide your current annual production and your expected annual production following the completion of your project in terms of your defined unit.

   a. Note that the fields where you will input annual capacity do not allow text, they should strictly be numerical and quantify the units described in the previous question.

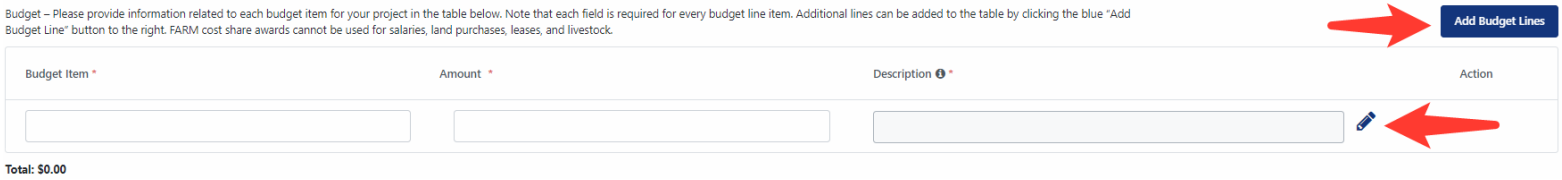
4. Project Readiness

I. The Project Readiness section of the application will require the applicant to provide information about their project's budget, cost share match sources, and expected timeline. All fields marked as required must be completed to successfully submit the application.

II. This section includes three tables that must be completed. Instructions for each table are as follows:

a. Budget

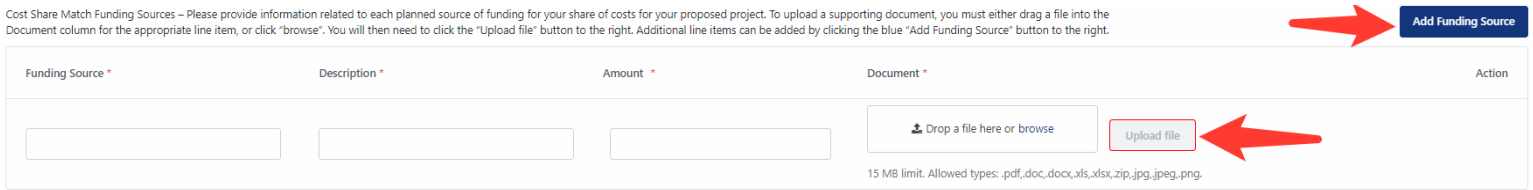
i. Provide information related to each budget item for your project in the table provided. Note that each field is required for every budget line item. Additional lines can be added to the table by clicking the blue "Add Budget Line" button to the right. FARM cost share awards cannot be used for salaries, land purchases,



leases, and livestock.

b. Cost Share Match Funding Sources

i. Provide information related to each planned source of funding for your share of costs for your proposed project in the table provided. To upload a supporting document, you must either drag a file into the Document column for the appropriate line item, or click "browse". You will then need to click the "Upload file" button to the right. Additional line items can be added by clicking the blue "Add Funding Source" button to the right.



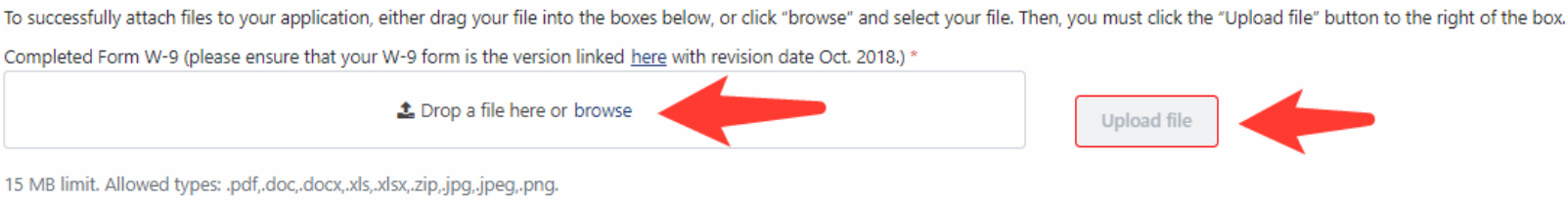
c. Timeline

i. Provide information related to your project's expected timeline in the table provided. Please note that all fields are required for each line in the table. To edit the "Additional Information" section or view what you have already typed, please click on the blue pencil button to the right of the box. To add a new line, click the blue "Add Timeline Event" button to the right.

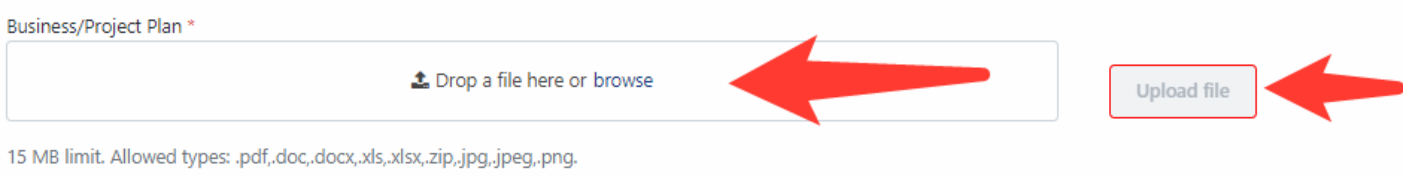
5. Attachments and Submissions

I. The final section of the application will require you to attach your supporting documentation, agree to the required certification, and provide your signature.

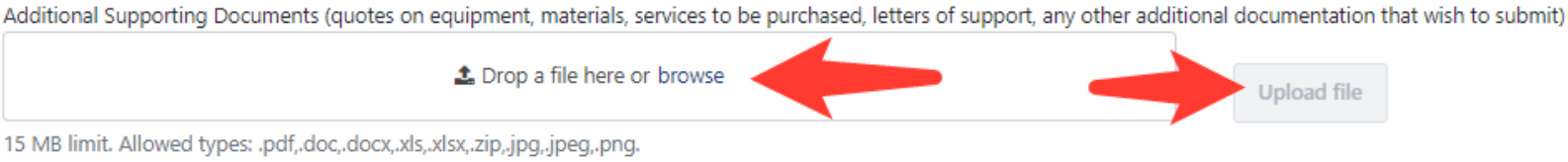
II. To successfully attach files to your application, either drag your file into the boxes shown below, or click "browse" and select your file. Then, you must click the "Upload file" button to the right of the box. Completed Form W-9 (please ensure that your W-9 form is the version linked here with revision date Oct. 2018.



III. Business/Project Plan

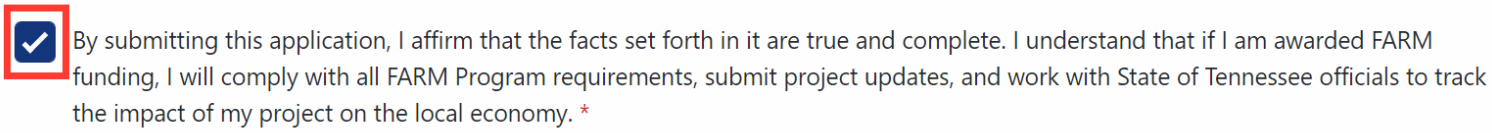
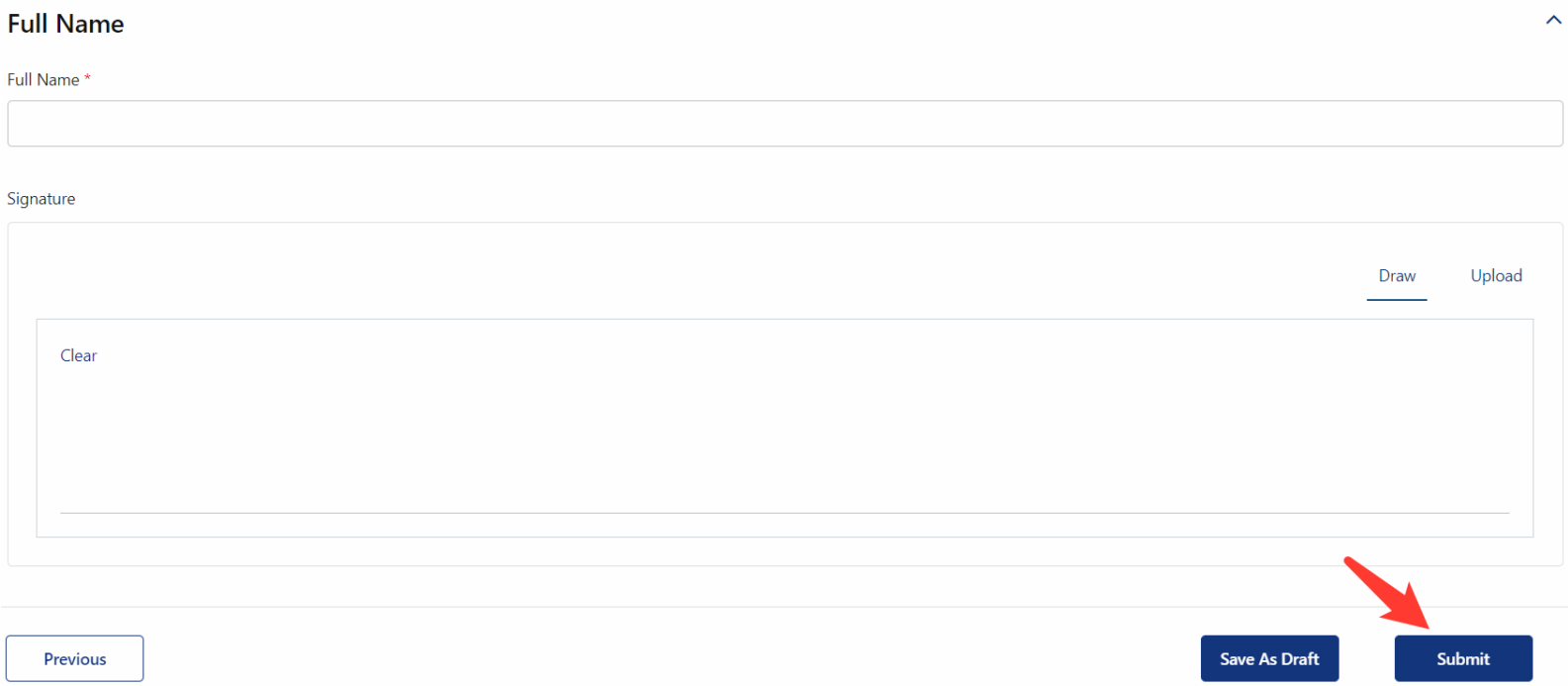


IV. Additional Supporting Documents (quotes on equipment, materials, services to be purchased, letters of support, any other additional documentation that wish to submit) Note that this section is



optional.

V. Certifications – Please make sure you check the box in this section to certify your willingness to comply with program guidelines and reporting requirements.



VI. Signature – Please complete the signature section at the bottom of section 5, please note that you will be required to complete this section each time you edit the application to attest it was the registered user that made any application changes. Once you have completed this portion, you can either save your work as a draft or if you feel you have completed the competitive application to the best of your abilities, click the submit button in the bottom right-hand side of the page. Please note that if you chose to draw your signature, you DO NOT NEED to hit the upload button, the upload button is ONLY for uploading a previously saved signature as a file. Once you have drawn your signature, just click the submit button and wait a moment for the submission confirmation box to appear.