

# Community Food Projects Competitive Grants Program

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*FY 2010 Request for Applications*

**APPLICATION DEADLINE: November 19, 2009**



**U.S. Department of Agriculture**



**Cooperative State Research, Education, and Extension Service**

\*\*\*\*\* PLEASE READ \*\*\*\*\*

**A. Electronic Application Submission Required**

In FY 2010, the Community Food Projects Competitive Grants Program (CFPCGP) will only accept electronic application submissions through Grants.gov. Be aware that additional time is required to complete the electronic application process. Applications must be submitted via [Grants.gov](http://www.grants.gov) by Close of Business (COB) 5:00 p.m. Eastern Time, on November 19, 2009.

**If your institution is new to the electronic grant application process through Grants.gov, you will be required to complete several steps prior to submitting an application. There is a one-time registration process. It can take as much as one month to complete, so it is critical to begin as soon as possible.** The “Get Registered” tab on Grants.gov ([http://www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp)) provides information on registering your institution with Grants.gov and the steps necessary to apply for a grant. A quick reference guide listing these steps is available as a 4-page PDF document at the following website: <http://www.grants.gov/section910/Grants.govRegistrationBrochure.pdf>.

Information about the forms and submission requirements can be found in Part IV of this solicitation.

<b>Helpful Information for Submission</b>	<b>Website Address</b>
Information pertaining to the transition to electronic submission can be found at the CSREES website.	<a href="http://www.csrees.usda.gov/funding/electronic.html">http://www.csrees.usda.gov/funding/electronic.html</a> This page will be updated frequently and should be checked for program-specific help.
Applications should be submitted through the Grants.gov website.	To access the electronic application via Grants.gov, go to <a href="http://www.grants.gov">www.grants.gov</a> , under the “Apply for Grants” heading on the left side of page and click on “Download Grant Application Packages.” Enter the CFDA number 10.225 in the appropriate box to search by Catalog of Federal Domestic Assistance (CFDA) number.
<b>The CSREES GRANTS.GOV Application Guide provides guidance for completing the forms required by Grants.gov and CSREES. Used in conjunction with the RFA, this guide will assist applicants with most field-specific questions.</b>	Each applicant should use the CSREES document titled, “CSREES Grants.gov Application Guide,” that is part of this Request for Application (RFA) package located at <a href="http://www.grants.gov">Grants.gov</a> . This document provides guidance for completing the required forms at Grants.gov.  <b>Applicants should also reference the RFA for program-specific guidance not found in the application guide.</b>

- Applications must be received at [Grants.gov](http://www.grants.gov) by 5:00 p.m. Eastern Time, on November 19, 2009. **Plan ahead. Do not wait until the last minute to submit your application.**

- Applicants who have problems with their submissions to Grants.gov are encouraged first to call the Grants.gov help desk to resolve any problems. Keep a record of any such correspondence and ensure receipt of a Grants.gov case ID case number.

For questions related to preparing application content, contact:

Email: [electronic@csrees.usda.gov](mailto:electronic@csrees.usda.gov)

Phone: 202-401-5048, Business hours are M-F, 7:00 am – 5:00 pm ET, excluding Federal holidays.

For questions related to Grants.gov content, contact:

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

Toll Free: 1-800-518-4726, Business hours are M-F, 7:00 am – 9:00 pm ET, excluding Federal holidays.

Part IV of this RFA provides additional information specific to the CFPCGP application submission. Applicants are advised to refer to this section to determine if specific information is required during the submission of the forms on Grants.gov. If directed by this RFA to provide information that is different from the CSREES Grants.gov Application Guide, the information 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 EXCLUDED FROM CSREES REVIEW. Partial applications will be excluded from CSREES review. With documented prior approval, resubmitted applications will be accepted until close of business on the closing date in the RFA.**

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

## **B. Application Type in FY 2010**

Community Food Projects (CFP) for full community-based projects and Planning Projects (PP) for planning grants. The Program Code for both CFP and PP projects is “LN”.

**COOPERATIVE STATE RESEARCH, EDUCATION, AND EXTENSION SERVICE;  
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 Grants.gov by close of business (COB) November 19, 2009, 5:00 p.m. Eastern Time. Applications received after this deadline will not be considered for funding. Comments regarding this RFA are requested within six months from the issuance of this notice. Comments received after that date will be considered to the extent practicable.

**STAKEHOLDER INPUT:** The Cooperative State Research, Education, and Extension Service (CSREES) is requesting comments regarding this RFA from any interested party. These comments will be considered in the development of the next RFA for the program. Such comments 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. Comments should be submitted as provided for in the DATES portion of this Notice.

Written stakeholder comments should be submitted by mail to: Policy and Oversight Branch; Office of Extramural Programs; Cooperative State Research, Education, and Extension Service; USDA; STOP 2299; 1400 Independence Avenue, SW; Washington, DC 20250-2299; or via e-mail to: [RFP-OEP@csrees.usda.gov](mailto:RFP-OEP@csrees.usda.gov). (This e-mail address is intended only for receiving comments regarding this RFA and not requesting information or forms, nor submitting an application.) In your comments, please state that you are responding to the Community Food Projects Competitive Grants Program RFA.

**EXECUTIVE SUMMARY:** CSREES requests applications for the Community Food Projects Competitive Grants Program (CFPCGP) for fiscal year (FY) 2010 to support: (1) the development of Community Food Projects with a one-time infusion of federal dollars to make such projects self-sustaining; and (2) Planning Projects to assess the food security needs and plan long-term solutions to help ensure food security in communities. CSREES anticipates that the amount available for support of this program in FY 2010 will be approximately \$5,000,000.

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

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## **PART I-FUNDING OPPORTUNITY DESCRIPTION**

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

The 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 2010, approximately \$5,000,000 is 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.

In FY 2010, CSREES' CFPCGP intends to solicit applications and fund two types of grants. The types are entitled (1) Community Food Projects (CFP) applications and (2) Planning Project (PP) applications.

#### **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 may include, but are not limited to, community gardens with market stands, farmers' markets, farm-to-institutions projects, marketing & consumer cooperatives and many other project models.

## **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 activity. 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 may include, but are not limited to, community food assessments, coordination of collaboration development, GIS analysis, food sovereignty study, farm-to-institution exploration, and other projects.

## **C. Program Area Description**

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

Community Food Projects are intended to take a comprehensive approach to developing long-term solutions that ensure food security in communities by linking the food production and processing sectors to community development, economic opportunity, and environmental enhancement. Comprehensive solutions should focus on: (i) improved access to high quality, affordable food among low-income households; (ii) expanded economic opportunities for community residents through business and economic development, improved employment opportunities, job training, youth apprenticeship, school-to-work transition, and (iii) support for local food systems, from urban gardening to local farms, that provide high quality fresh foods with minimal adverse environmental impact.

Any solution proposed must tie into community identified food needs, directly connect outcomes to goals and objectives, and substantially involve and/or be generated by members of the low-income community, i.e. "community-based" not just "community-placed." Low-income people must be the participants and direct beneficiaries of project activities and outcomes.

Project goals should integrate multiple objectives into their design. Proposed projects should seek to address outcomes beyond a specific goal, such as increasing food produced or available for a specific group. Goals and objectives should integrate economic, social, and environmental impacts, such as job training, employment opportunities, small business expansion, neighborhood revitalization, open space development, transportation assistance, or other positive community outcomes.

Proposed projects should seek comprehensive and well-planned solutions to problems across all levels of the food system, **not only short-term, emergency food relief**. This point is emphasized because some previously submitted proposals expanded applicant efforts in food relief and assistance or connected established or partially established programs, such as community gardens and farmers' markets, with little evidence of strategic community planning and participation by low-income residents and other stakeholders in the proposed project design. Proposals should emphasize a food system and/or food security approach and show evidence of information sharing, coalition building, and substantial outreach to and involvement of the community.

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

PPs are intended to take a comprehensive approach to planning for long-term solutions that ensure food security in communities by linking the food production and processing sectors to community development, economic opportunity, and environmental enhancement. PPs may explore the community's assets, opportunities, and challenges in terms of discovering food security status and may include elements such as: improved access to high quality, affordable food among low-income households; expanded economic opportunities for community residents through local businesses or other economic development; improved employment opportunities, job training, youth apprenticeship, school-to-work transition; and support for local food systems, from urban gardening to local farms, that provide high quality fresh foods with minimal adverse environmental impact.

Proposed plans must assess community food needs and substantially involve and/or be generated by members of the low-income community; i.e., it must be "community-based" not just "community-placed." Low-income participants must be the participants and direct beneficiaries of planning projects.

Proposed PPs should seek to address impacts beyond a specific goal such as increasing food produced or available for a specific group. Goals and objectives should integrate economic, social, and environmental impacts such as job training, employment opportunities, small business expansion, neighborhood revitalization, open space development, transportation assistance, or other community enhancements.

Proposed PPs should be comprehensive and address all levels of the food system, not only short-term food relief. Assessing existing assets in the food system is as important as showing deficiencies and need. Proposals should emphasize a food system and/or food security approach and show evidence of information sharing, coalition building, and substantial outreach to and involvement of the community.

## **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. CSREES anticipates that the amount of funds available in FY 2010 for support of grant awards under this program will be approximately \$5,000,000. Of that amount, approximately 5 percent may be awarded for Planning Projects.

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

In FY 2010, 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 CFPCGP 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 CFPCGP Program but not funded. Project Directors (PDs) must respond to the previous review panel summary (see Response to Previous Review, Part IV, B.3.c.). Resubmitted applications must be received by the relevant due dates, will be evaluated in competition with other pending applications in the 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 Project (CFP) Award**

Applicants should request a budget commensurate with the proposed project. No single grant for a CFP 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 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 Project (PP) Award**

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 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.

## **PART III-ELIGIBILITY INFORMATION**

### **A. Eligible Applicants**

#### **1. CFP and PP 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 with CFP and PP proposals 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, E., Funding Restrictions.

### **B. Cost Sharing or Matching**

**Successful CFP applicants and PP award applicants MUST provide matching on a dollar-for-dollar basis for all federal funds awarded.**

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.

## PART IV—APPLICATION AND SUBMISSION INFORMATION

### A. Electronic Application Package

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

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

The steps to access application materials are as follows:

1. In order to access, complete and submit applications, applicants must download and install a version of Adobe Reader compatible with Grants.gov. This software is essential to apply for CSREES Federal assistance awards. For basic system requirements and download instructions, please see [http://www.grants.gov/help/download\\_software.jsp](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: Enter the funding opportunity number USDA-CSREES-CFP-002544** in the appropriate box and click “Download Package.” From the search results, click “Download” to access the application package.

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

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

Grants.gov Customer Support  
Toll Free: 1-800-518-4726  
Business Hours: Monday through Friday 7:00 am – 9:00 pm Eastern Standard Time  
Email: [support@grants.gov](mailto:support@grants.gov)

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

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

Electronic applications should be prepared following Part V and VI of the document entitled “A Guide for Preparation and Submission of CSREES Applications via Grants.gov.” This guide is part of the corresponding application package (see Section B. 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 EXCLUDED FROM CSREES REVIEW. Partial applications will be excluded from CSREES review. With documented prior approval, resubmitted applications will be accepted until close of business on the closing date in the RFA.**

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

### **1. SF 424 (R&R) Cover Sheet**

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

### **2. R&R Project/Performance Site Location(s)**

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

### **3. R&R Other Project Information Form**

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

a. Field 6. Project Summary/Abstract. The summary should clearly state to which project area you are applying: CFP or PP and include the relevance of the project to the goals of the CFPCGP program. It should be no more than 250 words.

b. Field 7. Project Narrative.

PLEASE NOTE: The Project Narrative shall not exceed 10 pages of written text and up to five 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, 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 as in Field 11, 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 11) and the measurement 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 hopes to learn more about what happens to make such projects succeed, partially succeed, or fail. 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. It is recommended that this section be no more than one page.

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

The Project Narrative for PPs 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.

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. It is recommended that this section be no more than two pages. These letters should be attached in Field 11, Other Attachments (See Part IV,B.(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 (limit to three total pages) 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.3., 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 11. 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 that 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 should summarize prior results from funding and limit the response to one page per award. For each award, list the CSREES 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 Part IV, B.2.b.i.(b) and Part IV, B.2.b.iii.(b)).
- **Matching Funds Documentation.** 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. Signed letters by the AR from each source of matching funds are required, and should be attached in this Field #11. Recommended contents of the letter are described below in item #6, R&R Budget Federal and Non-Federal.
- **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 ‘Logic Model’. 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 must also be used. It is recommended that this section be no more than one page. [http://www.csrees.usda.gov/about/strat\\_plan\\_logic\\_models.html](http://www.csrees.usda.gov/about/strat_plan_logic_models.html).

#### **4. R&R Senior/Key Person (Expanded)**

**Complete all applicable fields.** Consult the CSREES Grants.gov Application Guide for instructions. Remember to attach the required Biographical Sketch for at least the Project Director, as well as any additional senior/key person who will receive Federal support from this project. **The phone number, fax number, and e-mail address fields for all individuals listed on the Senior/Key Person Profile (Expanded) page must be completed.**

Also, **you must attach** ‘Current and Pending Support’ information (see CSREES Grants.gov Application Guide p. 31 & 32, item 5.3, for guidelines and information format) for each senior/key person identified above. **Note: Even if no other funding is currently reported under the ‘Active’ section of this attachment, you must still list information for this grant application under the ‘Pending’ section of this attachment for each senior/key person identified.**

## **5. R&R Personal Data**

**Complete all applicable fields.** Consult the CSREES Grants.gov Application Guide for instructions. If you choose to submit this optional form, please **DO NOT PROVIDE THE SOCIAL SECURITY NUMBER OF THE PROJECT DIRECTOR/PRINCIPAL INVESTIGATOR.**

## **6. R&R Budget Federal and Non-Federal**

This form (accompanied by the required Budget Justification attachment) contains the itemized listing and description of your project's budget. Complete all applicable fields. Consult the CSREES Grants.gov Application Guide reference section for instructions.

### a. Field D. Domestic Travel.

During the tenure of a grant, CFP Project Directors must attend a Project Director meeting each year. Attendance by Project Directors for PP projects is not required. The purpose of the meeting will be to discuss project and grant management, 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. The R&R Budget ("Federal (\$)") and "Non-Federal (\$)") must be utilized. The **applicant's matching** (contribution) support must 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 must 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 CSREES website at [www.csrees.usda.gov/funding/cfp/pdfs/matching\\_verification.xls](http://www.csrees.usda.gov/funding/cfp/pdfs/matching_verification.xls).

**Proposals must 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 grant award. 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.**

Note: In-kind salary contributions should include the name and position of employee, the normal hourly rate of pay for this position, the number of hours this employee will be donating toward the project and a brief description of the job this person will be performing for the project.

**The sources and amount of all matching support from outside the applicant organization should be summarized on a separate page and attached in the R&R Other Project Information, Field 11 (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 well, as attachments in Field 11 of the 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 profitmaking 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.

c. Field H. Indirect Costs.

If available, the current rate negotiated with the cognizant Federal negotiating agency should be used. Indirect costs (F&A) may not exceed the negotiated rate. If a negotiated rate is used, the percentage and base should be indicated. If no rate has been established the applicant may

indicate "None—will negotiate" and a reasonable dollar amount for indirect costs may be requested, which will be subject to approval by USDA. In the latter case, if a proposal is recommended for funding, an indirect cost rate proposal must be submitted prior to award to support the amount of indirect costs requested. CSREES will request an indirect cost rate proposal and provide instructions, as necessary. An applicant may elect not to charge indirect costs and, instead, use all grant funds for direct costs. If indirect costs are not charged, the phrase "None requested" should be written in this space.

## **7. CSREES Supplemental Information Form**

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

a. Program Code (Field 2. on the Form). CFP and PP: Enter the program code name (i.e., enter "Community Food Projects Competitive Grants Program") and the program code "LN".

b. Conflict of Interest List (Field 8. on the Form). A conflict of interest list is not required under this program. Do not include a conflict of interest list.

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

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

Applications must be received by Grants.gov by COB (5:00 p.m. Eastern Time) on November 19, 2009. Applications received after this deadline will normally not be considered for funding.

The receipt of all applications will be acknowledged by e-mail from Grants.gov. 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 a confirmation message from CSREES within 30 days of submission of the application, please contact the Program Contact identified in Part VII of this RFA.

**Failure to do so may result in the application not being considered for funding by the peer review group a delay in the issuance of an award. 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.

## **2. Subcontract Restriction**

The grantee shall perform a substantive portion of the project and no more than one-third of a CFP or PP, as determined by budget expenditures, may be sub-awarded to for-profit organizations. (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**

In FY 2010, 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 “A Guide for Preparation and Submission of CSREES Applications via Grants.gov.”

## **PART V-APPLICATION REVIEW REQUIREMENTS**

### **A. General**

Each application will be evaluated in a two-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 expert reviewers.

Reviewers will be selected based upon training and experience in relevant fields, taking into account the following factors: (a) the level of relevant formal education, or outreach experience of the individual, as well as the extent to which an individual is engaged in relevant activities; (b) the need to include as reviewers experts from various areas of specialization within relevant fields; (c) the need to include as reviewers other experts, e.g., producers, processors, community development specialists, 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 geographic locations and organizational types, e.g., colleges, universities, industry, state and federal agencies, private profit and non-profit organizations; (e) the need to maintain a balanced composition of reviewers with regard to minority and gender 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 capacity of the applicant and its partners to effectively engage low-income residents in food security efforts and policies. 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 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 reaching 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;
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 “best 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 the low-income food security issues are 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, objectives and outcomes of the project and how these will be achieved to invest in building the capacity of the applicant and its partners to effectively engage low-income residents 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.

### **C. Conflicts of Interest and Confidentiality**

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

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

### **D. Organizational Management Information**

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

## **PART VI—AWARD ADMINISTRATION**

### **A. General**

Within the limit of funds available for such purpose, the awarding official of CSREES shall 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 CSREES as the effective date of the grant shall be no later than September 30 of the Federal fiscal year in which the project is approved for support and funds are appropriated for such purpose, unless otherwise permitted by law. It should be noted that the project need not be initiated on the grant effective date, but as soon thereafter as practical so that project goals may be attained within the funded project period. All funds granted by CSREES under this RFA shall be expended solely for the purpose for which the funds are granted in accordance with the approved application and budget, the regulations, the terms and conditions of the award, the applicable Federal cost principles, and the Department's assistance regulations (2 CFR 215, 2 CFR 220 and 2 CFR 230), and the Department's assistance regulations (parts 3015, 3019 and 3430 of 7 CFR).

### **B. Award Notice**

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

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

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

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

### **C. Administrative and National Policy Requirements**

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

2 CFR Part 215—Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations (OMB Circular A-110).

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, 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.

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.

7 CFR Part 3021—Governmentwide Requirements for Drug Free Workplace (Grants).

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

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

7 CFR Part 3430—CSREES procedures to implement Competitive and Noncompetitive Nonformula Grant Programs—General Grant Administrative Provisions and Program

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**

Upon the award of a grant, applicants will be requested to finalize goals and objectives against which progress will be measured on an annual basis. Grantees must submit an annual report narrative and budget summary detailing activities and expenditures on the project. A format for these reports will be provided on an annual basis by CSREES.

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

During the tenure of a grant, CFP Project Directors must attend a Project Director meeting each year. Attendance by Project Directors for PP projects is not required. The purpose of the meeting will be to discuss project and grant management, 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.

## **PART VII-AGENCY CONTACT**

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

## **PART VIII—OTHER INFORMATION**

### **A. Access to Review Information**

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

### **B. Use of Funds; Changes**

#### **1. Delegation of Fiscal Responsibility**

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

#### **2. Changes in Project Plans**

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

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

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

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

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

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

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

### **C. Confidential Aspects of Applications and Awards**

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

### **D. Regulatory Information**

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

### **E. Definitions**

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

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.

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.

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.

## F. Frequently Asked Questions

A list of the Community Food Projects Competitive Grants Program (CFPCGP) Frequently Asked Questions with responses can be found on the CSREES website at [http://www.csrees.usda.gov/funding/cfp/pdfs/cfp\\_faqs.pdf](http://www.csrees.usda.gov/funding/cfp/pdfs/cfp_faqs.pdf).

### Application Submission Checklist

The following checklist contains suggested guidelines to verify prior to application submission:

- Have all attachments been submitted in the portable document format (PDF)?** Only PDF attachments will be accepted. See Part III of the CSREES Grants.gov Application Guide.
  - Do all submitted PDF documents have one-inch margins and are typed or word processed using no type smaller than 12 point regardless of line spacing? Are all PDF documents numbered sequentially on each page of the attachment? Are all page limitations for a given attachment followed? Submitted applications that do not meet these requirements for PDF attachments will be returned without review.
- Have all seven required components of the SF 424 Research and Related (R&R) Application Package been completed? Did you use the “Check Package for Errors” feature of Adobe (see section 1.8 of the CSREES Grants.gov Application Guide)?
  - SF 424 R&R Cover Sheet
  - R&R Project/Performance Site Location(s)
  - R&R Other Project Information
  - R&R Senior/Key Person (Expanded)
  - R&R Personal Data
  - R&R Budget Federal and Non-Federal
  - Supplemental Information Form
- ◆ **SF 424 R&R Cover Sheet**
  - Have all required fields been completed? Field 5 must contain the name of the eligible applicant.
- ◆ **R&R Other Project Information**
  - Have the fields describing project potential or actual environmental impact been properly completed?
  - Project Summary/Abstract**
    - Has the Project Summary PDF been attached to this form in Field 6?
    - Does this section adhere to the format?
  - Did you clearly state the project area being applied to (i.e. CFP or PP. Project Narrative)
    - Has the Project Narrative PDF been attached to this form in Field 7?
    - Does this section adhere to the format and page limitation of no more than 10 pages of text and 5 pages of figures and tables?
  - Response to Previous Review (for resubmitted applications)**
    - Has the Response to Previous Review PDF been attached to this form in Field 11?

- Has the application been clearly and meaningfully revised and are the revisions briefly described?
- Are comments from the previous review addressed?
- ❑ **Results from Prior CFPCGP Support (for PD or co-PD receiving support in the past five years)**
  - Has prior CFPCGP support been attached to this form in Field 11?
- ❑ **Key Organizational Support**
  - Have the letters from key organizations involved been attached to this form in Field 11?
- ❑ **Matching Funds Documentation (for CFPs and PPs)**
  - Has each signed letter to verify matching support been attached to this form in Field 11?
- ◆ **R&R Senior/Key Person Profile (Expanded)**
  - ❑ **Biographical Sketch**
    - Has the biographical sketch (vitae) PDF for the PD, senior associate, and other professional personnel been attached?
  - ❑ **Current and Pending Support**
    - Has the current and pending support PDF for all PD(s) been attached?
    - Have all current and pending projects been listed and summarized with time commitment allocations of no more than 100%? (**All projects listed must have a % of effort**).
    - Is this project listed under pending?
- ◆ **R&R Personal Data** **DO NOT PROVIDE THE SOCIAL SECURITY NUMBER OF THE PROJECT DIRECTOR/PRINCIPAL INVESTIGATOR.**
  - ❑ Have all of the fields been completed except for the social security number?
- ◆ **R&R Budget Federal and Non-Federal**
  - ❑ Have all fields been completed?
  - ❑ Budget Justification
    - Has the Budget Justification PDF been attached to this form in Field K?
    - Are budget items individually justified?
    - **SPECIAL NOTE: (CFP and PP):** Must provide matching on a dollar-for-dollar basis for all Federal funds awarded. All applicants will be required to provide appropriate matching documentation. See Part IV, B, 6 of this RFA for further details and specific instructions.
- ◆ **Supplemental Information Form**
  - ❑ Does Field 2 indicate the Program Code Name (Community Food Projects Competitive Grants Program) and Program Code (LN) to which you are applying?