Micro-Grants for Food Security Program

Fiscal Year 2020 Request for Applications

Funding Opportunity Number: USDA-AMS-TM-MGFSP-G-20-0010

Publication Date: Month XX, 2020

Application Due Date: 11:59 PM Eastern Time on Month XX, 2020

Program Solicitation Information

Funding Opportunity Title: Micro-Grants for Food Security Program

Funding Opportunity Number: USDA-AMS-TM-MGFSP-G-20-0010

Announcement Type: Initial

Catalog of Federal Domestic Assistance (CFDA) Number: 10.179

Dates: Applications must be received by 11:59 p.m. Eastern Time on <mark>Month XX, 2020</mark>, through Grants.gov. Applications received after this deadline will not be considered for funding.

Executive Summary: The U.S. Department of Agriculture (USDA), Agricultural Marketing Service (AMS), requests applications for the fiscal year (FY) 2020 Micro-Grants for Food Security Program (MGFSP). The MGFSP will award grants to eligible agencies, commissions, or departments of agriculture for the competitive distribution of subgrants that increase the quantity and quality of locally grown food through small-scale gardening, herding, and livestock operations in food insecure communities in areas of the United States that have significant levels of food insecurity and import a significant quantity of food.

Approximately $4.8 million will be available to fund applications under this solicitation.

This announcement provides information about eligibility criteria for applicants and subaward projects, and the application forms and associated instructions needed to apply for an award.

Stakeholder Input: AMS seeks comments about this Request for Applications (RFA). We will consider the comments when we develop the next RFA for the program. Email written stakeholder comments within one year of the publication date of this RFA to: AMSGrants@usda.gov. This e-mail address is intended only for receiving comments regarding this RFA and not requesting information or forms. In your comments, please state that you are responding to the **Micro-Grants RFA.**

Application Checklist

The application checklist below lists the required and conditionally required documents for an application package. AMS expects applicants to read the entire RFA prior to submitting their application to ensure they understand the program's requirements.

All application packages must include the following:

☐   Standard Form (SF) 424 – Application for Federal Assistance (in Grants.gov)

☐   Agency or Department of Agriculture's Grant Administration Narrative (PDF Attachment)

If applicable, application packages may also be required to include the following documents:

☐   Negotiated Indirect Cost Rate Agreement (NICRA) (PDF Attachment)

Applicants are encouraged to combine all required documents into a single PDF file before submitting their application.

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1   FUNDING OPPORTUNITY DESCRIPTION

1.1   LEGISLATIVE AUTHORITY

The Micro-Grants for Food Security Program (MGFSP) is authorized by section 4206 of the Agriculture Improvement Act of 2018 (Public Law 115—343), (7 U.S.C. § 7518).

1.2   PURPOSE

MGFSP assists agricultural agencies or departments in eligible states and territories, as provided in section *3.1 Eligible Applicants,* to increase the quantity and quality of locally grown food in food insecure communities through small-scale gardening, herding, and livestock operations by competitively distributing subawards to eligible entities, as provided in section *3.2 Eligible Entities*.

1.2.1   FOOD SECURITY SUBAWARDS

Subawards will be made available to eligible sub-applicants (see section *3.2 Eligible Entities*) and shall not exceed 3 years in length. Individual applicants may not receive more than $5,000 per year, while all other eligible entities may not receive more than $10,000 per year. Additionally, an eligible applicant may provide subawards to two or more eligible entities to carry out the same project.

The competition should follow the eligible applicant's policies and procedures and include the use of an independent review panel of experts or qualified individuals. Eligible applicants must use guidelines and procedures to prevent any conflict of interest or the appearance of a conflict of interest as required by 2 CFR § 400.2(b) while providing subawards to eligible entities.

Eligible entities are expected to provide matching funds equal to 10 percent of the subaward amount received by the eligible entity. The eligible applicants may waive the matching requirement for an *individual* who otherwise meets the requirements of the subaward, depending on the applicant's circumstances. The process for waiving this requirement should align with the state's existing policies and procedures and account for real or potential conflicts of interest (see section *3.3 Cost Sharing and Matching*).

Eligible applicants must administratively oversee their subrecipients, collect data, and submit reports to AMS (see section *6.3 Reporting*).

1.2.2   SUBAWARD ACTIVITIES

Eligible entities must engage in activities that will increase the quantity and quality of locally grown food for food insecure individuals, families, neighborhoods, and communities. Activities may include:

- *Small-Scale Gardening*
  An eligible entity may use funds to purchase gardening tools or equipment, soil, soil amendments, seeds, plants, canning equipment, refrigeration, or other items necessary to grow and store food. Additionally, funds may be used for the purchase or assembly of composting units and towers designed to grow leafy greens. This includes activities associated with extending the growing season, as well as starting or expanding hydroponic and aeroponic farming.

  An eligible entity may also use funds to expand an area under cultivation or engage in other activities necessary to be eligible to apply for funding under the USDA's Natural Resources and Conservation Service's Environmental Quality Incentives Program (EQIP) for a high tunnel.

- *Small-Scale Herding and Livestock Operations*

  An eligible entity may use funds to purchase animals as well as buy, erect, or repair fencing for livestock, poultry, or reindeer. It may also fund activities or supplies associated with setting up or equipping a slaughter and processing facility, including purchasing mobile slaughterhouses.

- *Expanding Access to Food and Knowledge of Food Security*

  An eligible entity may use funds to create or expand avenues for the sale of food commodities, specialty crops, and meats that are grown by the eligible entity for sale in the local community, or increase the availability of fresh, locally grown, and nutritious food. This includes paying for shipping of purchased items related to growing or raising food for local consumption or purchase.

  It may also fund travel to participate in agricultural education provided by a state cooperative extension service, land-grant college or university, tribal college or university, Alaska Native-serving institution, or a Native Hawaiian-serving institution, or federal or state agency.

1.2.3 PRIORITY CONSIDERATION

Eligible applicants may prioritize subawards to eligible entities that:

- Have not previously received a subaward under this program; or
- Are in a community or region in that state with the highest degree of food insecurity.

When defining *food insecurity*, eligible applicants may use their state definition. For those states or territories for which *food insecurity* is not defined, follow the USDA Economic Research Service (ERS) definition. More information on the measurement of food security is available on the ERS website.

2 AWARD INFORMATION

2.1 TYPE OF FEDERAL ASSISTANCE

AMS will use a Grant Agreement to provide support to successful applicants.

2.2 TYPE OF APPLICATIONS

New application. AMS will review all new applications for conformity with the criteria in section *5 Application Review Information* and may require the applicant to provide additional information or clarification by a specified date.

2.3 AVAILABLE FUNDING AND AMOUNT AVAILABLE TO EACH APPLICANT

It is anticipated that $4.8 million will be available to fund applications in FY 2020. Enactment of additional Federal continuing resolutions or appropriations may affect the availability or level of funding for this program.

Each eligible state or territory (see section *3.1 Eligible Applicants*) is eligible to receive the available grant allocation as indicated below.

Agency or Department of Agriculture	Percentage of Allocation	Available Grant Allocation
Alaska	40 percent	1,938,556.80
American Samoa	2.5 percent	121,159.80
Federated States of Micronesia	2.5 percent	121,159.80
Guam	2.5 percent	121,159.80
Hawaii	40 percent	1,938,556.80
Northern Mariana Islands	2.5 percent	121,159.80
Puerto Rico	2.5 percent	121,159.80
Republic of the Marshall Islands	2.5 percent	121,159.80

Agency or Department of Agriculture	Percentage of Allocation	Available Grant Allocation
Republic of Palau	2.5 percent	121,159.80
U.S. Virgin Islands	2.5 percent	121,159.80

2.4   FEDERAL AWARD PERIOD DURATION

The grant period for agreements between the eligible applicant and AMS is for 4 years. The period of performance must begin no later than September 30, 2020 and end no later than September 29, 2024. AMS expects applicants to complete their projects within the required timeframe. It is acceptable to complete a project before the scheduled performance period end date. However, AMS encourages applicants to take the full grant period to allow ample time to complete projects. The applicant must indicate the start and end dates on the SF-424, "Application for Federal Assistance" in block 17.

3   ELIGIBILITY INFORMATION

3.1   ELIGIBLE APPLICANTS

Eligible applicants are agricultural agencies or departments in Alaska, American Samoa, the Commonwealth of the Northern Mariana Islands, the Commonwealth of Puerto Rico, the Federated States of Micronesia, Guam, Hawaii, the Republic of the Marshall Islands, the Republic of Palau, and the United States Virgin Islands. A State department of agriculture is the agency, commission, or department of the government responsible for agriculture within the State, Territory, or Insular area.

3.2   ELIGIBLE ENTITIES

Eligible entities must be physically located in an eligible state or territory listed in section *3.1 Eligible Applicants* and must apply directly to an eligible applicant. Eligible entities are:

- Individuals;
- Indian tribes or tribal organizations;
- Nonprofit organizations that are engaged in increasing food security, including—
    - Religious organizations;
    - Food banks; or
    - Food pantries;
- Federally funded educational facilities, including—
    - Head Start programs or an Early Head Start programs;
    - Public elementary schools or public secondary schools;
    - Public institutions of higher education;
    - Tribal Colleges or Universities;
    - Job training programs; or
- Local or Tribal governments that may not levy local taxes under State or Federal law.

3.3   COST SHARING AND MATCHING

Eligible applicants are not required to provide a cost share or match for the grant agreement.

When establishing subawards, the eligible applicant must ensure that the *eligible entities* provide funds equal to **10 percent** of the amount received under the subaward. In-kind contributions, while encouraged, do not count toward the fulfillment of this requirement. The eligible applicants must follow their own policies and procedures for ensuring the cash match. An eligible applicant may waive the matching requirement for an *individual* sub-applicant who otherwise meets the requirements to receive a subaward by the eligible state or territory. The process for waiving this requirement should align

with the state's existing policies and procedures and account for real or potential conflicts of interest. In addition to a state's existing policies, or if a state does not have existing policies in place, AMS encourages the consideration of the following criteria when waiving an individual's matching requirement:

- The project's alignment with the program's purpose, activities, and outcomes;
- The project's budget being reasonable, allowable, and necessary for associated activities; and
- External reviewer feedback resulting from the competitive process.

Cost sharing for the required match must be in the form of allowable direct costs. Refer to 2 CFR § 200.306 for additional Federal requirements and definitions, including the basis for determining the value of cash and in-kind contributions.

All matching contributions **must be committed or in place** when the proposal is submitted to the eligible applicant. Additional anticipated matching funds not in place by the time the project commences cannot be counted toward the matching requirement.

Program income (as defined in 2 CFR § 200.80) or any other Federal funds cannot be used as a match or cost share.

4 APPLICATION AND SUBMISSION INFORMATION

4.1 OBTAINING AN APPLICATION PACKAGE

Only electronic applications may be submitted via Grants.gov in response to this RFA. We urge applicants to submit early to the Grants.gov system. For an overview of the Grants.gov application process, see Grants.gov's Apply for Grants webpage. This RFA contains the information needed to obtain and complete required application forms and AMS-specific attachments. More information about applying through Grants.gov can be found in section *4.6.1 How to Register to Apply Through Grants.gov.*

Applicants can find the opportunity under either the CFDA number "10.179" or the Funding Opportunity Number "USDA-AMS-TM-MGFSP-G-20-0010."

4.2 CONTENT AND FORM OF APPLICATION SUBMISSION

4.2.1 SF-424 APPLICATION FOR FEDERAL ASSISTANCE

Required: The SF-424 is available via the Funding Opportunity at Grants.gov. Most information blocks on the required form are either self-explanatory or adequately explained in the instructions. However, you must use the following supplemental instructions associated with specific blocks on the SF-424.

Block	Instruction
#1 Type of Submission	Check Application.
#2 Type of Application	Check New.
#4 and #5	Not applicable.
# 8c Organizational Data Universal Numbering System (DUNS)	Applicant DUNS# for the Organization submitting the application. See D&B Request a DUNS Number.
#8d Address	Enter the State department of agriculture street address as it appears in SAM.gov. P.O. Boxes will not be accepted. Enter a 9-digit zip code.
#10 Name of Federal Agency	AMS, USDA
#11 Catalog of Federal Domestic Assistance Number	Enter 10.179 – Micro-Grants for Food Security Program.
#12 Funding Opportunity Number	Enter USDA-AMS-TM-MGFSP-G-20-0010.
#13 Competition Identification Number	Not applicable.
#14 Areas Affected by Project	Enter cities, counties, States affected by project.
#15 Descriptive Title of Applicant's Project	Enter "MGFSP 2020 Application".

Block	Instruction
#16a Congressional Districts for Applicant	Enter the Congressional district where your main office is located.
#16b Congressional Districts for Program/Project	Enter the Congressional district where your project will be performed. Write "All" if the projects will be performed in more than one location.
#17 Proposed Project Start Date and End Date	Your grant period cannot be more than 4 years in length. Start date must begin no later than September 30, 2020 and end no later than September 29, 2024.
#18 Estimated Funding	Total Federal funds requested.
#19 Is Applicant Subject to Review by State Under Executive Order 12372 Process?	See section *4.4 Intergovernmental Review.*

4.2.2   GRANT ADMINISTRATION NARRATIVE (REQUIRED)

Required: The *Grant Administration Narrative* must be submitted as a PDF and attached to the Grants.gov application package using the "Add Attachments" button under SF-424 item #15. Handwritten applications or applications in MS Word will not be accepted. The Narrative must be typed, single-spaced, in an 11- or 12-point font, with 1-inch margins, and on 8.5" x 11" paper.

Prior to submitting an application to Grants.gov, make sure that it is in final form (e.g., if you used the "track changes" function, accept all changes before submitting so that the mark-up is not visible upon final submission).

The eligible applicant must submit the content required in the *Grant Administration Narrative*. The Grant Administration Narrative will be provided once, with the application package in Grants.gov. A general line item for subawards should be provided under *Contracts* in the Budget section of the Grant Administration Narrative.

The individual subaward project details are not expected to be included with the submission of this application; however, the Project Narratives following the *Project Narrative Form* must be submitted within one (1) year of the award to the eligible applicant. These can be compiled and submitted as a single PDF or MS Word document. The Project Narratives will provide a comprehensive plan detailing each subaward project, associated outcomes, and applicable budget information in order to draw down on the funds associated with this line item.

4.2.3   NEGOTIATED INDIRECT COST RATE AGREEMENT (NICRA)

Required if the eligible applicant has a NICRA. Refer to section *Error: Reference source not found2 Indirect Costs* for more information. The NICRA must be in PDF format **and** attached to the Grants.gov application package using the "Add Attachments" button under SF-424 item #15.

4.3   SUBMISSION DATE AND TIME

Applicants must submit applications via Grants.gov by 11:59 p.m. Eastern Time on MONTH DATE, 2020. AMS cannot consider applications received after this deadline for funding.

4.4   INTERGOVERNMENTAL REVIEW

This program is not subject to Executive Order 12372, which requires intergovernmental consultation with state and local officials.

4.5   FUNDING RESTRICTIONS

4.5.1   LIMIT ON ADMINISTRATION COSTS

Administration costs are defined as direct costs under MGFSP and are limited to 3 percent of the total Federal funds provided under the award per section 4206(d)(3) of the Agriculture Improvement Act of 2018 (Public Law 115—343), (7 U.S.C. § 7518(d)(3)). An eligible applicant that receives funds may use not more than 3 percent of those funds to—

- Administer the competition for providing subawards to eligible entities;
- Provide oversight of the subaward recipients; and
- Collect data and submit annual and final financial and performance reports.

4.5.2 INDIRECT COSTS

Indirect costs (also known as "facilities and administrative costs"—defined at 2 CFR § 200.56) are 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.

As stated in the regulations (2 CFR §§ 200.413 and 414), any non-Federal grant applicant or recipient that has never received a negotiated indirect cost rate, except State and Local Government and Indian Tribe Indirect Cost Proposals, may elect to charge a de minimis rate of 10 percent of modified total direct costs (MTDC) that may be used indefinitely. As described in 2 CFR § 200.403, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a grant recipient chooses to negotiate for a rate, which the recipient may apply to do at any time.

All applicants who elect to charge a de minimis rate of 10 percent must use the MTDC as the base. MTDCs are defined in 2 CFR § 200.68 as 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). MTDCs exclude 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 be excluded only when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval by an applicant's cognizant agency for indirect costs.

If an applicant has a negotiated indirect cost rate approved by its cognizant agency, the applicant must submit a copy of its approved NICRA with its application. Grant applicants or recipients that would like to negotiate an indirect cost rate must contact their cognizant agency. For assignments of cognizant agencies, see 2 CFR § 200.19.

4.5.3 ALLOWABLE AND UNALLOWABLE COSTS AND ACTIVITIES

All AMS awards are subject to the terms and conditions, cost principles, and other considerations described in the AMS General Terms and Conditions.

4.5.4 COORDINATOR MEETING TRAVEL

The eligible applicant's *Grant Administration Narrative Budget* may include travel funds for the attendance by at least one staff member who directly implements the program at a national AMS grant meeting during the life of the grant agreement. This is not necessary if the eligible applicant has already committed funds under another AMS grant agreement.

4.6 GRANTS.GOV APPLICATION SUBMISSION AND RECEIPT PROCEDURES AND REQUIREMENTS

4.6.1 HOW TO REGISTER TO APPLY THROUGH GRANTS.GOV

The registration process can take **up to four weeks** to complete. Therefore, complete your registration allowing sufficient time to ensure it does not impact your ability to meet required application submission deadlines.

Individual applicants eligible to apply for this grant funding opportunity should refer to: https://www.grants.gov/web/grants/applicants/registration.html

Organization applicants can find complete instructions here:
https://www.grants.gov/web/grants/applicants/organization-registration.html

Prior to *registering in Grants.gov:*

1) Obtain a DUNS Number: All entities applying for funding, including renewal funding, must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet (D&B). Applicants must enter the DUNS number in the data entry field labeled "Organizational DUNS" on the SF-424 form.

2) Register with SAM: In addition to having a DUNS number, organizations applying online through Grants.gov must register with the System for Award Management (SAM). All organizations must register with SAM to apply online. Failure to register with SAM will prevent your organization from applying through Grants.gov. **SAM.gov accounts must be updated annually, and your organization must have an *active* SAM.gov account to submit your application to Grants.gov.**

Register with Grants.gov:

1) Create an account with Grants.gov: Applicants must know their organization's DUNS number to complete this process. Completing this process automatically triggers an email request for applicant roles to the organization's E-Business Point of Contact (EBiz POC) for review. The EBiz POC is a representative from your organization who is the contact listed for SAM. To apply for grants on behalf of your organization, you will need to assign an individual to the Authorized Organization Representative (AOR) role.

2) Authorize Grants.gov Roles: After creating an account on Grants.gov, the EBiz POC receives an email notifying him or her of your registration and request for roles. The EBiz POC will then log in to Grants.gov and authorize the appropriate roles, including the AOR role, thereby giving you permission to complete and submit applications on behalf of the organization. You will be able to submit your application online any time after the individual assigned the AOR role has been approved as an AOR.

3) Track Role Status: After registering with Grants.gov and authorizing the applicant AOR, Grants.gov allows you to track your status.

4) Electronic Signature: When applications are submitted through Grants.gov, the name of the organization's AOR who submitted the application is inserted into the signature line of the application, serving as the electronic signature. The EBiz POC **must** authorize individuals who are able to make legally binding commitments on behalf of the organization as an AOR; **this step is often missed, and it is crucial for valid and timely submissions.**

4.6.2 HOW TO SUBMIT AN APPLICATION TO AMS VIA GRANTS.GOV

Applicants may use the Grants.gov Workspace, a shared, online environment where members of a grant team may simultaneously access and edit different webforms within an application. For each funding opportunity announcement, you can create individual instances of a Workspace.

1) *Create a Workspace*: This allows you to complete your Workspace online and route it through your organization for review before submitting.

2) *Complete a Workspace*: Add participants to the Workspace, complete all the required forms, and check for errors before submission.

   a. *Adobe Reader*: If you decide not to apply by filling out webforms, you can download individual PDF forms in Workspace so that they will appear similar to other Standard or AMS forms. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drives, and then accessed through Adobe Reader.

   NOTE: You may need to visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software.

b. *Mandatory Fields in Forms:* Fields marked with an asterisk and a different background color are mandatory fields you must complete to successfully submit your application.

c. *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. To trigger this feature, an applicant must complete the SF-424 information first. Once it is completed, the information will transfer to the other forms.

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

SPECIAL NOTE: Grants.gov **does not** check for AMS required attachments. It is the applicant's responsibility to ensure that all required attachments listed in section *Content and Form of Application Submission* are included.

4) *Track a Workspace*: After successfully submitting a Workspace package, Grants.gov automatically assigns a Tracking Number (GRANTXXXXXXXX) to the package, which will be listed on the Confirmation page generated after submission.

Applicant Support: Grants.gov provides additional [training resources, including video tutorials](). Applicants may also call the 24/7 toll-free support number 1-800-518-4726, or email [support@grants.gov](). Grants.gov will issue a ticket number to which you and Grants.gov can refer if the issue is not resolved. For questions related to the specific grant opportunity, contact individuals mentioned in section *7 Agency Contacts*.

4.6.3 TIMELY RECEIPT REQUIREMENTS AND PROOF OF TIMELY SUBMISSION

All applications must be received by the due date established in section *4.3 Submission Date and Time*. Proof of timely submission is automatically recorded by Grants.gov using an electronic date/time stamp generated when the application is successfully received by Grants.gov. The applicant AOR will then receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov. Applicant AORs will also receive the official date/time stamp and Grants.gov Tracking Number in an email serving as proof of their timely submission.

When AMS successfully retrieves the application from Grants.gov and acknowledges the download of submissions, Grants.gov will electronically acknowledge receipt of the application to the applicant AOR's email address. Again, proof of timely submission shall be an email with the official date/time stamp and Grants.gov tracking number that Grants.gov assigns to your application.

AMS will not accept application packages by fax, email, or postal mail. Applications received by Grants.gov after the established due date for the program will be considered late and will not be considered for funding by AMS. See [AMS' Policy on Late Applications]().

Special Note for Applicants with Slow Internet Connections. Applicants using slow internet connections, such as dial-up connections, may experience significantly longer transmission times when submitting their application to Grants.gov, especially if there are large attachments contained in the upload. Again, Grants.gov will provide either an error message or a successfully received transmission notification via email to the applicant AOR.

4.6.4 TIPS FOR APPLICANTS

- Register and submit applications early. **DO NOT WAIT UNTIL THE DAY OF THE APPLICATION DEADLINE**.
- Thoroughly read this RFA and follow all the instructions provided by AMS.
- Apply for the correct grant program
  o CFDA number "**10.179**" and Funding Opportunity Number "**USDA-AMS-TM-MGFSP-G-20-0010**".

- Make sure you have the most recent copy of Adobe Reader installed on your computer and that it is compatible with Grants.gov software. Grants.gov supports Adobe Reader version 9.0.0 and higher.

- Limit Application File Size/ File Name Characters (50 or less).

- When uploading attachments, click the "Add Attachments" button (do NOT use the "paperclip" icon in Adobe Reader).

- Do not password-protect your documents and make sure all tracked-changes are "accepted".

- Avoid Special Characters in File Names ($, %, &, *, Spanish "ñ", etc.).

- Input the correct DUNS number on the SF-424 cover page.

- Review the Grants.gov Applicant User and Registration Guides:

  http://www.grants.gov/web/grants/applicants/applicant-faqs.html
  https://www.grants.gov/web/grants/applicants/workspace-overview.html

5   APPLICATION REVIEW INFORMATION

AMS will review grant applications to ensure that the application meets the statutory purpose of the program, all application criteria are fulfilled in accordance with section *4 Application and Submission Information*, and that all costs are allowable.

AMS will notify the individual listed on the SF-424 "Application for Federal Assistance" in block 8f. if additional information is required after the initial review of the application. An applicant should ensure that all sub-applicants are aware that additional information may be required from them because of the review of their grant proposal. Failure to provide requested information in a timely manner may result in a subaward project not receiving funding.

6   AWARD ADMINISTRATION INFORMATION

6.1   AWARD NOTICES

Upon announcement of the Federal awards, AMS will prepare and send a Notice of Award and Grant Agreement Face Sheet (AMS-33) to each recipient for signature by the appropriate official. The AMS-33 will be signed by AMS and the AOR.

The Notice of Award and AMS-33 will provide pertinent instructions and information including, at a minimum, the information described in 2 CFR § 200.210 and a reference to the AMS General Terms and Conditions.

6.2   ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

All AMS grant agreements include the AMS General Terms and Conditions as part of the Notice of Award and Grant Agreement. More information is provided in the most recent version of the AMS General Terms and Conditions under the *Administrative and National Policy Requirements* section.

6.3   REPORTING

Reporting and award closeout requirements are included in the AMS General Terms and Conditions. If there are any program or award-specific award terms, they will be identified in the award.

7   AGENCY CONTACTS

Applicants and other interested parties are encouraged to contact:

7.1   TEAM LEAD

Mr. Patrick Kelley

Phone: 202-205-3941

E-Mail: Patrick.Kelley@usda.gov

7.2 GRANTS MANAGEMENT SPECIALISTS

Ms. Kristin Abernathy

Phone: 202-308-7403
E-Mail: Kristin.Abernathy@usda.gov

Ms. Angela Davis

Phone: 404-670-2900
E-Mail: Angela.Davis@usda.gov

7.3 ADDRESS

Micro-Grant for Food Security Program
USDA, Agricultural Marketing Service
1400 Independence Avenue, SW
Washington, DC 20250-0269
www.ams.usda.gov/grants

8 OTHER INFORMATION

8.1 EQUAL OPPORTUNITY STATEMENT

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

8.2 FREEDOM OF INFORMATION ACT REQUESTS

The Freedom of Information Act (FOIA) of 1966 (5 U.S.C. § 552) and the Privacy Act of 1974 (5 U.S.C. § 552a), as implemented by USDA's regulations (7 CFR § 1, Subpart A), govern the release or withholding of information to the public in connection with this Federal award. The release of information under these laws and regulations applies only to records held by AMS and imposes no requirement on the recipient or any subrecipient to permit or deny public access to their records.

FOIA requests for records relating to this Federal award may be directed to USDA, Agricultural Marketing Service, FOIA/PA Officer, Room 3943-S, Mail Stop 0202, 1400 Independence Ave., SW, Washington, DC 20250-0273, Telephone: (202) 720-2498; or email: AMS.FOIA@usda.gov.

8.3 PAPERWORK REDUCTION

According to the Paperwork Reduction Act of 1995 (44 U.S.C. § 3501 et seq.), an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0581-NEW. The public reporting burden for this collection of information is estimated to average 4 hours per response, including the time for reading and utilizing this document to prepare an application, reviewing which items are allowable, and understanding the terms and conditions of the grant award.