United States Department of Agriculture
Food and Nutrition Service

Food Distribution Program on Indian Reservations Nutrition Education (FDPNE) Grant Program

Fiscal Year 2021 Request for Applications

Catalog for Federal Domestic Assistance Number (CFDA): 10.594

Dates:

Release Date: **January 6, 2021**

Application Due Date: ~~**March 8**~~ **March 22, 2021 by 11:59 PM, Eastern Daylight Time (EDT)**

Anticipated Award Date: **August 2021**

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Webinar Information

USDA FNS has recorded a webinar series that is available for viewing on the FNS website. The series reviews the RFA and highlights the changes/updates made for the FY21 grant opportunity. The webinars can be accessed by clicking here, or typing the following into your internet browser: https://www.fns.usda.gov/fdpir/fdpne-grant-application-technical-assistance

Summary of Changes

USDA FNS has made the following changes to the FY21 FDPNE RFA:

- Updated the eligibility criteria to clarify the requirements.
- Included definition of nutrition education and more specifically what nutrition education means in the context of this grant program.
- Included past performance as part of the evaluation factors and criteria.
- The matching funds requirement has been removed for FY21.
- The application template has been updated.

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 4.0: Application and Submission Information**, including page limits, priorities, and all necessary attachments.

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

- ☐ All key staff to be paid by this grant.
- ☐ The percentage of time key staff 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.
- ☐ 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-LLL Disclosure of Lobbying Activities.
- ☐ AD-1047 – USDA Certification Regarding Debarment, Suspension, and Other Responsibility Matters – Primary Covered Transactions
- ☐ AD-1048 – Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions
- ☐ AD-1049 – Certification Regarding Drug-Free Workplace Requirements (Grants)
- ☐ Grant Program Accounting System & Financial Capability Questionnaire (in **Appendix A**)
- ☐ Most recent Negotiated Indirect Cost Rate Agreement (PDF - Upload using the "Add Attachments" button under SF-424 item #15)
- ☐ Copies of Memoranda of Understanding with partners or letters of commitment from partners (if applicable)

1.0 Program Description

1.1 Legislative Authority

The Food and Nutrition Act of 2008, as amended through Public Law 115-334, authorizes the Supplemental Nutrition Assistance Program (SNAP) and the Food Distribution Program on Indian Reservations (FDPIR) and provides for the provision of funds to State Agencies and Indian Tribal Organizations (ITOs) to conduct nutrition education activities. Since 2008, annual appropriations acts have provided funding for nutrition education services to State Agencies and Federally Recognized Tribes who are current FDPIR allowance holders and have a direct agreement with FNS to administer FDPIR. The need for FDPNE is determined annually by Congress. The "Consolidated Appropriations Act, 2021" provides $998,000 under Title IV for this grant program. Grant awards are dependent on availability of funding.

1.2 Description of the Opportunity and Desired Program Outcomes

Since 2008, FNS has awarded funding each fiscal year for nutrition education projects through Food Distribution Program Nutrition Education (FDPNE) grants. Indian Tribal Organizations (ITOs) and State agencies (SAs) that have a direct agreement with FNS to administer FDPIR are eligible to apply for funds to conduct projects that provide nutrition information and services to FDPIR participants.

The overall goal of the FDPNE grant program is to improve the likelihood that persons eligible for FDPIR will make healthy food choices consistent with the current Dietary Guidelines for Americans and USDA MyPlate Guidance. The project requirements for FDPNE grants are loosely based on the SNAP Education Plan Guidance. FNS selects components of The 2015-2020 Dietary Guidelines for Americans for development of FDPNE program goals. Examples of FDPNE projects that received funding in FY20 can be found here.

Nutrition education services are a combination of educational strategies and learning experiences, accompanied by supporting policy, systems, and environmental interventions, designed to facilitate the voluntary adoption of food choices and other nutrition-related behaviors conducive to the health and well-being of participants.

In the context of this grant program, nutrition education should focus on how USDA Foods in the FDPIR food package may be used to contribute to a healthy diet. The Indian Tribal Organization (ITO) or State Agency (SA) shall work with appropriate organizations and partners such as: extension agents, registered dieticians, diabetes coordinators, and public health nutrition professionals to provide food and nutrition information, recipes, or cooking demonstrations, as appropriate for households who participate or are eligible to participate in the FDPIR program. The ITO or SA shall provide nutrition education and information specific to the foods included in the FDPIR food package to improve the health of FDPIR participating households.

Desired outcomes of this grant program include:

1) Improve nutrition-related skills and behaviors among FDPIR participants, resulting in healthier food choices and a better understanding of healthy ways to prepare USDA Foods provided in the FDPIR food package;
    a. Examples of **nutrition-related skills** are:

- Knowing how to prepare fresh fruits and vegetables and incorporate them into recipes.
- Using lower fat cooking methods such as baking, steaming, or sautéing in place of frying.
- Preparing food with less sodium.

b. Examples of **nutrition-related behaviors** are:
   - Being confident in preparing healthy meals for individuals or the family.
   - Eating the recommended amount of fruits and vegetables most days.
   - Choosing to use healthy cooking methods.
   - Modeling healthy choices for others at family and community events.

2) Strengthen existing partnerships to provide sustainable nutrition education and wellness promotion programs in Tribal communities.
   a. Existing **partner organizations** could include: local tribal colleges, local health and wellness centers, tribal/cooperative extension, SNAP-Ed educators, schools, or other community organizations that have an established history working with Indian Tribal Organizations.
   b. Providing **sustainable nutrition education and wellness promotion programs** could include development of culturally relevant nutrition education and wellness resources (e.g., lesson materials, videos, cookbooks) that can be maintained and readily available for FDPIR participants.

3) Increase Tribal capacity to influence and reinforce nutrition-related skills and behaviors throughout the community.
   a. **Increased capacity** refers to continuing, expanding, creating, and maintaining new partnerships with other organizations or individuals that will help you reach your FDPIR nutrition goals.
   b. For example, developing a tribal wellness policy that requires healthy food and beverage choices be available at community events;
   c. Or working with a tribal wellness center or health clinic to include foods available in the FDPIR food package in cooking or wellness classes and programming.

1.3 Project Goals

Applicants should consider highlighting existing partnerships or working with new partner organizations to design and implement their grant project. Funding priority will be given to applications that include working with a partner organization. Applicants should design their FDPNE grant project proposal around one or more of the following goals and choose one or more of the associated nutrition-related outcomes for each goal:

	Goals
1	**Create and/or disseminate culturally relevant nutrition education resources** (posters, handouts, videos, cookbooks) that encourage participants to work towards one or more of the nutrition-related outcomes.
2	**Conduct community outreach** (healthy cooking demos, nutrition education games, and nutrition handouts, healthy recipe distributions) at community events, health fairs, gatherings, and/or celebrations that promotes one or more of the nutrition-related outcomes among FDPIR eligible participants.

3	**Improve nutrition-related skills among FDPIR participants** by conducting healthy cooking and food demonstrations and/or nutrition and wellness classes or activities demonstrating how to use the USDA Foods included in the FDPIR food package to accomplish one or more of the nutrition-related outcomes.
4	**Develop and/or implement community tribal wellness policies or practices** at community events, gatherings, and celebrations that reinforce one or more of the nutrition-related outcomes.

	Nutrition-Related Outcomes
1	Make half your plate fruits and vegetables. Focus on whole fruits and vary your veggies.
2	Reduce sodium intake.
3	Make half your grains whole grains.
4	Move to fat-free or low-fat dairy products.

A pdf containing examples of projects that would fit under each goal has been provided as a document available for download in the related documents along with this RFA.

2.0 Federal Award Information

2.1 Award Amounts and Period of Performance

FNS expects to award administrative funding totaling approximately $998,000 in FY 2021 for FDPNE projects. In prior years, individual awards ranged from $2,000 to $214,000. FNS will award as many applications as possible, based on application quality, the total available funds, and the amounts requested by the applicants. These awards are contingent upon the availability of funding. The submission of an application does not guarantee funding. Applications will be evaluated based on the evaluation criteria listed in Section 5.2 of this RFA. Applicants whose application packet aligns with the evaluation criteria will receive funding priority.

The period for performance of these grants is one year from date of award. All grant funds must be obligated and all program activities under the grant project (other than activities relating to the close out of the grant) must be completed by the end of the period of performance.

2.2 Obligation and Liquidation of Funds

The close out of the grant must occur no later than 90 days following the end of the period of performance, 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 period of performance must be returned to FNS.

2.3 Allowable Costs

The provisions of 2 CFR 200 Subpart E allow FNS to make reasonable judgments as to what is necessary and reasonable to be approved for funding in a project proposal.

When FDPIR participants or potentially eligible persons are not the primary target of a nutrition class or the nutrition education is provided in conjunction with another program (e.g., SNAP-Ed, The Special Supplemental Nutrition Program for Women, Infants, and Children [WIC], and the Indian Health Service),

FDPNE may fund the *pro rata* share of the class that includes FDPIR participants. For example, if a nutrition education class has 100 participants and 25 students are FDPIR-eligible, FDPNE funds may cover 25 percent of the cost.

The chart included below provides examples of activities and services in each budget category that may be considered for funding through FDPNE as well as those activities and services that will not be considered for funding.

Budget Category	FNS will consider funding	FNS will not fund
Staff/Labor Note: staff will only be funded for the duration of the grant period (1 year).	Salaries and benefits of staff directly involved in nutrition education conducted as part of the proposed project plan.	Salaries and benefits of essential staff covered by FDPIR administrative funds (example: FDPIR director) or other federal funding sources.
	Contractual staff involved in nutrition education conducted as part of the proposed project plan.	Salaries and benefits of staff or contractual staff involved in proposed projects who have no role in nutrition education. For example, staff whose role is to maintain community gardens.
Travel (in-State & out of State)	In-State travel to conduct nutrition education.	Travel for an excessive number of staff to attend conferences when FDPIR admin funds are available for travel.
	Out of State travel to attend nutrition education conferences and/or training that will be utilized to carry out the proposed FDPNE project plan.	Travel to conferences with no focus on nutrition education in FDPIR programs.
Food	Reasonable amount of food to conduct recipe/taste-testing/cooking demonstrations as part of the proposed FDPNE project plan. (Note: USDA Foods in inventory may be used for Nutrition Education and recorded on form FNS-152 *Monthly Distribution of Donated Food to Family Units,* according to 7 CFR 250.18(a)).	Full meals for FDPIR participants.
		Food purchases that amount to more than 10% of total grant funds requested.
		Food to be used as refreshments during an activity or event.
		Growing or purchasing food for distribution to FDPIR participants as a supplement to the FDPIR food package.
Materials/Supplies (≤ $5,000 unit cost)	Nutrition Education Materials (Examples include: handouts, flyers, or posters, bulletin boards, cookbooks, banners, calendars).	Coupons/vouchers to be redeemed for food.
	Nutrition education reinforcement items that are of nominal value (≤ $5.00 each) and are used in conjunction with an event/activity to reinforce one of the chosen nutrition-related outcomes (examples may include: measuring cups, measuring spoons, or refrigerator magnets with a nutrition message).	Nutrition education reinforcement items that cost more than $5.00 each.

	Nutrition education reinforcement items per household.	Nutrition education reinforcement items per person. No more than 3 nutrition education reinforcement items over the course of the project period.
	Up to 1 nutrition education reinforcement item per household estimated to attend a nutrition activity/event proposed in the project period. (Ex: It is estimated that 75 people from 50 households will attend the cooking demo so only 50 reinforcement items will be funded).	Nutrition education reinforcement items that do not relate to nutrition education, do not reinforce one of the four nutrition-related outcomes chosen in the project proposal, and/or are not utilized in conjunction with a nutrition event/activity.
	ChooseMyPlate.gov resources to be used to provide nutrition education.	Physical education supplies or materials that are to be used in conjunction with a nutrition education class or activity.
	Materials or supplies for nutrition classes/activities for FDPIR participants and potentially eligible persons that utilize USDA Foods available in the FDPIR food package. <u>Relevant topics could include:</u> Meal Planning Food Portions Nutrient Composition of Foods Healthy Cooking Modifying Recipes MyPlate	Gardening supplies for individual household gardens such as: seeds, starter plants, mulch, flowers, hoses, rakes, soil, etc.
		Gardening supplies for projects that plan to grow produce that will be distributed to individuals in the community including FDPIR participants.
		Cell phones or other supplies that are not directly related to accomplishing one of the four nutrition-related outcomes.
		Prizes or giveaways.
		Materials for classes and/or activities with a main focus on food safety, gardening, and/or physical activity.
		Rental or purchase of garden equipment such as tractors or land.
Equipment (≥ $5,000 unit cost)		Construction projects such as constructing an office, kitchen, greenhouse, aquaponics system, or hoop house.
		Clinical nutrition services such as health screenings and medical treatments.
Other	Local public service radio or television announcements, ads, or social media initiatives including nutrition messages related to project goals and/or promoting nutrition education events for FDPIR participants and potentially eligible persons.	Postage and/or shipping and handling required to mail nutrition education reinforcement items to individual households.
	Postage and/or shipping and handling required to conduct the proposed	

	nutrition education project. (Ex. Mailing nutrition education calendars or handouts to a central FDPIR program location).	

2.4 Matching Funds Requirement

There is no match requirement for the FY21 FDPNE grant program.

3.0 Eligibility Information

3.1 Eligible Applicants

ITOs and SAs that administer FDPIR may apply individually and/or as a consortium (e.g., as a region or a regional nutrition advisory council). A FDPIR allowance holder is an entity that has a direct agreement with FNS to administer FDPIR. All applications must be submitted by an FDPIR allowance holder. This allowance holder MUST have a direct relationship with FNS.

Any applicant that is not an allowance holder may still receive a grant project, BUT an FDPIR allowance holder MUST submit the application project on the Tribe's behalf AND serve as the Tribe's fiscal sponsor, ensuring both progress and financial status reports are submitted as well as maintaining and accounting for the Tribe's grant funding.

If one or more ITOs wish to apply as a consortium, one ITO must be designated as the lead agency and apply on behalf of the other ITOs. This ITO MUST be a FDPIR allowance holder. The lead agency is responsible, fiscally and operationally, for the overall administration of the project.

Please direct any questions or concerns regarding eligibility criteria to the Grants Officer listed on page 19 of this RFA.

3.2 Other Eligibility Criteria

FNS will accept only one application from each organization or consortium in response to this solicitation. An ITO/SA may apply both individually and as part of a consortium, but the applicant MUST be an FDPIR allowance holder.

3.3 Grantee 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 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.

Applicants must respond to the pre-application assessment questions (provided in Appendix A) 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. 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 additional oversight requirements or special conditions being placed on an award should an award be made. Decisions regarding additional oversight requirements will take into consideration the total number of risks identified.

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.

4.0 Application and Submission Information

4.1 Application Format

Applicants must use the format template provided in Appendix B, Application Content and Budget Narrative Format, to prepare an application package.

FNS strongly encourages eligible applicants interested in applying for this grant to adhere to the following application format:

- The proposed project plan must be typed 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 application content should adhere to the page limits indicated in the application template.
- **All pages, excluding the form pages, must be numbered.**

Letters of commitment from partner organizations should be written in size 12 font, Times New Roman using standardized letter formatting and are not to exceed one page. Letters may be addressed to "Gregory Walton." Information provided beyond the page limit will not be considered. These documents must be attached to the Grants.gov application package using the "Add attachments" button under SF-424 item #15.

4.2 Application Content

Applicants must use the format provided in Appendix B, Application Content and Budget Narrative Format, to prepare an application package. Appendix B provides instructions for describing your project and contains the following sections. Your application must not exceed the number of pages indicated below in parentheses, except for other required forms and agreements.

1) Cover Sheet: Applicant Information (one page)
2) Table of Contents (one page)
3) Organization Information (two pages)
4) Goal(s) and Outcome(s) Selection (two pages)
5) Application Project Summary (two pages)
6) Project Activity Timeline (two pages)
   Please note: an example Project Activities and Timeline is provided in pdf form as a reference along with this RFA package. You may utilize this for further guidance.
7) Project Evaluation Plan (one page)
8) Application Budget Narrative (six pages)

4.2.1 Budget

In addition to the submission of the "Budget Information and Instruction Form" (SF-424A), an itemized budget with justification/rationale must be submitted using the appropriate format included in Appendix B.

NOTE: If a discrepancy exists between the total funding request (submitted on SF-424, SF-424A, and 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.

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: If available, the current indirect cost rate, negotiated with a Federal negotiating agency, should be used. Indirect costs may not exceed the negotiated rate. If a negotiated rate is used, the percentage and base should be indicated and the Negotiated Indirect Cost Rate Agreement (NICRA) submitted using the "Add Attachments" button under SF-424 item #15.

If no rate has been established the applicant may indicate "None—will negotiate" and a reasonable dollar amount for indirect costs may be requested, which will be subject to approval by USDA. In the latter case, if a proposal is recommended for funding, an indirect cost rate proposal must be submitted prior to award to support the amount of indirect costs requested. USDA will request an indirect cost rate proposal and provide instructions, as necessary. 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.

4.3 Required Grant Application Forms

Please refer to the **Application Checklist** on page 4 for a list of required grant forms.

4.4 Submitting an Application

4.4.1 Submission Date

Complete grant applications must be uploaded to www.grants.gov by 11:59 PM, Eastern Daylight Time (EDT), on ~~**March 8**~~ **March 22, 2021.**

- Late applications will not be considered.
- FNS will not consider additions or revisions to applications after the final due date.
- Applications must be submitted via the Grants.gov web portal, including all letters of commitment. 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.

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** (not just received). Applicants experiencing difficulty submitting an application to Grants.gov should contact the grant support team listed in Section 7.0 Agency Contacts.

4.4.2 Electronic Submission Details

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 or call 1-888-814-1435, Monday through Friday, 8am-9pm ET. 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/.
- Must have organization's DUNS, entity's Tax ID Number (TIN), and taxpayer name (as it appears on last tax return). It typically takes **3-5 business days** to register in SAM; **however,** in some instances, it may require **5-7 business days or more** to complete the migration of permissions and/or the renewal of the 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.
- We strongly encourage applicants to begin the process **at least 3 weeks** before the due date of the grant solicitation.
- For your SAM.gov registration, you must submit a **notarized letter appointing the authorized** Entity Administrator. The review process changed for the Federal Assistance community on June 11, 2018.

3) Register in **Grants.gov**:
- Visit the Website
- For an overview of the Grants.gov application process, visit this webpage.

- Generally, the registration process takes between 3-5 business days.
- Must have DUNS and be registered in SAM.
- Applicants must have a valid SAM registration **no later than 3 days prior to the application due date** of this solicitation in order to upload their application in Grants.gov.
- Ensure that if your organization has previously registered in Grants.gov that the individual who is submitting the application has been designated as an Authorized Organization Representative (AOR) by the E-Business point of contact in your organization. **If you are not designated as an AOR, you will be unable to submit your application package through Grants.gov.**

- **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.**

4.4.3 Additional Information on Grants.gov

- **Applicant Support***:* Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and email at support@grants.gov. Additional information on utilizing Grants.gov workspace can be found at this link.
- **Special Characters Not Supported in Grants.gov:** 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).
    - 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 by Grants.gov.

5.0 Application Review Information

5.1 Review and Selection Process

FNS will pre-screen all applications to ensure the applicants are eligible entities and comply with all program regulations.

Follow **all** directions in Appendix B to document your project and budget requests.

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 and the proposals based on how well they address the required application components. The panel members will recommend applications for consideration for a grant award based on the panel evaluations.

The selecting official reserves the right to accept the panel's recommendation or to select an application for funding in 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 the next fiscal year should additional funds be made available. FNS reserves the right to fund any submitted grant project, in totality or in part.

5.2 Evaluation Factors and Criteria

The following criteria will be used to evaluate applications for this RFA to determine funding priority:

- **Project Design and Implementation (50 points)**
    a) The project goal(s) and nutrition-related outcome(s) are clearly identified and appropriate for the proposed project. The applicant followed directions in the RFA for selecting goal(s), outcome(s), activities, and timeline. Activities are reasonable and appropriate for proposed goal(s) and nutrition-related outcome(s);
    b) Timeline appears reasonable and feasible given proposed activities. In other words, under normal circumstances, it would be possible for the organization to complete the described tasks during the funding period;
    c) The application documents methods that will determine progress and successes and the number of participants reached through activities;
    d) The method(s) selected to monitor progress and success is sufficient to determine if the goal(s) are accomplished; and
    e) All application content requirements, as listed in Appendix B of this RFA, are included.

- **Budget Appropriateness (25 points)**
    a) The budget is consistent with project goals(s) and activities;
    b) Calculations of all costs, are correct;
    c) A detailed narrative/justification is provided for each individual line item; and
    d) Funding requested is allowable, economical, and reasonable in relation to the proposed scope and effort of the proposed project. In other words, are individual line items within the scope of the FDPNE grant, and are the described costs necessary to accomplish the project goal(s)?

- **Partnerships and Sustainability (15 points)**
    a) Priority will be given to applicants who identified a new or existing partner organization to work with to achieve the project goal(s); and
    b) The applicant documented how it will continue these activities after the funding period ends.

- **Past Performance and First Time Applicants (10 points)**
    a) Priority will be given to first time grant applicants.
    b) Priority will be given to applicants who have demonstrated success in previous FDPNE grant projects. This includes timely submission of progress and financial status reports.

5.3 Anticipated Announcement Date

FNS anticipates notifying participants of awards by August 2021.

6.0 Federal Award Administration Information

6.1 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, FNS to the expenditure of funds related to an award's approved budget.

6.2 Reporting Requirements

6.2.1 Progress Reporting

The recipient will be responsible for managing and monitoring the progress of the grant project activities and performance and reporting progress status to FNS through submission of progress reports. Progress reports will be submitted semi-annually. The award document will indicate the reporting schedule for submitting progress reports to FNS. The final report is due no later than 90 days following the termination date of the grant term. Any additional reporting requirements will be identified in the award terms and conditions.

FNS has developed a Periodic Progress Report (PPR) form (SF-908). Awardees will be required to utilize this form to report their progress. The form is included as a pdf document in this solicitation package on Grants.gov.

6.2.2 Financial Reporting

The award recipient will be required to enter the SF-425, Financial Status Report, data into the FNS Food Program Reporting System (FPRS) on a quarterly basis. The award recipient will also be required to submit the final Financial Status Report no later than 90 days following the termination date of the grant project

In order to access FPRS, the grant recipient must obtain USDA e-Authentication certification and access to FPRS. More detailed instructions for reporting will be included in the FNS Federal financial assistance award package. Financial Status reports are administered by the applicant's FNS regional office staff. Regional office staff should be contacted with questions regarding these reports.

The lead agency of a consortium must submit a consolidated SF-425 that reflects the total outlay of FDPNE funds by all members of the consortium and the total matching contributions of all members of the consortium.

The Awardee must ensure that FDPNE project operators spend funds appropriately and must provide technical assistance to sub-grantees to support the ITO's/SA's FDPNE goal(s) and objectives. The Awardee is fully liable for repayment of Federal funds should those costs later be determined unallowable.

6.3 Administrative and National Policy Requirements

6.3.1 Confidentiality of an Applicant

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.

6.3.2 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.

6.3.3 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 SAM website.

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 and a SAM number. Please also refer to Section 4.6 of this RFA. 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 CCR 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 CCR 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 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 CCR database, and suspension and debarment information from the EPLS. 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.

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.

- 2 CFR Part 25: "Universal Identifier and Central Locator Contractor Registration"
- 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 200: "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards"
- 2 CFR 400: "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 "Implementation of OMB Guidance on 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 Officers using the information in section 7.0.

7.0 Federal Awarding Agency Contacts

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

Kimberly Shields, Grants Officer
Grants Management Operations Branch
Grants and Fiscal Policy Division
U.S. Department of Agriculture, FNS
1320 Braddock Place
Alexandria, VA 22314
E-mail: kimberly.shields@usda.gov

Appendix A: Grant Program Accounting System and Financial Capability Questionnaire

Recipients of Federal funds must maintain adequate accounting systems that meet the criteria outlined in 2 CFR §200.302 Standards for Financial and Program Management. The responses to this questionnaire are used to assist in the Food and Nutrition Service Agency's (FNS) evaluation of your accounting system to ensure the adequate, appropriate, and transparent use of Federal funds. Failure to comply with the criteria outlined in the regulations above may preclude your organization from receiving an award. This form applies to FNS' competitive and noncompetitive grant programs. Please return this questionnaire with your application package to us.

Organization Information

Legal Organization Name:	
DUNS Number:	

Financial Stability and Quality of Management Systems

Requirement	Yes	No

1. Has your organization received a Federal award within the past 3 years?	☐	☐
2. Does your organization utilize accounting software to manage your financial records?	☐	☐
3. Does your accounting system identify the receipt and expenditure of program funds separately for each grant?	☐	☐
4. Does your organization have a dedicated individual responsible for monitoring organizational funds, such as an accountant or a finance manager?	☐	☐
5. Does your organization separate the duties for staff handling the approval of transactions and the recording and payment of funds?	☐	☐
6. Does your organization have the ability to specifically identify and allocate employee effort to an applicable program?	☐	☐
7. Does your organization have a property /inventory management system in place to track location and value of equipment purchased under the award?	☐	☐

Audit Reports and Findings

Requirement	Yes	No
1. Has your organization been audited within the last 5 fiscal years? *(If the answer is "Yes" and this report was issued under the Single Audit Act please note this in the box below marked "Additional Information" and if not issued under the "*Single Audit Act*", please attach a copy or provide a link to the audit report in the Hyperlink space below).*	☐	☐
2. If your organization has been audited within the last 5 fiscal years, was there a "Qualified Opinion" or an "Adverse Opinion"?	☐	☐

3. If your organization has been audited within the last 5 fiscal years, was there a "Material Weakness" disclosed?	☐	☐
4. If your organization has been audited within the last 5 fiscal years, was there a "Significant Deficiency" disclosed?	☐	☐
Hyperlink (if available):		
Additional information including expanding on responses in previous sections:		

Applicant Certification

I certify that the above information is complete and correct to the best of my knowledge.

Authorized Representative's Name and Signature:
Date:
Phone:
Email:

Appendix B: Application Content Templates

IMPORTANT! The pages that follow in Appendix B, contain application content templates. You **must** use the format documented in the templates to document application content.

If you copy and paste the template and directly input your information, you can delete any background information or instructions contained in the template. In addition, applicants can add additional rows as needed to each section as long as the application doesn't exceed the page limit for each section.

Upload the pages, along with **all required forms**, on Grants.gov**.**

SECTION 1: Cover Sheet - Applicant Information (one page)	
Food Distribution Program Nutrition Education (FDPNE) Grant Application - Fiscal Year 2021 CFDA#: 10.594	
Organization Name:	
Organization Address:	
Name of Contact Person and Title:	
Project Director:	
Name of Authorizing Official:	
Email Address:	
Phone Number:	

Section 2: Table of Contents (one page)

Organization Information	Page #
Application Project Summary	Page #
Project Goals	Page #
Project Activity Timeline	Page #
Progress and Success Monitoring Chart	Page #
Budget Narrative	Page #
A. Personnel	Page #
B. Fringe Benefits	Page #
C. Travel	Page #
D. Supplies	Page #
E. Equipment	Page #
F. Contractual	Page #
G. Other	Page #
H. Total	Page #

SECTION 3: Organization Information (two pages)

Instructions: Use the space below to describe your organization. Providing a list or a narrative statement is acceptable. Include the following:

- Administrative structure of the organization and FDPIR. (You may submit the same background information included in your FDPIR Plan of Operation.)
- Unique features of the Reservation or geographic location. (You may submit the same background information included in your FDPIR Plan of Operation.)
- Average number of FDPIR households served per month and average number of FDPIR participants served per month.
- Brief description of current or past nutrition education efforts as well as any resources available and partnerships. If you are a prior FDPNE grant recipient please include examples of past nutrition education efforts completed with FDPNE funds.

SECTION 4: Project Goal(s) (two pages)

Instructions: You must select one (or more) goals from the list below (#1-4). For each goal selected, you must also designate one (or more) nutrition-related outcomes (letters a-d) you hope to achieve with your project. **Place an X on the line(s) below to select your goal(s) and outcome(s). In addition, if applicable, indicate your partner organization(s).**

_____ 1) Create and/or disseminate culturally relevant nutrition education resources (posters, handouts, videos, cookbooks) that encourage participants to work towards one or more of the nutrition-related outcomes:

_____a. Make half your plate fruits and vegetables. Focus on whole fruits and vary your veggies.
_____b. Reduce sodium intake.
_____c. Make half your grains whole grains.
_____d. Move to fat-free or low-fat dairy products.

_____2) Conduct community outreach (healthy cooking demo, nutrition education games, and nutrition handouts, healthy recipe distribution) at community events, health fairs, gatherings, and/or celebrations that promotes one or more of the following nutrition-related outcomes among FDPIR eligible participants:

_____a. Make half your plate fruits and vegetables. Focus on whole fruits and vary your veggies.
_____b. Reduce sodium intake.
_____c. Make half your grains whole grains.
_____d. Move to fat-free or low-fat dairy products.

_____ 3) Improve nutrition-related skills among FDPIR participants by conducting healthy cooking and food demonstrations and/or nutrition and wellness classes or activities demonstrating the utilization of foods included in the USDA FDPIR food package to accomplish one or more of the following nutrition-related outcomes:

_____a. Make half your plate fruits and vegetables. Focus on whole fruits and vary your veggies.
_____b. Reduce sodium intake.
_____c. Make half your grains whole grains.
_____d. Move to fat-free or low-fat dairy products.

_____4) Develop and/or implement community tribal wellness policies or practices at community events, gatherings, and celebrations that reinforce one or more of the following nutrition-related outcomes.

_____a. Make half your plate fruits and vegetables. Focus on whole fruits and vary your veggies.
_____b. Reduce sodium intake.
_____c. Make half your grains whole grains.
_____d. Move to fat-free or low-fat dairy products.

Project Partner (name, location, and a brief description), if applicable:

SECTION 5: Application Project Summary (two pages)

Instructions: Use the space below to provide a summary of the project. The following information must be included.

- What are you hoping to achieve by conducting this project?
- Provide a high level summary of the activities you will conduct and how the activities will help you achieve your selected goal(s).
- The number of participants you will reach with your project, and the results you expect.
- Designate a Project Director/Coordinator. Write the name of that person, or indicate that you intend to hire a person to fulfill this position. It is recommended that a Project Director contribute a minimum of 25% time to oversee complex projects.
- Provide a list of staff that will work on the project and explain their responsibilities.
- Target Audience: Provide brief details about who will benefit from your nutrition education activities. For example, FDPIR participants or those eligible, reservations they reside on, their ages and gender, and other program sites where recruitment will occur.
- Document how activities may continue after the funding period ends.
- List all organizations, agencies, or individuals who will provide or assist with nutrition education or nutrition services and describe the assistance they will provide.
- If the applicant is a consortium, identify the member organizations of the consortium. Attach Memoranda of Agreements from all participating FDPIR programs.
- **Written agreements.** Describe agreements and collaborations with sub-grantees and other programs or organizations. **Attach Memoranda of Agreements or letters of support/commitment with sub-grantees and partners and submit with your application.** Sub-grantees **must** sign an agreement with the FDPIR allowance holder that documents programmatic and fiscal agreement between the FDPIR allowance holder and the sub-grantee. Submit the agreement with your application.

  Note: Written agreements do **not** count toward the 2 page project summary limit.

SECTION 6: Project Activity Timeline (two pages)

Instructions: List the activities that you plan to conduct to accomplish your project goal(s) and outcome(s). Provide a timeline for each activity (e.g., when you expect the activity to occur), and estimate the number of participants you expect to reach. The items listed here should support the high level project summary documented in SECTION 4: Application Project Summary.
We recommend following a project timeline of October 2021 – September 2022 for your project activities.

Project Activity Description	**Timeline: When will this happen? (month(s)/year)**	**Number of participants you expect to reach?**
[insert activity here]	[insert expected timeline]	[# participants]
[insert activity here]	[insert expected timeline]	[# participants]
[insert activity here]	[insert expected timeline]	[# participants]
[insert activity here]	[insert expected timeline]	[# participants]
[insert activity here]	[insert expected timeline]	[# participants]
[insert activity here]	[insert expected timeline]	[# participants]
[insert activity here]	[insert expected timeline]	[# participants]
[insert activity here]	[insert expected timeline]	[# participants]
[insert activity here]	[insert expected timeline]	[# participants]
[insert activity here]	[insert expected timeline]	[# participants]
[insert activity here]	[insert expected timeline]	[# participants]
[insert activity here]	[insert expected timeline]	[# participants]
[insert activity here]	[insert expected timeline]	[# participants]
[insert activity here]	[insert expected timeline]	[# participants]
[insert activity here]	[insert expected timeline]	[# participants]

SECTION 7: Project Evaluation Plan (one page)	
Instructions: Choose the methods you will use to evaluate the progress and success of your FY21 nutrition education project. You are required to select **at least 2** methods. The methods listed in the table below are intended as examples of approaches you might use to monitor your project's progress and success. You can add any additional methods you propose below. Examples include: recording the number of participants who attend a nutrition education class, documenting the number of participants who receive nutrition education handouts, or comparing the knowledge gained by participants after they have taken a class to what they knew before.	
Method	**Place an "X" by the methods you will use.**
Participant feedback surveys	
Results of knowledge assessments administered before and after educational sessions, topic of assessments, number of persons who will complete an assessment	
Number of participants who attended nutrition education session (sign-in sheets)	
Number of participants who attended food demonstration/cooking class (sign-in sheets)	
Photos or videos	
Number of community outreach events, gatherings, or celebrations that implemented a tribal wellness or nutrition policy	
Qualitative Feedback monitoring (what are director's hearing from participants regarding the nutrition education offered and how is this feedback being documented)	
[insert additional method here]	
[insert additional method here]	

SECTION 8: Budget Narrative (six pages)

Instructions: You must use the format below. Use the categories and columns that are relevant for your budget request. Be sure to explain how you calculated each cost and the reason each expense is necessary in the Narrative/Justification column. **All dollar amounts should be rounded up to the nearest whole dollar.**

Reminders:

- Provide cost breakdowns for each line item in the Narrative/Justification column such that the expected cost of each item is listed. For example, the total cost of office supplies should include prices for specific items (e.g., pens, pencils, ink, etc.).
- When calculating the cost for food, and materials for cooking demos and nutrition education activities, applicants should use the **expected number of participants at the nutrition education activities**, not the total number of FDPIR participants.

A. Personnel

Please use the format provided below to list all personnel to be funded by this grant. You may insert additional rows as needed.

Note: FTE stands for Full-Time Equivalent, which represents what a person would be paid for full-time employment.

	Federal Funds Requested	**Narrative/Justification**
A1. [Insert Title Here], at X% FTE, salary $XX,XXX per yr		[Insert job duties and responsibilities here]
A2. [Insert Title Here], at X% FTE, salary $XX,XXX per yr		[Insert job duties and responsibilities here]
Personnel Subtotal		

B. Fringe Benefits

Provide the Fringe Benefits cost for all personnel listed in Section A. You may insert additional rows as needed.

Organization Fringe Benefit Rate:_____

	Federal Funds Requested	**Narrative/Justification**
B1. Personnel A1 Fringe Benefits		[List benefits covered]
B2. Personnel A2 Fringe Benefits		[List benefits covered]
Fringe Benefits Subtotal		

C. Contractual

For all contract work, provide the number of hours the contract is expected to take as well as the anticipated hourly rate (e.g., # hrs. at $XXX per hour).

	Federal Funds Requested	**Narrative/Justification**
C1. [Insert Service/Personnel Here]		[provide a justification for why this service is justified; explain rationale for estimated cost]
C2. [Insert Service/Personnel Here]		[provide a justification for why this service is justified; explain rationale for estimated cost]
Contractual Subtotal		
Amount of Contractual Not Subject to Indirect Costs		

Are there indirect costs associated with any of the proposed contractual costs? [Yes/No]

If yes, provide the total amount of indirect costs associated with contracts in the space below.

$_____

D. Travel

For all travel, include origin and destination information as well as the anticipated dates of travel. Provide justifications for each trip and each person traveling. Enter each trip as a separate line item (e.g., flights to two separate conferences should be two line items: one for flights for Conference 1 and one for Conference 2). Examples for how to report each form of travel are included below. GSA per diem rates can be found here.

D1. Out-of-State	**Federal Funds Requested**	**Narrative/Justification**
Airfare: round trip name of Airport to and from name of Airport, name of Airline, cost as of date, # people at $XXX per person ($XXX base fare + $XX tax and fees)		
Airline checked baggage fee: # bags at $XX per bag		
Airport parking: # days x # people at $XX per day		
Ground transportation: # days x # people at est. $XX per day		
Lodging: out-of-state rate, date, # nights x # people at $XX per day		
Lodging tax: out-of-state rate, XX% per day, # nights x # people at $XX.XX per day		
Mileage: round trip from place of business to destination, type of transportation, # mi. x # people at $0.XXX per mi.		
Per diem (M&IE): out-of-state rate, full day, # days x # people at $XX per day		
Per diem (M&IE): out-of-state rate, first & last days of travel, # days x # people at $XX.XX per day		
Out-of-State Travel Subtotal		

D2. In-State Travel
Follow the format utilized for Out-of-State Travel (Section D1).

	Federal Funds Requested	Narrative/Justification
Airfare: round trip name of Airport to and from name of Airport, name of Airline, cost as of date, # people at $XXX per person ($XXX base fare + $XX tax and fees)		
Airline checked baggage fee: # bags at $XX per bag		
Airport parking: # days x # people at $XX per day		
Ground transportation: # days x # people at est. $XX per day		
Lodging: in-state rate, date, # days x # people at $X per day		
Lodging tax: in-state rate, XX% per day, # days x # people at $XX.XX per day		
Mileage: round trip from place of business to destination, type of transportation, # mi. x # people at $0.XXX per mi.		
Per diem (M&IE): in-state rate, full day, # days x # people at $XX per day		
Per diem (M&IE): in-state rate, first & last days of travel, # days x # people at $XX.XX per day		
In-State Travel Subtotal		
Combined Out-of-State and In-State Travel Subtotal		

E. Materials and Supplies
Materials and Supplies are items with a unit cost of less than $5,000. See Section 2.0 of the RFA for restrictions. Requests for supplies must be accompanied by a justification for the need for such items.

	Federal Funds Requested	Narrative/Justification
E1. Food Demo Supplies		[include an itemized list of the supplies requested and prices]
E2. Nutrition Education Materials		[include an itemized list of the supplies requested and prices]
E3. Nutrition Education Reinforcement Materials		[include an itemized list of the supplies requested and prices]
E4. [Insert item here]		[if applicable; include an itemized list of the supplies requested and prices]
E5. [Insert item here]		[if applicable; include an itemized list of the supplies requested and prices]
Materials and Supplies Subtotal		

F. Equipment

Equipment is non-expendable, tangible personal property with a unit cost of $5,000 or more with a useful life of more than one year. See Section 2.0 of the RFA for restrictions. Requests for equipment must be accompanied by a justification of the need for such items.

	Federal Funds Requested	Narrative/Justification
F1. [Insert Item Here]		[provide a justification for why this item is justified; explain rationale for estimated cost]
F2. [Insert Item Here]		[provide a justification for why this item is justified; explain rationale for estimated cost]
Equipment Subtotal		

G. Other

Reminder: Costs associated with sub-grantees should not be included when calculating indirect costs.

	Federal Funds Requested	Narrative/Justification
G1. Public Service radio announcement		[provide a justification for why this service is justified; explain rationale for estimated cost]
G2. Postage, Shipping/Handling		[if applicable; include an itemized list of the items requested and prices]
G3. [insert item here]		
Other Subtotal		

H. Totals

Total Direct Costs (Section H1): The total direct costs should be the sum of all ***bolded*** subtotals listed for Sections A-G. This number represents the total of all costs prior to calculating indirect costs.

Indirect Costs (Section H2): The Indirect Cost Rate should be applied to all appropriate funds as stipulated in your organization's Indirect Cost Rate Agreement. Be sure to reference the terms of your organization's Indirect Cost Rate Agreement prior to calculating indirect costs. If you require assistance, please contact your FNS Regional Office or the Grants Officer listed in Section 7.0 of the RFA.

Total Project Cost (Section H3): In Section H3, the value in your Federal Funds Requested should be the sum of the total direct costs (H1) and the total indirect costs (H2).

	Federal Funds Requested	Narrative/Justification
H1. Total Direct Costs		[Leave Blank]
H2. Indirect Costs		[Insert Indirect Cost Rate applied to your budget here as well as the effective date of your Indirect Cost Rate Agreement]
H3. Total Project Cost		