Office of Urban Agriculture and Innovative Production (OUAIP)



Fiscal Year (FY) 2024
Urban Agriculture and Innovative Production (UAIP)
Notice of Funding Opportunity (NFO)
No. USDA- NRCS-NHQ-UAIP-24-NOFO0001336

Notice of Funding Opportunity (NFO)

SUMMARY INFORMATION

Federal Awarding Agency Name: U.S. Department of Agriculture – Natural Resources Conservation Service - Office of Urban Agriculture and Innovative Production (OUAIP)

Notice of Funding Opportunity Title: Urban Agriculture and Innovative Production (UAIP) Competitive Grants Program

Notice of Funding Opportunity Number: USDA-NRCS-UAIP-24-NOFO0001336

Assistance Listing: This program is listed in the Assistance Listings (previously referred to as the Catalog of Federal Financial Assistance) on Sam.gov under 10.935, Urban Agriculture and Innovative Production, which can be found at: https://sam.gov/content/home.

SAM is a web-based, government-wide application that collects, validates, stores, and disseminates business information about the federal government's trading partners in support of the contract awards, grants, and electronic payment processes.

Notice of Funding Opportunity Summary

This Notice of Funding Opportunity (NFO) is being released prior to appropriation and/or apportionment of funds for fiscal year 2024. Enactment of additional continuing resolutions or an appropriations act may affect the availability or level of funding for this program.

The primary goal of the UAIP projects is to support the development of urban agriculture and innovative production. The UAIP grants being made available for application under this NFO support planning and implementation activities. Planning activities will initiate, develop, or support the efforts of farmers, gardeners, citizens, government officials, schools, members of tribal communities, and other stakeholders in areas where access to fresh foods are limited or unavailable. Implementation activities will accelerate existing and emerging models of urban and/or innovative agricultural practices that serve multiple farmers or gardeners. Innovation may include new and emerging, as well as indigenous or non-traditional agricultural practices.

For new users of Grants.gov, see Section D. of the full Notice of Funding Opportunity for information about steps required before applying via Grants.gov.

Key Dates

Applicants must submit their applications via Grants.gov by 11:59 pm Eastern Time on April 9, 2024. For technical issues with Grants.gov, contact Grants.gov Applicant Support at 1-800-518-4726 or support@grants.gov. Awarding agency staff cannot support applicants regarding Grants.gov accounts.

For inquiries specific to the content of the NFO requirements, contact the federal awarding agency contact (section G of this NFO). Please limit questions to those regarding specific information contained in this NFO (such as dates, page numbers, clarification of discrepancies, etc.). Questions related to eligibility, or the merits of a specific proposal will not be addressed.

A webinar has been pre-recorded and the presentation and supporting information, the recording can be found at this link https://youtu.be/IhLfF2b6DMg. The recorded webinar can also be found in the "Related Documents" tab of this opportunity and in the program website.

The agency anticipates making selections by June 30, 2024, and expects to execute awards by September 30, 2024. These dates are estimates and are subject to change.

Federal Funding Floor and Ceiling Amounts

The estimated funding floor for this opportunity is $75,000 and the estimated funding ceiling is $350,000. The funding floor means the minimum agreement funding amount for the Federal share per agreement awarded. The ceiling is the maximum agreement funding amount for the Federal share per agreement awarded. These numbers refer to the total agreement amount, not any specific budget period.

Federal Financial Assistance Training

The funding available through this NFO is Federal financial assistance. Grants 101 Training is highly recommended for those seeking knowledge about Federal financial assistance. The training is free and available to the public via https://www.cfo.gov/resources/federal-financial-assistance-training/.
It consists of five modules covering each of the following topics: 1) laws, regulations, and guidance; 2) financial assistance mechanisms; 3) uniform guidance administrative requirements; 4) cost principles; and 5) risk management and single audit. FPAC agencies also apply Federal financial assistance regulations to certain non-assistance awards (e.g., non-assistance cooperative agreements).

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A. PROGRAM DESCRIPTION

The authorizing statutes and regulations for this opportunity is Section 222 of the Department of Agriculture Reorganization Act of 1994, as added by Section 12302 of the Agriculture Improvement Act of 2018, 7 U.S.C. 6923.

The goals and objectives of this program include:

- to support the development of urban agriculture and innovative production to any of the eligible entities.
- to improve access to local foods in areas where access to fresh, healthy food is limited or unavailable through urban and/or innovative agricultural practices, including, but not limited to, community gardens, urban farms, rooftop farms, urban agroforests, food forests, orchards, outdoor vertical production, green walls, indoor farms, controlled environment agricultural production, greenhouses, high-tech vertical technology farms, and hydroponic, aeroponic, and aquaponic farm facilities.
- support multiple farmers or gardeners, impacting underserved areas that are lacking access to fresh, healthy foods, and promote urban and/or innovative agricultural practices with planning and implementation activities.

Planning activities support one or more of the following:

- Assessments of underserved community needs within the local food system to identify how food is grown, distributed, or marketed and what existing needs related to food access, nutrition education, conservation, and economic development can be addressed by urban and/or innovative agriculture.
- Planning activities and community partnerships to improve how food is grown, distributed, or marketed in the target area using urban and/or innovative agriculture.
- Business planning, feasibility studies, and other strategies, such as community resource development.
- Policy development to make municipal policies and zoning laws in the target area more supportive of the needs of urban and/or innovative agriculture.
- Creating educational materials and programs that will increase knowledge about food and agriculture and encourage careers in agriculture and innovative production in the impacted community; example topics include nutrition, crop and biology science, technology, engineering, and mathematics.

- Ensuring safe growing conditions (e.g., soil tests, environmental assessments). More information can be found at EPA Brownfields and Land Revitalizations.

Implementation activities support one or more of the following:

- Increasing food production in small, urban, and/or controlled environment spaces which may include emerging or innovative technology such as hydroponics, aquaponics, vertical farming, indoor, rooftop, etc.
- Promoting agricultural businesses through job training and providing resources to help underserved communities access land and equipment, mentoring, and other assistance to beginning farmers in the local community.
- Implementation of best practices to address food access, zoning, compost, land access, soil health, emerging technologies, infrastructure needs (such as access to water and utilities) at the State, county, local, municipal, or school level to meet the needs of target community and local agricultural producers.
- Educating the impacted community about food systems, nutrition, agricultural production, and environmental impacts
- Operating community gardens or nonprofit farms that offer hands-on training in farming or gardening through virtual or web-based formats.
- Providing schools (K-12) with educational resources or programs that increase student knowledge of and access to locally grown foods, emphasize the importance of consuming nutritious and locally grown foods, and train students for careers in agriculture or innovative production.

Refer to Appendix D for OUAIP Unified Metrics and Indicators.

Regarding Organizational Capacity

Priority will be given to organizations with proven capacity to carry out meaningful community-focused work in urban agriculture or innovative production. This capacity is measured by criteria factors including:

- Experience in agriculture or innovative production for 3 years or more or in serving underserved communities or where access to fresh foods is limited or unavailable.
- Demonstrated ability to implement a project, provide fiscal accountability, collect data, and prepare reports and other necessary documentation.

- Demonstrated willingness to share information with researchers, evaluators, practitioners, and other interested parties, including a plan for dissemination of results; and
- Collaboration with two or more partner organizations, including smaller farms or operations working in the same project target area to carry out the innovative or urban agricultural work described in your proposal.

RESEARCH PROPOSALS WILL NOT BE ACCEPTED OR CONSIDERED.

Travel Funds for conferences, educational events, networking, and/or partnership opportunities are available and highly encouraged that are directly related to project objectives. Organizations may build in costs within their proposal for travel expenses that could support their project's capacity or advance shared technical knowledge and skills. See Appendix C for guidance on how to properly add travel funds within the proposal's budget narrative. All requested cost must be supported to show a direct benefit to the project.

1. **Definitions**

Research is defined as a systematic study directed toward fuller scientific knowledge or understanding of the subject studied. Research consists of systematic observations, measurement, and experimentation undertaken to discover or establish facts or principles, where variables are unknown and are subject to manipulation.

Equity is defined as the consistent and systematic treatment of all individuals in a fair, just, and impartial manner, including individuals who belong to communities that have been denied such treatment, such as Black, Latino, Indigenous and Native American, Asian American, Native Hawaiian, and Pacific Island persons and other persons of color; members of religious minorities; women and girls; LGBTQI+ persons; persons with disabilities; persons who live in rural areas; persons who live in United States Territories; persons otherwise adversely affected by persistent poverty or inequality; and individuals who belong to multiple such communities (Executive Order 14091).

Underserved Communities are defined as those populations, as well as geographic communities, that have been systematically denied the opportunity to participate fully in aspects of economic, social, and civic life, as exemplified by the preceding definition of "equity" (Executive Order 14091).

Innovative production is a diverse and dynamic area of agriculture, including indoor controlled environment agriculture, rooftop farms, outdoor vertical production, green walls, high-tech vertical farms, greenhouses, and hydroponic, aeroponic, or aquaponic farms. These operations are creating new and better

markets, enhancing the competitiveness of specialty crops, and creating economic opportunities for the next generation of agricultural producers. They also support climate resilient food systems by extending the growing season, conserving water, and providing local and regional food options.

Urban agriculture includes the cultivation, processing, and distribution of agricultural products in urban and suburban areas. Community gardens, rooftop farms, hydroponic, aeroponic and aquaponic facilities, and vertical production, are all examples of urban agriculture. Tribal communities and small towns may also be included.

Historically underserved producers are defined as the following:

Limited Resource Farmer or Rancher is a farmer or rancher who has direct or indirect gross farm sales not more than the current indexed value in each of the previous two years (adjusted for inflation using Prices Paid by Farmer Index as compiled by National Agricultural Statistical Service), and who:

- has a total household income at or below the national poverty level for a family of four in each of the previous two years; or
- has a total household income less than 50 percent of county median household income in each of the previous two years.
- A legal entity or joint operation may qualify as limited resource if all individual members independently qualify under the definition.

A Self-Determination Tool is available to the public and may be completed on-line or printed and completed hardcopy at: https://lrftool.sc.egov.usda.gov/

Beginning Farmer or Rancher is a farmer or rancher who has not operated a farm or ranch, or who has operated a farm or ranch for not more than 10 consecutive years, and who will materially and substantially participate in the operation of the farm or ranch.

  - In the case of a contract with an individual, individually or with the immediate family, material and substantial participation requires that the individual provide substantial day-to-day labor and management of the farm or ranch, consistent with the practices in the county or State where the farm is located.

- In the case of a contract with an entity or joint operation, all members must materially and substantially participate in the operation of the farm or ranch. Material and substantial participation requires that each of the members provide some amount of the management, or labor and management necessary for day-to-day activities, such that if each of the members did not

provide these inputs, operation of the farm or ranch would be seriously impaired.

Socially Disadvantaged Farmer or Rancher is a farmer or rancher who is a member of one or more of the following groups whose members have been subjected to racial or ethnic prejudice because of their identity as members of a group without regard to their individual qualities, 7 U.S.C. § 2279(a). Groups include, but are not limited to, groups whose members identify as:

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or another Pacific Islander
- Hispanic or Latino

For an entity, at least 50-percent ownership in the business entity must be held by socially disadvantaged individuals.

Veteran Farmer or Rancher (VFR) is a farmer or rancher who served in the United States Army, Navy, Marine Corps, Air Force, Space Force, and Coast Guard, including the reserve components thereof, and who was discharged or released therefrom under conditions other than dishonorable, and who:

- has not operated a farm or ranch, or has operated a farm or ranch for not more than 10 consecutive years; or
- is a veteran who has first obtained status as a veteran during the most recent 10-year period.

Proposed projects must be performed within the 50 United States, the District of Columbia, the Caribbean Area (Puerto Rico and the U.S. Virgin Islands), the Pacific Islands Area (Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands).

B. FEDERAL AWARD INFORMATION

2. Available Funding

a. Estimated Funding

The Federal funding agency expects to award approximately $6,100,000 through this opportunity. However, the agency retains the discretion to award a larger or lesser amount.

This NFO is being released prior to appropriation and/or apportionment of funds for current fiscal year. Enactment of additional continuing resolutions or

an appropriations act may affect the availability or level of funding for this program. **Estimated project start date modification: Page 10**

b. Start Dates and Performance Periods

Projects *must be* 36 months in duration. Applicants should plan their projects based on an estimated project start date of September 30, *2024*. All projects are expected to complete project deliverables and close out activities within 120 days of the end period of performance specified in the award.

c. Number of Awards

There is no commitment to make a specific number of awards.

3. Type of Award

a. Type of Federal Award

The agency plans to award a grant agreement pursuant to this opportunity. There is no substantial involvement by the Government. See 31 U.S.C. 6302-6305.31.

b. Procurement Contracts

The agency does not expect to award procurement contracts associated with this NFO.

c. Eligibility of Supplemental Project Applications

Applications for supplementation of existing projects are eligible to compete with applications for new Federal awards. An application for supplementation of an existing project means an application to add components to an existing agreement so that it would meet the objectives and requirements in this NFO.

Supplemental applications can only be requested one time during the period of performance of the initial award and are limited to 2 years in duration, not to exceed a total of 5 years for any single award.

C. ELIGIBILITY INFORMATION

1. Eligible Applicants

Applicants and applications must meet eligibility criteria by the application deadline to be considered for award. Eligible applicant type is determined by the implementing program statute. Applicant entities identified in the SAM.gov exclusions database as ineligible, prohibited/restricted, or excluded from receiving Federal contracts and certain Federal assistance and benefits will not be considered for Federal funding, as applicable to the funding being requested under this Federal program (2 CFR 200.206(d)). For profit organizations, private institutions of higher education, Public and State-controlled institutions of higher education, foreign entities, individuals, small

businesses (for-profit), and state governments are not eligible to apply for this opportunity.

Eligibility for this opportunity is limited to the following entity types:

a. City or township governments
b. County governments
c. Independent school districts
d. Native American tribal governments (Federally recognized)
e. Native American tribal organizations (other than Federally recognized tribal governments)
f. Nonprofits having a 501(c)(3) status with the IRS (other than institutions of higher education)
g. Nonprofits that do not have a 501(c)(3) status with the IRS (other than institutions of higher education)
h. Public housing authorities/Indian housing authorities
i. Special district governments

2. Other

Any award made pursuant to this NFO will be made to a single entity. Applicants that apply as "partnerships" or other similar groupings must clearly describe the relationship between the applicant and the "partner" parties. In all but exceptional cases, it must be reflected in the award as an awardee/sub awardee relationship.

An applicant organization may submit more than one application for different projects or proposing different approaches. In the case of applications submitted as revisions or corrections to a previously submitted application under this NFO, the agency will consider the last application submitted prior to the established deadline.

Awards made pursuant to this NFO are not Farm Bill incentive contracts; therefore, the awards in and of themselves are not limited by the payment limitation in 16 USC Chapter 58. However, any agricultural producers receiving a payment through participation in a project awarded under this NFO must meet the eligibility requirements of 7 CFR Part 12 and 7 CFR Part 1400 and have control of the land involved for the term of the proposed award period.

3. Match

There is no match requirement for this opportunity. There is no competitive advantage to applicants who voluntarily provide a match, therefore any cost sharing or matching should not be included in your application, if included, it will not be considered.

D. APPLICATION AND SUBMISSION INFORMATION

1. Information for New Users of Grants.gov

a. Overview

While a Grants.gov account is not required to download an NFO and related documents, it is required to submit an application. If your organization has never submitted an application via Grants.gov, please be aware that there are several steps you must take to register your organization before you can submit an application. **Completing those steps can take a significant amount of time, plan accordingly.**

b. Register to Apply through Grants.gov

Applicants should read the registration instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.
For assistance with the registration process, contact Grants.gov Applicant Support, available 24/7, at 1-800-518-4726 or support@grants.gov.

Organizations must complete all steps to register (steps i. through v. below). Complete organization instructions are included on Grants.gov here: https://www.grants.gov/applicants/applicant-registration/

Although creating a Grants.gov account online can be completed online in minutes, SAM registrations may take several weeks. Therefore, organizations should begin the process early to ensure they have sufficient time to complete registration and meet required application submission deadlines.

Individuals (those submitting on their own behalf) are not subject to the Unique Entity Identifier (UEI) or SAM requirement and may begin with step iii., Create a Grants.gov Account, listed below. (Note: Individuals are not eligible for all opportunities.)

c. Steps to Register

i. Obtain a UEI: All entities applying for funding must have a UEI issued by SAM.gov. Applicants must enter the UEI in the data entry field labeled "UEI" on the SF-424 form.

ii. Register with SAM: All organizations (entities) must register with System for Award Management (SAM) to apply online through Grants.gov. Failure to register with SAM will prevent your organization from applying through Grants.gov. SAM registration must be renewed annually. Part of the SAM

registration process includes designating an Electronic Business Point of Contact (EBiz POC). **The EBiz POC plays an integral part in the organization's Grants.gov registration and application process.** The individual in that role must authorize all other roles in Grants.gov. For more detailed instructions for registering with SAM, refer to https://www.grants.gov/applicants/applicant-registration/

iii. Create a Grants.gov Account: From the Grants.gov webpage (https://www.grants.gov/), click "Register" in the top right-hand corner and follow the on-screen instructions.

iv. Add a Profile to a Grants.gov Account: A profile in Grants.gov corresponds to a single applicant organization the user represents (i.e., an applicant) or an individual applicant submitting on their own behalf. If you work for or consult with multiple organizations, you can have a profile for each organization under one Grants.gov account. In such cases you can log in to one Grants.gov account to access all your grant profiles. To add an organizational profile to your Grants.gov account, enter the UEI for the organization in the UEI field. If you are an individual applicant submitting on your own behalf, you do not need a UEI to add the profile. For more detailed instructions about creating a profile on Grants.gov, refer to https://www.grants.gov/applicants/applicant-registration/add-profile

v. EBiz POC Authorized Profile Roles: After you register with Grants.gov and create an Organization Applicant Profile, you must establish roles for individuals in the organization. The Authorized Organizational Representative (AOR) role is critical; it gives an individual permission to complete and submit applications on behalf of the organization. Without this role, the organization cannot submit any applications. The request for role assignment will be routed to the organization's EBiz POC for approval. Once approved, the AOR can submit an application online. For more detailed instructions about creating a EBiz POC authorized profile on Grants.gov, refer to https://www.grants.gov/applicants/applicant-registration/ebiz-poc-authorizes-profile-roles

Track Role Status: To track your role request, refer to https://www.grants.gov/applicants/applicant-registration/track-profile-role-status

d. Electronic Signature

When applications are submitted through Grants.gov, the name of the organization applicant with the AOR role that submitted the application is inserted into the signature line of the application, serving as the electronic signature. The EBiz POC **must** authorize people who are able to make legally binding commitments on behalf of the organization as a user with

the AOR role. **This step (step c.v. above) is often missed, and it is crucial for valid and timely submissions.**

e. Workspace

Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different webforms within an application. For each NFO, you can create individual instances of a workspace. An applicant can start an application in Workspace and return to work on it later within Workspace.

Applicants using unreliable internet connections should be aware that the process of completing the Workspace can take some time. Therefore, applicants should allow enough time to prepare and submit the application before the package closing date.

f. Apply for an Opportunity

Below is an overview of applying on Grants.gov. For complete instructions on how to apply for opportunities, refer to https://www.grants.gov/applicants/workspace-overview/

If the Apply button in the opportunity is not active (greyed out), the user does not have the appropriate permissions or has an incomplete applicant registration. For additional information, refer to https://grantsgovprod.wordpress.com/2023/06/08/unlock-the-mystery-of-the-gray-apply-button-four-scenarios/#:~:text=The%20Apply%20button%20will%20be,to%20view%20the%20close%20date.

i. Create a Workspace: Creating a workspace allows you to complete an application online and route it through your organization for review before submitting.

ii. Complete a Workspace: Add participants to the workspace to work on the application together, complete all the required forms online or by downloading PDF versions, and check for errors before submission. The Workspace progress bar will display the status of your application process as you apply. As you apply using Workspace, you may click the blue question mark icon near the upper-right corner of each page to access context-sensitive help.

- Adobe Reader: If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drives, then accessed through Adobe Reader.

  NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at https://www.grants.gov/applicants/adobe-software-compatibility

- Mandatory Fields in Forms: In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.
- Complete SF-424 Fields First: The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and UEI. Once it is completed, the information will transfer (i.e., prepopulate) to the other forms.

iii. Submit a Workspace: An application may be submitted through workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application package at least 24-48 hours prior to the close date to provide you with time to correct any potential technical issues that may disrupt the application submission.

iv. Track a Workspace Submission: After successfully submitting a workspace application, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the application. The number will be listed on the Confirmation page that is generated after submission. Using the tracking number, access the Track My Application page under the Applicants tab or the Details tab in the submitted workspace.

For additional training resources, including video tutorials, refer to https://www.grants.gov/applicants/applicant-training

2. Electronic Application Package

Applicants interested in submitting an application in response to this NFO must submit it via Grants.gov; the agency will not accept applications submitted via email or any other method. No exceptions will be made for applicants experiencing issues with Grants.gov unless a known system wide Grants.gov issue is identified, in which case the deadline will be extended for all applicants, as appropriate. Applicants are urged to submit early to the Grants.gov system.

For technical issues with Grants.gov, contact Grants.gov Applicant Support, available 24/7, at 1-800-518-4726 or support@grants.gov. Awarding agency staff cannot support applicants regarding Grants.gov accounts.

Address to Request Application Package
All information necessary to apply for this opportunity is included in the Grants.gov opportunity announcement.

3. Content and Form of Application Submission

The agency may choose not to consider applications that fail to comply with the required content, format, and page limits, or those that are incomplete.

Do not submit video files or files larger than 10MB. File names of attachments must be limited to 50 characters, may not include special characters (e.g., &,–,*,%,/,#), periods (.), blank spaces or accent marks, and must be unique (i.e., no other attachment may have the same file name). An underscore (example: my_Attached_File.pdf) may be used to separate a file name. Attachments must **NOT** be password protected.

To be considered for funding under this opportunity, an application must contain the documents in a-m below.

a. Application Form

(Standard Form 424 Application for Federal Assistance) See Instructions for Completing SF 424 located in the appendices section.

b. Project Narrative

Each page must be numbered and have one-inch margins. The text of the project narrative must be single spaced and typed in a standard typeface (e.g., Times New Roman, Arial, Courier) with no smaller than 12-point font. The project narrative must not exceed 15 pages. This page limitation applies to the project narrative only.

I. Project abstract (1 page limit)
Identify whether this request is for a new project or a supplemental request to an existing UAIP award. Provide a descriptive title and summary of your project - the title should include the location of your project. Present a statement of need or assessment of the problem. Define the intended beneficiaries of this project and include the zip codes of the area impacted by your project activities. State whether the communities being served are rural, suburban, or urban. Identify any underserved groups in your communities and describe the approach to determining critical elements, needs of the local food economy and food system to be served. Describe how this project will initiate, build upon, or expand related work or programs. The summary should include the relevance of the project to the purpose and priorities of UAIP (see sec. A)

II. Project Narrative. (15 pages limit)

All project narratives must contain at least **headings 1 through 4 below**, in order, and respond to each of the points included under each heading.

1. **Project Purpose**: Introduction, reasons for the project, over-arching goals, and relation to NRCS goals. Describe beneficiaries and who will benefit from project activities.

- Present a statement of need or assessment of the problem. What is the situation that is causing concern? Why is it happening?
- Describe the areas or communities being served and provide the zip codes for the areas being served. Detail how you determined the need there, with at

least one source of data supporting that access to fresh local food is an issue in the area or communities. to the extent possible, describe limiters of fresh food access using data available in the USDA Food Access Research Atlas.

- Describe the intended underserved group explaining the needs of the local community or food system, and provide at least one source of supporting data, such as demographics, income, and geographic characteristics of the area or community. Describe how limited access to fresh, heathy, and affordable food is an issue in this community.
- Explain how the project is aligned with the purpose and priorities of this program and how it will make a difference with the intended beneficiaries.
- Describe how this project will initiate, build upon, or expand related work or programs.
- Describe the anticipated impact of this project on executive order priorities including climate change, equity, and environmental justice. This element may include but is not limited to participation by underserved groups or groups serving underserved or vulnerable communities; activities with the potential to mitigate the impacts caused by climate change.

2. **Project Objectives:** Identify key strategies and project design, alignment of resources and activities, strategic resources with clear goals, and objectives.

- Concisely state the goals and objectives of the proposed project.
- Describe the project goals, using metrics and indicators that are specific, measurable, attainable, realistic, and time bound.
- Describe project outcomes, including what will be accomplished, who will benefit (e.g., residents, students, participants), and how many people will benefit.
- Describe the involvement of partners and stakeholders in developing project objectives and implementing results.

3. **The Organizations and Partners Involved**

- Explain your organization's experience in the field of urban agriculture and/or innovative production, serving communities lacking access to fresh foods, and providing outreach in impacted area or community.
- List two or more partner organizations for this project and include their contact information, relevant experience, community connections, and specific responsibilities for achieving the project goals. For projects that will be operating in a city or state other than where the applicant is headquartered, at least one partner should be located where the project will be served.
- List your organization's leadership and key personnel for this project.
- Explain plans to coordinate work with partner organizations and to leverage existing resources.
- Explain the identified partners roles in the activities proposed in the application.
- Detail specific roles of partners and stakeholders in developing project

activities.

4. **Expected Accomplishments, Deliverables, and Timeline**: List each deliverable and subtask. Describe what will be done, when it will be done, and how it will be measured. See Appendix D for a list of indicators.

- Summarize the work to be performed in nontechnical terms for each goal and project objectives.
- Include a timeline of activities (i.e., annually, quarterly, monthly) milestones and clear, tangible, measurable indicators to demonstrate how progress will be achieved. Include the specific tasks to complete each activity and identify the responsible official to complete the task.
- Describe a plan to ensure financial accountability, including accounting and purchasing policies. Include the specific tasks to complete each activity and identify the responsible party to complete the task.
- Describe project evaluation of outcomes and indicator reporting. This description will illustrate whether objectives were met.
- Describe how project will continue beyond end of the award period, how it will become self-sustainable, and potential funding sources for continuation of the project after federal funding ends. Discuss how a one-time infusion of federal funds will be sufficient for the proposed UAIP grant to advance the UAIP goals and achieve sustainability.

If your proposal will include information collection from non-federal sources, ensure the collection meets the requirements of the Paperwork Reduction Act. Surveys of individuals or entities are generally prohibited without prior approval. For additional guidance about allowable and unallowable activities, visit https://pra.digital.gov/do-i-need-clearance

The following documents do not count toward the above stated page limit.

- Declaration of previous projects and Past Performance

If the applicant has previously received an award (either at the National or State levels), list the following for each award and give a short summary of the completed project's outcomes. If the project is ongoing, provide the anticipated outcomes. Each description should be no more than a half page:

- Project title
- Agreement number (Federal Award Identifying Number)
- Award funding amount
- Year of award expiration

c. Standard Form (SF) 424A, Budget Information - Non-Construction Programs

Fill in all spaces as appropriate. Section B, Item 6, Column 1 should reflect the agency funds, and Column 2 should reflect the applicant's matching funds. This form is the summary budget for the project and should include the full project

totals on pages one and two. See Instructions for Completing SF 424A located in the appendices section. Refer to Section D of this opportunity for information regarding indirect costs. Errors in the SF-424A regarding classifying costs may be negotiated after selection.

d. Budget Narrative

In a separate document titled "Budget Narrative," explain and justify all requested budget items/costs. (Refer to the budget narrative guidance located in the appendices section.) Detail how the totals on the SF-424A were determined and demonstrate a clear connection between costs and the proposed project activities. For personnel salary costs, include the base-line salary figures and the estimates of time (as percentages) to be directly charged to the project. Describe any item that under the applicable Federal cost principles requires the agency's approval and estimate its cost. The pages included as the budget narrative to not count toward the page limit. Errors in the budget narrative regarding classifying costs may be negotiated after selection. Refer to the Budget Narrative Guidance located at the end of this document regarding procurement standards when including contracts for goods or services. **Sole-source contracting is prohibited without proper justification.** See Procurement Standards located at 2 CFR 200.317-327.

i. Build America, Buy American. "Buy America" preference applies to Federal financial assistance awards that include construction components, even if it is funded by both Federal and non-Federal funds under the award. Subawards should conform to the terms and conditions of the Federal award from which they flow. A Buy America preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to a construction project. Refer to the General Terms and Conditions for additional information: https://www.fpacbc.usda.gov/about/grants-and-agreements/award-terms-and-conditions/index.html

ii. Indirect Costs Recovery. If requesting indirect costs, provide the calculation specifying the amounts used in applying the base (the base specified in the applicable rate agreement) by the applicable rate. The calculation can be displayed in different formats but must capture the components (i.e., amounts used in determining the base and the rate applied to the base).

A. To be eligible to recover any indirect costs under a Federal award, recipients must either 1) have a current negotiated indirect cost rate agreement (NICRA) with a Federal agency that has not expired; or 2) qualify for use of the de minimis rate authorized by 2 CFR 200.414(f) and described below. For-profit entities (if eligible to apply) must obtain a NICRA from their cognizant agency. USDA will not accept an indirect cost agreement that is

not a NICRA, for example, those negotiated or approved by the Defense Contract Audit Agency or the Defense Contract Management Agency.

A copy of the applicant's current NICRA must be provided with the application (see section D(3)(i)). Indirect costs may not be recovered under an expired NICRA. For applicants negotiating a NICRA, provide a copy of the indirect cost rate proposal submitted to the cognizant agency. See section D(3)(h) below for how to submit a NICRA as part of the application.

B. Any non-Federal entity (except State and local governments that receive more than $35 million per year in Federal funding) that does not have a current negotiated (including provisional) rate may elect to charge a de minimis rate of 10 percent of modified total direct costs (MTDC) which may be used indefinitely. No documentation is required to justify the 10 percent de minimis indirect cost rate, simply indicate in your budget narrative that the recipient elects to use the de minimis rate. Modified Total Direct Cost (MTDC) means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first $25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of $25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

C. As described in 2 CFR 200.403, costs must be consistently charged as either indirect or direct costs but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time.

D. A recipient may voluntarily reduce or waive recovery of indirect costs at its sole discretion and must not be encouraged or coerced in any way to do so by the agency.

iii. Indirect Costs Limitations.

a) In accordance with USDA's annual appropriations act, indirect costs will be limited to no more than 10 percent of total direct costs for non-profit organizations or institutions of higher education that receive a cooperative or contribution agreement. Other types of entities are not subject to this statutory limitation. An applicant subject to the statutory limitation with a current NICRA, must calculate indirect costs as follows. First, multiply the NICRA rate by the base stated in the NICRA to arrive at Amount A. Next, multiply the statutory limit of 10 percent by the total of all direct costs to arrive at Amount B. The

lower of Amount A and B is the amount of indirect cost to include on the budget.

b) Applicants not subject to a statutory limitation, which have a current NICRA must calculate indirect costs using the rate and base specified in their NICRA.

c) Recipients are prohibited from shifting unallowable indirect costs to another Federal award unless specifically authorized to do so by legislation.

d) Applicants who are individuals applying for funds separate from a business or non-profit organization they may operate are not eligible to charge indirect costs to their award. If you are an individual applying for funding, do not include any indirect costs in your proposed budget.

e. Grants.gov Lobbying Form

Under Title 31 of the United States Code, Section 1352, an applicant or recipient must not use any federally appropriated funds (both annually appropriated and continuing appropriations) or matching funds under a grant or cooperative agreement award to pay any person for lobbying in connection with the award. Lobbying is defined as influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress connection with the award. Submission of an application also represents the applicant's certification of the statements in 2 CFR Part 418, Appendix A-Certification Regarding Lobbying.

f. Applicant Contact Information

Provide contact information for the roles identified in the Applicant Contact Information template, located in the Related Documents tab of the opportunity. Upload the contact information under Other Attachments (listed as an Optional Form) in the Grants.gov Opportunity Application Package.

g. SF-LLL, Disclosure of Lobbying Activities

SF-LLL, Disclosure of Lobbying Activities, must be submitted **only** if you/your organization have/has made or agrees to make any payment using non-appropriated funds for lobbying. See 2 CFR 418.110 for more information on when additional submission of this form is required.

h. Negotiated Indirect Cost Rate Agreement (NICRA), if applicable

If charging indirect costs using a NICRA (including for match), upload the NICRA under Other Attachments (listed as an Optional Form) in the Grants.gov Opportunity Application Package.

i. Letters of Support

Letters of support are not required and should not be submitted.

j. Letters of Intent

Letters of intent are not required and should not be submitted.

k. Disclosure of Potential Conflict of Interest

In accordance with 2 CFR 400.2, applicants must maintain written standards of conduct covering conflicts of interest and governing the performance of its employees in the selection, award, and administration of Federal awards. No employee, officer, or agent may participate in the selection, award, or administration of a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties referenced, has a financial or other interest in, or a tangible personal benefit from, an applicant considered for a Federal award. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the applicant.

If the applicant has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the applicant must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflict of interest means that because of the relationships with a parent company, affiliate, or subsidiary organization, the applicant is unable or appears to be unable to be impartial in conducting a Federal award action involving a related organization.

Applicants must disclose in writing any potential conflicts of interest to the USDA awarding agency or pass-through entity. Include the name of the individual, the name of the entity with which the individual has a conflict, the nature of the financial or other interest, the value of the interest, a description of how the interest relates to your application. Upload disclosures under Other Attachments (listed separately under Optional Forms) in Grants.gov. **If no conflict exists, no submission is required.**

l. Unique entity identifier (UEI) and System for Award Management (SAM)

Each applicant (unless the applicant is an individual excepted from those requirements under 2 CFR 25.110(b) or (c), or has an exception approved by the Federal awarding agency under 2 CFR 25.110(d)) is required to: (i) Be registered in SAM before submitting its application; (ii) provide a valid unique entity identifier in its application; and (iii) continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by a Federal awarding agency. The agency may not make a Federal award to an applicant until the applicant has complied with all applicable unique entity identifier and SAM requirements and, if an applicant has not fully complied with the requirements by the time the agency is ready to make an award, it may

determine that the applicant is not qualified to receive a Federal award and use that determination as a basis for making a Federal award to another applicant.

Entities must obtain a UEI and register in SAM prior to registering with Grants.gov. A description of each is below. Entities are strongly encouraged to apply early for their SAM registration.

System for Award Management (SAM) Registration: To register, go to: https://www.sam.gov. The Federal Service Desk is available for registration assistance and can be contacted via the Help tab at the website listed above.

Awarding agency staff cannot support applicants regarding UEI or SAM issues

m. Supplemental Application (Active UAIP awards only)

If your application is intended supplement an existing UAIP project, provide a summary of progress to date on the current project. This summary should be included as a supplementary attachment using the "Other Attachments" form in Grants.gov. See section E3.

4. Submission Dates and Times and Correspondence

All applications must be received by Grants.gov by 11:59 pm Eastern Time (ET) by the established due date in the Key Dates section of the Summary Information of this NFO. Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov.

Applications received by Grants.gov after the established due date will be considered late and will not be considered for funding. An application is considered on time at 11:59.59 pm ET, but it is late at 12:00 am ET.

Grants.gov will provide either an error or a successfully received transmission in the form of an email sent to the applicant with the Authorized Organizational Representative (AOR) role attempting to submit the application. The Grants.gov Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process; be patient and give the system time to process the application.

The applicant with the AOR role who submitted the application will receive:

- an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their application.
- an email with the official date/time stamp and Grants.gov tracking number serving as proof of timely submission.

When the agency successfully retrieves the application from Grants.gov, and acknowledges the download of submissions, Grants.gov will also provide an electronic acknowledgment of receipt of the application to the applicant with

the AOR role who submitted the application. Proof of timely submission shall be the official date and time that Grants.gov receives your application.

If you have trouble submitting an application to Grants.gov, contact the Grants.gov Help Desk to resolve any issues. See Section D. 2. for Grants.gov contact information.

Applicants using unreliable internet connections should be aware that the process of completing the Workspace can take some time. Therefore, applicants should allow enough time to prepare and submit the application before the package closing date.

5. Intergovernmental Review

This funding opportunity is not subject to Executive Order 12372, "Intergovernmental Review of Federal Programs." When completing the SF-424, check block c, "Program is not covered by E.O. 13272."

6. Funding Restrictions

Funds may not be used to pay any of the following costs unless otherwise permitted by law and approved in writing by the agency in advance of incurring such costs:

a. Profit and management fees. Any funds awarded to for-profit entities must be used for reimbursement of award related direct and indirect costs only.
b. Costs above the amount of funds authorized for the project.
c. Costs incurred prior to the effective date of the award, including time spent applying for this opportunity.
d. Costs which lie outside the scope of the approved project and amendments thereto.
e. Entertainment costs, regardless of their apparent relationship to project objectives.
f. Compensation for injuries to persons, or damage to property arising out of project activities.
g. Consulting services performed by a Federal employee during official duty hours when such consulting services result in the payment of additional compensation to the employee.
h. Capital expenditures for general purpose equipment, buildings, and land and for improvements to land, buildings, or equipment which materially increase their value or useful life. See 2 CFR 200.439 for additional information.
i. Meals may be charged to an award only if they are necessary for the performance of the project. For instance, meals (normally only lunch) that are a necessary part of the costs of meetings and conferences (i.e., required attendance and continuity of a meeting), the primary purpose of which is the dissemination of information, are allowable, as are costs

of transportation, rental of facilities, speakers' fees, and other items incidental to such meetings or conferences. Note: Meals consumed while in official travel status do not fall in this category. They are considered to be per diem expenses and should be reimbursed in accordance with the organization's established travel policies subject to statutory limitations or in accordance with Federal travel policies.

j. Costs normally charged as indirect costs may not be charged as direct costs without proper justification and agency approval. Proper justification includes documentation that the costs meet the criteria for allowability (see 2 CFR 200.403). Examples of such costs include rent, utilities, depreciation on buildings and equipment, the costs of operating and maintaining facilities, and general administration and general expenses, such as the salaries and expenses of executive officers, personnel administration, and accounting.
k. Salaries that are not commensurate with level of work. All costs must be reasonable to be allowable (2 CFR 200.403), and 2 CFR 200.404 defines a reasonable cost as one if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. Salaries determined not to be reasonable compared to the level of work will be unallowable.
l. Software produced by non-domestic entities. Project budgets must not include costs (both Federal costs and match) for software development by non-domestic entities if it will be utilized by the Federal government or hosted on Federal systems.
m. Foreign travel is not allowed under this award and will not be approved.
n. Refer to Section D for applicable indirect cost restrictions, if any.

This list is not exhaustive. For additional information please refer to 2 CFR Part 200, subpart E, Cost Principals.

E. APPLICATION REVIEW INFORMATION

1. Review and Selection Process

Applications will be screened for completeness and compliance with the provisions of this notice. Incomplete, noncompliant, and/or applications not meeting the formatting criteria may be eliminated from competition. In that event, the agency will send notification of elimination to the applicant. The agency intends to select and award without conducting any discussions or allowing applicants to correct deficiencies or omissions in their applications. Consequently, applicants must ensure their applications are complete and accurate. However, while the agency intends to select without contacting applicants, it reserves the right to request applicants to revise their applications to correct deficiencies or omissions it identifies. If this occurs, the

agency will conduct discussions with all applicants, identify deficiencies and omissions for all, and give applicants an opportunity to submit a revised application by a common cut-off date. The agency may also contact individual applicants to clarify certain components of their applications.

Merit/technical reviews will be conducted by a technical review board nominated by the approving official. Risk reviews will be conducted by the FPAC Business Center, Grants and Agreements Division. The approving official will make the final award decisions. The approving official for this opportunity is the Chief of the Natural Resources Conservation Service or Designee.

Applications meeting formatting criteria and are found complete and in compliance with the provision of this notice will be reviewed by a technical review panel organized by the OUAIP Grants and Agreements Team with USDA employee-volunteers. The technical review panel will review each application against a rubric that will provide a score of weight for criteria identified below. The review panel will provide a summary for all proposal showing the strengths and weaknesses of the applications. Risk reviews will be conducted by the FPAC Business Center, Grants and Agreements Division. In addition to the Technical Review and risk reviews, the approving official may also consider furthering programmatic purposes, including geographical dispersion, program balance, or diversity of awards. The approving official will make the final award decisions based upon the OUAIP Team recommendations. The approving official for this opportunity is the Chief of the Natural Resources Conservation Service or Designee.

Score Reference for Decision Making:

100 to 95 = Excellent
94 to 91 = Very Good
90 to 80 = Good
79 to 69 = Fair
<68 = Poor

2. Merit/Technical Criteria

The weights and evaluation criteria below will be used in reviewing applications submitted in response to this NFO. Proposals will be evaluated by the extent to which they provide enough details to the proposal to demonstrate to meet the listed criteria with maximum scores for each section:

Project Consistent with UAIP Purpose and Priorities (30 points)

- Degree to which applicant successfully describes the need or problem in the impacted underserved community and degree to which this description is substantiated with supporting documentation that access to fresh local

food is an issue. Clear evidence that the impacted underserved community has a demonstrated need for local or community food systems. How well the project activities and outcomes aligned with the purpose and priorities of this program. (6 Points)

- Quality of detail in describing project goals, including who will benefit from the project and what community needs the project will address. Applicant described project objectives that were specific, measurable, attainable, realistic, and time bound. The project outcomes including what will be accomplished, who will benefit, and how many people will benefit are reasonable. (6 Points)
- Quality of the plan presented to promote urban, indoor, and emerging agricultural practices, such as gardens and farms, rooftop farms, urban agroforest, food forests, orchards, outdoor vertical production, green walls, indoor farms, controlled environments, greenhouses, high-tech vertical technology farms, and hydroponic, aeroponic, and aquaponic farm facilities within the target area. (6 Points)
- Quality of the plan presented that show project will be successful in positively impacting access to fresh, heathy, and affordable food in the specified timeframe and in the targeted community as described in the proposal. (6 Points)
- Degree to which the proposal aligns with Executive priorities including climate, equity, and environmental justice. Description of activities is provided with the potential to mitigate the impacts caused by climate change. Amount of anticipated participation by historically underserved groups or groups serving underserved or vulnerable communities. (6 Points)

Internal Organization Support and Partnerships (20 points)

- Organization clearly described its experience in the field of urban agriculture or innovative production, serving communities lacking access to fresh foods, and doing outreach in project area or community. (4 Points)
- The organizational leadership and key personnel have the necessary qualifications to carry out project. Quality of proposal that detail experience and expertise of key personnel in agriculture and innovative production; working with communities and related food systems (considered as important as academic or professional credentials). Preference will be given to organizations with experience of 3 years or more. (4 Points)
- Details of lists two or more partners that will add value to the project and how will they contribute to the success of the project. (4 Points)
- Details on the quality and extent of external partnerships, and a clear plan to leverage existing resources. (4 Points)

- Degree of collaboration with partner organizations working in the local community. (4 Points)

Project Workplan (20 points)

- Clear activities that the project will undertake with timelines, milestones, and activities needed to complete each deliverable. Roles and responsibilities are clearly identified to complete the task. Quality of plan that demonstrate that there is a solid plan and solid methodology to measure the project's progress toward meeting goals. (5 Points)
- Clearly describes, preferably using real life examples, of how they will carry out the project, and be fiscally accountable, able to collect data, and prepare reports and other documentation. The organization's accounting and purchasing policies are defined, including having internal control procedures in place. (5 Points)
- Quality of plan that provides clear overview of how the project impact will be evaluated and measured using solid monitoring and evaluation strategy. (5 Points)
- Clearly describes strategies that will ensure replicability and/or long-term viability of the project. Quality of plan that describes how the project will continue beyond end of award period, how it will become self-sustainable, and identified potential funding sources for continuation of the project after federal funding ends. (5 Points)

Budget (25 points)

- Quality of plan that shows how the budget components were developed and costs were estimated. The budget includes a line-item description for every allowable cost and shows how it supports the project goals. The purchase of special purpose equipment is supported by substantial documentation that includes how it will help accomplish the project deliverables; a lease vs. purchase comparison; how it will be inventoried, stored, and maintained during the project; and what will be done with it when the project is over. (10 Points)
- Budget Narrative must include an explanation and justification for all requested budget items and costs. Costs clearly support the purpose of UAIP. The quality of plan must show how the totals on the SF-424A or SF-424C were determined and demonstrate a clear connection between costs and the proposed project activities. The Budget Narrative and the Project Narrative must clearly align with one another. (10 Points)
- Quality of plan that shows how the program will continue to be funded or supported past the award period, by thoroughly identifying areas and activities that require additional funding and indicating specific sources of future local or national funding opportunities. (5 Points)

Data and Information Sharing (5 points)

- Quality of plan that details the manner of collection of data and information on program deliverables. Suitable reporting policies. Reasonableness of specific strategies for sharing project information and to the extent possible information about project outcomes and results will be shared with federal programs and other interested parties, including public or private, nonprofit, or for-profit entities, academic institutions (including minority-serving colleges and universities), other appropriate professionals, community-based organizations, and local government entities.

3. Supplemental Request

Proposals competing for a supplemental request are evaluated against additional criteria to assess the extent to which such proposals will successfully executed and benefit urban producer. Applicant must have an active agreement with the UAIP at the closing date of this opportunity, be up to date with reporting criteria, and can successfully document the following criteria:

- Description. The community served by the project is identified and the proposal includes a clear explanation of how the project is successful in the communities and is addressing any existing or barrier(s) that has impacted the participation or success of the urban and innovative producers in question.
- Commitment. The applicant and partner organizations demonstrate a strong commitment to serving urban and innovative producers. The organization or its members or partners have a history of working with urban and innovative producers or have explained why the team is well-suited to working with urban and innovative producers.
- Capacity Building. The project is designed to impart lasting benefits on the urban and innovative producers and impacted communities.
- Community Involvement. The designated urban and innovative producers and impacted community is involved in project processes or decision making.
- Measurement. Indicators and metrics of success are clear measurables that specifically measure the project's benefits and measurables to urban and innovative producers.

3. Administrative and Risk Criteria

Notice of selection after merit/technical evaluation does not guarantee that an applicant will receive an award. Following notification of selection for funding (see Section F), the FPAC Business Center, Grants and Agreements Division's staff conducts a final administrative and risk review of those applications. The administrative review includes, but is not limited to, a check to ensure that

NFO requirements were met (e.g., applicant meets eligibility criteria, application was submitted via Grants.gov by the established deadline), and proposed costs are allowable, allocable, and necessary. During this process, it may be necessary to request further documentation from the applicant (e.g., organizational information as part of the risk assessment, more detail regarding proposed costs).

In addition, to comply with the requirements at 2 CFR 200.206, the agency will follow, at a minimum, the risk review process described below (additional steps may be taken).

The awarding agency will check SAM to ensure the applicant is not suspended or debarred, which would preclude receiving an award. In addition, prior to making a Federal award with a total Federal share greater than the simplified acquisition threshold ($250,000), the agency must review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (the Federal Awardee Performance Integrity Information System, FAPIIS) (see 41 USC 2313 and 2 CFR 200.206(a)).

An applicant must meet the following standards to be considered for award:

a. **Financial Stability**

   The applicant maintains an adequate financial resources or cash flow to meet its financial obligations on a routine basis in order to successfully complete any agreement it may be awarded.

b. **Quality of Management Systems and Ability to meet Management Standards prescribed in 2 CFR Part 200**

   The applicant has a financial management system adequate to segregate and track federal funds. It has adequate systems in place for proper agreement administration; compliance with the standards outlined in 2 CFR Part 200 Section D for procurement, property, and records management; and required financial and performance reporting.

c. **History of Performance**

   If the applicant has previously obtained Federal financial assistance award, it has never failed to materially comply with the Federal award terms and conditions and further has never had an award terminated on that basis.

Submission of an application constitutes certification that an applicant meets these standards (items a. through c. above). The agency may request documentation to substantiate the certification. Based on risk assessment, the agency may impose specific award conditions in accordance with 2 CFR 200.208.

4. **Awards Over the Simplified Acquisition Threshold (if applicable)**

    a. Prior to making a Federal award with a total Federal share greater than the simplified acquisition threshold ($250,000), the agency must review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM, the Federal Awardee Performance Integrity Information System, FAPIIS. FAPIIS is a federal database intended to serve as a government-wide source of information about the prior performance and compliance of federal procurement contractors, grantees, and cooperative agreement holders (see 41 U.S.C. 2313 and 2 CFR 200.206(a)).

    b. An applicant may review information in FAPIIS accessible through SAM and comment on any information about it that a Federal awarding agency previously entered.

    c. The agency will consider any comments by the applicant, in addition to the other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in 2 CFR 200.206, Federal awarding agency review of risk posed by applicants.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

The agency will provide notice that an application has been selected before it actually makes the Federal award. As such, the selection notification is not an authorization to begin performance. Reimbursement of pre-award costs require written agency prior approval. The Notice of Grant and Agreement Award (ADS-093) signed by the authorized agency official is the only authorizing document and will be provided electronically to the entity's authorized official for signature.

Both successful and unsuccessful applicants will be notified of the award decision via email to the administrative point of contact identified on the SF 424.

2. Administrative and National Policy Requirements

All project funds will be used in accordance with 2 CFR Part 200 and the General Terms and Conditions, which are available at the following website: https://www.fpacbc.usda.gov/about/grants-and-agreements/award-terms-and-conditions/index.html.

Projects performed pursuant to this opportunity may be subject to the National Environmental Policy Act (NEPA). If applicable, NRCS must work

with awardees to complete an environmental review of each awarded project before project commencement. In addition, prior to any ground-disturbing activities related to NRCS funding, the awardee must work with NRCS staff to complete an environmental evaluation (EE) related to those activities. Awardees may be required to prepare or pay for preparation of an environmental assessment (EA) or environmental impact statement (EIS), should any environmental review find that an EA or EIS is required.

In addition, a National Historic Preservation Act (NHPA), Section 106 review and consultation by an NRCS State or area office with consulting parties (such as the pertinent State Historic Preservation Officer and federally recognized Indian Tribes) may be required prior to the implementation of project activities that have the potential to impact cultural resources. NHPA Section 106, its implementing regulations (36 CFR Part 800), and other related authorities, require Federal agencies to determine if a project has the potential to cause an effect to historic properties and, if so, if they are adverse and how the effects may be addressed. The NHPA review and compliance in accordance with Section 106 of NHPA and implementing regulations at 36 CFR Part 800 must be completed by NRCS and applicants may be required to pay for any cultural resource surveys needed for NRCS to assess project effects. More information on the applicant's role in the NHPA Section 106 process can be found on the Advisory Council on Historic Preservation website at https://www.achp.gov/digital-library-section-106-landing/section-106-applicant-toolkit.

Consultation with the U.S. Fish & Wildlife Service and/or the National Marine Fisheries Service under the Section 7 of the Endangered Species Act (ESA) is also required for projects that may affect listed or proposed species or destroy or modify critical habitat. The ESA consultation in accordance with Section 7 of the ESA and implementing regulations at 50 CFR Part 402 must be completed by NRCS prior to the implementation of project activities that have the potential to impact species or habitat protected under the ESA. More information on the Section 7 consultation process can be found at https://www.fws.gov/service/esa-section-7-consultation.

3. Reporting

Reporting will follow the guidelines included in the agency's General Terms and Conditions, which are available at the following website: https://www.fpacbc.usda.gov/about/grants-and-agreements/award-terms-and-conditions/index.html

If the Federal share of any agreement awarded under this opportunity notice may include more than $500,000 over the period of performance, recipients must also comply with the post award reporting requirements reflected in

Appendix XII of 2 CFR Part 200 —Award Term and Condition for Recipient Integrity and Performance Matters.

Applicants that receive awards pursuant to this opportunity and any sub awardees must comply with the reporting requirements described at 2 CFR Part 170 unless an exception applies. Applicants must ensure they have the necessary processes and systems in place to comply with those requirements. A list of exceptions can be found at 2 CFR 170.110(b).

Submission of interim and final reports are required to demonstrate the progress made toward the completion of project goals, objectives, and outcomes, as well as the grant agreement's overall financial status. SF-425, "Federal Financial Report," are due with each performance report to account for financial expenditures during that reporting period. Performance reports and SF-425 are due annually no later than 90 calendar days after each annual performance reporting period end date. A final performance report and SF-425 must be submitted no later than 120 calendar days after the performance period end date.

4. **Audit Requirements**

   As required in 2 CFR Part 200, Subpart F Audit Requirements, all U.S. states, local governments, Federally recognized Indian tribal governments, and non-profit organizations expending $750,000 or more in Federal award funds in a fiscal year must submit a Single Audit report for that year through the Federal Audit Clearinghouse's Internet Data Entry System. FPAC agencies also require for-profit organizations that meet the expenditure threshold to comply with the single audit requirements and submit their audit reports directly to the funding agency.

G. FEDERAL AWARDING AGENCY CONTACT

For questions regarding this opportunity, contact the following individual with the opportunity number in the subject line:

Name: Jose Berna
Grants Management Specialist
FPAC Business Center

Email: Jose.Berna@usda.gov with a copy to NFO.FPAC@USDA.GOV

To protect the integrity of the competitive process, applicants must not contact agency program staff with questions.

H. OTHER INFORMATION

1. Questions regarding this opportunity must be submitted to the Federal Awarding Agency Contact identified above via email with the opportunity number in the subject line.

2. For technical issues with Grants.gov, please contact Grants.gov Applicant Support at 1-800-518-4726 or support@grants.gov. Awarding agency staff cannot support applicants regarding Grants.gov accounts.
3. **Freedom of Information Act (FOIA)**

   Applications are considered confidential information. Applications are not shared with individuals or entities seeking public disclosure through the Freedom of Information Act (FOIA) without the consent of the applicant. More specifically, Executive Order 12600 and USDA FOIA regulation 7 CFR Part 1, Subpart A requires the awarding agency to provide notice to applicants that a third party has requested copies of their business information and requires the awarding agency to consult with applicants regarding the releasing their records.

4. **Government Obligation**

   The Federal Government is not obligated to make any Federal award as a result of this opportunity. Only authorized federal officials can bind the Federal Government to the expenditure of funds.

5. Any award made pursuant to this NFO may be executed in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

U.S. Department of Agriculture Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at https://www.usda.gov/oascr/filing-program-discrimination-complaint-usda-customer and at any USDA office or write a letter addressed to USDA and provide in the letter

all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

(2) Fax: (202) 690-7442; or

(3) Email: program.intake@usda.gov

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APPENDIX A: Instructions for Completing SF-424

SF-424, APPLICATION FOR FEDERAL ASSISTANCE INSTRUCTIONS FOR USDA-FPAC AGENCIES

Applicants must review these instructions to ensure the form is completed correctly. This will reduce the likelihood that the form will need to be returned for correction and potentially delay execution of any resultant agreement.

Item	Name	Instructions
1	Type of Submission	Select "Application" since this is first time your entity is applying for this funding opportunity.
2	Type of Application	Select "New" since this application is being submitted to an agency for the first time for this funding opportunity or "Revision" for Supplemental Active UAIP Project Applications.
3	Date Received	Leave blank.
4	Applicant Identifier	Leave blank.
5a	Federal Entity Identifier	Leave blank.
5b	Federal Award Identifier	Leave blank.
6	Date Received by State	Leave blank.
7	State Application Identifier	Leave blank.
8a	Applicant Legal Name	Enter the legal name of applicant. This name must be consistent with the name as registered in the System for Award Management (SAM). If the name in SAM is not correct, update it.
8b	Applicant Employer/Taxpayer Identification Number (EIN/TIN)	Enter the employer or taxpayer identification number of applicant assigned by the Internal Revenue Service. This number must be consistent with the number in the applicant's SAM registration.
8c	Applicant Organizational DUNS/Unique Entity Identifier	Enter the DUNS number of applicants. This number must be consistent with the number in the applicant's SAM registration. The DUNS number is a total of 13 digits. The first 9 are the basic DUNS number from SAM. The last four digits are reserved for a certain purpose and is usually "0000" for most applicants.
8d	Applicant Address	Enter the mailing address of applicant. This address must be consistent with the mailing address in the applicant's SAM registration.
8e	Applicant Organizational Unit	Not required.
8f	Applicant Contact Information	Provide the name and contact information of person to be contacted on matters involving this application. This does not necessarily need to be the person with authority to sign the application. It is a point of contact for agency staff to contact regarding the application.
9	Type of Applicant 1	Select the type of entity the applicant is. This type must be consistent with the entity type listed in the applicant's SAM registration.
10	Name of Federal Agency	Enter the applicable agency: USDA-NRCS, USDA-FSA, or USDA-RMA
11	Catalog of Federal Domestic Assistance Number/Federal Assistance Listing and Title	Enter the CFDA number from the Notice of Funding Opportunity. For the title, see https://beta.sam.gov/
12	Funding Opportunity Number and Title	Enter the opportunity number and title from the Notice of Funding Opportunity
13	Competition Identification Number and Title	Leave blank.

14	Areas Affected by Project (Cities, Counties, States, etc.)	Leave blank.
15	Descriptive Title of Applicant's Project	Enter a concise title for the project. Title should include location of project.
16a	Congressional District of Applicant	Enter the Congressional district based on the physical address of the applicant as listed in the applicant's SAM registration. District numbers can be found at http://www.house.gov/representatives/find/.
16b	Congressional District(s) of Program/Project	Enter the Congressional district(s) for all districts affected by the program/project. Enter in the format: first 2 characters for state abbreviation and next 3 characters for the district number (e.g., "CA-005" for California 5th district, "NC-103" for North Carolina's 103 district). If all congressional districts in a state are affected, enter "all" for the district number (e.g., "MD-all" for all congressional districts in Maryland). If nationwide (i.e., all districts within all states are affected, enter "US-all"). Attach an additional list of program/project congressional districts, if needed. District numbers can be found at http://www.house.gov/representatives/find/.
17a	Proposed Project Start Date	Enter an estimated date consistent with what is stated on the Notice of Funding Opportunity. Do not anticipate an earlier award date, even though an earlier award may be possible.
17b	Proposed Project End Date	Enter the estimated end date consistent with the start date and what is stated on the Notice of Funding Opportunity
18a-g	Estimated Funding	Enter the project's total amount of funding by organization including the Federal share, applicant share (if any), and any other sources of applicant funding, other than their own funds. *These values must be consistent with the values on the SF-424A and the Budget Narrative*. a. Federal: enter the amount of Federal funds being requested. b. Applicant: enter cost share/match being provided by the applicant itself. Do not include cost share/match being provided by commitments from the sources listed below. c. State: enter the amount of any cost share/match being provided by a State government entity. d. Local: enter the amount of any cost share/match being provided by a Local government entity. e. Other: enter the amount of any cost share/match being provided by a source other than those listed above. f. Program Income: enter the amount of program income (if any) used for meeting cost share/match requirements (see 2 CFR 200.80 and 200.307). g. Total: enter the sum of all amounts. *This must equal the total proposed budget amounts above*.
19	Executive Order 12372	Select the applicable response as to whether or not the application is subject to State review under state laws or procedures. Executive Order 12372 can be found at https://www.archives.gov/federal-register/codification/executive-order/12372.html
20	Federal Debt Delinquency	Select the applicable response as to whether or not the applicant is delinquent on any Federal debt.
21	Certification and Signature	Check the "I Agree" box and provide the name and contact information for the person who is authorized by the applicant to submit the application on its behalf. The form will be electronically signed during the submission process on Grants.gov.

APPENDIX B: Instructions for Completing SF-424A

SF-424A, BUDGET INFORMATION INSTRUCTIONS FOR USDA-FPAC AGENCIES

Applicants must review these instructions to ensure the form is completed correctly. This will reduce the likelihood that the form will need to be returned for correction and potentially delay execution of any resultant agreement.

SECTION A – BUDGET SUMMARY		
Column	**Name**	**Instructions**
(a)	Grant Program Function or Activity	FPAC agencies do not require the project budget be broken down into separate programs, functions, or activities on this form. That level of detail, if desired, is reserved for the Budget Narrative which is a related, but separate document. Enter "Federal" in 1(a) and Non-Federal in 2(a). Leave the remaining rows blank.
(b)	Catalog of Federal Domestic Assistance Number	Enter the CFDA number from the Notice of Funding Opportunity in 1(b) and 2(b). Leave the remaining rows blank.
(c)	Estimated Unobligated Funds: Federal	Leave this entire column blank.
(d)	Estimated Unobligated Funds: Non-Federal	Leave this entire column blank.
(e)	New or Revised Budget: Federal	Enter the total amount of the Federal funds requested in Row 1. Leave the remaining rows blank. This amount must be consistent with the amount in Block 18a of the SF-424.
(f)	New or Revised Budget: Non-Federal	Enter the total amount of the Non-Federal cost share/match in Row 2 and leave the remaining rows blank. This amount must be consistent with the total amount of Blocks 18b through 18f of the SF-424.
(g)	Total	This auto-calculates and is the total proposed agreement budget. This amount must be consistent with the total amount in Block 18g of the SF-424.

SECTION B – BUDGET CATEGORIES		
Column	**Name**	**Instructions**
(1)	Grant Program Function or Activity 1	The form will auto-populate "Federal" in the heading of Column 1. See the list of budget cost categories at the end of this table for guidance on what types of costs to include in each category. The total of Column 1 must be consistent with the Federal total in Section A.
(2)	Grant Program Function or Activity 2	The form will auto-populate "Non-Federal" in the heading of Column 2. See the list of budget cost categories at the end of this table for guidance on what types of costs to include in each category. The total of Column 2 must be consistent with the Non-Federal total in Section A.
(3)	Grant Program Function or Activity 3	Leave this entire column blank.
(4)	Grant Program Function or Activity 4	Leave this entire column blank.
(5)	Total	This auto-calculates.

		All costs must comply with the cost principles of 2 CFR Part 200, Subpart E – Cost Principles. All costs must be allowable (2 CFR 200.403), allocable to the agreement (2 CFR 200.405), and reasonable in amount (2 CFR 200.404).
	Personnel	Compensation for employees of the applicant, for example, wages and salaries. See 2 CFR 200.430, Compensation-Personal Services. Do not include the cost of fringe benefits in this category. Such costs must be listed in the "Fringe Benefit" category. Do not include the personnel cost of contractor's or other organizations with which a contract or other agreement for their services exists. Those amounts must instead be listed under the "Contractual" category as part of the total value of the contract or agreement. Do not include the value of donated or volunteer services (or third-party in-kind contributions of services) as it may *not* be charged to the Federal award either as a direct or indirect cost (2 CFR 200.434). However, the value of those services may be used to meet cost sharing/matching requirements (2 CFR 200.306).
	Fringe Benefits	Fringe benefits should be separated out from the personnel category and are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to, the costs of leave (vacation, family-related, sick or military), employee insurance, pensions, and unemployment benefit plans. Also, see 2 CFR 200.431, Compensation-Fringe Benefits. Do not include the fringe benefit cost of contractor's or other organizations with which a contract or other agreement for their services exists. Those amounts must instead be listed under the "Contractual" category as part of the total value of the contract or agreement.
	Travel	Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the applicant. This only includes the travel costs directly incurred by employees of the applicant. Also, see 2 CFR 200.475, Travel Costs. Travel costs do not include the cost of renting a conference room for people who are in travel status. Instead, that type of cost should be included under the "Contractual" category. Travel costs incurred by a third-party under a contract or agreement with the applicant should instead listed under the "Contractual" category as part of the total value of the contract or agreement.
	Equipment	The common dictionary definition or common use of the term "equipment" does not apply to financial assistance agreements. Consequently, property that might otherwise normally be considered equipment, might actually be considered "supplies" as defined by 2 CFR 200.94. "Equipment" is defined as "tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of

		the capitalization level established by the non-Federal entity for financial statement purposes, or $5,000. See also §200.12 Capital assets, 200.20 Computing devices, 200.48 General purpose equipment, 200.58 Information technology systems, 200.89 Special purpose equipment, and 200.94 Supplies" (2 CFR 200.33). Include the cost of all equipment planned to be acquired under the agreement in this budget category. Do not include the value of third-party in-kind contributions of property (2 CFR 200.96) as it may *not* be charged to the Federal award either as a direct or indirect cost (2 CFR 200.434). However, the value of this property may be used to meet cost sharing/matching requirements (2 CFR 200.306). Do not include the cost of renting or leasing equipment in this category. Instead, such costs should be included under the "Contractual" category. Also, see 2 CFR 200.465. Also, see 2 CFR 200.439, Equipment and Other Capital Expenditures, regarding allowability of costs.
	Supplies	Property that might otherwise normally be considered equipment, might actually be considered "supplies" as defined by 2 CFR 200.94 (see section above regarding the definition of equipment). "Supplies" is defined as all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the non-Federal entity for financial statement purposes or $5,000, regardless of the length of its useful life. See also §§200.20 Computing devices and 200.33 Equipment" (2 CFR 200.94). Include the cost of all supplies acquired under the agreement in this budget category. Non-tangible goods and services associated with supplies, such as printing services, photocopy services, and rental costs should be included in the "Other" category. Do not include the value of third-party in-kind contributions of property (2 CFR 200.96) as it may *not* be charged to the Federal award either as a direct or indirect cost (2 CFR 200.434). However, the value of this property may be used to meet cost sharing/matching requirements (2 CFR 200.306). Also, see 2 CFR 200.453, Materials and Supplies Costs, Including Costs of Computing Devices, regarding the allowability of costs.
	Contractual	Services to be carried out by an individual or organization other than the applicant in the form of procurement. It excludes the acquisition of equipment and supplies, which is included under those respective categories. Do not include the value of donated or volunteer services (third-party in-kind contributions of services). While the value of those services may be

		used to meet cost sharing/matching requirements, it may *not* be charged to the Federal award either as a direct or indirect cost (2 CFR 200.434). Also, see 2 CFR 200.459, Professional Service Costs, regarding the allowability of costs.
	Construction	Include any construction, alteration, or repair of real property (e.g., buildings and facilities).
	Other (Direct Costs)	This category includes all other direct costs that do not fit in any of the other direct costs categories above. "Direct costs" is defined by 2 CFR 200.413. The costs in this section must be broken down in the budget narrative. Include sub-awards in this category Also, see 2 CFR 200.466, Scholarships and Student Aid Costs, regarding tuition remission.
	Indirect Charges	This category includes the amount of indirect cost permitted under the agreement. "Indirect costs" is defined by 2 CFR 200.414.

SECTION C – NON-FEDERAL RESOURCES
Not required to be completed

SECTION D – FORECASTED CASH NEEDS
Not required to be completed

SECTION E – BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT
Not required to be completed

SECTION F – OTHER BUDGET INFORMATION
Not required to be completed

APPENDIX C: Budget Narrative Guidance

All costs must comply with the cost principles of 2 CFR Part 200, Subpart E, "Cost Principles." All costs (both Federal and any required non-federal cost sharing/match) that are part of an award must be:

- Allowable (2 CFR Section 200.403),
- Allocable to the agreement (2 CFR Section 200.405), and
- Reasonable in amount (2 CFR Section 200.404).

A thorough budget narrative will aid the administrative review and processing of a recommended award. Amounts included in a budget and budget narrative are estimates; in the event of an award, payments will be based on actual expenditures. The following is guidance for your use in preparing a thorough budget narrative. The guidance follows the order of the budget items.

PERSONNEL – Only include employees of applicant organization.

This category includes salaries and wages of personnel of the applicant organization (i.e., employees) that will be working directly on the project. For everyone, identify their role and describe their contributions to the project. Also include their annual salary, percent of effort, and the period they will contribute to the project along with the associated funds requested for support.

Example: Mr. Jones – Project Director. Accountable for assuring that all project activities are carried out in a timely, cost-efficient and responsible manner. He will provide oversight of daily activities and lead and direct the project toward accomplishment of the objectives of the project. He is responsible for the submission of the required reports.

Salary	% effort	Project Duration	Funds Requested
$50,000	25%	12 months	$12,500

FRINGE BENEFITS – Only related to salaries identified under Personnel

Fringe benefits include, but are not limited to, the costs of leave (e.g., vacation, family-related, sick or military), employee insurance, pensions, and unemployment benefit plans. Also, see 2 CFR Section 200.431, "Compensation - fringe benefits." Provide information about how fringe benefits are determined along with the amount requested.

Example: Fringe benefits - 25% of salaries and wages ($12,500 @ 25%). $3,125

TRAVEL

See your organization's travel policy for guidance on how to arrange travel. If your organization lacks a policy, it is expected that you follow the U.S. Federal Government policy. See http://www.gsa.gov/federaltravelregulation.

For the budget narrative, identify the total funds requested for travel. Provide as much detail as possible including purpose, destination, dates of travel, and number of individuals for each trip. If the dates of travel are not known, specify estimated length of trip. Identify what will be followed (e.g., organizational travel policies or government per diem rates).

The following are a few examples of how to provide the information.

- 2 people - travel to Washington D.C. once per year for a two-day meeting [identify purpose of meeting].
  - Airfare $800 x 2 for airfare = $1,600;
  - Airport parking = $64
  - Hotel for 3 nights x 2 @ $200 = $1,200;
  - Meals for 2 days x 2 = $245;
  - Rental car for 3 days @ $110/day = $330. Total for trip: $3,439
- Local travel for project manager is calculated at .50 per mile throughout primary service area x 326 miles/month x 12 months = $1,956.

EQUIPMENT

Equipment is defined as an item of property that has an acquisition cost of $5,000 or more (unless the organization has established lower levels) and an expected service life of more than 1 year. List each item of equipment along with the applicable cost. Include justification of its need in accomplishing the goals of the project.

Example:

- Estimated - Solar generator from GoalZero – Yeti 6000X + 4 Tanks + Link + Integration Kit $8,249.85 plus S/H and Tax = $8,800
- Ggreenhouse Janssens Royal Victorian Greenhouse 13 x 20 ft @ $16,500 plus shipping= $35,000 (Estimated cost)

These costs should only include the costs to purchase new equipment. The cost of renting or leasing equipment is not to be included in this category but instead, include under the "Contractual" category. If equipment is costly, include a lease versus purchase comparison in the budget narrative in support of route chosen.

SUPPLIES

Supplies are defined in 2 CFR Section 200.94 as all tangible personal property other than those described in 2 CFR Section 200.313, "Equipment." A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the non-federal entity for financial statement purposes or $5,000, regardless of the length of its useful life. See 2 CFR Section 200.453, "Materials and Supplies Costs, Including Costs of Computing Devices," regarding the allowability of costs. Indicate general categories of expendable supplies, including an amount for each category.

Caution: If a category is viewed as too general or the associated amount is too high, further itemization may be requested. Therefore, use good judgement in determining the level of detail to provide.

Example:

- Water storage tank 1x - $1550/each

- 6 - Quiet cool Fans of 40 watt solar x $300 each
- Seeds/starts- 15 cartons x 14.00
- Green waste mulch - 4 x $30 per yard = $120
- Worm castings - 10 x $20.00 per 10 lb bag = $200
- Coco coir - Mother Earth - 10 x $23 per 5 kg = $230
- Perlite- 11 x $38 per 4 cft = $104

CONTRACTUAL

A contractor (versus a subrecipient) provides goods and services within normal business operations. These goods and services are ancillary to the operation of the federal program. A contractor generally provides similar goods or services to many different purchasers, and normally operates in a competitive environment. This category includes consultants, subcontracts, etc.

Consultants -- List the total costs for all consultant services. Identify each consultant, the services performed, total number of days, rate of pay, travel costs, per diem, and total estimated costs.

Contract -- A contract is defined in 2 CFR Section 200.22 as a legal instrument by which a non- federal entity purchases property or services needed to carry out the project or program under a federal award. The term as used in this part does not include a legal instrument, even if the non- federal entity considers it a contract when the substance of the transaction meets the definition of a federal award or subaward (see §200.92 Subaward).

Explain the need for each agreement and how their use will support the purpose and goals of the project. For each contract, describe the associated activities, scope of work or services to be provided, and how the costs were estimated. If budgeting for a procurement action, document if a solicitation process has occurred or if the contract will be a sole source.

Example:

- ABC Company: Training $250/individual x 3 staff 5 days = $ 750
- Amy White to provide Technical Assistant Services
- 1FTE @ $25,000 + 20% Fringe Benefits of $5,000 = $30,000
- Travel at 2,000 miles @ .50 per mile = $ 1,000
- Training course $ 175
- Supplies @ $42.50 x 12 months = $ 510
- Telephone @ $40 x 12 months = $ 480 $32,165
- John Doe, Consultant $40 per hour x 220 hours for 12-month period = $ 8,800
- To Be Announced Outreach Coordinator Annual salary $30,000 x 10% level of effort/12 months = $ 3,000

CONSTRUCTION

Construction efforts are to be included under this category with the same level of detail as described under the "Other" category below.

OTHER

Costs not fitting under one of the other categories are to be included under this category. The level of

detail is to be commensurate with other categories. Subawards should be included in this category. Per 2 CFR Section 200.92, a subaward is an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a federal award received by the pass- through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

Please include a similar level of detail in your subawardee budget narratives as you do for your primary awardee, including all relevant cost categories discussed elsewhere in this section.

Example: Outreach Workshop

- Rental of facilities ($750/2 days) $1,500
- Information technology services $400
- Training packets (approx. 125/$40 each) $5,000
- Total $6,900

Note: Percentage for contingencies is not an allowable cost.

INDIRECT COST

2 CFR Section 200.56 defines indirect (facilities & administrative (F&A)) costs as those costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. To facilitate equitable distribution of indirect expenses to the cost objectives served, it may be necessary to establish a number of pools of indirect (F&A) costs. Indirect (F&A) cost pools must be distributed to benefitted cost objectives on bases that will produce an equitable result in consideration of relative benefits derived.

This cost category guidance includes several components:

- Calculation (This is to be included as part of the budget narrative)
- Indirect Cost Rates
- Negotiated Rate
- 10% De Minimis Rate
- Limitation (i.e., indirect cost cap)
- Unrecovered Indirect Costs for Cost Sharing/Match
- Voluntarily Reduce/Waive

If indirect costs are requested as part of the proposed budget, you must provide details used in determining the indirect costs requested. For instance, provide the calculation specifying the amounts used in applying the base (the base specified in the applicable rate agreement) by the applicable rate (see indirect cost rate info below as well as Limitation section). The calculation can be displayed in different formats but must capture the components (i.e., amounts used in applying the base and the applicable rate).

EXAMPLE 1: For purposes of this example, the recipient uses the 10 percent de minimis indirect cost rate (10 percent of Modified Total Direct Cost (MTDC)). MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first $25,000 of each subaward. MTDC excludes equipment, capital expenditures, charges for patient care, rental

costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward more than $25,000. Indirect costs may only be recovered if the non-federal entity has one of the following indirect cost rates.

Item	**Budget**	Indirect Eligible Amounts
Salaries and wages	$50,000	$50,000
Materials and supplies	$3,000	$3,000
Equipment	$5,500	$0
Subaward	$30,000	$25,000
		$78,000 x 10% = $7,800 Indirect Costs

EXAMPLE 2: For purposes of this example, the recipient has a Negotiated Indirect Cost Rate Agreement (NICRA) of 20 percent with a base of salaries and fringe benefits.

Item	**Budget**	**Indirect Eligible Amounts**
Salaries and wages	$50,000	$50,000
Fringe Benefits	$10,000	$10,000
Materials and supplies	$3,000	$0
Equipment	$5,500	$0
Subaward	$30,000	$0
		$60,000 x 20% = $12,000 Indirect Costs

1. Negotiated Rate: If the organization has a **current** NICRA established with the cognizant federal agency (the agency that provides the most funds to the organization), then provide a copy of the NICRA; expired rates are not acceptable. If unable to obtain a current negotiated rate from the cognizant agency, you are permitted to opt to use the 10 percent de minimis cost rate (you may only be reimbursed for allowable direct cost). Violation of cost accounting principles is not permitted when rebudgeting or charging costs to awards. Rather, costs must be consistently charged as either indirect or direct costs. Along with a copy of the NICRA, include the rate and base as part of the budget narrative.

Example: Rate 24.87% of MTDC - 24.87% applied to the following items: $97,300 of Personnel, $23,352 of Fringe, $110,000 of other, and the first $25,000 of three (3) subawards = $76,015.65 indirect costs

10 Percent De Minimis Cost Rate: In accordance with 2 CFR Section 200.414(f), any non- federal entities, unless excepted, may elect to forgo calculation of an indirect cost rate and request a 10 percent de minimis indirect cost rate. The 10 percent de minimis rate is applied to modified total direct costs (MTDC). For this purpose, MTDC means total direct costs related to the award, such as direct labor, fringe benefits, materials and supplies, publications, consultant services and travel costs. MTDC excludes the following costs: equipment, capital expenditures, participant support costs and the portion of each subaward and subcontract in excess of $25,000. Violation of cost accounting principles is not permitted when charging costs to awards. Rather, costs must be consistently charged as either indirect or direct costs. If the 10 percent de minimis option is chosen, it must be used consistently for all federal awards until such time you choose to negotiate for a rate, which you may apply to do at any time. If the organization previously opted for the de minimis rate, a copy of the rate agreement must be provided. If the organization is currently electing the de minimis rate, use an indirect cost rate of no more than 10 percent of MTDC when preparing the

budget. If selected for award, a de minimis rate agreement will be executed along with the award, as appropriate.

Example: Rate 10% of MTDC – 10% applied to the following items: $45,000 of Personnel, $10,800 of Fringe, and $59,000 of Other = $11,480 indirect costs

Limitation: Some programs may not allow the recovery of indirect costs. In such instances, the limitation flows down to subcontractors. See the applicable notice of funding opportunity to determine if indirect costs are unallowable. USDA appropriation acts limit indirect costs to 10 percent for cooperative and contribution agreements with nonprofit entities; for purposes of this limitation, "nonprofit entities" includes institutions of higher education. For agreements subject to this limitation, first apply the 10 percent indirect cost rate to the agreement's total direct costs; this is shown on line 6.i of the SF- 424A. Then calculate indirect costs using the rate and the direct cost application base specified in the recipient's NICRA. Use whichever rate results in the lower amount. If the organization has a NICRA, both the NICRA calculation and the 10 percent TDC must be completed to determine the lesser (i.e., maximum allowed indirect costs) for the applicable project.

Calculation instructions: First, multiply the NICRA rate by the base stated in the NICRA to arrive at amount A. Next, multiply the statutory limit of 10 percent by TDC to arrive at amount B. The lower of amount A and B is the maximum amount of allowable indirect cost, therefore include this amount on the budget.

Unrecovered Indirect Costs for Cost sharing/Match: 2 CFR Section 200.306(c) states that unrecovered indirect costs, including indirect costs on cost sharing or matching may be included as part of cost sharing or matching only with the prior approval of the federal awarding agency. Unrecovered indirect cost means the difference between the amount charged to the federal award and the amount which could have been charged to the federal award under the non-federal entity's approved negotiated indirect cost rate. In instances where indirect costs are statutorily limited, unrecovered indirect costs will normally **not** be accepted as part of required cost sharing or match; it is only allowable if a statute specifically allows it.

Voluntarily Reduce/Waive: A recipient may voluntarily reduce or waive recovery of indirect costs at its sole discretion and must not be encouraged or coerced in any way to do so by the agency. If organizations waive indirect cost recovery and request only direct costs, the organization is required to include in the award budget only those types of costs consistently treated as direct costs by the organization.

APPENDIX D: List of Indicators

List of Indicators for OUAIP Grants and Agreements

Directions for Use:
The Office of Urban Agriculture and Innovative Production (OUAIP) has developed the following list of indicators for use within the Urban Agriculture and Innovative Production Grants Program (UAIP) and the Composting and Food Waste Reduction Cooperative Agreement Program (CFWR). These indicators are meant to provide unified metrics for reporting across both programs. This list is meant to be as exhaustive as possible; indicators presented should be able to correspond with wide range of unique activities covered under both programs. These indicators are to be incorporated into your project monitoring and evaluation strategies and will be reported on annually. A final measurement of each indicator will be provided at the end of the period of performance.

Recipients should identify the relevant indicators that correspond to their project objectives while developing their project proposals for UAIP or CFWR. Indicators have been aggregated into thematic categories to facilitate indicator selection. At least one indicator must be selected per project objective or deliverable, though each deliverable is likely to have multiple associated indicators. You are encouraged to read this list carefully: relevant indicators may be found in a variety of categories. Indicators that have an asterisk (*) are required to be reported on by all projects or by all projects within a certain program.

A note on sub-indicators: If reporting on a sub indicator, those indicators marked with three digits (e.g., 1.1.1, 1.2.2, etc.), you must report on the parent indicator. For example, 1.2.1 must report on 1.2; 1.4.1 must report on 1.4, etc.

1. **Food Access and Security: To support the availability, accessibility, and utilization of food for all individuals.** Activities may foster beginning famers, increase access of fresh food, strengthen supply chains, and promote food security.

1.1. Number of individuals with improved food security.
    1.1.1. Number of underserved individuals with improved food access and security
1.2. Number farmers supported or assisted
    1.2.1. Number of beginning farmers supported or assisted
    1.2.2. Number of socially disadvantaged farmers supported or assisted
    1.2.3. Number of limited resource farmers supported or assisted
    1.2.4. Number of veteran farmers supported or assisted
1.3. Amount of food produced (lbs.)
1.4. Number of new farmers entering agriculture
    1.4.1. Number of underserved new farmers entering agriculture
1.5. Number of individuals benefitting from food waste reduction initiatives
    1.5.1. Number of underserved individuals benefitting from food waste reduction initiatives

2. **Economic Impact and Resilience: To support economic benefits and increase the long-term economic resilience of communities.** Activities may include reducing the economic costs of food

loss and waste, generating income through increased revenue, market expansion and capital investment, facilitate job placement, or conserve economic resources.

2.1. Number of new urban and/or innovative agriculture operations started.
2.2. Number of existing operations that expanded because of project activities.
2.3. Number of new jobs created.
2.4. Number of new businesses established.
2.5. Number of businesses supported.
2.6. Cost savings resulting from project activities (USD)
2.7. Cost savings in food waste disposal (USD)
2.8. Number of volunteers engaged with project activities.
2.9. Number of volunteer hours per year.
2.10. Estimated increase in landfill lifetime (years)
2.11. Cost savings from the implementation of new technologies (USD)
2.12. Cost savings from local generation of compost (e.g., reduction in fertilizer and/or logistics cost) (USD)
2.13. Amount of income from sale of compost (USD)
2.14. Amount of water saved due to project activities (US Gallons)
2.15. Amount of electricity saved due to project activities (kw hours)

3. **Community Engagement: To work alongside communities and stakeholders to increase participatory involvement with project activities.** Activities may develop strategic partnerships with local and public groups with engagement and collaboration on community food security and waste reduction initiatives, promote new policies and programs, or facilitate positive behavior change.

3.1. Number of individuals participating in project activities*
3.2. Number of businesses participating in project activities
3.3. Number of schools participating in project activities.
3.4. Number of feasibility studies completed
3.5. Number of waste surveys completed
3.6. Number of schools participating in food waste prevention measures
3.7. Number of partnerships developed due to project activities
3.8. Number of organizations participating in food scrap recycling education and engagement programs
3.9. Number of conferences or meetings completed
3.10. Number of local government policies identified as barriers to project activities
3.11. Number of community gardens supported
3.12. Number of local government policy changes related to food waste and/or home or commercial food scrap recycling
3.13. Number of new individuals participating in community gardens activities.
3.14. Number of community gardens created

4. **Food Resource Management: To curb food waste and the amount landfilled while maximizing the use of edible resources.** Activities may include efforts to recover and redistribute edible food, redirect surplus food as animal, or transform food waste into an industrial resource. Activities also include diverting food waste from landfills to direct it towards compost production and composting as practice.

    4.1. Amount of food waste diverted from landfills (lbs.)* [CFWR]
    4.2. Amount of food donated for human consumption (lbs.)
    4.3. Amount of food waste used for animal feed (lbs.)
    4.4. Amount of food recovered and repurposed for industrial uses (lbs.)
    4.5. Amount of food waste used for composting(lbs.)
    4.6. Amount of food waste used for anaerobic digestion (lbs.)
    4.7. Number of new individuals that have adopted composting as a household practice.
    4.8. Number of producers participating in gleaning activities.
    4.9. Amount of compost produced (lbs.)
    4.10. Number of food scrap drop-off points established.
    4.11. Number of producers receiving compost
    4.12. Number of businesses participating in food waste prevention measures
    4.13. Number of schools participating in food waste prevention measures
    4.14. Number of individuals participating in collection of food scrap drop off programs
    4.15. Number of community composting sites established for collective composting
    4.16. Number of residential participants in municipal collection of food scraps (curbside and drop-off)
    4.17. Number of businesses and institutions participating in composting programs
    4.18. Amount of compost donated (lbs.)
    4.19. Amount of compost sold (lbs.)

5. **Conservation and Climate: Promoting environmental conservation as well as climate resilience, mitigation, and adaptation.** Activities that reduce greenhouse gas emissions, activities that promote soil health assessments on farms and gardens to measure improvement in soil nutrient levels, and activities that utilize innovative technologies to enhance crop productivity.

    5.1. Number of soil health assessments or tests conducted
    5.2. Number of individuals implementing innovative production techniques or technologies.
    5.3. Number of individuals implementing innovative irrigation methods
    5.4. Number of farms that adopted at least one conservation practice (List of NRCS Conservation Practices)
    5.5. Number of acres dedicated to sustainable agricultural practices
    5.6. Number or acres with applied compost
    5.7. Total reduction in chemical fertilizers used (lbs.)
    5.8. Estimated total greenhouse gas emissions reduced from project activities (metric tons of carbon dioxide equivalent, CO2e)
    5.9. Number of increased greenspaces because of project activities (meters squared)

5.10. Number of impermeable surfaces eliminated (meters squared)
5.11. Amount of rainwater collected (US gallons)
5.12. Number of additional innovative technologies added to agricultural operations

6. **Training and Education: To increase knowledge, awareness and education on food waste reduction, sustainable agricultural practices, and nutrition.** Activities that give students, individuals, community members and other stakeholders increased understanding on urban agriculture and innovative production.

6.1. Number of individuals receiving job training or mentorship
6.2. Number of individuals educated on food waste reduction
6.3. Number of students educated on agricultural knowledge and skills
6.4. Number of individuals educated on sustainable agriculture and good nutrition
6.5. Number of urban producers educated on agricultural knowledge and skills
6.6. Number of apprenticeships created or supported through project activities
6.7. Number of views/impressions for education materials (online)
6.8. Number of educational materials created (not individual replication)
6.9. Number of education materials distributed
6.10. Number of producers educated on soil health and soil testing

APPENDIX E: Application Package Checklist

Important: Proposals Missing Any of These Required Items Will Not Be Considered PROPOSAL

- ☐ **1. Project Abstract:** (one page maximum)
- ☐ **2. Project Narrative:** (15 pages maximum)
  - ☐ Project Purpose
  - ☐ Project Objectives
  - ☐ The Organizations and Partners Involved
  - ☐ Expected Accomplishments, Deliverables, and Timeline
- ☐ **3. Standard Form 424, "Application for Federal Assistance"**
- ☐ **4. Standard Form 424A, "Budget Information – Non-Construction Programs"**
- ☐ **5. Certification Regarding Lobbying**
- ☐ **6. Disclosure of Potential Conflict of Interest**
- ☐ **7. Negotiated Indirect Cost Rate Agreement: (if applicable)**
- ☐ **8. Letters of Support: (optional)**
- ☐ **9. Supplementary Attachment on Prior Project Progress, if applicable**