

Office of Urban Agriculture and Innovative Production (OUAIP)

Fiscal Year (FY) 2022
Urban Agriculture and Innovative Production (UAIP) Competitive Grants Program

Notice of Funding Opportunity (NFO)
No. USDA-NRCS-NHQ-UAIP-22-NOFO0001178

USDA United States Department of Agriculture

Notice of Funding Opportunity (NFO)

SUMMARY INFORMATION

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

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

Notice of Funding Opportunity Number: USDA-NRCS-UAIP-22-NOFO0001178

Assistance Listing: This program is listed in the assistance listings on Sam.gov under 10.935, Urban Agriculture and Innovative Production.

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

Notice of Funding Opportunity (NFO) Summary

The U.S. Department of Agriculture (USDA), Natural Resources Conservation Service (NRCS), under the OUAIP, is soliciting applications from eligible entities to host the UAIP Competitive Grants pilot project. Eligible entities for this opportunity are limited to the following: nonprofits having a 501(c)(3) status with the IRS; units of local government; a Tribal Government; and schools serving grades kindergarten through grade 12 (see section C. Eligibility Information).

The primary goal of the UAIP pilot project is to support the development of urban agriculture and innovative production. The two types of UAIP grants being made available for application under this NFO are Planning Projects and Implementation Projects. Planning Projects are for supporting the development of projects that will either initiate, build upon, or expand the efforts of farmers, gardeners, citizens, government officials, schools, members of tribal communities, and other stakeholders in areas where access to fresh foods are limited or unavailable. Implementation Projects are for accelerating existing and emerging models of urban and/or innovative agricultural practices that serve multiple farmers or gardeners. Innovation may include new and emerging, as well as traditional or indigenous, agricultural practices.

For new users of Grants.gov, see section D.2 for information about steps required before applying through Grants.gov.

Key Dates

Applicants must submit their applications through Grants.gov by 11:59 p.m. eastern time on August 2, 2022. For technical issues with Grants.gov, contact Grants.gov Applicant Support at 1-800-518-4726 or support@grants.gov. Awarding agency staff cannot support applicants regarding Grants.gov accounts.

Please limit questions to those regarding specific information contained in this NFO (such as dates, page numbers, clarification of discrepancies, etc.). Questions related to eligibility or the merits of a specific proposal will not be addressed.

A webinar has been pre-recorded and is available at https://youtu.be/hgVgYgU9SU0 and the presentation and supporting information are posted in the "Related Documents" tab of this opportunity. The recorded webinar is also available on http://www.usda.gov/topics/urban/grants.

The agency anticipates making selections by September 30, 2022 and expects to execute awards by January 30, 2023. These dates are estimates and are subject to change. Note that completing all steps required to apply for a federal award can take some time; the table below represents a general overview of each part of this process. These elements may take more or less time depending on the applicant's individual circumstances.

Required Action	**Timing**
Obtain a Tax Identification Number/Employer Identification Number (TIN/EIN) from the Internal Revenue Service	Refer to IRS website for applicable timeframes
Obtain a Unique Entity Identifier (UEI) number	Refer to SAM.gov for applicable timeframe
Register with SAM.gov	Refer to SAM.gov for applicable timeframe
Register with Grants.gov, add a profile, and authorize an Authorized Organization Representative (AOR)	Refer to Grants.gov for applicable timeline
Submit UAIP application in Grants.gov	08/02/2022
Applicants notified of selection or non-selection	9/30/2022
Awards executed	1/30/2023

Federal Funding Floor and Ceiling Amounts:

(1) **Planning Projects (PP)**: The funding floor for PP is $50,000 and the funding ceiling is $300,000.

(2) **Implementation Projects (IP):** The funding floor for IP is $50,000 and the funding ceiling is $300,000.

The funding floor means the minimum agreement funding amount for the federal share per agreement awarded. The ceiling is the maximum agreement funding amount for the federal share per agreement awarded. These numbers refer to the total federal share, not any specific budget period.

Federal Financial Assistance Training

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

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A. PROGRAM DESCRIPTION

1. Legislative Authority and Executive Priorities

The Urban Agriculture and Innovative Production (UAIP) Competitive Grants program is authorized by Section 222 of the Department of Agriculture Reorganization Act of 1994, as added by Section 12302 of the Agriculture Improvement Act of 2018, 7 U.S.C. 6923. Funding was made available by the American Rescue Plan Act of 2021, Public Law 117-2.

The Secretary of Agriculture delegated the authority for the administration of UAIP to the Chief of the Natural Resources Conservation Service (NRCS).

Proposals submitted under this announcement will be reviewed for alignment with executive priorities on climate, equity, and environmental justice. Applicants are encouraged to review Executive Order 13985, Advancing Racial Equity and Support to Underserved Communities, Executive Order 14008, Tackling the Climate Crisis at Home and Abroad, and Executive Order 13990, Protecting Public Health and the Environment and Restoring Science to Tackle the Climate Crisis, to learn more about these critical priorities. Executive orders may be located using the following link - https://www.federalregister.gov/presidential-documents/executive-orders.

2. Purpose

UAIP grants support projects designed to improve access to local foods in areas where access to fresh, healthy food is limited or unavailable through urban and/or innovative agricultural practices, including, but not limited to, community gardens, urban farms, rooftop farms, urban agroforest, food forests, orchards, outdoor vertical production, green walls, indoor farms, greenhouses, high-tech vertical technology farms, and hydroponic, aeroponic, and aquaponic farm facilities.

3. UAIP Projects or Activities

UAIP grants fund Planning Projects and Implementation Projects. Proposals for both types of projects must be designed to support multiple farmers or gardeners, target areas lacking access to fresh, healthy foods, and promote urban and/or innovative agricultural practices. Applicants are encouraged to align their project proposals to address priorities on environmental justice, racial equity, climate, invest in disadvantaged communities and climate smart agricultural practices.

Planning Projects support one or more of the following:

- Assessments of community needs within the local food system to identify how food is grown, distributed, or marketed and what existing needs related to food access, nutrition education, conservation, and economic development can be addressed by urban and/or innovative agriculture.

- Planning activities and community partnerships to improve how food is grown, distributed, or marketed in the target area using urban and/or innovative agriculture.
- Business planning, feasibility studies, and other strategies, such as community resource development, that support new and beginning farmers, particularly within socially disadvantaged and underserved communities. USDA defines beginning farmers and ranchers as those who have operated a farm or ranch for 10 years or less either as a sole operator or with others who have operated a farm or ranch for 10 years or less.
- Policy development to make municipal policies and zoning laws in the target area more supportive of the needs of urban and/or innovative agriculture.
- Creating educational materials and programs that will increase knowledge about food and agriculture and encourage careers in agriculture and innovative production in the target community; example topics include nutrition, crop and biology science, technology, engineering, and mathematics.

Implementation Projects support one or more of the following:

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

Planning Projects	**Implementation Projects**
Project phase: Funds are used as an early-stage investment in new, startup projects	Project phase: Funds are used to accelerate or expand the work of an existing project
Funding range available: $50,000 (floor) to $300,000 (ceiling)	Funding range available: $50,000 (floor) to $300,000 (ceiling)

Activities may include: • Surveys • Assessments • Development of technology • Design and planning • Developing recommendations and strategies • Creating business plans • Feasibility studies • Municipal planning regarding policies and zoning • Produce educational material NO IMPLEMENTATION PROJECT ACTIVITES	Activities may include: • Job training • Mentoring • Business development assistance • Increasing food production • Training students for careers in agriculture • Expand operations of community gardens or nonprofit farms NO PLANNING PROJECT ACTIVITIES

Note Regarding Organizational Capacity

Special emphasis will be placed on your organization's capacity to carry out meaningful community-focused work in urban agriculture. This capacity is measured by criteria factors (see Section E) including:

- Experience in agriculture or innovative production for **3 years or more** or in serving communities where access to fresh foods is limited or unavailable;
- Demonstrated ability to implement a project, provide fiscal accountability, collect data, and prepare reports and other necessary documentation;
- Demonstrated willingness to share information with researchers, evaluators, practitioners, and other interested parties, including a plan for dissemination of results; and
- Collaborated with one or more partner organizations working in the project target area to carry out the innovative/urban agricultural work described in your proposal.

RESEARCH PROPOSALS WILL NOT BE ACCEPTED OR CONSIDERED. "Research" is defined as a systematic study directed toward fuller scientific knowledge or understanding of the subject studied. Research consists of systematic observations, measurement, and experimentation undertaken to discover or establish facts or principles, where variables are unknown and subject to manipulation.

B. FEDERAL AWARD INFORMATION

1. Available Funding

a. Estimated Funding

The federal funding agency expects to award approximately $14,200,000 through this opportunity. However, the agency retains the discretion to award a larger or lesser amount.

b. Start Dates and Performance Periods

Applicants should plan their projects based on an estimated project start date of January 30, 2023.

All projects are expected to be completed within 12 to 36 months (1 to 3 years). Applicants are expected to achieve project deliverables and close out activities within the grant period specified.

c. Number of Awards

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

2. Type of Award

a. Type of Federal Award

The agency plans to award grant agreements pursuant to this opportunity.

b. **Procurement Contracts**

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

c. Eligibility of Renewal or Supplemental Project Applications

Applications for renewal or supplementation of existing UAIP projects are eligible to compete with applications for new federal awards. An application for renewal means an application submitted to continue an existing agreement that meets the objectives and requirements of this NFO. An application for supplementation of an existing project means an application to add components to an existing agreement so that it would meet the objectives and requirements in this NFO. Applications for renewal or supplementation of existing projects should be accompanied by a summary of progress to date on the current project. This summary should be included as a supplementary attachment using the "Other Attachments" form in Grants.gov. Refer to section D(4) for more information about the elements required in a complete application package.

C. ELIGIBILITY INFORMATION

1. Eligible Applicants

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

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

- Nonprofits having a 501(c)(3) status with the IRS (other than institutions of higher education)

- A unit of local government, including:
    - City, township, or county governments
    - School districts

- Soil and Water Conservation districts

- A Tribal Government, including
  - Native American Tribal Governments (federally recognized)
  - Native American Tribal organizations (other than Federally-recognized tribal governments)

- A school serving grades Kindergarten through grade 12

State-designated Indian tribes should select "Native American tribal organizations (other than federally recognized tribal governments)" when completing the SF-424 block 9.

Applicants located within the 50 United States, the District of Columbia, the Caribbean Area (Puerto Rico and the U.S. Virgin Islands), the Pacific Islands Area (Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands) are eligible.

2. Other:

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

Each applicant organization is limited to one application per project as determined by NRCS. This includes differing approaches for the same project. In the case of applications submitted as revisions or corrections to a previously submitted application under this NFO, the agency will only consider the last application submitted before the established deadline. In the case of duplicate or substantially similar proposals for the same project, the agency will consider the last submission of the "revised" and final copy for review purposes.

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

3. Cost Sharing or Matching

There is no cost sharing or matching requirement for this opportunity. There is no competitive advantage to applicants who voluntarily provide a match.

D. APPLICATION AND SUBMISSION INFORMATION

1. How to Submit an Application

Applications must be submitted electronically through Grants.gov (see section D.2. of this opportunity). Submissions must be received by the time and due date referenced under "Key Dates" in this document. Late submissions will not be reviewed or considered. The agency

will rely on the Grants.gov system-generated date and time of submission receipt documentation to determine if the application was submitted prior to the established deadline.

2. Information for New Users of Grants.gov

a. Overview

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

For information about the Grants.gov pre-award phase of the grant lifecycle, go to https://www.grants.gov/web/grants/learn-grants/grants-101/pre-award-phase.html.

b. Register to Apply through Grants.gov

Carefully review the registration steps and gather information requested before beginning the registration process to avoid last minute searches for required information. For assistance with the registration process, contact Grants.gov Applicant Support at 1-800-518-4726 or support@grants.gov.

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

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

c. Steps to Register

i. Obtain a Data Universal Numbering System (DUNS) Number or Unique Entity Identifier (UEI): All entities applying for funding must have a DUNS number from Dun & Bradstreet or a UEI issued by SAM.gov. Applicants must enter the DUNS number or UEI in the data entry field labeled "UEI" on the SF-424 form.

ii. Register with System for Award Management (SAM): All organizations must register with SAM to apply online through Grants.gov. SAM registration must be renewed annually. Part of the SAM registration process includes designating an Electronic Business point of contact (EBiz POC). **The EBiz POC plays an integral part in the organization's Grants.gov registration and application process.** The individual in that role must authorize all other roles in Grants.gov. For more detailed instructions for registering with SAM, go to https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html

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

iv. Add an Organization Applicant Profile to a Grants.gov Account: A profile in Grants.gov corresponds to a single applicant organization the user represents (i.e., an applicant) or an individual applicant. If you work for or consult with multiple organizations and have a profile for each, you may log in to one Grants.gov account to access all your grant applications. To add an organizational profile to your Grants.gov account, enter the DUNS number/UEI for the organization in the "UEI" field while adding a profile. For more detailed instructions about creating a profile on Grants.gov, refer to https://www.grants.gov/web/grants/applicants/registration/add-profile.html

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

For instructions about tracking your role request, go to https://www.grants.gov/web/grants/applicants/registration/track-role-status.html

d. Electronic Signature

When applications are submitted through Grants.gov, the name of the organization applicant with the AOR role that submitted the application is inserted into the signature line of the application, serving as the electronic signature. Please be aware that the EBiz POC and the person with AOR Role cannot be the same individual; they must be different people. The EBiz POC **must** authorize people who are able to make legally binding commitments on behalf of the organization as a user with the AOR role. **This step (see step c.v. above) is often missed, and it is crucial for valid and timely submissions.**

e. Workspace.

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

f. Apply for an Opportunity

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

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

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

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

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

- Mandatory Fields in Forms: In the forms, you will see fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.

- Complete SF-424 Fields First: The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and DUNS number/UEI. Once it is completed, the information will transfer (i.e., prepopulate) to the other forms.

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

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

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

3. Electronic Application Package

Applicants interested in submitting an application in response to this NFO must submit it through Grants.gov; the agency **will not** accept applications submitted by email or any other method. Applicants are urged to submit early to the Grants.gov system.

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

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

4. Content and Form of Application Submission

The agency may choose not to consider applications that fail to comply with the required content, format, and page limits or that are incomplete. Page limits are noted in parentheses after each item. The text of the project narrative must be single-spaced and typed in a standard typeface (e.g., Times New Roman, Arial, Courier) with no smaller than 12-point font.

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

a. Project Abstract (1 page maximum)

Provide a descriptive title of your project. Then, present a statement of need or assessment of the problem. Define the target audience and end users of this project. Describe your approach to determining the critical elements and needs of the local food economy or food system of the area or community to be served. Describe how this project will initiate, build upon, or expand related work or programs. The summary should also include the relevance of the project to the purpose and priorities of UAIP as outlined in section A.2.

b. Project Narrative (15 page maximum)

The project narrative must cover all activities proposed to be carried out with federal funds.

The project narrative must not exceed 15 pages, 10 pages of written text, and up to 5 additional pages for figures and tables. This page limitation applies to the project narrative only and does not include the project abstract described in section a. Each page must be numbered and have 1-inch margins. The text must be single spaced and typed in a standard typeface (e.g., Times New Roman, Arial, Courier) with no smaller than 12-point font.

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

1. Project Overview: Community and the Needs to be Addressed

- Present a statement of need or assessment of the problem and a high level explanation of how funds requested will address the problem. What is the

situation that is causing concern? Why is it happening? How will funds address the issue?

- Describe the target area and how you determined the need there, including at least one source of data supporting that access to fresh local food is an issue in the target area.
- Describe the target community, explaining the needs of the local community or food system, and provide at least one source of supporting data, such as demographics, income, and geographic characteristics of the area or community. Describe how limited access to fresh, heathy, and affordable food is an issue in this community. Proposals should, to the extent possible, describe limiters of fresh food access using data available in the USDA Food Access Research Atlas. (https://data.nal.usda.gov/dataset/food-access-research-atlas).
- Explain how the project is aligned with the purpose and priorities of this program and will make a difference in the targeted community(ies).
- Describe how this project will initiate, build upon, or expand related work or programs.
- Describe the anticipated impact of this project on Executive priorities including climate, equity, and environmental justice. This element may include, but is not limited to: participation by historically underserved groups or groups serving historically underserved or vulnerable communities; activities with the potential to mitigate the impacts caused by climate change.

2. **Project Goals and Intended Outcomes**
   - Concisely state the goals and objectives of the proposed project.
   - Describe the project goals, including who will benefit from the project and what community needs it will address.
   - Describe project objectives that are specific, measurable, attainable, realistic, and time bound.
   - Describe measurable project outcomes, including what will be accomplished, who will benefit (e.g., residents, students, participants), and how many people will benefit.
   - Describe the involvement of stakeholders and the number of partners that will be involved in developing project objectives and implementing results.

3. **The Organizations and Partners Involved**
   - Explain your organization's experience in the field of urban agriculture or innovative production, serving communities lacking access to fresh foods, and providing outreach in target area or community.
   - List your organization's leadership and key personnel for this project. For everyone listed, describe: their role in project and qualifications to carry out project, including experience and expertise in agriculture and innovative production and working with target communities and related food systems (which will be considered as important as academic or professional credentials).
   - List one or more partner organizations for this project and include their contact information, relevant experience, community connections, and specific responsibilities for achieving the project goals.

- Explain plans to coordinate work with partner organizations and to leverage existing resources.

4. **Workplan and Activities to Achieve the Goals**

FOR PLANNING AND IMPLEMENTATION PROJECTS:

- Summarize the work to be performed in nontechnical terms for each goal and project objectives.
- Explain why the applicant and its partners selected the activities proposed in the application.
- Include a timeline of activities with milestones and verifiable indicators to demonstrate how progress will be achieved. Include the specific tasks to complete each activity and identify the responsible party to complete the task.
- Describe plan to ensure financial accountability, including accounting and purchasing policies. Include the specific tasks to complete each activity and identify the responsible party to complete the task.

FOR IMPLEMENTATION PROJECTS ONLY:

- Describe how you will evaluate outcomes and whether objectives were met.
- Provide a plan for how the project will continue beyond end of the award period, how it will become self-sustainable, and potential funding sources for continuation of the project after federal funding ends. Discuss how a one-time infusion of federal funds will be enough for the proposed Implementation Project to advance UAIP goals and achieve sustainability.

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

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

c. Standard Form (SF) 424, "Application for Federal Assistance"

See "Instructions for Completing SF-424" located in APPENDIX C.

d. SF-424A, "Budget Information for Non-Construction Programs"

Fill in all spaces as appropriate. Section B, Item 6, Column 1 should reflect the agency funds, and Column 2 should reflect the applicant's matching funds. This form is the summary budget for the project and should include the full project totals on pages one and two. See "Instructions for Completing SF 424A" located in Appendix D. Refer to Section D of this opportunity for information regarding indirect costs.

i. In a separate document titled "Budget Narrative," explain and justify all requested budget items and costs. (Refer to the budget narrative guidance located at the end of this document.) Detail how the totals on the SF-424A were determined and demonstrate a clear connection between costs and the proposed project activities.

For personnel salary costs, include the baseline salary figures and the estimates of time (as percentages) to be directly charged to the project. Describe any item that under the applicable federal cost principles requires the agency's approval and estimate its cost. The pages included as the budget narrative do not count toward the page limit.

Applicants should take care to support any proposed equipment purchase with a detailed narrative and substantial documentation that includes how it will help accomplish the project deliverables; a lease vs. purchase comparison; how it will be inventoried, stored, and maintained during the project; and what will be done with it when the project is over. Be specific about why any included equipment is needed to meet the objectives of the project. See "Equipment" in the Budget Guidance appendix for a more thorough discussion of how to construct your budget narrative.

ii. Any non-federal entity (except State and local governments that receive more than $35 million per year in federal funding) that does not have a current negotiated (including provisional) rate may elect to charge a de minimis rate of 10 percent of modified total direct costs (MTDC) which may be used indefinitely. No documentation is required to justify the 10 percent de minimis indirect cost rate. As described in 2 CFR Section 200.403, costs must be consistently charged as either indirect or direct costs but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all federal awards until such time as a non-federal entity chooses to negotiate for a rate, which the non-federal entity may apply to do at any time.

iii. Modified Total Direct Cost (MTDC) means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first $25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of $25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

iv. As required in 2 CFR Part 200, Subpart F, "Audit Requirements," all U.S. States, local governments, federally recognized Indian Tribal Governments, and nonprofit organizations expending $750,000 or more in federal award funds in a fiscal year must submit a Single Audit report for that year through the Federal Audit Clearinghouse's Internet Data Entry System.

e. Letters of Support

A letter of support from partner organizations indicating their intention to participate and their responsibilities on the proposed project may be included in the application. For implementation projects, a letter of financial support may also be submitted. Letters of support are not required but may be added as an attachment to the Other Attachment form.

f. Grants.gov Lobbying Form, Certification and Disclosure of Lobbying Activities

Under 31 U.S.C. Section 1352, an applicant or recipient must not use any federally appropriated funds (both annually appropriated and continuing appropriations) or matching funds under a grant or cooperative agreement award to pay any person for lobbying in connection with the award. Lobbying is defined as influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the award. Submission of an application also represents the applicant's certification of the statements in 2 CFR Part 418, Appendix A, "Certification Regarding Lobbying." If you or your organization has made or agree to make any payment using non-appropriated funds for lobbying, you must also complete and submit the SF-LLL, "Disclosure of Lobbying Activities," located at 2 CFR Part 418, Appendix B. See 2 CFR Section 418.110 for more information on when additional submission of this form is required.

g. Disclosure of Potential Conflict of Interest

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

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

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

If charging indirect costs (including for cost share), upload the NICRA under "Other Attachments" (listed as an Optional Form) in the Grants.gov Opportunity Application Package. See Section D for information regarding indirect costs.

i. Supplementary Attachment on Prior Project Progress, if applicable

If your application is intended to renew or supplement an existing UAIP projects, provide a summary of progress to date on the current project. This summary should be included as a supplementary attachment using the "Other Attachments" form in Grants.gov. See section B.2.c. of this announcement for additional guidance on renewal/supplementary applications.

j. **Unique entity identifier (UEI)/DUNS and System for Award Management (SAM)**

Each applicant (unless the applicant is an individual excepted from those requirements under 2 CFR 25.110(b) or (c), or has an exception approved by the Federal awarding agency under 2 CFR 25.110(d)) is required to: (i) Be registered in SAM before

submitting its application; (ii) provide a valid unique entity identifier in its application; and (iii) continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by a Federal awarding agency. The agency may not make a Federal award to an applicant until the applicant has complied with all applicable unique entity identifier and SAM requirements and, if an applicant has not fully complied with the requirements by the time the agency is ready to make an award, it may determine that the applicant is not qualified to receive a Federal award and use that determination as a basis for making a Federal award to another applicant.

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

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

Awarding agency staff cannot support applicants regarding DUNS/UEI or SAM issues.

The Government intends to replace the D-U-N-S® number with a "new, non-proprietary identifier" requested in, and assigned by SAM.gov. This new identifier is being called the Unique Entity Identifier (UEI), or the Entity ID. See Planned UEI Updates in Grant Application Forms for UEI updates.

5. Submission Dates and Times and Correspondence

Applicants must submit applications through Grants.gov. Applications must be received by 11:59 p.m. eastern time (ET) on August 2, 2022. An application submitted or resubmitted after the deadline is late (an application is considered on time at 11:59:59 p.m. ET, but it is late at 12:00 a.m. ET). Late submissions will not be reviewed or considered.

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

If you have trouble submitting an application to Grants.gov, you should first contact the Grants.gov Help Desk to resolve any issues. Keep a record of any such correspondence. See Section D. 2. for Grants.gov contact information.

For applications successfully transmitted to Grants.gov before the deadline, the applicant with the AOR role who submitted the application will receive:

- an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov
- an email with the official date and time stamp (this stamp is used to determine if the application was received prior to the deadline) and Grants.gov

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

6. Intergovernmental Review

This funding opportunity is not subject to Executive Order 12372, "Intergovernmental Review of Federal Programs."

7. Funding Restrictions

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

a. Costs above the amount of funds authorized for the project.

b. Costs incurred prior to the effective date of the award, including time spent applying for this opportunity.

c. Costs which lie outside the scope of the approved project and project amendments.

d. Entertainment costs, regardless of their apparent relationship to project objectives.

e. Compensation for injuries to persons or for damage to property arising out of project activities.

f. Consulting services performed by a federal employee during official duty hours when such consulting services result in the payment of additional compensation to the employee.

g. Capital expenditures for general purpose equipment, buildings, and land and for improvements to land, buildings, or equipment which materially increase their value or useful life. See 2 CFR Section 200.439 for additional information.

h. Management fees and profit. Any funds awarded to for-profit entities must be used for reimbursement of award-related direct and indirect costs only.

i. Meals may be charged to an award only if they are necessary for the performance of the project. For instance, meals (normally only lunch) that are a necessary part of the costs of meetings and conferences (i.e., required attendance and continuity of a meeting), the primary purpose of which is the dissemination of information, are allowable, as are costs of transportation, rental of facilities, speakers' fees, and other items incidental to such meetings or conferences.
Note: Meals consumed while in official travel status do not fall in this category. They are considered to be per diem expenses and should be reimbursed in accordance with the organization's established travel policies subject to statutory limitations or in accordance with federal travel policies.

j. Costs normally charged as indirect costs may not be charged as direct costs without proper justification and agency approval. Proper justification includes documentation that the costs meet the criteria for allowability (see 2 CFR Section 200.403). Examples of such costs include rent, utilities, depreciation on buildings and equipment, the costs of operating and maintaining facilities, and general

administration and general expenses, such as the salaries and expenses of executive officers, personnel administration, and accounting.

k. Salaries that are not an allowable expense. All costs must be reasonable to be allowable (2 CFR 200.403), and 2 CFR 200.404 defines a reasonable cost as one if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.

This list is not exhaustive. For additional information, please see 2 CFR Part 200, Subpart E, "Cost Principles."

8. Indirect costs limitations

a. To be eligible to recover any indirect cost under a federal award, recipients must either have a current negotiated indirect cost rate agreement (NICRA) with a federal agency that has not expired or qualify for use of the de minimis rate authorized by 2 CFR Section 200.414(f). A State, local, or Tribal governmental department or agency unit that receives more than $35 million in direct federal funding is not eligible for the de minimis rate.

b. Applicants not subject to a statutory limitation and who have a current NICRA must calculate indirect costs using the rate and base specified in their NICRA. A recipient may voluntarily reduce or waive recovery of indirect costs at its sole discretion and must not be encouraged or coerced in any way to do so by the agency. A copy of the applicant's current NICRA must be provided with the application. Indirect costs may not be recovered under an expired NICRA. However, if an applicant with a current NICRA is subject to the statutory limitation, indirect costs must be calculated as follows. First, multiply the NICRA rate by the base stated in the NICRA to arrive at amount A. Next, multiply the statutory limit of 10 percent by the total of all direct costs to arrive at amount B. The lower of amount A and B is the amount of indirect cost to include on the budget.

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

E. APPLICATION REVIEW INFORMATION

1. Review and Selection Process

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

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

Merit/technical reviews will be conducted by a technical review board nominated by the approving official. Risk reviews will be conducted by the FPAC Business Center, Grants and Agreements Division. The approving official will make the final award decisions. The approving official for this opportunity is the Chief of the Natural Resources Conservation Service or Designee. In addition to the merit/technical review and risk reviews, the approving official may also give consideration to furthering programmatic purposes, including geographical dispersion, program balance, or diversity of awards.

Projects will be categorized, evaluated, and ranked according to project level, where level is determined according to the federal funding amount requested:

Project Levels	Planning Projects	Implementation Projects
Level 1	$50,000 to $100,000	$50,000 to $100,000
Level 2	$100,001 to $300,000	$100,001 to $300,000

2. Merit/Technical Criteria

The weights and evaluation criteria below will be used in reviewing applications submitted in response to this NFO. Proposals will be evaluated by the extent to which they meet the listed criteria:

Project Consistent with UAIP Purpose and Priorities (30 points)

- Degree to which applicant successfully describes the need or problem in the target community and degree to which this description is substantiated with supporting documentation that access to fresh local food is an issue. Evidence that the target community has a demonstrated need for local or community food systems. How well the project activities and outcomes aligned with the purpose and priorities of this program.
- Applicant's persuasiveness and level of detail in describing project goals, including who will benefit from the project and what community needs it will address. Applicant described project objectives that were specific, measurable, attainable, realistic, and time bound. The project outcomes including what will be accomplished, who will benefit, and how many people will benefit is reasonable.
- Quality of the plan presented to promote urban, indoor, and emerging agricultural practices, such as gardens and farms, rooftop farms, urban agroforest, food forests, orchards, outdoor vertical production, green walls, indoor farms, greenhouses, high-tech vertical technology farms, and hydroponic, aeroponic, and aquaponic farm facilities within the target area.
- The likelihood the project will be successful in positively impacting access to fresh, heathy, and affordable food in the specified timeframe and in the targeted community as described in the USDA Food Access Research Atlas.

- Degree to which the proposal aligns with Executive priorities including climate, equity, and environmental justice. Amount of anticipated participation by historically underserved groups or groups serving historically underserved or vulnerable communities. Description of activities with the potential to mitigate the impacts caused by climate change.

Internal Organization Support and Partnerships (20 points)

- Organization has appropriate experience in field of urban agriculture or innovative production, serving communities lacking access to fresh foods, and doing outreach in target area or community.
- The organizational leadership and key personnel have the necessary qualifications to carry out project. Factors considered include experience and expertise of key personnel in agriculture and innovative production and working with target communities and related food systems (which will be considered as important as academic or professional credentials). Preference will be given to organizations with experience of 3 years or more.
- One or more partners are involved in the project. The partners involvement adds value to the project and will contribute to the success of the project.
- Quality and extent of external partnerships, and plan to leverage existing resources.
- Degree of collaboration with partner organizations working in the local community.

Project Workplan (20 points)

- The activities the project will undertake, timelines and milestones, the specific tasks to complete each activity, and identified responsible party to complete the task are appropriate.
- The demonstrated ability of applicant to implement the project, provide fiscal accountability, collect data, and prepare reports and other necessary documentation.
- The mechanism the applicant will use to measure progress toward the project's goal and identified verifiable indicators is appropriate to demonstrate progress.
- **(IMPLEMENTATION PROJECT ONLY)** The evaluation of the outcome and whether objectives were met is suitable.
- The plan to ensure financial accountability, including accounting and purchasing policies is sufficient.
- **(IMPLEMENTATION PROJECT ONLY)** Applicant provide a plan for how the project will continue beyond end of award period, how it will become self-sustainable, and identified potential funding sources for continuation of the project after federal funding ends.

Budget (25 points)

- Total funding requested is appropriate for scope of project. Proposed costs are reasonable, necessary, and allocable to carry out project's goals and objectives.
- Budget narrative includes a line-item description of every allowable cost and shows how it supports the project goal. Budget calculations are itemized sufficiently to show how the budget components were developed and costs estimated and derived.

Data and Information Sharing (5 points)

- Manner of collection of data and information on program deliverables.
- Suitable reporting policies.
- Extent information about project outcomes and results will be shared with researchers and other interested parties, including public or private, nonprofit or for-profit entities, academic institutions (including minority-serving colleges and universities), other appropriate professionals, community-based organizations, and local government entities.
- Reasonableness of specific strategies for sharing project information.

3. Administrative and Risk Criteria

Notice of selection after merit or technical evaluation does not guarantee that an applicant will receive an award. Following notification of selection for funding (see section F. of this opportunity), the FPAC Business Center, Grants and Agreements Division's staff conducts a final administrative and risk review of those applications. The administrative review includes, but is not limited to, a check to ensure that NFO requirements were met (e.g., applicant meets eligibility criteria, application was submitted through Grants.gov by the established deadline), and proposed costs are allowable, allocable, and necessary. During this process, it may be necessary to request further documentation from the applicant (e.g., organizational information as part of the risk assessment, more detail regarding proposed costs).

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

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

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

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

b. **Quality of Management Systems and Ability to Meet Management Standards Prescribed in 2 CFR Part 200.** The applicant has a financial management system adequate to segregate and track federal funds. It has adequate systems in place for proper agreement administration; compliance with the standards outlined in 2 CFR Part 200, Subpart D, for procurement, property, and records management; and required financial and performance reporting.

c. **History of Performance.** If the applicant has previously obtained federal financial assistance award, it has never failed to materially comply with the federal award terms and conditions and has never had an award terminated on that basis.

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

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

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

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

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

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

The agency will provide notice that an application has been selected before it makes the federal award. As such, the selection notification is not an authorization to begin performance. Any pre-award costs incurred by the awardee will not be reimbursed. The Notice of Grant and Agreement Award signed by the authorized agency official is the only authorizing document and will be provided electronically to the entity's authorized official for signature.

The agency anticipates announcing or notifying successful and unsuccessful applicants by September 30, 2022 and expects to have federal awards in place by January 30, 2023. **These dates are estimates and are subject to change.**

2. Administrative and National Policy Requirements

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

Projects performed pursuant to this opportunity may be subject to the National Environmental Policy Act. If applicable, NRCS must work with awardees to complete an

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

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

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

3. Reporting

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

If the federal share of any agreement awarded under this opportunity notice may include more than $500,000 over the period of performance, recipients must also comply with the post-award reporting requirements reflected in appendix XII of 2 CFR Part 200, "Award Term and Condition for Recipient Integrity and Performance Matters."

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

Submission of interim and final reports are required to demonstrate the progress made toward the completion of project goals, objectives, and outcomes, as well as the grant agreement's overall financial status. "Federal Financial Report" (SF-425) is due with each performance report to account for financial expenditures during that reporting period.

Performance reports and Federal Financial Reports (SF-425) are due annually no later than 90 calendar days after each annual performance reporting period end date.

A final performance report and SF-425 must be submitted no later than 120 calendar days after the performance period end date.

Submit reimbursement requests to the ezFedGrants system or the FPAC Grants and Agreements Division by email at FPAC.BC.GAD@usda.gov on a quarterly basis. Refer to the General Terms and Conditions for more information regarding payment requests.

G. FEDERAL AWARDING AGENCY CONTACT

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

Melanie Krizmanich
Grants Management Specialist
FPAC Business Center
Email: Melanie.Krizmanich@usda.gov with a copy to FPAC.BC.GAD@USDA.GOV

H. OTHER INFORMATION

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

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

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

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

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

6. **Paperwork Reduction Act**
In accordance with the Paperwork Reduction Act of 1995 (44 U.S.C. chapter 35), a federal agency may not conduct or sponsor, a person is not required to respond to, and a person shall not be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for information collected within this announcement is 0578-0032. All responses to this collection of information are voluntary; however, in order to obtain or retain a benefit, the information in this form is required (Agriculture Improvement Act of 2018, 7 U.S.C. 6923). The Natural Resources Conservation Service has no plans to publish information collected under the provisions of this program. You may submit comments identified by Docket ID No. NRCS-2022-0007, using Federal eRulemaking portal: Go to http://www.regulations.gov. For further information contact Brian Guse; telephone; (202) 641-7249; email: urbanagriculture@usda.gov.

U.S. Department of Agriculture Non-Discrimination Statement

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

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

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at https://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
(2) fax: (202) 690-7442; or
(3) email: program.intake@usda.gov

USDA is an equal opportunity provider, employer, and lender.

APPENDIX A: Application Package Checklist

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

PROPOSAL

- ☐ **1. Project Abstract:** (one page maximum)
- ☐ **2. Project Narrative:** (15 pages maximum)
    a. Project Overview: Community and the Needs to be Addressed
    b. Goals and Intended Outcomes
    c. The Organizations and Partners Involved
    d. Workplan and Activities to Achieve the Goal
        - Evaluations *(Implementation Projects Only)* Self-Sustainability *(Implementation Projects Only)*
- ☐ **3. Standard Form 424, "Application for Federal Assistance"**
- ☐ **4. Standard Form 424A, "Budget Information – Non-Construction Programs"**
- ☐ **5. Budget Narrative**
- ☐ **6. Certification Regarding Lobbying**
- ☐ **7. Disclosure of Potential Conflict of Interest**
- ☐ **8. Negotiated Indirect Cost Rate Agreement: (if applicable)**
- ☐ **9. Letters of Support: (optional)**
- ☐ **10. Supplementary Attachment on Prior Project Progress, if applicable**

APPENDIX B: Budget Narrative Guidance

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

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

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

COST SHARING/MATCHING (if applicable): You must provide the information below for the federal portion of costs and **separately** provide the information below with the same level of detail for the cost sharing/matching portion, as applicable, as part of the budget narrative.

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

The following format is an appropriate way to provide the information:

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

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

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

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

TRAVEL

See your organization's travel policy for guidance on how to arrange travel. If your organization lacks a policy, it is expected that you follow the U.S. Federal Government policy. See http://www.gsa.gov/federaltravelregulation.
For the budget narrative, identify the total funds requested for travel. Provide as much detail as possible including purpose, destination, dates of travel, and number of individuals for each trip. If the dates of travel are not known, specify estimated length of trip. Identify what will be followed (e.g., organizational travel policies or government per diem rates).

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

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

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

Example:

To complete objectives #1 and #2, Refrigerated Trailer is required. XYZ Refrigerated Trailer, Model #123, at $5,555

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

SUPPLIES
Supplies are defined in 2 CFR Section 200.1 as all tangible personal property other than those described in 2 CFR Section 200.313, "Equipment." A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the non-federal entity for financial statement purposes or $5,000, regardless of the length of its useful life. See 2 CFR Section 200.453, "Materials and Supplies Costs, Including Costs of Computing Devices," regarding the allowability of costs.

Indicate general categories of expendable supplies, including an amount for each category.
Caution: If a category is viewed as too general or the associated amount is too high, further

itemization may be requested. Therefore, use good judgement in determining the level of detail to provide.

Example:

General office supplies $50/mo. x 12 mo. = $600
Postage $37/mo. x 8 mo. = $296
Laptop Computer 1 x $900 = $900
Printer 1 x $300 = $300
Projector 1 x $900 = $900
Copies 8000 copies x .10/copy = $800

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

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

Contract -- A contract is defined in 2 CFR Section 200.1 as a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. The term as used in this part does not include a legal instrument, even if the non-federal entity considers it a contract, when the substance of the transaction meets the definition of a federal award or subaward (see 2 CFR Section 200.1 Subaward).

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

Example:

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

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

OTHER
Costs not fitting under one of the other categories are to be included under this category. The level of detail is to be commensurate with other categories. Subawards should be included in this category. Per 2 CFR Section 200.1, a subaward is an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

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

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

Note: Percentage for contingencies is not an allowable cost.

INDIRECT
2 CFR Section 200.1 defines indirect (facilities & administrative (F&A)) costs as those costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. To facilitate equitable distribution of indirect expenses to the cost objectives served, it may be necessary to establish a number of pools of indirect (F&A) costs. Indirect (F&A) cost pools must be distributed to benefitted cost objectives on bases that will produce an equitable result in consideration of relative benefits derived.

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

Calculation.
If indirect costs are requested as part of the proposed budget, you must provide details used in determining the indirect costs requested. For instance, provide the calculation specifying the

amounts used in applying the base (the base specified in the applicable rate agreement) by the applicable rate (see indirect cost rate info below as well as Limitation section). The calculation can be displayed in different formats but must capture the components (i.e., amounts used in applying the base and the applicable rate).

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

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

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

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

Indirect costs may only be recovered if the non-federal entity has one of the following indirect cost rates.

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

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

2. 10 Percent De Minimis Cost Rate: In accordance with 2 CFR Section 200.414(f), any non-federal entities, unless excepted, may elect to forgo calculation of an indirect cost rate and request a 10 percent de minimis indirect cost rate. The 10 percent de minimis rate is applied to modified total direct costs (MTDC). For this purpose, MTDC means total direct costs related to the award, such as direct labor, fringe benefits, materials and supplies, publications, consultant services and travel costs. MTDC excludes the following costs: equipment, capital expenditures, participant support costs and the portion of each subaward and subcontract in excess of $25,000. Violation of cost accounting principles is not permitted when charging costs to awards. Rather, costs must be consistently charged as either indirect or direct costs.

If the 10 percent de minimis option is chosen, it must be used consistently for all federal awards until such time you choose to negotiate for a rate, which you may apply to do at any time. If the organization previously opted for the de minimis rate, a copy of the rate agreement must be provided. If the organization is currently electing the de minimis rate, use an indirect cost rate of no more than 10 percent of MTDC when preparing the budget. If selected for award, a de minimis rate agreement will be executed along with the award, as appropriate.
Example: Rate 10% of MTDC – 10% applied to the following items: $45,000 of Personnel, $10,800 of Fringe, and $59,000 of Other = $11,480 indirect costs

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

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

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

APPENDIX C: Instructions for Completing SF-424

SF-424, APPLICATION FOR FEDERAL ASSISTANCE

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

Item	Name	Instructions
1	Type of Submission	Select one type of submission in accordance with agency instructions. • Pre-application • Application • Changed/Corrected Application - Check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this form to submit changes after the closing date.
2	Type of Application	Select one type of application in accordance with agency instructions. • New - An application that is being submitted to an agency for the first time. • Continuation - An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals. • Revision - Any change in the federal government's financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. A: Increase Award B: Decrease Award C: Increase Duration D: Decrease Duration E: Other (specify) AC: Increase Award, Increase Duration AD: Increase Award, Decrease Duration BC: Decrease Award, Increase Duration BD: Decrease Award, Decrease Duration
3	Date Received	Enter date if form is submitted through other means as instructed by the Federal agency. The date received is completed electronically if submitted via Grants.gov
4	Applicant Identifier	Enter the entity identifier assigned by the Federal agency, if any, or the applicant's control number if applicable.
5a	Federal Entity Identifier	Enter the number assigned to your organization by the federal agency, if any.
5b	Federal Award Identifier	For new applications, leave blank. For a continuation or revision to an existing award, enter the previously assigned federal award identifier number. If a changed/corrected application, enter the federal identifier in accordance with agency instructions
6	Date Received by State	Leave this field blank. This date will be assigned by the state, if applicable
7	State Application Identifier	Leave this field blank. This identifier will be assigned by the state, if applicable
8a	Applicant Legal Name	Enter the legal name of the applicant that will undertake the assistance activity. This is the organization that has registered with the System for Award Management (SAM). Information on registering with SAM may be obtained by visiting SAM.gov.
8b	Applicant Employer/Taxpayer Identification Number (EIN/TIN)	Enter the employer or taxpayer identification number (EIN or TIN) as assigned by the Internal Revenue Service.
8c	Applicant Organizational (DUNS) /Unique Entity Identifier (UEI)	Enter the organization's UEI received from SAM. The UEI is a unique 12 character organization identifier. Information on registering with System for Award Management (SAM.gov) may be obtained by visiting the Grants.gov website.

8d	Applicant Address	Enter address: Street 1 (required); City (required); County/Parish, State (required if country is US); Province; Country (required); 9-digit ZIP/Postal Code (required if country is US). If +4 does not exist for the address, enter "0000".
8e	Applicant Organizational Unit	Enter the name of the primary organizational unit, department, or division that will undertake the assistance activity
8f	Applicant Contact Information	Enter the first and last name (required); prefix, middle name, suffix, and title. Enter organizational affiliation if affiliated with an organization other than that in 7.a. Telephone number and email (required); fax number
9	Type of Applicant 1	Select a minimum of one applicant type or select up to three applicant types in accordance with agency instructions. If "Other" is selected, then specify Other Type of Applicant in text box. This type must be consistent with the entity type listed in the applicant's SAM registration.
10	Name of Federal Agency	Enter the name of the federal agency from which assistance is being requested with this application. This information is pre-populated if submitting through Grants.gov.
11	Catalog of Federal Domestic Assistance Number/Federal Assistance Listing and Title	Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable. This information is pre-populated if using Grants.gov.
12	Funding Opportunity Number and Title	Enter the Funding Opportunity Number and title of the opportunity under which assistance is requested as found in the program announcement. This information is pre-populated if using Grants.gov.
13	Competition Identification Number and Title	Enter the competition identification number and title of the competition under which assistance is requested, if applicable. These fields are pre-populated by Grants.gov if provided by the federal agency.
14	Areas Affected by Project (Cities, Counties, States, etc.)	This data element is intended for use only by programs for which the area(s) affected are likely to be different from the place(s) of performance reported on the SF-424 Project/Performance Site Location(s) Form. Add attachment to enter additional areas, if needed.
15	Descriptive Title of Applicant's Project	Enter a brief descriptive title of the project. Supporting documents may be attached if specified in agency instructions.
16a	Congressional District of Applicant	16a. Enter the applicant's congressional district.
16b	Congressional District(s) of Program/Project	16b. Enter the primary district affected by the program or project. Enter in the following format: 2 character state abbreviation – 3 characters district number, e.g., CA-005 for California 5th district, CA-012 for California 12th district, NC-103 for North Carolina's 103rd district. If all congressional districts in a state are affected, enter "all" for the district number, e.g., MD-all for all congressional districts in Maryland. If nationwide, i.e., all districts within all states are affected, enter US-all. If the program/project is outside the US, enter 00.000. This optional data element is intended for use only by programs for which the area(s) affected are likely to be different than place(s) of performance reported on the SF-424 Project/Performance Site Location(s) form. Attach an additional list of program/project congressional districts, if needed.
17a	Proposed Project Start Date	Enter the proposed start date and end date of the project. Consistent with what is stated on the Notice of Funding Opportunity. Do not anticipate an earlier award date, even though an earlier award may be possible.
17b	Proposed Project End Date	Enter the estimated end date consistent with the start date and what is stated on the Notice of Funding Opportunity
18a-g	Estimated Funding	Enter the amount requested, or to be contributed during the first funding/budget period by each contributor. Value of in-kind

		contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses. For zero funding, enter 0. These values must be consistent with the values on the SF-424A and the Budget Narrative. a. Federal: enter the amount of Federal funds being requested. b. Applicant: enter cost share/match being provided by the applicant itself. Do not include cost share/match being provided by commitments from the sources listed below. c. State: enter the amount of any cost share/match being provided by a State government entity. d. Local: enter the amount of any cost share/match being provided by a Local government entity. e. Other: enter the amount of any cost share/match being provided by a source other than those listed above. f. Program Income: enter the amount of program income (if any) used for meeting cost share/match requirements (see 2 CFR 200.1 and 200.307). g. Total: enter the sum of all amounts. This must equal the total proposed budget amounts above.
19	Is Application Subject to Review by State Under Executive Order	Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. Select the appropriate box. If "A." is selected, enter the date the application was submitted to the State.
20	Is the Applicant Delinquent on any Federal Debt?	Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of federal debt include; but may not be limited to: delinquent audit disallowances, loans, and taxes. If yes, include an explanation in an attachment.
21	Authorized Representative:	To be signed and dated by the authorized representative of the applicant organization. Enter the first and last name (required); prefix, middle name, and suffix. Enter title, telephone number, fax number, and email. Fax number is not required. A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain federal agencies may require that this authorization be submitted as part of the application.) If the application is submitted via Grants.gov, the signature of the authorized representative and the date signed are completed upon submission.

APPENDIX D: Instructions for Completing SF-424A

SF-424A, BUDGET INFORMATION

Applicants must review these instructions to ensure the form is completed correctly. This will reduce the likelihood that the form will need to be returned for correction and potentially delay execution of any resultant agreement. The total amounts for each category must match the amounts in the budget narrative.

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

SECTION B – BUDGET CATEGORIES		
Column	**Name**	**Instructions**
(1)	Grant Program Function or Activity 1	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 Grant Program, Function or Activity, fill in the total requirements for funds (both federal and nonfederal) by object class categories. If using the Budget Information form through Grants.gov, the Grant Program, Function, or Activity is prepopulated by the Grant Program Function or Activity from column (A) in Section A – Budget Summary
(2)	Grant Program Function or Activity 2	The form will auto-populate "Non-Federal" in the heading of Column 2. See the list of budget cost categories at the end of this table for guidance on what types of costs to include in each category. The total of Column 2 must be consistent with the Non-Federal total in Section A.

(3)	Grant Program Function or Activity 3	Leave this entire column blank.
(4)	Grant Program Function or Activity 4	Leave this entire column blank.
(5)	Total	This auto-calculates.
		All costs must comply with the cost principles of 2 CFR Part 200, Subpart E – Cost Principles. All costs must be allowable (2 CFR 200.403), allocable to the agreement (2 CFR 200.405), and reasonable in amount (2 CFR 200.404).
(6a)	Personnel	Compensation for employees of the applicant, for example, wages and salaries. See 2 CFR 200.430, Compensation-Personal Services. Do not include the cost of fringe benefits in this category. Such costs must be listed in the "Fringe Benefit" category. Do not include the personnel cost of contractor's or other organizations with which a contract or other agreement for their services exists. Those amounts must instead be listed under the "Contractual" category as part of the total value of the contract or agreement. Do not include the value of donated or volunteer services (or third-party in-kind contributions of services) as it may *not* be charged to the Federal award either as a direct or indirect cost (2 CFR 200.434). However, the value of those services may be used to meet cost sharing/matching requirements (2 CFR 200.306).
(6b)	Fringe Benefits	Fringe benefits should be separated out from the personnel category and are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to, the costs of leave (vacation, family-related, sick or military), employee insurance, pensions, and unemployment benefit plans. Also, see 2 CFR 200.431, Compensation-Fringe Benefits. Do not include the fringe benefit cost of contractor's or other organizations with which a contract or other agreement for their services exists. Those amounts must instead be listed under the "Contractual" category as part of the total value of the contract or agreement.
(6c)	Travel	Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the applicant. This only includes the travel costs directly incurred by employees of the applicant. Also, see 2 CFR 200.475, Travel Costs. Travel costs do not include the cost of renting a conference room for people who are in travel status. Instead, that type of cost should be included under the "Contractual" category. Travel costs incurred by a third-party under a contract or agreement with the applicant should instead listed under the "Contractual" category as part of the total value of the contract or agreement.

(6d)	Equipment	The common dictionary definition or common use of the term "equipment" does not apply to financial assistance agreements. Consequently, property that might otherwise normally be considered equipment, might actually be considered "supplies" as defined by 2 CFR 200.1. "Equipment" is defined as "tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or $5,000." See also §200.1 for Capital assets, Computing Devices, General Purpose Equipment, 200.58 Information Systems, Special Purpose Equipment, and Supplies". Include the cost of all equipment planned to be acquired under the agreement in this budget category. Do not include the value of third-party in-kind contributions of property (2 CFR 200.1) as it may *not* be charged to the Federal award either as a direct or indirect cost (2 CFR 200.434). However, the value of this property may be used to meet cost sharing/matching requirements (2 CFR 200.306). Do not include the cost of renting or leasing equipment in this category. Instead, such costs should be included under the "Contractual" category. Also, see 2 CFR 200.465. Also, see 2 CFR 200.439, Equipment and Other Capital Expenditures, regarding allowability of costs.
(6e)	Supplies	Property that might otherwise normally be considered equipment, might actually be considered "supplies" as defined by 2 CFR 200.1 (see section above regarding the definition of equipment). "Supplies" is defined as all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the non-Federal entity for financial statement purposes or $5,000, regardless of the length of its useful life. See also §200.1 for Computing devices and Equipment". Include the cost of all supplies acquired under the agreement in this budget category. Non-tangible goods and services associated with supplies, such as printing services, photocopy services, and rental costs should be included in the "Other" category. Do not include the value of third-party in-kind contributions of property (2 CFR 200.1) as it may *not* be charged to the Federal award either as a direct or indirect cost (2 CFR 200.434). However, the value of this property may be used to meet cost sharing/matching requirements (2 CFR 200.306).

		Also, see 2 CFR 200.453, Materials and Supplies Costs, Including Costs of Computing Devices, regarding the allowability of costs.
(6f)	Contractual	Services to be carried out by an individual or organization other than the applicant in the form of procurement. It excludes the acquisition of equipment and supplies, which is included under those respective categories. Do not include the value of donated or volunteer services (third-party in-kind contributions of services). While the value of those services may be used to meet cost sharing/matching requirements, it may *not* be charged to the Federal award either as a direct or indirect cost (2 CFR 200.434). Also, see 2 CFR 200.459, Professional Service Costs, regarding the allowability of costs.
(6g)	Construction	Include any construction, alteration, or repair of real property (e.g., buildings and facilities).
(6h)	Other (Direct Costs)	This category includes all other direct costs that do not fit in any of the other direct cost's categories above. "Direct costs" is defined by 2 CFR 200.413. The costs in this section must be broken down in the budget narrative. Include sub-awards in this category Also, see 2 CFR 200.466, Scholarships and Student Aid Costs, regarding tuition remission.
(6i)	Total Direct Charges (sum of 6a – 6h)	Sum of 6a – 6h. If using electronic form, these numbers are auto-calculated.
(6j)	Indirect Charges	This category includes the amount of indirect cost permitted under the agreement. "Indirect costs" is defined by 2 CFR 200.414.
(6k)	TOTALS (sum of 6i and 6j)	Enter the total of amounts on Lines 6i and 6j. (This amount is auto-calculated if using Grants.gov.) 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. If using electronic form, these numbers are auto-calculated.
(7)	Program Income	Enter the estimated amount of total income, if any, expected to be generated from this project. If not applicable, leave blank.

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

SECTION D – FORECASTED CASH NEEDS
Not required to be completed

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

SECTION F – OTHER BUDGET INFORMATION
Not required to be completed