

HFFI 2023 PARTNERSHIPS PROGRAM SMARTSIMPLE APPLICATION GUIDE

America's Healthy Food Financing Initiative – Local and Regional Healthy Food Financing Partnerships Program Application can be completed online through our grants management system, SmartSimple.

I. CREATING A SMARTSIMPLE ACCOUNT

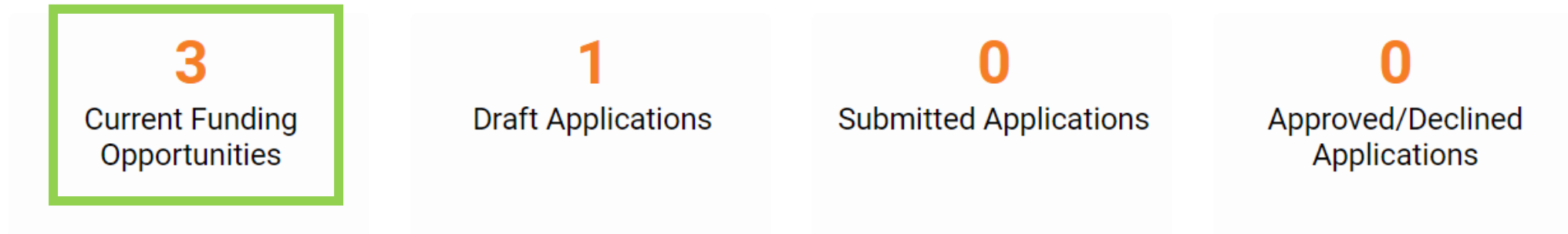
To submit an application, you will need to register and create a username for your organization in SmartSimple. **Use only one email address and password for your organization, which can be shared among multiple users or administrators.** A step by step tutorial guidance on creating a SmartSimple account is available at <https://vimeo.com/reinvestfund/smartsimpleregistrationinstruction/>.

For any questions about using SmartSimple, please contact help@investinginfood.com.

II. COMPLETING AN APPLICATION

1. After creating an account, log in at <https://reinvestmentfund.smartsimple.com>.
2. From the home page, select the “Current Funding Opportunities” tile.

Welcome Test Grantee - Funding Opportunities & Applications



II. COMPLETING AN APPLICATION

3. Click “Apply Now” next to the HFFI 2023 Partnerships Program opportunity.

Current Funding Opportunities

x Q 1-3 of 3 < >

Opportunity Details	Description
City Health Dashboard - Data Challenge Deadline: 2023-09-20 23:59 Apply Now	The City Health Dashboard Data Challenge supports participation in a 12-14 month long cohort of communities working on locally-resonant equity issues using data and collaboration to advance more equitable community development investment. The Data Challenge supports small and midsize cities from the Invest Health initiative in developing capacity to embed data-driven changemaking into their operations and programs.
HFFI 2023 Partnerships Program Deadline: 2023-11-03 23:59 Apply Now	The HFFI Partnerships Program provides capacity building and credit enhancement for public-private Partnerships that are working to improve access to fresh, healthy food in underserved communities through providing technical and financial assistance to food retailers and food enterprises.
CDH Early Learning Support Refresh Grant Deadline: 2023-09-15 23:59 Apply Now	The Early Learning Support Grant offers resources to Child Development Homes by giving access to flexible grant funding to support the care of children throughout Washington, D.C. This one-time grant of \$5,000 can be used to help purchase materials needed to refresh and support your Child Development Home.

NOTE: Before completing an application, ensure that you have reviewed in detail the HFFI 2023 Partnerships Program Request for Applications (RFA) available at <https://www.investinginfood.com/partnerships-program>

II. COMPLETING AN APPLICATION

4. Once you have opened the application, complete the questions in the “Eligibility Check” tab to ensure you are eligible for the program before proceeding with the application.

The screenshot shows a progress bar at the top with six stages: 1 Draft Application (highlighted in orange), 2 Submitted Application, 3 Under Review, 4 Declined, 5 Closed, and 6 Active Grantee. Below the progress bar is a navigation menu with tabs: SUMMARY, ELIGIBILITY CHECK (highlighted with a green box), APPLICANT INFORMATION, PARTNERSHIPS INFORMATION, NARRATIVE, BUDGET, ATTACHMENTS, and ATTESTATIONS & SUPPLEMENTAL. A PDF View button is also visible. Below the navigation menu is an information box titled 'Eligibility Check' with an information icon and a minus sign. The text in the box reads: 'The following questions will help you identify whether or not you are eligible to apply to the HFFI Partnerships Program. If you need more information, please see the RFA <https://www.investinginfood.com/partnerships-program/>. If you have questions about your eligibility, please contact us at help@investinginfood.com.'

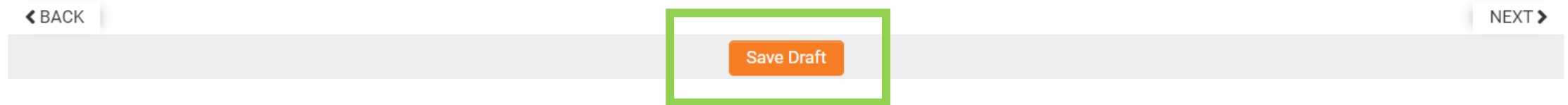
NOTE: Application submissions determined to be ineligible by HFFI staff will not be reviewed or scored by the program review panel.

II. COMPLETING AN APPLICATION

5. After confirming your eligibility, click “Save Draft” at the bottom of the page. You may now return to your draft application at any time by selecting the “Draft Applications” tile on your SmartSimple account home page and opening your HFFI 2023 Partnerships Program Draft.

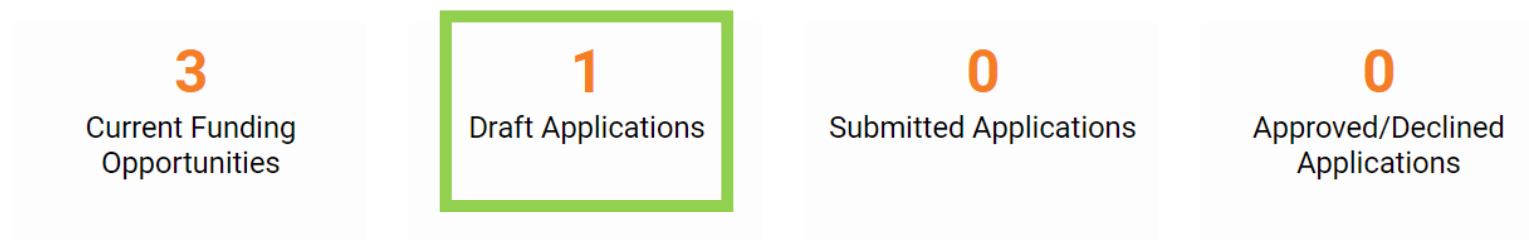
* Eligible

Please click "save draft" to complete the remaining application questions.



Return to your draft by selecting “Draft Applications” on the home page

Welcome Test Grantee - Funding Opportunities & Applications



II. COMPLETING AN APPLICATION

6. The following sections in the SmartSimple application should be completed by the applicant:

- Applicant Information
- Partnerships Information
- Narrative
- Budget
- Attachments
- Attestations & Supplemental Questions

All questions and application requirements can be found in the RFA. It is possible to copy and paste answers from an external document into the SmartSimple application.

NOTE: Be sure to click “Save Draft” often while completing these sections to prevent loss of application data.

II. COMPLETING AN APPLICATION

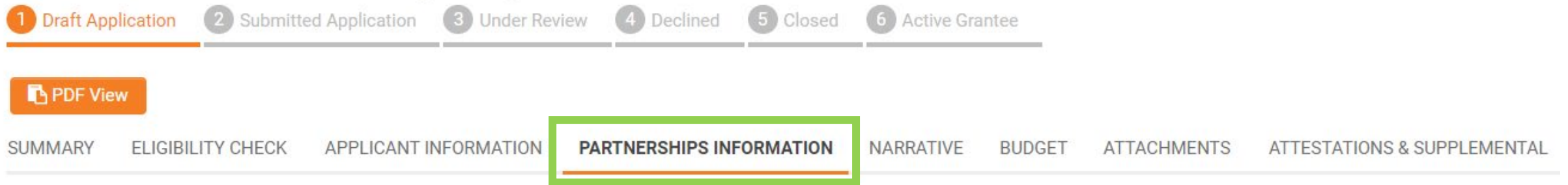
7. Complete the “Applicant Information” tab. The information submitted in this section should only be related to the Lead Applicant (the entity that is submitting the application on behalf of the partnership).

The image shows a horizontal progress bar with six stages: 1 Draft Application (highlighted in orange), 2 Submitted Application, 3 Under Review, 4 Declined, 5 Closed, and 6 Active Grantee. Below the progress bar is a 'PDF View' button. At the bottom, a navigation menu includes 'SUMMARY', 'ELIGIBILITY CHECK', 'APPLICANT INFORMATION' (highlighted with a green box), 'PARTNERSHIPS INFORMATION', 'NARRATIVE', 'BUDGET', 'ATTACHMENTS', and 'ATTESTATIONS & SUPPLEMENTAL'.

NOTE: The process for obtaining SAM Registration can take many weeks to complete. Organizations can register with SAM at <https://sam.gov/SAM/>. SAM is an official website of the U.S. government. There is no cost to use SAM. For more information and assistance with using SAM, please review the HELP page at: <https://sam.gov/content/help> and/or contact SAM directly. Reinvestment Fund cannot answer any questions about SAM registration.

II. COMPLETING AN APPLICATION

8. Complete the “Partnerships Information” tab.

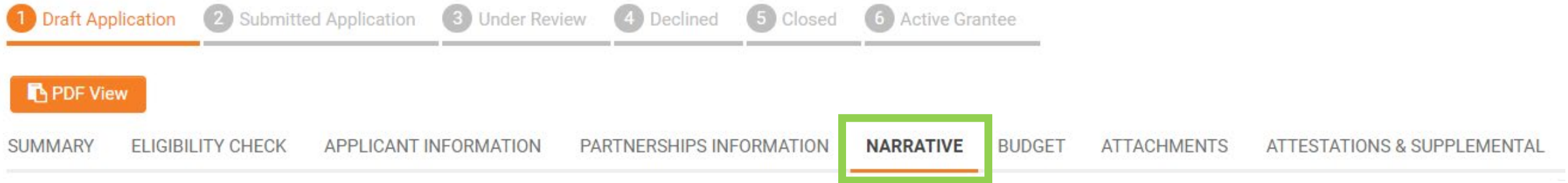


Please refer to the RFA for guidance on the amount of funding and the length of the grant you can request.

For service area, you may use the eligibility map at <https://www.investinginfood.com/eligibility> or another methodology/map that meets the criteria for Underserved Areas (see the RFA for the definition).

II. COMPLETING AN APPLICATION

9. Complete the “Narrative” tab.



The Financing Narrative section needs to be completed if the Partnership is applying for Credit Enhancement activities. If you are only applying for Capacity Building activities, you may put N/A in each Financing Narrative question.

The Priorities section is optional. You may get additional points for each priority area that you meet.

II. COMPLETING AN APPLICATION

10. In the **Narrative tab**, ensure that you have completed the timeline table by clicking the orange “Edit Timeline” button. A new window will open where you will provide the timeline for the proposed activities, identifying key milestones throughout the grant period, as well as a description of the overall timing and relevant factors influencing proposed activities and success.




* Timeline

Provide the timeline for the proposed activities, identifying key milestones throughout the grant period, as well as a description of the overall timing and relevant factors influencing proposed activities and success.

Edit Timeline

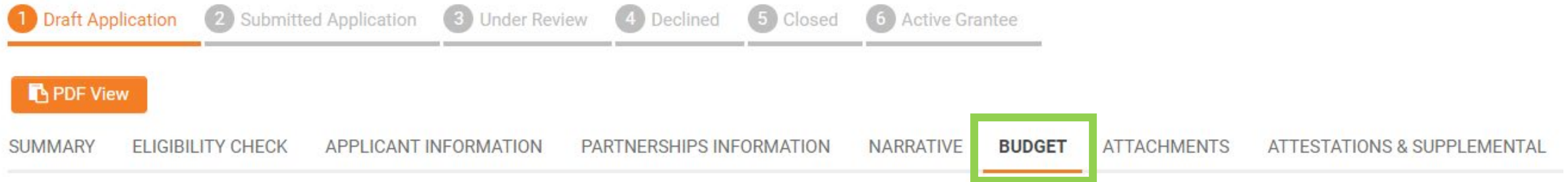
To add an activity to the table, click the “+” button. To remove an activity, click the “x” button on the right of the table. Once a row has been added for each activity, click “Save” before closing the table window.

Timeline

Activity	Milestones	Target Date	Responsible Party
FFP RFA Released	RFA, Application, and Out	2024-10-01 	Partner 1 
			

II. COMPLETING AN APPLICATION

11. Complete the “Budget” tab.



12. To complete each of the tables in this tab, click the orange “Edit” button associated with each table. Be sure to click “Save” before closing each table window.

More details about the tables on the next slide.

II. COMPLETING AN APPLICATION

12. To complete each of the tables in the **Budget tab**, click the orange “Edit” button associated with each table. Be sure to click “Save” before closing each table window.

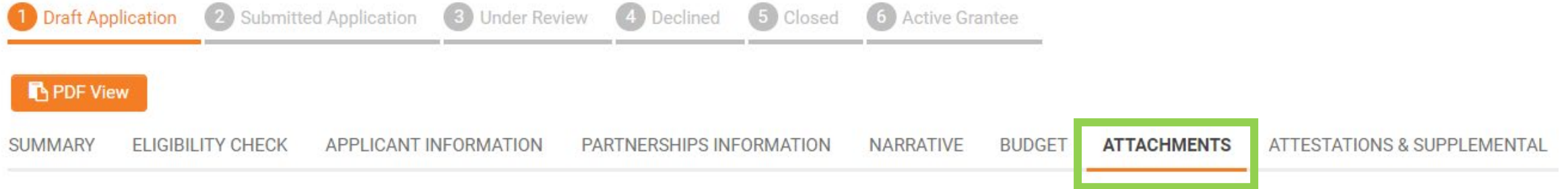
BUGDET TABLE - For each row in this table, you should provide the total amount of HFFI Funds that is being requested for that line item, and a description of what exactly the HFFI Funds will be used for. If there are any line items that you will not use HFFI funds for, enter 0 in the respective *Requested Amount From HFFI* cell.

OTHER FUNDING SOURCES TABLE - In this table, provide a list of other funding sources that will support the partnership’s Food Financing Program. To add a funding source to the table, click the “+” button. To remove a funding source, click the “x” button on the right of the table. For each funding source, a dollar amount and status (pending or secured) need to be indicated in the row.

CREDIT ENHANCEMENT USE OF FUNDS TABLE - If requesting Credit Enhancement funds, use this table to provide a budget by type of enhancement for the total grant amount you are requesting specifically for Credit Enhancement activities (\$500,000 - \$3,000,000) such as: Regrants, Loan Loss Reserve, Loan Guarantee, Interest Rate Buydown, etc. To add a credit enhancement activity to the table, click the “+” button. To remove an activity, click the “x” button on the right of the table.

II. COMPLETING AN APPLICATION

13. Complete the “Attachments” tab.



II. COMPLETING AN APPLICATION

14. In the **Attachments tab**, ensure that you have completed the Project Pipeline table by clicking the orange “Edit Project Pipeline” button. A new window will open where you will provide current pipeline of eligible Healthy Food Retail and Food Enterprise projects.

* Project Pipeline

Applicants must provide the Partnerships' current pipeline of eligible Healthy Food Retail and Food Enterprise projects.

[Click Here To Enter Project Pipeline](#) 

To add a project to the table, click the “+” button. To remove a project, click the “x” button on the right of the table. Once a row has been added for each project, click “Save” before closing the table window.

Project Description	Total Project Cost	Total Partnership FFP Funding Amount	Retail or Food Enterprise (nonretail)?	Type of FFP Support	Eligible Area	Project Status	
John Doe's Grocery Store	\$5,000,000.00	\$500,000.00	Food Retail <input type="button" value="v"/>	Loan <input type="button" value="v"/>	Yes <input type="button" value="v"/>	Final approval/closir <input type="button" value="v"/>	<input type="button" value="x"/>
Jane Doe's Mobile Marke	\$300,000.00	\$200,000.00	Food Retail <input type="button" value="v"/>	Grant <input type="button" value="v"/>	Yes <input type="button" value="v"/>	Inquiry <input type="button" value="v"/>	<input type="button" value="x"/>
	\$5,300,000.00	\$700,000.00					

II. COMPLETING AN APPLICATION

15. Complete the “Attestations and Supplemental Questions” tab.

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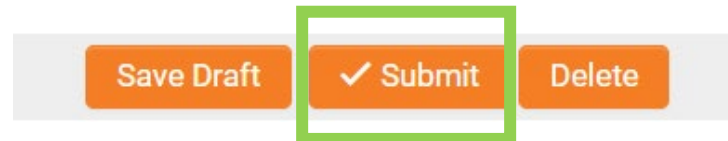
NOTE: You should answer the race and ethnicity questions with numbers (not percentages).

II. COMPLETING AN APPLICATION

16. Click “PDF View” to review your submission. You may save it for your records and it will also be emailed to you once you submit.



17. Once you have completed questions on each tab and you have reviewed your responses, click “Submit” to submit your HFFI 2023 Partnerships Program Application. You will not be able to make changes once you’ve submitted. **If you do not press submit, your application will not be reviewed.**



Funding decisions will be made no earlier than February 2024. Selected grant award recipients will be notified of their selection electronically and should be ready to work with Reinvestment Fund to begin the Grant Agreement and funding process.