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**REQUEST FOR PROPOSALS**

**For Financial Management Programs qualifying for the Beginning Farmer Tax Credit**

**CONTACT: Sarah Huffman, Ohio Department of Agriculture**

**DATE OF ISSUE: October 17, 2022**

**DEADLINE: November 14, 2022**

**OPENING LOCATION: Ohio Department of Agriculture
8995 E. Main St.
Reynoldsburg, OH 43068**

**OVERVIEW**

The Ohio Department of Agriculture (ODA) is seeking a Request for Proposals from entities that provide farm-focused financial management programs or courses. Chosen programs and courses will be eligible to be offered to farmers applying for certification in the Beginning Farmer Tax Credit Program.

**BACKGROUND**

**House Bill 95** established an income tax credit for beginning farmers who participate in a financial management program or course, administered by the Ohio Department of Agriculture, which will be available beginning January 1, 2023. Interested beginning farmers who complete a qualifying financial management program are responsible for the cost but are eligible for a non-refundable tax credit upon certification as a beginning farmer by the Ohio Department of Agriculture.

A qualifying Financial Management Program must be a minimum of ten clock hours and shall include, but is not limited to, the following course topics as applied to production agriculture:

* Enterprise Budgets
* Balance Sheets
* Income Statements
* Cash Flow Statements
* Other Financial Statements
* Cost of Production Statements
* Farm Business Structures
* Farm Financial Analysis
* Farm Liability and Insurance
* Farm Taxes
* Legal Instruments used for Farm Financing
* Record Keeping
* Managing Family and Farm Oncome and Expenses

**PROPOSAL REQUIREMENTS**

The proposal should focus on addressing the vendor’s ability to provide the services outlined in the Scope of Work. Vendors must provide the following information:

1. Cover Letter – a letter signed by an officer of the institution or program instructor. Include a primary contact person for the proposal.
2. Detailed program description, including the following:
* A detailed description of course objectives, length of program and program availability (when/where)
* In-person, virtual or hybrid instruction
* Program agenda or syllabus
* Institution and instructor contact information
* Description of program instructor qualifications
* Cost of the Financial Management program
* Procedures for verifying attendance and completion of the program
* An example of a completion certificate

**OHIO HIGHER EDUCATION INSTITUTIONS**

Ohio Public Universities, regional campuses, community colleges, technical centers, and independent campuses under the oversight of the Ohio Department of Higher Education do not need to submit a Request for Proposal. These institutions may submit courses with the above-listed content to ODA for inclusion in a list of accepted financial management programs and courses for the Beginning Farmer Tax Credit Program.

Please include the name of the course, course number if applicable, and a syllabus. Programs will be accepted on a rolling basis.

**USDA-FSA Approved Financial Management Programs**

Programs certified by the USDA Farm Service Agency (FSA) for the federal Beginning Farmer Loan Program automatically qualify for Ohio’s Beginning Farmer Tax Credit Program. Please submit the course information and appropriate USDA (FSA) documentation.

**Other Financial Management Programs**

Entities offering farming-related financial management programs not under oversight of the Ohio Department of Higher Education or certified by the USDA FSA that wish to be considered for Ohio’s Beginning Farmer Tax Credit Program must submit proposals in response to ODA’s Request for Proposal. Requests for proposals will be issued every two years and acceptance of a request is effective for two years.

**SELECTION PROCEDURES AND CRITERIA**

Selection of qualifying programs will be based on the comprehensiveness of the proposal, demonstrated ability to deliver the program, and reputation for success.

Please send written proposals to: Ohio Department of Agriculture, Attn: Sarah Huffman, 8995 E. Main St., Reynoldsburg, OH 43068, or email to Sarah.Huffman@agri.ohio.gov.