USDA

United States Department of Agriculture





Office of Urban Agriculture and Innovative Production



Composting and Food Waste Reduction (CFWR) Pilot Project

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Agenda

Part I: Overview of the Office of Urban Agriculture and Innovative Production (OUAIP)

Part II: Description of Composting and Food Waste Reduction Pilot Project and Cooperative Agreements

Part III: Cooperative Agreements: Application, Evaluation, Notification Process

Part IV: Helpful Tips

Part V: Submit Questions to urbanagriculture@usda.gov







What is Office of Urban Agriculture and Innovative Production (OUAIP)?

OUAIP is an office within the USDA managed by the Natural Resources Conservation Service.

Mission: to encourage and promote urban, indoor, and other emerging agricultural practices, including community composting and food waste reduction.

CFWR Pilot Projects

Purpose: provide assistance through a cooperative agreement to municipalities, school districts, counties, local governments, tribal governments (State-designated Indian Tribes, Federally Recognized Indian Tribal Governments) or city planners in the United States to carry out planning and implementing activities that will:

- Generate compost.
- Increase access to compost for agricultural producers.
- Reduce reliance on, and limit use of fertilizer.
- Improve soil quality
- Encourage waste management and permaculture business development.
- Increase rainwater absorption.
- Reduce municipal food waste; and
- Divert residential and commercial food waste from landfills.

Cooperative Agreements

- Financial assistance from USDA to an eligible entity to carry out composting and foods waste reduction activities.
- Different from a grant in that it provides for **substantial involvement** between NRCS and the awardee in carrying out a CFWR Pilot Project such as:
  - NRCS will connect pilot projects with other USDA agencies and Federal partners to collaborate on the project activities and outcomes that contribute to the U.S. Food Loss Waste 2030 goal.
  - NRCS will coordinate and convene the CFWR pilot project team(s) and other experts to share information and strategies related to CFWR.
  - NRCS will gather the methods, results and benefits derived from the project to evaluate and disseminate different solutions for increasing access to compost and reducing municipal food waste across the United States.

Alignment with USDA Priorities

- Executive Order 12985: Advancing Racial Equity and Support to Underserved Communities
- Executive Order 14008: Tackling the Climate Crisis at Home and Abroad
- Executive Order 13990: Protecting Public Health and the Environment and Restoring Science to Tackle the Climate Crisis

Priority Consideration

Priority will be given to CFWR Pilot Projects that:

- Anticipate or demonstrate **economic benefits** for the targeted community;
- **Incorporate plans to make compost easily accessible** to agricultural producers, including community gardeners, school gardens, and producers in urban settings;
- Integrate **food waste reduction strategies**, including innovative food recovery efforts such as, but not limited to food gleaning, storage and preservation techniques; and
- Include a robust plan that describes **collaboration** with multiple partners.

Economic Benefits

- Deliverables that anticipate or demonstrate economic benefits to the targeted community
- Overall economic efficiency of project activities including plan for self-sustainability
- Cost-effectiveness of the budget in relation to expected measurable outcomes and project impact

Incorporate Compost

Pilot Projects may include but are not limited to:

- Activities that make compost easily accessible to agricultural producers, including community gardeners, school gardens, and producers in urban settings
- Plan to continue aspects or components of the project related to composting beyond the end of the project period

Waste Reduction Strategies

Pilot Projects may include but are not limited to:

- Activities that integrate food waste reduction strategies, including innovative food recovery efforts such as, but not limited to food gleaning, storage and preservation techniques
- Activities that either compliment, strengthen or non-adversely impact any existing food waste recover and disposal by commercial, marketing, or business relationships in the area
- Innovative solutions for increasing access to compost and reducing municipal food waste
- Enhanced locally driven processes that better address nationally and regionally important composting and food waste goals

Collaboration

- Eligible entities should collaborate with two or more partner organizations on their CFWR pilot project.
- Non-eligible entities may be partners on a project.
- The eligible entity that submits the application is responsible for receiving and managing the award
- Documentation (such as a separate letter of support from each partner)verifying support from collaborators is required as part of the application.

Eligibility

Local governments are eligible to apply CFWR.

- City or township governments
- County governments
- Independent school districts
- State-designated Indian Tribes
- Native American tribal governments (Federally recognized)
- Native America tribal organizations (other than federally –recognized tribal government)
- Special district governments
- Municipal governments

State designated Indian Tribes should select “Native American tribal organization (other than federally-recognized tribal government) when completing the SF-424 block 9.

Eligibility

- Individuals such as a farmer or gardener, for-profit organizations and small businesses, state governments, and Institutions of Higher Education (IHEs) including extension programs are not eligible to apply for a CFWR Project.

- Applicants not located within the 50 United States, the District of Columbia, the Caribbean Area (Puerto Rico and the U.S. Virgin Islands), and the Pacific Islands Area (Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands) are not eligible.

CFWR Pilot Projects

Type	Amount	Duration
CFWR Project Level 1	$45,000-$90,000	2 years
CFWR Project Level 2	$90,001-$300,000	2 years

- Estimated funding floor for this opportunity is $45,000.00
- Estimated Funding ceiling is $300,000.00
- Projects will be categorized and ranked according to “project level” where level is determined according to the federal funding amount requested.
- Projects should be completed within 2 years
- 25% match/cost share of the federal share requested is required
- The proposed project should not duplicate activities from another Federal award and have specifically different objectives

Match/Cost Share

- Applicants are required to provide a minimum cost share of 25 percent of the federal share awarded.
- Applications that do not include the required level of cost sharing will be ineligible
- Match must be committed or secured at application
- Applications must include match verification letters for each match source
- No competitive advantage to provide a match that exceeds the required amount.

Match /Cost Share, continued

For Example:

Federal Share Requested	Cost Share Minimum (25%)	Total Project Cost
$45,000.00	$11,250.00	$56,250.00
$90,000.00	$22,500.00	$112,500.00
$300,000.00	$75,000.00	$375,000.00

Match/ Cost Share, continue

What types of cost share will be accepted?

Cost sharing may be achieved with contributions of cash, services, materials, equipment, or other in-kind contributions, which may be provided by the applicant or a third party.

Match/Cost Share, continued

What type of match will not be accepted?

- Applicants cannot use program income or any other Federal Funds as match
- Applicants cannot use unrecovered indirect costs as part of the match requirement
    - Unrecovered indirect cost means the difference between the amount charged to the Federal award and the amount that could have been charged to the Federal award under the potential recipients approved Negotiate Indirect Cost Rate (NICRA)

Activities Eligible for CFWR

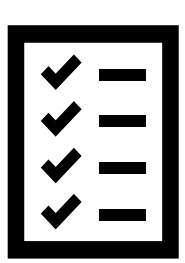
Activities may include but are not limited to:

- Materials, supplies, and other costs related to the development and testing of strategies to generate compost and reduce food waste;
- Construction;
- Building a non-permanent, temporary or moveable structure;
- Building a permanent structure;
- Contractual including labor costs;
- Personnel costs; and
- Lease or rental of special purpose equipment, vehicles, land, and building space

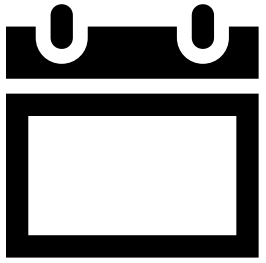
Activities Not Eligible for CFWR

- Offal disposal;
- Purchase of general-purpose equipment or lease agreement to own (i.e., lease-to-own or rent-to-own) such equipment;
- Contributions or donations, including cash, property, and services, from the recipient to other entities; and
- Organized fundraising, including financial campaigns, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions.

Application, Evaluation and Notification Process







Find on Grants.gov

Find the CFWR funding opportunity and related documents on Grants.gov by searching:

Program: CFWR

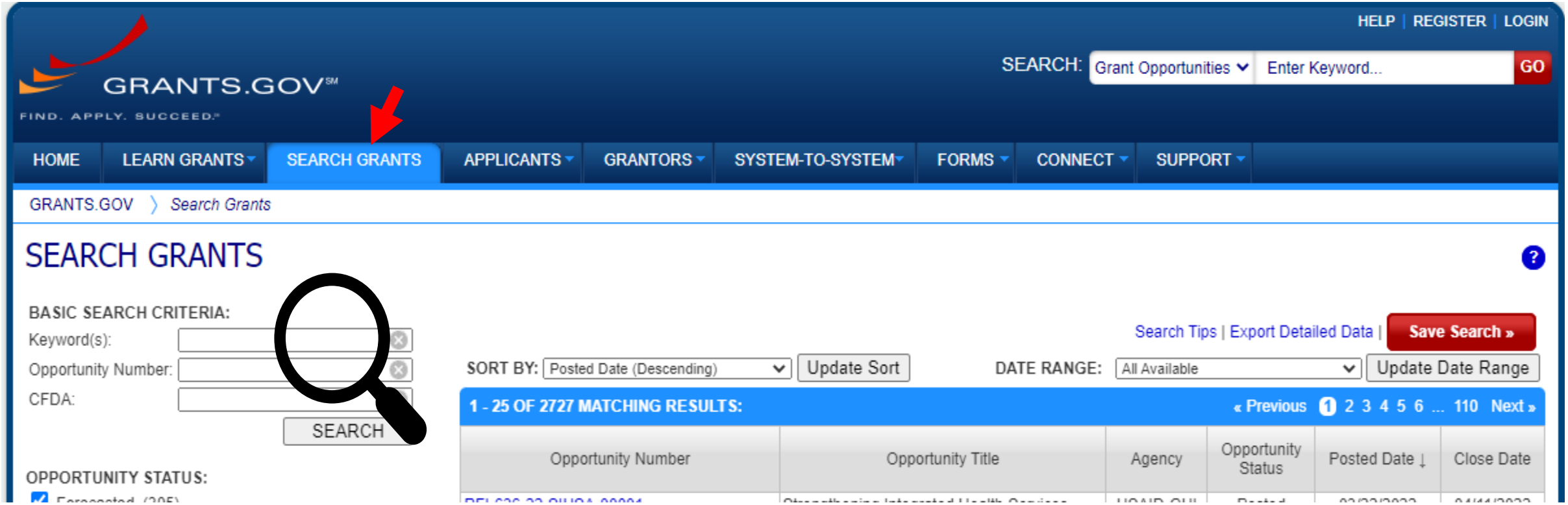
CFDA Number: 10.935

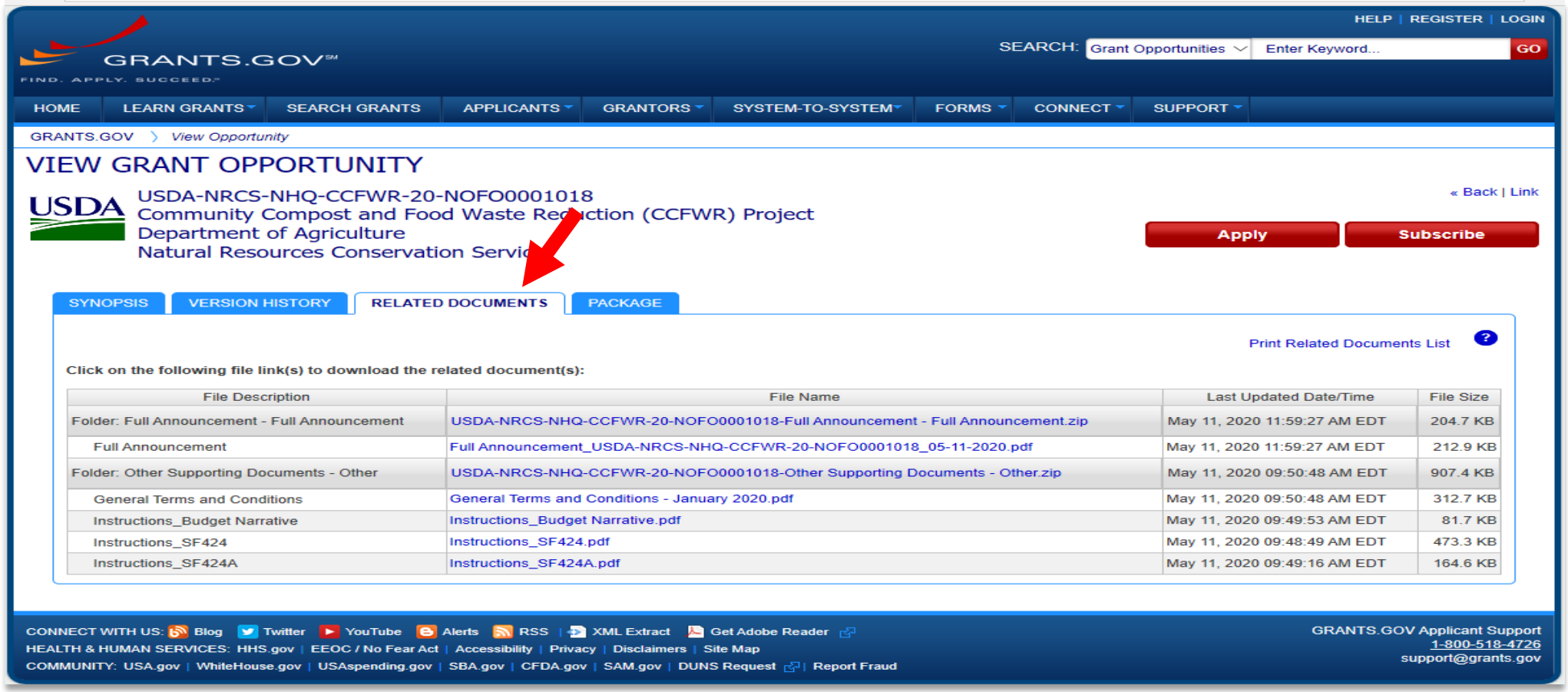
Funding Opportunity Number:

USDA-NRCS-NHQ-CFWR-22-NOFO0001179



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GRANTS.GOV Applicant Support
1-800-518-4726
support@grants.gov

Complete Required Steps

Required Action	Timing
Obtain a Tax Identification Number/Employer Identification Number (TIN/EIN) from the Internal Revenue Service (IRS) (if your organization does not have one)	Up to 35 days (refer to IRS for timeframe)
Obtain a Unique Entity Identifier (UEI) number (if you organization does not have one)	1-2 business days (refer to sam.gov for timeframe)
Register with sam.gov (if your organization does not have an active account)	7-10 business days (refer to sam.gov for timeframe)
Register with Grants.gov, add profile and authorize and Authorized Organization Representative (AOR)	Up to 14 days
Submit CFWR Application in Grants.gov	11:59 p.m. EDT on (Date 90 days)

Prepare CFWR Application Forms

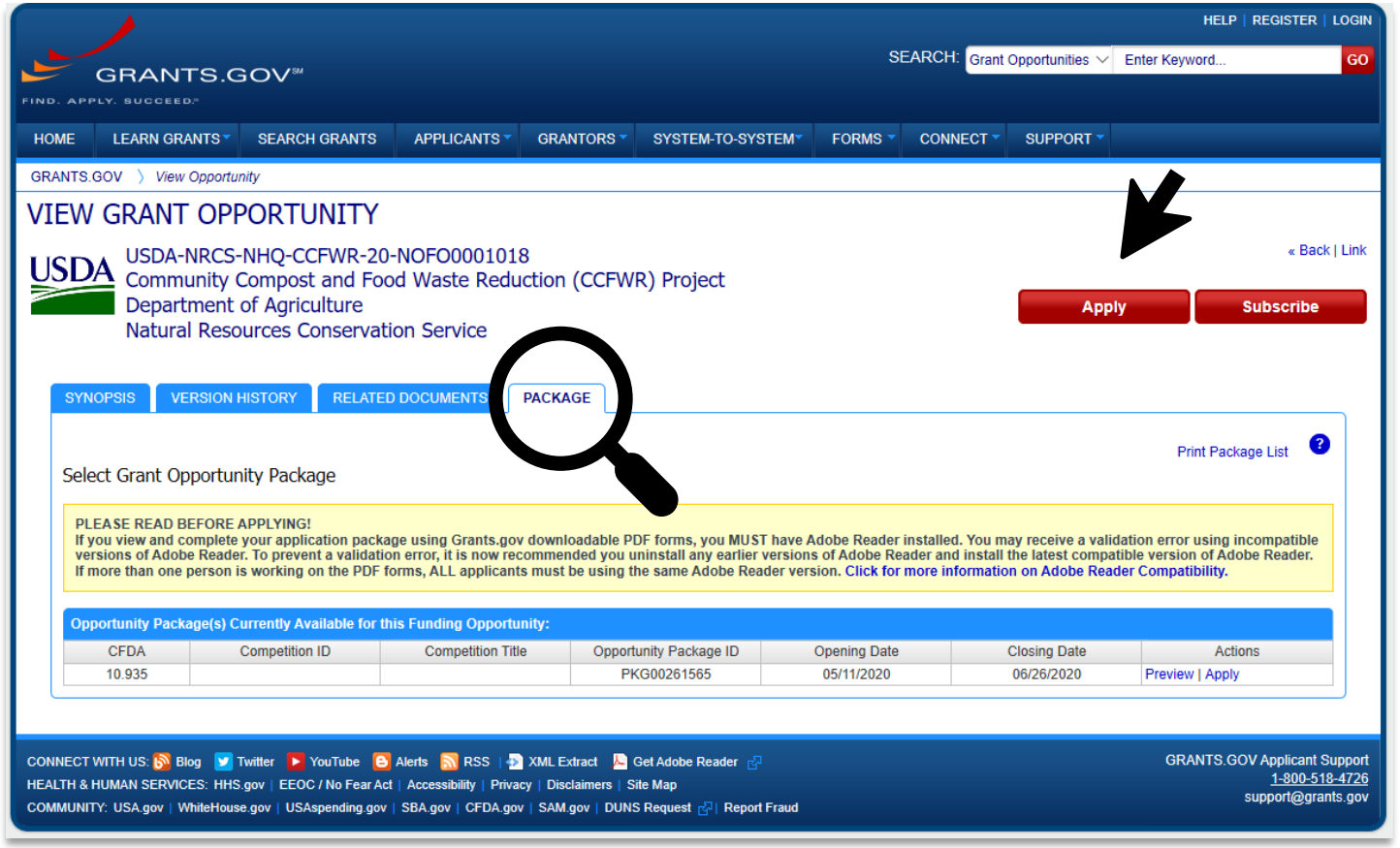
Required:

- ❑ Project Proposal(PDF or MS Word Attachment)
- ❑ Standard Form-424 – Application for Federal Assistance (on Grants.gov)
- ❑ Standard Form-424A – Budget Information, Non-Construction (on Grants.gov)
- ❑ Budget Narrative
- ❑ Verification of Matching Funds Letter for Each Resource
- ❑ Letters of Contribution from Partner and Collaborator Organizations
- ❑ Certification and Disclosure of Lobbying Activities

If Applicable:

- ❑Form SF-424C – Budget Information, Construction (on Grants.gov)
- ❑ Negotiated Indirect Cost Rate Agreement (PDF Attachment)

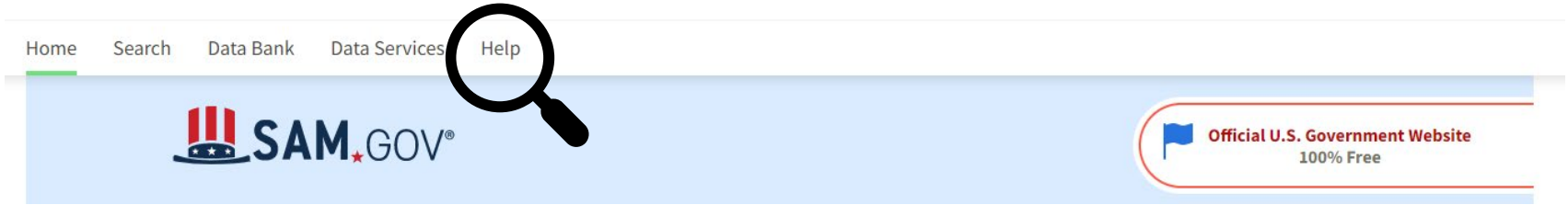
Submit on grants.gov



- Applications must be received by 11:59pm Eastern Time on the day posted through Grants.gov (90 days of competition)

Need Technical Assistance?

- IRS TIN/EIN issues:
  - Businesses: 1-800-829-4933
  - Non-profit taxes: 1-877-829-5500
- Unique Entity Identifier (UEI) issues:
  - 1-866-606-8220 (U.S.) or Sam.gov
- Sam.gov issues:



- Grants.gov issues:
  - 1-800-518-4726 (U.S.) or support@grants.gov

Agency Administrative Review

Applications will not be reviewed or considered if:

- Application is not submitted through Grants.gov
- Application is submitted late
- Proposal does not comply with the required content, format and formatting structure including page length.
- Application is incomplete or noncompliant
- Application does not fit the purpose of CFWR Project

Agency Administrative Review, Continued

Applications will not be reviewed or considered further if:

- Proposal includes activities funded by another Federal award
- Applicants and applications do not meet eligibility criteria including eligible applicant type
- Applicant is identified in the sam.gov exclusions database as ineligible, prohibited/restricted or excluded from receiving federal funding.
- Applicant has committed fraud, including materially misleading or incorrect information in the application.

Agency Peer Review and Evaluation

Evaluation Criteria:

- Consistency with Purpose and Priorities of CFWR (35 points)
- Projected positive Impact and Measurable outcomes (25 points)
- Fiscal Plan and Resources (20 points)
- Collaboration with partners (20 points)

Application Timeline



Helpful Tips

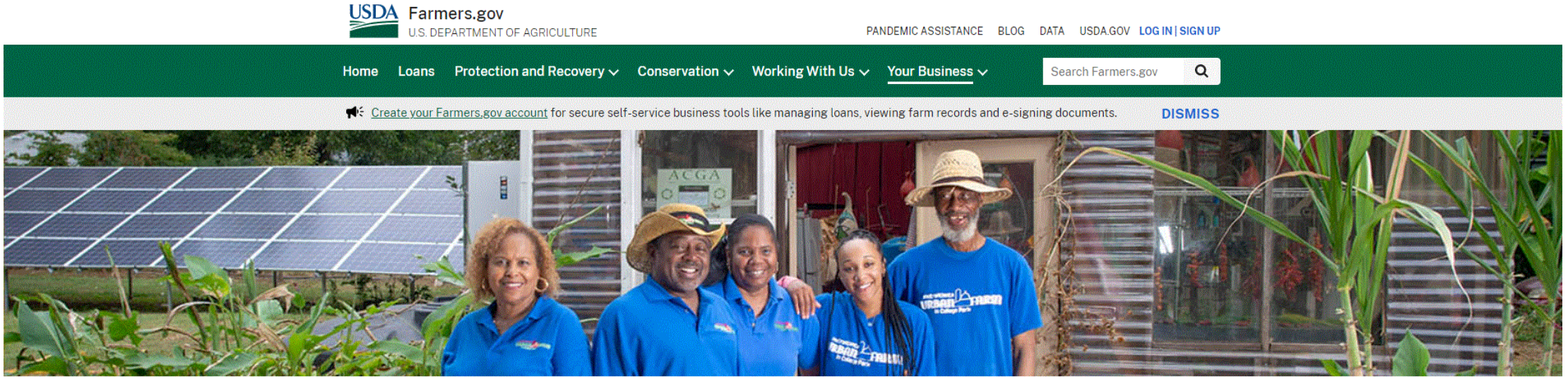
- Don’t wait until the last minute!
- Read the Notice of Funding Opportunity (NFO).

  USDA-NRCS-NHQ-CFWR-22-NOFO0001179
- Align your Project Proposal Narrative and Budget Narrative.
- Make sure your proposal complies with the required content and format including page limits.
- Get input from collaborators and partners.

Contact Us

- **For more information, visit:**
  www.farmers.gov/urban

- **Have questions? Email:**
  Urbanagriculture@usda.gov



Urban Agriculture Grants and Engagement Opportunities

Urban agriculture generally refers to the cultivation, processing and distribution of agricultural products in urban and suburban settings, including things like vertical production, warehouse farms, community gardens, rooftop farms, hydroponic, aeroponic, and aquaponic facilities, and other innovations. Urban farmers and gardeners work among diverse populations to expand access to nutritious foods, foster

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