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SUGGESTED LANGUAGE ON HOW AMERICORPS MAY BE INCLUDED IN COMMUNITY FOOD SECURITY PROJECT APPLICATIONS

Background

AmeriCorps is the President's domestic national service program --- passed with bi-partisan support from Congress --- that allows Americans of all background to provide community service in exchange for an educational award that can be used to pay for college, job training, graduate school, or to pay back existing student loans. The program is authorized by the National and Community Service Trust Act of 1993 (Public Law 103-82).

Currently, USDA sponsors a small portion of the overall AMERICORPS program. USDA AMERICORPS projects are currently focused on anti-hunger and nutrition, environmental, and rural development work.

There are two basic ways in which AmeriCorps can work with or be part of Community Food Projects (CFP): first, an AmeriCorps program could apply directly for a Community Food Project grant; second, a Community Food Project grantee could enter into a partnership with an AmeriCorps program. In both instances, the AmeriCorps program would be used as one of the mechanisms by which the CFP grantee delivers the service or activity being funded by the CFP grant. Based on the Department's work with its AmeriCorps anti-hunger projects, this utilization of AmeriCorps offers several advantages:

1. **COST.** AmeriCorps members receive a low basic living allowance and an education award worth \$4,725 in exchange for their service. Since the education award is not the responsibility of any individual AmeriCorps program but is paid by the National Service Trust, it is possible to acquire the services of highly motivated, skilled, and educated personnel for a relatively low cost. The Department's experience with its AmeriCorps members bears this out.
2. **EXPERIENCE.** Existing AmeriCorps projects throughout the country represent a wide cross-section of community efforts related to developing entrepreneurial projects, links between non-profit and for-profit organizations, and multi-system, interagency approaches to food issues.
3. **NETWORKS.** As a national program run at the local level and driven by local or community needs, AmeriCorps offers the best of two worlds. First, each project is based on local needs established by members of the community in which the service is to be performed, thus providing a clear "community" level focus. Second, AmeriCorps projects operate within a national framework that provides for communication and interaction with projects and organizations across the entire country. Virtually every project is affiliated with a state AmeriCorps commission and through the Corporation for National Service has affiliation with national non-profits, government agencies, and AmeriCorps projects in other states, especially those doing similar work.

Prohibited AmeriCorps Activities

By law, AmeriCorps members can not perform services that directly benefit for-profit entities. In addition, AMERICORPS Members can not spend the bulk of their service time providing routine office support help to grantees. Lastly, AmeriCorps Members may not lobby or engage in political advocacy work, may not support religious instruction, and may not engage in efforts to aid or hinder union organizing work. However, since such grants are not the major focus of the Community Food Project program this does not appear to be a significant issue.

Possible AmeriCorps Community Food Security Activities

AmeriCorps Members could possibly be used as the entire delivery mechanism or part of the delivery mechanism for projects related to:

- * community gardening and farming
- * farmer's markets
- * nutrition education and program outreach
- * job training and youth apprenticeships related to food security

The above possibilities only offer only a few examples of the many potential ways of how AMERICORPS could be involved in this program.

How to Include AmeriCorps in the Grant Application

The precise role for AmeriCorps members would need to be specified exactly in both the application narrative and in the "worksheet for specifying project accomplishment." The application needs to be exact how many hungry people will be fed directly as a result of the efforts of the AmeriCorps members.

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June 25, 1996

TO: KEN COHEN

FROM: JOEL BERG

SUBJECT: Mechanisms for Making Community Food Project Grants

I met with Sally Rockey of CSREES today to discuss procedures for issuing Requests for Proposal (RFP) for the Community Food Project grants. During that conversation the following issues arose that may require answers or opinions from your office:

1. Given the wording of the language in the Farm Bill that establishes the Community Food Project grants, would OC need to publish regulations for comment, make changes and publish final regulations describing the grants process and program implementation BEFORE the grants could be issued this year? Could we simply reference the Department's grant regulations?
2. Is the Office of Communication covered by (meaning it is not specifically excluded from coverage) the Federal Advisory Committee Act? If OC is covered, then it is Ms. Rockey's opinion that OC could NOT use a peer review panel consisting of non-federal employees to review the proposals.
3. Does the fact that the source of the money for the Community Food Projects is the Food Stamp Program, which is not appropriated but rather "master" funds, mean that CSREES is prohibited from assessing their 8% Indirect Program Support Costs (IPSC) against this money?
4. Is it allowable to make as an evaluation criterion, the fact that the organization submitting the proposal must provide a copy of their latest financial audit prior to award?
5. The statute requires grantees to match in cash or in-kind 50% of the program costs. Your office has already said that we can not REQUIRE grantees to make a certain percentage of their match in cash, but is it allowable to establish an evaluation criterion that gives greater weight to a proposal if the percentage of the cash match is greater than another proposal? For example, two proposals score the same on the other evaluation criteria. One is giving a match of 25% cash and 25% in-kind. Another project is giving a match of 35% cash and 15% in-kind. Can the project proposing a 35% cash match be rated higher than the one proposing a 25% cash match?

POTENTIAL DUTIES OF THE DIRECTOR OF THE COMMUNITY FOOD SECURITY AND RECOVERY PROGRAM

General

The Director could:

- * Report directly to the Secretary, providing the Secretary with detailed information about the progress of the program on a weekly basis and enabling the Secretary to personally make decisions about issues the Secretary determines to be of importance
 - * Report also to the Deputy Chief of Staff and the Deputy Assistant Secretary for Congressional Affairs, both of whom could help determine which issues needed the Secretary's personal attention
 - * Be responsible for planning, organizing, directing, reviewing, and coordinating the functions and operations of Community Food Security and Food Recovery operations within the Department
 - * Be responsible for coordinating a Department-wide Community Food Security and Recovery Task Force composed of:
 - The Deputy Chief of Staff
 - Director of the Office of the Consumer Advisor
 - The Deputy Assistant Secretary for Congressional Affairs
 - The Director of Intergovernmental Affairs
 - The Director of the USDA EZ/EC Initiative
 - The Director of National Service
- The task force would also include one working representative each from FSA, RD, FSIS, ERS, Extension, AMS, OBPA, OGC, and the Office of Communications
- * Work closely with the State Directors of FSA and RD to review and implement projects
 - * Directly manage a full-time staff of ~~detailees~~ from various USDA agencies
 - * Be responsible for managing all budgetary and administrative issues regarding both the Community Food Security Act and the food recovery initiative
 - * Work very closely with the leadership of the CFO, OGC, OBPA, OIG to ensure the use of the most precise and careful accounting procedures possible, the strict adherence to all laws and regulations, and the greatest attention possible to saving costs to the American taxpayer

Community Food Security Act Grants

The Director could:

- * Oversee a broad-scale implementation of both the Community Food Security Act and the food recovery initiative that would include all the relevant agencies of the Department. The Department could not only give out the food security grants in the manner proscribed by the law, but we would advance other key Administration initiatives such as: food recovery and gleaning, the EZ/EC initiative, AmeriCorps, reinventing government, welfare reform, etc.
- * Arrange meetings with the appropriate Congressional staffs and constituency groups to obtain the most extensive input possible and legal before Requests for Proposals are formally issued
- * Oversee a working group to research, write, obtain approval for, and issue to the Federal Register the Request for Proposals
- * Coordinate extensive outreach to ensure that the broadest number of groups and citizens possible have sufficient information to apply for grants under the Act
- * Oversee review of grant applications and make recommendations to the Secretary as to which grants should be awarded
- * Coordinate the awarding and implementation of the grants --- including a serious and sustained effort to measure concrete results that benefit communities
- * Oversee evaluation of the program and reporting to the Secretary, Congress, the media, and the public

Food Recovery Initiative

The Director could:

- * Help coordinate follow-up food recovery round tables and meetings for the Secretary
- * Ensure that the Secretary's correspondence related to Food recovery is researched, written, approved, and sent in a timely manner
- * Have extensive follow-up meetings with Food Chain, Second Harvest, etc. about what role we can play that bolsters -- rather than duplicates or hinders -- their efforts

- * Ask FCS, ARS, or other entity to rapidly study how much food is currently wasted; how much food is currently gleaned or recovered; how many farms, restaurants, etc. are currently involved in recovery activities
- * Propose a food recovery vision statement and mission statement to the Secretary
- * Create concrete, measurable benchmarks for how many more tons or percentage of food to be recovered; and/or number of farms and restaurants to be participating, etc.
- * Create time-line for achieving goals and for each step in implementing measures to reach the goals
- * Implement a food recovery decal and poster campaign
- * Propose a policy on employee volunteersim for food recovery activities
- * Help create an non-monetary Secretary's award for food recovery
- * Work to attempt to get Congress to enact a Food Recovery Foundation
- * Work to make the Department's 800 line and Internet home page for food recovery both user-friendly and effective
- * Follow-up on legislative or administrative ways to ease liability concerns of those engaged in food recovery
- * Work to expand food recovery efforts in all AmeriCorps and citizen volunteer activities -- not just those managed by USDA
- * Finalize involvement in the Olympics and both national political conventions
- * Work to ensure that Extension's food recovery manual is user-friendly and widely-distributed
- * Set up inter-departmental agency working group on food recovery comprised of representatives appointed by Federal agencies
- * Represent the Secretary at events and meetings the Secretary can not attend
- * Provide the Secretary will concise updates on the initiative to provide to the White House
- * Coordinate the National Week of Food Recovery

POTENTIAL DUTIES OF THE EXTERNAL AFFAIRS COORDINATOR OF THE COMMUNITY FOOD SECURITY AND RECOVERY

The person in this position could:

- * Serve as chief liaison to the Department's offices of Communications, Congressional Affairs, and Intergovernmental Affairs to coordinate the Department's press, public liaison, intergovernmental and Congressional affairs initiatives related to Community Food Security and Food Recovery
- * Help propose and implement public events for the Secretary, the Deputy Secretary, the President, the Vice President, the First Lady, other Cabinet Secretaries, Under and Assistant Secretaries, and USDA Agency Heads, and FSA and RD State Directors
- * Chair a communications task force of public affairs staff from all relevant agencies
- * Help create TV, radio, and print public service announcements
- * Coordinate internal communications through USDA news, employee pay-stubs, and other methods
- * Help aid distribution of the Extension food recovery manual
- * Help write speeches, talking points, articles, and briefing materials for the Secretary and other USDA officials
- * Serve as the primary liaison to Congressional offices, state and local government offices, and interest groups on issues related to community food security and gleaning
- * Prepare a weekly progress report for the Secretary

DEPARTMENT OF AGRICULTURE

Food and Consumer Service

Request for Applications (RFA) FCS-96-xxxJIB: Community Food
Projects and Technical Assistance Projects

AGENCY: Food and Consumer Service, USDA

ACTION: Announcement of availability of grant funds and request
for applications for Community Food Projects and Technical
Assistance Projects

SUMMARY: The Federal Agricultural Improvement and Reform Act of 1996 established new authority for a program of Federal grants to support the development of community food projects designed to meet the food needs of low-income people; increase the self-reliance of communities in providing for their own food needs; and promote comprehensive responses to local food, farm, and nutrition issues. Up to \$1 million will be available in fiscal year 1996 for grants to eligible private nonprofit organizations. This notice sets out the objectives for these projects, the eligibility criteria for projects and applicants, and the application procedures.

The legislation also states that in carrying out this grant

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program, USDA may provide technical assistance regarding community food projects, processes, and development to an entity seeking assistance. Applications designed to provide such technical assistance are also requested under this notice.

This notice contains the entire application package needed to apply for either a project or technical assistance grant.

CLOSING DATE AND TIME: The closing date for receipt of applications is August 16, 1996, at 3 p.m., local prevailing time. Applications received after that date and time will not be considered for funding.

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FOR FURTHER INFORMATION CONTACT:

USDA, Food and Consumer Service
Jorge Bernardo or Elaine S. Lynn
3101 Park Center Drive, Room 914
Alexandria, VA 22302
(703) 305-2250

2 Body

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PART I - PREAMBLE

- A. Legislative Authority

The Federal Agricultural Improvement and Reform Act of 1996

(Pub. L. 104-127) amended the Food Stamp Act of 1977, as amended, and established new authority for a program of Federal grants to support the development of community food projects. These grants are intended to help eligible private nonprofit entities that need a one-time infusion of Federal assistance to establish and carry out multi-purpose community food projects.

B. Purpose/Project Objectives

1. *Community Food Projects*

The purpose of this grant program is to support the development of community food projects. The term "community food project" means a community-based project that requires a one-time infusion of Federal assistance to become self-sustaining and that is designed to: (1) meet the food needs of low-income people; (2) increase the self-reliance of communities in providing for their own food needs; and (3) promote comprehensive responses to local food, farm, and nutrition issues.

Community food projects are intended to take a comprehensive approach to developing long-term solutions that ensure food security by linking the food sector to community development, economic opportunity, and environmental enhancement.

Comprehensive solutions may include elements such as: (1) improved access to high quality, affordable food among low-income households; (2) support for local food systems, from urban gardening to local farms that provide high quality fresh foods,

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ideally with minimal environmental impact; (3) expanded economic opportunities for community residents through local business or other economic development, improved employment opportunities, job training, youth apprenticeship, school-to-work transition, and the like.

Community food projects are intended to go beyond the models offered by emergency and Federal food assistance programs by creating the capacity for all members of communities to better access affordable food in the marketplace. Ideally these projects will seek solutions over the longer term rather than focusing on short-term food relief. They will seek comprehensive solutions to problems across all levels of the food chain from farmer to consumer.

Several USDA policy themes and initiatives have the potential to strengthen the impact and success of some community food projects. Themes include food recovery and gleaning excess food; connecting the urban consumer with the rural producer; aiding citizens in leaving public assistance and achieving self-sufficiency; and utilizing micro enterprise and/or assets development projects. Relevant ongoing initiatives include the following:

(a) Farmers Markets. The Federal-State Market Improvement Program (FSMIP) administered by the Agricultural Marketing Service (AMS) provides \$1.2 million in matching grants to state governments for marketing projects that carry out the purposes of

the Agriculture Marketing Act of 1946.

(b) EZ/EC Presidential Initiative. The President, Vice President, and the Secretaries of Agriculture and the Department of Housing and Urban Development have designated Empowerment Zones, Enterprise Communities, and Champion Communities in both urban and rural areas. These have been targeted for services by Federal departments, including USDA.

(c) AmeriCorps. The AmeriCorps national service program is a potential source of members interested in working on community food security projects.

The community, not the individual per se, is the unit of analysis and medium for action. Many solutions to food access may come from beyond a community's own boundaries, since most food also comes from outside. In that context, wherever possible community food security supports food systems based on regional agriculture and strategies that improve the availability of high-quality locally-produced foods to low-income areas.

Community food security is intended to be process-oriented, bringing together stakeholders from the distinct parts of the food system. CFS-based solutions to hunger, food insecurity, and food access should reflect a process that involves partnership building among the public, private non-profit and private for-profit sectors. Together, these parties can address issues such as the capacity of the community to produce food and support

local growers; the need for, and location of grocery stores that market affordable, quality food; transportation constraints; economic opportunities for residents to help them afford food; community development issues, the environment; and so on.

Community food projects should not be designed to merely support more food pantries, farmers' markets, community gardens or other established projects. Rather the community food projects should build on these experiences and encourage innovative long term efforts. A successful project should be able to endure and survive the one-time infusion of government and matching funds. Community food projects should be designed to become self-supporting (or have a sustainable funding source) and expand or prove to be a replicable model.

The primary objectives of the community food projects are to increase the food self-reliance of communities; promote comprehensive responses to local food, farm and nutrition issues; develop innovative linkages between the for-profit and nonprofit food sectors, and encourage long-term planning activities and multi-system inter-agency approaches. The following are some examples of these objectives in practice:

- * Developing a working link between a food bank and area farmers to market fresh produce to a community through community-supported agriculture. Community members provide the financial

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* A local food policy council may develop and implement a plan that creates several new food ventures, including a new supermarket in lower-income neighborhoods. The council serves as the planning and coordinating entity that brings together for-profit food operators such as restaurants, processors, and retailers with low-income neighborhood development and job training groups, emergency food providers, city hall and other community service entities.

2. Technical Assistance Projects

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Report
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P.L. 104-127 authorizes USDA to provide technical assistance regarding community food projects, processes, and development to organizations seeking such assistance. Report language accompanying the conference bill indicates that applications for projects designed to provide training and technical assistance to organizations developing community food projects should be considered. USDA, therefore, seeks grant applications from organizations capable of providing this assistance. Applicants for technical assistance grants should clearly demonstrate experience and expertise in all areas of community food security.

Give outside group a 14 to identify Fed help
Responsibilities for the technical assistance grantee(s) can include, but are not limited to, identifying and coordinating technical assistance available from other Federal agencies.

Technical assistance may also include helping the project grantees to:

- a. conduct needs assessments;
- b. build coalitions;
- c. develop and conduct project evaluations;
- d. refine outcome measures and conduct measurements; and
- e. convert the project to a self-sustaining operation.

Applicants should anticipate that there will be several projects for which they are responsible for providing assistance. These projects may be very different in their design and objectives. Therefore, the technical assistance grantee will need the capability to address a substantial number of community food issues.

Part II - Program Requirements and Eligibility

A. Eligible Applicants

Applicants must be a private, nonprofit entity. Because the projects must promote comprehensive responses to local food, farm, and nutrition issues, not single-purpose projects, applicants are encouraged to seek and create partnerships among public, private non-profit, and private for-profit sectors.

To be eligible for a grant, a private nonprofit applicant must meet three mandatory requirements:

- 1) have experience in the areas of:
 - (a) community food work, particularly concerning small and

medium-sized farms, including the provision of food to people in low-income communities and the development of new markets in low-income communities for agricultural producers; or

(b) job training and business development activities for food-related activities in low-income communities;

2) demonstrate competency to implement a project, provide fiscal accountability, collect data, and prepare reports and other necessary documentation; and

3) demonstrate a willingness to share information with researchers, practitioners, and other interested parties.

In selecting among applicants that meet the preceding three mandatory requirements, preference shall be given to projects designed to:

1) develop linkages between two or more sectors of the food system;

2) support the development of entrepreneurial projects;

3) develop innovative linkages between the for-profit and nonprofit food sectors; or

4) encourage long-term planning activities and multi-system, interagency approaches.

5) Provide matching funds in excess of the 50 percent statutory requirement.

B. Availability of Funds and Grant Amounts

The total amount of funds authorized by Pub. L. 104-127 is

Job training in AG

support while the project develops links to institutions such as restaurants, food pantries, schools or other institutions. The process increases community awareness and commitment to local agriculture, while providing the farm an opportunity to educate residents, to donate food and to expand the supply of and access to quality food.

6/Planning

* Through a collaborative interagency process, implementing a comprehensive strategic plan for a lower-income neighborhood to increase residents' access to quality affordable food through farmers' markets, community gardens, supermarkets and other food programs related to access, such as transportation, business development and neighborhood improvement. As with other sector planning, the community participates in identifying its food-related priorities, and works with institutions to meet these objectives.

* Developing a system of community farmstands sponsored by neighborhood organizations and managed by youth that sell locally-grown produce in lower income communities. The project provides skills training and/or jobs, and works toward becoming self-supporting within a reasonable time. It increases participants' understanding of the food system, including food production and distribution and expands interest in good nutrition.

\$1 million in fiscal year 1996. Up to \$2.5 million in each of fiscal years 1997 through 2002 has also been authorized by Pub. L. 104-127.

The Federal share of the cost of establishing or carrying out a community food project that receives assistance under this program may not exceed 50 percent of the cost of the project during the term of the grant. Grantees may provide for the non-Federal share through a payment in cash or in kind, fairly evaluated, including facilities, equipment, or services. A grantee may provide for the nonfederal share of the funding through State government, local government, or private sources.

Because the projects funded by this grant authority will be community-based and funded substantially by non-federal sources, the Congress did not expect that any one grant should command a significant portion of the total grant authority. The Congress believed there will be many worthy projects applying for grant awards in each of the next 7 years, and expects USDA to make many awards each year to the most worthwhile of the grant applicants. Based on this guidance, USDA has concluded that no single grant shall exceed \$250,000. USDA strongly urges that requests for support *submitted in fiscal year 1996* not fall below \$10,000.

A community food project may be supported by only a single grant under this program. If an applicant is interested in

receiving a multi-year award, this must be proposed when the application is first submitted. For example, an applicant may want funding for a planning phase in the first year of the project and funding for an implementation phase in the subsequent year(s). The total funds required for all phases of the project must be specified in the initial proposal. Thus, the funding will be for a single grant even though the monies may be provided in different years.

Segal

C. Project and Budget Periods

The term of each grant may not exceed 3 years. Projects may be defined in terms of one-year phases (e.g., planning, implementation, self-sufficiency) not to exceed a total of 3 years where each phase has measurable goals and outcomes. Initial funds will be provided only for the first year of operations. USDA may renew grants for up to two one-year terms - not to exceed 3 years in total -- if: 1) annual goals are met; 2) quarterly and annual reports, documenting progress and plans, are submitted and accepted by USDA; and 3) the grantee cooperates with an independent evaluation.

ONE time

Part III - Project Requirements

A. Project Evaluation

Pub. L. 104-127 requires USDA to provide for an evaluation

of the success of community food projects supported under this authority. USDA plans to select an independent evaluator in a separate competition in fiscal year 1997. All grantees shall be expected to cooperate with the evaluation contractor as a condition of the grant by providing selected information on each project and its progress and by making key staff available for interviews or discussions with the independent evaluator. Applicants are also encouraged to plan for their own internal self-assessments and evaluations to measure the effectiveness of each project.

B. Reporting Requirements

Grantees shall be required to submit quarterly progress reports, annual reports (if it is a multi-year project with phases), and a final report. The quarterly reports will summarize work on the project, identify major problems or delays encountered and potential resolutions, and describe work planned for the upcoming quarter. In addition, each report will describe progress toward project goals, based on outcome measures established by the grantee in the application as described below. The annual reports (if applicable) will summarize progress towards goals over the course of the year and discuss plans for the next year. The final report will address the extent to which project goals were achieved as well as lessons learned during the life of the project.

PART IV APPLICATION CONTENT AND SUBMISSION PROCEDURES

A. APPLICATION CONTENT - COMMUNITY FOOD PROJECT NARRATIVE

The Project Narrative for a community food project must be on 8.5 x 11 inch paper, typed or word processed. The project narrative shall not exceed 20 pages, including the title page, text, and all appendices and attachments. The project narrative shall be organized as follows:

1. Title page: The title page shall contain the title of the project; the name of the organization(s) submitting the proposal; the address and telephone number of the organization(s); the names of the author(s) of the project narrative; and the name and telephone number of the contact person authorized to obligate the organization legally, if different from the author(s).

2. Community food project narratives shall repeat and answer each of the following 10 questions:

a. What is the community to be served by this project?

Describe the geographic area to be served and any pertinent information about the local food economy or

food system, demographics and income, or other area information relevant to the proposed project.

- b. What organizations will be involved in this project and which segments of the local food economy or system do they link?

Include a description of the relevant experience of the organizations doing similar work.

- c. What is the goal or purpose to be achieved by this community food project?
- d. How will the goal or purpose be accomplished?
- e. What are the major tasks and/or milestones, by time, that will mark progress towards achieving the goal or purpose?
- f. What measurable outcomes will be used to assess whether goals set by the grantee are met? For example, an applicant may propose to develop a farmers' market in a low-income urban area, selling produce grown by farmers in the surrounding area, and employing staff from both the urban and rural communities. The goals may be to increase access to fresh produce, employment and the

Food
Security

income of farmers. Possible outcome measures are the change in the distance traveled by farmers' market customers to get fresh produce, the number of jobs created by the market, and the change in income experienced by the farmers supplying the market.

- g. If this is a multi-year project, what measurable outcomes should be used to assess whether project goals for the first year are met and second year funding is warranted? What measurable outcomes should be used to assess whether project goals for the second year are met and third year funding is warranted?
- h. What is the budget for the project (by total and by year)?

Describe in detail proposed Federal and proposed non-Federal sources of funding. Identify whether contributions are cash or in-kind. If in-kind, describe the basis for evaluating the value of the in-kind contributions.

(DO NOT INCLUDE A BREAKDOWN OF PROPOSED FUNDING AMOUNTS IN THE PROJECT NARRATIVE.

THE BREAKDOWN AND JUSTIFICATION OF PROPOSED FUNDING SHALL BE INCLUDED IN THE BUDGET INFORMATION AS

DESCRIBED IN PARAGRAPH C BELOW.)

- i. Identify the staff or positions required for this project. An organizational chart should be provided if available. Who are proposed as key staff on this project, and what is their relevant experience?

Include a discussion of the capacity of the individuals and organization(s) to implement and to manage the project.

- j. What are plans for achieving self-sustainability?

Describe why a one-time infusion of Federal funds will be sufficient for the proposed project.

Additional information: Provide any additional information which supports the need for and usefulness of the project.

B. APPLICATION CONTENT - TECHNICAL ASSISTANCE PROJECT

The Project Narrative for a technical assistance project must be on 8.5 x 11 inch paper, typed or word processed. The project narrative shall not exceed 20 pages, including the title page, text, and all appendices and attachments. The project narrative shall be organized as follows:

Have (can we know)
what technique will be needed before prop

1. Title page: The title page shall contain the title of the project; the name of the organization(s) submitting the proposal; the address and telephone number of the organization(s); the names of the author(s) of the project narrative; and the name and telephone number of the contact person authorized to obligate the organization legally, if different from the author(s).

2. Provide a summary of the intent of the Community Food Projects and the role of the technical assistance provider.

3. Describe the means by which the applicant proposes to assess the needs of project grantees and discuss the method(s) for providing grantees with technical assistance.

4. Provide information on the organization's experience in furnishing technical assistance and in the areas of community food work, job training, business or economic development, and work with low income communities. Discuss past or current work that requires expertise similar to what will be needed for the Community Food Projects. Specify the staff who will be assigned to the project and describe their qualifications including their training, knowledge and experience. Also state the percentage of time each person will devote to the project.

5. Discuss how the technical assistance project will be

managed. It is likely that there will be a substantial number of grantees with wide ranging projects. Therefore, the application should state how the necessary resources will be distributed to address the needs of grantees. Describe the responsibilities of each person assigned to the project, how work will be monitored and by whom, and how problems will be resolved. Provide an organizational chart.

C. BUDGET INFORMATION

Applicants shall submit Standard Form (SF) 424 and SF 424A. It is suggested that you reproduce single-sided copies of the SF-424 and SF-424A included as Attachment 1 to this notice and type your application on the copies. Please prepare your application in accordance with the following instructions.

1. SF-424 Application for Federal Assistance

- a. Item 1. Check Application, Non-Construction
- b. Item 2. Self-explanatory
- c. Item 3. Not applicable
- d. Item 4. Not applicable
- e. Item 5. Self-explanatory
- f. Item 6. Self-explanatory
- g. Item 7. Specify non-profit organization on the line marked Other.
- h. Item 8. Mark "New"
- i. Item 9. Enter "USDA, FCS, OAE"
- j. Item 10. The Catalog of Federal Domestic Assistance Number for these projects is 10.551
For title, enter either Community Food Project or Technical Assistance
- k. Item 11. Self-explanatory
- l. Item 12. Self-explanatory
- m. Item 13. Enter proposed Start Date of
September 30, 1996. Enter proposed Ending Date
depending on whether the application is for a 1-
year, 2-year, or 3-year project.
- n. Item 14. Enter the Congressional District No. for
the District of the applicant's location and the
location of the project, if different from the
applicant's location.

o. Item 15.

(a) Enter the amount of funds requested from USDA

(b) Enter the amount of funds provided by the
applicant (cash or in-kind)

(c) Enter any State funds proposed

(d) Enter any Local funds proposed

(e) Enter any funds from "other" sources

(f) Enter any anticipated program income

(g) Enter the total project funding, inclusive of
all funding

p. Item 16. Not applicable

q. Item 17. Check Yes or No. If Yes, attach an
explanation

r. Item 18. The SF-424 must be signed by a
representative of the applicant organization
authorized to obligate the organization legally.

2. SF-424A Budget Information - Non-Construction Programs

a. Section A - Budget Summary

Under Column (a) list each year of the proposed grant
period; i.e., Year One, Year Two, Year Three

Under Columns (c) and (d), shown the total amount of

Federal and Non-Federal funds for each year

Do not enter any information under Columns (e), (f) and (g)

b. Section B - Budget Categories

Under Grant Program, Function, or Activity, enter proposed funding, by Object Class Categories 6(a) through 6(k) for Year 1 in Column (1), Year 2 in Column 2 and Year 3 in Column 3

Enter totals under Column 5

Applicants are required to also submit as part of the Budget Information a budget justification explaining how each proposed amount, by Object Class Category, was calculated; i.e., the amount budgeted for Personnel was calculated by: Salary rate of \$XXX for XX hours for specific staff, by name or position, (or category of staff).

D. GENERAL APPLICATION INFORMATION AND SUBMISSION DUE DATE

1. THE CLOSING TIME AND DATE FOR RECEIPT OF APPLICATIONS IS AUGUST 16, 1996, AT 3 P.M. LOCAL PREVAILING TIME. APPLICATIONS RECEIVED AFTER THAT TIME AND DATE WILL NOT BE

CONSIDERED FOR FUNDING. All applications must include the documents specified in Part IV-D Items 2-7 below. Applicants are responsible for mailing applications well in advance when using all mail services to ensure that the applications are received on or before the deadline time and date. Applicants are cautioned that express/overnight mail services do not always deliver as agreed. USDA cannot accommodate and will not accept transmission of applications by FAX or through other electronic media.

2. Each application shall include a signed SF-424 (with an original signature) and seven (7) copies. Applicants shall attach a copy of the SF-424A to each of the SF-424's submitted.

3. Applicants shall also submit an original and seven (7) copies of SF-424B, Assurances, Non-Construction Programs (See Attachment 2 to this Notice.)

4. Applicants must provide a certification concerning Lobbying for an award in excess of \$100,000. The Certification must be submitted with the application (see Attachment 3 to this Notice).

5. Applicants must make appropriate certification of compliance with the following:

a. Drug-Free Workplace Act of 1988.

- A. rules*
- b. The applicant is not presently debarred, suspended or otherwise ineligible for award.

By signing and submitting the application, applicants are providing the above certifications and need not mail back a certification with the applications.

6. Applicants must submit an original and seven (7) copies of the project narrative as described in Part IV A and Part IV B above.

7. The applicant must provide documentation that it is a private non-profit organization as required by the legislation authorizing these projects.

PART V - SELECTION PROCESS AND EVALUATION CRITERIA

A. SELECTION PROCESS

USDA intends to evaluate all applications received no later than the deadline for receipt of applications in accordance with technical evaluation criteria specified in this Notice. Scoring will be made on the basis of applicants' written proposals. Based on the technical evaluation, a list of potential grant recipients will be developed. For those applications that make this "first cut", a review of the proposed budgets will be

completed for purposes of determining allowability and allocability of costs and to determine if appropriate amounts and sources of matching funds are included in the budget proposal.

Since the award process must be completed by September 30, 1996, USDA does not intend to conduct negotiations with applicants prior to award. Therefore, applicants are cautioned to submit fully developed Project Narratives and Proposed Budgets on the most favorable terms. However, USDA does retain the right to conduct discussions with applicants if required to resolve technical and/or cost issues deemed necessary by USDA.

The final decision on which applicants receive awards will be made by a USDA Policy Review Board. The Policy Review Board will consider the results of the technical evaluation, proposed costs and other factors. Technical scores will weigh heavily in funding decisions. However, highly ranked applications are not guaranteed funding since other factors are taken into consideration, including, but not limited to, the amount of available funding, geographic distribution of applications, and balance and diversity among different approaches to community food security, the quality of proposed self-assessments and quantitative outcome measures and other considerations pertinent to assuring that the total mix of funded projects best serves the public purpose.

Two separate sets of technical evaluation criteria will be used in evaluating applications. The first set of technical criteria applies only to Community Food Projects; the second set of technical criteria applies only to Technical Assistance Projects.

B. TECHNICAL EVALUATION CRITERIA

1. Community Food Projects (MAXIMUM 100 POINTS)

a. Applicability and Merit. The applications will be evaluated based on an assessment of the merit of the proposed project in regard to its ability to meet the food needs of low-income people in the proposed community; increase the self-reliance of the proposed community for providing for its own food needs; and promote comprehensive responses to local food, farm, and nutrition issues. (Refer to Questions a through e.) (30 points)

b. Capacity to become self-sustaining. Applications will be evaluated based on an assessment of the project's ability for continuing to term and becoming self-sufficient once Federal funding ends. (Refer to Questions f, g, h and j.) (20 points)

c. Organizational and staff qualifications and experience. The applicant must be a private nonprofit organization. The

application will be evaluated on an assessment of applicant's:

(i) experience in the area of community food work, particularly concerning small and medium-sized farms, including the provision of food to people in low-income communities and the development of new markets in low-income communities for agricultural producers; or job training and business development activities for food-related activities in low-income communities; and (10 Points)

(ii) competency to implement the proposed project, provide fiscal accountability, collect data, and prepare reports and other necessary documentation. (Refer to Questions b, h, and i.) (10 points)

d. Preference items. Applications may receive additional points based on an assessment of how well the proposed project:

(i) develops linkages between two or more sectors of the food system; (5 points)

(ii) supports the development of entrepreneurial projects; (5 points)

(iii) develops innovative linkages between the for-profit and nonprofit food sectors; (5 points)

(iv) encourages long-term planning activities and multi-system, interagency approaches; (5 points) and

(v) incorporates linkages to one or more ongoing USDA themes or initiatives (such as, but not limited to, those described in the background section). (5 points)

(vi) provides matching funds in excess of the 50 percent statutory requirement (5 points)

Not Required

2. Technical Assistance Projects

a. Understanding of purpose and objectives. The application should demonstrate an understanding of the purpose and objectives of the Community Food Projects and the role of the technical assistance grantee. (15 points)

b. Approach to Technical Assistance. The application should clearly describe the approach to providing technical assistance to the project grantees. (30 points)

c. Organizational and Staff Qualifications and Experience.

The application should describe the organization's experience in the areas of 1) technical assistance; 2) community food work; 3) job training, business development, or economic development; and 4) work with low-income communities. The application should also discuss the organization's capacity for conducting the work required and resources committed to the study. The proposed staff should have the training, knowledge, and experience needed to complete this project. (35 points)

d. Management Plans. The application should contain plans

for project management including the method for devoting resources to several disparate projects, staff responsibilities, the approach to monitoring work, problem resolution, and an organizational chart of the staff to be assigned to this project. (20 points)

PART VI GRANT TERMS AND CONDITIONS

Applicants should be aware that the following terms and conditions will be included in resultant grant award documents. Submission of an application will indicate that the applicant acknowledges and accepts these terms and conditions.

ARTICLE I - GOVERNING DOCUMENTS

The Grantee shall furnish the necessary personnel, materials, supplies, services, facilities and otherwise do all things necessary to perform the work set forth in the following documents which are hereby incorporated into this Grant:

Parts 3015, 3016, 3017 and 3018 of Title 7 of the Code of Federal Regulations.

NOTE: Henceforth, whenever Part 3015 is referenced, Part 3016 may be

considered interchangeable when
applicable.

ARTICLE II - ORDER OF PRECEDENCE

In the event of any inconsistency between provisions of the Grant, the inconsistency shall be resolved by giving precedence in the following order:

- a. Grant Terms and Conditions;
- b. Objectives and Requirements;
- c. Grantee's Application;
- d. Parts 3015, 3016, 3017, and 3018 of Title 7 of the Code of the Federal Regulations, as applicable.

ARTICLE III - BILLING INSTRUCTIONS

Each claim for reimbursement, in an original and two copies, will be submitted on SF-270, Request for Advance or Reimbursement, in accordance with Part 3016 of Title 7 of the CFR, Subpart C, Financial Reporting. (A sample SF-270 is Attachment 3). The SF-270 shall be submitted to the Accounting Division at the address below. The SF-270 should be accompanied by a summary sheet detailing costs claimed by cost element; i.e., direct labor by hours/staff person or category, direct costs, and overhead costs.

USDA/Food and Consumer Service
Accounting Division
3101 Park Center Drive, Room 417
Alexandria, VA 22302

ARTICLE IV - METHOD OF PAYMENT

After award and not later than 14 days before an SF-270 is submitted, the Grantee shall designate a financial institution for receipt of electronic funds transfer payments, and shall submit this designation to the Contracting Officer or to the designated office indicated above.

*Does transfer
Need to be complete by
out*

- (a) The Grantee will receive at or shortly after time of award a SF-3881, Vendor/Miscellaneous Payment Enrollment Form, with Agency Information section completed by FCS. The Grantee will complete the Payee/Company Information section of the form. The Grantee will have an appropriate bank official complete, sign and return the Financial Information section. The Grantee will then forward the original completed copy to the Contracting Officer or to the address indicated above.
- (b) Any changes to the information furnished under this agreement shall be furnished to the U.S. Department of

Agriculture, Food and Consumer Service, Contract Management Branch, Room 914, 3101 Park Center Drive, Alexandria, Virginia 22302, to the attention of the Contracting Officer, in writing at least 30 calendar days before submitting vouchers to avoid payments to erroneous addresses or bank accounts.

- (c) The document(s) furnishing the information required in paragraphs (a) and (b) must be dated and contain the signature, title, and telephone number of an official authorized to provide it, as well as the Cooperator's name and agreement number.

Payments under this Agreement will be via Electronic Funds Transfer Payment method.

Quarterly

ARTICLE V - UNIFORM FEDERAL ASSISTANCE REGULATIONS

The following parts of Title 7 of the U.S. Code of Federal Regulations (CFR) are incorporated by reference and are considered a part of the Grant, as applicable. These regulations have the same force and effect as if given in full text. Upon written request, the Contracting Officer will make the full text(s) available to the Grantee.

- Part 3015 - Uniform Federal Assistance Regulations

- Part 3016 - Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments
- Part 3017 - Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace
- Part 3018 - New Restrictions on Lobbying

ARTICLE VI - CONTRACTING OFFICER'S REPRESENTATIVE

A Contracting Officer's Representative (COR) for this project will be designated and all grantees will be notified regarding the identity of the COR at the time of award.

The COR's responsibilities shall include monitoring of the Grantee's performance, progress and compliance with all substantial project objectives, in accordance with Article VII, Technical Oversight, and Article X, Monitoring and Reporting Program Performance and Financial Reporting.

ARTICLE VII - TECHNICAL OVERSIGHT

- A. Performance of the work under this Grant shall be subject to the technical oversight of the COR. The COR will monitor

the Grantee's performance and notify the Grantee in writing of deficiencies observed during surveillance, and direct appropriate action to effect correction. The COR will record and report to the Contracting Officer incidents of nonconforming services, delays or general problems.

- B. Technical direction must be within the scope of the Governing Documents (Article I). The COR does not have the authority to issue any technical direction which:

(1) constitutes an assignment of additional work outside the general scope of the Grant; (2) in any manner causes an increase or decrease in the total amount of the Grant or the time required for performance; (3) changes or waives any of the expressed terms and conditions of the Grant; (4) interferes with the Grantee's right to perform the terms and conditions of the Grant and/or (5) places the COR as a supervisor of the Grantee's employees.

- C. The COR may, with the agreement of the Grantee, request the Contracting Officer to modify the Grant to:
- (1) increase or decrease the general scope of the Grant; (2) increase or decrease the total amount of the Grant or the time required for performance; and (3) change or waive any of the expressed terms and

conditions of the Grant.

- It's Doing less, Grant less*
- D. The Grantee shall proceed promptly with implementation of the technical direction properly issued by the COR in the manner prescribed by this Article.
- E. If, in the opinion of the Grantee, instruction or direction issued by the COR is within one of the categories in B(1) through B(5) above, the Grantee shall not proceed but shall notify the Contracting Officer, in writing, within five (5) working days after receipt of any such instruction or direction, requesting the Grant be modified accordingly.

ARTICLE VIII - COPYRIGHTS

The author or Grantee is free to copyright any books, publications or other copyrightable materials developed in the course of or under this Grant. However, the Government shall reserve a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use the work for Government purposes.

ARTICLE IX - PROPERTY, EQUIPMENT, OR SUPPLIES

The acquisition and disposition of any property, equipment or

supplies shall be handled in accordance with Part 3016 of Title 7 of the CFR, Subpart C, Post-Award Requirements.

**ARTICLE X - MONITORING AND REPORTING PROGRAM PERFORMANCE AND
FINANCIAL REPORTING**

A. Under requirements of Part 3016, Subpart C, Grantees shall monitor the performance of agreement and subagreement-supported activities to assure that performance goals are being achieved. The Grantee shall submit quarterly performance reports. These performance reports shall contain brief information per 3016.40 (b) (2) .

B. The requirements to submit Financial Status Report, Standard Form 269 and 269-A, and Federal Cash Transactions Report, Standard Form 272, are hereby waived.

ARTICLE XI - KEY PERSONNEL

In accordance with Part 3016, Subpart C, paragraph 3016.30 (d), Programmatic Changes, the Grantee's Key Personnel are as follows:

Name	Title
------	-------

*

*

Key personnel shall not be changed or substituted by the Cooperator within the first 90 days of the Grant period without prior written approval of the Contracting Officer.

*** To be completed at the time of award**

ARTICLE XII - ASSURANCES

As a condition of this Grant, the Grantee assures and certifies that it is in compliance with and will comply in the course of the Grant with all applicable laws, regulations, Executive Orders and other generally applicable requirements, including those set out in Standard Form 424-B, Assurances-Non-Construction Programs, which is hereby incorporated in this grant by reference and such other statutory provisions as are specifically set forth herein.

ARTICLE XIII - PERIOD OF PERFORMANCE

The Period of Performance for this Grant is ____*____ through ____*____. During this period, the Grant may be modified in writing by the Contracting Officer any time upon mutual agreement between the parties. This Grant may be terminated by either of the parties hereto upon 60 calendar days notice, in writing, to the other party.

*** To be completed at the time of award**

ARTICLE XIV - ESTIMATED COSTS

The total estimated cost for this Grant is ____*____.

Expenditures in excess of this amount shall be borne by the Grantee and will not be reimbursable by the Government. The Grantee will be reimbursed for allowable costs in accordance with paragraph 3016.22, Allowable Costs.

* To be completed at the time of award

ARTICLE XV - AGREEMENT ADMINISTRATION

The Contracting Officer is the only person authorized to approve changes in any of the requirements of this Grant. In the event the Grantee effects any change at the direction of any person other than the Contracting Officer, the changes will be considered to have been made without authority and no adjustment will be made in the Grant price to cover any increase in costs incurred as a result thereof.

The Government Contracting Officer is:

NAME: Elaine S. Lynn
TELEPHONE: (703) 305-2269
TITLE: Contracting Officer

The Government Administrator to be contacted in regard to
Grant Terms and Conditions is:

NAME: Jorge Bernardo
TELEPHONE: (703) 305-2250
TITLE: Contract Specialist

The Grantee Administrator to be contacted in regard to Agreement
Terms and Conditions is:

NAME: *
TELEPHONE: *
TITLE: *

The Government Contracting Officer's Representative is:

NAME: *
TELEPHONE: *
TITLE: *

* To be completed at the time of award

ARTICLE XVI - CONFIDENTIALITY OF INFORMATION

(a) Confidential information, as used in this Article,
means: (1) information or data of a personal nature

proprietary about an individual, or (2) information or data submitted by or pertaining to an institution or organization.

- (b) In addition to the types of confidential information described in (a) (1) and (2) above, information which might require special consideration with regard to the timing of its disclosure may derive from studies or research, as appropriate, during which public disclosure of preliminary invalidated findings could create erroneous conclusions which might threaten public health or safety if acted upon.
- (c) The Contracting Officer and the Grantee may, by mutual consent, identify elsewhere in this Grant specific information and/or categories of information which the Government will furnish to the Grantee or that the Grantee is expected to generate which is confidential. Similarly, the Contracting Officer and the Grantee may, by mutual consent, identify such confidential information from time to time during the performance of the Grant.
- (d) If it is established that information to be utilized under this Grant is subject to the Privacy Act, the Grantee will follow the rules and procedures of

disclosure set forth in the Privacy Act of 1974, and implementing regulations and policies, with respect to systems of records determined to be subject to the Privacy Act.

- (e) Confidential information, as defined in (a) (1) and (2) above, shall not be disclosed without the prior written consent of the individual, institution or organization.
- (f) Written advance notice of at least 30 days will be provided to the Contracting Officer of the Grantee's intent to release findings of studies or research, as appropriate, which have the possibility of adverse effects on the public or the Federal agency, as described in (b) above. If the Contracting Officer does not pose any objections in writing within the 30-day period, the Grantee may proceed with disclosure.
- (g) Whenever the Grantee is uncertain with regard to the proper handling of material under the Agreement, or if the material in question is subject to the Privacy Act or is confidential information subject to the provisions of this Article, the Grantee shall obtain a written determination from the Contracting Officer prior to any release, disclosure, dissemination, or publication.

- (h) The provisions of paragraph (e) of this Article shall not apply when the information is subject to conflicting or overlapping provisions in other Federal, State, or local laws.

ARTICLE XVII - CERTIFICATIONS

1. Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants) are hereby incorporated by reference (Re: 7 CFR Part 3017).
2. The provisions of 7 CFR Part 3018, New Restrictions on Lobbying are incorporated by reference.
3. The above mentioned regulations have the same force and effect as if they were given in full text. Upon written request, the Contracting officer will make the full text available.
4. The Grantee is reminded of its responsibility to include the above provisions and obtain certifications, as appropriate, from lower tier subawardees.

ARTICLE XVIII - PUBLICATION FOR PROFESSIONAL AUDIENCES

(a) Once the final report is cleared for release by USDA, the Grantee may report results of their projects under this Grant in papers and articles for professional audiences, as appropriate. The COR shall receive a copy of such items prior to submission and be allowed 30 days from receipt for peer review. The Grantee agrees to carefully consider comments resulting from this peer review, and justify those comments not incorporated in the article. Any publications or articles resulting from this research shall acknowledge the support of USDA and will include a disclaimer as follows:

This project was funded, in part, through Grant Number _____* with the Food and Consumer Service, U.S. Department of Agriculture. The opinions or conclusions expressed herein do not, however, necessarily reflect those of the Food and Consumer Service, U.S. Department of Agriculture.

(b) USDA reserves the right to publish the Final Reports under this project for public dissemination, independently of publication plans by the Grantee.

* To be completed at the time of award

ARTICLE XIX - DATA COLLECTION

The Paperwork Reduction Act of 1980, Public Law 96-511, Office of Management and Budget (OMB) Circular A-40, revised, prohibits federal agencies from conducting or sponsoring the collection of information on identical items, from ten (10) or more persons without prior approval from OMB of any plans or forms to be used in such collection. These provisions are applicable to questionnaires, record keeping requirements, or any report forms proposed for use. The Grantee will comply with the provisions of this article.

WILLIAM E. LUDWIG
Administrator
Food and Consumer Service

DATE

CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.*

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature: _____

Title: _____

Date: _____

* COMPLETE SF-LLL IF YOU HAVE LOBBYING ACTIVITIES TO DISCLOSE,
OR RETAIN SF-LLL FOR FUTURE DISCLOSURE.

INSTRUCTIONS FOR THE SF-424A

General Instructions

This form is designed so that application can be made for funds from one or more grant programs. In preparing the budget, adhere to any existing Federal grantor agency guidelines which prescribe how and whether budgeted amounts should be separately shown for different functions or activities within the program. For some programs, grantor agencies may require budgets to be separately shown by function or activity. For other programs, grantor agencies may require a breakdown by function or activity. Sections A, B, C, and D should include budget estimates for the whole project except when applying for assistance which requires Federal authorization in annual or other funding period increments. In the latter case, Sections A, B, C, and D should provide the budget for the first budget period (usually a year) and Section E should present the need for Federal assistance in the subsequent budget periods. All applications should contain a breakdown by the object class categories shown in Lines a-k of Section B.

Section A. Budget Summary Lines 1-4, Columns (a) and (b)

For applications pertaining to a *single* Federal grant program (Federal Domestic Assistance Catalog number) and *not requiring* a functional or activity breakdown, enter on Line 1 under Column (a) the catalog program title and the catalog number in Column (b).

For applications pertaining to a *single* program *requiring* budget amounts by multiple functions or activities, enter the name of each activity or function on each line in Column (a), and enter the catalog number in Column (b). For applications pertaining to multiple programs where none of the programs require a breakdown by function or activity, enter the catalog program title on each line in Column (a) and the respective catalog number on each line in Column (b).

For applications pertaining to *multiple* programs where one or more programs *require* a breakdown by function or activity, prepare a separate sheet for each program requiring the breakdown. Additional sheets should be used when one form does not provide adequate space for all breakdown of data required. However, when more than one sheet is used, the first page should provide the summary totals by programs.

Lines 1-4, Columns (c) through (g.)

For *new applications*, leave Columns (c) and (d) blank. For each line entry in Columns (a) and (b), enter in Columns (e), (f), and (g) the appropriate amounts of funds needed to support the project for the first funding period (usually a year).

Lines 1-4, Columns (c) through (g.) (continued)

For *continuing grant program applications*, submit these forms before the end of each funding period as required by the grantor agency. Enter in Columns (c) and (d) the estimated amounts of funds which will remain unobligated at the end of the grant funding period only if the Federal grantor agency instructions provide for this. Otherwise, leave these columns blank. Enter in columns (e) and (f) the amounts of funds needed for the upcoming period. The amount(s) in Column (g) should be the sum of amounts in Columns (e) and (f).

For *supplemental grants and changes* to existing grants, do not use Columns (c) and (d). Enter in Column (e) the amount of the increase or decrease of Federal funds and enter in Column (f) the amount of the increase or decrease of non-Federal funds. In Column (g) enter the new total budgeted amount (Federal and non-Federal) which includes the total previous authorized budgeted amounts plus or minus, as appropriate, the amounts shown in Columns (e) and (f). The amount(s) in Column (g) should not equal the sum of amounts in Columns (e) and (f).

Line 5 — Show the totals for all columns used.

Section B Budget Categories

In the column headings (1) through (4), enter the titles of the same programs, functions, and activities shown on Lines 1-4, Column (a), Section A. When additional sheets are prepared for Section A, provide similar column headings on each sheet. For each program, function or activity, fill in the total requirements for funds (both Federal and non-Federal) by object class categories.

Lines 6a-i — Show the totals of Lines 6a to 6h in each column.

Line 6j — Show the amount of indirect cost.

Line 6k — Enter the total of amounts on Lines 6i and 6j. For all applications for new grants and continuation grants the total amount in column (5), Line 6k, should be the same as the total amount shown in Section A, Column (g), Line 5. For supplemental grants and changes to grants, the total amount of the increase or decrease as shown in Columns (1)-(4), Line 6k should be the same as the sum of the amounts in Section A, Columns (e) and (f) on Line 5.

INSTRUCTIONS FOR THE SF-424A (continued)

Line 7 – Enter the estimated amount of income, if any, expected to be generated from this project. Do not add or subtract this amount from the total project amount. Show under the program narrative statement the nature and source of income. The estimated amount of program income may be considered by the federal grantor agency in determining the total amount of the grant.

Section C. Non-Federal-Resources

Lines 8-11 – Enter amounts of non-Federal resources that will be used on the grant. If in-kind contributions are included, provide a brief explanation on a separate sheet.

Column (a) – Enter the program titles identical to Column (a), Section A. A breakdown by function or activity is not necessary.

Column (b) – Enter the contribution to be made by the applicant.

Column (c) – Enter the amount of the State's cash and in-kind contribution if the applicant is not a State or State agency. Applicants which are a State or State agencies should leave this column blank.

Column (d) – Enter the amount of cash and in-kind contributions to be made from all other sources.

Column (e) – Enter totals of Columns (b), (c), and (d).

Line 12 — Enter the total for each of Columns (b)-(e). The amount in Column (e) should be equal to the amount on Line 5, Column (f), Section A.

Section D. Forecasted Cash Needs

Line 13 – Enter the amount of cash needed by quarter from the grantor agency during the first year.

Line 14 – Enter the amount of cash from all other sources needed by quarter during the first year.

Line 15 – Enter the totals of amounts on Lines 13 and 14.

Section E. Budget Estimates of Federal Funds Needed for Balance of the Project

Lines 16 - 19 – Enter in Column (a) the same grant program titles shown in Column (a), Section A. A breakdown by function or activity is not necessary. For new applications and continuation grant applications, enter in the proper columns amounts of Federal funds which will be needed to complete the program or project over the succeeding funding periods (usually in years). This section need not be completed for revisions (amendments, changes, or supplements) to funds for the current year of existing grants.

If more than four lines are needed to list the program titles, submit additional schedules as necessary.

Line 20 – Enter the total for each of the Columns (b)-(e). When additional schedules are prepared for this Section, annotate accordingly and show the overall totals on this line.

Section F. Other Budget Information

Line 21 – Use this space to explain amounts for individual direct object-class cost categories that may appear to be out of the ordinary or to explain the details as required by the Federal grantor agency.

Line 22 – Enter the type of indirect rate (provisional, predetermined, final or fixed) that will be in effect during the funding period, the estimated amount of the base to which the rate is applied, and the total indirect expense.

Line 23 – Provide any other explanations or comments deemed necessary.

ASSURANCES — NON-CONSTRUCTION PROGRAMS

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply with the provisions of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. §§ 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally assisted construction subagreements.

10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE	
APPLICANT ORGANIZATION		DATE SUBMITTED

June 10, 1996

To: Grady Forrer, Steve Carlson
From: Joel Berg
Subject: **Response to Latest Draft of Community Food Security Act R.F.P.**

- 1) While the statute certainly allows us to give grants for technical assistance providers, it is my personal view that we should not give grants solely for technical assistance. I believe the American people want concrete, measurable results --- not just giving more money to more groups who will then plan to help other groups. While we should certainly allow proposals that combine the provision of technical assistance with direct achievements in fighting hunger, I do not believe we should give money to any proposals in which technical assistance is the end in and of itself.
- 2) The section starting "expanded economic opportunities" should also include mention of "youth apprenticeship and school-to-work transition."
- 3) Rather than just vague references, I believe the R.F.P. should include request for concrete ways the projects can specifically ask for proposals that reduce the dependence of local citizens on existing Federal food assistance programs and aid citizens in leaving public assistance and achieving self-sufficiency.
- 4) The R.F.P. should provide far more specific ways --- and more rating points --- for proposals to include recovering and/or gleaning excess food, serving EZ/EC and Champion Communities, creating innovative public/private partnerships demonstrating community buy-in, reinventing government by making programs work better but cost less, utilizing Members of the AmeriCorps national service program, utilizing micro enterprise and/or assets development, utilizing job training, youth apprenticeship, and school-to-work transition projects, and utilizing non-compensated community volunteers. Rather than simply mentioning that these are initiatives that have the "potential to strengthen the impact and success of some community food projects," I believe proposals utilizing any or all of these should formally receive significant additional rating points. In addition, the R.F.P. and/or the accompanying application booklet should give examples of varied types of projects that would incorporate any or all of the initiatives.

5) If we want to demonstrate major community buy-in, prove we are serious in reinventing government by encouraging effective public-private partnerships, and significantly increase the number of hungry people that can be fed, then proposals should receive extra points for obtaining additional matching funds in excess of the 50% statutory requirement.

6) Given that community gardens can help significantly help reduce crime in neighborhoods, additional points should be given to proposals that combine anti-hunger strategies with violence prevention, crime control, community policing, and gang-reduction strategies.

A 7) The section on the EZ initiative should also mention the Vice-President, the Secretary of Agriculture, and the Secretary of H.U.D. This section should elaborate upon potential links to both current EZ/EC and Champion Communities and potential "round two" communities.

8) The reference to AmeriCorps should refer to participants in the programs as "AmeriCorps Members," not as "AmeriCorps volunteers."

9) Applicants should be required to provide any audits they have undergone in the last five years.

10) It is very easy to fudge "in kind contributions." I propose that at least 50% of the match (equaling 25% of the total cost of the project) be in non-federal cash, unless a proposal specifies why the area to be served has so few resources that a waiver of the match is necessary.

11) I would recommend lowering the smallest grant possible to \$10,000 and making that a hard number. Perhaps grants under \$50,000 could have a briefer and less cumbersome application and reporting process.

12) I do not think we should give awards for planning purposes only. I believe every project should be able to achieve at least some direct results in the first calendar year. We could open ourselves up to criticism if we give groups money just to plan how to later use more government money.

Relate Specifically

13) I believe that a standard benchmark form should be in the R.F.P and should be filled out by all applicants using the exact same procedures, so that all applications can be directly compared to each other on the same terms. Such a form could include such standard questions as "How many citizens will receive food? How many citizens will leave public assistance? How many pounds of food will be recovered? What percentage of citizens receiving nutrition information will take actual steps to improve their diets? How many new private sector jobs will be created? Etc. The USDA should then monitor this benchmarking with quarterly reports, site visits, meetings with community residents, etc. The contracted evaluation for the entire program should be secondary.

14) A detailed, line-by-line, budget worksheet should be included in the R.F.P. and included in each proposal.

15) I do not believe that the written proposal should be self-standing. Despite the time shortages, I think it would improve the process to have a panel interview finalist organizations. This interview could include negotiations about increasing or decreasing the size of the initial grant request.