

Information Collection: 0584-0512  
Expiration date: 03/31/2029



# Food and Nutrition Administration

U.S. DEPARTMENT OF AGRICULTURE

## Mobile Payments Solution for SNAP Authorized Farmers - Cooperative Agreement

**Fiscal Year 2026 Request for Applications (RFA)  
Assistance Listing Number (ALN): 10.545**

**Release Date: 06/07/2026**

**Application Due Date: Friday July 31; 11:59 pm, Eastern Standard  
Time (EST),  
Anticipated Award Date: September 30, 2026**

**OMB BURDEN STATEMENT:** This information is being collected to assist the Food and Nutrition Administration in supporting the participation of farmers and farmers' markets in SNAP. This is a voluntary collection and FNA will use the information to select a cooperator whose work aligns with all stated objectives for this cooperative agreement, as outlined in this RFA. This collection does not request any personally identifiable information under the Privacy Act of 1974. According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not 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 60 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. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Food and Nutrition Administration, Office of Policy Support, 1320 Braddock Place, 5th Floor, Alexandria, VA 22314 ATTN: PRA (0584-0512). Do not return the completed form to this address.

## Application Checklist

This Application Checklist provides applicants with a list of the required actions and documents that must be completed. However, FNA expects that applicants will read the entire RFA prior to the submission of their application and comply with all requirements outlined in the solicitation. The Application Checklist is for applicant use only and should not be submitted as part of the Application Package.

Complete the following **at least four weeks** prior to submission:

- Obtain a Unique Entity Identifier (UEI) number;
- Register the UEI number in the System for Award Management (SAM); and,
- Register in [grants.gov](https://www.grants.gov).

When **preparing your application**, ensure:

- Application format and narrative meet the requirements included in Section 4 – Application and Submission Information. This includes page limits, priorities outlined in Section 5 – Application Review Information, and all necessary attachments.

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

- All key staff proposed to be paid by this cooperative agreement.
- The percentage of time the Project Director will devote to the project in full-time equivalents (FTEs).
- Your organization’s fringe benefit rate and amount, as well as the basis for the computation.
- The type of fringe benefits to be covered with Federal funds.
- Itemized travel expenses (including type of travel), travel justification, and basis for lodging estimate.
- 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 an itemized list of all consultant services.
- Indirect cost information. Provide either a copy of a Negotiated Indirect Cost Rate Agreement (NICRA) or if no agreement exists, the applicant may charge up to 15% de minimis. If an applicant is requesting the de minimis rate or indirect costs are not required, please state 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 (fillable PDF in Grants.gov)
- Negotiated Indirect Cost Rate Agreement (PDF - Upload using the “Add Attachments” button under SF-424 item #15)
  - Resumes of key staff
  - Letters of support/commitment from key staff and partners
  - Additional attachments as required

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# 1. Program Description and Objectives

## *Executive Summary*

The United States Department of Agriculture's (USDA) Food and Nutrition Administration (FNA) works to nourish those in need through financially sound programs that promote health and work, as well as champion the productivity of American agriculture. FNA plans to award the Mobile Payments Solution for SNAP Authorized Farmers, Cooperative Agreement. The purpose of this cooperative agreement is to create new opportunities to connect America's farmers to USDA's nutrition assistance programs. Specifically, the cooperative agreement is intended to enable SNAP-authorized direct marketing farmers (DMFs) and farmers markets (FMs), as necessary, to determine, at no or little cost to them, whether adding SNAP to their business model has a positive cost-benefit value. It also aims to provide SNAP recipients with greater access to American agriculture by allowing them to use their benefits to purchase foods from DMFs operating at physical FM locations and via other direct marketing avenues (e.g., roadside stands, pick-your-own), or through eCommerce platforms. The cooperator will use resources from this cooperative agreement to facilitate the development of a shared vision and set of approaches for supporting DMFs and FMs in becoming SNAP authorized; enabling the processing of EBT transactions through technology resources that include a secure SNAP Mobile Transaction Processing Application (The App) or potentially a secure eCommerce platform; and assisting farmers with direct marketing opportunities that result in connections with SNAP households and participants in other Federal nutrition assistance programs. FNA announces, through this Request for Applications (RFA), the availability of a maximum of \$4,000,000 to be used over a three-year period for up to three awards as cooperative agreements. Only non-profit organizations and institutes of higher education are eligible to participate in this competition.

## *Program Description*

FNA administers 16 nutrition assistance programs, including the Supplemental Nutrition Assistance Program (SNAP). SNAP provides nutrition assistance benefits to eligible Americans in need via an Electronic Benefit Transfer (EBT) card for use at authorized retailers. These benefits help supplement vulnerable households' food budgets to give recipients access to nutritious, real food. FNA is responsible for the authorization and oversight of retailers that accept SNAP benefits. This is accomplished jointly by the Retailer Policy Division (RPD) within SNAP, and the Office of Retailer Operations and Compliance (ROC).

Currently, approximately 260,000 retailers are authorized to accept SNAP. Thousands of direct marketing farmers and farmers' markets (DMFs and FMs) apply for SNAP authorization each year. Since 2012, FNA has supported the participation of DMFs and FMs in their efforts to attract more SNAP customers. This includes helping individual DMFs (and FMs on behalf of DMFs) that meet specific requirements procure low- or no-cost wireless Electronic Benefit Transfer (EBT) point-of-sale (POS) devices through the SNAP EBT Equipment Program. FNA has also awarded grants/cooperative agreements to provide: a) an e-commerce platform that enables DMFs and FMs to accept SNAP benefits online (SNAP/Federal Nutrition Programs Participation Assistance for Farmers and Farmers' Markets), and b) a SNAP Mobile Transaction Processing Application and card reader that enables a DMF or FM to accept SNAP by using their own smartphone as a POS device (Mobile Application Cooperative Agreement, SNAP Farmers and Markets).

The purpose of this cooperative agreement is to develop and implement modernized systems for DMFs and FMs to accept SNAP EBT transactions through a secure mobile application (or additionally other technology that supports DMFs in participating in SNAP, such as an eCommerce platform), while also expanding opportunities to connect America’s farmers to SNAP. It will enable SNAP-authorized DMFs (and FMs, as necessary) to determine, at no or little cost to them, whether adding SNAP to their business model has a positive cost-benefit value, and to provide SNAP recipients with greater access to DMFs operating at physical FM locations and via other direct marketing avenues (e.g., roadside stands, pick-your-own). The cooperator will use resources from this cooperative agreement to facilitate the development of a shared vision and set of approaches for supporting DMFs in becoming SNAP authorized; enabling the processing of EBT transactions through a secure SNAP Mobile Transaction Processing Application (The App) or other similar technology that supports DMFs, and assisting farmers with direct marketing opportunities that result in connections with SNAP households and families and participants in other Federal nutrition assistance programs.

This cooperative agreement opportunity is not intended to support the development of an untested mobile application for SNAP (or untested eCommerce platform or similar technology). However, the cooperator 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 assistance programs.

FNA announces, through this Request for Applications (RFA), the availability of a maximum of \$4,000,000 to be used over a three-year period for up to three new awards as cooperative agreements. Only non-profit organizations and institutes of higher education are eligible to participate in this competition.

**Key Objectives**

Below is a list of the Program Objectives. As noted in Section 4, within the “Activities/Indicators Tracker,” proposed activities should be clearly aligned to these objectives and their associated activities and indicators.

Application proposals must include all objectives identified below. Note that if awarded, cooperators will be required to report on progress towards activities aligned with the required objective(s) and must use the FNS-908 Performance Progress Report. Carefully considering proposed activities and indicators will prepare cooperators for their progress reporting requirements if awarded.

#	Key Objectives
1	<p>Objective 1: Facilitate the development of a shared vision and set of approaches for supporting the participation of direct marketing farmers (DMFs) and farmers markets (FMs) across stakeholders that are currently working within and with FNA, as contracted vendors, and as grantees and cooperators. These include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• FNA SNAP Retailer Policy Division, SNAP Issuance Policy and Innovation Division, and Retailer Operations Division;</li> <li>• Cooperator, Prior year Mobile Application Cooperative Agreements, SNAP Farmers and Markets;</li> </ul>

	<ul style="list-style-type: none"> <li>• Vendor, STARS; and</li> <li>• SNAP EBT Modernization Technical Assistance Center (SEMTAC)</li> </ul>
2	<p>Objective 2: Create new opportunities to connect America’s farmers to the SNAP program. Assist DMFs in becoming SNAP-authorized by completing both of the following:</p> <ol style="list-style-type: none"> <li>a. Provide outreach and assistance to DMFs that are not currently SNAP-authorized or are not currently accepting benefits issued through other Federal nutrition assistance programs (e.g., Gus Schumacher Nutrition Incentive Program (GusNIP), Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)) to help them complete the application process for SNAP authorization and become SNAP-authorized and, as relevant, participate in one or more nutrition incentive programs. Assist in increasing economic opportunities for DMFs/FMs through outreach to determine whether adding SNAP to a DMF/FM’s business model has a positive cost-benefit value.</li> <li>b. Guide DMFs in locating SNAP training materials and information and facilitating questions and resolutions with FNA. Provide outreach to FMs specifically about the benefits and process of moving to a DMF model, and to eligible retailers at FMs who are interested in becoming individually authorized.</li> </ol>
3	<p>Objective 3: Develop and implement modernized systems for DMFs and FMs to accept SNAP EBT transactions. Provide access to a secure SNAP Mobile Transaction Processing Application (The App) to SNAP-authorized DMFs (or other similar technology that supports DMFs, such as an eCommerce platform). The App must meet all requirements specified in Section 10, Appendix, as well as all the requirements below:</p> <ol style="list-style-type: none"> <li>a. Be in use in the current SNAP EBT environment;</li> <li>b. Adhere to all EBT security requirements, including encrypted PIN-entry as specified in Section 10, Appendix;</li> <li>c. Be certified and able to conduct all required SNAP transaction types as specified in Section 10, Appendix;</li> <li>d. Have the ability to be enhanced to fully support farmer participation in and process EBT transactions for other Federal nutrition assistance and nutrition incentive programs (e.g., Special Supplemental Nutrition Program for Women, Infants, and Children – WIC, Gus Schumacher Nutrition Incentive Program – GusNIP); and</li> <li>e. Have the ability to capture GPS data to identify the location of the device, and enable the transmission of GPS data to FNA as part of the transaction message at a future date, as determined by FNA.</li> </ol> <p>Any eCommerce/online sales platforms funded through this cooperative agreement to support DMFs in accepting SNAP benefits must be capable of meeting the requirements to operate online purchasing specified here: <a href="https://www.fna.usda.gov/snap/retailer/online/requirements">https://www.fna.usda.gov/snap/retailer/online/requirements</a></p>

	<p>Successful applicants for this cooperative agreement will identify The App (or similar technology) that will be used and describe how each requirement in <a href="#">Section 10, Appendix</a> will be satisfied (if utilizing The App).</p> <p>The cooperator will enter into a formal agreement with a provider of The App (or similar technology) to provide newly authorized DMFs or FMs with access to the technology at no cost to the DMF or FM for up to one year. The technology provider must meet requirements as specified in Section 10, Appendix or the requirements to operate online purchasing specified here: <a href="https://www.fna.usda.gov/snap/retailer/online/requirements">https://www.fna.usda.gov/snap/retailer/online/requirements</a>. The formal agreement will specify all costs and terms for the participation of a DMF receiving access to The App on an annualized basis.</p> <p>DMFs will provide their own mobile device and cellular and data services necessary for transaction processing. Under this cooperative agreement, the cost of The App (or similar technology) and any related licenses will be covered for participating DMFs or FMs for 1 (one) year from the initial date of DMF or FM’s participation in this cooperative agreement and may be renewed on an annual basis if the DMF or FM demonstrates SNAP redemptions of a minimum of \$500 per year.</p> <p>After the one-year, no-cost option, and for any subsequent year that the DMF or FM does not maintain SNAP redemptions of a minimum of \$500 for the year in question, the cooperator will assist that DMF or FM in transitioning their agreement from no-cost (participation in this cooperative agreement) to full-cost (by sharing information related to licensing through a third-party vendor), or will facilitate transition to the State SNAP Agency SNAP-only alternative that serves the jurisdiction(s) where the DMF or FM is located.</p>
4	<p>Objective 4: Train and provide technical support for DMFs and FMs in use of technology associated with SNAP participation. The cooperator will:</p> <ul style="list-style-type: none"> <li>a. Train DMFs and FMs on installing, operating and maintaining The App (or other similar technology funded through this cooperative agreement);</li> <li>b. Help troubleshoot issues, and provide technical assistance through the term of the no-cost agreement; and</li> <li>c. Support outreach that includes a web presence that clearly details the App, technical assistance provided by the cooperator, and how to access both. Social media presence must regularly point to the web information and clearly direct interested DMFs to the services offered.</li> </ul>

5	<p>Objective 5: Monitor progress, including achievements, milestones, risks and issues, to support evaluating how technology funded through this cooperative agreement helps improve the administration and effectiveness of SNAP in delivering nutrition-related benefits.</p> <p>At a minimum, the cooperator must monitor and track the following metrics:</p> <ul style="list-style-type: none"> <li>• the success of outreach activities and training;</li> <li>• the number of participating DMFs using technology funded through this cooperator;</li> <li>• the number and amounts of transactions being processed through technology funded through this cooperative agreement for all tender types; and</li> <li>• the integration of incentive functionality.</li> </ul>
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### *Cooperative Agreement Terms*

The roles and responsibilities of the selected applicant and of FNA are as follows:

#### **Selected Applicant**

The selected applicant will:

- Fulfill all cooperative agreement objectives as outlined in the RFA.
- Report on relevant project activities and metrics through required quarterly and final reporting.
- Meet bimonthly with an FNA Program Analyst to discuss project progress.

#### **FNA**

FNA will:

- Meet with cooperator bimonthly to discuss project activities.
- Identify any challenges or obstacles FNA may be able to mitigate on behalf of the cooperator.
- Review submitted cooperative agreement reporting materials for completeness and project progress/outcomes.

## **2. Federal Award Information**

The following information is intended to provide applicants with information to help make informed decisions about proposal submissions.

- Total amount of funding expected to award: \$4,000,000
- Anticipated number of awards: up to 3
- Minimum award amount (award floor): \$1
- Maximum award amount (award ceiling): \$4,000,000
- Anticipated award announcement date: September 2026
- Anticipated period of performance (start and end date of the award): September 2026 to September 2029
- Anticipated funding of individual awards: \$4,000,000
- Application due date: July 31, 2026

Please note:

- Awards are subject to the availability of funding and/or appropriations of funds and FNA reserves the right not to make an award.
- FNA reserves the right to use this solicitation and the results of this competition to award additional cooperative agreements this year or the subsequent fiscal year, should additional funds become available.
- Applications, and all proposed activities, must comply with applicable laws, regulations, and executive orders. FNA reserves the right to exclude from consideration any applications proposing activities in contradiction of these requirements.

### *Allowable Costs*

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

- Evaluation of quarterly progress reports and financial reports to monitor the cooperator'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 FNA objectives, including:
  - Review of project plans and milestones;
  - Evaluation of technology improvements; and
  - Other technical assistance related to project objectives.
- Periodic collaborative meetings.

FNA will provide funding for approved cooperative agreements through the Grant Award/Letter of Credit process, upon receipt of a properly executed cooperative agreement and subject to the availability of funds.

**Equipment and Supplies:** Expenditures for equipment (i.e., items of personal property having a useful life of more than one year and a cost of \$10,000 or more) are allowable expenses with prior approval by FNA. FNA reserves the right to approve/disapprove these expenditures based on needs as expressed by the proposed project. Supplies do not require a separate specific prior approval outside of the budget/proposal approval process.

**Procurement Contracts:** Cooperators may use funds to procure contracts for goods and services.

All costs proposed in the budget and detailed in the budget narrative must be allowable, reasonable, necessary, and allocable. Refer to [2 CFR Part 200 Subpart E – Cost Principles](#) for a detailed description of all allowable and unallowable costs.

A complete listing of selected items of costs is located at 2 CFR 200.420 – 200.476.

### *Unallowable Costs*

**State Collaboration:** Cooperative Agreement 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

farmers (and markets as needed). The cooperator may collaborate with States on providing a mobile solution as part of the States' responsibility, however, the cooperator may not use project funds for those costs.

### 3. Eligibility Information

#### *Eligible Applicants*

Entities that do not meet the eligibility definitions will be deemed ineligible and removed from competition without further consideration. The following are eligible entities:

- Nonprofit entities, which are any organization or institution with current Internal Revenue Service (IRS)-designated 501(c)(3) status.
- Accredited institutions of higher education, i.e., Eligible Educational Institutes via a list maintained by the IRS.

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.

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

**Note:** In cases where an applicant is deemed nonresponsive for failing to submit required elements or documents associated with this RFA, they will be considered ineligible and removed from consideration.

**IN ADDITION:** Those applicants who fail to submit any required documents or forms will be deemed NONRESPONSIVE and therefore will be INELIGIBLE to participate in the competition and removed from further consideration.

#### *Cost Sharing or Matching Considerations*

There are no cost sharing or matching requirements for this award.

#### *Pre-Award Screening Requirements*

In reviewing applications in any discretionary grant/cooperative agreement competition, prior to making a Federal award, Federal awarding agencies, in accordance with 2 CFR 200.206, are required to review information available through any OMB-designated repositories of government-wide eligibility qualifications or financial integrity information. Additionally, Federal awarding agencies are required to have a framework in place for evaluating the risks posed by applicants before they receive Federal awards. The FNA review of risk posed by applicants will be based on the following:

- SAM.gov, the *System for Award Management*, the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, EPLS, and FAPIIS.
- FNA Risk Assessment Questionnaire (FNS-906)
  - Applicants must complete the Grant Program Accounting System & Financial Capability Questionnaire that allows FNA to evaluate aspects of the applicant's

financial stability, quality of management systems, and history of performance, reports, and findings from audits. The questionnaire contains a number of questions that may be an indicator of potential risk.

The evaluation of the information obtained from the designated systems and the risk assessment questionnaire may result in FNA imposing special conditions or additional oversight requirements that correspond to the degree of risk assessed.

#### *Acknowledgement of USDA Support*

- As required in 2 CFR 415.2, the recipient must have an acknowledgement of the USDA awarding agency support placed on any information dissemination products with any Federal financial assistance support, including those which report the results of, or describe, a Federal financial assistance-supported activity. Award recipients *may* be asked to host USDA officials for a site visit during the course of their award. All costs associated with the site visit will be paid for by USDA and are not expected to be included in project budgets.

## **4. Application Content Information**

### *Content and Form of Application Submission*

FNA strongly encourages eligible applicants interested in applying to this program to adhere to the following applicant format. The proposed project plan should be presented on 8 ½" x 11" white paper with at least 1-inch margins on the top and bottom. All pages should be single-spaced in 12-point font. The project description with relevant information should be captured on no more than 10 pages, not including the cover sheet, table of content, resumes, letter(s) of commitment, endorsement letter(s), budget narrative(s), appendices, and required forms. All pages, excluding form pages, must be numbered.

#### **Special Instructions:**

- Late application submission will not be considered in this competition. FNA will not consider additions or revisions to applications unless they are submitted via Grants.gov by the deadline. No additions or revisions will be accepted after the deadline.
- Letters of support must be submitted with the application through grants.gov. Letters submitted via email will not be considered.
- Applications submitted without the required supporting documents, forms, certification will not be considered.
- Applications missing a written proposal or budget narrative will not be considered and deemed nonresponsive.
- FNA reserves the right to request clarification on any application submitted in response to this solicitation.
- Applications not submitted via Grants.gov will not be considered.
- If multiple application packages are submitted through Grants.gov by the same applicant in response to this solicitation, FNA will accept the latest application package successfully submitted. All other packages submitted by the applicant will be removed from this competition.
- FNA reserves the right to use this solicitation to fund awards in this or the subsequent fiscal year should additional funds become available.

**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; and
- Cooperative Agreement program title and subprogram title (if applicable).

**Table of Contents**

The Table of Contents should include relevant sections, subsections and associated page numbers.

**Application Project Summary**

The application should clearly describe the proposed project activities and anticipated outcomes that would result if the proposal were to be 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.

**Activities/Indicators Tracker** Proposed Activities and indicators measuring success must be mapped to Program Objectives (as described in [Section 1 – Program Description](#)) in the below format (note that additional Activities/Indicators can be added as needed).

**Note:** Indicators are defined as any metric the applicant anticipates will be able to be tracked during the period of performance of the cooperative agreement. Common examples include Number of People Attended, Number of People Impacted, Number of Conferences Delivered, Number of Materials Created, Number of Trainings, Number of People Trained.

**Example**

<b>Objective #</b>	Objective 1: Facilitate the development of a shared vision and set of approaches for supporting the participation of direct marketing farmers (DMFs) across stakeholders that are currently working within FNA, as contracted vendors, and as grantees and cooperators.
<b>Activity</b>	Hold bi-weekly Informational Meetings among the FNA SNAP Retailer Policy Division, cooperator, and Vendors.
<b>Indicator(s)</b>	Strategic plan with clear goals, responsible entities, and deadlines for completion (or repeated occurrence).
<b>Activity</b>	Review Key Objectives of cooperative agreement that are related to the participation of farmers or markets.
<b>Indicator(s)</b>	List of critical tasks and documented assignment of lead and backup responsibility for taking action on those tasks.

Objective #	
Activity	
Indicator(s)	

Objective #	
Activity	
Indicator(s)	

**Application Budget Narrative**

The budget narrative, formatted as a table, should correspond with the proposed project narrative and application budget. If the budget narrative is not formatted as a spreadsheet (e.g. Microsoft Excel), then it must be accompanied by a spreadsheet with all costs listed and which aligns to the categories on the SF-424. The narrative must justify and support the bona fide needs of the budget’s direct cost. The budget and budget narrative must be in line with the proposed project description. If the budget includes indirect costs, the applicant must provide a copy of its most recently approved Federal indirect cost rate agreement. Budget categories in this table must match those listed on the SF-424A form. The budget table must be formatted to fit on an 8.5 x 11-inch page, with a font no smaller than 11-point. All funding requests must be in whole dollars.

Note that 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, FNA will only consider and evaluate the estimated funding request contained on the SF-424.

**Indirect Cost Rate**

A current **Negotiated Indirect Cost Rate Agreement (NICRA)**, negotiated with a cognizant Federal agency, should 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 in the budget narrative, and a copy of the agreement must be submitted with your application. If the applicant does not have a current Federal negotiated indirect cost rate (including provisional rate) they may elect to charge a de minimis rate of up to 15 percent of modified total direct costs (MTDC). In this instance, the applicant must indicate they are requesting the de minimis rate. An applicant may elect not to charge indirect costs and instead use all cooperative agreement funds for direct costs. If indirect costs are not charged, the phrase “none requested” should be stated in the budget narrative. For questions related to the indirect cost rate, please work with the Grant Officer as noted in Section 7 of this RFA.

Applicants that are nonprofit institutions will be subject to a limit on indirect costs under this cooperative agreement. For purposes of this limitation, the indirect cost limitation applies to cooperative agreements with Institutions of Higher Education (IHE) and other nonprofit organizations as defined in 2 CFR Part 200. Recipients may charge the **lesser** of their:

- (1) Current NICRA or de minimis rate of 15% of MTDC; or

(2) 10% of the total direct costs (TDC).

### **Required Cooperative Agreement Application Forms**

The required grants.gov forms may be previewed at [grants.gov/web/grants/forms/forms-repository.html](https://grants.gov/web/grants/forms/forms-repository.html). These forms are part of the grants.gov Workspace application.

- 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)
- Disclosure of Lobbying Activities (SF LLL)
  - Indicate on your form whether your organization intends to conduct lobbying activities. If your organization does not intend to lobby, write “Not Applicable” in boxes required to be completed.
- FNS-906 (Grant Program Accounting System and Financial Capability Questionnaire)
- Additional Required Information
  - Unique Entity Identifier (UEI) number. Please see below for further information
  - SAM registration. Please see below for further information.

## **5. Application Review Information**

### *Review Criteria*

FNA will pre-screen all applications to ensure the applicants are eligible entities and are in compliance with all Program regulations. FNA will not approve any waivers from Program regulations for any projects submitted in response to this solicitation.

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.

### **Project Design (35 points)**

1. The proposal clearly describes the overall approach and the general techniques that will be used to facilitate the development of a shared vision and set of approaches for supporting the participation of direct marketing farmers (DMFs) across stakeholders that are currently working within FNA, as contracted vendors, grantees, or cooperators (Objective 1).
2. The proposal clearly describes the process for assisting DMFs and FMs in becoming SNAP-authorized by (Objective 2):
  - a. Providing outreach and assistance to DMFs and FMs that are not currently SNAP-authorized or are not currently accepting benefits issued through other Federal nutrition assistance programs (e.g., Gus Schumacher Nutrition Incentive Program (GusNIP), Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)) to help them complete the application process for SNAP authorization and become SNAP-authorized and, as relevant, participate in one or more nutrition incentive programs. Providing outreach to determine whether adding SNAP to a DMF/FM’s business model has a positive cost-benefit value.  
and

- b. Guiding DMFs and FMs in locating SNAP training materials and information and facilitating questions and resolutions with FNA, and providing outreach to FMs specifically about the benefits and process of moving to a DMF model, and to eligible retailers at FMs who are interested in becoming individually authorized.
3. The proposal clearly describes how the cooperator will provide access to a secure SNAP Mobile Transaction Processing Application (or other similar technology, such as an eCommerce platform) to SNAP-authorized DMFs. The proposal will also describe how the cooperator will assist that DMF in transitioning their agreement from no-cost (participation in this cooperative agreement) to full-cost (by sharing information related to licensing through a third-party vendor), or will facilitate transition to the State SNAP Agency SNAP-only alternative that serves the jurisdiction(s) where the DMF or FM is located. The App must meet all requirements specified in Section 10, Appendix (Objective 3).
4. The proposal clearly describes how it will train and provide technical support for DMFs in use of technology associated with SNAP participation. (Objective 4).
5. The proposal clearly describes the proposed project's plan for monitoring progress, including achievements, milestones, and risks and issues to support evaluating how technology funded through this cooperative agreement helps improve the administration and effectiveness of SNAP in delivering nutrition-related benefits. (Objective 5).

#### **Implementation and Monitoring (15 points)**

1. The proposal includes a project timeline that outlines proposed tasks/activities, including sufficient time allotted for each task/activity, and demonstrates agility in progressing from planning and development to implementation.
2. 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:
  - a. who will measure and assess the project's objectives;
  - b. how the objectives will be measured and assessed; and
  - c. when the objectives will be measured.
3. The proposal should include a communication plan for communicating internally with FNA, other grantees, vendors, and cooperators, and externally with DMFs and other project stakeholders.
4. The proposal should include sample report templates for summarizing the number of participating farmers (and markets) as well as the participating in training and outreach.

#### **Sustainability (20 points)**

1. The proposal shows that the project is very likely to be sustained after the cooperative agreement period ends. The proposal should clearly demonstrate that there is a business plan to enable the continued participation of DMFs and FMs who no longer qualify to participate under the cooperative agreement.

#### **Budget Appropriateness and Economic Efficiency (20 points)**

1. The proposal includes:

- a. A line item budget consistent with the requirements in Section 4;
  - b. 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;
  - c. A copy of the approved negotiated indirect cost rate agreement (NICRA) must be attached if indirect costs are shown as a budget expense to the project; and
  - d. 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 cooperative agreement is only going to fund approved costs.
2. The proposal should be cost effective; it must demonstrate that the anticipated results are commensurate with the cost of the project.
  3. Proposals that include hiring a consultant or contracting of work must provide the following information:
    - a. Consultant's name and description of service;
    - b. Itemized list of all direct costs and fees;
    - c. Salaries must have the number of personnel including the position title;
    - d. Specialty and specialized qualifications as appropriate to the salary;
    - e. Number of estimated hours times hourly wage;
    - f. All expenses and fees directly related to the proposed services to be rendered to the project; and
    - g. 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 narratives and/or line item descriptions will be rejected from consideration. Therefore, applicants should recognize that a well-written budget narrative that justifies the proposed project expenditures assists the reviewers during the review process.

#### **Staff Capability Management (10 points)**

1. 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.
2. 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.
3. 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.
4. The proposal includes an organization chart of the proposed project.
5. Applicants should address their contingency or back-up plans in the event of key staff departures.

**Total Points Available:** 100

### *Review and Selection Process*

Following the initial screening process, FNA 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 an award based on the evaluation scoring. FNA may request information from the applicant not clearly addressed in their proposal. 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 or geographical representation. FNA reserves the right to use this solicitation and results of this competition to award additional cooperative agreements in the next fiscal year should additional funds be made available.

## **6. Application Submission Information**

### *Submission Date*

Complete applications must be uploaded to [grants.gov](https://grants.gov) by 11:59 PM EST on the due date listed on the cover page

- Applications must be submitted via [grants.gov](https://grants.gov). Mailed, emailed, or hand-delivered application packages will not be accepted. For further instructions, see the "Preparing for Electronic Application Submission through Grants.gov" below.
- Late or incomplete applications will not be considered.
- FNA will not consider additions or revisions to applications unless they are submitted via [grants.gov](https://grants.gov) by the deadline. No additions or revisions will be accepted after the deadline.
- If multiple application packages are submitted through [grants.gov](https://grants.gov) by the same applicant in response to this solicitation, FNA will accept the latest application package successfully submitted. All other packages submitted by the applicant will be removed from this competition.
- Those applicants who fail to submit any required documents or forms will be deemed NONRESPONSIVE and therefore will be INELIGIBLE to participate in the competition and removed from further consideration.

FNA strongly encourages applicants to begin the registration process at least **four weeks** before the due date and to submit applications to [grants.gov](https://grants.gov) at least **one week** before the deadline to allow time to troubleshoot any issues should they arise. Please note that upon submission, [grants.gov](https://grants.gov) may send multiple confirmation notices. Applicants should ensure receipt of confirmation that the application was **accepted**.

**FNA will not accept applications outside of [grants.gov](https://grants.gov).** Applicants experiencing difficulty submitting applications through [grants.gov](https://grants.gov) should contact applicant support via the toll-free number 1-800-518-4726 and email at [support@grants.gov](mailto:support@grants.gov). This service is available 24/7.

## *Preparing for Electronic Application Submission through Grants.gov*

Applicants must register with [grants.gov](https://grants.gov) and [SAM.gov](https://sam.gov) in order to submit an application to FNA via [grants.gov](https://grants.gov) as required.

In order to submit an application, you must:

### **1. Obtain a UEI number**

*What is a Unique Entity Identifier (UEI)?*

A UEI is a unique number assigned to all entities (public and private companies, individuals, institutions, or organizations) who register to do business with the Federal Government. For more information, visit <https://sam.gov/entity-registration>.

**Note:** Entities can register in SAM.gov and will be assigned their “SAM UEI.” For additional information on the UEI process, please visit [SAM.gov](https://sam.gov).

### **2. Register in the System for Award Management (SAM)**

- On April 4, 2022, the UEI used across the Federal Government changed from the DUNS number to the UEI (generated by SAM.gov).
- SAM combines Federal procurement systems and the Catalog of Federal Domestic Assistance into one system. Visit [SAM.gov](https://sam.gov) for additional information.
- To register, you must have your organization’s UEI, the organization’s Tax ID Number (TIN), and taxpayer name (as it appears on the last tax return). It may take up to 5 to 7 business days or more to register and/or complete the migration of permissions and/or the renewal of an entity record.
- 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.
- FNA strongly encourages applicants to begin this process at least **3 weeks** before the due date of the solicitation.

### **3. Create a Grants.gov Account**

The next step in the registration process is to create an account with [grants.gov](https://grants.gov). Applicants must know their organization’s Unique Entity Identifier (UEI) to complete this process. For more detailed instruction about creating a profile on [grants.gov](https://grants.gov), visit [grants.gov/web/grants/applicants/registration.html](https://grants.gov/web/grants/applicants/registration.html).

## *How to Submit an Application via Grants.gov*

Applicants must apply online using [Workspace](https://workspace.grants.gov). *Workspace* is a shared, online environment where members of a grant/cooperative agreement team may simultaneously access and edit different web forms within an application. For each funding opportunity announcement or RFA, you can create individual instances of a workspace.

For additional training resources, including video tutorials, visit [grants.gov/web/grants/applicants/applicant-training.html](https://grants.gov/web/grants/applicants/applicant-training.html).

*Applicant Support:* Grants.gov provides applicants 24/7 support (except Federal holidays) via the toll-free number 1-800-518-4726 and email at [support@grants.gov](mailto:support@grants.gov). If you are experiencing difficulties with your submission, it is best to contact grants.gov support and get a ticket number. The Support Center ticket number will assist the Center with tracking your issue.

For programmatic and financial-related questions regarding this specific opportunity, please contact the Grant Officer noted in Section 7 – Federal Awarding Agency Contacts of this RFA.

### *Grants.gov Receipt Requirements and Proof of Timely Submission*

All applications must be received by 11:59 PM EST on the due date listed on the cover page, as detailed in Section 4 – Submission Date. 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 Authorized Organization Representative (AOR) will receive an acknowledgement of receipt and a tracking number (e.g., GRANTXXXXXXXX) from grants.gov with the successful transmission of their application. Applicant AORs will also receive the official date/time stamp and a grants.gov tracking number in an email serving as proof of their timely submission.

When FNA successfully retrieves the application from grants.gov and acknowledges the download of submissions, grants.gov will provide an electronic acknowledgement 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 FNA funding.

Applicants using slow internet, such as dial-up connections, should be aware that transmission could 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.

**Note:** 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 (This includes periods (.) and spacing followed by a dash in the file). To separate words in naming a file, use underscore.

### *Intergovernmental Review*

This funding opportunity is not subject to the requirements of EO 12372, “Intergovernmental Review of Federal Programs.” This Executive Order was issued with the desire to foster the intergovernmental partnership and strengthen federalism by relying on State and local processes for the coordination and review of proposed Federal financial assistance and direct Federal development. The Order allows each State to designate an entity to perform this function.

If you are located within a State that does not have a Single Point of Contact (SPOC), you may send application materials directly to a Federal awarding agency.

For a list of State Agency Contacts, please visit [whitehouse.gov/wp-content/uploads/2020/04/SPOC-4-13-20.pdf](https://www.whitehouse.gov/wp-content/uploads/2020/04/SPOC-4-13-20.pdf).

### *Funding Restrictions*

- This cooperative agreement opportunity is not intended to support the development of an untested mobile application for SNAP. However, the cooperator 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 assistance programs
- Pre-award costs will not be permitted for this cooperative agreement.

## **7. Federal Award Administration Information**

### *Federal Award Notice*

The Government is not obligated to make any award as a result of this RFA. Unless an applicant receives a signed award document with terms and conditions, any contact from a FNA Grants or Program Officer should not be considered as a notice of an award. No pre-award or pre-agreement costs incurred prior to the effective start date are allowed unless approved and stated on FNA' signed award document (FNS-529). Only the recognized FNA authorized signature can bind the USDA, Food and Nutrition Administration 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 FNA 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” means information that can be used to distinguish or trace an individual's identity, either alone or when combined with other information that is linked or linkable to a specific individual (OMB Circular A-130, *Managing Information as a Strategic Resource*).

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 Administration. All Federal and non-Federal employees (e.g., contractors, affiliates, or partners) working for or on behalf of FNA are required to acknowledge understanding of their

responsibilities and accountability for using and protecting PII in accordance with applicable law, regulation, and policy [e.g., the Privacy Act of 1974; Office of Management and Budget (OMB) Memorandum, M-17-12, *Preparing for and Responding to a Breach of Personally Identifiable Information*; OMB Circular A-130, *Managing Information as a Strategic Resource* (this is a non-exhaustive list of requirements in this area)].

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 cooperative agreement, if awarded) will be conducted in a manner consistent with applicable Federal laws, regulations, and policies. By submitting a cooperative agreement application, applicants agree to take all necessary steps to protect PII, including the following: (1) ensuring that PII and sensitive data developed, obtained or otherwise associated with UDSA FNA funded awards is securely transmitted; (2) ensuring that PII is not transmitted to unauthorized users, and that PII and other sensitive data is not submitted via email; (3) data is transmitted via FNA approved file sharing services or encrypted mobile media storage devices; and (4) ensuring that PII is encrypted and password protected both in transit and at rest.

### **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 (EO) 12549 and 12689, “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 award 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 [SAM.gov](http://SAM.gov).

*Universal Identifier and Central Contractor Registration 2 CFR Part 25*

Requirement for System for Award Management. Unless you are exempted from this requirement under [2 CFR 25.110](http://2CFR25.110), you as the recipient must maintain current information in the SAM. This includes information on your immediate and highest-level owner and subsidiaries, as well as on all of your predecessors that have been awarded a Federal contract or Federal financial assistance within the last three years, if applicable, until you submit the final financial report required under this Federal award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another Federal award term.

Requirement for Unique Entity Identifier: If you are authorized to make subawards under this Federal award, you:

- Must notify potential subrecipients that no entity (see definition in paragraph C of this award term) may receive a subaward from you until the entity has provided its Unique Entity Identifier to you.
- May not make a subaward to an entity unless the entity has provided its Unique Entity Identifier to you. Subrecipients are not required to obtain an active SAM registration but must obtain a Unique Entity Identifier.

*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 **\$30,000 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), now part of SAM.gov. 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 UEI 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) is designed to address these requirements. FAPIIS contains integrity and performance information from the Contractor Performance Assessment Reporting System, information from SAM.gov, and suspension and debarment information from the SAM. FNA 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 solicitation may be subject to FOIA by requests by interested parties. In response to these requests, FNA will comply with all applicable laws and regulations, including departmental regulations.

FNA 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 FNA notification. FNA will redact Personally Identifiable Information (PII).

For additional information on the Freedom of Information (FOIA) process, please contact the FNA Freedom of Information Act officer at [FOIA@usda.gov](mailto:FOIA@usda.gov).

#### *USDA Non-Discrimination Statement*

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

USDA is an equal opportunity provider, employer, and lender.

### *Privacy Policy*

The USDA Food and Nutrition Administration does not collect any personal identifiable information without explicit consent. To view USDA's Privacy Policy, visit: [usda.gov/privacy-policy](https://usda.gov/privacy-policy).

### **Code of Federal Regulations and Other Government Requirements**

This award 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)"
- 7 CRR Part 16: "Equal Opportunity for Religious Organizations"
- 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 (T&Cs) of FNA grant/cooperative agreement awards may be obtained electronically in advance of an award. For a copy of T&Cs, please contact the Grant Officer noted in the [Agency Contacts](#) (Section 7 – Federal Awarding Agency Contacts of this RFA.)

### *Reporting Requirements*

#### **Financial Reports**

The award recipient will be required to enter the SF-425 (Federal Financial Report) into the FNA Food Program Reporting System (FPRS) on a quarterly basis. In order to access FPRS, the grant recipient must obtain login.gov and USDA e-Authentication, verify their identity, and submit an FNS-674 form, which will be provided by the Grant Officer to access FPRS. A final Financial Status report is due 120 days after the termination date. For additional information on FPRS, visit [fprs.fna.usda.gov](https://fprs.fna.usda.gov).

### **Performance Progress Reports (PPR)**

**Note:** This section describes progress report requirements and introduces the FNS-908 PPR form. All RFAs are required to include the PPR form and all grantees/cooperators are required to use the FNS-908 PPR form when submitting Progress Reports.

Awardees will be required to submit progress reports to FNA 30 days following the end of each quarterly period using the FNS-908 PPR form that will be sent to awardees at the time of award or the initial orientation. The reports should cover the preceding period of activity. A final report identifying the accomplishments and results of the project will be due 120 days after the end date of the award.

**Please note:** The FNS-908 PPR form specific to this opportunity will be sent to awardees at the time of award or the initial orientation. Use of the FNS-908 PPR form for progress reports is required. Previous grantees/cooperators that have not submitted reports timely may be evaluated as high risk. All activities reported on the FNS-908 must align with the required objective(s) from the “Key Objectives” Section above.

A final progress report using the FNS-908 must be submitted within 120 days after the expiration of the cooperative agreement period of performance. 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 must be included in the final report, as well as papers resulting from the cooperative agreement. All deliverables 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 cooperative agreement, grant, sub-award, or contract under a grant or sub-grant or any rights of copyright to which a cooperator, grantee, sub-awardee, or a contractor purchases ownership with grant support.

## **8. Federal Awarding Agency Contacts**

For questions regarding this solicitation, please contact the Grant Officer.

Dawn Addison

Grant Officer, Grants and Fiscal Policy Division

U.S. Department of Agriculture, FNA

Email: [Dawn.addison@usda.gov](mailto:Dawn.addison@usda.gov)

## **9. Other Information**

### *Debriefing Requests*

Non-selected applicants may request a debriefing to discuss the strengths and weaknesses of submitted proposals. This information may be useful when preparing future cooperative agreement proposals. Additional information on debriefing requests will be forwarded to non-selected applicants. FNA reserves the right to provide this debriefing orally or in written format.

## Appendix

### *SNAP Mobile Transaction Processing Application (The App) Requirements*

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

1. Minimum operating system(s):
  - Apple iOS 16.5
  - Android 13
  - Windows – Version 10
2. Minimum transaction set:
  - Purchase
  - Return (refund)
  - Void last
  - Balance inquiry
  - Key-entry of PAN
  - Voucher clear – purchase
  - Voucher clear – refund
  - Incentive Delivery
3. PAN and PIN security:
  - PAN and PIN may never be stored
  - PAN display always limited to last 4 digits
  - AES algorithm is the EBT industry standard encryption method<sup>1</sup>
  - 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 locator 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

Any eCommerce/online sales platforms funded through this cooperative agreement to support DMFs in accepting SNAP benefits must be capable of meeting the requirements to operate online purchasing specified here: <https://www.fna.usda.gov/snap/retailer/online/requirements>

### *RFA Budget Narrative Checklist*

FOR APPLICANT USE ONLY. DO NOT RETURN THIS FORM WITH THE APPLICATION.

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. FNA reserves the right to request information not clearly addressed. All funding requests must be in whole dollars.

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, FNA will only consider and evaluate the estimated funding request contained on the SF-424.

ITEM	YES	NO
<b>Personnel</b>		
Did you include all key employees paid for by this cooperative agreement 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)?		
<b>Fringe Benefits</b>		
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?		
<b>Travel</b>		
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.		
<b>Equipment</b>		
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?		
<b>Supplies</b>		
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?		
<b>Contractual:</b> (FNA 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-award expense(s) shown on the budget?		

ITEM	YES	NO
A justification for all Sole-source contracts must be provided in the budget narrative prior to approving this identified cost.		
<b>Other</b>		
<p>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 and hourly wages per hour, and all expenses and fees directly related to the proposed services to be rendered to the project.</p>		
<p>For all other line items listed under the “Other” heading –  List all items to be covered within “Other” along with the methodology on how the applicant derived the costs to be charged to the program.</p>		
<b>Indirect Costs</b>		
<p>Has the applicant obtained a Negotiated Indirect Cost Rate Agreement (NICRA) from a cognizant Federal Agency? If yes, a copy of the most recent and signed negotiated rate agreement must be provided along with the application.</p>		
<p>2 CFR 200.14 (f) De minimis rate; Recipients and subrecipients that do not have a current Federal negotiated indirect cost rate (including provisional rate) may elect to charge a de minimis rate of up to 15 percent of modified total direct costs (MTDC).</p>		

# FNS-908 Performance Progress Report (PPR)

FOR REFERENCE ONLY.

<input type="button" value="Validate Form"/>	<input type="button" value="Submit by Email"/>	UNITED STATES DEPARTMENT OF AGRICULTURE Food and Nutrition Service	OMB Number: 0584-0512 Expiration Date: 7/31/2025																																																															
<b>PERFORMANCE PROGRESS REPORT</b>			<input type="button" value="Management Settings"/>																																																															
<b>Recommended File Name:</b> FNS908_(Organization Name)_(Type of Report)_(Reporting Fiscal Year)_(Period)_(Original Revision).pdf <i>Copy value then paste in Save As dialog when saving</i>																																																																		
<p>The public burden statement: According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not 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 3 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. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Food and Nutrition Service, Office of Policy Support, 1320 Braddock Place, 5th Floor, Alexandria, VA 22314, ATTN: PRA (0584-0512*). Do not return the completed form to this address.</p>																																																																		
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Certification  <input type="checkbox"/> I certify by checking this box that, to the best of my knowledge and belief, this report is correct and complete for performance of activities set forth in the award documents.                 </td> </tr> <tr> <td colspan="3">10. Date Report Submitted: <input style="width: 30%;" type="text"/></td> </tr> </table>				<b>1. Recipient Organization</b>		<b>2. Program Information:</b>		a. Organization Name: <input style="width: 90%;" type="text"/>		Program Area: <input style="width: 90%;" type="text"/>		b. Street Address: <input style="width: 90%;" type="text"/>		Federal Fiscal Year of Award: <input style="width: 90%;" type="text"/>		City: <input style="width: 40%;" type="text"/> State: <input style="width: 30%;" type="text"/> Zip: <input style="width: 30%;" type="text"/>		Program: <input style="width: 90%;" type="text"/>		<b>3. Primary POC:</b>		4. Federal Award Identification Number (FAIN): <input style="width: 90%;" type="text"/>		a. 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**Program Management Information**

**1. Progress Summary**

Provide summary of progress this reporting period, highlighting your greatest achievements and challenges to date in this reporting period. For challenges, how did you resolve or overcome them? (Max 2000 characters)

**2. Personnel Information**

a. Number of FTEs:  b. Were there any changes in key personnel?  Yes  No

c. If yes, please describe the changes in key personnel, including the individual leaving/joining the project as well as the name and contact information (email address, phone number, and name of organization) of the individual. Note: This information does not serve as a formal request to approve the change in key personnel. This request must be forwarded to the Grants Officer in a separate request (Max 2000 Characters):

**3. Projected Amendments (Cost and No-Cost)**

a. Number of amendments projected this upcoming quarter?

b. Do the projected amendment(s) require FNS approval?  Yes  No

c. Please describe the type of amendment(s) projected and justification for each. Note: This information does not serve as a formal request to approve amendments. This request must be forwarded to the Grants Officer in a separate request (Max 2000 characters):

**4. Expenditures/Purchases:**

a. Were there any significant expenditures or purchases, including any contracts entered during this reporting period?  Yes  No

b. If so, please describe (Max 2000 Characters):

**5. Deviations (Changes this quarter outside of the agreed upon budget, timeline, or scope):**

a. Have there been any deviations?  Yes  No b. Type:  Budget  Timeline  Scope  Other

c. Describe any deviation(s), including a justification and impacts to budget/timeline (Max 2000 characters):

d. Please describe proposed activities to mitigate the impact of the deviation(s) (Max 2000 characters):

**Program Management Information (Continued)**

**6. Upcoming Activities and Anticipated Changes**

a. Please describe activities planned for next quarter (Max 2000 Characters):

b. Do you anticipate any changes in your project timeline, activities or cost?  Yes  No

c. If yes, please explain the anticipated changes (Max 2000 Characters):

**7. Final Reporting Summary (Final Reporting Period Only)**

a. Are all goals and objectives completed at this time?  Yes  No

b. If no to answer 7a, briefly describe the goals and objectives that were not completed and why they were not completed (Max 2000 Characters):

c. Was the project budget sufficient for meeting the project goals?  Yes  No

d. If no to answer 7c, briefly describe why the budget was insufficient for meeting the project goals (Max 2000 Characters):

**8. Additional Comments (Max 2000 Characters)**

**Instructions:** Complete this section by adding all Activities and Indicators as listed on your submitted proposal for each listed objective. For each reporting period, update these Activities/ Indicators with the most up to date information. **Note:** Objectives will be added by FNS and should not be altered. Additionally, note that indicator values vary by Indicator Type selected.

Program Activities							
Objective 1							
-	1	Activity	Type	Anticipated Completion Date	Actual Completion Date	Optional	
						Location	Beneficiaries/ Audience
+							
		Indicator Description	Indicator Type	Target	Actual (Cumulative)	Comments	

Add Objective    Remove Objective