

# Community Foods Projects Competitive Grant Program

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## 2012 Request for Applications

**APPLICATION DEADLINE: November 17, 2011**

 **U.S. Department of Agriculture**  
**National Institute of Food and Agriculture**

**NATIONAL INSTITUTE OF FOOD AND AGRICULTURE;  
U.S. DEPARTMENT OF AGRICULTURE**

**Community Food Projects Competitive Grants Program**

**INITIAL ANNOUNCEMENT**

**CATALOG OF FEDERAL DOMESTIC ASSISTANCE:** This program is listed in the Catalog of Federal Domestic Assistance under 10.225.

**DATES:** Applications must be received by close of business (COB) on November 17, 2011(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 National Institute of Food and Agriculture (NIFA) 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, and will be used to meet the requirements of section 103(c)(2) of the Agricultural Research, Extension, and Education Reform Act of 1998 (7 U.S.C. 7613(c)(2)). 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 Division; Office of Grants and Financial Management; National Institute of Food and Agriculture; USDA; STOP 2299; 1400 Independence Avenue, SW; Washington, DC 20250-2299; or via e-mail to: [RFA-OGFM@nifa.usda.gov](mailto:RFA-OGFM@nifa.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 **Community Food Projects** RFA.

**EXECUTIVE SUMMARY:** NIFA requests applications for the Community Food Projects Competitive Grants Program (CFPCGP) for fiscal year (FY) 2012 to support: (1) the development of Community Food Projects with a one-time infusion of federal dollars to make such projects self-sustaining; (2) Planning Projects to assess the food security needs and plan long-term solutions to help ensure food security in communities; and (3) a project that provides Training and Capacity Building on a nationwide basis to entities interested in developing new Community Food Projects or assisting current grantees and others to effectively operate their food security projects. It is anticipated that the amount available for support of this program in FY 2012 will be approximately \$5,000,000.

This notice identifies the objectives for CFPCGP projects, the eligibility criteria for projects and applicants, and the application forms and associated instructions needed to apply for a CFPCGP

grant. NIFA additionally requests stakeholder input from any interested party for use in the development of the next RFA for this program.

Prior to submitting their applications, prospective applicants are encouraged to participate in a Community Food Projects Competitive Grants Program pre-application submission webinar. The purpose of the webinar will be to discuss the matching requirement and what costs are allowable on the project. **It is strongly encouraged that all applicants participate in the webinar on October 27, 2011 between 1:00 pm and 3:00 pm Eastern Time. The webinar will be recorded and posted on the NIFA internet site for future reference.**

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## **PART I—FUNDING OPPORTUNITY DESCRIPTION**

### **A. Legislative Authority and Background**

The CFPCGP legislative authority is located in Section 25 of the Food Stamp Act of 1977 (7 U.S.C. 2034), as amended by the Food and Nutrition Act of 2008 and Section 4402 of the Food, Conservation, and Energy Act (FCEA) of 2008 (Pub. L. 110-246), which authorizes a program of federal grants to establish and carry out Community Food Projects. In FY 2012, it is anticipated that approximately \$5,000,000 will be available to support the CFPCGP.

### **B. Purpose and Priorities**

The primary goals of the Community Food Projects Competitive Grants Program (CFPCGP) are to:

- Meet the food needs of low-income individuals;
- Increase the self-reliance of communities in providing for the food needs of the communities;
- Promote comprehensive responses to local food, farm, and nutrition issues; and
- Meet specific state, local or neighborhood food and agricultural needs including needs relating to:
  - Infrastructure improvement and development;
  - Planning for long-term solutions; or
  - The creation of innovative marketing activities that mutually benefit agricultural producers and low-income consumers.

Community Food Projects are intended to bring together stakeholders from the distinct parts of the food system and to foster understanding of national food security trends and how they might improve local food systems.

Applications are being solicited for the CFPCGP under the following areas:

In FY 2012 NIFA's CFPCGP intends to solicit applications and fund three types of grants. The types are entitled (1) Community Food Projects (CFP), (2) Planning Projects (PP) and Training and Capacity Building (TCB) Projects.

### **C. Program Area Description**

#### **1. Community Food Projects (CFP)**

The purpose of the CFP is to support the development of projects with a one-time infusion of federal dollars to make such projects self-sustaining. CFPs should be designed to create community-based food projects with objectives, activities and outcomes that are in alignment with CFPCGP primary goals. Preference will be given to CFPs designed to:

- (i) Develop connections between two or more sectors of the food system;

- (ii) Support the development of entrepreneurial projects;
- (iii) Develop innovative connections between the for-profit and nonprofit food sectors; or
- (iv) Encourage long-term planning activities, and multi-system, interagency approaches with collaborations from multiple stakeholders that build the long-term capacity of communities to address the food and agricultural problems of the communities, such as food policy councils and food planning associations.

*Examples of CFP projects include, but are not limited to, community gardens with market stands, value chain projects, food hubs, farmers' markets, farm-to-institutions projects, and marketing & consumer cooperatives. All projects must involve low-income participants.*

## **2. Planning Projects**

The purpose of a Planning Project (PP) is to complete a plan toward the improvement of community food security in keeping with the primary goals of the CFPCGP (see Part I, B.). PPs are to focus on a defined community and describe in detail the activities and outcomes of the planning project. Preference will be given to PPs designed to plan for:

- (i) Connections between two or more sectors of the food system;
- (ii) The development of entrepreneurial projects;
- (iii) Innovative connections between the for-profit and nonprofit food sectors; and/or
- (iv) Long-term activities and multi-system, interagency approaches with collaborations from multiple stakeholders that build the long-term capacity of communities to address the food and agricultural problems of the community, such as food policy councils and food planning associations.

*Examples of PP projects include, but are not limited to, community food assessments, coordination of collaboration development, GIS analysis, food sovereignty study, and farm-to-institution exploration. All projects must involve low-income participants.*

## **3. Training and Capacity Building Project(s)**

The primary purpose of the Training and Capacity Building Project (TCB) is to assist eligible applicants in the development and submission of Community Food Projects (CFP) and Planning Projects (PP) proposals and assist current program grantees and others to more effectively operate their food security projects.

In FY 2012, NIFA will award multi-year grants that include collaboration with a broad spectrum of training providers representing the variety of expertise needed to support increasing community food security. Collaboration among providers should provide a one-stop service to applicants requesting assistance. **Projects should be designed to have national relevance. No pilot projects will be considered in this category.** Expertise should encompass the broad array of community food activities that lead to meeting CFPCGP goals. Organizations that can demonstrate an involvement in community food security issues and programs, and training expertise are strongly encouraged to apply.

*Examples of services offered include, but are not limited to, assistance in project development, grantsmanship training, project evaluation, leadership development, and/or assistance on a particular type of project, for example, youth farm enterprises, urban farms, community gardens, direct marketing, and farm-to-institution methods. Activities include, but are not limited to, telephone hotline, workshop training, peer to peer interaction, one on one training, curricula development, webinars, and/or video-conferencing.*

## **PART II—AWARD INFORMATION**

### **A. Available Funding**

There is no commitment by USDA to fund any particular application or to make a specific number of awards. It is anticipated that approximately \$5,000,000 will be available to fund applications in FY 2012.

Awards issued as a result of this RFA will have designated the Automated Standard Applications for Payment System (ASAP), operated by the Department of Treasury's Financial Management Service, as the payment system for funds. For more information see [http://www.nifa.usda.gov/business/method\\_of\\_payment.html](http://www.nifa.usda.gov/business/method_of_payment.html).

### **B. Types of Applications**

In FY 2012, applications may be submitted to the CFPCGP Program as one of the following two types of requests:

**(1) New application.** This is a project application that has not been previously submitted to the Program. All new applications will be reviewed competitively using the selection process and evaluation criteria described in Part V—Application Review Requirements.

**(2) Resubmitted application.** This is an application that had previously been submitted to the Program but was not funded. Project Directors (PDs) must respond to the previous review panel summary (see Response to Previous Review, Part IV, B.c). Resubmitted applications must be received by the relevant due dates, will be evaluated in competition with other pending applications in appropriate area to which they are assigned, and will be reviewed according to the same evaluation criteria as new applications.

### **C. Project Types**

#### **1. Community Food Projects (CFP)**

Applicants should request a budget commensurate with the proposed project. No single CFP award shall exceed \$125,000 in any single year or more than \$300,000 over three years.

**Applications that exceed the budgetary guidelines will not be reviewed.** Applicants may request one, two or three years of funding, but in all cases, the grant term may not exceed three years for any proposal. A CFP project may be supported by only one grant under this program. All CFP awards will be made based on the merit of the proposed project with budgets considered only after the merits of the project have been determined. USDA reserves the right to negotiate final budgets with successful applicants.

## **2. Planning Projects (PP)**

Applicants should request a budget commensurate with the proposed project. No single PP award shall exceed \$25,000 for the total budget period. The maximum PP award period shall not exceed three years. Applications that exceed the budgetary guidelines will not be reviewed. All PP awards will be made based on the merit of the proposed project with budgets considered only after the merits of the project have been determined. USDA reserves the right to negotiate final budgets with successful applicants.

## **3. Training and Capacity Building (TCB) Projects**

Applicants should request a budget commensurate with the proposed project. It is anticipated that awards will be made for \$500,000 total over a two to three year period. The grant term may not exceed three years. Applications that exceed the budgetary guidelines will not be reviewed. Awards will be made based on the merit of the proposed project with budgets considered only after the merits of the project have been determined. USDA reserves the right to negotiate final budgets with successful applicants.

## PART III—ELIGIBILITY INFORMATION

### A. Eligible Applicants

#### 1. CFP, PP and TCB Eligibility

Only private, nonprofit entities meeting the following three requirements are eligible to receive a CFP or PP grant: (a) have experience in the area of (i) community food work, particularly concerning small and medium-size farms, including the provision of food to people in low-income communities and the development of new markets in low-income communities for agricultural producers; or (ii) job training and business development activities for food-related activities in low-income communities; (b) demonstrate competency to implement a project, provide fiscal accountability, collect data, and prepare reports and other necessary documentation; and (c) demonstrate a willingness to share information with researchers, evaluators, practitioners; and other interested parties, including a plan for dissemination of results.

#### 2. Partners and Collaborators

Applicants for CFP, PP, or TCB Project awards are encouraged to seek and create partnerships with public or private, nonprofit or for-profit entities, including links with academic institutions (including minority-serving colleges and universities), and/or other appropriate professionals, community-based organizations, and local government entities. ***Only the applicant must meet the eligibility requirements.*** Project partners and collaborators need not meet the eligibility requirements. Award recipients may subcontract to organizations not eligible to apply provided such organizations are necessary for the successful completion of the project. See Part IV, D., Funding Restrictions.

#### Fiscal Agent

**If an institution/organization cannot accept Federal funds directly, it must submit a letter stating that it will accept the award, but that funds must be administered through a fiscal agent organization. This agent must be identified in the letter from the applicant and the letter must be countersigned by an authorized representative of the fiscal agent organization. The letter should include the fiscal agent's point of contact, address, telephone number, fax number and e-mail address. Both the fiscal agent organization and the applicant school or institution/organization must submit complete management information (see Part V, D.). Nevertheless, the legal recipient of the award (as identified on the applicant's SF 424 (R&R) Cover Sheet) must be an eligible CFP, PP, or TCB, as defined above.** (Submission of fiscal agent information (above) is not requested now, but will be required, before an award is made.)

### B. Cost Sharing or Matching

**CFP and PP applicants MUST provide matching on a dollar-for-dollar basis for all federal funds awarded.** Match must be documented for all project years at the time the application is submitted. CFP and PP grantees may provide matching funds through cash and/or in-kind contributions, including third-party in-kind contributions fairly evaluated, including facilities.

The non-federal share of the funding may come from state government, local government, other non-profit entities, or private sources. Examples of qualifying matching contributions may include direct costs such as: rent for office space used exclusively for the funded project; duplication or postage costs; and staff time from an entity other than the applicant for job training or nutrition education.

***Matching funds are not required for the TCB award.***

## PART IV—APPLICATION AND SUBMISSION INFORMATION

### A. Electronic Application Package

Only electronic applications may be submitted via Grants.gov to NIFA in response to this RFA. **Applicants are advised to submit early to the Grants.gov system.**

#### New Users of Grants.gov

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 (e.g., the institution/organization is new to the electronic grant application process through Grants.gov), then the one-time registration process must be completed PRIOR to submitting an application. It can take as much as two weeks to complete the registration process so it is critical to begin as soon as possible. In such situations the AR should go to “Get Registered” on the Grants.gov left navigation bar (or go to [http://www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp)) for information on registering the institution/organization with Grants.gov. A quick reference guide listing the steps is available as a 2-page PDF document at the following website: <http://www.grants.gov/assets/Grants.govRegistrationBrochure.pdf>.

#### Steps to Obtain Application Package Materials

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 NIFA Federal assistance awards. For basic system requirements and download instructions, please see [http://www.grants.gov/help/download\\_software.jsp](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-NIFA-CFP-003539** 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 “NIFA Grants.gov Application Guide: A Guide for Preparation and Submission of NIFA 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), **or submitting the application** then refer to resources available on the Grants.gov Web site first (<http://www.grants.gov/>). Grants.gov assistance is also available as follows:

Grants.gov customer support

Toll Free: 1-800-518-4726

Business Hours: 24 hours a day, 7 days a week. Closed on [Federal Holidays](#).

Email: [support@grants.gov](mailto:support@grants.gov)

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

## **B. Content and Form of Application Submission**

Electronic applications should be prepared following Parts V and VI of the document entitled “A Guide for Preparation and Submission of NIFA 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 NIFA REVIEW. Partial applications will be excluded from NIFA 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/help/download\\_software.jsp#pdf\\_conversion\\_programs](http://grants.gov/help/download_software.jsp#pdf_conversion_programs).**

**For any questions related to the preparation of an application** please review the NIFA Grants.gov Application Guide and the applicable request for applications. If assistance is still needed for preparing application forms content, contact:

- Email: [electronic@nifa.usda.gov](mailto:electronic@nifa.usda.gov)
- Phone: 202-401-5048
- Business hours: Monday through Friday, 7:00 am – 5:00 pm Eastern Time, excluding Federal holidays.

### **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 NIFA 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 NIFA 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 NIFA Grants.gov Application Guide.

a. Field 7. Project Summary/Abstract. The summary should also include the relevance of the project to the goals of CFPCGP.

**The first line of the project summary must state which project are you are applying for: CFP, PP, or TCB** and include the relevance of the project to the goals of the CFPCGP program. It should be no more than 250 words.

b. Field 8. Project Narrative.

PLEASE NOTE: The Project Narrative shall not exceed **10** pages of written text double spaced and up to 5 additional pages for figures and tables. This maximum (15 pages) has been established to ensure fair and equitable competition. The Project Narrative must include all of the following.

### **i. Community Food Project (CFPs)**

The Project Narrative for CFPs should include the heading followed by the response for each of the points noted below.

**(a) *The Community to Be Involved in the Project and the Needs to Be Addressed.*** Identify and succinctly describe the critical elements and needs of the local food economy or food system, including demographics, income, and geographic characteristics of the area or community to be served. Beyond a recitation of statistics, applications should describe local capabilities and assets, such as those identified in a community food assessment, and involvement of low-income communities in the context of project activities and operations.

Most relevant is an explanation of why the applicant and its partners selected the activities proposed in the application. Note the main targets or beneficiaries of the project and the community needs and opportunities being addressed. The needs addressed should directly relate to project goals and objectives described below. It is recommended that this section be no more than one and one-half pages.

**(b) *The Organizations and Communities Involved in the Project.*** List the organizations and communities to be involved in carrying out the proposed project and the segments of the local food economy or system they link. Include a description of the relevant experience of each community group or organization, including the applicant organization that will be involved, and any related project history. Proposals should demonstrate extensive community linkages and coalitions.

Ensure that low-income residents are actively involved in planning project goals, objectives, and outcomes. In particular, describe how the communities being served – particularly the targeted residents and organizations – were involved in planning the project and will be engaged in its implementation. Reference planning activities, assessments, meetings, or other activities that demonstrate community input into key decision-making.

Letters from the key organizations involved in the project, acknowledging their support and contributions, must be provided in an appendix to the proposal. A limited number of additional support letters – such as those from farmers or schools, where appropriate, are encouraged to provide evidence of broad community involvement in both planning and future decision-making. These letters should be attached in Field 12, Other Attachments (See Part IV, B.(c), below, Key Organization Support).

**(c) *Project Goals and Intended Outcomes.*** List the goals and intended outcomes of the project. Outcomes should describe specific changes or results that will occur as a consequence of the project and that will constitute “success” for the initiative. These may include benefits caused by program activities such as changes in participants’ skills, behaviors, or qualities of life, and positive changes in conditions in the community served or reductions in negative conditions. Outcomes should be specific, measurable, achievable, realistic, timely, describe what will be accomplished, and who and how many people, e.g., residents, participants, will benefit. It is recommended that this section be no more than two pages.

**(d) *Activities to Achieve the Goals.*** Discuss how the goals and intended outcomes will be achieved. Discuss how the proposed project outcomes will be realized by providing a systematic description of how the most important steps or milestones will be accomplished. In addition to these descriptions, it is recommended that a table of up to three pages be provided with implementation details for these activities, including: (a) specific steps and achievements in planning and implementation; (b) timetables for milestones, and, as relevant; (c) expected numbers of participants involved in each step of the process.

**(e) *Relationship to Program Objectives.*** Discuss how the project and its proposed outcomes will address the objectives of the CFPCGP as described in Part I., B.1. Discuss the specific changes that will result among participants or in the communities served that address these CFPCGP priorities. It is recommended that this section be no more than one page.

**(f) *Evaluation.*** CFP proposals should contain a strong evaluation component. Innovative evaluation strategies are especially encouraged. Evaluations should focus on “logic models” (The logic model should be attached to Field 12) and the measurement of Indicators of Success in meeting the legislative goals and objectives of the CFPCGP. (See Part VIII, E., Definitions.) Through CFPCGP project operations and an evaluation of them, USDA seeks to determine best practices, including valuable lessons learned. Therefore, proposals are encouraged that include both process evaluations (developing and monitoring indicators of progress towards the objectives) and outcome evaluations (to determine whether the objectives were met).

**(g) *Self-Sustainability.*** Describe which aspects or components of the project will continue beyond the end of the project period. Discuss how a one-time infusion of Federal funds will be

sufficient for the proposed CFP to advance local capacity-building and achieve sustainability. Applicants should differentiate between how the basic elements of the project will be continued versus how the low-income community will be changed and its capacity advanced.

Entrepreneurial projects should provide evidence, e.g., a market analysis or the outline of a business plan, to demonstrate that it is likely to become self-sustaining and provide employees with important job skills. Business plan outlines of no more than five pages should be included as an appendix.

## **ii. Planning Projects (PP)**

The Project Narrative for PP should include the heading followed by the response for each of the points noted below.

**(a) *The Community to Be Involved in the Project and the Needs to Be Addressed.*** Identify and succinctly describe your approach to determining the critical elements and needs of the local food economy or food system, including demographics, income, and geographic characteristics of the area or community to be served. It is strongly recommended that assets of low-income communities be included in the analysis. The needs addressed should directly relate to project goals and objectives described below. It is recommended that this section be no more than one and one-half pages.

**(b) *The Organizations and Communities Involved in the Project.*** List the organizations and communities to be involved in carrying out the proposed PP and the segments of the local food economy or system they link. Include a description of the relevant experience of each community group or organization, including the applicant organization, that will be involved, and any related project history. Proposals should demonstrate extensive community linkages and coalitions. It is recommended that this section be no more than two pages.

Letters from the key organizations involved in the project, acknowledging their support and contributions, must be provided in an appendix to the proposal. A limited number of other support letters – such as those from farmers or schools – where appropriate, are encouraged to provide evidence of broad community involvement. These letters should be attached in Field 12, Other Attachments (See Part IV,B.3(c), below, Key Organization Support).

**(c) *Project Goals and Objectives.*** List the outcome-based goals and objectives of the project and a justification for the goals in terms of the identified need(s). Be specific. Ensure that low-income residents are actively engaged in planning project goals, objectives, and outcomes. Also include a description of low-income input and decision-making in the formulation of the goals and objectives. It is recommended that this section be no more than two pages.

**(d) *Activities to Achieve the Goals.*** Discuss how the goals and intended outcomes will be achieved. Discuss how the proposed project outcomes will be realized by providing a systematic description of how the most important steps or milestones will be accomplished. In addition to these descriptions, it is recommended that a table of up to three pages be provided with implementation details for these activities, including: (a) specific steps and achievements in planning and implementation; (b) timetables for milestones; and, as relevant, (c) expected

numbers of participants involved in each step of the process. It is recommended that this section be no more than two pages, although a table may be added as an additional page (within the total 15 page limit) to relate specific activities to goals and outcomes.

**(e) *Relationship to Program Objectives.*** Discuss how project outcomes will address the objectives of the CFPCGP as described in Part I., B.2, and how the project will make a difference for the low-income community. It is recommended that this section be no more than one page.

### **iii. Training and Capacity Building (TCB) Project(s)**

The Project Narrative for TCB Projects should include the heading followed by a response for each of the points noted below.

**(a.) *Community Food Security Issues and Programs.*** The proposal should provide a succinct description of community food security issues and programs and the scope of involvement of the applicant entity. Such items as the food economy or food system should be noted as should pertinent information regarding demographic and geographic characteristics of the area(s) or type(s) of organizations previously served and/or to be served.

**(b.) *Organizations Involved.*** List all collaborating organizations and individuals who will be assisting and their respective roles in the provision of training and capacity building. Provide documentation with letters of support showing commitment from organizations and individuals who have agreed to collaborate if the proposal is funded by NIFA (see Part IV, B. (c), Key Organization Support below).

**(c.) *Project Goals and Objectives.*** List the goals and objectives of the project and a justification for the goals in terms of the types of services that will be provided.

**(d.) *Activities to Achieve the Goals.*** Discuss how the goals will be achieved. Provide a systematic description of the approach by which the goals will be accomplished. A chart may be added to outline specific timeframes for activities leading to the accomplishment of goals and objectives.

**(e.) *Timeline.*** On an annual basis, identify the major milestones that will indicate progress toward achieving the project goals and objectives. Provide a standardized timeline or systematic description of the approach for accomplishing these major outcomes. A chart may be added to outline specific timeframes for activities leading to the accomplishment of goals and objectives.

**(f) *Proposed Work Plan can be for a period of up to three years.*** Training and capacity building should be scheduled so that potential CFP or PP applicant organizations will have ample opportunity to take advantage of the assistance offered with sufficient time to construct and submit a CFPCGP proposal in the foreseeable near future. For existing grantees, assistance should be timed so that grantees can utilize the assistance provided to improve their projects during the grant period.

(e.) **Evaluation.** Proposals should contain an internal evaluation component so as to provide enough timely information over the course of the project to improve the training and capacity building. A plan for the dissemination of project results should be included. Quality and quantity of training and capacity building should be documented and reported annually.

The Project Narrative for TCB Projects does not have to address self-sustainability, as such projects are not expected to become self-sustaining following the expenditure of Federal funds. However, Project applicants may want to address how their training and capacity building activities will help sustain CFP-type activities in future years in the areas to be served.

c. Field 12. Other Attachments. All attachments must be in PDF format.

- **Response to Previous Review.** This requirement only applies to "Resubmitted Applications" Part II, B., "Types of Applications" identifies the type of application(s) that may be submitted in response to this RFA. PDs must respond to the previous review summary on no more than one page titled "RESPONSE TO PREVIOUS REVIEW." If desired, additional comments may be included in the text of the Project Narrative subject to the page limitations of that section.
- **Results from Prior CFPCGP Support.** This requirement only applies to applicants who have received prior grant award(s) under this program. If the PD or a co-PD has received CFPCGP support in the past five years, information on results from that prior funding is required. This information will be used in the review of the application. PDs must summarize prior results from funding and limit the response to one page per award. For each award, list the NIFA award number, the amount and period of support, the title of the project and a summary of the results of the completed work.
- **Key Organization Support.** Attach signed letters from key organizations involved in the project acknowledging their support, contributions and commitment. Provide evidence of broad community involvement in both planning and decision-making. This section is limited to two page letters of support for each key organization (See subsection (b) of Part IV, B.2.b. for project type being submitted).
- **Matching Funds Documentation.** For CFP and PP applicants, this grant program requires applicants to match Federal funds awarded on a dollar-for-dollar basis from non-Federal sources as described in Part III, B. Letters signed by the AR from each source of matching funds are required, and should be attached in Field 12. Recommended contents of the letter are described below in item #6, R&R Budget (Fed/Non-Fed).
- **Appendices to Project Narrative.** Title the attachment as 'Appendices' in the document header and save file as 'Appendices'. Appendices to the Project Narrative are allowed if they are directly germane to the proposed project. The addition of appendices must not exceed seven (7) pages and should not be used to circumvent the text and/or figures and tables page limitations.

- **Logic Model.** Title the attachment as ‘Logic Model’ in the document header and save file as ‘LogicModel’. In order to allow for sufficient evaluation of projects as described, it is recommended that applicants set aside between five and ten percent of the total project budget for evaluation. Applicants should seek the help of academic or other experts in evaluation design and implementation, as appropriate and available. A logic model or chart may also be used. It is recommended that this section be no more than one page. [http://www.nifa.usda.gov/about/strat\\_plan\\_logic\\_models.html](http://www.nifa.usda.gov/about/strat_plan_logic_models.html) .

#### **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 NIFA Grants.gov Application Guide.

**5. R&R Personal Data** – As noted in Part V, 6. of the NIFA Grants.gov Application Guide, the submission of this information is voluntary and is not a precondition of award.

#### **6. R&R Budget (Fed/Non-Fed)**

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

##### a. Field D. Domestic Travel.

During the tenure of a grant, PDs must attend a PD meeting each year. The purpose of the meeting will be to discuss their projects, opportunities for collaborative efforts, and to enhance dissemination of exemplary end products/results. Reasonable travel expenses to attend this meeting may be included in the application’s budget under travel expenses.

##### b. Matching or Cost Sharing

i. Applicant’s Contribution. As stated in Part III, B., matching funds are mandatory for CFPs and PPs. **Matching funds are not required for TCB.** The R&R Budget (“Fed/Non-Fed) form must be utilized. The applicant’s matching support should be shown on the budget in the appropriate categories (salary, materials and supplies, equipment, etc.). A budget justification (Field K. on the Form) for these items must also be included.

ii. Third-party Contributions. Each third party contributor should be listed separately under Other Direct Costs (Field F. on the Form) and the amount contributed placed in the “Non-Federal (\$)” column. A detailed breakdown of third-party contributions by donor and budget category should be submitted as an attachment as part of the budget justification (Field K. on the Form). See below. An optional Matching Verification Template can be found on the NIFA website at [http://www.nifa.usda.gov/funding/cfp/pdfs/matching\\_verification.xls](http://www.nifa.usda.gov/funding/cfp/pdfs/matching_verification.xls).

Proposals should include written verification of commitments of matching support (including both cash and in-kind contributions) from third parties. Letters of commitment for third party matching for the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> years of multi-year projects must be secured prior to the application submittal. Awards will not be issued until all matching has been verified. Written verification means:

(a) For any third party cash contributions, a separate pledge agreement for each donation, signed by the authorized representatives of the donor organization and the applicant organization, which must include: (1) the name, address, and telephone number of the donor; (2) the name of the applicant organization; (3) the title of the project for which the donation is made; (4) the dollar amount of the cash donation; (5) a statement that the donor will pay the cash contribution during the grant period; and (6) whether the applicant can designate cash as the applicant deems necessary or the cash contribution has been designated to a particular budget item; and

(b) For any third party in-kind contributions, a separate pledge agreement (letter of commitment) for each contribution, signed by the authorized representatives of the donor organization and the applicant organization, which must include: (1) the name, address, and telephone number of the donor; (2) the name of the applicant organization; (3) the title of the project for which the donation is made; (4) a good faith estimate of the current fair market value of the third party in-kind contribution; and (5) a statement that the donor will make the contribution during the grant period.

**The sources and amount of all matching support from outside the applicant organization should be summarized on a separate page and attached in the SF 424 (R&R) Other Project Information, Field 12 (Title the attachment “Matching Support”). In addition, each source of non-Federal matching funds must be accompanied by written verification of commitment of matching support (i.e., a signed letter from the AR of the source of matching funds; including both cash and in-kind contributions) from third parties.** Include each of these signed matching letters, as attachments, in Field 12 of the SF 424 (R&R) Other Project Information form.

The value of applicant contributions to the project shall be established in accordance with applicable cost principles. Applicants should refer to the following for further guidance and other requirements relating to matching and allowable costs: 7 CFR part 3019, Uniform Administrative Requirements for Grants and Agreements With Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations; OMB Circular A-21, Cost Principles for Educational Institutions; OMB Circular A-122, Cost Principles for Non-Profit Organizations; Federal Acquisition Regulations (48 CFR subpart 31.2, Principles for determining costs with profit-making firms and those nonprofit organizations that are specifically excluded from the provisions of OMB Circular No. A-122); and 7 CFR Part 3015, USDA Uniform Federal Assistance Regulations, implementing OMB directives (i.e., OMB Circular Nos. A-21 and A-122, now codified at 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. These documents may be downloaded from the following Web sites: <http://www.whitehouse.gov/omb/grants/index.html>; <http://www.gpoaccess.gov/nara/index.html>; and [www.arnet.gov/far](http://www.arnet.gov/far), as applicable.

## **7. Supplemental Information Form**

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

a. Field 2. Program Code. Enter the program code name “Community Food Projects Competitive Grant Program” and the program code “LN”).

### **C. Submission Dates and Times**

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

Applications must be received by Grants.gov by COB on **November 17, 2011** (5:00 p.m. Eastern Time). Applications received after this deadline will normally not be considered for funding.

**Applicants who have problems with the submission of an application to Grants.gov are encouraged to FIRST contact the Grants.gov Help Desk to resolve any problems. Keep a record of any such correspondence and ensure you receive a case ID number. See Part IV. A. for Grants.gov contact information.**

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 NIFA** regarding a submitted application after 30 days of the established deadline, please contact the Program Contact identified in Part VII of the applicable RFA to inquire about the status of the application. **Failure to do so may result in for competitive programs 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**

#### **1. 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. Prior approval happens if a project is recommended for award.

## 2. Subcontract Restriction

The applicant shall perform a substantive portion of the project and no more than one-third of a CFP, TCB, or PP, as determined by budget expenditures, may be subawarded to for-profit organizations. Projects may divide their budget allocations between partners as it fits their work plan. (For additional knowledge or expertise that is not available within the applicant organization, funds for expert consultation may be included in the “All Other Direct Costs” section of the proposed budget.)

## 3. Multiple Submissions

The CFPCGP Program encourages applicants to submit one comprehensive proposal rather than multiple proposals.

## E. Other Submission Requirements

The applicant should follow the submission requirements noted in the document entitled “[NIFA Grants.gov Application Guide](#) A Guide for Preparation and Submission of NIFA Applications via Grants.gov.”

Described below are the requirements for successful submission of an application, all of the following steps must be met for an application to be considered for peer review:

- 1) Meeting the deadline: To electronically send the application to Grants.gov the submit button is hit, which triggers a date and time stamp on the application. The date and time stamp is used to determine whether the application was received by Grants.gov before the deadline, which is prior to close of business (5:00 p.m. Eastern Time) on **November 17, 2011**. An application submitted or resubmitted after the deadline is late. Consideration of late applications is only given in extenuating circumstances (e.g., natural disasters, confirmed Grants.gov outage) with proper documentation and support of the Agency Contact (see Part VII). The occurrence of one of these situations does not automatically ensure that a late application will be accepted. If an applicant wants a late application considered under an extenuating circumstance, the applicant should contact the Agency Contact accordingly.
- 2) Successful Grants.gov validation: The Grants.gov system performs a limited check of the application, and applicants are notified by Grants.gov of the outcome of the initial review. **Beginning August 9, 2011, the Grants.gov validation process will include a check for an active Central Contract Registry (CCR) registration (applicants with expired CCR registrations will be rejected).** Applications meeting Grants.gov requirements are made available to the funding agency for further processing. Applications that fail Grants.gov validation may be resubmitted to Grants.gov if the original agency deadline has not passed. (Note that the Grants.gov system may allow applications to be submitted after the deadline has passed, but the application is considered late by NIFA.)

- 3) Successful Agency validation: NIFA staff perform precursory review of the application. The agency validation process includes, for example, meeting eligibility requirements and following agency application guidelines (e.g., formatting, page limitations, limits on budget requests). Applicants are notified by NIFA of the outcome of this review.

## **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 scientific, extension, or education fields, taking into account the following factors: (a) The level of relevant formal scientific, technical education, or extension experience of the individual, as well as the extent to which an individual is engaged in relevant research, education, or extension activities; (b) the need to include as reviewers experts from various areas of specialization within relevant scientific, education, or extension fields; (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 of CFP proposals by expert reviewers will be based on the following criteria, listed in priority order of importance:**

1. How well the proposed project assists applicants, eligible entities, and others in understanding the primary goals of the CFPCGP which are to: (1) (a) meet the food needs of low-income people; (b) increase the self-reliance of low-income communities in providing for their own food needs; and (c) promote comprehensive responses to local food, farm, and nutrition issues; or (2) meet specific State, local, or neighborhood food and agriculture needs for (a) infrastructure improvement and development; (b) planning for long-term solutions; or (c) the creation of innovative marketing activities that mutually benefit agricultural producers and low-income consumers;
2. How significant are the low-income food security issues that will be addressed by the proposed project and is there an informative description of the community, its characteristics, assets, and needs;
3. The appropriateness of the goals, purposes, and outcomes of the project and how these goals will be achieved to invest in building the assets of the community, and the capacities of the applicant and its low income partners. Evidence that members of low income communities are engaged in planning and implementing solutions to advance their own food security. Proposed project activities should be designed to address one or more of the following preferences, which will be given equal weight: (1) developing connections between two or more sectors of the food

system; (2) supporting the development of entrepreneurial activities; (3) developing innovative connections between the for-profit and nonprofit food sectors; or (4) encouraging long-term planning activities and multi-system, interagency approaches;

4. The relevance of the experience of the organizations that are involved in the proposed project, including the applicant entity, and the type and extent of support that other organizations will be providing. Applicant organizations should demonstrate a history of, commitment to, and direct involvement in food security projects in low-income communities or in communities with low-income groups, as well as success in actively engaging low-income participants. Benefits of the program should accrue primarily to the low income population. The qualifications of staff involved with the proposed project and/or organizational leadership should reflect the expertise necessary to carry out the proposed activities or similar types of activities. Experience in and connections with the community and a demonstrated dedication to building the capacities of low income residents will be considered as important as academic or professional credentials in this regard. Professional salaries should be in balance with compensation given to low-income residents for their participation in the initiative;

5. The viability of plans for realistically achieving self-sufficiency with a one-time infusion of federal funds. Entrepreneurial projects should provide evidence to demonstrate that it is likely to become self-sustaining, e.g., a market analysis or the outline of a business plan. Other projects should identify actual or potential funding sources for continuation of the project after federal funding has ended;

6. The strength of the proposed project's evaluation component and how it will contribute to CFPCGP evaluations on a national basis, including sharing project results in a “exemplary practices” format; and

7. The timeline for accomplishing project goals, objectives and outcomes is realistic and achievable.

**The evaluation of PP proposals by expert reviewers will be based on the following criteria, listed in priority order of importance:**

1. How well the proposed project assists applicants, eligible entities, and others in understanding the primary goals of the CFPCGP which are to: (1)(a) meet the food needs of low-income people; (b) increase the self-reliance of low-income communities in providing for their own food needs; and (c) promote comprehensive responses to local food, farm, and nutrition issues; or (2) meet specific State, local, or neighborhood food and agriculture needs for (a) infrastructure improvement and development; (b) planning for long-term solutions; or (c) the creation of innovative marketing activities that mutually benefit agricultural producers and low-income consumers;

2. How significant are the low-income food security issues are that will be addressed by the proposed project; is there an informative description of the community, its characteristics, assets, and needs; How specifically will the community named in this description benefit from the proposed project;

3. The appropriateness of the goals, objectives and outcomes of the project and how these will be achieved to invest in building the capacity of the applicant and its partners in food security efforts and policies. Proposed project activities should be designed to address one or more of the following outcomes, which will be given equal weight: (a) developing linkages between two or more sectors of the food system; (b) supporting the development of entrepreneurial activities; (c) developing innovative linkages between the for-profit and nonprofit food sectors; and (d) encouraging long-term planning activities and multi-system, interagency approaches;
4. The relevance of the organization's experience that are involved in the proposed project, including the applicant entity, and the type and extent of support that other organizations will be providing. Applicant organizations should demonstrate a history of commitment to and direct involvement in food security projects in low-income communities or in communities with low-income groups, as well as success in outreach to low-income participants. The qualifications of staff involved with the proposed project and/or organizational leadership should reflect the expertise necessary to carry out the proposed activities or similar types of activities. Experience in and connections with the community will be considered as important as academic or professional credentials in this regard; and
5. The timeline for accomplishing project goals, objectives and outcomes is realistic and achievable.

**The evaluation of TCB Project proposals by expert reviewers will be based on the following criteria, listed in priority order of importance:**

1. How well the proposed project assists applicants, eligible entities, and others in understanding the primary goals of the CFPCGP which are to: (1)(a) meet the food needs of low-income people; (b) increase the self-reliance of communities in providing for their own food needs; and (c) promote comprehensive responses to local food, farm, and nutrition issues; or (2) meet specific State, local, or neighborhood food and agriculture needs for (a) infrastructure improvement and development; (b) planning for long-term solutions; or (c) the creation of innovative marketing activities that mutually benefit agricultural producers and low-income consumers;
2. The appropriateness of goals and purposes of the project and how those goals will provide TCB activities that will assist organizations and individuals regionally and nationally in addressing the goals of the CFPCGP;
3. The experience of the applicant and other organizations to be involved in the proposed project. Applicants should demonstrate knowledge in TCB on CFPs or other similar programs. The relevant qualifications of staff involved in the proposed project should be provided; and
4. The timeline for accomplishing the planning, scheduling, delivery, and dissemination of results of TCB is realistic and achievable.

### **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 NIFA program. NIFA will provide copies of forms recommended for use in fulfilling these requirements as part of the pre-award 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 NIFA shall make grants to those responsible, eligible applicants whose applications are judged most meritorious under the procedures set forth in this RFA. The date specified by the awarding official of NIFA 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 NIFA 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 Director 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 Director 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.nifa.usda.gov/business/awards/awardterms.html> to view NIFA 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 NIFA 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).

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—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 Nonprofit Organizations.

7 CFR Part 3407—NIFA 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**

Grantees are to submit initial project information and annual and summary reports to NIFA's electronic, Web-based inventory system that facilitates both grantee submissions of project outcomes and public access to information on Federally-funded projects. The details of these reporting requirements are included in the award terms and conditions.

## **PART VII—AGENCY CONTACT**

Applicants and other interested parties are encouraged to contact Elizabeth Tuckermanty; National Program Leader, Community Food Projects Competitive Grants Program; National Institute of Food and Agriculture, USDA; 1400 Independence Avenue, SW, Mail Stop 2225 Washington, DC 20250-2225; telephone: 202-205-0241; fax: 202-401-0776; e-mail: [etuckermanty@nifa.usda.gov](mailto:etuckermanty@nifa.usda.gov); or Katrena R. Hanks; Program Specialist, Community Food Projects Competitive Grants Program; National Institute of Food and Agriculture, USDA; 1400 Independence Avenue, SW, Mail Stop 2225; Washington, DC 20250-2241; telephone 202-401-5286; fax 202-401-4888; e-mail [khanks@nifa.usda.gov](mailto:khanks@nifa.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 NIFA 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 any applicable statutory limit or expiring appropriation limitation. 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 NIFA 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 NIFA grant program.

For the purpose of this program, the following additional definitions are applicable:

**Community Food Assessment** is a collaborative and participatory process that systematically examines a broad range of community food issues and assets, so as to inform change actions to make the community more food secure.

**Community Food Project** is a community-based project that requires a one-time infusion of Federal assistance to become self-sustaining and is designed to increase food security in a community by: (a)(i) meeting the food needs of low-income people; (ii) increasing the self-reliance of communities in providing for their own food needs; (iii) promoting comprehensive responses to local food, farm, and nutrition issues; or (b) meeting specific State, local, or neighborhood food and agriculture needs including needs related to; (i) infrastructure improvement and development; (ii) planning for long-term solutions; or (iii) the creation of innovative marketing activities that mutually benefit agricultural producers and low-income consumers.

**Exemplary practices** means high quality community food security work that emphasizes food security, nutritional quality, environmental stewardship, and economic and social equity.

**Expert reviewers** means individuals selected from among those recognized as uniquely qualified by training and experience in their respective fields to give expert advice on the merit of grant applications in such fields who evaluate eligible proposals submitted to this program in their respective area(s) of expertise.

**Food planning association** means a state, regional, or local entity that conducts long-term planning activities related to food, nutrition, or agriculture issues and addresses the needs of low-income people in a manner that is comprehensive and self-sustaining and mutually benefits agricultural producers and consumers.

**Food policy council** means a representative, multi-stakeholder, inter-agency body at the state, regional, or local level that is sanctioned by a government entity to address a broad range of food, nutrition, or agriculture issues in a manner that is comprehensive and self-sustaining and mutually benefits agricultural producers and low-income consumers.

**Food security** means access to affordable, nutritious, and culturally appropriate food for all people at all times.

**Indicators of Success** are a way of evaluating across projects to get indications of success for the entire CFP program. It is structured according to the fields of Whole Measures for Community Food Systems. Value-based practices reflect a vision for whole communities seen through the lens of community food system development; Healthy People, Strong Communities, Thriving Local Economies, Vibrant Farms and Gardens, Sustainable ecosystems, and Justice and Fairness. Measures of these values were co-developed with CFP grantees. Each project is asked to report on IOS each year.

**Infrastructure improvement and development** means the purchase or lease of equipment necessary for the production, handling, or marketing of locally-produced food.

**Logic model** means a systematic and visual way to present and share an understanding of the relationships among resources available to operate a program, and includes: planned activities and anticipated results; and the presentation of the resources, inputs, activities, outputs, outcomes and impacts.

**Planning project** means an activity initiated by an eligible organization to assess food security in a defined community and develop plans aimed to improve community food security.

**Private non-profit entity** means any nongovernmental corporation, trust, association, cooperative or other organization which: (i) is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest; (ii) is not organized primarily for profit; and (iii) uses its net proceeds to maintain, improve, and/or expand its operations.

**Sustainably produced foods** means foods that are produced in ways that limit “food miles,” and address social and economic justice issues as well as land stewardship. USDA’s definition of sustainable development is defined as, “Economic, environmental, and social sustainability of diverse food, fiber, agriculture, forest, and range systems.” USDA will balance goals of improved production and profitability, stewardship of the natural resource base and ecological systems, and enhancement of the vitality of rural communities. [*Special Reference Briefs Series no. SRB 99-02, Updates SRB 94-05 September 1999, Alternative Farming Systems Information Center*, National Agricultural Library, Agricultural Research Service, U.S. Department of Agriculture.

**Third party in-kind contributions** means non-cash contributions of property or services provided by non-Federal third parties, including real property, equipment, supplies and other expendable property directly benefiting and specifically identifiable to a funded project or program.

**Value Chain** means adding value to a product, including production, marketing, and the provision of after-sales service and incorporating fair pricing to farms. It also involves keeping the final pricing to customers within competitive range. Value chain development, therefore, is a process of building relationships between supplier and buyer that are reciprocal and win-win; instead of always striving to buy at lowest cost.