

Tennessee Forestry, Agriculture, and Rural Markets Cost Share Program



Round 2 Application Portal User Guidebook

Application Period: November 1 - 30, 2023

FARM 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>

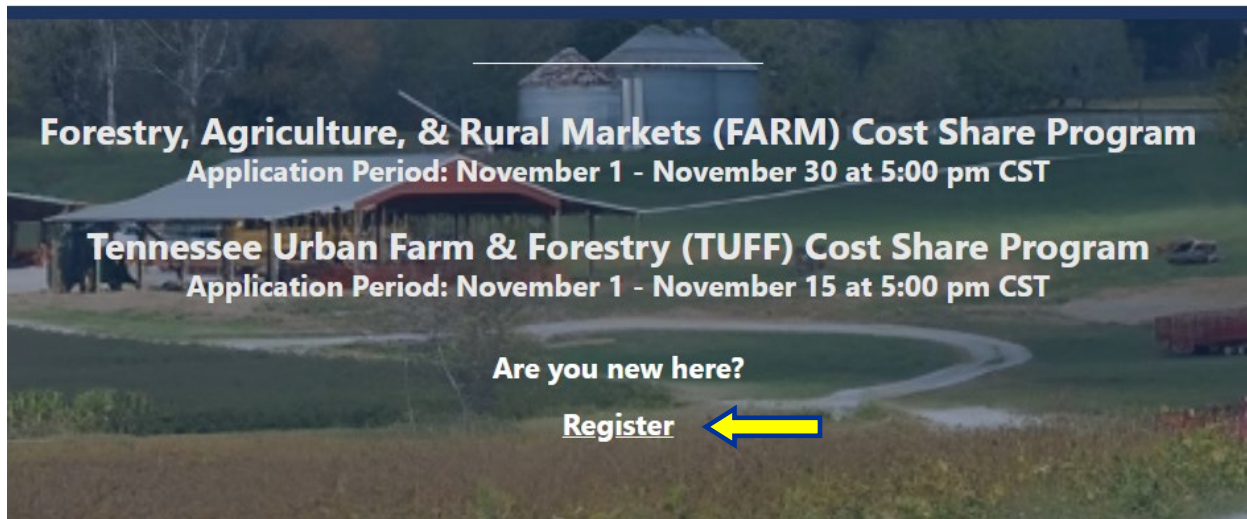
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Logging In

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://home2.outsystemsenterprise.com/TNAgriculture/Login>. The first step in the account creation process will be to click “Register” as shown below. If you applied for Round 1, then your credentials created then will allow you to login. If you need a new password, follow the instructions in the reset password section of this guide.



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.

Forestry, Agriculture, & Rural Markets (FARM) and Tennessee Urban Farm & Forestry (TUFF) Cost Share Programs Application Portal

Registration Form

User Information

First Name *	Last Name *
<input type="text"/>	<input type="text"/>
Mobile Phone *	Work Phone *
<input type="text"/>	<input type="text"/>
Email Address *	
<input type="text"/>	
Password *	Confirm Password *
<input type="text"/>	<input type="text"/>

• At least 8 characters.
• Must have at least one capital letter.

• Must have at least one numeric character.

Cancel Submit

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.

Subject: [TN FARM Cost Share Program] Email Validation



Hi, molly.scott@horne.com

We have created an account for you. Please use the link below to validate your account.



[Validate account](#)

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'.

Security Verification

In order to further verify your identity, enter the confirmation code we sent to your email address.

Did you not receive the email? [Send it again.](#)

[Validate Code](#)

[Back to Sign In](#)

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'.

Already a user?
Log in using your credentials

Email *

Password *

I'm not a robot  reCAPTCHA
Privacy - Terms

Log In

Remember me [Forgot your password?](#)

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'.

Security Verification

In order to further verify your identity, enter the confirmation code we sent to your email address.

Did you not receive the email? [Send it again.](#)

Validate Code

[Back to Sign In](#)

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.


Welcome to the Forestry, Agriculture, & Rural Markets (FARM) and Tennessee Urban Farm & Forestry (TUFF) Cost Share Programs Application Portal

Already a user?
Log in using your credentials

Email *

Password *

Log In

Remember me [Forgot your password?](#) 

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'.

Welcome to the Forestry, Agriculture, & Rural Markets (FARM) and Tennessee Urban Farm & Forest (TUFF) Cost Share Programs Application Portal

Recover your password

Email *

Recover password

Back to Login

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.

Subject: [TN FARM Cost Share Program] - Reset password



Hi, molly.scott@horne.com

We receive a request to reset the email for this account, please reset your password by clicking on the below reset link.




[New password](#)

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

Already a user? Log in using your credentials

Email *

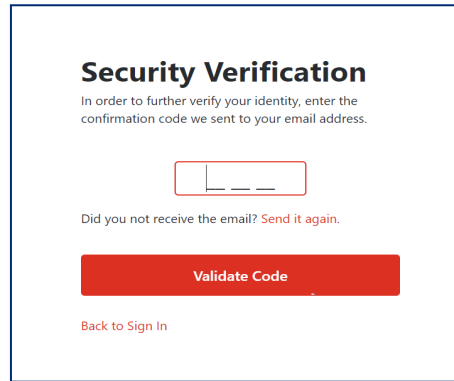
Password *

I'm not a robot  reCAPTCHA
Privacy - Terms

Remember me [Forgot your password?](#)

Log In

- 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

- 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 and select FARM, as shown below.

Program Information
When creating a new application please select the blue "New Application" button to choose the program that you would like to apply for.


Tennessee Forest Agriculture and Rural Markets Application (FARM):
The FARM cost share program is a competitive grant program designed to provide cost share dollars and financial incentives for projects that strengthen and expand Tennessee agricultural and forestry supply chains in response to weaknesses revealed by the COVID-19 pandemic. Please reference the [FAQs](#) for more information related to subrecipient requirements and other eligibility criteria.

Tennessee Urban Farm and Forest Application (TUFF):
The TUFF cost share program is a competitive grant program designed to support projects that improve the overall health of disadvantaged urban communities in Tennessee by increasing access to fresh fruits and vegetables, providing education about healthy food, or increasing production of agricultural products and forest products through urban forestry and farming. Please reference the [FAQs](#) for more information related to subrecipient requirements and other eligibility criteria.

My Applications  [New Application](#)

Program ✕

Please, select the program you want to associate your new application with:

 FARM TUFF

[Continue](#)

- 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.

Applications > Application Detail

New Application [Cancel](#)

1 General Information ✕ 2 Project Overview and Collaboration ✕ 3 Project Impact on Supply Chain and Increase in Operational Capacity ✕ 4 Project Readiness ✕ 5 Attachments and Submission ✕

[Save As Draft](#) [Next](#)

- 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. Visit tn.gov/farm to view the website.

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 pandemic. This program is made possible by the State of Tennessee's 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. 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.

One round of funding has already been approved. The application for the second round will be available November 1 - November 30, 2023.

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.

Collaboration ^

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.) *

Yes No

Please provide information related to each of your collaboration partners in the table below. Note that each field is required for every line in the table. To add a new line, click the blue “Add Contact” button to the right.

Contact Full Name *	Entity Name *	Email *	Phone *	Nature of Collaboration ⓘ *	Action
<input type="text"/> <small>This field is required.</small>	<input type="text"/> <small>This field is required.</small>	<input type="text"/> <small>This field is required.</small>	<input type="text"/> <small>This field is required.</small>	<input type="text"/>	 

3. Project Impact and Increase in Operational Capacity

- I. Section 3 of the application will require applicants to explain their business’ impact on Tennessee’s food and/or fiber supply chains, along with the impact their project will have on their business’ 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, amount of FARM cost share funding being requested, 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.

Project Readiness

Budget – Please provide information related to each budget item for your project in the table below. 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.



Budget Item *	Amount *	Description *	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Total: \$0.00

How much are you requesting in FARM cost share funding? *

Percentage (%) of total project cost

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.

Cost Share Match Funding Sources – Please provide information related to each planned source of funding for your share of costs for your proposed project. 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.



Funding Source *	Description *	Amount *	Document *	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Drop a file here or browse"/> <input type="button" value="Upload file"/>	

15 MB limit. Allowed types: .pdf,.doc,.docx,.xls,.xlsx,.zip,.jpg,.jpeg,.png.

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.

Please provide information related to your project’s expected timeline in the table below. 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.




Date *	Activity *	Additional Information *	Action
<input type="text" value="mm/dd/yyyy"/>	<input type="text"/>	<input type="text"/>	

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).

To successfully attach files to your application, either drag your file into the boxes 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.) *

15 MB limit. Allowed types: .pdf,.doc,.docx,.xls,.xlsx,.zip,.jpg,.jpeg,.png.

III. Business/Project Plan

Business/Project Plan *

15 MB limit. Allowed types: .pdf,.doc,.docx,.xls,.xlsx,.zip,.jpg,.jpeg,.png.

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

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

15 MB limit. Allowed types: .pdf,.doc,.docx,.xls,.xlsx,.zip,.jpg,.jpeg,.png.

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

Certifications

- By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am awarded FARM funding, I will comply with all FARM Program requirements, submit project updates, and work with State of Tennessee officials to track the impact of my project on the local economy. *

- 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.

Signature *

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 submission confirmation box to appear.

The screenshot displays the signature section of the application. At the top right of the signature area are two options: 'Draw' and 'Upload'. The main area is a large, empty rectangular box with a 'Clear' button in the top left corner. Below the signature area, there are three buttons: 'Previous' on the left, 'Save As Draft' in the middle, and 'Submit' on the right. A yellow arrow points from the 'Submit' button towards the 'Save As Draft' button.