



United States
Department of
Agriculture

National Institute
of Food
and Agriculture

www.nifa.usda.gov
@USDA_NIFA



NIFA

REQUEST FOR APPLICATION

Community Food Projects Competitive Grant Program

| | |
|---|------------------------------|
| FUNDING YEARS: | Fiscal Years 2020 and 2021 |
| APPLICATION DEADLINE: | June 3, 2020 and May 4, 2021 |
| LETTER OF INTENT DEADLINE: | Not Required |
| FY 2020 AMOUNT AVAILABLE: | \$ 4,800,000 |
| CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: | 10.225 |

INITIAL ANNOUNCEMENT

National Institute of Food and Agriculture, United States (U.S.) Department of Agriculture (USDA)

Catalog of Federal Domestic Assistance. The Community Food Projects Competitive Grant Program is listed in the Assistance Listings under the Catalog of Federal Domestic Assistance number 10.225.

Table 1: Key Dates and Deadlines

| Task Description | Deadline |
|----------------------|---|
| Application: | 5:00 P.M. Eastern, June 3, 2020 5:00 P.M. Eastern, May 4, 2021 |
| Letter of Intent: | Not Required |
| Applicants Comments: | Within six months from the issuance of this notice (NIFA may not consider comments received after the sixth month) |

Stakeholder Input. The National Institute of Food and Agriculture (NIFA) seeks comments on all request for applications (RFAs) so it can deliver programs efficiently, effectively, with integrity, and with a focus on customer service. NIFA considers comments, to the extent possible when developing RFAs and use comments to help meet the requirements of [Section 103\(c\)\(2\) of the Agricultural Research, Extension, and Education Reform Act of 1998 \(7 U.S.C. 7613\(c\)\(2\)\)](#). Applicants may submit written comments to Policy@usda.gov (email is for comments only). Please use the following subject line: Response to the Community Food Projects RFA.

EXECUTIVE SUMMARY

This notice identifies the objectives for Community Food Projects Competitive Grant Program (CFPCGP) projects, deadlines, funding information, eligibility criteria for projects and applicants, and application forms and associated instructions. NIFA requests applications for the Community Food Projects Competitive Grants Program (CFPCGP) for fiscal year (FY) 2020 and 2021. The anticipated amount available for the CFPCGP in FY 2020 is approximately \$4,800,000. Materials are available on the Internet at [Community Food Projects Competitive Grants Program](#). The Community Food Projects Competitive Grant Program (CFPCGP) has existed since 1996 as a program to fight food insecurity through developing community food projects that help promote the self-sufficiency of low-income communities. Community Food Projects are designed to increase food security in communities by bringing the whole food system together to assess strengths, establish linkages, and create systems that improve the self-reliance of community members over their food needs.

TABLE OF CONTENTS

| | |
|--|-----------|
| INITIAL ANNOUNCEMENT | 2 |
| EXECUTIVE SUMMARY | 3 |
| PART I. FUNDING OPPORTUNITY DESCRIPTION | 6 |
| A. Legislative Authority | 6 |
| B. Purpose and Priorities | 6 |
| C. Program Area Description | 7 |
| PART II. AWARD INFORMATION | 9 |
| A. Available Funding | 9 |
| B. Application Restrictions | 9 |
| C. Project and Grant Types | 9 |
| D. Ethical Conduct of Funded Projects | 9 |
| PART III. ELIGIBILITY INFORMATION | 11 |
| A. Eligibility Requirements | 11 |
| B. Cost Sharing or Matching | 12 |
| PART IV. APPLICATION AND SUBMISSION | 13 |
| A. Method of Application | 13 |
| B. Content and Form of the Application | 13 |
| C. Funding Restrictions..... | 20 |
| PART V. APPLICATION REVIEW REQUIREMENTS | 21 |
| A. NIFA’s Evaluation Process | 21 |
| B. Evaluation Criteria..... | 21 |
| C. Organizational Management Information..... | 24 |
| D. Application Disposition..... | 24 |
| PART VI. AWARD ADMINISTRATION | 25 |
| A. General | 25 |
| B. Administrative and National Policy Requirements..... | 25 |
| C. Expected Program Outputs and Reporting Requirements | 26 |
| PART VII. OTHER INFORMATION | 27 |
| A. Use of Funds and Changes in Budget..... | 27 |
| B. Confidential Aspects of Applications and Awards | 27 |
| C. Regulatory Information | 27 |
| APPENDIX I: AGENCY CONTACT | 28 |
| APPENDIX II: GLOSSARY OF TERMS | 29 |
| APPENDIX III: DEFINITIONS | 30 |

TABLE OF TABLES

| | |
|--|----|
| Table 1: Key Dates and Deadlines..... | 2 |
| Table 2: Community Food Project Key Information..... | 7 |
| Table 3: Planning Activity Key Information | 7 |
| Table 4. Steps to Obtain Application Materials..... | 13 |
| Table 5: Help and Resources | 13 |
| Table 6: Key Application Instructions..... | 14 |

PART I. FUNDING OPPORTUNITY DESCRIPTION

A. Legislative Authority

The Community Food Projects Competitive Grants Program (CFPCGP) ([7 U.S.C. 2034](#)) was authorized by [Public Law 104-127](#) (Title IV, section 401(h), April 4, 1996) which amended the [Food Stamp Act of 1977](#) ([7 U.S.C. 2011](#)) and added §25, Assistance for Community Food Projects ([7 U.S.C. 2034](#)). [Public Law 88-525](#), §2, Aug. 31, 1964 ([7 U.S.C. 2011](#)) is cited as the [Food Stamp Act of 1964](#). It was amended in 1971 ([Public Law 91-671](#), § Jan. 11, 1971) and again in 1977 cited as the Food Stamp Act of 1977 ([Public Law 95-113](#), §1301, Sept. 29, 1977). In 2008 (June 18), [Public Law 110-246](#), struck out “Food Stamp Act of 1977” ([7 U.S.C. 2011](#)) and inserted [Food and Nutrition Act of 2008](#) and §4001(b) substituted “supplemental nutrition assistance program” for “food stamp program” each time it appeared.

B. Purpose and Priorities

The primary goals of the CFPCGP are as follows ([7 U.S.C. § 2034\(B\)](#)):

1. Designed to:
 - a. Meet the food needs of low-income individuals through food distribution, community outreach to assist in participation in Federally assisted nutrition programs, or improving access to food as part of a comprehensive service;
 - b. Increase the self-reliance of communities in providing for the food needs of the communities; and
 - c. Promote comprehensive responses to local food access, farm, and nutrition issues; or
2. Meet specific state, local or neighborhood food and agricultural needs including needs relating to:
 - a. Equipment necessary for the efficient operation of a project;
 - b. Planning for long-term solutions; or
 - c. The creation of innovative marketing activities that mutually benefit agricultural producers and low-income consumers.

Community Food Projects are intended to bring together stakeholders from the distinct parts of the food system and to foster understanding of national food security trends and how they might improve local food systems. Communities that are partially or fully located in [Opportunity Zones](#) are particularly encouraged to apply.

The CFPCGP is aligned with the following [USDA Strategic Goal #4](#): Facilitate Rural Prosperity and Economic Development;

Table 2: Community Food Project Key Information

| Title | Description |
|---------------------------|-----------------------------|
| Program Code: | CFP |
| Program Code Name | Community Food Project |
| Assistance Listing Number | 10.225 |
| Project Type: | CFP |
| Grant Type: | Standard |
| Application Deadline | June 3, 2020 May 4, 2021 |
| Grant Duration: | 24-36 Months |
| Maximum Award Amount: | \$400,000 over four years |

Table 3 Planning Activity Key Information

| Title | Description |
|------------------------------------|--------------------|
| Planning Activity Duration: | Up to 3 Years |
| Maximum # of Awards Per Applicant: | 1 |
| Maximum Award Amount: | Up to \$35,000 |

C. Program Area Description

Community Food Projects (CFP) and Planning Projects (PP). The purpose of the CFP is to support the development of projects with a one-time infusion of federal dollars to make such projects self-sustaining. CFPs are designed to create community-based food projects with objectives, activities and outcomes that are in alignment with CFPCGP primary goals. The purpose of a Planning Project (PP) is to complete a plan toward the improvement of community food security in keeping with the primary goals of the CFPCGP (see [Part I, B](#) of this RFA). PPs are to focus on a defined community and describe in detail the activities and outcomes of the planning project. Preference will be given to CFPs and PPs designed to:

1. Develop linkages between two or more sectors of the food system;
2. Support the development of entrepreneurial projects;
3. Develop innovative connections between the for-profit and nonprofit food sectors;
4. Encourage long-term planning activities, and multi-system, interagency approaches with collaborations from multiple stakeholders that build the long-term capacity of communities to address the food and agricultural problems of the communities, such as food policy councils and food planning associations; or
5. Develop new resources and strategies to help reduce food insecurity in the community and prevent food insecurity in the future by:
 - a. Developing creative food resources;
 - b. Coordinating food services with park and recreation programs and other community based outlets to reduce barriers to access; or
 - c. Creating nutrition education programs for at-risk populations to enhance food-purchasing and food-preparation skills and to heighten awareness of the connection between diet and health.

Examples of CFP Projects include, but are not limited to, community gardens with market stands, value chain projects, food hubs, farmers' markets, farm-to-institutions projects, and marketing & consumer cooperatives. All projects must involve low-income participants.

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

PART II. AWARD INFORMATION

A. Available Funding

The anticipated amount available for Community Food Projects Competitive Grant Program (CFPCGP) in FY2020 is approximately \$4,800,000. USDA is not committed to fund any particular application or to make a specific number of awards. The [Automated Standard Application for Payments](#), operated by the Department of Treasury, Bureau of Fiscal Service, is the designated payment system for awards resulting from this RFA.

B. Application Restrictions

NIFA will evaluate applications using the criteria described in [Part V](#) of this RFA. Applications for FY 2020 are limited to the following applications types:

1. *New application*: New applications will be evaluated using the criteria described in [Part V](#) of this RFA and are subject to the due dates herein (see [Appendix III](#) for definition).
2. *Resubmitted application*: Resubmitted applications must include the respond to the previous review panel summary, and are subject to the same criteria and due dates herein. Resubmitted applicants must enter the NIFA-assigned proposal number of the previously submitted application in the *Federal Field (Field 4)* on the application form (see [Appendix III](#) for definition).

C. Project and Grant Types

The following describes the types of *projects* or *grants* that are eligible for funding:

1. **Community Food Projects**. Applicants should request a budget commensurate with the proposed project. No single CFP award will exceed \$125,000 in any single year or \$400,000 over four years (**See Table 2**). Applicants may request one, two, three, or four years of funding, but in all cases, the grant term may not exceed 4 years for any proposal. A no-cost extension may be requested. A CFP project may be supported by only one grant under this program. All CFP awards will be made based on the merit of the proposed project with budgets considered only after the merits of the project have been determined. USDA reserves the right to negotiate final budgets with successful applicants.
2. **Planning Projects**. Applicants should request a budget commensurate with the proposed project (see **Table 3**). All PP awards will be made based on the merit of the proposed project with budgets considered only after the merits of the project have been determined. USDA reserves the right to negotiate final budgets with successful applicants.

NIFA will not review applications for either CFP or PP that exceed the budgetary guidelines.

D. Ethical Conduct of Funded Projects

In accordance with sections [2, 3, and 8 of 2 CFR Part 422](#), institutions that conduct USDA-funded extramural research must foster an atmosphere conducive to research integrity, bear primary responsibility for prevention and detection of research misconduct, and maintain and effectively communicate and train their staff regarding policies and procedures. In the event an application to NIFA results in an award, the Authorized Representative (AR) assures, through acceptance of the award that the institution will comply with the above requirements. Award recipients must, upon request, make available to NIFA the policies, procedures, and

documentation to support the conduct of the training. See [Responsible and Ethical Conduct of Research](#) for further information.

PART III. ELIGIBILITY INFORMATION

A. Eligibility Requirements

Applicants for the CFPCGP must meet all the requirements discussed in this RFA.

CFP and PP Eligibility. Applicants for CFP and PP must meet the eligibility in this section. Public food program service providers, tribal organizations, or private nonprofit entities, including gleaners (see Definition in [Appendix III](#) of this RFA), meeting the following four requirements are eligible to receive a CFP or PP award:

1. They must have experience in the area of:
 - a. community food work, particularly concerning small and medium-size farms, including the provision of food to people in low-income communities and the development of new markets in low-income communities for agricultural producers;
 - b. job training and business development activities for food-related activities in low-income communities; and
 - c. efforts to reduce food insecurity in the community, including food distribution, improving access to services, or coordinating services and programs.
2. Demonstrate competency to implement a project, provide fiscal accountability, collect data, and prepare reports and other necessary documentation;
3. Demonstrate a willingness to share information with researchers, evaluators, practitioners, and other interested parties, including a plan for dissemination of results; and
4. Collaborate with one or more local partner organizations to achieve at least one hunger-free community's goal. See Goals for a Hunger Free Community (Steps for a Hunger-Free Community) at <https://nifa.usda.gov/program/community-food-projects-competitive-grant-program-cfpcgp>.

Failure to meet the eligibility criteria by the application deadline may result in exclusion from consideration or, preclude NIFA from making an award. For those new to Federal financial assistance, NIFA's [Grants Overview](#) provides highly recommended information about grants and other resources to help understand the Federal awards process.

Partners and Collaborators. Applicants for CFP and PP awards are encouraged to seek and create partnerships with public or private, nonprofit or for-profit entities, including links with academic institutions (including minority-serving colleges and universities), and/or other appropriate professionals, community-based organizations, and local government entities. Only the applicant must meet the eligibility requirements. Project partners and collaborators need not meet the eligibility requirements. When planning collaborations, see [Part III § B](#) of this RFA. Award recipients may sub-award to organizations not eligible to apply provided such organizations are necessary for the successful completion of the project. See [Part IV § C](#) of this RFA.

Fiscal Agent. If an institution/organization cannot accept Federal funds directly, a letter must be included in the application stating that in the event the application results in an award, the award funds must be administered through a fiscal agent organization on their behalf. This agent must be identified in the letter from the applicant and the letter must be countersigned by an authorized representative of the fiscal agent organization. The letter should include the fiscal agent's point of contact, address, telephone number, fax number and e-mail address. This letter is to be included as an attachment to Field 12, Other Attachments (see [Part IV § B](#) of this RFA). In the event an application

is recommended for funding, NIFA will request that both the applicant school or institution/organization and the fiscal agent organization submit complete management information (see [Part V § C](#) of this RFA).

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

Duplicate or Multiple Submissions – duplicate or multiple submissions are not allowed. NIFA will disqualify both applications if an applicant submits duplicate or multiple submissions. For those new to Federal financial assistance, NIFA’s [Grants Overview](#) provides highly recommended information about grants and other resources to help understand the Federal awards process.

B. Cost Sharing or Matching

Match Required – CFP and PP applicants MUST provide matching on a dollar-for-dollar basis for all federal funds awarded. Match must be documented for all project years at the time the application is submitted. CFP and PP grantees must provide matching funds through cash and/or in-kind contributions, including third-party in-kind contributions, fairly evaluated, including facilities, equipment, or services.

The non-federal share of the funding may come from state government, local government, other non-profit entities, or private sources. Federal money cannot be used to match unless it is expressly authorized to be used for this purpose. Examples of qualifying matching contributions may include direct costs such as: rent for office space used exclusively for the funded project; duplication or postage costs; and staff time from an entity other than the applicant for job training or nutrition education.

PART IV. APPLICATION AND SUBMISSION

A. Method of Application

Applicants must apply to this RFA electronically; no other method or response is accepted. The electronic application for this RFA and additional resources are available on Grants.gov and [Grants 101](#). **Table 4** provides instructions on how to obtain an electronic application. **Part II § 1** of the [NIFA Grants.gov Application Guide](#) (Application Guide) contains detailed information regarding the Grants.gov registration process.

Table 4. Steps to Obtain Application Materials

| Steps | Action |
|------------------------------|--|
| Step One: Register | <i>New Users</i> to Grants.gov must register early with Grants.gov prior to submitting an application (Register Here). |
| Step Two: Download Adobe | Download and Install Adobe Reader (see Adobe Software Compatibility for basic system requirements) |
| Step Three: Find Application | Using this funding opportunity number USDA-NIFA-CFP-007312 , search for application here: Opportunity Package . |
| Step Four: Assess Readiness | Contact an AR prior to starting an application to assess the organization’s readiness to submit an electronic application. |

Table 5: Help and Resources

| Grants.gov Support | NIFA Support |
|--|--|
| Grants.gov Online Support Telephone support: 800-518-4726 Toll-Free or 606-545-5035 Email support: support@grants.gov Self-service customer based support: Grants.gov iPortal <i>Key Information: Customer service business Hours 24/7, except federal holidays.</i> | Phone: 202-401-5048 <i>Key Information: Business hours: Monday thru Friday, 7a.m. – 5p.m. ET, except federal holidays</i> |

B. Content and Form of the Application

The [Application Guide](#) is part of the corresponding application package for this RFA. The RFA overrides the [Application Guide](#) if there is a discrepancy between the two documents. NIFA will accept subsequent submissions to an application until the application deadline. However, applicants that do not meet the application requirements, to include partial applications, risk being excluded from NIFA’s review. NIFA will assign a proposal number to all applications that

meet the requirements of this RFA. Applicants must refer to the proposal number when corresponding with NIFA. **Table 6** outlines other key instructions for applicants.

Table 6: Key Application Instructions

| Instruction | References (All references are to the Application Guide) |
|--|---|
| Attachments must be in a portable document format (PDF) format. | Part III § 3 |
| Check the manifest of submitted files to verify attachments are in the correct format. | Part III § 6.1 |
| Conduct an administrative review of the application before submission. | Part VII and |
| Follow the submission instructions. | Part IV § 1.5 |
| Provide an accurate email address, where designated, on the SF-424 R&R. | Part IV § 1.5 |

Contact the [Grants.gov](https://www.grants.gov) helpdesk for technical support, and keep a record of the correspondence. Contact NIFA if applicant does not received correspondence from NIFA regarding an application within **30** days of the application deadline.

SF 424 R&R Cover Sheet. See **Part V § 2** and **Part V § 2.17** of the [Application Guide](#) for the required certifications and assurances.

SF 424 R&R Project/Performance Site Location(s). See **Part V § 3** of the [Application Guide](#).

R&R Other Project Information Form. See **Part V § 4** of the [Application Guide](#).

1. Field 7. Project Summary (PS)/Abstract. The PS must show how the project goals align with the project goals of the CFPGP. See **Part V § 4.7** of the [Application Guide](#) for instructions and suggested templates.
2. Field 8. Project Narrative (PN). The PN must not exceed 10 *1.5 spaced* pages of written text and up to 5 *1.5 spaced* additional pages for figures and tables (the font size for tables should be no smaller than 11 points, Times New Roman). The page limits outlined here ensure fair and equitable competition. Appendices to the PN are allowed if they are directly germane to the proposed project. Do not add appendices to circumvent the page limit. The PN must include all of the following:

Community Projects. The Project Narrative for CFPs must include the heading followed by the response for each of the points noted below.

- a. *The Community to Be Involved in the Project and the Needs to Be Addressed*; Identify and succinctly describe the critical elements and needs of the local food economy or food system, including demographics, income, and geographic characteristics of the area or community to be served. Beyond a recitation of statistics, applications should

describe local capabilities and assets, such as those identified in a community food assessment, and involvement of low-income communities in the context of project activities and operations.

Most relevant is an explanation of why the applicant and its partners selected the activities proposed in the application. Note the main targets or beneficiaries of the project and the community needs and opportunities being addressed. The needs addressed must directly relate to project goals and objectives described below. It is recommended that this section be no more than one and one-half pages.

- b. *The Organizations and Communities Involved in the Project*; List the organizations and communities to be involved in carrying out the proposed project and the segments of the local food economy or system they link. Include a description of the relevant experience of each community group or organization, including the applicant organization that will be involved, and any related project history. Proposals should demonstrate extensive community linkages and coalitions. Applicant organizations should demonstrate a history of commitment to and direct involvement in food security projects in low-income communities or in communities with low-income groups, as well as success in outreach to low-income participants. The qualifications of staff involved with the proposed project and/or organizational leadership must reflect the expertise necessary to carry out the proposed project activities or similar types of activities. Experience in and connections with the community will be considered as important as academic or professional credentials in this regard.

Ensure that low-income residents are actively involved in planning project goals, objectives, and outcomes. In particular, describe how the communities being served – particularly the targeted residents and organizations – were involved in planning the project and will be engaged in its implementation. Please reference planning activities, assessments, meetings, or other activities that demonstrate community input into key decision-making.

Letters from the key organizations involved in the project, acknowledging their support and contributions, must be provided. A limited number of additional support letters – such as those from farmers or schools, where appropriate, are encouraged to provide evidence of broad community involvement in both planning and future decision-making. All support letters must be attached in Field 12, Other Attachments (See [Part IV, B.](#), below, Key Organization Support).

- c. *Project Goals and Intended Outcomes*; List the goals and intended outcomes of the project. Outcomes must describe specific changes or results that will occur as a consequence of the project and that will constitute “success” for the initiative. These may include benefits caused by program activities such as changes in participants’ skills, behaviour, or qualities of life, and positive changes in conditions in the community served or reductions in negative conditions. Outcomes must be specific, measurable, achievable, realistic, and timely, describe what will be accomplished, and who and how many people, e.g., residents, participants, will benefit. It is recommended that this section be no more than two pages.
- d. *Activities to Achieve the Goals*; Discuss how the goals and intended outcomes will be achieved. Discuss how the proposed project outcomes will be realized by providing a systematic description of how the most important steps or milestones will be

- accomplished. In addition to these descriptions, it is recommended that a table of up to three pages be provided with implementation details for these activities, including: (a) specific steps and achievements in planning and implementation; (b) timetables for milestones, and, as relevant; (c) expected numbers of participants involved in each step of the process.
- e. *Relationship to Program Objectives*; Discuss how the project and its proposed outcomes will address the objectives of the CFPCGP as described in [Part I, B](#). Discuss the specific changes that will result among participants or in the communities served that address these CFPCGP priorities. It is recommended that this section be no more than one page.
 - f. *Evaluation*; CFP proposals should contain a strong evaluation component. Innovative evaluation strategies are especially encouraged. Evaluations should focus on “logic models” (The logic model must be attached to Field 12, see [Part IV.B](#)) and the measurement of Indicators of Success in meeting the legislative goals and objectives of the CFPCGP. (See [Appendix III](#), Definitions.) Through CFPCGP project operations and an evaluation of them, USDA seeks to determine best practices, including valuable lessons learned; therefore, proposals are encouraged that include both process evaluations (developing and monitoring indicators of progress towards the objectives) and outcome evaluations (to determine whether the objectives were met). In order to allow for sufficient evaluation of projects as described, it is recommended that applicants set aside between five and ten percent of the total project budget for evaluation purposes.
 - g. *Self-Sustainability*; USDA seeks to determine best practices, including valuable lessons learned; therefore, proposals are encouraged that include both process evaluations (developing and monitoring indicators of progress towards the objectives) and outcome evaluations (to determine whether the objectives were met). In order to allow for sufficient evaluation of projects as described, it is recommended that applicants set aside between five and ten percent of the total project budget for evaluation purposes.

Projects must provide evidence, e.g., a market analysis or the outline of a business plan, to demonstrate that it is likely to become self-sustaining and provide employees with important job skills. Business plan outlines or any other document of evidence for sustainability are limited to five pages and should be included as an appendix. Such evidence should be included as an Other Attachment, Field 12 (see [Part IV.B](#)).

Planning Projects. The Project Narrative for PP should include the heading followed by the response for each of the points noted below.

- a. *The Community to Be Involved in the Project and the Needs to Be Addressed.* Identify and succinctly describe your approach to determining the critical elements and needs of the local food economy or food system, including demographics, income, and geographic characteristics of the area or community to be served. It is strongly recommended that assets of low-income communities be included in the analysis. The needs addressed should directly relate to project goals and objectives described below. It is recommended that this section be no more than one and one-half pages.
- b. *The Organizations and Communities Involved in the Project*; List the organizations and communities to be involved in carrying out the proposed PP and the segments of the local food economy or system they link. Include a description of the relevant

experience of each community group or organization, including the applicant organization, that will be involved, and any related project history. Proposals should demonstrate extensive community linkages and coalitions. Planning Projects must address how the proposed project assists applicants, eligible entities, and others in understanding the primary goals of the CFPCGP which are to: (1)(a) meet the food needs of low-income individuals through food distribution, community outreach to assist in participation in Federally assisted nutrition programs, or improving access to food as part of a comprehensive service; (b) increase the self-reliance of low-income communities in providing for their own food needs; and (c) promote comprehensive responses to local food access, farm, and nutrition issues; or (2) meet specific State, local, or neighborhood food and agriculture needs for (a) equipment necessary for the efficient operation of a project; (b) planning for long-term solutions; or (c) the creation of innovative marketing activities that mutually benefit agricultural producers and low-income consumers. It is recommended that this section be no more than two pages.

Letters from the key organizations involved in the project, acknowledging their support and contributions, must be provided. A limited number of **other** support letters – such as those from farmers or schools – where appropriate, are encouraged to provide evidence of broad community involvement. All support letters should be attached in Field 12, Other Attachments (See [Part IV § B](#) below, Key Organization Support).

- c. *Project Goals and Objectives*; List the outcome-based goals and objectives of the project and a justification for the goals in terms of the identified need(s). Be specific. Ensure that low-income residents are actively engaged in planning project goals, objectives, and outcomes. Also include a description of low-income input and decision-making in the formulation of the goals and objectives. Discuss how significant the low-income food security issues are that will be addressed by the proposed project; is there an informative description of the community, its characteristics, assets, and needs; discuss specifically how the community named in this description will benefit from the proposed project. It is recommended that this section be no more than two pages.
 - d. *Activities to Achieve the Goals*: Discuss how the goals and intended outcomes will be achieved. Discuss how the proposed project outcomes will be realized by providing a systematic description of how the most important steps or milestones will be accomplished. In addition to these descriptions, it is recommended that a table of up to three pages be provided with implementation details for these activities, including: (a) specific steps and achievements in planning and implementation; (b) timetables for milestones; and, as relevant, (c) expected numbers of participants involved in each step of the process. It is recommended that this section be no more than two pages, although a table may be added as an additional page (within the total 15 page limit) to relate specific activities to goals and outcomes.
 - e. *Relationship to Program Objectives*; Discuss how project outcomes will address the objectives of the CFPCGP as described in [Part I § B](#) and how the project will make a difference for the low-income community. It is recommended that this section be no more than one page.
3. Field 12, Add Other Attachments. See **Part V § 4.12** of the [Application Guide](#).

- a. *Response to Previous Review.* This requirement only applies to "Resubmitted Applications" [Part II § B](#) identifies the type of application(s) that may be submitted in response to this RFA. PDs must respond to the previous review summary on no more than one page titled "RESPONSE TO PREVIOUS REVIEW" and save file as ResponsetoPreviousReview. If desired, additional comments may be included in the text of the Project Narrative subject to the page limitations of that section.
- b. *Results from Prior CFPCGP Support.* This requirement only applies to applicants who have received prior grant award(s) under this program. If the PD or a co-PD has received CFPCGP, including support in the past five years, information on results from that prior funding is required. This information will be used in the review of the application. PDs must summarize prior results from funding and limit the response to one page per award. For each award, list the NIFA award number, the amount and period of support, the title of the project and a summary of the results of the completed work. Save file as PriorCFPCGPSupport.
- c. *Key Organization Support.* Attach signed letters from key organizations involved in the project acknowledging their support, contributions and commitment; title the attachment 'Key Organization Support'. Provide evidence of broad community involvement in both planning and decision-making. This section is limited to two page letters of support for each key organization. (See subsection 1. or 2., as appropriate, of [Part IV, B](#) for additional information).
- d. *Matching Funds Documentation.* For CFP and PP applicants, this grant program requires applicants to match Federal funds awarded on a dollar-for-dollar basis from non-Federal sources as described in [Part III § B](#). For grants that require matching funds as specified under [Part III § B](#), the Budget Justification must list matching sources along with the identification of each entity providing the match as well as the total dollar amount being pledged. NIFA is no longer requiring written verification of commitments of matching support (a pledge agreement). However, you are still subject to documentation, valuing and reporting requirements, etc. as specified in [2 CFR Part 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards \(the Uniform Guidance\)," 7 CFR 3430, "Competitive and Noncompetitive Non-Formula Federal Assistance Programs – General Award Administrative Provisions,"](#) and program-specific regulations, as applicable. In instances where match is required, any resulting award will require the signature of an Authorized Representative. Only when NIFA receives the award signed by the AR will award funds be released and available for drawdown.
- e. *Appendices to Project Narrative.* Title the attachment as 'Appendices' in the document header and save file as 'Appendices'. Appendices to the Project Narrative are allowed if they are directly germane to the proposed project. The addition of appendices must not exceed seven (7) pages for CFP and PP proposals and should not be used to circumvent the text and/or figures and tables page limitations.
- f. *Logic Model.* Title the attachment as 'Logic Model' in the document header and save file as 'LogicModel'. Applicants should seek the help of academic or other experts in evaluation design and implementation, as appropriate and available. A logic model or chart may also be used. It is recommended that this section be no more than one page. See [Logic Model Planning Process](#) for more information.
- g. *Fiscal Agent Letter.* See [Part III.A](#). If it is necessary to include a fiscal agent letter then title the attachment as 'Fiscal Agent' in the document header and save file as 'FiscalAgent'.

R&R Senior/Key Person Profile (Expanded). See **Part V § 5** of the [Application Guide](#) for profile requirements, details about the biographical sketch, and suggested support templates.

R&R Personal Data. This information is voluntary and is not a precondition of award (see **Part V § 6** of the [Application Guide](#)).

R&R Budget. See **Part V § 7** of the [Application Guide](#).

1. Match – If an applicant concludes that the matching requirements described under [Part III § B](#) of this RFA is not applicable to them; the applicant must include an explanation of their conclusion in the *budget justification*. NIFA will consider this justification when determining final matching requirements or if required matching can be waived. NIFA retains the right to make final determinations regarding matching requirements. Grants that require matching funds as specified under [Part III § B](#) of this RFA must list in their *budget justification* the matching sources, the identification of the entity(ies) providing the match, and the total pledged amount. A written verification of commitments of matching support (a pledge agreement) is not required. However, applicants are subject to the documentation, valuing and reporting requirements, as specified in [2 CFR Part 200, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards \(the Uniform Guidance\),”](#) and [7 CFR 3430, “Competitive and Noncompetitive Non-Formula Federal Assistance Programs – General Award Administrative Provisions.”](#)
2. Indirect costs (IDC) – See [Part IV § C](#) of this RFA for funding restrictions regarding indirect cost, and **Part V 7.9** of the [Application Guide](#) for additional information.
3. Domestic Travel - During the tenure of a grant, PDs must attend a PD meeting each year. The purpose of the meeting will be to discuss their projects, opportunities for collaborative efforts, and to enhance dissemination of exemplary end products/results. Reasonable travel expenses to attend this meeting may be included in the application’s budget under travel expenses.

Data Management Plan. A DMP is required for this program. Applicants should clearly articulate how the project director (PD) and co-PDs plan to manage and disseminate the data generated by the project. The DMP will be considered during the merit review process (see [Part V § B](#) of this RFA, [Part III § 3.1 of the Application Guide](#) and [NIFA’s Data Management Plan](#)).

Supplemental Information Form. See **Part VI § 1** of the [Application Guide](#).

Field 2. Program to which the applicant is applying. Enter the program name Community Food Projects Competitive Grants Program

- For Community Food Project applications, enter the program code LN.C
- For Planning Projects, enter the program code LN.B (Accurate entry is critical.)
- Field 8. Conflict of Interest List. See **Part VI § 1.8** of the [Application Guide](#).

Representations Regarding Felony Conviction and Tax Delinquent Status for Corporate Applicants. This is required for corporate applicants. See **Part VI § 2** of the [Application Guide](#) for a description of the term, “corporation.”

C. Funding Restrictions

Fully negotiated rate. Applicants must use the current negotiated Indirect Cost (IDC) rate established by its cognizant Federal agency (the agency that provides the most funds). If awarded, the applicant will be required to produce a negotiated IDC rate agreement from the cognizant agency in order to recover IDC. If unable to obtain a negotiated rate from its cognizant agency, the applicant is not permitted indirect cost reimbursement. Rather, the applicant may only be reimbursed for allowable direct costs. Violation of cost accounting principles is not permitted when re-budgeting or charging costs to awards. Rather, costs must be consistently charged as either indirect or direct costs.

If the applicant wants full IDC, but does not have a negotiated rate, and NIFA is the cognizant agency, the applicant must calculate an IDC rate in order to request IDC (see [Sample IDC calculations](#)). Applicants are not required to complete the IDC package during the application process. Applicants need only to calculate an IDC rate to serve as a basis for requesting IDC. If awarded, the applicant will be required to submit a complete IDC proposal package in order to obtain a negotiated rate.

Construction and Renovation. With prior approval from NIFA, and in accordance with applicable Federal cost principles, grant funds may be used to plan, acquire, or construct a building or facility, or to acquire land; and for improvements, alterations, renovations, or repairs to land or buildings, necessary to carry out a funded project under this program. However, requests to use grant funds for such purposes must demonstrate that such expenditures are essential to achieving the major purpose for which the grant request is made.

Sub-award Restriction. The applicant must perform a substantive portion of the project and no more than 50 percent of a CFP or PP, as determined by budget expenditures, may be sub awarded. Projects may divide their budget allocations between partners as it fits their work plan. (For additional knowledge or expertise that is not available within the applicant organization, funds for expert consultation may be included in the “All Other Direct Costs” section of the proposed budget.)

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

PART V. APPLICATION REVIEW REQUIREMENTS

A. NIFA's Evaluation Process

NIFA evaluates each application in a two-part process. First, we screen each application to ensure that it meets the administrative requirements as set forth in this RFA. Second, a scientific peer-review process will be used to technically evaluate applications that meet the administrative requirements using a review panel (see [NIFA Peer Review Process](#)).

Scientific Peer Review Process:

NIFA selects reviewers for the review panel based upon their training and experience in relevant scientific, extension, or education fields, taking into account the following factors:

- the level of relevant formal scientific, technical education, or extension experience of the individual, as well as the extent to which an individual is engaged in relevant research, education, or extension activities;
- the need to include experts from various areas of specialization within relevant scientific, education, or extension fields;
- the need to include other experts (e.g., producers, range or forest managers/operators, and consumers) who can assess relevance of the applications to targeted audiences and to program needs;
- the need to include experts from a variety of organizational types (e.g., colleges, universities, industry, state and Federal agencies, and private profit and non-profit organizations) and geographic locations;
- the need to maintain a balanced composition with regard to minority and female representation and an equitable age distribution; and
- the need to include reviewers who can judge the effective usefulness of each application to producers and the general public.

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

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

After the review process has been completed, NIFA sends copies of reviews, *not* including the identity of reviewers, and a summary (if applicable) of the review panel comments to the PD.

Conflicts of interest. NIFA takes extreme care to prevent any actual or perceived conflicts of interest that may influence the review or evaluation (see [NIFA Peer Review Process for Competitive Grant Applications](#)).

B. Evaluation Criteria

NIFA will use the following criteria to evaluate Community Food Projects (CFP), listed in priority order of importance to review applications submitted in response to this RFA:

1. The appropriateness of the goals, purposes, and outcomes of the project and how these goals will be achieved to invest in building the assets of the community, and the capacities of the applicant and its low income partners. Evidence that members of low income communities are engaged in planning and implementing solutions to advance their own food security. Proposed project activities are designed to address one or more of the following preferences, which will be given equal weight:
 - a. Develop linkages between two or more sectors of the food system;
 - b. Support the development of entrepreneurial projects;
 - c. Develop innovative linkages between the for-profit and nonprofit food sectors;
 - d. Encourage long-term activities and multi-system, interagency approaches with collaborations from multiple stakeholders that build the long-term capacity of communities to address the food and agricultural problems of the community, such as food policy councils and food planning associations; or
 - e. Develop new resources and strategies to help reduce food insecurity in the community and prevent foods insecurity in the future;
2. How well the proposed project assists applicants, eligible entities, and others in understanding the primary goals of the CFPCGP which are to:
 - a. Meet the food needs of low-income individuals through food distribution, community outreach to assist in participation in Federally assisted nutrition programs, or improving access to food as part of a comprehensive service
 - b. Increase the self-reliance of communities in providing for the food needs of the communities
 - c. Promote comprehensive responses to local food access, farm, and nutrition issues; and
 - d. Meet specific state, local or neighborhood food and agricultural needs including needs relating to:
 - i. Equipment necessary for the efficient operation of a project;
 - ii. Planning for long-term solutions;
 - iii. The creation of innovative marketing activities that mutually benefit agricultural producers and low-income consumers.
3. How significant are the low-income food security issues that will be addressed by the proposed project and is there an informative description of the community, its characteristics, assets, and needs;
4. The relevance of the experience of the organizations that are involved in the proposed project, including the applicant entity, and the type and extent of support that other organizations will be providing. The applicant organization demonstrates a history of, commitment to, and direct involvement in food security projects in low-income communities or in communities with low-income groups, as well as success in actively engaging low-income participants. *Applicants must demonstrate the knowledge of best practices in the field and the use of them in their projects.* Benefits of the program accrue primarily to the low income population. The qualifications of staff involved with the proposed project and/or organizational leadership reflects the expertise necessary to carry out the proposed activities or similar types of activities. Experience in and connections with the community and a demonstrated dedication to building the capacities of low income residents will be considered as important as academic or professional credentials in this regard. Professional salaries are

in balance with compensation given to low-income residents for their participation in the initiative;

5. The viability of plans for realistically achieving self-sufficiency with a one-time infusion of federal funds. Evidence is provided to demonstrate that the project is likely to become self-sustaining, e.g., a market analysis or the outlines of a business plan. Other pending or awarded projects should identify actual or potential funding sources for continuation of the project after federal funding has ended;
6. The strength of the proposed project's evaluation component and how it will contribute to CFPCGP evaluations on a national basis, including sharing project results in a "exemplary practices" format; and
7. The timeline for accomplishing project goals, objectives and outcomes is realistic and achievable.

NIFA will use the following criteria to evaluate Planning Projects (PP) listed in priority order of importance to review applications submitted in response to this RFA:

1. The appropriateness of the goals, objectives and outcomes of the project and how these will be achieved to invest in building the capacity of the applicant and its partners in food security efforts and policies. Proposed project activities are designed to address one or more of the following outcomes, which will be given equal weight:
 - a. Develop linkages between two or more sectors of the food system;
 - b. Support the development of entrepreneurial projects;
 - c. Develop innovative linkages between the for-profit and nonprofit food sectors;
 - d. Encourage long-term activities and multi-system, interagency approaches with collaborations from multiple stakeholders that build the long-term capacity of communities to address the food and agricultural problems of the community, such as food policy councils and food planning associations; or
 - e. Develop new resources and strategies to help reduce food insecurity in the community and prevent foods insecurity in the future
2. How well the proposed project assists applicants, eligible entities, and others in understanding the primary goals of the CFPCGP which are to:
 - a. meet the food needs of low-income individuals through food distribution, community outreach to assist in participation in Federally assisted nutrition programs, or improving access to food as part of a comprehensive service;
 - b. increase the self-reliance of low-income communities in providing for their own food needs; and
 - c. promote comprehensive responses to local food access, farm, and nutrition issues; or
 - d. meet specific State, local, or neighborhood food and agriculture needs for
 - i. equipment necessary for the efficient operation of a project;
 - ii. planning for long-term solutions; or
 - iii. the creation of innovative marketing activities that mutually benefit agricultural producers and low-income consumers;
3. How significant are the low-income food security issues that will be addressed by the proposed project; is there an informative description of the community, its characteristics, assets, and needs; specifically how will the community named in this description benefit from the proposed project;

4. The relevance of the organizations' experience that are involved in the proposed project, including the applicant entity, and the type and extent of support that other organizations will be providing. Applicant organizations demonstrate a history of commitment to and direct involvement in food security projects in low-income communities or in communities with low-income groups, as well as success in outreach to low-income participants. The qualifications of staff involved with the proposed project and/or organizational leadership reflect the expertise necessary to carry out the proposed activities or similar types of activities. Experience in and connections with the community will be considered as important as academic or professional credentials in this regard; and
5. The timeline for accomplishing project goals, objectives and outcomes is realistic and achievable.

C. Organizational Management Information

Applicants must submit specific management information relating to an applicant prior to an award, and update the information as needed. Applicants may only have to update their information if they had previously provided the information under this or another NIFA program. NIFA provides the requisite forms during the pre-award process. Although an applicant may be eligible for award under this program, there are factors that may exclude an applicant from receiving federal financial and nonfinancial assistance and benefits under this program (e.g., debarment or suspension of an individual, or a determination that an applicant is not responsible).

D. Application Disposition

Applicants may withdraw at any time before NIFA makes a final funding decision. NIFA will retain all applications, including withdrawn applications and unfunded applications.

PART VI. AWARD ADMINISTRATION

A. General

Within the limit of funds authorized, the NIFA awarding official will make grants to responsible and eligible applicants whose applications are judged most meritorious under the procedures set forth in this RFA. The date specified by the NIFA awarding official as the effective date of the grant must be no later than September 30 of the federal fiscal year in which the project is approved for support and funds are appropriated for such purpose, unless otherwise permitted by law. The project need not be initiated on the grant effective date, but as soon thereafter as practical so that project goals may be attained within the funded project period. All funds granted by NIFA under this RFA may be used only for the purpose for which they are granted in accordance with the approved application and budget, regulations, terms and conditions of the award, applicable federal cost principles, USDA assistance regulations, and [NIFA General Awards Administration Provisions, 7 CFR part 3430, subparts A through E](#).

Federal Financial Management Requirements. Grantees are expected to comply with applicable federal financial management requirements included in the award's terms and conditions and [2 CFR part 200](#). Below is a list of major requirements. Failure to comply could trigger significant audit liability and require global reconstruction of the grantees accounting system.

Separation of Funds. To avoid commingling of funds, grantees must establish a unique account(s) in their accounting system to capture and accumulate funding and related costs of the grant, apart from other federal and non-federal grants, projects and cost centers.

Budget Categories. To reduce the risk of material budget fluctuations changing the grant's scope and of applying indirect cost rates to prohibited cost categories, grantees must establish unique object codes in their accounting system to capture and accumulate costs by budget category (e.g., salaries, fringe benefits, consultants, travel, participant support costs, and subcontracts).

Consistent Treatment of Costs. Grantees must treat costs consistently across all federal and non-federal grants, projects and cost centers. For example, grantees may not direct-charge federal grants for costs typically considered indirect in nature, unless done consistently. Examples of indirect costs include: administrative salaries, rent, accounting fees, and utilities. In most cases, the cost to develop an accounting system adequate to justify direct-charging of the aforementioned items outweighs the benefits. As a result, use of an indirect cost rate is the most effective mechanism to recover these costs and not violate federal financial requirements of consistency, allocability and allowability. Additional guidance on indirect cost calculations can be found at [Indirect Costs](#).

Award Notice. The award document will provide pertinent instructions and information as described in [2 CFR 200.210](#) (see [NIFA's Terms and Conditions](#)).

B. Administrative and National Policy Requirements

Several federal statutes and regulations apply to grant applications and the projects outlined in this RFA (some are listed here: [Federal Regulations](#)). Unless specifically noted by statute or award-specific requirements, [NIFA Policy Guide](#) applies to all NIFA awards.

C. Expected Program Outputs and Reporting Requirements

The output and reporting requirements are included in the award [terms and conditions](#). If there are any program or award-specific award terms, those, if any, will be identified in the award. All awardees are expected to contribute to the data collected by the Training and Technical Assistance providers. Each awardee conducts an evaluation and the project director is expected to ensure the evaluation data is provided to the Training and Technical Assistance provider. The Training and Technical Assistance Provider uses “Whole Measures” and project directors are expected to contribute to the data collected for the overall report.

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

PART VII. OTHER INFORMATION

A. Use of Funds and Changes in Budget

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

Changes in Budget or Project Plans. In accordance with [2 CFR 200.308](#), awardees must request prior approval from NIFA for the following program or budget-related reasons (the awardee is subject to the terms and conditions identified in the award):

1. Change in the scope or the objective of the project or program without prior written approval (even if there is no associated budget revision requiring);
2. Change in a key person specified in the application or the federal award;
3. Disengagement from the project for more than three months, or a 25 percent reduction in time devoted to the project;
4. Inclusion of costs that require prior approval in accordance with [2 CFR 200 Subpart E \(Cost Principles\)](#), or [45 CFR Part 75 Appendix IX, \(Principles for Determining Costs Applicable to Research and Development under Awards and Contracts with Hospitals\)](#), or 48 CFR, unless waived by the federal awarding agency,
5. [Part 31, Contract Cost Principles and Procedures](#);
6. Transfer of funds budgeted for participant support costs to other categories of expense ([§200.75 Participant support costs](#));
7. Sub-awarding, transferring or contracting out of any work under a federal award, including fixed amount sub-awards (see [§200.332, Fixed Amount Sub-awards](#)), unless described in the application and funded in the approved federal awards. This provision does not apply to the acquisition of supplies, material, equipment, or general support services;
8. Changes in the approved cost-sharing or matching provided by the non-federal entity; and
9. The need for additional federal funds to complete the project.

B. Confidential Aspects of Applications and Awards

When an application results in an award, it becomes a part of NIFA transaction records, which are available to the public. Information that the Secretary of Agriculture determines to be confidential, privileged, or proprietary in nature will be held in confidence to the extent permitted by law. Therefore, applicants should clearly mark any information within the application they wish to have considered as confidential, privileged, or proprietary. NIFA will retain a copy of an application that does not result in an award for three years. Such an application will be released only with the consent of the applicant or to the extent required by law. An applicant may withdraw at any time prior to the final action thereon.

C. Regulatory Information

This program is not subject to the provisions of [Executive Order 12372](#), which requires intergovernmental consultation with state and local officials. Under the provisions of the [Paperwork Reduction Act of 1995 \(44 U.S.C. Chapter 35\)](#), the collection of information requirements contained in this notice have been approved under [OMB Document No. 0524-0039](#).

APPENDIX I: AGENCY CONTACT

Programmatic Contact

| Name | Email | Telephone |
|-----------------|--|------------------|
| Dr. Paul Cotton | Paul.Cotton@USDA.gov | 816-926-1608 |
| Dr. Jaheon Koo | Jaheon.Koo@usda.gov | 816-926-1179 |

APPENDIX II: GLOSSARY OF TERMS

| Name | Acronyms |
|--|----------|
| Authorized Representative | AR |
| Agricultural Research, Extension, and Education reform Act of 1998 | AREERA |
| Catalog of Federal Domestic Assistance | CFDA |
| Community Food Projects | CFP |
| Data Management Plan | DMP |
| National Institute of Food and Agriculture | NIFA |
| Planning Project | PP |
| Request for Application | RFA |
| Research, Education, and Economics | REE |
| United States Department of Agriculture | USDA |

APPENDIX III: DEFINITIONS

Refer to 7 CFR 3430 [Competitive and Noncompetitive Non-formula Federal Assistance Programs – General Award Administrative Provisions](#) for additional definitions.

| Terms | Definitions |
|---------------------------|--|
| Community Food Assessment | A collaborative and participatory process that systematically examines a broad range of community food issues and assets, so as to inform change actions to make the community more food secure. |
| Community Food Project | A community-based project that (A) requires a one-time contribution of federal assistance to become self-sustaining; and (B)(i) is designed (I) to meet the food needs of low-income individuals through food distribution, community outreach to assist in participation in Federally assisted nutrition programs, or improving access to food as part of a comprehensive service; (II) to increase the self-reliance of communities in providing for the food needs of the communities; (III) to promote comprehensive responses to local food access, farm, and nutrition issues; or (B)(ii) to meet specific state, local or neighborhood food and agricultural needs including needs relating to (I) equipment necessary for the efficient operation of a project; (II) planning for long-term solutions; or (III) the creation of innovative marketing activities that mutually benefit agricultural producers and low-income consumers. |
| Exemplary Practices | High quality community food security work that emphasizes food security, nutritional quality, environmental stewardship, and economic and social equity. |
| Expert Reviews | Individuals selected from among those recognized as uniquely qualified by training and experience in their respective fields to give expert advice on the merit of grant applications in such fields who evaluate eligible proposals submitted to this program in their respective area(s) of expertise. |
| Food Planning Association | A state, regional, or local entity that conducts long-term planning activities related to food, nutrition, or agriculture issues and addresses the needs of low-income people in a manner that is comprehensive and self-sustaining and mutually benefits agricultural producers and consumers. |
| Food Policy Council | A representative, multi-stakeholder, inter-agency body at the state, regional, or local level that is sanctioned by a government entity to address a broad range of food, nutrition, or agriculture issues in a manner that is |

| Terms | Definitions |
|------------------------------|---|
| | comprehensive and self-sustaining and mutually benefits agricultural producers and low-income consumers. |
| Food Security | Access to affordable, nutritious, and culturally appropriate food for all people at all times. |
| Gleaner | An entity that (a) collects edible, surplus food that would be thrown away and distributes the food to agencies or nonprofit organizations that feed the hungry; or (b) harvests for free distribution to the needy, or for donation to agencies or nonprofit organizations for ultimate distribution to the needy, an agricultural crop that has been donated by the owner of the crop. |
| Hunger-Free Communities Goal | Any of the 14 goals described in House Concurrent Resolution 302, 102nd Congress, agreed to October 5, 1992. |
| Indicators of Success | A way of evaluating across projects to get indications of success for the entire CFP program. It is structured according to the fields of Whole Measures for Community Food Systems. Value-based practices reflect a vision for whole communities seen through the lens of community food system development; Healthy People, Strong Communities, Thriving Local Economies, Vibrant Farms and Gardens, Sustainable Ecosystems, and Justice and Fairness. Measures of these values were co- developed with CFP grantees. Each project is asked to report on IOS each year. |
| Logic Model | A systematic and visual way to present and share an understanding of the relationships among resources available to operate a program, and includes: planned activities and anticipated results; and the presentation of the resources, inputs, activities, outputs, outcomes and impacts. |
| Matching | The process through which a grant recipient match awarded USDA funds with cash and in-kind contributions on a dollar-for-dollar basis. The matching funds must derive from non-Federal sources. |
| New Application | An application not previously submitted to a program. |
| Planning Project | An activity initiated by an eligible organization to assess food security in a defined community and develop plans aimed to improve community food security. |
| Private Non-Profit Entity | Any nongovernmental corporation, trust, association, cooperative or other organization which: (i) is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest; (ii) is not organized primarily for profit; and (iii) uses its net proceeds to maintain, improve, and/or expand its operations. |

| Terms | Definitions |
|---------------------------|--|
| Resubmitted Application | A project application that was previously submitted to a program, but the application was not funded. |
| Sustainably Produced Food | Foods that are produced in ways that limit “food miles,” and address social and economic justice issues as well as land stewardship. USDA’s definition of, sustainable development is defined as, “Economic, environmental, and social sustainability of diverse food, fiber, agriculture, forest, and range systems.” USDA will balance goals of improved production and profitability, stewardship of the natural resource base and ecological systems, and enhancement of the vitality of rural communities. [Special Reference Briefs Series no. SRB 99-02, Updates SRB 94-05 September 1999, revised August 2007, Alternative Farming Systems Information Center, National Agricultural Library, Agricultural Research Service, U.S. Department of Agriculture. |
| Value Chain | Adding value to a product, including production, marketing, and the provision of after-sales service and incorporating fair pricing to farms. It also involves keeping the final pricing to customers within competitive range. Value chain development, therefore, is a process of building relationships between supplier and buyer that are reciprocal and win-win; instead of always striving to buy at lowest cost. |