Community Compost and Food Waste Reduction (CCFWR) Project
Part I: Overview Of the Office of Urban Agriculture and Innovative Production - OUAIP

Part II: Description of Community Compost and Food Waste Reduction Projects and Cooperative Agreements

Part III: Cooperative Agreements: Application, Evaluation, and Notification Process

Part IV: Helpful Tips

Part V: Submit Questions - urbanagriculture@usda.gov
What is OUAIP?

Urban Agriculture and Innovative Production Federal Advisory Committee

Pilot Projects: Urban and Suburban County Committees

Office of Urban Agriculture and Innovative Production

Urban Agriculture and Innovative Production (UAIP) Competitive Grants Program

Community Compost and Food Waste Reduction (CCFWR) Pilot Projects
What are CCFWR Pilot Projects?

**Purpose:** CCFWR specifically provides assistance through a cooperative agreement to municipalities, counties, local governments, or city planners in the United States to carry out planning and implementing activities that will-

1) generate compost;
2) increase access to compost for agricultural producers;
3) reduce reliance on, and limit the use of, fertilizer;
4) improve soil quality;
5) encourage waste management and permaculture business development;
6) increase rainwater absorption;
7) reduce municipal food waste; and
8) divert food waste from landfills.
What is a Cooperative Agreement?

• Financial assistance between NRCS and an eligible entity to carry out community compost and food waste reduction activities.

• Different from a grant in that it provides for substantial involvement between NRCS and the awardee in carrying out a CCFWR Pilot Project.
Examples of NRCS involvement

- NRCS will connect pilot projects with other USDA agencies and Federal partners to collaborate on project activities and outcomes that contribute to the U.S. Food Loss and Waste 2030 goal.

- NRCS will coordinate and convene the CCFWR pilot project team(s) and other experts to share information and strategies related to CCFWR.

- NRCS will gather the methods, results, and benefits derived from the project to evaluate and disseminate different solutions for increasing access to compost and reducing municipal food waste solutions across the United States.
Priority will be given to a CCFWR Pilot Project that:

- Anticipates or demonstrates economic benefits;
- Incorporates plans to make compost easily accessible to agricultural producers, including community gardeners;
- Integrates other food waste strategies, including food recovery efforts; and
- Collaborates with multiple partners.

Priority Consideration

1) Anticipates or demonstrates economic benefits
2) Incorporates plans to make compost easily accessible to agricultural producers, including community gardeners
3) Integrates other food waste strategies, including food recovery efforts
4) Collaborates with multiple partners
Economic Benefits

Pilot Projects may include but are not limited to:

• Deliverables that anticipate or demonstrate economic benefits to the applicant and its collaborators.

• Overall economic efficiency of project activities including plan for self-sustainability.

• Cost-effectiveness of the budget in relation to expected measurable outcomes and project impact.
Incorporate Compost

Pilot Projects may include but are not limited to:

• Activities to make compost easily accessible to agricultural producers, including community gardeners.

• Plans to continue aspects or components of the project related to composting beyond the end of the project period.
Include Innovation

Pilot Projects may include but are not limited to:

- Activities that either complement, strengthen, or non-adversely impact any existing food waste recovery and disposal by commercial, marketing, or business relationships in the area.

- Innovative solutions for increasing access to compost and reducing municipal food waste.

- Enhanced locally-driven processes that better address nationally and regionally important composting and food waste reduction goals that transcend localities.
Collaboration

- Eligible entities should collaborate with **two or more** partner organizations on their CCFWR pilot project.

- Non-eligible entities may be partners on a project.

- The eligible entity that submits the application is responsible for receiving and managing the award.

- Documentation (such as a separate letter of support from each partner) verifying support from collaborators is required as part of the application.
Local governments are eligible to apply for CCFWR.

“Local government” refers to any unit of government within a state, including a State-designated Indian Tribes, Federally Recognized Indian Tribal Governments, county; borough; municipality; city; town; township; parish; local public authority, including any public housing agency under the United States Housing Act of 1937 (50 Stat. 888) (P.L. 75-412); special district; school district; intrastate district; council of governments, whether or not incorporated as a nonprofit corporation under State law; and any other agency or instrumentality of a multi-state, regional, or intra-state or local government.

Applicants must be located within the 50 United States, the District of Columbia, the Caribbean Area (Puerto Rico and the U.S. Virgin Islands), or the Pacific Islands Area (Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands).
Who is Not Eligible to Apply?

• Individuals such as a farmer or gardener, for-profit organizations and small businesses, state governments, and Institutions of Higher Education (IHEs) including extension programs are not eligible to apply for a CCFWR Project.

• Applicants not located within the 50 United States, the District of Columbia, the Caribbean Area (Puerto Rico and the U.S. Virgin Islands), and the Pacific Islands Area (Guam, American Samoa, or the Commonwealth of the Northern Mariana Islands) are not eligible.
## CCFWR Pilot Project

<table>
<thead>
<tr>
<th>Type</th>
<th>Amount</th>
<th>Duration</th>
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<tbody>
<tr>
<td>CCFWR Pilot Project</td>
<td>$45,000 - $90,000</td>
<td>2 years</td>
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- 25% match of total project costs required.
- The proposed project should **not duplicate activities** from another Federal award and must have specifically different objectives.
• Applicants are required to match 25 percent of total project costs. Federal funds may constitute no more than 75 percent of the total project budget.

• No competitive advantage (considered voluntary) to provide a match that exceeds the required amount.

• Applications that do not include matching will be ineligible.

• Match must be committed or secured at time of application submission.

• Applications must include match verification letters for each resource.
How Do I Calculate the Match Requirement?

If the Total Project Budget is $90,000

Provide at least 25% match of the total budget, which is $22,500.

Request up to 75% of the total budget, which equals $67,500 in USDA Funds.

How Do I Calculate the Match Requirement?
What types of match will be accepted?

• Matching may be achieved with contributions of cash, supplies, services, third party in-kind contributions, or a combination of sources other than funds provided through this funding opportunity. Cash can be the recipients' cash outlay, or cash donations from non-federal third parties or non-federal grants. In-kind can be the value of non-cash contributions typically in the form of value of personnel (including volunteers), goods, and services.
What types of match will not be accepted?

• Applicants cannot use program income or any other Federal funds as a match.

• Applicants cannot use unrecovered indirect costs as part of the match requirement.
  • Unrecovered indirect cost means the difference between the amount charged to the Federal award and the amount that could have been charged to the Federal award under the potential recipients approved Negotiated Indirect Cost Rate (NICRA).
Activities may include but are not limited to:

- Materials, supplies, and other costs related to the development and testing of strategies to generate compost and reduce food waste;
- Construction;
- Building a non-permanent, temporary, or moveable structure;
- Building a permanent structure;
- Contractual including labor costs;
- Personnel costs; and
- Lease or rental of special purpose equipment, vehicles, land, and building space.
Pilot projects may not include:

- Offal disposal;
- Purchase of general-purpose equipment or lease agreements to own such equipment (i.e., lease-to-own or rent-to-own);
- Contributions or donations, including cash, property, and services, from the recipient to other entities; and
- Organized fundraising, including financial campaigns, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions.
For more information, visit: www.Farmers.gov/urban

Have questions? Email: UrbanAgriculture@usda.gov
Application, Evaluation and Notification Process
1. Do the Pre-Work!

2. Submit Your Application

3. Administrative Review

4. Peer Review and Evaluation

5. Award Notification by 8/31
Read the Notice of Funding Opportunity (NFO).


- Make sure you are eligible to apply.

- Understand and follow the application instructions and submission requirements in the NFO.
Required:
- Project Summary and Proposal Narrative (PDF or MS Word Attachment)
- Form SF-424 – Application for Federal Assistance (on Grants.gov)
- Form SF-424A – Budget Information, Non-Construction (on Grants.gov)
- Budget Narrative
- Verification of Matching Funds Letter for Each Resource
- Letters of Commitment from Partner and Collaborator Organizations
- Certification and Disclosure of Lobbying Activities

If Applicable:
- Form SF-424C – Budget Information, Construction (on Grants.gov)
- Negotiated Indirect Cost Rate Agreement (PDF Attachment)
## Complete Required Steps

<table>
<thead>
<tr>
<th>Required Action</th>
<th>Timing</th>
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<tbody>
<tr>
<td>Obtain a TIN/EIN from the IRS (if your org does not have one)</td>
<td>Up to 35 days</td>
</tr>
<tr>
<td>Obtain a DUNS number (if your org does not have one)</td>
<td>1-2 business days</td>
</tr>
<tr>
<td>Register with SAM.gov (if your org does not have an active account)</td>
<td>7-10 business days</td>
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<tr>
<td>Register with Grants.gov, add a profile, and authorize an Authorized Organization Representative (AOR)</td>
<td>Up to 14 days</td>
</tr>
<tr>
<td>Submit CCFWR Application in Grants.gov</td>
<td>11:59 p.m. EDT on Date listed in NFO</td>
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Need Technical Assistance?

- IRS TIN/EIN issues:
  - Businesses: 1-800-829-4933
  - Non-profits: 1-877-829-5500

- DUNS issues:
  - 1-866-705-5711 (US Only) or SAMHelp@dnb.com

- SAM.gov issues:

- Grants.gov issues:
  - 1-800-518-4726 or support@Grants.gov
2. Submit Your Application

Find the CCFWR funding opportunity and related documents on Grants.gov by searching:

<table>
<thead>
<tr>
<th>Program:</th>
<th>CFDA Number:</th>
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<tbody>
<tr>
<td>CCFWR</td>
<td>10.935</td>
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Funding Opportunity Number:

USDA-NRCS-NHQ-CCFWR-21-NOFO0001112
View on Grants.gov
• Applications must be received by 11:59 p.m. Eastern Time on July 16, 2021.
Applications will not be reviewed or considered if:

- Application is not submitted through Grants.gov.
- Application is submitted late.
- Proposal does not comply with the required content, format, and formatting structure including page length.
- Application is incomplete or noncompliant.
- Application does not fit the purpose of CCFWR Project.
Applications will not be reviewed or considered if:

- Proposal includes activities funded by another Federal award.
- Applicants and applications do not meet eligibility criteria including eligible applicant type.
- Applicant is identified in the SAM.gov exclusions database as ineligible, prohibited/restricted, or excluded from receiving Federal funding.
- Applicant has committed fraud, including materially misleading or incorrect information in the application.
Part II of Review Process

4. Peer Review and Evaluation

Evaluation Criteria

- Collaboration and Partners: 20%
- Alignment and Intent: 20%
- Fiscal Plan and Resources: 20%
- Achievability: 20%
- Projected Impact and Measurable Outcomes: 20%
Recap: Tentative UAIP Timeline

1. Do the Pre-Work!

- Application due by 11:59 p.m. on date listed in NFO and Grants.gov.

2. Submit Your Application

- Application due by 11:59 p.m. on date listed in NFO and Grants.gov.

3. Administrative Review

- Application Review July 2021

4. Peer Review and Evaluation

5. Award Notification

- Announce or notify successful and unsuccessful applicants by August 31, 2021.
Helpful Tips

• Don’t wait until the last minute!
• Read the Notice of Funding Opportunity (NFO).
  • USDA-NRCS-NHQ-CCFWR-21-NOFO0001112
• Align your Project Proposal Narrative and Budget Narrative.
• Make sure your proposal complies with the required content and format including page limits.
• Get input from collaborators and partners.
Submit Questions:  urbanagriculture@usda.gov
Frequently asked questions combined for 2020 and 2021:  https://www.farmers.gov/manage/urban/opportunities/ccfwr-faq
USDA is an equal opportunity provider, employer, and lender.