United States Department of Agriculture
Food and Nutrition Service

Federal Nutrition Programs Participation Assistance for Farmers and Farmers' Markets – Grant Program

Fiscal Year 2019 Request for Applications

Catalog for Federal Domestic Assistance Number (CFDA): 10.580

Dates:

Release Date: July 15, 2019

Application Due Date: 11:59 PM, Eastern Standard Time (EST), September 13, 2019

Anticipated Award Date: September 27, 2019

OMB BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0512. The time required to complete this information collection is estimated to average XX hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

NOTE: Information italicized should be addressed/completed by the Program area. Information in black should not be changed. If additional information is required it may be added.

IMPORTANT NOTICE

On December 31, 2017, Grants.gov officially retired the legacy. PDF application package as a method to apply for a Federal grant. This changed the way many Grants.gov users completed and submitted their grant applications.

For information on Workspace application process, visit: https://grants.gov/web/grants/applicants/workspace-overview.html

Application Checklist

This application checklist provides a list of the required documents; however FNS expects that applicants will read the entire RFA prior to the submission of their application.

In order to apply, **at least four weeks** prior to submission, you must have:

- ☐ Obtained a Dun and Bradstreet Data Universal Numbering System (DUNS) number;
- ☐ Registered the DUNS number into the System for Award Management (SAM); and,
- ☐ Registered in grants.gov.

When **preparing your application**, ensure:

- ☐ Your application format and narrative meet the requirements included in Section IV "Application and Submission Information," including page limits and priorities outlined in Section IV, and all necessary attachments.

When **preparing your budget,** ensure the following information is included:

- ☐ All key staff who are paid by this grant.
- ☐ The percentage of time the project director will devote to the project in full-time equivalents.
- ☐ Your organization's fringe benefit amount along with the basis for the computation.
- ☐ The type of fringe benefits to be covered with Federal funds.
- ☐ Itemized travel expenses (including type of travel), travel justifications and basis for lodging estimates.
- ☐ Types of equipment and supplies, justifications, and estimates, ensuring that the budget is in line with the project description.
- ☐ Information for all contracts and justification for any sole-source contracts.
- ☐ Justification, description and itemized list of all consultant services.
- ☐ Indirect cost information (either a copy of a Negotiated Indirect Cost Rate Agreement (NICRA) or if no agreement exists, the basis of the indirect costs requested). If none requested, please indicate this in the budget narrative.

When **submitting** your application, ensure you have submitted the following:

- ☐ SF-424 – Application for Federal Assistance (fillable PDF in Grants.gov)
- ☐ SF-424A – Budget Information and Instruction Form (fillable PDF in Grants.gov)
- ☐ SF-424B – Assurances for Non-Construction Programs (fillable PDF in Grants.gov)
- ☐ SF-LLL – Disclosure of Lobbying Activities.
- ☐ FNS-906 – Grant Program Accounting System & Financial Capability Questionnaire (in Appendix X)
- ☐ Negotiated Indirect Cost Rate Agreement (PDF – Upload using the "Add Attachments" button under SF-424 item #15)

When applicable, application packages are required to include the following documents:

- ☐ AD-1047 - Certification Regarding Debarment, Suspension, and Other Responsibility Matters Primary Covered Transactions
- ☐ AD-1048 - Certification Regarding Department, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions
- ☐ AD-1049 - Certification Regarding Drug-Free Workplace Requirements (Grants) Alternative I – For Grantees Other Than Individuals
- ☐ AD-1050 - Certification Regarding Drug-Free Workplace Requirements (Grants) Alternative II – For Grantees Who Are Individuals
- ☐ AD-1052 - Certification Regarding Drug-Free Workplace State and State Agencies, Federal Fiscal Year
- ☐ AD-3030 – Representations Regarding Felony Conviction and Tax Delinquent Status for Corporate Applicants (fillable PDF in Grants.gov).

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I. PROGRAM DESCRIPTION

Authorizing Legislation and Background

Authorized by the Food and Nutrition Act of 2008, as amended, the Supplemental Nutrition Assistance Program (SNAP) is the cornerstone of the Nation's nutrition assistance safety net. The United States Department of Agriculture (USDA) Food and Nutrition Service (FNS) authorizes and monitors retailers to participate in SNAP. Currently, more than 250,000 retailers are authorized to accept SNAP. Thousands of retailers, including farmers' markets and direct marketing farmers (FMs and DMFs), apply for SNAP authorization each year.

Since 2012, funding has been appropriated to FNS to support the participation of Farmers' Markets and Direct Marketing Farmers (FMs and DMFs) in their efforts to attract more SNAP customers and to help individual FMs and DMFs that meet specific requirements, to procure low- or no-cost wireless Electronic Benefit Transfer (EBT) point-of-sale (POS) devices through the SNAP EBT Equipment Program.

Additionally, Report 115-706 of the U.S. House of Representatives Committee on Appropriations for the 115th Congress, 2nd Session encourages FNS to use FY2019 funding to assist FMs and DMFs in obtaining EBT equipment that can process transactions in SNAP and other Federal nutrition assistance programs.

Purpose / Key Objectives

FNS announces, through this Request for Applications, the availability of a maximum of $4 million to be used over a maximum of four (4) years for award as a **cooperative agreement**. This solicitation is contingent upon the availability of funds.

The primary goals of the grant are to increase the participation of FMs and DMFs in SNAP and access to FMs and DMFs by SNAP recipients. The grantee will use resources from this grant to assist FMs and DMFs in becoming SNAP authorized and supporting the participation of and processing of transactions by these FMs and DMFs, including the following activities:

1. Objective 1: Outreach and assistance to FMs and DMFs that are not currently SNAP-authorized.
   a. The grantee will assist these FMs and DMFs in completing the application process for SNAP authorization, and becoming SNAP-authorized.

2. Objective 2: Access to a secure SNAP Mobile Transaction Processing Application (The App) by SNAP-authorized FMs and DMFs. The App must:
   a. Be in use in the current SNAP FM environment;
   b. Adhere to all EBT security requirements, including encrypted PIN-entry as specified in Section IX. Appendix;
   c. Be certified and able to conduct all required SNAP transaction types as specified in Section IX. Appendix; and

d. Have the ability to capture GPS data to identify the location of the device, and enable the transmission of GPS data to FNS as part of the transaction message at a future date, as determined by FNS.

Successful grant applicants will identify The App that will be used and describe how each requirement in Section IX. Appendix will be satisfied. The proposed activities and indicators measuring success must be mapped to Program Objectives in the below format under Section IV (note that additional Activities/Indicators can be added as needed). Note: Indicators are defined as any metric you anticipate will be able to be tracked during the period of performance of the grant.

The grantee will enter into a formal agreement with a provider of The App to provide newly authorized FMs and DMFs with access to The App at no cost to the FM for up to one-year. The App provider must meet requirements as specified in Section IX. Appendix. The formal agreement will specify all costs and terms for the participation of an FM receiving access to The App for one-year at no cost, and on-going access subsequent to the no-cost period.

This grant opportunity is not intended to support the development of an untested mobile application for SNAP. However, the grantee may collaborate or coordinate with The App provider to develop additional functionality for The App that would enable the processing of transactions for other Federal nutrition programs.

FMs and DMFs will provide their own mobile device and cellular and data services necessary for transaction processing. Under the Grant the cost of the app and any related licenses will be covered for participating markets and farmers for 1 (one) year from the date of market or farmer sign-up.

3. Objective 3: Training and technical support for FMs and DMFs in applying for SNAP authorization and on-going participation in SNAP. The grantee will:
   a. Train FMs and DMFs on installing, operating and maintaining The App;
   b. Help troubleshoot issues, and provide technical assistance through the term of the no-cost agreement; and
   c. Guide FMs and DMFs in locating SNAP training materials and information, and facilitating questions and resolutions with FNS.

   Once the one-year no-cost option expires, the grantee will assist FMs and DMFs in transitioning their agreement from no-cost to full-cost, or will facilitate transition to the State SNAP Agency SNAP-only alternative that serves the jurisdiction(s) where the FM is located.

4. Objective 4: Monitoring progress, including achievements, milestones, and risks and issues.
   a. Among other metrics, the grantee will monitor and track the success of outreach activities and training, the number of participating FMs and DMFs using The App, and number of transactions being processed.
   b. The grantee will also participate in any effort to enable the transmission of GPS data to FNS as part of the transaction message.

II. FEDERAL AWARD INFORMATION

Type of Award

FNS will award this grant in the form of a **cooperative agreement** to enable collaboration between FNS and the grantee during project development and project execution. Examples of FNS participation include:

- Evaluation of quarterly progress reports and financial reports to monitor the grantee's project activities and ensure that the objectives, terms and conditions of the agreement are met; and
- Periodic on-site and off-site technical assistance to provide evaluation and guidance on project activities and outputs as they relate to FNS objectives, including:
    - Review of project plans and milestones;
    - Evaluation of technology improvements; and
    - Other technical assistance related to project objectives.
- Periodic collaborative meetings.

FNS will provide funding for approved grants through the Grant Award/Letter of Credit process, upon receipt of a properly executed Cooperative Agreement and subject to the availability of funds.

Application and Review Dates

The deadline for submitting applications may be found in Section IV. Application and Submission Information. FNS anticipates awarding grants no more than 120 days from the application deadline.

Award Period

The award period for the FY2019 Grant will be up to four (4) years. All grant funds must be obligated and all program activities under the grant (other than activities relating to the close out of the grant) must be completed by the end of the award period. The close-out of the grant must occur no later than 90 days following the termination date of the agreement, and all obligations incurred under the grant must be liquidated by this date. Any funds that are not liquidated within 90 days following the end of the award period must be returned to FNS. In addition, the final progress reports are due to FNS no later than 90 days following the end of the award period. Please see the section on Federal Award Administration Information for details on reporting requirements. A total of up to $4 million in Federal funding is available for the Grant.

FNS anticipates awarding the grant through a competitive process by September 2019. Grantees may use grant funds for the duration of the project period. The period of performance begins on September 30, 2019, and will not exceed four (4) years from the start date, or September 29, 2023. FNS intends to fund one (1) grant under this RFA. However, the number of grants awarded will be dependent on the quality and nature of the applications received.

Allowable Costs

Among other costs, budgets may include expenses related to personnel, contractors, equipment and supplies, meeting expenses, travel, and trainings.

Equipment and Supplies: Expenditures for both equipment (i.e., items of personal property having a useful life of more than one year and a cost of $5,000 or more) and supplies are allowable expenses. For purposes of this grant, equipment does not include mobile or wireless POS terminals. Markets and farmers will provide their own device as well as their own cellular and data services.

Procurement Contracts: Grantees may use grant funds to procure contracts for goods and services.

Unallowable Costs

State Collaboration: Grant funds may not be used to provide no-cost EBT equipment to States to fulfill the State's requirement to provide a no-cost EBT only option to markets and farmers. The grantee may collaborate with States on providing a mobile solution as part of the States' responsibility, however, the grantee may not use grant funds for those costs.

III. ELIGIBILITY INFORMATION

Eligible applicants

Eligible entities include nonprofit entities. A nonprofit entity is any organization or institution with IRS 501(c) status or accredited institutions of higher education, where no part of the net earnings benefit any private shareholder or individual. All applicant organizations must be domestic entities and shall be owned, operated, and located within the 50 United States, the District of Columbia, Guam, or the United States Virgin Islands.

Cost sharing or matching considerations

Cost sharing and matching are not required to apply for grant funds, However, FNS supports collaboration among local, State, regional, or national partnerships that leverage assets to most effectively reach the goals associated with this grant. Collaboration may include sub-grants and in-kind contributions of resources by partner organizations. In-kind contributions may include donations of services, equipment, meeting space, or other resources to be used specifically for the proposed project. The value of these in-kind contributions should be calculated and noted both in the Project Narrative and the Budget Narrative. Commitments of in-kind contributions and/or cost-sharing should be demonstrated through letters of commitment and included in the application package.

Pre-application Screening Requirements

In reviewing applications in any discretionary grant competition, Federal Awarding Agencies, in accordance with 2 CFR 200.400, are required, prior to making a Federal award, to review information available through various OMB-designated repositories for eligibility qualification or financial

integrity, and to have in place a framework for evaluating the risks posed by applicants before they receive Federal awards. The evaluation of the information obtained from the designated repository systems and the risk assessment may result in the Food and Nutrition Service Agency (FNS) imposing special conditions that correspond to the degree of risk assessed. The Federal repository systems FNS will review include:

1) SAM, the System for Award Management, the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS;
2) FAPIIS, the Federal Awardee Performance and Integrity Information System, is a database that has been established to track contractor misconduct and performance;
3) Dun and Bradstreet, the system where applicants establish a DUNS number which is used by the Federal government to better identify related organizations that are receiving funding under grants and cooperative agreements, and to provide consistent name and address data for electronic grant application systems. The Federal government requires that all applicants for Federal grants and cooperative agreements with the exception of individuals other than sole proprietors have a DUNS number.
4) U.S. Department of Agriculture, AD-3030, Representations Regarding Felony Conviction and Tax Delinquent Status for Corporate Applicants.

Applicants must also respond to the pre-application assessment questions below to allow FNS to evaluate aspects of the applicant's financial stability, quality of management systems, and history of performance, reports and findings from audits. A questionnaire containing these questions has been provided to facilitate the process. Applicants must answer all the pre-application questions. While answering "yes" may be an indicator of risk, the consideration and evaluation of these questions is only an indicator of potential risk and may or may not result in an additional oversight requirements or special conditions be placed on an award should an award be made. Decisions regarding additional oversight requirements will take into consideration the total number of risks identified.

1. Has your organization received a Federal award within the past 3 years? Yes___ No___

2. Does your organization utilize accounting software to manage your financial records? Yes___ No___

3. Does your accounting system identify the receipt and expenditure of program funds separately for each grant? Yes___ No___

4. Does your organization have a dedicated individual responsible for monitoring organizational funds, such as an accountant or a finance manager? Yes___ No___

5. Is there a separation of duties for staff handling the approval of transactions and the recording and payment of funds? Yes___ No___

6. Does your organization have the ability to specifically identify and allocate employee effort to an applicable program? Yes___ No___

7. Does your organization have a property/inventory management system in place to track the location and value of equipment purchased under the award? Yes___ No___

8. Has your organization been audited within the last 5 fiscal years? Yes___ No___

9. If the answer to question number 8 is yes, was this report issued under the Single Audit requirement? If no, a hyperlink or copy of the report will be required. Yes___ No___

10. If answer to question 8 is yes, was there a "Qualified Opinion" or "Adverse Opinion"? Yes___ No___

11. If answer to question 8 is yes, is there a material weakness disclosed? Yes___ No___

12. If answer to question 8 is yes, is there a significant deficiency disclosed? Yes___ No___

Applications received after the deadline date will be deemed ineligible and will not be reviewed or considered. FNS will not accept mailed, faxed, or hand delivered applications. Applications submitted without the required supporting documents, forms, and certification will result in a reduced panel score. Also, applications not submitted via the www.grants.gov portal will not be considered.

Other eligibility criteria

Each eligible applicant may only submit one (1) application in response to this grant solicitation. Suspended or debarred organizations are ineligible to submit applications in response to this grant solicitation.

1. Acknowledge USDA support: As outlined in 2 CFR 415.2, grant recipients shall include acknowledgement of USDA Food and Nutrition Service support on any publications written or published with grant support and, if feasible, on any publication reporting the results of, or describing, a grant-supported activity. Recipients shall include acknowledgement of USDA Food and Nutrition Service support on any audiovisual which is produced with grant support and which has a direct production cost of over $5,000.
    - When acknowledging USDA support, use the following language: "This material is based upon work that is supported by the Food and Nutrition Service, U.S. Department of Agriculture." Grantees are asked to follow the USDA Visual Standards Guide when using the USDA logo.

Grant recipients may be asked to host USDA officials for a site visit during the course of their grant award. All costs associated with the site visit will be paid for by USDA and are not expected to be included in grant budgets.

IV. APPLICATION AND SUBMISSION INFORMATION

Applicants may obtain the RFA package by downloading the application from Grants.gov at www.grants.gov.

Applicants may request paper copy of this solicitation and required forms by contacting the FNS Grants Officer at:

Trinity Richardson, Grant Officer
Grants and Fiscal Policy Division
U.S. Department of Agriculture, FNS
3101 Park Center Drive Room 740
Alexandra, VA 22302
E-mail: trinity.richardson@usda.gov

Application Format

FNS strongly encourages eligible applicants interested in applying to this program to adhere to the following applicant format:

- "8 ½" X 11" page size on white paper with at least 1 inch margins on the top and bottom;
- All pages should be single-spaced, in 12 point Times New Roman or Arial font size (smaller font may be used in tables, charts and graphs as long as they are clearly readable);
- The project description with relevant information (not including cover sheet, table of contents, resumes, letter of commitment(s) from app provider, budget narrative(s), appendices, and required forms) should be captured on no more than **50 pages.** All pages, excluding the form pages, must be sequentially numbered.

Application Content

To be considered complete, the grant application must include all the required documents and information listed. Applications that include all OMB approved forms, listed on Grants.gov will be considered for the award. However, if other required information is not included in the submission this will result in a lower panel score.

Special Instructions:

- Late application submission will not be considered in this competition.
- Applications submitted without the required supporting documents, forms, certification will not be considered.
- Applications not submitted via the Grants.gov portal will not be considered.
- If multiple application packages are submitted through the grants.gov web portal by the same applicant in response to this solicitation, FNS will accept the latest application package successfully submitted. All other packages submitted by the applicant will be removed from this competition.
- FNS reserves the right to use this solicitation and competition to award additional grants in future fiscal years should additional funds be made available.
- Grant awards are contingent upon the availability of Federal funds.
- A Letter of Commitment from the mobile application provider is required with the application.

Cover Sheet

The cover page should include, at a minimum:

- Applicant's name and mailing address
- Primary contact's name, job title, mailing address, phone number and e-mail address

- Grant program title and subprogram title (if applicable)

Table of Content
Include relevant topic page number

Application Project Summary
The application should clearly describe the proposed project activities and anticipated outcomes that would result if the proposal is funded.

Project Narrative
The project narrative should clearly identify what the applicant is proposing and how it will address a solution, the expected results and/or benefits once the solution is achieved, and how it will meet the RFA program scope and objectives. The proposed project methodology should describe the project design, address program specific methodology needs, procedures, timetables, monitoring/oversight, and the organization's project staffing. It should also address any additional RFA specific requirements.

Activities/Indicators Tracker
Proposed Activities and indicators measuring success must be mapped to Program Objectives (as described in Section I – Program Description) in the below format (note that additional Activities/Indicators can be added as needed). Note: Indicators are defined as any metric you anticipate will be able to be tracked during the period of performance of the grant.

Objective 1:	Outreach and Assistance
Proposed Activity 1:	
Indicator 1:	
Indicator 2:	
Proposed Activity 2:	
Indicator 1:	
Indicator 2:	

Objective 2:	SNAP Mobile Transaction Processing Application (The App)
Proposed Activity 1:	
Indicator 1:	
Indicator 2:	

Proposed Activity 2:	
Indicator 1:	
Indicator 2:	

Objective 3:	Training and Technical Support
Proposed Activity 1:	
Indicator 1:	
Indicator 2:	
Proposed Activity 2:	
Indicator 1:	
Indicator 2:	

Objective 4:	Monitoring
Proposed Activity 1:	
Indicator 1:	
Indicator 2:	
Proposed Activity 2:	
Indicator 1:	
Indicator 2:	

Application Budget Narrative

The budget narrative should correspond with the proposed project narrative and application budget. The narrative must justify and support the bona fide needs of the budget's direct cost. If the budget includes indirect costs, the applicant must provide a copy of its most recently approved Federal indirect cost rate agreement. All non-profit organizations must include their 501(c)(3) determination letter issued by the Internal Revenue Service (IRS). All funding requests must be in whole dollars.

Indirect Cost Rate: A current **Negotiated Indirect Cost Rate Agreement (NICRA)**, negotiated with a Federal negotiating agency, is to be used to charge indirect costs. Indirect costs may not exceed the negotiated rate. If a NICRA is used, the percentage and base should be indicated. If the applicant does not have, and has never been approved for, a NICRA, they may charge up to 10% de minimis; in this instance, the applicant must note that this is what they are requesting. An applicant may elect not to charge indirect costs and, instead, use all grant funds for direct costs. If indirect costs are not charged, the phrase "None requested" should be stated in the budget narrative. If there are any questions related to Indirect Cost Rate, please work with the Grant Officer (see contact information provided in below section) to address.

Letter of Commitment Requirements

The eligible applicant that intends to submit an application should submit a Letter of Commitment from the mobile app provider. The letter should include the providers name, address, telephone number and e-mail address of the primary point of contact. The letter should include a description of services the provider is contributing to the grantee and the role the provider would have in the project.

The applicant can send the letter via the mail or e-mail to the FNS Grants Officer identified below:

Trinity Richardson
Grant Officer, Grants and Fiscal Policy Division
U.S. Department of Agriculture, FNS
3101 Park Center Drive Room 740
Alexandra, VA 22301
E-mail: Trinity.Richardson@usda.gov

Required Grant Application Forms

The required grants.gov forms are located at: https://www.grants.gov/web/grants/forms/forms-repository.html

(A) Non-Construction Grant Projects Forms: SF-424 Family
- Application and Instruction for Federal Assistance (SF-424)
- Budget Information and Instructions (SF-424A)
- Assurance-Non-Construction Programs (SF-424B)

(B) SF LLL (Disclosure of Lobbying Activities)
- Indicate on your form whether your organization intends to conduct lobbying activities. If you organization does not intend to lobby, write “Not Applicable.”

(C) Additional Required Forms and Information
- DUNS number. Please see below for further information
- SAM registration. Please see below for further information.

Submission Date

Complete grant applications must be uploaded to www.grants.gov by 11:59 PM, Eastern Standard Time (EST), on September 13, 2019.

- Late applications will not be considered.

- Applications must be submitted via the Grants.gov web portal. Mailed, e-mailed or hand-delivered application packages will not be accepted.
- Grant awards are subject to the availability of funding and/or appropriations of funds.
- FNS reserves the right to use this solicitation and competition to award additional grants this or subsequent fiscal years should additional funds become available.

USDA strongly encourages applicants to begin the process at least **four weeks before** the due date and to submit applications to Grants.gov at least **one week** before the deadline to allow time to troubleshoot any issues, should they arise. The grants.gov system provides several confirmation notices; applicants should ensure receipt of confirmation that the application was accepted. Applicants experiencing difficulty submitting an application to www.grants.gov should contact the grant support team listed in Section VII: Federal Agency Contacts.

Electronic Submission Details

Please be aware that the grants.gov system provides several confirmation notices; applicants should ensure receipt of confirmation that the application was accepted. Applicants experiencing difficulty submitting applications to www.grants.gov should contact the grant support team noted in Section VII: Federal Agency Contacts.

In order to submit an application, you must:

1. Obtain a **DUNS** number
    - In order to obtain a DUNS number, if your organization does not have one, or if you are unsure of your organization's number, contact Dun and Bradstreet via the internet at http://fedgov.dnb.com/webform or by calling 1-888-814-1435, Monday thru Friday, 8am-9pm ET. There is no fee associated with obtaining a DUNS number. There is no fee associated with obtaining a DUNS number.
    - **It may take 2-3 business days to obtain a DUNS number.**
2. Register in the System for Award Management **(SAM)**
    - SAM combines Federal procurement systems and the Catalog of Federal Domestic Assistance into one new system. For additional information regarding SAM, see the following link: https://www.sam.gov/portal/public/SAM/.https://www.sam.gov/portal/public/SAM/
    - Must have organization's DUNS, entity's Tax ID Number (TIN), and taxpayer name (as it appears on last tax return). **It may take 3-5 business days to register in SAM, however** in some instances the SAM process to complete the migration of permissions and/or the renewal of the entity record will require **5-7 days or more**.
    - All applicants must have current SAM status at the time of application submission and throughout the duration of a Federal Award in accordance with 2 CFR Part 25.
    - We strongly encourage applicants to begin the process **at least 3 weeks** before the due date of the grant solicitation.

3. *Create a Grants.gov Account*: The next step in the registration process is to create an account with Grants.gov. Applicants must know their organization's DUNS number to complete this process. Completing this process automatically triggers an email request for applicant roles to the organization's E-Business Point of Contact (EBiz POC) for review. The EBiz POC is a representative from your organization who is the contact listed for SAM. To apply for grants on

behalf of your organization, you will need the Authorized Organizational Representative (AOR) role.

For more detailed instructions about creating a profile on Grants.gov, refer to: https://www.grants.gov/web/grants/applicants/organization-registration/step-3-username-password.html

4. *Authorize Grants.gov Roles*: After creating an account on Grants.gov, the EBiz POC receives an email notifying them of your registration and request for roles. The EBiz POC will then log in to Grants.gov and authorize the appropriate roles, which may include the AOR role, thereby giving you permission to complete and submit applications on behalf of the organization. You will be able to submit your application online anytime after you have been approved as an AOR.

   For more detailed instructions about creating a profile on Grants.gov, refer to: https://www.grants.gov/web/grants/applicants/organization-registration/step-4-aor-authorization.html

5. *Track Role Status*: To track your role request, refer to: https://www.grants.gov/web/grants/applicants/organization-registration/step-5-track-aor-status.html

Electronic Signature: When applications are submitted through Grants.gov, the name of the organization's AOR that submitted the application is inserted into the signature line of the application, serving as the electronic signature. The EBiz POC **must** authorize individuals who are able to make legally binding commitments on behalf of the organization as an AOR; **this step is often missed and it is crucial for valid and timely submissions.**

How to Submit an Application via Grants.gov

Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different webforms within an application. For each funding opportunity announcement (FOA), you can create individual instances of a workspace. Below is an overview of applying on Grants.gov. For access to complete instructions on how to apply for opportunities, refer to: https://www.grants.gov/web/grants/applicants/apply-for-grants.html

1. *Create a Workspace*: Creating a workspace allows you to complete it online and route it through your organization for review before submitting.

2. *Complete a Workspace*: Add participants to the workspace, complete all the required forms, and check for errors before submission.
   a. *Adobe Reader*: If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace so that they will appear similar to other Standard forms. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drives, then accessed through Adobe Reader.
      - NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at:

https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html

b. *Mandatory Fields in Forms:* In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.
c. *Complete SF-424 Fields First*: The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and DUNS number. To trigger this feature, an applicant must complete the SF-424 information first. Once it is completed, the information will transfer to the other forms.

3. *Submit a Workspace*: An application may be submitted through workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application package at least 24-48 hours prior to the close date to provide you with time to correct any potential technical issues that may disrupt the application submission.

4. *Track a Workspace*: After successfully submitting a workspace package, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the package. The number will be listed on the Confirmation page that is generated after submission.

   For additional training resources, including video tutorials, refer to: https://www.grants.gov/web/grants/applicants/applicant-training.html

Applicant Support
Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and email at support@grants.gov. For questions related to the specific grant opportunity, contact the number listed in the application package of the grant you are applying for.

If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number. The Support Center ticket number will assist the Center with tracking your issue and understanding background information on the issue.

Grants.gov File Name Procedures
All applicants MUST follow Grants.gov guidance on file naming conventions. To avoid submission issues, please follow the guidance provided in the Grants.gov Frequently Asked Questions (FAQ): https://www.grants.gov/web/grants/applicants/applicant-faqs.html.

File attachment names longer than approximately 50 characters can cause problems processing packages. Please limit file attachment names. Also, do not use any special characters (example: &,–,*,%,/,#', -), this includes periods (.), spacing followed by a dash in the file and for word separation, use underscore (example: Attached_File.pdf) in naming the attachments. **Please note that if these guidelines are not followed, your application will be rejected. FNS will not accept any application rejected from www.grants.gov portal due to incorrect naming conventions.**

Application Deadline and Proof of Timely Submission

All applications must be received by **11:59 PM,** Eastern Standard Time on September 13, 2019. Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is

generated within the system when the application is successfully received by Grants.gov. The applicant AOR will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their application. Applicant AORs will also receive the official date/time stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

USDA will not accept mailed, faxed, or hand-delivered applications. FNS will deem applications received after the deadline as ineligible and will not review late applications. Additionally, FNS will not review incomplete applications.

When FNS successfully retrieves the application from Grants.gov, and acknowledges the download of submissions, Grants.gov will provide an electronic acknowledgment of receipt of the application to the email address of the applicant with the AOR role. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application. Applications received by Grants.gov after the established due date for the program will be considered late and will not be considered for funding by FNS.

Applicants using slow internet, such as dial-up connections, should be aware that transmission can take some time before Grants.gov receives your application. Again, Grants.gov will provide either an error or a successfully received transmission in the form of an email sent to the applicant with the AOR role. The Grants.gov Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application.

Please allow sufficient time to complete your application package and ensure the package is uploaded through the www.grants.gov web portal. If the same applicant in response to this solicitation submits multiple application packages through the Grants.gov web portal, FNS will accept the latest application package successfully submitted. All other packages submitted by the application will be removed from this competition.

USDA strongly encourages applicants to begin the process at least 4 weeks before the due date and to submit applications to Grants.gov at least 1 week before the deadline to allow time to troubleshoot any issues, should they arise. Applicants experiencing difficulty submitting an application to www.grants.gov should contact the Grants.gov Support Center at 1-800-518-4726 or via e-mail at support@grants.gov.

Complete grant applications must be uploaded to www.grants.gov by 11:59 PM, Eastern Standard Time (EST), September 13, 2019.

- Late applications will not be considered.
- Applications must be submitted via the Grants.gov web portal. Mailed, e-mailed or hand-delivered application packages will not be accepted.
- Grant awards are subject to the availability of funding and/or appropriations of funds.
- FNS reserves the right to use this solicitation and competition to award additional grants in this or subsequent fiscal years should additional funds become available.

Please be aware that the grants.gov system provides several confirmation notices; applicants should ensure receipt of confirmation that the application was accepted. Applicants

experiencing difficulty submitting applications to www.grants.gov should contact the agency contact noted in Section VII: Federal Agency Contacts.

V. APPLICATION REVIEW INFORMATION

FNS will pre-screen all applications to ensure the applicants are eligible entities and are in compliance with all Program regulations. If an application does not include all appropriate information, FNS will consider the application to be non-responsive and will eliminate it from further evaluation. FNS will not approve any waivers from SNAP regulations for any project submitted in response to this solicitation.

Additionally, the review committee will evaluate proposals against the criteria below. The project narrative sections include a point value to indicate the importance of each section; however, reviewers will be evaluating proposals based on all sections regardless of whether point values are provided.

Evaluation Factors and Criteria

The following selection criteria will be used to evaluate applications for this RFA.

1. Project Design (35 points)

    a. The proposal describes the overall approach and the general techniques that will be used to conduct outreach to FMs and DMFs that are not currently SNAP-authorized (Objective 1).
    b. The proposal clearly describes the current characteristics of The App, including but not limited to (Objective 2):
        i. its development and current functionality, and the transaction types that it can currently process;
        ii. how The App meets the minimum requirements for processing SNAP EBT as stated in the Appendix.
        iii. certifications of The App; and
        iv. formal agreement between the grantee and The App provider that clearly describes the relationship between the two entities and the responsibilities and obligations of each.
    c. The proposal provides evidence that the proposed approach is well-suited to meet the purposes of this grant opportunity, including a clear understanding of the EBT transaction process (Objective 2).
    d. The proposal describes the overall approach and the general techniques that will be used to support the training of SNAP-authorized FMs and DMFs (Objective 3).
    e. The proposal clearly describes the proposed project's direct effect on the participation of FMs and DMFs as SNAP-authorized retailers. For example, proposals may demonstrate impact by measuring time savings or cost savings, or the benefit(s) that FMs and DMFs may experience while going through the application process (Objective 4).

2. Implementation and Monitoring (15 points)

    a. The proposal includes a project timeline that outlines proposed tasks and demonstrates that sufficient time is allotted for each activity.
    b. The proposal describes a well-thought-out, organized performance measurement and assessment process that will measure whether the project's objectives have been achieved and to what extent, assesses lessons learned, and describes new or enhanced approaches to improving performance. The proposal should describe:
        i. who will measure and assess the project's objectives;
        ii. how the objectives will be measured and assessed; and
        iii. when the objectives will be measured.
    c. The proposal should include a communication plan for communicating internally with FNS, and externally with FMs and DMFs and project stakeholders.
    d. The proposal should include sample report templates for summarizing the number of participating markets and farmers as well as the participating in training and outreach.

3. Sustainability (20 points)
    a. The proposal shows that the project is very likely to be sustained after the grant period ends. The proposal should clearly demonstrate that there is a business plan to enable the continued participation of FMs and DMFs after the no-cost period.

4. Budget Appropriateness and Economic Efficiency (20 points)
    a. The proposal includes:
        i. A line item budget;
        ii. A narrative that demonstrates how funds will be spent, by whom and for what purpose. The narrative should provide enough detail for reviewers to easily understand how costs were determined and how they relate to the objectives of the project. There should be adequate justification for budget costs based on current industry costs/standards;
        iii. A copy of the approved negotiated indirect cost rate agreement must be attached if indirect costs are shown as a budget expense to the project; and
        iv. If applicable, the budget must show how the costs are going to be allocated among the various fees for processing EBT transactions, credit/debit transactions, and other associated fees. It should demonstrate that this grant is only going to fund approved costs;
    b. The proposal should be cost effective; it must demonstrate that the anticipated results are commensurate with the cost of the project;
    c. Proposals that include hiring a consultant or contracting of work must provide the following information:
        i. Consultant's name and description of service;
        ii. Itemized list of all direct costs and fees;
        iii. Salaries must have the number of personnel including the position title;
        iv. Specialty and specialized qualifications as appropriate to the salary;
        v. Number of estimated hours times hourly wage;
        vi. All expenses and fees directly related to the proposed services to be rendered to the project;

vii. Applications that are required to issue a bid should provide a narrative explaining the requirements and provide a reasonable estimate of Contractual and Consultant Costs;

NOTE: Proposal submissions that omit the required budget forms, budget narratives and/or line item descriptions will not receive the full point value for this criterion. Therefore, applicants should recognize that a well-written budget narrative that justifies the proposed project expenditures assists the reviewers during the review process.

5. Staff Capability and Management (10 points)
    a. The proposal identifies the project director/manager and other key staff. The proposal includes resumes that demonstrate that the proposed staff has the appropriate technical and experiential backgrounds for their proposed roles. If the applicant is unable to identify the project director/manager or key staff, it must include, in the application package, job descriptions for the positions that must be assigned. Applicants should address their contingency or back-up plans in the event of key staff departures.
    b. The proposal outlines the amount of time and effort the project director or manager, key staff, and, if applicable, partnering organizations, will contribute to the project.
    c. The proposal demonstrates that effective and consistent oversight by qualified project managers will be implemented throughout the project, and that effective communication will exist within the applicant's organization.
    d. The proposal includes an organization chart of the proposed project.
    e. Applicants should address their contingency or back-up plans in the event of key staff departures.

Review and Selection Process

Following the initial screening process, FNS will assemble a panel group to review and determine the technical merits of each application. The panel will evaluate the proposals based on how well they address the required application components and array the applications from highest to lowest score. The panel members will recommend applications for consideration for a grant award based on the evaluation scoring. The selecting official reserves the right to accept the panel's recommendation or to select an application for funding out of order to meet agency priorities, program balance, geographical representation, or project diversity. FNS reserves the right to use this solicitation and competition to award additional grants in future fiscal years should additional funds be made available.

As mentioned above, FNS is interested in funding projects that address priorities specified in Section I of this RFA. However, FNS reserves the right to award grants to several such entities, or not to award any grants to such entities if it does not receive acceptable applications.

Determination of Award Amounts

If an application has been selected for funding and the budget submission is realistic and well-supported, the application will be funded at the level requested. However, FNS reserves the right to fund applications out of rank order to achieve priorities identified earlier; or at a lesser amount if FNS judges that the application can be implemented with less; or if Federal funding is not sufficient to fully

fund all applications that merit awards. This is subject to the availability of funds. FNS also reserves the right to suspend or terminate an award for materially failing to perform.

Note: If a discrepancy exists between the total funding request (submitted on SF-424, SF-424A, and budget or budget narrative) within the application package in response to this solicitation, FNS will only consider and evaluate the estimated funding request contained on SF-424.

VI. FEDERAL AWARD ADMINISTRATION INFORMATION (REQUIRED)

Federal Award Notice

Unless an applicant receives a signed award document with terms and conditions; any contact from a FNS grants or program officer should not be considered as a notice of a grant award. No pre-award or pre-agreement costs incurred prior to the effective start date are allowed unless approved and stated on FNS' signed award document.

The Government is not obligated to make any award as a result of this RFA. Only the recognized FNS authorized signature can bind the USDA, Food and Nutrition Service to the expenditure of funds related to an award's approved budget.

Administrative and National Policy Requirements

CONFIDENTIALITY OF AN APPLICATION

When an application results in an award, it becomes a part of the record of FNS transactions, available to the public upon specific request. Information that the Secretary determines to be of a confidential, privileged, or proprietary nature will be held in confidence to the extent permitted by law. Therefore, any information that the applicant wishes to have considered as confidential, privileged, or proprietary should be clearly marked within the application. Any application that does not result in an award will be not released to the public. An application may be withdrawn at any time prior to the final action thereon.

Safeguarding Personally Identifiable Information

Personally Identifiable Information (PII) is any information that can be used to distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's maiden name, or biometric records, and any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information (National Institute of Standards and Technology (NIST) SP 800-122, Guide to Protecting the Confidentiality of Personally Identifiable information, April 2010).

Personally Identifiable Information (PII) is any information that can be used to distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's maiden name, or biometric records, and any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information (National Institute of Standards and

Technology (NIST) SP 800-122, Guide to Protecting the Confidentiality of Personally Identifiable information, April 2010).

Applicants submitting applications in response to this RFA must recognize that confidentiality of PII and other sensitive data is of paramount importance to the USDA Food and Nutrition Service. All federal and non-federal employees (e.g., contractors, affiliates, or partners) working for or on behalf of FNS are required to acknowledge understanding of their responsibilities and accountability for using and protecting FNS PII in accordance with the Privacy Act of 1974; Office of Management and Budget Memorandum M-06-15, *Safeguarding Personally Identifiable Information; M-06-16, Protection of Sensitive Agency Information*; M-07-16, *Safeguarding Against and Responding to the Breach of Personally Identifiable Information*; and the NIST Special Publication (SP) 800-122, *Guide to Protecting the Confidentiality of Personally Identifiable Information*.

By submitting an application in response to this RFA, applicants are assuring that all data exchanges conducted throughout the application submission and pre-award process (and during the performance of the grant, if awarded) will be conducted in a manner consistent with applicable Federal laws. By submitting a grant application, applicants agree to take all necessary steps to protect such confidentiality, including the following: (1) ensuring that PII and sensitive data developed, obtained or otherwise associated with UDSA FNS funded grants is securely transmitted. Transmission of applications through Grants.gov is secure; (2) ensuring that PII is not transmitted to unauthorized users, and that PII and other sensitive data is not submitted via email; and (3) Data transmitted via approved file sharing services (WatchDox, ShareFile, etc.), CDs, DVDs, thumb drives, etc., must be encrypted.

CONFLICT OF INTEREST AND CONFIDENTIALITY OF THE REVIEW PROCESS

The agency requires all panel reviewers to sign a conflict of interest and confidentiality form to prevent any actual or perceived conflicts of interest that may affect the application review and evaluation process. Names of applicants, including States and tribal governments, submitting an application will be kept confidential, except to those involved in the review process, to the extent permitted by law. In addition, the identities of the reviewers will remain confidential throughout the entire process. Therefore, the names of the reviewers will not be released to applicants

ADMINISTRATIVE REGULATIONS

Federal Tax Liabilities Restrictions

None of the funds made available by this or any other Act may be used to enter into a contract, memorandum of understanding, or cooperative agreement with, make a grant to, or provide a loan or loan guarantee to, any corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency is aware of the unpaid tax liability, unless a Federal agency has considered suspension or debarment of the corporation and has made a determination that this further action is not necessary to protect the interests of the Government.

Felony Crime Conviction Restrictions

None of the funds made available by this or any other Act may be used to enter into a contract, memorandum of understanding, or cooperative agreement with, make a grant to, or provide a loan or

loan guarantee to, any corporation that was convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency is aware of the conviction, unless a Federal agency has considered suspension or debarment of the corporation and has made a determination that this further action is not necessary to protect the interests of the Government.

Debarment and Suspension 2 CFR Part 180 and 2 CFR Part 417

A recipient chosen for an award shall comply with the non-procurement debarment and suspension common rule implementing Executive Orders (E.O.) 12549 and 12669, "Debarment and Suspension," codified at 2 CFR Part 180 and 2 CFR Part 417. This common rule restricts sub-awards and contracts with certain parties that are debarred, suspended or otherwise excluded from or ineligible for participation in Federal assistance programs or activities. The approved grant recipient will be required to ensure that all sub-contractors and sub-grantees are neither excluded nor disqualified under the suspension and debarment rules prior to approving a sub-grant award by checking the System for Award Management (SAM) at www.sam.gov.

Universal Identifier and Central Contractor Registration 2 CFR Part 25

Effective October 1, 2010, all grant applicants must obtain a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number as a universal identifier for Federal financial assistance. Active grant recipients and their direct sub-recipients of a sub-grant award also must obtain a DUNS number. To request a DUNS number visit: http://fedgov.dnb.com/webform.

The grant recipient must also register its DUNS number in the new Systems for Award Management (SAM). If you were registered in the CCR, your company's information is already in SAM and you will just need to set up a SAM account. To register in SAM you will need your entity's DUNS and your entity's Tax ID Number (TIN) and taxpayer name (as it appears on your last tax return). Registration should take **3-5 days**. If you do not receive confirmation that your SAM registration is complete, please contact SAM at https://www.fsd.gov/app/answers/list..

FNS may not make an award to an applicant until the applicant has complied with the requirements described in 2 CFR 25 to provide a valid DUNS number and maintain an active SAM registration with current information.

Reporting Sub-award and Executive Compensation Information 2 CFR Part 170

The Federal Funding Accountability and Transparency Act (FFATA) of 2006 (Public Law 109–282), as amended by Section 6202 of Public Law 110–252 requires primary grantees of Federal grants and cooperative agreements to report information on sub-grantee obligations and executive compensation. FFATA promotes open government by enhancing the Federal Government's accountability for its stewardship of public resources. This is accomplished by making Government information, particularly information on Federal spending, accessible to the general public.

Primary grantees, including State agencies, are required to report actions taken on or after October 1, 2010, that obligates $25,000 or more in Federal grant funds to first- tier sub-grantees. This information must be reported in the Government-wide FFATA Sub-Award Reporting System (FSRS). In order to access FSRS a current SAM registration is required. A primary grantee and first-tier sub-grantees must also report total compensation for each of its five most-highly compensated executives.

Every primary and first-tier grantee must obtain a DUNS number prior to being eligible to receive a grant or sub-grant award. Additional information will be provided to grant recipients upon award.

Duncan Hunter National Defense Authorization Act of Fiscal Year 2009, Public Law 110-417

Section 872 of this Act requires the development and maintenance of a Federal Government information system that contains specific information on the integrity and performance of covered Federal agency contractors and grantees. The Federal Awardee Performance and Integrity Information System (FAPIIS) was developed to address these requirements. FAPIIS contains integrity and performance information from the Contractor Performance Assessment Reporting System, information from the SAM database, and suspension and debarment information from the SAM. FNS will review and consider any information about the applicant reflected in FAPIIS when making a judgment about whether an applicant is qualified to receive an award.

Freedom of Information Act (FOIA) Requests

The Freedom of Information ACT (FOIA), 5 U.S.C. 552, provides individuals with a right to access records in the possession of the Federal Government. The Government may withhold information pursuant to the nine exemptions and the three exclusions contained in the Act.

Application packages submitted in response to this grant solicitation may be subject to FOIA by requests by interested parties. In response to these requests, FNS will comply with all applicable laws and regulations, including departmental regulations.

FNS will forward a Business Submitter Notice to the requested applicant's point-of-contact. Applicants will need to review requested materials and submit and submit any recommendations within 10 days from the date of FNS notification. FNS will redact Personally Identifiable Information (PII).

For additional information on the Freedom of Information (FOIA) process, please contact the FNS Freedom of Information Act officer at FOIA@fns.usda.gov.

Privacy Policy

The USDA Food and Nutrition Service does not collect any personal identifiable information without explicit consent. To view the Agency's Privacy Policy, visit: www.fns.usda.gov/privacy-policy.

CODE OF FEDERAL REGULATIONS AND OTHER GOVERNMENT REQUIREMENTS

This grant will be awarded and administered in accordance with the following regulations 2 Code of Federal Regulations (CFR), Subtitle A, Chapter II. Any Federal laws, regulations, or USDA directives released after this RFA is posted will be implemented as instructed.

Government-wide Regulations

- 2 CFR Part 25: "Universal Identifier and System for Award Management"
- 2 CFR Part 170: "Reporting Sub-award and Executive Compensation Information"

- 2 CFR Part 175: "Award Term for Trafficking in Persons"
- 2 CFR Part 180: "OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Non-Procurement)"
- 2 CFR Part 200: "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards"
- 2 CFR Part 400: USDA's implementing regulation of 2 CFR Part 200 "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards"
- 2 CFR Part 415: USDA "General Program Administrative Regulations"
- 2 CFR Part 416: USDA "General Program Administrative Regulations for Grants and Cooperative Agreements to State and Local Governments"
- 2 CFR Part 417: USDA "Non-Procurement Debarment and Suspension"
- 2 CFR Part 418 USDA "New Restrictions on Lobbying
- 2 CFR Part 421: USDA "Requirements for Drug-Free Workplace (Financial Assistance)"
- 41 U.S.C. Section 22 "Interest of Member of Congress"

  Freedom of Information Act (FOIA). Public access to Federal Financial Assistance records shall not be limited, except when such records must be kept confidential and would have been excepted from disclosure pursuant to the "Freedom of Information" regulation (5 U.S.C. 552)

General Terms and Conditions of the award may be obtained electronically. Please contact the Grants Officer at:

Trinity Richardson
Grant Officer, Grants and Fiscal Policy Division
U.S. Department of Agriculture, FNS
3101 Park Center Drive Room 740
Alexandra, VA 22301
E-mail: Trinity.Richardson@usda.gov

Reporting

FINANCIAL REPORTING

The award recipient will be required to enter the SF-425 (Financial Status Report) into the FNS Food Program Reporting System (FPRS) on a quarterly basis. In order to access FPRS, the grant recipient must obtain USDA e-authentication certification and access to FPRS. For additional information on FPRS, visit: www.fprs.fns.usda.gov.

PROGRESS REPORTING

The recipient will be responsible for managing and monitoring the progress of the grant project activities and performance. The grant terms and conditions will indicate the reporting schedule for submitting project performance/progress reports to FNS. Any additional reporting requirements will be identified in the award terms and conditions, including results of the grant project.

Quarterly Progress Reports—Quarterly progress reports must be submitted to FNS. These

progress reports must provide a description of the activities conducted during the reporting period, major accomplishments with completion dates and budget information, deviations from the proposed plan, difficulties encountered, solutions developed to overcome difficulties, and major planned activities for the next quarter. Additional reports must be provided at FNS request.

Note: Selected Applicants are strongly encouraged to use the standardized FNS Progress Report Template appended to this package.

These reports are due 30 days after the end of each calendar quarter. More detailed specifications for the quarterly progress report content and submissions will be included in the agreement. Any additional reporting requirements will be identified in the award terms and conditions, including results of the grant project.

Final Progress Report— a report of up to 25 pages must be submitted within 90 days of the expiration of the grant period. This report will be composed of a short Executive Summary and the following:

- A project description including a concise summary of the major accomplishments, the difficulties encountered, and the solutions developed to resolve the difficulties; and
- A discussion of the project results and lessons learned.

Copies of any deliverables, media or publicity releases/articles and links to materials on websites also should be included or papers resulting from the grant should be attached to the final report. All products should include an acknowledgement of the source of funding. The Federal awarding agency reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for Federal Government purposes, the copyright in any work developed under a grant, sub-grant, or contract under a grant or sub-grant or any rights of copyright to which a grantee, sub-grantee, or a contractor purchases ownership with grant support.

VII. FEDERAL AWARDING AGENCY CONTACTS

For questions regarding this solicitation, please contact the Grants Officer at:

Trinity Richardson
Grant Officer, Grants and Fiscal Policy Division
U.S. Department of Agriculture, FNS
3101 Park Center Drive Room 740
Alexandra, VA 22301
E-mail: Trinity.Richardson@usda.gov

VIII. OTHER INFORMATION

Debriefing Requests

Non-selected applicants may request a debriefing to discuss the strengths and weaknesses of submitted proposals. Additional information on debriefing requests will be forwarded to non-selected

applicants. The Food and Nutrition Service reserves the right to provide this debriefing orally or in written format.

IX. APPENDIX

SNAP Mobile Transaction Processing Application (The App) Requirements

The mobile application that the grantee provides access to must meet the following minimum qualifications:

1. Minimum operating system(s):
   - Apple iOS – Version 6.0
   - Android – Version 4.0
   - Windows – Version 8
2. Minimum transaction set:
   - Purchase
   - Return (refund)
   - Void last
   - Balance inquiry
   - Key-entry of PAN
   - Voucher clear – purchase
   - Voucher clear - refund
3. PAN and PIN security:
   - PAN and PIN may never be stored
   - PAN display always limited to last 4 digits
   - DES 3 algorithm is the EBT industry standard encryption method
   - PIN must be encrypted at point of entry
   - PIN must never be in the clear
4. Isolation from other Apps and/or device operation, need to block:
   - Any cellular or Wi-Fi connections unrelated to the SNAP transaction transmission
   - Block ability to record or store data on the device or cloud service
   - Service provider or third party apps except for GPS
5. GPS locater service
   - Mandatory use
   - Collection of data
6. Access through User ID and password
7. Reasonable inactivity time-out period (maximum of 15 minutes)
8. Ability to provide multiple receipt options and record the option taken
   - Email
   - Text
   - Printed
   - No receipt at all

RFA Budget Narrative Checklist

This checklist will assist you in completing the budget narrative portion of the application. Please review the checklist to ensure the items below are addressed in the budget narrative.

NOTE: The budget and budget narrative, as well as forms SF-424 and SF-424A must be in line with the proposal project description (statement of work) bona fide need. FNS reserves the right to request information not clearly addressed. All funding requests must be in whole dollars.

	YES	NO
Personnel		
Did you include all key employees paid for by this grant under this heading?		
Are employees of the applicant's organization identified by name and position title?		
Did you reflect percentage of time the Project Director will devote to the project in full-time equivalents (FTE)?		
Fringe Benefits		
Did you include your organization's fringe benefit amount along with the basis for the computation?		
Did you list the type of fringe benefits to be covered with Federal funds?		
Travel		
Are travel expenses itemized? For example origination/destination points, number and purpose of trips, number of staff traveling, mode of transportation and cost of each trip.		
Are the Attendee Objectives and travel justifications included in the narrative?		
Is the basis for the lodging estimates identified in the budget? For example include excerpt from travel regulations.		
Equipment		
Is the need for the equipment justified in the narrative?		

Are the types of equipment, unit costs, and the number of items to be purchased listed in the budget?		
Is the basis for the cost per item or other basis of computation stated in the budget?		
Supplies		
Are the types of supplies, unit costs, and the number of items to be purchased reflected in the budget?		
Is the basis for the costs per item or other basis of computation stated?		
Contractual: (FNS reserves the right to request information on all contractual awards and associated costs after the contract is awarded.)		
Has the bona fide need been clearly identified in the project description to justify the cost for a contract or sub-grant expense(s) shown on the budget?		
A justification for all Sole-source contracts must be provided in the budget narrative prior to approving this identified cost.		
Other		
Consultant Services. – Has the bona fide need been clearly identified in the project description to justify the cost shown on the budget. The following information must be provided in the justification: description of service, the consultant's name and an itemized list of all direct cost and fees, number of personnel including the position title (specialty and specialized qualifications as appropriate to the costs), Number of estimated hours X hourly wages, and all expenses and fees directly related to the proposed services to be rendered to the project.		
For all other line items listed under the "Other" heading. - List all items to be covered under this heading along with the methodology on how the applicant derived the costs to be charged to the program.		
Indirect Costs		

Has the applicant obtained a Negotiated Indirect Cost Rate Agreement (NICRA) from an Federal Agency? If yes, a copy of the most resent and signed negotiated rate agreement must be provided along with the application.		
If no negotiated agreement exists, the basis and the details of the indirect costs to be requested should also be reflected in the budget.		