



Agricultural Marketing Service

Creating Opportunities for American Farmers and Businesses

Farm and Food Worker Relief Program (FFWR)



Purpose & Authorization

- The Farm and Food Worker Relief Program provides competitive grants to State agencies, Tribal entities, and non-profit organizations
- Grant recipients will distribute \$600 in relief funds to farm workers, meatpacking workers and grocery store workers (i.e beneficiaries), to defray costs associated with the COVID-19 pandemic
- Authorized and funded under [section 751 of the Consolidated Appropriations Act of 2021 \(Pub. L. No. 116—260\)](#).

Program Funding

- \$665 million available to fund applications
- No-year funding
- Two-year period of performance (2022-2024)
- \$5,000,000 - \$50,000,000 per award*

Allowance for Larger Award Requests

- *Applicants may request more than \$50,000,000, if the application can:
 - Demonstrate a national reach
 - Work across multiple states
 - Work in partnership with smaller farmworker or meatpacking worker organizations
 - Justify funding amount request through Project Narrative

Eligible Applicants

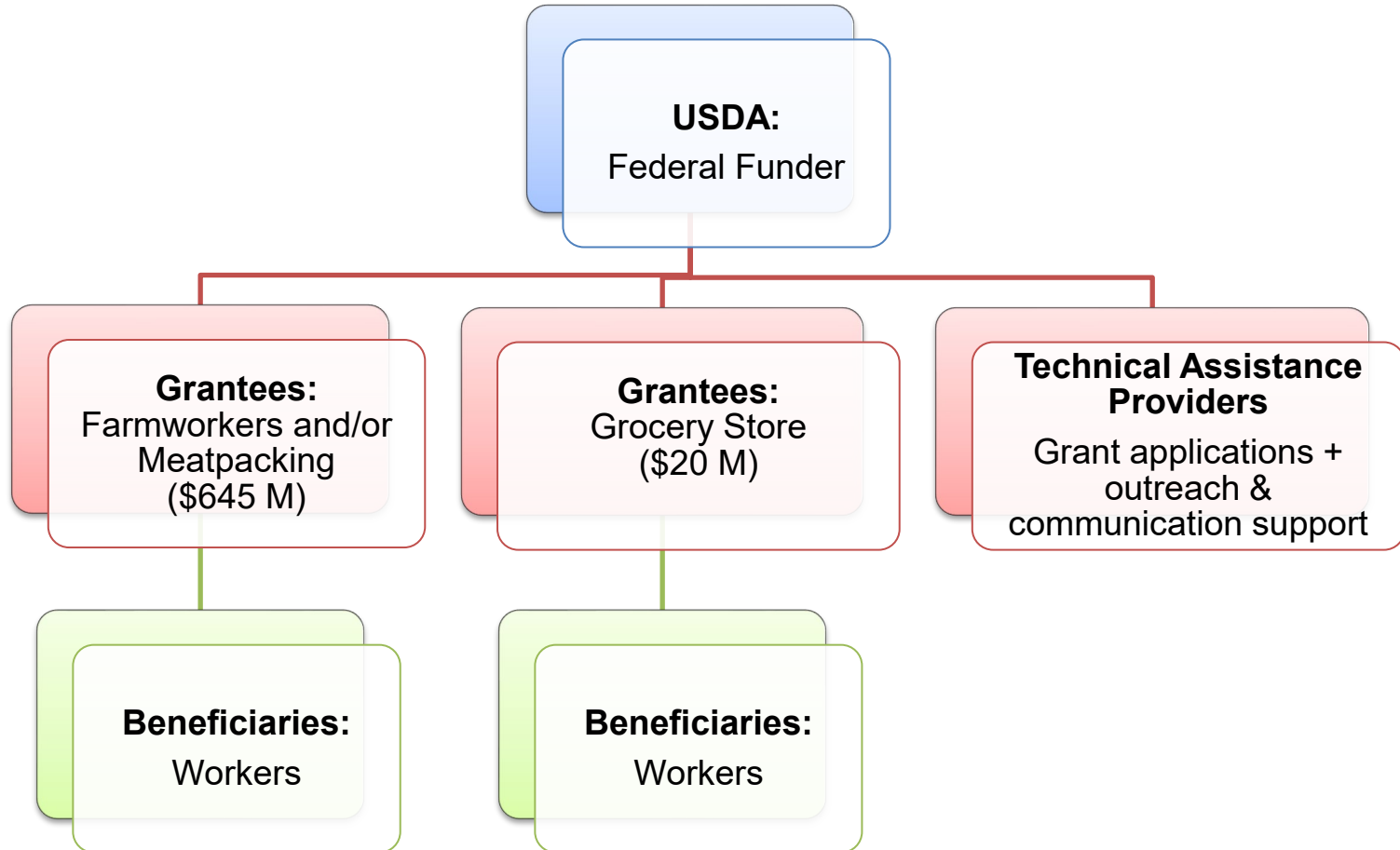
- **State agencies, Tribal entities, and Nonprofit organizations** with experience providing support or relief services to farmworkers, meatpacking workers, or grocery store workers, such as:
 - Providing personal protective equipment, such as masks.
 - Hosting a COVID-19 vaccine clinic or outreach campaign.
 - Providing financial support during the COVID-19 pandemic.

Eligible Beneficiaries

- **Field Workers:** planting, tending, harvesting crops, and post-harvest activities as listed below, including operation of farm machinery on crop farms.
- **Livestock Workers:** tending livestock, milking cows, or caring for poultry, including operation of farm machinery on livestock or poultry operations.
- **Meatpacking Workers:** animal slaughtering and meat or poultry processing, including meat or poultry packaging.
- **Grocery Store Workers:** front line service or first line supervisory roles in retail grocery establishments, including cashiers, butchers and meat cutters, food preparation occupations, stocking grocery floors, and other food related activities.

AMS expects beneficiaries across these worker types to be frontline (onsite) workers. For more details, see the Request for Applications.

Basic Program Structure



Technical Assistance

- AMS is finalizing cooperative agreements to provide support for grant applicants and recipients
- Grant Application support
 - Assessing your organizational capacity, including financial accounting systems
 - Grant writing tips
 - DUNS, SAM, and Grants.Gov registration
- Grant Implementation support
 - Communications and outreach material clearinghouse
 - Translation support
 - Coordination between award recipients to share best practices

Program Priorities

- Demonstrate the capability to create and disseminate culturally-appropriate communication tools and resources.
- Coordinate with other local, regional, State, Tribal, or national farm and food worker relief efforts.
- Demonstrate multiple partnerships in one or more geographic regions.
- Exhibit financial management systems sufficient to distribute a high volume of payments to eligible beneficiaries with robust fiscal controls.

Additional Information

- If more than one State agency applies for funding, AMS will expect to see a project narrative which describes:
 - Coordination among State agencies
 - Prevention of duplicate payments
 - Explanation of need for more than one State applicant

Grant Application Information

Application Materials

- **Application Package**

1. Standard Form (SF) 424 – Application for Federal Assistance
2. Project Narrative Form which describes the total of number of beneficiaries to be reached, plus:
 - Previous emergency services provided to agricultural workers
 - Outreach networks with eligible beneficiaries
 - Financial management and integrity plan
 - Outcome indicators and budget information
3. Signed letters of commitment from project partners, as applicable

Beneficiary Requirements

1. Proof of employment

- Tax form W-2
- Pay stub
- Other documentation to demonstrate proof of occupation in agricultural production and/or food processing

2. Self-certification that the applicant incurred costs due to the COVID-19 pandemic

- Flat-rate payments of \$600 per person do not require itemized receipts

Risk Mitigation & Fraud Prevention

- Fraud prevention is critical to protect the integrity of Federal grant programs
- Financial management systems are critical
- Communication between grant recipient agencies critical to prevent duplicate payments
- Beneficiary data must be held privately to safeguard personally-identifiable information

Single Audit Requirement

- Federal law requires audits of all entities that spend \$750,000 or more in Federal funding within their fiscal year
- Evaluates operations and internal controls
- Requires financial statement that includes:
 - Schedule of expenditures
 - Notes that describe accounting policies
 - Summary schedule of prior audit findings, if applicable
 - Corrective action plan for findings

Indirect/Direct Costs

AMS expects at least 80% of funds to be used for beneficiary (worker) payments

- Applicants may request indirect costs:
 - Applicants may use their Negotiated Indirect Cost Agreement (NICRA), if one exists
 - In lieu of a NICRA, applicants may request a *de minimis* 10% indirect cost rate
- Applicants may also request direct costs for:
 - Outreach & education
 - Application evaluation & processing
 - System improvements to implement the program

Submitting the Application

- Application submission is a 3-step process:
 1. Obtain a DUNS number
 2. Register with System for Award Management (SAM.gov)
 3. Register with and submit the application on Grants.gov
- Applications must be submitted electronically using Grants.gov
- Links to DUNS, Sam.gov and Grants.gov are provided in the RFA.

Review and Selection Process

Step 1 - Initial Qualification Screening: Each application is initially reviewed for overall completeness, as well as compliance with eligibility and program requirements.

Step 2 - Technical Review: Each application that passes initial screening is evaluated by a panel of independent peer reviewers.

- Alignment and Intent: 25 points
- Technical Merit: 25 points
- Financial Controls: 30 points
- Fiscal Plan and Resources: 20 points

Step 3 - Administrative Review: AMS reviews each application to ensure that potential recommended projects align with the scope of the RFA, allowability of budget items, available funding, geographic diversity, and USDA priorities.

Schedule and Next Steps

- RFA Announcement: **November 10, 2021**
- Applications due: **February 8, 2022**
- Peer Reviews Complete: **April 2022**
- AMS Administrative Review: **May 2022**
- Grant Awards: **June 2022**

Resources

Website:

www.ams.usda.gov/services/grants/ffwr

Email Contact:

FFWRgrants@usda.gov