

Healthy Urban Food Enterprise Development Center

FY 2009 Request for Applications

APPLICATION DEADLINE: August 12, 2009



U.S. Department of Agriculture



Cooperative State Research, Education, and Extension Service

**COOPERATIVE STATE RESEARCH, EDUCATION, AND EXTENSION SERVICE;
U.S. DEPARTMENT OF AGRICULTURE**

Healthy Urban Food Enterprise Development Center

INITIAL ANNOUNCEMENT

CATALOG OF FEDERAL DOMESTIC ASSISTANCE: This program is listed in the Catalog of Federal Domestic Assistance under 10.316

DATES: Applications must be received by close of business (COB) on August 12, 2009 (5:00 p.m. Eastern Time). Applications received after this deadline will normally not be considered for funding. Comments regarding this request for applications (RFA) are requested within six months from the issuance of this notice. Comments received after that date will be considered to the extent practicable.

STAKEHOLDER INPUT: The Cooperative State Research, Education, and Extension Service (CSREES) is requesting comments regarding this RFA from any interested party. These comments will be considered in the development of the next RFA for the program, if applicable. This section requires the Secretary to solicit and consider input on a current RFA from persons who conduct or use agricultural research, education and extension for use in formulating future RFAs for competitive programs. Written stakeholder comments on this RFA should be submitted in accordance with the deadline set forth in the DATES portion of this Notice.

Written stakeholder comments should be submitted by mail to: Policy and Oversight Branch; Office of Extramural Programs; Cooperative State Research, Education, and Extension Service; USDA; STOP 2299; 1400 Independence Avenue, SW; Washington, DC 20250-2299; or via e-mail to: RFP-OEP@csrees.usda.gov. (This e-mail address is intended only for receiving comments regarding this RFA and not requesting information or forms.) In your comments, please state that you are responding to the Healthy Urban Food Enterprise Development Center (HUFED Center) RFA.

EXECUTIVE SUMMARY: CSREES announces the availability of grant funds and requests applications for the HUFED Center for fiscal years (FY) 2009. The purpose of the HUFED grant program is to establish and support a healthy urban food enterprise development center. The HUFED Center will increase access to healthy affordable foods, including locally produced agricultural products, to underserved communities. The HUFED Center will provide training and technical assistance for food enterprises and award sub-grants to eligible entities for healthy food enterprise development. The amount available for support of this program in FY 2009 is approximately \$900,000.

This notice identifies the objectives for the HUFED Center project, the eligibility criteria for projects and applicants, and the application forms and associated instructions needed to apply for the HUFED Center grant. CSREES additionally requests stakeholder input from any interested party for use in the development of the next RFA for this program.

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PART I—FUNDING OPPORTUNITY DESCRIPTION

A. Legislative Authority and Background

The HUFED legislative authority is located in Section 25 (h) (7 U.S.C. 2034(h)) of the Food and Nutrition Act of 2008 which authorizes a program of federal grants to establish and carry out the HUFED Center. In FY 2009, approximately \$900,000 is available to support the HUFED Center.

The HUFED Center program was created to respond to the need to redevelop a food enterprise structure in the United States in order to make more healthy, affordable food available in low-income areas, to improve access for small and mid-sized agricultural producers, and to promote positive economic activities generated from attracting healthy food enterprises into underserved communities.

Stakeholder input was considered and used in the development of this RFA. A solicitation of input from stakeholders regarding the HUFED Program was published in the *Federal Register* on March 3, 2009 (74 FR 9212). Stakeholder comments received prior to the published deadline can be accessed on Regulations.gov (Docket ID CSREES 2009-0018). In particular, stakeholders emphasized the need for the HUFED Center to: (1) focus on business-related activities in connection with local and regional distribution and marketing of healthy foods; and (2) comprise “urbanized areas” that would include rural and tribal centers of food enterprise activity. In addition, stakeholders expressed that it was important for CSREES, in selecting the HUFED Center grantee, to value applicants’ experience bringing underserved areas and food enterprises together, administering and evaluating program outcomes, undertaking impact analyses and provided meaningful guidance to sub-grantees.

B. Purpose and Priorities

The purpose of the HUFED Center grant program is to establish and support a Healthy Urban Food Enterprise Development Center to increase access to healthy affordable foods, including locally produced agricultural products, to underserved communities. The HUFED Center will provide training and technical assistance for food enterprises and award sub-grants to eligible entities for healthy food enterprise development. Priority consideration will be given to applicants who demonstrate: (1) their ability to make efficient use of their existing competitive sub-granting processes and other applicable resources, networks, and collaborators to further best practices for healthy food enterprises; and (2) their ability to report lessons learned to further develop knowledge and best practices around improving healthy food access through local and regional healthy food enterprises. In providing technical assistance and grants, the HUFED Center shall give priority to applications that include projects to: (1) benefit underserved communities; and (2) develop market opportunities for small and mid-sized farm and ranch operations.

C. Program Area Description

The purpose of the HUFED Center is to increase access to healthy affordable foods, including locally produced agricultural products, to underserved communities. The program is focused on

food marketing and distribution systems to correct healthy food access deficits. There are other funding sources for food production in low income communities (such as the Community Foods Projects Grant Program), but locally produced, culturally relevant agricultural products have few venues for distribution and marketing. The HUFED Center will promote best practices for healthy food enterprises within underserved communities.

Underserved community as defined by the legislation means a community (including an urban or a rural community or an Indian tribe) that, as determined by the Secretary, (A) has limited access to affordable, healthy foods, including fresh fruits and vegetables; (B) a high incidence of a diet-related disease (including obesity) as compared to the national average; (C) a high rate of hunger or food insecurity; or (D) severe or persistent poverty. Though “urban” is within the title of the Center, areas targeted for food enterprise work include rural areas and tribal areas as well as urban areas.

The HUFED Center shall provide two main functions: 1) training and technical assistance (T&TA) for healthy food enterprises; and 2) a competitive sub-grant program for healthy food enterprises.

For the T&TA function, the HUFED Center will collect, develop, and provide technical assistance and information to small and medium-sized agricultural producers, food wholesalers and retailers, schools, and other individuals and entities regarding best practices and the availability of assistance for aggregating, storing, processing, and marketing locally produced agricultural products and increasing the availability of such products in underserved communities. It is anticipated that an array of activities will be conducted such as, but not limited to, provision of electronic information, available through World Wide Web access, and a variety of educational opportunities including conference sessions, and one-on-one contact. It is anticipated that the HUFED Center will not reinvent existing resources, but will work with others to maximize resources for the HUFED Center. At the current funding level, it is recognized that one-on-one T & TA will have to be strategic. Applicants are urged to discuss the focus of their plan of work.

The HUFED Center will provide sub-grants to eligible entities (i) to carry out feasibility studies to establish businesses to increase access to healthy, affordable foods, including locally produced agricultural products, to underserved communities; and (ii) to establish and otherwise assist enterprises that process, distribute, aggregate, store, and market healthy affordable foods to underserved communities. There should be a variety of fundable projects for sub-grants. Smaller awards may be made for specific equipment and activities of short duration. Some projects may require larger amounts of funding for up to three years. It is estimated that the range of funding for subgrants will be from \$10,000 to \$100,000 for one to three years (total, not per year).

PART II—AWARD INFORMATION

A. Available Funding

There is no commitment by USDA to fund any particular application. Approximately **\$900,000** will be available to fund one grant application in FY 2009.

B. Types of Application

In FY 2009 all applications submitted to the HUFED Center program should be a new application. This is a project application that has not been previously submitted to the HUFED Center Program. All new applications will be reviewed competitively using the selection process and evaluation criteria described in Part V—Application Review Requirements.

In FY 2009, applications should be submitted for a 3-year period (at \$900,000 per year for a total amount of \$2.7 million) as CSREES anticipates making this award as a continuation grant to reduce the administrative burden to the grant applicant. A continuation grant is an award for which an application is approved for a specified time period, but each year of funding is awarded on an annual basis (within the specified time period) and subject to the availability of annual appropriations and satisfactory progress of the project. Therefore, the award made in FY 2009 will provide funds for the first year of the project only (i.e., \$900,000).

C. Project Type

In FY 2009, CSREES will make one award to establish and maintain the HUFED Center for three years. The budget should be commensurate with the proposed project. Applications that exceed the budgetary guidelines will not be reviewed. The HUFED award will be made based on the merit of the proposed project. The budget will be considered only after the merits of the project have been determined. USDA reserves the right to negotiate the final budget with the successful applicant.

PART III—ELIGIBILITY INFORMATION

A. Eligible Applicants

Nonprofit organizations are eligible to apply for and receive awards under the HUFED Center authority (7 U.S.C. 2034 (h)(2)).

B. Eligible Applicants for Subgrants

The term “eligible entity” for the purpose of subgrants means (A) a nonprofit organization; (B) a cooperative; (C) a commercial entity; (D) an agricultural producers; (E) an academic institution; (F) an individual; and (G) such other entities as the Secretary may designate. Award recipients may subcontract to organizations not eligible to apply provided such organizations are necessary for the conduct of the project.

C. Cost Sharing or Matching

CSREES does not require matching support for this program and matching resources will not be factored into the review process as evaluation criteria.

PART IV—APPLICATION AND SUBMISSION INFORMATION

A. Electronic Application Package

Only electronic applications may be submitted via Grants.gov to CSREES in response to this RFA.

Prior to preparing an application, it is suggested that the PD/PI first contact an Authorized Representative (AR)(also referred to as Authorized Organizational Representative or AOR) to determine if the organization is prepared to submit electronic applications through Grant.gov. If the organization is not prepared, the AR should see http://www.grants.gov/applicants/get_registered.jsp for steps for preparing to submit applications through Grants.gov.

The steps to access application materials are as follows:

1. In order to access, complete and submit applications, applicants must download and install a version of Adobe Reader compatible with Grants.gov. This software is essential to apply for CSREES Federal assistance awards. For basic system requirements and download instructions, please see http://www.grants.gov/help/download_software.jsp. To verify that you have a compatible version of Adobe Reader, Grants.gov established a test package that will assist you in making that determination. Grants.gov Adobe Versioning Test Package: <http://www.grants.gov/applicants/AdobeVersioningTestOnly.jsp>.
2. The application package must be obtained via Grants.gov, go to <http://www.grants.gov>, click on “Apply for Grants” in the left-hand column, click on “**Step 1: Download a Grant Application Package and Instructions,**” enter the funding opportunity number **USDA-CSREES-HUFED-002444** in the appropriate box and click “Download Package.” From the search results, click “Download” to access the application package.

Contained within the application package is the “CSREES Grants.gov Application Guide: A Guide for Preparation and Submission of CSREES Applications via Grants.gov.” This Guide contains an introduction and general Grants.gov instructions, information about how to use a Grant Application Package in Grants.gov, and instructions on how to complete the application forms.

If assistance is needed to access the application package (e.g., downloading or navigating Adobe forms), refer to resources available on the Grants.gov Web site first (<http://grants.gov/>). Grants.gov assistance is also available as follows:

- Grants.gov customer support
Toll Free: 1-800-518-4726
Business Hours: Monday through Friday 7:00 am – 9:00 pm Eastern Standard Time
Email: support@grants.gov

See <http://www.csrees.usda.gov/funding/electronic.html> for additional resources for applying electronically.

B. Content and Form of Application Submission

Electronic applications should be prepared following Part V and VI of the document entitled “A Guide for Preparation and Submission of CSREES Applications via Grants.gov.” This guide is part of the corresponding application package (see Section A. of this Part). The following is **additional information** needed in order to prepare an application in response to this RFA. If there is discrepancy between the two documents, the information contained in this RFA is overriding.

Note the attachment requirements (e.g., portable document format) in Part III section 3. of the Guide. ANY PROPOSALS CONTAINING NON-PDF DOCUMENTS WILL BE AT RISK OF BEING EXCLUDED FROM CSREES REVIEW. Partial applications will be excluded from CSREES review. With documented prior approval, resubmitted applications will be accepted until close of business on the closing date in the RFA.

If you do not own PDF-generating software, Grants.gov provides online tools to assist applicants. Users will find a link to “Convert Documents to PDF” on <http://grants.gov/assets/PDFConversion.pdf>.

1. SF 424 R&R Cover Sheet

Information related to the questions on this form is dealt with in detail in Part V, 2. of the CSREES Grants.gov Application Guide.

2. SF 424 R&R Project/Performance Site Location(s)

Information related to the questions on this form is dealt with in detail in Part V, 3. of the CSREES Grants.gov Application Guide.

3. R&R Other Project Information Form

Information related to the questions on this form is dealt with in detail in Part V, 4. of the CSREES Grants.gov Application Guide.

- a. Field 6. Project Summary/Abstract. The summary should also include the relevance of the project to the goals of the Healthy Urban Food Enterprise Development Center (HUFED Center).
- b. Field 7. Project Narrative.

PLEASE NOTE: The Project Narrative shall not exceed 15 pages of written text regardless of whether it is single or double spaced and up to 5 additional pages for figures and tables. The maximum 20 pages have been established to ensure fair and equitable competition. The Project Narrative must include all of the following:

- a. Introduction: A clear statement of the long-term goal(s) and supporting objectives of the HUFED Center should be included.

- (1) Estimates of the barriers and opportunities involved in providing healthy affordable foods in underserved communities;
- (2) Discussion of relevance to stakeholders and relationships to ongoing programs;
- (3) Role of the stakeholders in problem identification, planning, and implementation and evaluation, as appropriate;
- (4) Reasons for having the work performed at the proposing institution
- (5) Emphasize experience in sub-granting and providing training and technical assistance in food enterprise development; and
- (6) Background of relevant resources currently available and discussion of resources needed.

b. Objectives: Clear, concise, complete, and logically arranged statement(s) of specific aims of the proposed effort must be included in all proposals.

c. Plan of work: The procedures to be applied to the proposed effort should be explicitly stated. This section should include, but not necessarily be limited to, a description of:

(1) Technical Assistance:

- a. The type of technical assistance that will be offered to small and medium-sized agricultural producers, food wholesalers and retailers, schools, and other individuals and entities;
- b. How technical assistance topics will be determined;
- c. Existing resources, and collaborators that may be brought into the HUFED Center work; and
- d. Resources that need to be developed to assist Healthy Food Enterprises.

(2) Sub-granting:

- a. How the competitive process for sub-grants will be conducted;
- b. Describe how the grant opportunity will be developed, announced and promoted;
- c. The types and dollar amount of grants needed;
- d. The criteria to be used for selection; and
- e. How grants will be monitored.

(3) Reporting

- a. Kinds of results expected;
- b. Means by which activities will be evaluated;
- c. Means by which data will be analyzed or interpreted;
- d. Details of plans to communicate results to the Secretary of Agriculture, stakeholders and the public: (A) a description of technical assistance provided by the HUFED Center; (B) the total number and a description of the subgrants provided; (C) a complete listing of cases in which the activities of the HUFED Center have resulted in increased access to healthy, affordable foods, such as fresh fruit and vegetables, particularly for school-aged children and individuals in low-income communities; and (D) a determination of whether the activities identified in (C) are sustained during the years following the initial provision of technical assistance and subgrants;

- e. Pitfalls that might be encountered; and
- f. Limitations to proposed procedures.

d. Project Timetable: The proposal should outline all important phases as a function of time, year by year, for the entire project, including periods beyond the grant funding period.

4. R&R Senior/Key Person Profile (Expanded)

Information related to the questions on this form is dealt with in detail in Part V, 5. of the CSREES Grants.gov Application Guide.

5. R&R Personal Data – As noted in Part V, 6. of the CSREES Grants.gov Application Guide, the submission of this information is voluntary and is not a precondition of award. If completing the information, **do not enter any data in the field requesting the social security number.**

6. R&R Budget

Information related to the questions on this form is dealt with in detail in Part V, 7. of the CSREES Grants.gov Application Guide.

Applicants should submit a 3-year budget to the HUFED program. There should be a budget and budget narrative for each year plus a cumulative budget and budget narrative for the total 3-year period (\$900,000 per year).

Field H. Indirect Costs

If available, the current rate negotiated with the cognizant Federal negotiating agency should be used. Indirect costs may not exceed the negotiated rate. If a negotiated rate is used, the percentage and base should be indicated. If no rate has been established the applicant may indicate "None—will negotiate" and a reasonable dollar amount for indirect costs may be requested, which will be subject to approval by USDA. In the latter case, if a proposal is recommended for funding, an indirect cost rate proposal must be submitted prior to award to support the amount of indirect costs requested. CSREES will request an indirect cost rate proposal and provide instructions, as necessary. An applicant may elect not to charge indirect costs and, instead, use all grant funds for direct costs. If indirect costs are not charged, the phrase "None requested" should be written in this space.

7. Supplemental Information Form

Information related to the questions on this form is dealt with in detail in Part VI, 1. of the CSREES Grants.gov Application Guide.

a. Field 2. Program Code. Enter the program code name (i.e., enter “Healthy Urban Food Enterprise Development Center” and the program code “HUFED”).

C. Submission Dates and Times

Instructions for submitting an application are included in Part IV, Section 1.9 of the CSREES Grants.gov Application Guide.

Applications must be received by Grants.gov by COB on August 12, 2009 (5:00 p.m. Eastern Time). Applications received after this deadline will normally not be considered for funding.

Correspondence regarding submitted applications will be sent using e-mail. Therefore, applicants are strongly encouraged to provide accurate e-mail addresses, where designated, on the SF-424 R&R Application for Federal Assistance.

If the AR has not received correspondence **from CSREES** regarding a submitted application within 15 days of the established deadline, please contact the Program Contact identified in Part VII of the applicable RFA and request the proposal number assigned to the application. **Failure to do so may result in the application not being considered for funding by the peer review panel. Once the application has been assigned a proposal number, this number should be cited on all future correspondence.**

D. Funding Restrictions

Construction and Renovation

With prior approval, and in accordance with applicable Federal cost principles, grant funds may be used to plan, acquire, or construct a building or facility, or to acquire land; and for improvements, alterations, renovations, or repairs to land or buildings, necessary to carry out a funded project under this program. However, requests to use grant funds for such purposes must demonstrate that such expenditures are essential to achieving the major purpose for which the grant request is made.

E. Other Submission Requirements

The applicant should follow the submission requirements noted in the document entitled “A Guide for Preparation and Submission of CSREES Applications via Grants.gov.”

PART V—APPLICATION REVIEW REQUIREMENTS

A. General

Each application will be evaluated in a 2-part process. First, each application will be screened to ensure that it meets the administrative requirements as set forth in this RFA. Second, applications that meet these requirements will be technically evaluated by a review panel.

Reviewers will be selected based upon training and experience in relevant fields, taking into account the following factors: (a) The level of relevant formal experience of the individual, as well as the extent to which an individual is engaged in relevant, activities; (b) the need to include as reviewers experts from various areas of specialization (c) the need to include as reviewers other experts (e.g., producers, range or forest managers/operators, and consumers) who can assess relevance of the applications to targeted audiences and to program needs; (d) the need to include as reviewers experts from a variety of organizational types (e.g., colleges, universities, industry, state and Federal agencies, private profit and non-profit organizations) and geographic locations; (e) the need to maintain a balanced composition of reviewers with regard to minority and female representation and an equitable age distribution; and (f) the need to include reviewers who can judge the effective usefulness to producers and the general public of each application.

B. Evaluation Criteria

The evaluation criteria, equally weighted, below will be used in reviewing applications submitted in response to this RFA:

Priority will be given to proposals that: 1) benefit underserved communities, defined as an urban or rural community or an Indian tribe that have limited access to affordable, healthy foods, including fresh fruits and vegetables; a high incidence of a diet-related disease (including obesity) as compared to the national average; a high rate of hunger or food insecurity; or severe or persistent poverty; and 2) develop market opportunities for small and mid-sized farm and ranch operations.

Relevancy. How well the proposed project meet the specific priorities of the HUFED Center including making efficient use of existing competitive sub-granting processes, existing resources applicable to the needed services from the HUFED Center, and networks and collaborators in furthering establishment and supporting of best practices for healthy food enterprises.

Knowledge or Expertise and Experience. The experience of the applicant involved in the proposed project. Applicants should demonstrate a history of or the capability for involvement in managing Federal grants, working with underserved communities, in establishing healthy food enterprises, and knowledge or expertise of relevant issues in the current food system.

Management Plan. Proposed projects must have strong management plans with clear processes for sub-granting funds to eligible entities to carry out feasibility studies to establish businesses to increase access to healthy affordable foods, including locally produced agricultural products, to

underserved communities or establish and otherwise assist enterprises that process, distribute, aggregate, store, and market healthy affordable foods.

Technical Merit. Demonstrated awareness of the relevant issues in the current food system; clarity and delineation of objectives and outcomes; conceptual adequacy of the proposed activities to meet the needs of the targeted audience, including suitability and feasibility of the approach.

C. Conflicts of Interest and Confidentiality

During the peer evaluation process, extreme care will be taken to prevent any actual or perceived conflicts of interest that may impact review or evaluation. For the purpose of determining conflicts of interest, the academic and administrative autonomy of an institution shall be determined by reference to the current Higher Education Directory, published by Higher Education Publications, Inc., 6400 Arlington Boulevard, Suite 648, Falls Church, Virginia 22042. Phone: (703) 532-2300. Web site: <http://www.hepinc.com>.

Names of submitting institutions and individuals, as well as application content and peer evaluations, will be kept confidential, except to those involved in the review process, to the extent permitted by law. In addition, the identities of peer reviewers will remain confidential throughout the entire review process. Therefore, the names of the reviewers will not be released to applicants.

D. Organizational Management Information

Specific management information relating to an applicant shall be submitted on a one time basis, with updates on an as needed basis, as part of the responsibility determination prior to the award of a grant identified under this RFA, if such information has not been provided previously under this or another CSREES program. CSREES will provide copies of forms recommended for use in fulfilling these requirements as part of the preaward process. Although an applicant may be eligible based on its status as one of these entities, there are factors which may exclude an applicant from receiving Federal financial and nonfinancial assistance and benefits under this program (e.g., debarment or suspension of an individual involved or a determination that an applicant is not responsible based on submitted organizational management information).

PART VI—AWARD ADMINISTRATION

A. General

Within the limit of funds available for such purpose, the awarding official of CSREES shall award one grant to a responsible, eligible applicant whose application is judged most meritorious under the procedures set forth in this RFA. The date specified by the awarding official of CSREES as the effective date of the grant shall be no later than September 30 of the Federal fiscal year in which the project is approved for support and funds are appropriated for such purpose, unless otherwise permitted by law. It should be noted that the project need not be initiated on the grant effective date, but as soon thereafter as practical so that project goals may be attained within the funded project period. All funds granted by CSREES under this RFA shall be expended solely for the purpose for which the funds are granted in accordance with the approved application and budget, the regulations, the terms and conditions of the award, the applicable Federal cost principles, and the Department's assistance regulations (parts 3015 and 3019 of 7 CFR).

B. Award Notice

The award document will provide pertinent instructions and information including, at a minimum, the following:

- (1) Legal name and address of performing organization or institution to whom the Administrator has issued an award under the terms of this request for applications;
- (2) Title of project;
- (3) Name(s) and institution(s) of PDs chosen to direct and control approved activities;
- (4) Identifying award number assigned by the Department;
- (5) Project period, specifying the amount of time the Department intends to support the project without requiring recompetition for funds;
- (6) Total amount of Departmental financial assistance approved by the Administrator during the project period;
- (7) Legal authority(ies) under which the award is issued;
- (8) Appropriate Catalog of Federal Domestic Assistance (CFDA) number;
- (9) Applicable award terms and conditions (see <http://www.csrees.usda.gov/business/awards/awardterms.html> to view CSREES award terms and conditions);

(10) Approved budget plan for categorizing allocable project funds to accomplish the stated purpose of the award; and

(11) Other information or provisions deemed necessary by CSREES to carry out its respective awarding activities or to accomplish the purpose of a particular award.

C. Administrative and National Policy Requirements

Several Federal statutes and regulations apply to grant applications considered for review and to project grants awarded under this program. These include, but are not limited to:

7 CFR Part 1, subpart A—USDA implementation of the Freedom of Information Act.

7 CFR Part 3—USDA implementation of OMB Circular No. A-129 regarding debt collection.

7 CFR Part 15, subpart A—USDA implementation of Title VI of the Civil Rights Act of 1964, as amended.

7 CFR Part 331 and 9 CFR Part 121—USDA implementation of the Agricultural Bioterrorism Protection Act of 2002.

7 CFR Part 3015—USDA Uniform Federal Assistance Regulations, implementing OMB directives (i.e., OMB Circular Nos. A-21 and A-122 (2 CFR Parts 220 and 230), and incorporating provisions of 31 U.S.C. 6301-6308 (formerly the Federal Grant and Cooperative Agreement Act of 1977, Pub. L. No. 95-224), as well as general policy requirements applicable to recipients of Departmental financial assistance.

7 CFR Part 3017—USDA implementation of Governmentwide Debarment and Suspension (Nonprocurement) and 7 CFR Part 3021—Governmentwide Requirements for Drug Free Workplace (Grants).

7 CFR Part 3018—USDA implementation of Restrictions on Lobbying. Imposes prohibitions and requirements for disclosure and certification related to lobbying on recipients of Federal contracts, grants, cooperative agreements, and loans.

7 CFR Part 3019—USDA implementation of OMB Circular A-110, Uniform Administrative Requirements for Grants and Other Agreements With Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations (2 CFR Part 215).

7 CFR Part 3021—Implementation of Governmentwide Requirements for Drug-Free Workplace (Financial Assistance).

7 CFR Part 3052—USDA implementation of OMB Circular No. A-133, Audits of States, Local Governments, and Non profit Organizations.

7 CFR Part 3407—CSREES procedures to implement the National Environmental Policy Act of 1969, as amended.

7 CFR 3430—Competitive and Noncompetitive Non-formula Grant Programs--General Grant Administrative Provisions.

29 U.S.C. 794 (section 504, Rehabilitation Act of 1973) and 7 CFR Part 15b (USDA implementation of statute) —prohibiting discrimination based upon physical or mental handicap in Federally assisted programs.

35 U.S.C. 200 et seq. —Bayh Dole Act, controlling allocation of rights to inventions made by employees of small business firms and domestic nonprofit organizations, including universities, in Federally assisted programs (implementing regulations are contained in 37 CFR Part 401).

D. Expected Program Outputs and Reporting Requirements

The grantee is required to submit initial project information, annual and final comprehensive technical reports to CSREES' Current Research Information System (CRIS) at <http://cwf.uvm.edu/cris>. The CRIS database contains narrative project information, progress/impact statements, and final technical reports that are made available to the public. For the application recommended for funding, instructions on preparing and submission of project documentation will be provided to the applicant by the agency contact. **Documentation must be submitted to CRIS before CSREES funds will be released.** Project reports will be requested by the CRIS office when required. For more information about CRIS, visit <http://cris.csrees.usda.gov>.

For each fiscal year for which the nonprofit organization running the HUFED Center receives funds, the organization shall submit to the Secretary a report describing the activities carried out in the preceding fiscal year, including:

- (A) A description of technical assistance provided by the Center;
- (B) The total number and a description of the sub-grants provided;
- (C) A complete listing of cases in which the activities of the Center have resulted in increased access to healthy, affordable foods, such as fresh fruit and vegetables, particularly for school-aged children and individuals in low income communities; and
- (D) A determination of whether the activities are sustained during the years following the initial provision of technical assistance and sub-grants under this section.

A copy of the report should be provided to the Agency Contact (see Part VII).

PART VII—AGENCY CONTACT

Applicants and other interested parties are encouraged to contact: Dr. Elizabeth Tuckermanty, National Program Leader, Healthy Urban Food Enterprise Development Center; Cooperative State Research, Education, and Extension Service, USDA; 1400 Independence Avenue, SW, Mail Stop 2241; Washington, DC 20250-2241; telephone: (202) 205-0241; fax: (202) 401-6488; email: etuckermanty@csrees.usda.gov.

PART VIII—OTHER INFORMATION

A. Access to Review Information

Copies of reviews, not including the identity of reviewers, and a summary of the panel comments will be sent to the applicant PD after the review process has been completed.

B. Use of Funds; Changes

1. Delegation of Fiscal Responsibility

Unless the terms and conditions of the award state otherwise, the awardee may not in whole or in part delegate or transfer to another person, institution, or organization the responsibility for use or expenditure of award funds.

2. Changes in Project Plans

a. The permissible changes by the awardee, PD(s), or other key project personnel in the approved project shall be limited to changes in methodology, techniques, or other similar aspects of the project to expedite achievement of the project's approved goals. If the awardee or the PD(s) is uncertain as to whether a change complies with this provision, the question must be referred to the Authorized Departmental Officer (ADO) for a final determination. The ADO is the signatory of the award document, not the program contact.

b. Changes in approved goals or objectives shall be requested by the awardee and approved in writing by the ADO prior to effecting such changes. In no event shall requests for such changes be approved which are outside the scope of the original approved project.

c. Changes in approved project leadership or the replacement or reassignment of other key project personnel shall be requested by the awardee and approved in writing by the ADO prior to effecting such changes.

d. Transfers of actual performance of the substantive programmatic work in whole or in part and provisions for payment of funds, whether or not Federal funds are involved, shall be requested by the awardee and approved in writing by the ADO prior to effecting such transfers, unless prescribed otherwise in the terms and conditions of the award.

e. The project period may be extended by CSREES without additional financial support, for such additional period(s) as the ADO determines may be necessary to complete or fulfill the purposes of an approved project, but in no case shall the total project period exceed three years. Any extension of time shall be conditioned upon prior request by the awardee and approval in writing by the ADO, unless prescribed otherwise in the terms and conditions of award.

f. Changes in Approved Budget: Unless stated otherwise in the terms and conditions of award, changes in an approved budget must be requested by the awardee and approved in writing by the ADO prior to instituting such changes if the revision will involve transfers or expenditures of

amounts requiring prior approval as set forth in the applicable Federal cost principles, Departmental regulations, or award.

C. Confidential Aspects of Applications and Awards

When an application results in an award, it becomes a part of the record of CSREES transactions, available to the public upon specific request. Information that the Secretary determines to be of a confidential, privileged, or proprietary nature will be held in confidence to the extent permitted by law. Therefore, any information that the applicant wishes to have considered as confidential, privileged, or proprietary should be clearly marked within the application. The original copy of an application that does not result in an award will be retained by the Agency for a period of three years. Other copies will be destroyed. Such an application will be released only with the consent of the applicant or to the extent required by law. An application may be withdrawn at any time prior to the final action thereon.

D. Regulatory Information

For the reasons set forth in the final Rule related Notice to 7 CFR part 3015, subpart V (48 FR 29114, June 24, 1983), this program is excluded from the scope of the Executive Order 12372 which requires intergovernmental consultation with State and local officials. Under the provisions of the Paperwork Reduction Act of 1995 (44 U.S.C. chapter 35), the collection of information requirements contained in this Notice have been approved under OMB Document No. 0524-0039.

E. Definitions

Please refer to 7 CFR 3430, Competitive and Noncompetitive Non-formula Grant Programs--General Grant Administrative Provisions, for the applicable definitions for this CSREES grant program.

Eligible Entity means nonprofit organizations, cooperatives, commercial entities, agricultural producers, academic institutions and individuals.

Healthy Food Enterprise means eligible entities that run businesses or establishments that increase the availability of healthy affordable foods in underserved communities.

Income means the sum of the amounts reported separately for wages, salary, commissions, bonuses, or tips.

Indian Tribe means federally recognized Native American Indian nation.

Rural Area means any area other than a city or town that has a population of 50,000 inhabitants or less, and is generally characterized as having fewer than 1,000 inhabitants per square mile (US Census Bureau).

Underserved Community means a community, including an urban or a rural community or an Indian tribe that has limited access to affordable, healthy foods, including fresh fruits and

vegetables; a high incidence of a diet-related disease (including obesity) as compared to the national average; a high rate of hunger or food insecurity; or severe or persistent poverty.