Agency: Office of Advocacy and Outreach, Departmental Management, USDA

Title: "Outreach and Assistance for Socially Disadvantaged Farmers and Ranchers Program"

Action: Funding Opportunity Announcement (FOA)

FOA No.: OAO-00005

Catalog of Federal Domestic Assistance (CFDA) No.: 10.443

Dates: Proposals must be received by www.Grants.gov by 5:00 pm EST on December 21, 2011. Proposals received after this deadline will not be considered for funding unless approval is issued from OAO. Approval will be distributed in a manner to reach all affected potential applicants.

Summary: This notice announces the availability of funds and solicits applications from eligible entities to compete for new financial assistance through the Outreach and Assistance for Socially Disadvantaged Farmers and Ranchers Grant Program (OASDFR).

This program will assist community-based organizations, higher education institutions and eligible tribal entities in providing outreach and technical assistance to socially disadvantaged farmers and ranchers. The overall goal of the OASDFR Program is to assist socially disadvantaged farmers and ranchers in a linguistically appropriate manner in owning and operating farms, ranches and non-industrial forest lands while increasing their participation in agricultural programs provided by USDA.

This notice also announces the availability of funds and solicits applications from existing Outreach and Assistance for Socially Disadvantaged Farmers and Ranchers (OASDFR) grantees for supplemental funding.

Funding/Awards: The total estimated funding for this competitive opportunity is approximately $19,000,000. OAO anticipates awarding a total of approximately 15 to 20 new grants or cooperative agreements; and 40-50 supplemental grants or cooperative agreements from this announcement, subject to availability of funds and the quality of applications received. The maximum amount of requested federal funding shall not exceed $800,000 for proposals up to two year project periods.

For new proposals requesting one year project periods, the maximum request allowable is $400,000; for two year project periods, the maximum request allowable is $800,000.

This notice also announces the availability of funds and solicits applications from existing Outreach and Assistance for Socially Disadvantaged Farmers and Ranchers (OASDFR) grantees for supplemental funding. For existing OASDFR awardees requesting funding for an additional one year supplemental project period, the maximum request allowable is $400,000.

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I. Funding Opportunity Description

A. Background

The Outreach and Assistance to Socially Disadvantaged Farmers and Ranchers Program (OASDFR) of USDA's Office of Advocacy and Outreach is committed to providing outreach and assistance to socially disadvantaged farmers and rancher to ensure their equitable participation in USDA programs. Community-based organizations, higher education institutions and eligible tribal entities can play a critical role in addressing the unique difficulties that socially disadvantaged farmers and ranchers face in entering and being successful in agriculture. Differences in demographics, culture, economics, and other factors preclude a single universal approach to identifying solutions that can benefit farmers and ranchers by connecting them with the resources available at USDA.

1. The OASDFR Program (formerly, known as the 2501 Program) was authorized by the Food, Agriculture, Conservation, and Trade Act of 1990. The Food, Conservation and Energy Act of 2008 expanded the authority of the Secretary to provide awards under the program and transferred the administrative authority to the new Office of Advocacy and Outreach (OAO). The OASDFR Program extends USDA's capacity to work with members of the farming and ranching community by funding projects that enhance the equitable participation of socially disadvantaged farmers and ranchers in USDA programs. Projects are intended to build lasting relationships between

USDA and socially disadvantaged farmers and ranchers to improve their ability to start and maintain successful agricultural businesses.

2. **Supplemental Background**

Through this funding opportunity, USDA is also responding to the need to offer supplemental funding for existing OASDFR grantees, who received previous funding, either as a new award or as second year funding through the FY 2011 OASDFR Request for Proposals (RFP). Existing OASDFR grantees who request funding for an additional year should propose project activities consistent with their original application and demonstrate successful progress to date.

3. **Multiple Submissions**

Organizations may only submit one proposal for new funding and existing OASDFR grantees may only submit one request for supplemental funding, irrespective of the number of active OASDFR awards at the time of application. For example, the maximum number of new applications that any organization can submit is one. Likewise, the maximum number of supplemental funding requests existing OASDFR awardees can submit is one.

B. Scope of Work (New Grant Proposals)

The OASDFR Program provides funding for outreach and technical assistance projects designed to assist socially disadvantaged farmers and ranchers in owning and operating viable agricultural enterprises. OAO requests applications from eligible entities, as described in Section III, which will provide outreach and technical assistance to socially disadvantaged farmers and ranchers. The OASDFR program requires that outreach be extended to all USDA programs designed to increase participation including Rural Development Business Programs. The Rural Development Intermediary Relending Program provides revolving loan funds to rural small business entities for the purpose of expanding rural enterprises. To date, small and socially disadvantaged agribusinesses do not participate substantially in this program.

Proposed activities must achieve the goals of the program by addressing two or more of the following priority areas:

1. Assist socially disadvantaged farmers and rancher in owning and operating successful farms and ranches.
2. Improve participation among socially disadvantaged farmers and ranchers in the full range of USDA programs, i.e., Rural Development's, Business Programs

Intermediary Relending Program; Natural Resource Conservation Service, Environmental Quality Incentives Program (EQIP); and Risk Management Agency, Crop Insurance.

3. Build relationships between current and prospective socially disadvantaged farmers and ranchers and USDA's local, state, regional and national offices.
4. Communicate with socially disadvantaged farmers and ranchers in a linguistically and culturally appropriate manner.
5. Provide outreach and education to socially disadvantaged farmers and ranchers on USDA class action lawsuits and claims processes.
6. Introduce agriculture-related information to socially disadvantaged farmers and ranchers through innovative outreach and technical assistance techniques.
7. Provide training and technical assistance on the effective use of combining programs offered by the Farm Service Agency, Risk Management Agency and Natural Resources Conservation Service for the purpose of creating an economical safety net for producers of crops that the Farm Service Agency considers as covered commodities (traditional row crops).

C. Scope of Work (Supplement Grant Proposals)

OAO is pleased to offer this supplemental funding opportunity for OASDFR grantees awarded new and/or supplemental funding from the FY 2011 OASDFR RFP. Existing grantees, funded through FY 2011 OASDFR RFP and in good standing are encouraged to respond to this funding opportunity with a proposal for funding for one additional year. Recipients of new grants from the FY 2011 RFP may apply for second year funding. Recipients of supplemental funding from the FY 2011 RFP may apply for third year funding. Three years is the funding limitation for all OASDFR awards.

Proposed activities may support any of the following priority areas:

1. Assist socially disadvantaged farmers and rancher in owning and operating successful farms and ranches.
2. Improve participation among socially disadvantaged farmers and ranchers in the full range of USDA programs, i.e., Rural Development's, Business Programs Intermediary Relending Program; Natural Resource Conservation Service, Environmental Quality Incentives Program (EQIP); and Risk Management Agency, Crop Insurance.
3. Build relationships between current and prospective socially disadvantaged farmers and ranchers and USDA's local, state, regional and national offices.

4. Communicate with socially disadvantaged farmers and ranchers in a linguistically and culturally appropriate manner.
5. Provide outreach and education to socially disadvantaged farmers and ranchers on USDA class action lawsuits and claims processes.
6. Introduce agriculture-related information to socially disadvantaged farmers and ranchers through innovative outreach and technical assistance techniques.
7. Provide training and technical assistance on the effective use of combining programs offered by the Farm Service Agency, Risk Management Agency and Natural Resources Conservation Service for the purpose of creating an economical safety net for producers of crops that the Farm Service Agency considers as covered commodities (traditional row crops).

To encourage information sharing and help build capacity among awardees, OAO may require new and existing Project Directors to attend an annual meeting. The meeting will allow awardees to share ideas and lessons learned from projects with other Project Directors and USDA. In addition, Project Directors will have an opportunity to make contacts and gather information to enhance future projects with socially disadvantaged farmers and ranchers.

D. Anticipated Outcomes/Outputs

1. **Outputs.** The term "output" means an outreach or assistance activity, effort, and/or associated work product related to improving the ability of socially disadvantaged farmers and ranchers in owning and operating farms and ranches and in participating equitably in USDA programs and related activities in Section I (B and C) above. Outputs may be quantitative or qualitative but must be measurable during an assistance agreement funding period.

   Examples of outputs from the projects to be funded under this announcement may include, but are not limited to, the following: number of socially disadvantaged farmers or ranchers served; number of completed applications to USDA programs; number of socially disadvantaged farmers and rancher who attended conferences or trainings; number of conferences or training sessions held; type and topic of educational materials distributed at outreach events; creation of a program to enhance the viability of socially disadvantaged farmers and ranchers; or adoption of a program, policy, or activity that supports increased participation of socially disadvantaged farmers and ranchers in USDA programs.

   Creation of progress and final reports will also be a required output, as specified in Section VI(C) of this announcement, "Reporting Requirement."

2. **Outcomes.** The term "outcome" means the result, effect, or consequence that will occur from carrying out an outreach or assistance program or activity that is related to a programmatic goal or objective. Outcomes may be agricultural, behavioral, social, economic, or programmatic in nature. They may not necessarily be achievable within an assistance agreement funding period.

   Projects to be funded under this announcement are required to document anticipated outcomes, including but not limited to: increase in participation in USDA programs among socially disadvantaged farmers and ranchers; increase in receptiveness of socially disadvantaged farmers and ranchers to outreach efforts through effective communication; increase in economic stability of socially disadvantaged farmers and ranchers within a defined geographic area; increase in community marketing and sales opportunities for the products of socially disadvantaged farmers and ranchers; or increased use of resource conservation and sustainability practices among socially disadvantaged farmers and ranchers.

3. **Performance Measures.** To be eligible for consideration for funding the applicant must develop performance measures they expect to achieve through the proposed activities. These performance measures will help gather insights and will be the mechanism to track progress concerning success process and outcome strategies and will provide the basis for developing lessons to inform future awardees. It is expected that the description of performance measures will include an estimate of the number of socially disadvantaged farmers and ranchers served by the outreach and assistance activities of the project including the assumptions used to make those estimates.

   - The following are questions to consider when developing output and outcome measures of quantitative and qualitative results:
     - What are the measurable short term and longer term results the project will achieve?
     - How does the plan measure progress in achieving the expected results (including outputs and outcomes) and how will the approach use resources effectively and efficiently?

II. Award Information

A. Statutory Authority

The statutory authority for this action is 7 U.S.C. 2279, as amended, which authorizes award funding for projects designed to provide outreach and

assistance to socially disadvantaged farmers and ranchers. The total funding authorized is $19 million.

B. Expected Amount of Funding

The total estimated funding expected to be available for awards under this competitive opportunity is approximately $19,000,000.

C. Partial Funding

OAO expects to fully fund the successful applications. However, in appropriate circumstances, OAO may choose to partially fund certain applications by funding discrete activities, portions, or phases of proposed projects. If OAO decides to partially fund an application, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the application or portion thereof was evaluated and selected for award, and therefore maintains the integrity of the competition and selection process.

D. Expected Number of Awards

OAO anticipates awarding a total of approximately 15 to 20 new grants or cooperative agreements; and 40-50 supplemental grants or cooperative agreements from this announcement, subject to availability of funds and the quality of applications received. OAO reserves the right to make additional awards under this announcement, consistent with Agency policy, if additional funding becomes available. Any additional selections for awards will be made no later than six months from the date of the original selection date.

E. Project Period

The estimated project period for awards resulting from this solicitation will begin **February 27, 2012**. Proposed project periods may be up to two years.

F. Award Type

The funding for selected projects will be in the form of a grant or cooperative agreement. OAO will determine the precise terms and conditions defining substantial involvement under cooperative agreements as part of the award process. However, for grants the anticipated Federal involvement will be limited to the following activities:

1. Approval of awardees' final budget and statement of work accompanying the grant agreement
2. Monitoring of awardees' performance through quarterly and final reports
3. Evaluating awardees' use of federal funds through quarterly and final financial reports

III. Eligibility Information

A. Eligible Entities

1. Any community-based organization, network, or coalition of community-based organizations that:
    - Has demonstrated experience in providing agricultural education or other agricultural-related services to socially disadvantaged farmers and ranchers;
    - Has provided to the Secretary documentary evidence of work with, and on behalf of socially disadvantaged farmers and ranchers during the three-year period preceding the submission of a proposal for assistance under this program; and
    - Does not engage in activities prohibited under Section 501(C)(3) of the Internal Revenue Code of 1986.
2. An 1890 institution of higher education or a 1994 institution of higher education (as defined in 7 U.S.C. § 7601), including West Virginia State College.
3. An Indian tribal community college or an Alaska Native cooperative college.
4. A Hispanic-serving institution of higher education (as defined in 7 U.S.C. § 3103).
5. Any other institution of higher education (as defined in 20 U.S.C. § 1001) that has demonstrated experience in providing agricultural education or other agricultural-related services to socially disadvantaged farmers and ranchers.
6. An Indian tribe (as defined in 25 U.S.C. §450b) or a national tribal organization that has demonstrated experience in providing agricultural education or other agriculturally-related services to socially disadvantaged farmers and ranchers.
7. Other organizations or institutions that received funding under this program before January 1, 1996, but only with respect to projects that the Secretary considers are similar to projects previously carried out by the entity under this program.

B. Supplemental Funding Eligibility

Existing OASDFR grantees awarded new and/or supplemental funding from the FY 2011 OASDFR RFP are eligible to apply for supplemental funding. Existing grantees, funded through FY 2011 OASDFR RFP and in good standing are encouraged to respond to this funding opportunity with a proposal for funding for one additional year. Recipients of new grants from the FY 2011 RFP may

apply for second year funding. Recipients of supplemental funding from the FY 2011 RFP may apply for third year funding.

C. Cost-Sharing or Matching

OAO does not require matching support for this program. Matching resources will not be factored into the review process as part of the evaluation criteria.

D. Threshold Eligibility Criteria

These are requirements that if not met by the time of proposal submission will result in the elimination of the proposal from consideration for funding. Only applications from eligible entities (see Section III above) that meet all of these criteria will be evaluated in the proposal review process in Section V of this announcement. Applicants deemed ineligible for funding consideration as a result of the threshold eligibility review will be notified within 15 calendar days of the ineligibility determination.

1. Proposals must comply with the proposal submission instructions and requirements set forth in Section IV of this announcement. Where a page limit is expressed in Section IV with respect to the narrative proposal, pages in excess of the page limitation will not be reviewed.
2. Proposals must be received by OAO as specified in Section IV of this announcement on or before the proposal submission deadline published in Section IV of this announcement. Applicants are responsible for ensuring that their application reaches the designated person/office specified in Section IV of this announcement by the submission deadline.
3. Proposals received after the submission deadline will be considered late and returned to the sender without further consideration unless the applicant can clearly demonstrate that it was late due to www.Grants.gov or USDA mishandling. Applicants may confirm receipt of their proposal with OAO after the submission deadline to ensure that your proposal will be reviewed.
4. Proposals will only be accepted via www.Grants.gov, except in extenuating circumstances as determined by OAO.
5. Proposals must address two or more of the priority areas that would provide outreach and assistance to socially disadvantaged farmers and ranchers as stated in Section I.B., Scope of Work.
6. Proposals requesting federal funding exceeding $400,000 annually will be deemed ineligible and will not be considered for award.

IV. Proposal and Submission Information

A. Obtain Proposal Package

Applicants may download individual grant proposal forms from www.Grants.gov. For assistance with www.Grants.gov, please consult the Applicant User Guide (http://grants.gov/assets/ApplicantUserGuide.pdf).

B. Form of Proposal Submission

Applicants are required to submit proposals through www.Grants.gov. Applicants will be required to register through www.Grants.gov in order to begin the proposal submission process. If an applicant experiences significant technical difficulty with www.Grants.gov, you must contact OAO as soon as possible to obtain an alternate method of electronic submission (i.e., e-mail).

Proposals must be submitted via www.Grants.gov by 5:00 pm EST on **December 21, 2011**. Proposals received after this deadline will not be considered for funding unless approval is issued from OAO. Approval will be distributed in a manner to reach all affected potential applicants.

C. Content of New Proposal Package Submission

All proposal submission must contain completed and signed original application forms, as well as a Narrative Proposal, as described below.

1. Forms. The forms listed below can be found in the proposal package on www.Grants.gov.
   - Standard Form 424, Application for Federal Assistance
   - Standard Form 424A, Budget Information – Non-Construction Programs
   - Standard Form 424B, Non-Construction Programs
2. Attachments. The elements listed below are for **NEW** grant proposals and are included in the proposal package on www.Grants.gov as fillable PDF templates. Applicants must download and complete these attachments and save the completed PDF files to the application submission portal on www.Grants.gov. NOTE: Please number each page of each attachment and indicate the total number of pages per attachment (i.e., 1 of 10, 2 of 10, etc).

- ***Attachment 1: Project Summary.*** In 15 double-spaced pages or less (one-inch margins, 12-point font), indicate the organization that will conduct the project, the geographical area served by the project, and the priority areas that will be addressed by the project. Please be concise.
    - Discuss the merits of your proposed project. Specifically, it is critical that the proposal: (1) define and establish the existence of the needs of socially disadvantaged farmers and ranchers in the defined geographic area; (2) identify the experience of the organization(s) taking part in the project; (3) identify the geographic area of service; and (4) discuss the potential impact of the project upon socially disadvantaged farmers and ranchers.
    - Identify the qualifications, relevant experience, education, and publications of each Project Director or collaborator. Also, specifically discuss the roles and responsibilities of key personnel within the scope of work to be completed by the proposed project.
- In an organized format, map out the timeline for each task to be accomplished during the proposed award period. Identify the relationship of each task to a priority area identified as one of the seven priority areas in Sec I (B).

- ***Attachment 2: Budget Narrative.*** In an organized format, budget narrative should not exceed two pages, identify and describe the costs associated with the proposed project, including sub-awards or contracts and indirect costs. Other funding sources, while not required, should be also identified in this attachment. Each cost indicated must be fully allowable under the Federal Cost Principles in order to be funded by the award.

- ***Attachment 3: Results from Prior Funding.*** If the Project Director has received an award from the OASDFR Program (formerly, the 2501 Program) in the past five years, in one double-spaced page or less per award (one-inch margins, 12-point font), discuss the qualitative and quantitative results from prior funding. If possible, link the prior results to the objectives of this funding round.

- ***Attachment 4: Appendices***. Letters of Commitment and Letters of Support are not required documentation for this funding opportunity application. However, applicants can consolidate all supplemental materials into one additional attachment. Do not include sections from other attachments as an Appendix.

D. Content of Supplemental Funding Proposal Package Submission (from Existing OASDFR Awardees Only)

All proposal submission must contain completed and signed original application forms, as well as a Narrative Proposal, as described below.

1. Forms. The forms listed below can be found in the proposal package on www.Grants.gov.
    - Standard Form 424, Application for Federal Assistance
    - Standard Form 424A, Budget Information – Non-Construction Programs
2. Attachments. The elements listed below are for **EXISTING** grant proposals and included in the proposal package on www.Grants.gov as fillable PDF templates. Applicants must download and complete these attachments and save the completed PDF files to the application submission portal on www.Grants.gov. NOTE: Please number each page of each attachment and indicate the total number of pages per attachment (i.e., 1 of 10, 2 of 10, etc).
    - ***Attachment 1: Project Narrative***. In 12 double-spaced pages or less (one-inch margins, 12-point font), indicate the organization that will conduct the project, the geographical area served by the project, and the priority areas that will be addressed by the project. Please be concise.
        - Provide a summary of your current OASDFR funding to date. Be sure to include qualitative and quantitative results from your existing OASDFR projects. In addition, please identify whether you are current with your progress and financial reports, and whether your draw downs are up to date.
        - Discuss the merits of your proposed project. Specifically, it is critical that the proposal: (1) define and establish the existence of the needs of socially disadvantaged farmers and ranchers in the defined geographic area; (2) identify the experience of the organization(s) taking part in the project; (3)

identify the geographic area of service; and (4) discuss the potential impact of the project upon socially disadvantaged farmers and ranchers.

- Identify the qualifications, relevant experience, education, and publications of each Project Director or collaborator. Also, specifically discuss the roles and responsibilities of key personnel within the scope of work to be completed by the proposed project.
- In an organized format, map out the timeline for each task to be accomplished during the proposed award period. Identify the relationship of each task to a priority area identified as one of the seven priority areas in Sec I (B).

- ***Attachment 2: Budget Narrative.*** In an organized format, budget narrative should not exceed two pages, identify and describe the costs associated with the proposed project, including sub-awards or contracts and indirect costs. Other funding sources, while not required, should be also identified in this attachment. Each cost indicated must be fully allowable under the Federal Cost Principles in order to be funded by the award.

- ***Attachment 3: Appendices.*** Letters of Commitment and Letters of Support are not required documentation for this funding opportunity application. However, applicants can consolidate all supplemental materials into one additional attachment. Do not include sections from other attachments as an Appendix.

E. Sub-awards and Partnerships

OAO awards funds to one eligible applicant as the awardee even if other eligible applicants are named as partners or co-applicants or members of a coalition or consortium. The awardee is accountable to OAO for the proper expenditure of funds.

Funding may be used to provide sub-awards, which includes using sub-awards to fund partnerships; however, the awardee must utilize at least 50 percent of the total funds awarded, and no more than three subcontracts will be permitted. All sub-awardees must comply with applicable requirements for sub-awards. Applicants must compete for services contracts and products, including

consultant contracts, and conduct cost and price analyses to the extent required by applicable procurement regulations.

F. Submission Dates and Times

The closing date and time for receipt of proposal submissions via www.Grants.gov is **December 21, 2011**, 5:00 pm, EST. Proposals received after the submission deadline will be considered late and returned to the sender without further consideration unless the applicant can clearly demonstrate that it was late due to www.Grants.gov or USDA mishandling. Applicants may confirm receipt of their proposal with OAO after the submission deadline to ensure that your proposal will be reviewed.

G. Confidential Information

In accordance with 7 CFR 2500.017, the names of entities submitting proposals, as well as proposal contents and evaluations, except to those involved in the review process, will be kept confidential to the extent permissible by law. If an applicant chooses to include confidential or proprietary information in the proposal, it will be treated in confidence to the extent permitted by law, provided that the information is clearly marked by the applicant with the term "confidential and proprietary information."

H. Pre-Submission Proposal Assistance

1. OAO may not assist individual applicants by reviewing draft proposals or providing advice on how to respond to evaluation criteria. However, OAO will respond to questions from individual applicants regarding eligibility criteria, administrative issues related to the submission of the proposal, and requests for clarification about the announcement. Any questions should be submitted to oasdfr2012@osec.usda.gov.
2. OAO will post questions and answers (Q&A's) relating to this funding opportunity during its open period on grants.gov on the following webpage: http://www.outreach.usda.gov/grants/ . OAO will update the Q&A's on a biweekly basis.
3. OAO will conduct a series of conference calls to discuss Q&A's during the open period. The first conference calls will take place Wednesday November 30, 2011 at 10:00am and 2:00pm EDT. There will be additional conference calls on December 7th and 14th, prior to the closing date. All details regarding conference call dates, times and call-in instructions will be posted on

http://www.outreach.usda.gov/grants/. Likewise, applicants interested in obtaining conference call information may inquire at any time directly to oasdfr2012@osec.usda.gov .

V. Application Review Information

A. Evaluation Criteria

Only eligible entities whose proposals meet the threshold criteria in Section III of this announcement will be reviewed according to the evaluation criterion set forth below. Applicants should explicitly and fully address these criteria as part of their proposal package submittal. Each proposal will be reviewed under the regulations established under 7 CFR Chapter XXV Part 2500 Subpart C.

OAO will use a point system to rate each proposal, with a total of 100 points possible. Each proposal will be given a numerical score and will be rank-ordered according to that score. Preliminary funding recommendations will be provided to the designated approving official based on this ranking. Final funding decisions will be made by the designated approving official based on the rankings and preliminary recommendation of OAO review panel evaluations. In making final funding decisions, the designated approving official may also consider programmatic priorities, geographic diversity, and demographic diversity of applicants. Once final decisions have been made, a funding recommendation will be developed and forwarded to the Program Leader.

B. Evaluation Criteria for New Grants Proposals

Criteria	Points
1. ***Project Narrative:*** Under this criterion, OAO will evaluate the extent to which the narrative includes a well-conceived strategy for addressing the requirements and objectives stated in Section I, Part B (Scope of Work) and Part C (Anticipated Outcomes/Outputs) related to (i) (15 points) estimated number of socially disadvantaged farmers and ranchers served by the project by identifying two or more of the priority areas identified in Section I.B.; (ii) (15 points) the extent to which the proposal seeks to connect socially disadvantaged farmers and ranchers with USDA agricultural programs; (iii) (10 points) number of partnerships with community-based organizations and institutions of higher education to enhance project activities; (iv) (10 points) extent to which the applicant clearly demonstrates how they will ensure timely and	50

successful completion of the project and whether the proposal sets forth a reasonable time schedule for execution of the tasks associated with the projects.	
2. ***Anticipated Outcomes and Outputs:*** Under this criterion, OAO will evaluate: the effectiveness of the applicant's plan for tracking and measuring its progress toward achieving the expected project outputs and outcomes related to providing outreach and technical assistance to socially disadvantaged farmers and ranchers, including those identified in Section I (C) of this announcement.	20
3. ***Programmatic Capability:*** Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project taking into account the applicant's: (i) (5 points) past performance in successfully completing and managing prior funding agreements identified in Attachment 4 of the proposal as described in Section IV.C of the announcement; (ii) (5 points) organizational experience and plan for timely and successfully achieving the objectives of the proposed project; and (iii) (5 points) staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.	15
4. ***Budget:*** Under this criterion, OAO will evaluate the proposed project budget to determine whether, (i) (10 points) costs are reasonable to accomplish the proposed goals, objectives, and measurable outcomes; and (ii) (5 points) the proposed budget provides a detailed breakdown of the approximate funding used for each major activity.	15

C. Evaluation Criteria for Supplemental Proposals from Existing OASDFR Awardees

Criteria	Points
1. ***Project Narrative:*** Under this criterion, OAO will evaluate the extent to which the narrative includes a well-conceived strategy for addressing the requirements and objectives stated in Section I, Part B (Scope of Work) and Part C (Anticipated Outcomes/Outputs) related to (i) (20 points) past performance in successfully completing and managing prior funding agreements identified in Attachment 1 of	50

the proposal as described in Section IV.C of the announcement; (ii) (15 points) the extent to which the proposal seeks to connect socially disadvantaged farmers and ranchers with USDA agricultural programs; (iii) (15 points) extent to which the applicant clearly demonstrates how they will ensure timely and successful completion of the project and whether the proposal sets forth a reasonable time schedule for execution of the tasks associated with the projects.	
2. ***Anticipated Outcomes and Outputs:*** Under this criterion, OAO will evaluate: the effectiveness of the applicant's plan for tracking and measuring its progress toward achieving the expected project outputs and outcomes related to providing outreach and technical assistance to socially disadvantaged farmers and ranchers, including those identified in Section I (C) of this announcement.	20
3. ***Programmatic Capability:*** Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project taking into account the applicant's: (i) (5 points) organizational experience and plan for timely and successfully achieving the objectives of the proposed project; and (ii) (10 points) staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.	15
4. ***Budget:*** Under this criterion, OAO will evaluate the proposed project budget to determine whether, (i) (10 points) costs are reasonable to accomplish the proposed goals, objectives, and measurable outcomes; and (ii) (5 points) the proposed budget provides a detailed breakdown of the approximate funding used for each major activity.	15

D. Selection of Reviewers

Reviewers will be selected based upon training and experience in relevant fields including, outreach, technical assistance, cooperative extension services, education, statistical and ethnographic data collection and analysis, agriculture, and agricultural programs. Reviewers will be drawn from a diverse group of experts to create balanced review panels in terms of gender, ethnicity, age and professional expertise

and education. More information on the selection of reviewers can be found in 7 CFR 2500.023.

VI. Award Administration Information

A. Award Notices

Following evaluation of proposals, all applications will be notified regarding their status.

Proposal Notifications and Feedback

1. OAO anticipates notification of the successful applicant will be made via telephone, email, or postal mail by **February 15, 2012**. The notification will advise the applicant that its proposed project has been successfully evaluated and recommended for award. The notification will be sent to the original signer of the SF-424, Application for Federal Assistance. This notification, which advises that the applicant's proposed project has been recommended for award, is not an authorization to begin work. The award notice signed by the OAO grants officer is the authorizing document and will be provided through postal mail. At a minimum, this process can take up to 90 days from the date of recommendation.
2. OAO anticipates notification to unsuccessful applicants will be made via email or postal mail by **February 15, 2012**. The notification will be sent to the original signer of the SF-424, Application for Federal Assistance.
3. Applicant feedback will be provided using the procedures established by 7 CFR Chapter XXV Part 2500.026.

B. Administrative and National Policy Requirements

All awards resulting from this FOA will be administered in accordance with the OAO assistance regulations codified at 7 CFR Part 2500. A listing and description of general federal regulations and cost principles applicable to the award of assistance agreements under this FOA can be found in 7 CFR Chapter XXV Part 2500.003.

C. DUNS Number and CCR Registration

In accordance with the Federal Funding Accountability and Transparency Act (FFATA) and the USDA implementation, all applicants must obtain and provide an identifying number from Dun and Bradstreet's Data Universal Numbering System (DUNS). Applicants can receive a DUNS number, at no cost, by calling the toll-free DUNS Number request line at 1-866-705-5711, or visiting the D&B website at www.dnb.com.

In addition, FFATA requires applicants to register with the Central Contractor Registry (CCR). This registration must be maintained and updated annually. Applicants can register or update their profile, at no cost, by visiting the CCR website at www.ccr.gov.

D. Reporting Requirement

In accordance with 7 CFR Chapter XXV Part 2500.045 and 2500.046, the following reporting requirements will apply to awards provided under this FOA. OAO reserves the right to revise the schedule and format of reporting requirements as necessary in the award agreement.

1. Quarterly progress reports and financial reports will be required.
   - *Quarterly Progress Reports.* The awardee must submit the OMB-approved Performance Progress Report form (SF-PPR, Approval Number: 0970-0334). For each report, the awardee must complete fields 1 through 12 of the SF-PPR. To complete field 10, the awardee should provide a brief narrative of project performance and activities, as described in the award agreement and in sample documents provided by OAO. Quarterly progress reports must be submitted to the designated OAO official within 30 days after the end of each calendar quarter.
   - *Quarterly Financial Reports.* The awardee must submit the Standard Form 425, Federal Financial Report. For each report, the awardee must complete both the Federal Cash Transaction Report and the Financial Status Report sections of the SF-425. Quarterly financial reports must be submitted to the designated OAO official within 30 days after the end of each calendar quarter.
2. Final progress and financial reports will be required. The final progress report should include a summary of the project or activity, achievements of the project or activity, and a discussion of problems experienced in conducting the project or activity. The final financial report should consist of a complete SF-425 indicating the total costs of the project. Final progress and financial reports must be submitted to the designated OAO official within 90 days after the completion of the award period.

E. Agency Contact

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