



Sustainable Agriculture Research and Education (SARE) Community Foods Project (CFP) Food Loss and Waste (FLW) Training and Technical Assistance (T&TA) Grants Program

Phase I: Community Foods Project (CFP) Food Loss and Waste (FLW) Training and Technical Assistance (T&TA) **Program Manager/Coordinator** Call for Applications

Application Deadline: January 31, 2024, 5 p.m. EST

Contract Funding Amount: \$500,000

Project Timeline: April 1, 2024-April 1, 2028

Call for Applications Link: [SARE Grant Management System](#)

For more information, contact: Jeff Jordan at jjordan@uga.edu

Application Timeline

December 2023: Call for Applications Released

January 31, 2024 at 5 p.m. EST: Applications Due

February-March 2024: Applications Reviewed

April 1, 2024: Position Start Date

April-September 2024: Coordinate Efforts for FLW Grant Proposals

Beyond September 2024: Training and Technical Assistance of Funded FLW Projects

Introduction

The [United States Department of Agriculture](#) recognizes the impacts of food loss and food waste on food security and the environment. In response, USDA, in concert with agency partners, is working toward the goal of reducing food loss and food waste by 50 percent by 2030.

In the latest effort in reduction activities, Sustainable Agriculture Research and Education (SARE) is initiating a national Community Foods Project (CFP) Food Loss and Waste (FLW) Training and Technical Assistance (T&TA) Grants Program, supporting projects that align with [USDA activities](#) aimed at reducing food loss and reducing food waste. These include: On-farm handling and storage to help reduce post-harvest loss; determination of food waste generation baselines on farms and/or during processing of farm products; strategies for reducing food waste through adoption of more efficient farm production practices; and exploration of agricultural options for composting, bio-digesting, and donation of edible food; retail establishments; food service; schools, and households/consumers.

The [Southern region SARE program](#), based at the University of Georgia, will serve as host institution and grant facilitator for the Community Foods Project (CFP) Food Loss and Waste (FLW) Training and Technical Assistance Grants Program. The Call for Proposals for this grant program will be

released in 2024. Other collaborators include Northeast SARE, North Central SARE, Western SARE, SARE National Reporting, Coordination and Communications Office (NRCCO), and Community Food Program Training and Technical Assistance Center (Third Sector New England). SARE is a USDA grant-making program focusing on sustainable agriculture principles.

To accomplish the goals of this grant program, Southern SARE is seeking a **Program Manager/Coordinator** to assist in the organization, coordination, and implementation of selected grant projects.

Scope of Work

Responsibilities of the Program Manager/Coordinator:

- 1) Work to
 - a) Implement training and technical assistance efforts across funded grant projects nationally through collaboration with Third Sector New England. These efforts may include:
 - i) Assistance in project development;
 - ii) Grantsmanship training;
 - iii) Leadership development
 - iv) And/or assistance on a particular type of project. For example, youth farm enterprises, urban farms, direct marketing, farm-to-institution, or other services.
 - b) Build capacity for Food Loss Food Waste initiatives for current and future grantees. Activities may include, but are not limited to, workshop trainings, peer to peer interaction, one on one trainings, curricula development, webinars, and/or video-conferencing.
- 2) Engage interested organizations/institutions to apply for FLW grants - especially current and prior SARE grant recipients.
- 3) Collaborate with Southern SARE in assisting applicants of FLW grants to apply/complete proposals per the application requirements.
- 4) Collaboration with Southern SARE in assist project awardees in completing annual/progress and final reports per the reporting requirements.
- 5) Coordinate the efforts of FLW projects and regional SARE offices as they relate to their respective SARE regions.
- 6) Engage the National IT Coordinator for this program to develop an application/grant reporting system designed to examine common metrics and collect information for national program evaluation and program impacts.
 - a) Collaborate with National Program evaluation specialist (contracted)
- 7) Establish and engage the FLW Outreach Steering Committee specific to this project (includes representation from each SARE region).
 - a) Engage SARE FLW grantees to develop a steering committee and develop outreach/educational materials focused on food loss and food waste. This includes representation from each SARE region.
 - b) Coordinate all educational resources with the SARE Outreach Steering Committee and National Reporting, Coordination and Communications Office (NRCCO) staff
- 8) Provide guidance/advice and linkages to sustain FLW efforts beyond FLW project funding.

Who Can Apply

Community Foods Project (CFP) Food Loss and Waste (FLW) Training and Technical Assistance (T&TA) Program Manager/Coordinator is a national seat open to qualified applicants in the contiguous U.S.; Alaska; Hawaii; the U.S. territories of Puerto Rico, U.S. Virgin Islands, Guam, American Samoa, Micronesia, and Northern Mariana Islands; and sovereign nations Republic of Palau and Marshall Islands. Institutions, such as colleges and universities; and organizations such as non-governmental organizations meeting qualifications are invited to apply.

The Program Manager/Coordinator position will be funded through a **one-time, cost reimbursement subaward agreement** between University of Georgia and their employing organization to fulfill the listed responsibilities. The successful candidate will report to Southern SARE as needed throughout each year of the contract. In addition, an annual report of accomplished duties is required each year.

Applicants should:

- Be familiar with the USDA and SARE programs;
- Demonstrate an understanding of sustainable agriculture production and marketing practices, environmental stewardship, and community quality of life;
- Exhibit a commitment to food security and food sovereignty;
- Have an understanding of food waste and loss programs and policies across the spectrum of food systems (agriculture, businesses, consumers, schools);
- Be skilled in project management, including, but not limited to, planning, leadership development, grantmaking, business management, evaluation and communications.
- Have knowledge in training and technical assistance, specifically in areas of food systems.
- Have a proven track record of ability to work with diverse stakeholders.
- Demonstrate strong governance and exhibit good research and critical thinking skills.
- Provide organizational support from the applicant's institution.

Southern SARE has a strong commitment to diversity, encouraging proposals submitted from or in collaboration with historically underserved communities. Southern SARE also encourages collaboration with NGOs, community groups, Black colleges and universities, Hispanic-serving institutions, and tribal colleges and universities, as well as with other organizations that serve historically underserved communities.

SSARE defines underserved communities as those populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied full opportunity to participate in aspects of economic, social, and civil life.

Preparing Application

Refer to the following template when preparing your application. When you are ready, apply in the [SARE Grant Management System](#).

A. Basic Information

Institution/Organization Contact

Contact information of the institution/organization. This includes name, address, phone number, and e-mail address.

Institution/Organization Qualifications

Provide a detailed description of the institution/organization background/structure and qualifications of serving as the Program Manager/Coordinator. Feel free to describe any previous accomplishments or experiences that demonstrate your qualifications and your understanding of food loss and waste issues and challenges.

Attach a 2-3 page resume/vitae demonstrating your qualifications.

Institution/Organization Administrative Contact

List the name of the administrative contact, including institution name, full address, telephone, and e-mail. The administrative contact is the person who handles grant contracts and has signature authority.

Institution/Organization Financial Contact

List the name of the financial contact, including institution name, full address, telephone, and e-mail. The financial contact is the person who submits invoices and answers questions concerning invoicing and payments.

State of Residence

Indicate your state of residence.

B. Plan of Work

Plan of Work Summary

Provide a synopsis of your understanding of the needs of this Call for Applications. Provide a detailed Plan of Work in the following areas:

- Implementation of trainings and technical assistance;
- Engagement and coordination with grant applicants in the application process and the reporting requirements of grantees;
- Engagement on development of educational/outreach materials and communications efforts;
- Evaluation and impacts;
- Efforts to sustain FLW beyond grant projects funded.

C. Timeline

Outline key milestones for project completion. Describe a realistic timeline for organizing and conducting the proposed responsibilities outlined in the Plan of Work Summary.

D. Budget

Total grant budget for the contracted position will be \$500,000, broken down into the following categories: Salary of the Program Manager/Coordinator; fringe benefits; travel; indirect costs; and other direct costs, such as such as job-specific materials and supplies, computer, conferences/meetings, and communications. Provide a justification for each budget category.

Calculate fringe benefits based on your institution/organization guidelines.

USDA-NIFA allows recovery of indirect costs, limited to 10 percent of total direct costs.

Budget Category	Budget Amount	Justification
Salary		
Fringe Benefits		
Travel		
Other Direct Costs		
Indirect Costs		
Total Costs		

Indirect Costs

When preparing budgets, applicants should limit their requests for recovery of indirect costs to the lesser of their institution's official negotiated indirect cost rate or the equivalent of 10 percent of total direct costs. The Indirect Cost of 10 percent Total Direct Costs is the maximum allowable.

If your institution has never had a federally negotiated indirect rate agreement (NICRA), you may include indirect costs as a line item in your budget at a maximum rate of 10% modified total direct costs. This is the de minimus rate approved under Uniform Guidance (2 CFR 200.414). The calculation of the modified total direct cost base must adhere to the definition of modified total direct costs in 2 CFR 200.68 (Modified Total Direct Cost).

Modified Total Direct Cost (MTDC) Definition

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.

E. Signature Sheet

Before you submit your application, print a copy of the signature sheet from the online system. It should be signed by both the Principal Investigator (Major Professor) and the Organizational Administrative Representative (a representative at your institution who has authority to sign contracts). After scanning your signed signature sheet, the system will allow you to upload it and submit it along with your application up to the deadline. Signature sheets can be signed electronically. You may also send in your signature sheet after the deadline. Please send the signed signature sheet as an e-mail attachment to Sandra Blackwell at sblackwell@uga.edu Call Sandra Blackwell at 770-229-3212 with any questions regarding your signature sheet.

How Applications Will Be Reviewed

Applications received by the deadline will be reviewed by a National SARE Review Committee, comprised of the Regional Coordinators of the four regions of the SARE program: Southern SARE, Western SARE, Northeast SARE and North Central SARE; as well as the National SARE Program Leaders and National SARE Assistant Director.

The Committee's evaluations are based on the following criteria:

Demonstrating the ability to achieve the goals of the Program Manager/Coordinator set forth in the Call for Applications;
Soundness and feasibility of Plan of Work;
Clear and appropriate budget and budget justification;
Qualifications of the applicant.

Applicants will be contacted by e-mail regarding the status of their application once the review process is complete.

Released by the Southern Region of the Sustainable Agriculture Research and Education (SARE) program. Funded by the USDA National Institute of Food and Agriculture (NIFA), Southern SARE operates under cooperative agreements with the University of Georgia, Fort Valley State University, and the Kerr Center for Sustainable Agriculture to offer competitive grants to advance sustainable agriculture in America's Southern region. USDA is an equal opportunity employer and service provider.