Community Food Projects Competitive Grant Program

2017 Request for Applications (RFA)

APPLICATION DEADLINE: November 30, 2016

ELIGIBILITY: See Part III, A of RFA

USDA United States 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 **5 p.m. Eastern Time** on **November 30, 2016**. Applications received after this deadline will normally not be considered for funding (see Part IV, C of this RFA). 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: We at the National Institute of Food and Agriculture (NIFA) seek your comments about this RFA. We will consider your comments when we develop the next RFA for the program, if applicable, and we'll use them 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)). Submit your written stakeholder comments by the deadline set forth in the DATES portion of this notice via email to Policy@nifa.usda.gov. (This email address is only for receiving comments regarding this RFA and _not_ for 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) **2017.** The anticipated amount available for **NIFA** in FY **2017** is approximately **$8,640,000.** This RFA is being released prior to the passage of an appropriations act for FY 2017. Enactment of additional continuing resolutions or an appropriations act may affect the availability or level of funding for this program.

This notice identifies the objectives for **CFPCGP** projects, deadline dates, funding information, eligibility criteria for projects and applicants, and application forms and associated instructions needed to apply for a **CFPCGP** grant.

A webinar will be held on **October 13, 2016** at **2:00 p.m. Eastern Time** for potential applicants. The Adobe Connect link is: http://nifa-connect.nifa.usda.gov/cfp2017/.

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PART I—FUNDING OPPORTUNITY DESCRIPTION

A. Legislative Authority and Background

The Community Food Projects Competitive Grants Program (CFPCGP) legislative authority is located in Section 25 of the Food Stamp Act of 1977 (7 U.S.C. 2034), as amended by the Agricultural Act of 2014 and the Food and Nutrition Act of 2008, which authorizes a program of federal grants to establish and carry out Community Food Projects.

B. Purpose and Priorities

The CFPCGP RFA directly aligns with the USDA Research, Education, and Economics Action Plan (http://nifa.usda.gov/resource/ree-action-plan) and specifically addresses Goal 4, Nutrition and Childhood Obesity by strengthening established strategic partnerships and strengthening implementation practices to encourage healthy eating and physical activity at the individual and community levels, focusing on high-risk groups and also advances Strategic Goal 4.2 of the USDA Strategic Plan, which is to promote Healthy Diet and Physical Activity Behaviors.

CFPCGP aligns with the NIFA Strategic Plan (http://nifa.usda.gov/resource/nifa-strategic-plan-fy2014-fy2018) and specifically addresses NIFA's Strategic Goal 1. (Science), by advancing our ability to fight hunger and ensure global food security (Subgoal 1.1).

The primary goals of the CFPCGP are to:

- Meet the food needs of low-income individuals through food distribution, community outreach to assist in participation in Federally assisted nutrition programs, or improving access to food as part of a comprehensive service;
- Increase the self-reliance of communities in providing for the food needs of the communities;
- Promote comprehensive responses to local food access, farm, and nutrition issues; and
- Meet specific state, local or neighborhood food and agricultural needs including needs relating to:
  o Equipment necessary for the efficient operation of a project;
  o Planning for long-term solutions; or
  o 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.

NIFA is soliciting applications for the CFPGP under the following areas:

(1) Community Food Projects (CFP) and
(2) Planning Projects (PP)

C. Program Area Description

1. Community Food Projects (CFP) and Planning Projects (PP)

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. 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 CFPs and PPs designed to:

(i) Develop linkages 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;

(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; or

(v) Develop new resources and strategies to help reduce food insecurity in the community and prevent foods insecurity in the future by-

      a. Developing creative foods resources;
      b. Coordinating food services with park and recreation programs and other community based outlets to reduce barriers to access; or
      c. Creating nutrition education programs for at-risk populations to enhance food-purchasing and food-preparation skills and to heighten awareness of the connection between diet and health.

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.

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

PART II—AWARD INFORMATION

A. Available Funding

The anticipated appropriated amount available for NIFA support of this program in FY **2017** is approximately **$8,640,000**. This RFA is being released prior to the passage of an appropriations act for FY 2017. Enactment of additional continuing resolutions or an appropriations act may affect the availability or level of funding for this program. The funds will be awarded through a **grant.** There is no commitment by USDA to fund any particular application or to make a specific number of awards.

The Automated Standard Applications for Payment System (ASAP), operated by the Department of Treasury's Bureau of the Fiscal Service, is the designated payment system for awards resulting from this RFA. For more information see https://www.fiscal.treasury.gov/fsservices/gov/pmt/asap/asap_home.htm.

B. Types of Applications

In FY 2017, you may only submit a new application to the **CFPCGP** Program:

New application. This is a project application that has not been previously submitted to the **CFPGP**. We will review all new applications competitively using the screening for administrative requirements, review panel evaluation of proposals using evaluation criteria and selection process described in Part V—Application Review Requirements.

Resubmitted application. This is an application that had previously been submitted to CFPCGP but not funded. Project Directors (PDs) must respond to the previous review panel summary (see Response to Previous Review, Part IV). 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 $400,000 over four years. Applications that exceed budgetary guidelines will not be reviewed. Applicants may request one, two, three or four years of funding, but in all cases, the grant term may not exceed 4 years for any proposal. A no-cost extension may be requested. 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 $35,000 for the total project period. The maximum PP award period shall not exceed three years since it is for planning purposes.

   Applications that exceed the budgetary guidelines will not be reviewed. All PP awards will be made 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 and PP Eligibility

Applicants for CFP and PP must meet the following eligibility here. Public food program service providers, tribal organizations, or private nonprofit entities, including gleaners (see Definition in Part VIII, E.), meeting the following three requirements are eligible to receive a CFP and PP:

(1) (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; (ii) job training and business development activities for food-related activities in low-income communities; or (iii) efforts to reduce food insecurity in the community, including food distribution, improving access to services, or coordinating services and programs; (2) demonstrate competency to implement a project, provide fiscal accountability, collect data, and prepare reports and other necessary documentation; (3) demonstrate a willingness to share information with researchers, evaluators, practitioners, and other interested parties, including a plan for dissemination of results; and (4) collaborate with 1 or more local partner organizations to achieve at least 1 hunger-free communities goal. See http://www.hungerfreecommunities.org/wp-content/uploads/2011/04/Hunger-Free-Communities-A-Toolkit-for-Congressional-Staff.pdf for more information about hunger-free communities' goals.

Failure to meet an eligibility criterion by the time of application deadline may result in the application being excluded from consideration or, even though an application may be reviewed, will preclude NIFA from making an award.

    2. Partners and Collaborators

Applicants for CFP and PP 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, local government entities and Promise Zone lead applicant/organization or implementation partner, and StrikeForce area coordinators and/or partnering entities. ***Only the applicant must meet the eligibility requirements***. Project partners and collaborators need not meet the eligibility requirements. When planning collaborations, see Part III, B. 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, a letter must be included in the application stating that in the event the application results in an award, the award funds must be administered through a fiscal agent organization on their behalf. 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. This letter is to be included as an attachment to Field 12, Other Attachments (Part IV.B.3.c.). In the event an application is recommended for funding, NIFA will request that both the applicant school or institution/organization and the fiscal agent organization submit complete management information (see Part V, D.).

Applications may only be submitted by public food program service providers, tribal organizations, or private nonprofit entities, including gleaners. A letter stating the non-profit status should be included with the application. Failure to meet an eligibility criterion by the application deadline may result in the application being excluded from consideration or, even though an application may be reviewed, will preclude NIFA from making an award.

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 shall provide matching funds through cash and/or in-kind contributions, including third-party in-kind contributions fairly evaluated, including facilities, equipment, or services.

The non-federal share of the funding may come from state government, local government, other non-profit entities, or private sources. Federal money cannot be used to match. 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.

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. We urge you to submit early to the Grants.gov system. For information about the pre-award phase of the grant lifecycle see http://www.grants.gov/web/grants/learn-grants/grants-101/pre-award-phase.html.

New Users of Grants.gov

Prior to preparing an application, we recommend that the Project Director/Principal Investigator (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 Grants.gov. If not (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 long 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 **"Register," in the top right corner of the Grants.gov web page (or go to** http://www.grants.gov/web/grants/register.html**), for information on registering the institution/organization with Grants.gov.** Part II,1 of the NIFA Grants.gov Application Guide contains detailed information regarding the registration process. Refer to item 2, below, to locate the "NIFA Grants.gov Application Guide."

Steps to Obtain Application Package Materials

To receive application materials:
1. You must download and install a version of Adobe Reader compatible with Grants.gov to access, complete, and submit applications. For basic system requirements and download instructions, see http://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html. Grants.gov has a test package that will help you determine whether your current version of Adobe Reader is compatible.

2. To obtain the application package from Grants.gov, go to http://www.grants.gov/web/grants/applicants/download-application-package.html and enter the funding opportunity number

   Funding Opportunity Number: USDA-NIFA-CFP-006084

   From the search result, click "Select Package" to access the application package. A Grant Application Package is tied to a particular funding opportunity. You may submit an application ONLY to the particular funding opportunity to which the Grant Application Package is associated.

Contained within the application package is the "NIFA Grants.gov Application Guide." 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 you require assistance to access the application package (e.g., downloading or navigating Adobe forms) **or submitting the application,** refer to resources available on the Grants.gov website (http://www.grants.gov/web/grants/applicants/applicant-tools-and-tips.html). Grants.gov assistance is also available at:

> Grants.gov customer support
> 800-518-4726 Toll-Free or 606-545-5035
> Business Hours: 24 hours a day, 7 days a week. Closed on federal holidays.
> Email: support@grants.gov

> Grants.gov iPortal (see https://grants-portal.psc.gov/Welcome.aspx?pt=Grants): Top 10 requested help topics (FAQs), Searchable knowledge base, self-service ticketing and ticket status, and live web chat (available 7 a.m. - 9 p.m. EST). Have the following information available when contacting Grants.gov:

> - Funding Opportunity Number (FON)
> - Name of agency you are applying to
> - Specific area of concern

B. Content and Form of Application Submission

You should prepare electronic applications following Parts V and VI of the NIFA Grants.gov Application Guide. This guide is part of the corresponding application package (see Section A of this part). The following is **additional information** you need 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., PDF) in Part III, Section 3 of the guide. <u>ANY PROPOSALS THAT ARE NON-COMPLIANT WITH THE REQUIREMENTS (e.g., content format, PDF file format, file name restrictions, and no password protected files) WILL BE AT RISK OF BEING EXCLUDED FROM NIFA REVIEW</u>. Grants.gov does not check for NIFA required attachments or whether attachments are in PDF format; see Part III, Section 6.1 of the guide for how to check the manifest of submitted files. Partial applications will be excluded from NIFA review. We will accept subsequent submissions of an application until close of business on the closing date in the RFA (see Part V, 2.1 of the NIFA Grants.gov Application Guide for further information).

For any questions related to the preparation of an application, review the NIFA Grants.gov Application Guide and the applicable RFA. If assistance is still needed for preparing application forms content, contact:
- Email: electronic@nifa.usda.gov
- Phone: 202-401-5048
- Business hours: Monday through Friday, 7 a.m. – 5 p.m. EST, 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. See Part V, Section 2.18 of the NIFA Grants.gov Application Guide for the required certifications and assurances (e.g., Prohibition Against Entities Requiring Certain Internal Confidentiality Agreements).

2. SF 424 R&R Project/Performance Site Location(s)
Detailed information related to the questions on this form is available in Part V, 3 of the NIFA Grants.gov Application Guide.

3. R&R Other Project Information Form
Detailed information related to the questions on this form is available 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 **CFPGP**. See Part V. 4.7 of NIFA Grants.gov Application Guide for further instructions and a link to a suggested template.

b. Field 8. Project Narrative.
NOTE: The Project Narrative shall not exceed **10** pages of written text, regardless of whether it is single- or double-spaced, and up to **5** additional pages for figures and tables. We have established this maximum (**15 pages**) to ensure fair and equitable competition. The Project Narrative must include all of the following or the proposal will not be reviewed:

1. Community Food Project (CFPs)
The Project Narrative for CFPs must 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. 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 project 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.

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. Please 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. 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. All support letters should be attached in Field 12, Other Attachments (See Part IV, B. 3. 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, behaviour, 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, and 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. 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, see Part IV.B.3.c.) and the measurement of Indicators of Success in meeting the legislative goals and objectives of the CFPCGP. (See Part VIII, D.., 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. Projects should identify actual or potential funding sources for continuation of the project after federal funding has ended. 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.

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 or any other document of evidence for sustainability should be no more than five pages should be included as an appendix. Such evidence should be included as an Other Attachment, Field 12 (see Part IV.B.3.c.).

2. 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. Planning Projects should address how 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 individuals through food distribution, community outreach to assist in participation in Federally assisted nutrition programs, or improving access to food as

part of a comprehensive service; (b) increase the self-reliance of low-income communities in providing for their own food needs; and (c) promote comprehensive responses to local food access, farm, and nutrition issues; or (2) meet specific State, local, or neighborhood food and agriculture needs for (a) equipment necessary for the efficient operation of a project; (b) planning for long-term solutions; or (c) the creation of innovative marketing activities that mutually benefit agricultural producers and low-income consumers; 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. 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. All support 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. Discuss 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; discuss how specifically will the community named in this description benefit from the proposed project. 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., 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.

c. Field 12. Add Other Attachments. All attachments must be in PDF Format.
See Part V. Section 4.12 of the NIFA Grants.gov Application Guide (Field 12 on the form) for instructions regarding mandatory Felony Convictions or Tax Delinquent Status.

- **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" and save file as ResponsetoPreviousReview. 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, including 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. Save file as PriorCFPCGPSupport.

- **Key Organization Support.** Attach signed letters from key organizations involved in the project acknowledging their support, contributions and commitment; title the attachment 'Key Organization Support'. 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 1. or 2., as appropriate, of Part IV, B.3.b. for additional information).

- **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; title the attachment 'Matching Funds'. Recommended contents of the letter are described below in item 6., R&R Budget (Fed/Non-Fed).

All of the applicant's matching support should be shown on the original budget in the appropriate categories (salary, materials and supplies, equipment, etc.) A budget narrative for these items must also be included. Proposals should include written verification of commitments of matching support of in-kind contributions from third parties.

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 ONLY if provided after submission of the application), must include:

- Donor's name, address, and telephone number;

- Name of the applicant organization;

- Title of the project;

- Dollar amount of the cash donation (the budget narrative must describe how the cash donation will be used);

- Statement that the donor will pay the cash contribution during the grant period; and

- Whether the applicant can designate cash as the applicant deems necessary or the cash contribution has been designated to a particular budget item.

(b) For any third party in-kind contributions, a separate pledge agreement for each contribution, signed by the authorized representatives of the donor organization (and the applicant organization ONLY if provided after submission of the application), must include:

- Donor's name, address, and telephone number;

- Name of the applicant organization;

- Title of the project;

- A good faith estimate of the current fair market value of the third party in-kind contribution and a description of how the fair market value was determined; and

- A statement that the donor will make the contribution during the grant period.

Summarize on a separate page the sources and amount of all matching support from outside the applicant institution and place that information in the proposal as part of the Budget Narrative. You must place all pledge agreements in the proposal immediately following the summary of matching support.

- **Appendices to Project Narrative.** Title the attachment as 'Appendices' in the document header <u>and</u> save file as 'Appendices'. Appendices to the Project Narrative are allowed if they are directly germane to the proposed project. The addition of <u>appendices must not exceed seven (7) pages for CFP and PP</u> proposals 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 <u>and</u> 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 purposes. 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

- **Fiscal Agent Letter.** See Part I.A. If it is necessary to include a fiscal agent letter then title the attachment as 'Fiscal Agent' in the document header <u>and </u>save file as

'FiscalAgent'.

- **Promise Zone or Strikeforce Letter.** If you are a Promise Zone or Strikeforce area, please submit a copy of the Certified HUD Form 50153.

4. R&R Senior/Key Person Profile (Expanded)
Detailed information related to the questions on this form is available in Part V, 5 of the NIFA Grants.gov Application Guide. This section of the guide includes instructions about senior/key person profile requirements, and details about the biographical sketch and the current and pending support, including a link to a suggested template for the current and pending support.

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. Part V.6 also notes the importance and use of the information.

6. R&R Budget
Detailed information related to the questions on this form is available 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.

As stated in Part III, B., matching funds are mandatory for CFPs and PPs. The R&R Budget ("Fed/Non-Fed") form must be utilized. For grants that require matching funds as specified under Part III, B., the Budget Narrative should include written verification of commitments of matching support (including both cash and in-kind contributions) from third parties.

c. Field H. Indirect Costs. For further information and instructions regarding indirect costs, refer to Part V, section 7.9 of the NIFA Grants.gov Application Guide.

7. Supplemental Information Form
Detailed information related to the questions on this form is available in Part VI, 1 of the NIFA Grants.gov Application Guide.

a. Field 2. Program to which you are applying.

	Community Food Projects (CFP)	**Planning Projects (PP)**
Program Code Name	"Community Food Projects Competitive Grant Program"	"Community Food Projects Competitive Grant Program"
Program Code	LN.C	LN.B

Note that accurate entry of the program code is very important for proper and timely processing of an application.

b. **Field 8. Conflict of Interest List**. See Part VI, 1.8 of the NIFA Grants.gov Application Guide for further instructions and a link to a suggested template.

C. Submission Dates and Times

We recommend that you conduct an administrative review of the application before submission of it via Grants.gov to ensure that it complies with all preparation instructions. An application checklist is included in Part VII of the NIFA Grants.gov Application Guide to assist with this review.

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 **5 p.m. Eastern Time on November 30, 2016.** Applications received after this deadline will normally not be considered for funding.

If you have trouble submitting an application to Grants.gov, you should FIRST contact the Grants.gov Help Desk to resolve any problems. Keep a record of any such correspondence. See Part IV. A for Grants.gov contact information.

We send email correspondence to the AR regarding the status of submitted applications. We strongly encourage you to provide accurate email 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 within 30 days of the established deadline, contact the Agency Contact identified in Part VII of the 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, you should cite this number 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.

2. Subcontract Restriction
The applicant shall perform a substantive portion of the project and no more than 50 percent of a CFP or PP, as determined by budget expenditures, may be sub awarded. 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 encourages applicants to submit one comprehensive proposal rather than multiple proposals under this RFA.

4. Funding Period Limitation

The funding period will commence on the effective date cited in the award instrument. Any such limitation also applies to subcontracts made under awards subject to a funding period limitation.

E. Other Submission Requirements

You should follow the submission requirements noted in Part IV, Section 1.9 in the document entitled "NIFA Grants.gov Application Guide."

For information about the **status of a submitted application**, see Part III, Section 6 of the NIFA Grants.gov Application Guide.

PART V—APPLICATION REVIEW REQUIREMENTS

A. General

We evaluate each application in a two-part process. First, we screen each application to ensure that it meets the administrative requirements as set forth in this RFA. Second, a technical review panel will evaluate applications that meet the administrative requirements.

We select reviewers based upon their training and experience in relevant scientific, extension, or education fields, taking into account the following factors:

- 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;
- the need to include experts from various areas of specialization within relevant scientific, education, or extension fields;
- the need to include 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;
- the need to include experts from a variety of organizational types (e.g., colleges, universities, industry, state and federal agencies, and private profit and non-profit organizations) and geographic locations;
- the need to maintain a balanced composition with regard to minority and female representation and an equitable age distribution; and
- the need to include reviewers who can judge the effective usefulness of each application to producers and the general public.

After each peer review panel has completed its deliberations, the responsible program staff of **CFPCGP** will recommend that your project be approved for support from currently available funds or be declined due to insufficient funds or unfavorable review.

CFPCGP reserves the right to negotiate with the PD/PI and/or with the submitting organization or institution regarding project revisions (e.g., reductions in the scope of work, funding level, period, or method of support) prior to recommending any project for funding.

We will send copies of reviews, *not* including the identity of reviewers, and a summary of the panel comments to the PD after the review process has been completed.

B. Evaluation Criteria

We will use the evaluation criteria for Community Food Projects (CFP) below, listed in priority order of importance to review applications submitted in response to this RFA:

1. 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 are designed to address one or more of the following preferences, which will be given equal weight: (i) Develop linkages between two or more sectors of the food system; (ii) Support the development of entrepreneurial projects; (iii) Develop innovative linkages between the for-profit and nonprofit food sectors; (iv) Encourage 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; or (v) Develop new resources and strategies to help reduce food insecurity in the community and prevent foods insecurity in the future;

2. How well the proposed project assists applicants, eligible entities, and others in understanding the primary goals of the CFPCGP which are to:
- Meet the food needs of low-income individuals through food distribution, community outreach to assist in participation in Federally assisted nutrition programs, or improving access to food as part of a comprehensive service;
- Increase the self-reliance of communities in providing for the food needs of the communities;
- Promote comprehensive responses to local food access, farm, and nutrition issues; and
- Meet specific state, local or neighborhood food and agricultural needs including needs relating to:
  - Equipment necessary for the efficient operation of a project;
  - Planning for long-term solutions; or
  - The creation of innovative marketing activities that mutually benefit agricultural producers and low-income consumers.

3. 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;

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. The applicant organization demonstrates 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. *Applicants should demonstrate the knowledge of best practices in the field and the use of them in their projects.* Benefits of the program accrue primarily to the low income population. The qualifications of staff involved with the proposed project and/or organizational leadership reflects 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 are 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. Evidence is provided to demonstrate that the project is likely to become self-sustaining, e.g., a market analysis or the outlines 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.

We will use the evaluation criteria for Planning Projects (PP) below, listed in priority order of importance to review applications submitted in response to this RFA:

1. 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 are designed to address one or more of the following outcomes, which will be given equal weight: (i) Develop linkages between two or more sectors of the food system; (ii) Support the development of entrepreneurial projects; (iii) Develop innovative linkages between the for-profit and nonprofit food sectors; (iv) Encourage 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; or (v) Develop new resources and strategies to help reduce food insecurity in the community and prevent foods insecurity in the future.

2. 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 individuals through food distribution, community outreach to assist in participation in Federally assisted nutrition programs, or improving access to food as part of a comprehensive service; (b) increase the self-reliance of low-income communities in providing for their own food needs; and (c) promote comprehensive responses to local food access, farm, and nutrition issues; or (2) meet specific State, local, or neighborhood food and agriculture needs for (a) equipment necessary for the efficient operation of a project; (b) planning for long-term solutions; or (c) the creation of innovative marketing activities that mutually benefit agricultural producers and low-income consumers;

3. How significant are the low-income food security issues 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;

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 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 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.

C. Conflicts of Interest and Confidentiality

During the peer evaluation process, we take extreme care to prevent any actual or perceived conflicts of interest that may impact review or evaluation. See http://www.nifa.usda.gov/business/competitive_peer_review.html for further information about conflicts of interest and confidentiality as related to the peer review process.

D. Organizational Management Information

Specific management information relating to an applicant shall be submitted one-time, with updates on an as-needed basis. This requirement is part of the responsibility determined 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. We will provide you 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 that 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).

E. Application Disposition

An application may be withdrawn at any time before a final funding decision is made regarding the application. Each application that is not selected for funding, including those that are withdrawn, will be retained by **CFPCGP** for a period of three years.

PART VI—AWARD ADMINISTRATION

A. General

Within the limit of funds available for such purpose, the NIFA awarding official 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 NIFA awarding official 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. 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 may be used only for the purpose for which they are granted in accordance with the approved application and budget, regulations, terms and conditions of the award, applicable federal cost principles, USDA assistance regulations, and NIFA General Awards Administration Provisions at 7 CFR part 3430, subparts A through E.

B. Award Notice

The award document will provide pertinent instructions and information including, at a minimum, the information described in 2 CFR 200.210.

See http://www.nifa.usda.gov/business/awards/awardterms.html to view current NIFA award terms and conditions.

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 may include, but are not limited to, the ones listed on the NIFA web page – http://nifa.usda.gov/federal-regulations.

NIFA Federal Assistance Policy Guide—a compendium of basic NIFA policies and procedures that apply to all NIFA awards, unless there are statutory, regulatory, or award-specific requirements to the contrary—is available at http://nifa.usda.gov/policy-guide.

D. Expected Program Outputs and Reporting Requirements

The output and reporting requirements are included in the award terms and conditions (see http://www.nifa.usda.gov/business/awards/awardterms.html for information about NIFA award terms). If there are any program or award-specific award terms, those, if any, will be identified in the award. **All awardees are expected to contribute to the data collected by the Training and Technical Assistance providers.** Each awardee conducts an evaluation and the project director is expected to ensure the evaluation data is provided to the Training and Technical Assistance provider. The Training and Technical Assistance Provider uses "Whole Measures" and project directors are expected to contribute to the data collected for the overall report.

Grantees are also to use REEport, NIFA's electronic, web-based inventory system to submit an initial project initiation which documents expected products and outcomes of the project. Additionally, annual progress report documenting realized project outcomes must be submitted to the electronic system. The web-based system facilitates an electronic workflow between grantees and NIFA for project accomplishments to be easily searchable and allows for public access to information on Federally-funded projects. The details of these reporting requirements, including those specific to the annual and final technical reports, are included in the award terms and conditions.

PART VII—AGENCY CONTACT

Applicants and other interested parties are encouraged to contact:

Programmatic Contact –

Dr. Jane Clary Loveless; 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: 202-720-3891; fax: 202-(202)720-9366; e-mail: jclary@nifa.usda.gov; or

Dr. Dionne Toombs; Director, Division of Nutrition, National Institute of Food and Agriculture, USDA; 1400 Independence Avenue, SW, Mail Stop 2225 Washington DC 20250-2225; telephone: 202-401-2138; fax: 202-401-4888; email: dtoombs@nifa.usda.gov.

Administrative/Business Contact –

Susan Bowman; Awards Management Branch Chief; Office of Grants and Financial Management; National Institute of Food and Agriculture, USDA; 1400 Independence Avenue, SW, Mail Stop 2271; Washington, DC 20250-2271; telephone 202-401-4324; fax 202-401-6271; e-mail sbowman@nifa.usda.gov.

Adriene Woodin; Awards Management Branch Chief; Office of Grants and Financial Management; National Institute of Food and Agriculture, USDA; 1400 Independence Avenue, SW, Mail Stop 2271; Washington, DC 20250-2271; telephone 202-401-4320; fax 202-401-6271; email awoodin@nifa.usda.gov.

PART VIII—OTHER INFORMATION

A. Use of Funds; Changes

1. Delegation of Fiscal Responsibility

Unless the terms and conditions of the award state otherwise, awardees 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 Budget or Project Plans

In accordance with 2 CFR 200.308, awardees must request prior approval from NIFA for the following program or budget-related reasons:
 (i) Change in the scope or the objective of the project or program (even if there is no associated budget revision requiring prior written approval).
 (ii) Change in a key person specified in the application or the federal award.
 (iii) The disengagement from the project for more than three months, or a 25 percent reduction in time devoted to the project, by the approved project director or principal investigator.
 (iv) The inclusion, unless waived by the federal awarding agency, of costs that require prior approval in accordance with 2 CFR 200 Subpart E—Cost Principles of this part or 45 CFR Part 75 Appendix IX, "Principles for Determining Costs Applicable to Research and Development under Awards and Contracts with Hospitals," or 48 CFR Part 31, "Contract Cost Principles and Procedures," as applicable.
 (v) The transfer of funds budgeted for participant support costs as defined in §200.75 Participant support costs to other categories of expense.
 (vi) Unless described in the application and funded in the approved federal awards, the subawarding, transferring or contracting out of any work under a federal award, including fixed amount subawards as described in §200.332 Fixed amount subawards. This provision does not apply to the acquisition of supplies, material, equipment, or general support services.
 (vii) Changes in the approved cost-sharing or matching provided by the non-federal entity.
 (viii) The need arises for additional federal funds to complete the project.

The awardee will be subject to the terms and conditions identified in the award. See http://www.nifa.usda.gov/business/awards/awardterms.html for information about NIFA award terms.

B. 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 of Agriculture 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. We will retain for three years a copy of an application that does not result in an award. 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.

C. Regulatory Information

For the reasons set forth in the final Rule related Notice to 2 CFR Part 415, Subpart C, 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.

D. Definitions

Please refer to [7 CFR 3430, Competitive and Noncompetitive Non-formula Financial Assistance Programs--General Award Administrative Provisions](), for 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 means a community-based project that (A) requires a 1-time contribution of federal assistance to become self-sustaining; and (B)(i) is designed (I) to meet the food needs of low-income individuals through food distribution, community outreach to assist in participation in Federally assisted nutrition programs, or improving access to food as part of a comprehensive service; (II) to increase the self-reliance of communities in providing for the food needs of the communities; (III) to promote comprehensive responses to local food access, farm, and nutrition issues; or (B)(ii) to meet specific state, local or neighborhood food and agricultural needs including needs relating to (I) equipment necessary for the efficient operation of a project; (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.

Gleaner means an entity that (a) collects edible, surplus food that would be thrown away and distributes the food to agencies or nonprofit organizations that feed the hungry; or (b) harvests for free distribution to the needy, or for donation to agencies or nonprofit organizations for ultimate distribution to the needy, an agricultural crop that has been donated by the owner of the crop.

Hunger-free Communities goal means any of the 14 goals described in House Concurrent Resolution 302, 102nd Congress, agreed to October 5, 1992.

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.

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,** revised August 2007, Alternative Farming Systems Information Center , National Agricultural Library, Agricultural Research Service, U.S. Department of Agriculture.

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.