FFWR BARE NECESSITIES for the USDA FARM AND FOOD WORKERS RELIEF (FFWR) GRANT PROGRAM

February 8, 2022
● This webinar is being recorded and the recording will be made available after the webinar.

● Please use the Q & A box to ask questions.
  ○ Time for Q & A will be limited. If we are not able to get to your question during this webinar, we will follow-up with a response via your registration email.
COVID-19 RELIEF FOR:
Farmworkers
Meatpacking Workers
Grocery Store Workers

- Farm and Food Worker Relief (FFWR) program will provide grants to state agencies, tribal entities and NGOs to distribute relief funds to eligible beneficiaries.

- $665 Million dollars is available to fund applications submitted to the USDA. The sum of the award will be from $5 million to $50 million dollars.
TODAY’S AGENDA

1. What you’ll need to apply to the FFWR grant program
2. Writing a competitive grant application
3. Partnerships and collaborations
4. Staying informed on FFWR updates
INTRODUCTIONS

UFW Foundation - Technical Assistance (TA) for programs focused on reaching farm workers
FFWRGrantsTA@ufwfoundation.org

Corazon Latino - TA for programs focused on reaching meatpacking and grocery store workers
usdagrants@corazonlatino.us
HOW TO APPLY:
WHAT DO I NEED?

► TIN/EIN: Taxpayer Identification Number (TIN) and/or Employer Identification Number (EIN) (1-2 days)
  ► Nine-digit number that the IRS assigns to organizations

► DUNS number (1-2 days)
  ► Data Universal Numbering System (DUNS) number

► ACTIVE registration in SAM.gov (7-10 days)
  ► Required step in order for your organization to be able to apply for federal grants.

► Active registration Grants.gov (up to 2 weeks)
  ► Also required for applying for a funding opportunity.
HOW TO APPLY:
WHAT DO I NEED?

You can find the requirements for submitting an application in the 2022 Request for Applications.

- Form SF-424 Application for Federal Assistance (SF-424)
- FFWR Project Narrative Form
- Partner letter organization template
- Negotiated Indirect Cost Agreement (if applicable)
● RFA deadline: March 10, 2022 by 11:59 EST.

● The grant period of performance is June 3, 2022 - June 2024

● Employment Verification: Must submit documentation (section 3.2)

● Must provide proof of identity (section 3.2)

*Review the RFA so that your application can reflect the most up-to-date requirements.
● The FFWR Project Narrative Form is mandatory.

● Review the RFA before completing and submitting this form. Instructions for how to submit are located on the form.

● You must select whether you are supporting:
  - Farm Worker and/or Meatpacking Workers OR
  - Grocery Store Workers.

To submit a grocery store worker application, you must also submit a farmworker and/or meatpacking worker application.
SCORE SHEET

- Pro Tip: Evaluate your application using the scoresheet/criteria outlined in section 5.1 of the RFA
Understand and align your proposal with the FFWR program’s intent and priorities.

For example, understanding and defining eligible beneficiaries (Section 3.2):

- **Field Workers**: Employees engaged in planting, tending, harvesting crops, and post-harvest activities as listed below, including operation of farm machinery on crop farms.

- **Livestock Workers**: Employees tending livestock, milking cows, or caring for poultry, including operation of farm machinery on livestock or poultry operations.

- **Meatpacking Workers**: Employees engaged in animal slaughtering and meat or poultry processing, including meat or poultry packaging.

- **Grocery Store Workers**: Individuals employed in 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.
The application

- Identifies **specific networks** of farmworkers, meatpackers, and/or grocery store workers, as applicable, and its **outreach** strategies to communicate with those populations.

- Identifies **potential challenges** to beneficiary communication and engagement, and describes possible strategies to address the challenges.

- Describes **technical resources** that partners will be contributing to the project’s development, implementation, and/or management.

- **Presents a clear, well-conceived, and suitable Work Plan** that describes how the eligible entity will set up beneficiary contact centers and review processes.
  - Such processes should include **culturally responsive** steps to accommodate low-literacy and low-English-proficiency beneficiaries.

- Presents a **realistic schedule for implementing and completing** the proposed project during the award project period.
SF-424: Application for Federal Assistance

- 18. Estimated Funding ($)
- 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)

Financial Controls 30 points

- 1) The application represents a substantial, effective, and sound fiscal management system to ensure funds are provided to the intended beneficiaries.
- 2) The application demonstrates a successful financial audit history of the applicant.
- 3) The application describes plans for coordination, communication, appropriate data sharing, protection of beneficiary personally identifiable information (PII), and reporting on project outcomes to the Federal government and other stakeholder groups.
Outcome Indicators (Feasibility)

● Outcome 1: To implement outreach activities to inform eligible beneficiaries of the availability of FFWR payments.

● Outcome 2: To distribute FFWR payments to eligible beneficiaries.
Costs:

- Reasonable, allowable and necessary expenses to implement the scope of work.
- USDA Agricultural Marketing Service (AMS) expects that at least 80 percent of funds to be used for beneficiary payments. RFA Section 4.6.2
- Direct payments to beneficiaries should be captured in the “other” category
10% de minimis rate
RFA Section 4.6.1

MTDC includes:

2 CFR § 200.68  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 (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. RFA Section: 4.6.1
# Budget and Justification

<table>
<thead>
<tr>
<th>Expense category</th>
<th>Federal funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>MTDC</td>
</tr>
<tr>
<td>Fringe benefits</td>
<td>MTDC</td>
</tr>
<tr>
<td>Travel</td>
<td>MTDC</td>
</tr>
<tr>
<td>Equipment</td>
<td>Non MTDC</td>
</tr>
<tr>
<td>Supplies</td>
<td>MTDC</td>
</tr>
<tr>
<td>Contractual/subawards (up to $25,000 of each)</td>
<td>MTDC</td>
</tr>
<tr>
<td>Other (specify)</td>
<td>$600 payments – 80% percent of Direct Costs - Non MTDC</td>
</tr>
</tbody>
</table>

- **Direct costs subtotal**: All Direct Costs
- **Indirect costs**: (Your Rate × total MTDC)
- **Total budget**: \( (\text{TOTAL Direct} + \text{INDIRECT}) \)
Subawards that support the overall program objectives will be allowed under this grant program.

The lead applicant is expected to perform the majority of the work portion of the project.

Lead applicant maintains oversight and reporting responsibility as the Authorized Organization Representative (AOR)
1. Organizational values align
2. Small, community-based organizations that service hard-to-reach areas with limited resources.
3. Previous outreach experience in targeted areas.
4. Trusted organizations with whom beneficiaries are comfortable sharing information and accessing funds.
5. Knowledge of linguistic and cultural diversity of worker population.
Partnership Agreements

1. Outline Mission

2. Clearly states dates of service

3. Describes roles: Clearly states time commitment, level of authority, responsibilities, activities, assignments, and expectations.
1. All parties should feel ownership of partnership agreement document.
2. Both organizations have provided input and been involved in creation.
3. Living document that should be revisited on a regular basis
If your organization intends on applying to FFWR or is interested in serving as a sub-awardee, please complete this brief form.

Check out the Interested Applicant Spreadsheet to find potential FFWR partners.
TECHNICAL ASSISTANCE

- TA 1-on-1 meetings are available. Schedule a meeting: https://calendly.com/usda-ta

- Review the FAQs: The USDA has added new FAQs to the FFRW website. www.ams.usda.gov/services/grants/ffwr/qa

- View Past Webinars: www.ams.usda.gov/services/grants/ffwr
The USDA has added new FAQs to the FFRW website.

- Do workers seeking a relief payment have to assert and/or provide documentation regarding citizenship status?

  A: Immigration status is not one of the eligibility criteria under this program. While assertions and/or documentation regarding citizenship status are not required, workers must provide proof of identity and proof of employment.

- Is there additional guidance available regarding how applicants can design a program that ensures that beneficiaries receive only one relief payment?

  A: Yes, USDA AMS will provide grant recipients with compliance resources and technology to support program integrity. Grant recipients should have sufficient financial controls and payment processes in place to issue one relief payment to a single eligible worker.
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