



The Supplemental Nutrition Assistance Program (SNAP) Longitudinal Data Project (LDP) Grant Program

Fiscal Year 2021 Request for Applications (RFA)

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Application Checklist

This Application Checklist provides applicants with a list of the required documents. However, FNS expects that applicants will read the entire RFA prior to the submission of their application and comply with all requirements outlined in the solicitation. Please do not include the Application Checklist as part of the Application Package.

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

- ☐ Obtain a Dun & Bradstreet Data Universal Numbering System (DUNS) number;
- ☐ Register the DUNS number in the System for Award Management (SAM); and,
- ☐ Register in Grants.gov.

When **preparing your application**, ensure:

- ☐ Application format and narrative meet the requirements included in Section IV “[Application and Submission Information](#).” This includes page limits, priorities outlined in Section IV, and all necessary attachments. *Insert appropriate section numbers and any additional checklist items that may apply.*

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

- ☐ All key staff proposed to be paid by this grant.
- ☐ 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 covered with Federal funds.
- ☐ Itemized travel expenses (including type of travel), travel justifications and basis for lodging estimates.
- ☐ Types of equipment and supplies, justifications, and estimates, ensuring that the budget is in line with the project description.
- ☐ Information for all contracts and justification for any sole-source contracts.
- ☐ Justification, description and itemized list of all consultant services.
- ☐ Indirect cost information (either a copy of a Negotiated Indirect Cost Rate Agreement (NICRA) or if no agreement exists and the applicant has never been approved for a NICRA, they may charge up to 10% de minimis). If applicant is requesting the de minimis rate or indirect costs are not requested, please indicate this in the budget narrative.

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

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

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

- ☐ AD-3030 – [Representations Regarding Felony Conviction and Tax Delinquent Status for Corporate Applicants \(fillable PDF in Grants.gov\)](#)
- ☐ AD-1047 – [Certification Regarding Debarment, Suspension, and Other Responsibility Matters Primary Covered Transactions](#)
- ☐ AD-1048 – [Certification Regarding Department, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions](#)
- ☐ AD-1052 – [Certification Regarding Drug-Free Workplace State and State Agencies, Federal Fiscal Year](#)
- ☐ AD-3031 – [Assurance Regarding Felony Conviction or Tax Delinquent Status For Corporate Applicants](#)

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I. PROGRAM DESCRIPTION & OBJECTIVES

Introduction

The Food and Nutrition Service (FNS) administers the nutrition assistance programs of the U.S. Department of Agriculture (USDA), including the Supplemental Nutrition Assistance Program (SNAP). FNS administers SNAP nationally, while the State and local human services agencies¹ operate the program locally. SNAP is the cornerstone of USDA's nutrition assistance programs. SNAP is the largest program in the domestic hunger safety net and provides nutrition assistance benefits to millions of low-income people. These benefits help supplement the food budget of needy families so they can purchase healthy food and move towards self-sufficiency.

Congress set forth a legislative measure in the Agricultural Improvement Act of 2018 (2018 Farm Bill) which amends Section 17(n) of the Food and Nutrition Act of 2008. Section 17(n) of the Act enables research on SNAP program administration. The overarching goal of the SNAP Longitudinal Data Project (LDP) is to enable longitudinal research on participation in and the operation of SNAP over time (i.e., duration) and across State lines. States who opt to participate in the SNAP LDP may share eligibility, benefit, and demographic information about SNAP households and individual members with one another and establish State longitudinal databases to support data sharing across State lines. FNS will leverage an inter-agency agreement with the Census Bureau, in order to fulfill the requirements in Section 17(n) of the Act, while minimizing the burden and administrative costs of this project.

The SNAP LDP Grant Program will support States as they develop new efforts, or improve existing ones, to share SNAP data as part of the SNAP LDP. There is no single solution or approach to data sharing, and each State may require a different approach to enable longitudinal research. FNS acknowledges the need for flexibility to support State participation and data sharing and therefore aims to support these unique and State specific needs through the grant program.

¹ Throughout this RFA, “State agencies” refers to the 53 agencies that administer SNAP in the United States, the District of Columbia, the Virgin Islands, and Guam.

SNAP Longitudinal Data Project: At a Glance

Section 17(n) of the Act allows States the option to participate in the SNAP LDP. Specifically, the SNAP LDP aims to enable research on participation in and the operation of SNAP; including participation in the program over time (duration) and across State lines. Key aspects of Section 17(n) of the Act include:

- Setting aside \$20 million in grant funding, available through fiscal year (FY) 2021. This funding is for State agencies interested in establishing longitudinal research databases with eligibility, benefit, and demographic information about SNAP households and individual members. Additionally, \$5 million is available in grant funding for each FY thereafter;
- Requiring unique identifiers to protect individual privacy and to enable comparison of participation data across States and over time;
- Requesting SNAP data elements from States including: demographic characteristics, income and financial resources, employment status, household circumstances, and monthly allotment amounts; and
- Requesting data from other State sources, including earning and employment data, health insurance program data, and participation in other State programs.

For more information, please reference the FNS SNAP LDP – Parameters for Participation (PFP) by Interested States ([Longitudinal Data Project \(LDP\) | USDA-FNS](#)).

Grant Opportunity

Section 17(n) of the Act authorizes FNS to provide grants on a competitive basis to State agencies that participate in the SNAP LDP. Up to \$20 million in grant funding is available in FY 2021 to support State participation. Technology and data related projects often take more than one year, especially considering the procurement and implementation of associated projects. Therefore, the initial \$20 million funding is available as a multi-year grant with a four-year Period of Performance (PoP) from June 2021 to June 2025. Section 17(n) of the Act also sets aside \$5 million for each FY going forward to carry out this provision, resulting in future grant opportunities to support State participation beyond FY 2021.

States that want to participate in the SNAP LDP must work with the Census Bureau to draft a new, or amend a current Memorandum of Understanding (MOU). Grant awardees will then begin sharing data, as documented per their MOU, and the Census Bureau will begin the process of creating the longitudinal linkages for the database. States that do not have a signed MOU within 30 days of award will not receive grant funding. FNS highly encourages States to begin the MOU process soon

after submitting their grant proposals in order to ensure they are eligible for funding. States may find more information about this process in the SNAP PFP ([Longitudinal Data Project \(LDP\) | USDA-FNS](#)). All funding is determined based on the number of grant requests and available funds.

Key Program Objectives

As stated in the introduction, **the overarching goal of the SNAP LDP is to enable longitudinal research on participation in and the operation of SNAP over time (i.e., duration) and across State lines**. Grant requests **must** address this overarching goal through Objective 1 and one or more of Objectives 2-4.

This table outlines the key program objectives for State agencies to consider during the application process. The applicant must complete the proposed Activities/Indicators Tracker in Section IV, and the activities and indicators should clearly align to Objective 1 and one or more of objectives 2-4:

#	Objectives
1	On an annual basis, securely share and/or enable the secure sharing of the monthly required data elements for the SNAP LDP with FNS/Census Bureau
2	On an annual basis, securely share and/or enable the secure sharing of the monthly optional data elements for the SNAP LDP with FNS/Census Bureau
3	Improve the evaluation of SNAP data across State lines by progressing toward a standardized data format to enable data comparison
4	Enable SNAP longitudinal research

All projects must support the objectives of the SNAP LDP. Listed below are some general examples of potential project ideas that address one or more of the Program objectives. Applicants should identify projects that best meets the needs of the State, can be successfully implemented within the period of performance (June 2021 to June 2025), and are sustainable after grant funding has ended. Additionally, applicants are encouraged to consider projects that align with the primary allowable costs as described in Section II. These potential project ideas directly relate to creating a longitudinal database, enhancing data provided for the longitudinal database, or conducting research:

- Define data definitions.

- Add a calculated data element, without modification, to the eligibility system.
- Add a data element that is external to the eligibility system.
- Build/procure a database or longitudinal database.
- Improve technology implementation, data management, and/or business processes.
- Develop a cross-agency sharing agreement.
- Implement additional extract, transform, and load (ETL) tools for data preparation.
- Implement analysis tool or software to support SNAP data analysis as it relates to the SNAP LDP objectives.
- Improve data management processes (e.g., storage, security, standardization, sharing, and extraction).
- Improve data standardization to align to gold standard, as defined in the PFP.
- Develop ETL queries to facilitate data sharing with the Census Bureau.

Further, FNS highly encourages States to implement the gold standard for shared data and to encourage States to work towards the National Information Exchange Model (NIEM). States can request grant funding to accommodate participation in both the Gold Standard and to work towards NIEM. Additional information on the gold standard and NIEM submission are located in the SNAP PFP ([Longitudinal Data Project \(LDP\) | USDA-FNS](#)).

Finally, applicants may submit funding requests to conduct longitudinal research. If a State would like to conduct research via the Census Bureau, **States must have established an MOU to share data** for this SNAP LDP with FNS and the Census Bureau and follow the process for submitting research proposals and achieving Special Sworn Status (SSS), as outlined in the SNAP PFP ([Longitudinal Data Project \(LDP\) | USDA-FNS](#)).

II. FEDERAL AWARD INFORMATION

Each of the 53 agencies that administer SNAP has the opportunity to apply for the grant. FNS will award grants through a competitive process. **The maximum amount a State may request per application is \$2.25 million;** there is no minimum amount. The total number of awards made depends on the number and amount of State requests and availability of funds. The period of performance is from June 2021 – June 2025 and will **not exceed four years from the start date**. States may specify shorter periods of performance based on the scope of their project and funds request. Requests must align with their primary objective and one or more of the additional objectives, as stated in Section I.C, Key Program Objectives. FNS will consider the funding requested for projects and the funding awarded may not reflect the amount requested.

Upon the selection and issuance of awards, **awardees have 30 days to establish or amend an MOU with the Census Bureau**, agreeing upon the details of the data sharing agreement as it relates to the research on participation in and the operation of SNAP. ***FNS strongly encourages States to begin working with the Census Bureau at the time of application for grant funds in order to meet the 30-day period.*** Development of the MOU may take three weeks or longer depending on response times. FNS will not release funds until an MOU is established or amended. At the close of 30 days after selection and issuance of award, FNS will not release funds if the State has not established or amended an MOU to include the SNAP LDP. **If the MOU is not complete within 30 days, FNS reserves the right to select another State for award.** Additional details regarding the MOU are in the SNAP PFP ([Longitudinal Data Project \(LDP\) | USDA-FNS](#)).

A. Program Requirements

The goal of the SNAP LDP is to enable program research over time and across State lines. As such, participating States will share monthly information, on an annual basis, about active and inactive households and members of households that receive benefits, including the below data elements.

If available, the following data elements are required:

- Demographic characteristics (e.g., name, SSN, sex, DOB, & education level),
- Income and financial resources,
- Employment status, and
- Household circumstances, such as, deductible expenses.

The following data elements are preferred, but optional:

- Earnings and employment data from the State's Department of Labor, and
- Health insurance program data.

The awards will support new projects that fall under the scope of the SNAP LDP and PFP. The PFP can be found as an attachment to this RFA and on the SNAP LDP website ([Longitudinal Data Project \(LDP\) | USDA-FNS](#)). Proposals should clearly describe the intent and scope of activities and their relation to the SNAP LDP. State agencies that do not have access to the SNAP LDP should contact their FNS Regional Office or visit the website.

Proposed projects must be sustainable. FNS will not select unsustainable projects for award funding. A significant part of the evaluation criteria will be dependent on how clear a proposal demonstrates the State agency's ability to continue funding and implementing activities at the same level once the grant ends. This applies to all proposals, including those that propose hiring personnel to implement a part of the project.

Funds from this RFA are for new projects and shall not be used for the ongoing cost of carrying out an existing project, unrelated or unnecessary to the LDP. Additionally, funds may not be used to offset costs for existing personnel or any position already supported by Federal funds.

Each project design should include quantifiable objectives, measures to assess progress toward meeting those objectives, project activities linked to meeting specific objectives, and a list of deliverables and/or milestones for the duration of the project. Applicants must also include a clear and reasonable timeline, and a narrative description of how the project will be staffed and managed, including a project organizational chart. Every grantee must assess and report on its progress each quarter by using performance measures tied to specific project objectives. These measures can include process measures, output measures, and outcome measures. The proposal should describe the process for collecting and reporting these data including the data source.

The proposal's project description must capture a legitimate need. The budget and budget narrative must be in line with the proposed project description. FNS reserves the right to request information not clearly addressed.

We encourage potential applicants to carefully read and review the Evaluation of Grant Application Criteria listed in this RFA under Application Review Information (Section V). These criteria outline the qualities FNS expects successful proposals to have; they will also guide the reviewers' evaluation of proposals.

B. Allowable Costs and Use of Funds

Funding per Award

FNS anticipates that funding per award will be up to \$2.25 million per State for no more than a four-year period of performance.

Type of Award

FNS will award the SNAP LDP Grants in the form of a Federal grant. FNS will provide funding for approved grants through the Grant Award/Letter of Credit process, upon receipt of a properly executed Grant Agreement, a signed MOU with the Census Bureau, and subject to the availability of funding.

Allowable Uses of Funds

Projects that enable the sharing of program data to support State longitudinal research are an allowable cost under this grant. This includes resources, technologies, and other costs that support participation in the SNAP LDP. The allowable costs, in no particular order, are as follows:

- Resources – contractors and staff to support technology implementation and management, business process improvement, and data management (e.g. data extraction, data cleansing, data quality for shared data).
- Technologies and Software – databases and software technologies to collect, link, cleanse, and curate data for sharing.
- Cross-Agency Collaboration – data integration projects, sharing agreement development, staff time from other offices/agencies to participate, and databases to jointly identify and curate data.
- Establish or meet the Gold Standard or participate in NIEM.

In addition, FNS recognizes States may benefit from performing their own State specific longitudinal research. Thus, agencies that elect into sharing data with FNS and the Census Bureau may submit funding requests to support State specific longitudinal research needs as an allowable cost.

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

- Expenditures for both equipment (i.e., items of personal property having a useful life of more than one year and a cost of \$5,000 or more) and supplies, are allowable expenses
- SNAP LDP grant-funded projects may benefit other governmental programs; however, grant funds must only support SNAP's share of the project costs.
- Grantees may use grants funds to procure contracts for good or services.

Funding Restrictions

The following funding restrictions apply to application requests:

- Grant funds cannot be used for ongoing operating costs that do not support the SNAP LDP.
- Funds may not be used to offset costs for existing personnel.
- Pre-award costs will not be awarded for this grant project.
- States must establish or amend an MOU within 30 days after award in order to receive funds.
- Funds from this RFA are for new projects and not for the ongoing cost of carrying out an existing project.
- FNS does not intend for this grant program to fund compliance with existing statutory or regulatory program requirements, such as data matching. FNS will continue to fund all State agency activities through 50% Federal matching of administrative costs.

Additional Information

- Grant awards are subject to the availability of Federal funding and/or appropriations of funds.
- FNS reserves the right to use this competitive grant solicitation to award additional grants for this or the subsequent FY should additional funds become available.

III. ELIGIBILITY INFORMATION

This grant opportunity is open to the 53 State agencies that administer SNAP. FNS will consider only one application per State agency. To establish eligibility, review the considerations or factors detailed below in this section. Applications will not be considered for this project if the requested funding covers activities that do not align with the stated program objectives.

To be eligible, the SNAP administering agencies must have the capacity to provide, on a periodic and ongoing basis, household and participant data derived from their eligibility system and other data sources of the State. No cost sharing or matching considerations exist for this project.

C. Other Eligibility Criteria

FNS will consider only one application per State agency that administers SNAP.

D. Pre-application Screening Requirements

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

repositories for eligibility qualification or financial integrity, and to have in place a framework for evaluating the risks posed by applicants before they receive Federal awards. The evaluation of the information, obtained from the designated repository systems and 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:

- The System for Award Management (SAM), the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS.
- The Federal Awardee Performance and Integrity Information System (FAPIIS), is a database established to track contractor misconduct and performance.
- 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.
- U.S. Department of Agriculture, AD-3030, Representations Regarding Felony Conviction and Tax Delinquent Status for Corporate Applicants. President's September 2, 2020 memorandum, entitled *Memorandum on Reviewing Funding to State and Local Government Recipients of Federal Funds that Are Permitting Anarchy, Violence, and Destruction in American Cities*;
- *Executive Order on Combating Race and Sex Stereotyping* (E.O. 13950);
- *Executive Order on Protecting American Monuments, Memorials, and Statues and Combating Recent Criminal Violence* (E.O. 13933); and
- Guidance for Grants and Agreements in Title 2 of the Code of Federal Regulations (2 CFR), as updated in the Federal Register's 85 FR 49506 on August 13, 2020, particularly on:
 - Selecting recipients most likely to be successful in delivering results based on the program objectives through an objective process of evaluating Federal award applications (2 CFR part 200.205),
 - Prohibiting the purchase of certain telecommunication and video surveillance services or equipment in alignment with section 889 of the National Defense Authorization Act of 2019 (Pub. L. No. 115—232) (2 CFR part 200.216),
 - Promoting the freedom of speech and religious liberty in alignment with *Promoting Free Speech and Religious Liberty* (E.O. 13798) and *Improving Free Inquiry, Transparency, and Accountability at Colleges and Universities* (E.O. 13864) (§§ 200.300, 200.303, 200.339, and 200.341),
 - Providing a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States (2 CFR part 200.322), and

- Terminating agreements in whole or in part to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities (2 CFR part 200.340).

Pre-Application Assessment Questions

Applicants must also respond to the pre-application assessment questions in Appendix A: Grant Program Accounting System and Financial Capability Questionnaire, to allow FNS to evaluate aspects of the applicant's financial stability, quality of management systems, 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 placed on an award should an award be made. Decisions regarding additional oversight requirements will take into consideration the total number of risks identified.

Acknowledge USDA support

As outlined in 2 CFR 415.2, grant recipients shall acknowledge USDA FNS support on any publications written or published with grant funding. If feasible, any publication reporting the results of, or describing, a grant-supported activity shall also acknowledge USDA FNS, if feasible. Recipients shall include acknowledgement of USDA FNS 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. USDA may ask grant recipients to host USDA officials for a site visit during the course of their grant award. USDA will pay for all costs associated with a site visit. State agencies do not need to include these costs in their grant budgets.

IV. APPLICATION AND SUBMISSION INFORMATION

Address to Request Application Package

Applicants may request a paper copy of this solicitation and other required forms by contacting:

Carla Garcia, Grant Officer
Grants and Fiscal Policy Division

U.S. Department of Agriculture, FNS
E-mail Carla.garcia@usda.gov

Content and Form of Application Submission

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

Size, Font, and Page Limit

- All pages should be typed on 8 ½" X 11" white paper, single-spaced, with 1-inch margins and 12-point font.
- The grant application is no more than 25 pages, not including the cover sheet, table of contents, resumes, letter(s) of commitment, endorsement letter(s), appendices, and required forms.
- All pages, excluding the form pages, are numbered.
- The proposal is well-presented, well-written and void of grammatical errors.

Special Instructions

FNS will not consider:

- Late application submissions in this competition.
- Additions or revisions to applications unless submitted via Grants.gov by the deadline.
- Applications submitted without the required supporting documents, forms, and certification.
- Applications missing the written proposal or budget narrative.
- Applications not submitted via Grants.gov.

Additional Considerations:

- FNS will accept the latest application package successfully submitted if the same applicant, in response to this solicitation, submits multiple application packages through Grants.gov. All other packages submitted by the applicant will be removed from this competition.
- Grant awards are contingent upon the availability of Federal funds.
- States must have a signed MOU with the Census Bureau within 30 days of award in order to receive funds. FNS encourages States to start the MOU process when submitting grant proposals.
- FNS reserves the right to request clarification on any application submitted in response to this solicitation.

Cover Sheet

The cover page should include, at a minimum:

- Applicant's name and mailing address
- Primary contact's name, job title, mailing address, phone number and e-mail address
- Grant program title and subprogram title (if applicable)

Table of Contents

Include relevant sections and subsections and associated page numbers

Application Project Summary

The application should clearly describe the proposed project activities and anticipated outcomes.

Project Narrative

The project narrative should clearly identify what the applicant is proposing and the solution, the expected results and/or benefits of the solution, and how it meets 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

The below format shows that proposed activities and indicators measuring success must be mapped to Program Objectives (as described in [Section I](#) – PROGRAM DESCRIPTION), and additional activities/indicators can be added as needed.

Indicators are defined, as any metric you anticipate can be tracked during the period of performance of the grant. 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)

Objective #	1
Activity	Grant-funded activities or trainings
Indicator(s)	Number Employees Trained
Activity	Measuring Students' Nutrition Knowledge, Attitudes, and Behaviors
Indicator(s)	Number Students Impacted

Application Budget Narrative

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

Indirect Cost Rate

A current Negotiated Indirect Cost Rate Agreement (NICRA), negotiated with a Federal negotiating agency, should be used to charge indirect costs. Indirect costs may not exceed the negotiated rate. If a NICRA is used, indicate the percentage and base. If the applicant does not have or been approved for a NICRA, they may charge up to 10% de minimis. 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 grant 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 in section IV.

Required Grant Application Forms

Please refer to the [Application Checklist](#) for a list of required grant forms.

Submission Date

Applicant must upload completed grant applications to www.grants.gov by 11:59 PM, Eastern Standard Time (EST), on April 13, 2021.

- Submit applications via Grants.gov. FNS will not accept mailed, e-mailed or hand-delivered application packages. For further instructions, go [here](#).
- FNS will not consider late or incomplete applications.
- FNS will not consider additions or revisions to applications unless submitted via Grants.gov by the deadline. FNS will not accept additions or revisions after the deadline.
- For multiple application packages submitted through Grants.gov by the same applicant to this solicitation, FNS will accept the latest application package successfully submitted. All other packages submitted by the applicant are void.

FNS strongly encourages applicants to begin the registration 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. Please note upon submission, Grants.gov may send multiple confirmation notices; applicants should ensure receipt of confirmation that the application was **accepted**. Applicants experiencing difficulty submitting applications to Grants.gov should contact the Grant Officer noted in the [Agency Contacts](#) section of this RFA. FNS will evaluate submission issues on a case-by-case basis.

Preparing for Electronic Application Submission through Grants.gov

Applicants must register with [Grants.gov](#), Dun and Bradstreet and Sam.gov in order to submit an application to FNS via Grants.gov. FNS strongly encourages applicants to begin the registration process at least **four weeks before** the due date.

In order to submit an application, you must:

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

The next step in the registration process is to create an account with Grants.gov. Applicants must know their organization's DUNS number to complete this process. Completing this process automatically triggers an email request

for applicant roles to the organization's E-Business Point of Contact (EBiz POC) for review. The EBiz POC is a representative from your organization who is the contact listed for SAM.gov. To apply for grants on behalf of your organization, you will need the Authorized Organizational Representative (AOR) role.

For more detailed instructions about creating a profile on Grants.gov, refer to <https://www.grants.gov/web/grants/grantors/grantor-registration.html>

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

How to Submit an Application via Grants.gov

Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different web forms within an application. For each funding opportunity announcement (FOA), you can create individual instances of a workspace.

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

Applicant Support: Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and email at support@grants.gov. If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number. The Support Center ticket number will assist the Center with tracking your issue and understanding background information on the issue.

For questions related to the specific grant opportunity, please reach out to the agency contact for this opportunity, as listed [here](#).

Grants.gov Receipt Requirements and Proof of Timely Submission

All applications must be received by **April 13, 2021 at 11:59 p.m.** EST, as detailed [here](#). Grants.gov automatically records proof of timely submission. Upon receipt of an application in Grants.gov, the system generates an electronic date/time stamp. The applicant AOR will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXXX) from Grants.gov with the successful transmission of their application. Applicant AORs will also receive the official date/time stamp and Grants.gov tracking number in an email serving as proof of their timely submission.

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.

Additional Information on Grants.gov and the Registration Process:

NOTICE: Special Characters and Naming Conventions

All applicants **MUST** follow grants.gov guidance on file naming conventions. To avoid submission issues, please follow the guidance pulled from the Frequently Asked Questions (FAQ) on grants.gov:

Are there restrictions on file names for any attachment I include with my application package?

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 (examples: & – * % / # ' -). This includes periods (.) and spacing followed by a dash in the file. To separate words in naming a file, use underscore, as in the following example:

Attached_File.pdf. **Please note that if these guidelines are not followed, your application will be rejected. FNS will not accept any application rejected from www.grants.gov portal due to incorrect naming conventions.**

Additional information and applicant resources are available at:

<https://www.grants.gov/web/grants/applicants/workspace-overview.html>

Intergovernmental Review (if applicable)

For a list of State agency contacts, please visit the Office of Management website at: <https://www.whitehouse.gov/wp-content/uploads/2018/07/SPOC-July2018.pdf>

V. APPLICATION REVIEW INFORMATION

1. REVIEW CRITERIA

Evaluation of Grant Application Criteria

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

2. EVALUATION FACTORS AND CRITERIA

FNS will use the following selection criteria to evaluate applications for this RFA.

1. Soundness or Merit of Project Design (35 points)

Demonstrated Need: The proposal clearly describes the need for funding support to accomplish the requirements stated in the PFP and Section 17(n) of the Act in order to participate in the SNAP LDP. The proposal should focus on at least one of the Program objectives and provide evidence that the proposed approach supports State participation.

Impact: The proposal clearly demonstrates:

- A direct effect on the SNAP State agency process and provides evidence their approach would help support State participation in the SNAP LDP.
- Clear progression from idea to implementation in a State agency.
- A description of the projects expected impact.
 - Impact can be described in terms of the degree to which the new or improved processes are expected to help the State agency's participate in the project

Quality: The proposal shows thought, analysis, clarity, and the use of relevant facts and knowledge. This includes clear understanding of the SNAP PFP requirements including data sharing and security.

Application of the SNAP PFP: The proposed project integrates principles, procedures, ideas and/or practices outlined in the SNAP PFP.

Feasibility: The application proposes projects that are capable of being accomplished and likely to be implemented. The proposal demonstrates State agency readiness and leadership's interest to implement activities. It should also demonstrate that the proposed project is appropriate given the current capacity of the agency. Applicants should consider foundational projects that the State agency can build on for future growth in the area of longitudinal data for research.

2. Implementation and Evaluation (15 points)

Timeline: The proposal includes a project timeline outlining proposed tasks and demonstrates sufficient time allotted for each activity. Period of performance is appropriate for project scope.

Evaluation: The proposal describes a well-thought-out, organized review and evaluation process that contains measures to track project goals and their completion. Include information on how goals are measured, who will measure the goals, when the goals are measured, and what the organization will measure. The evaluation should also focus on measuring the project impact.

3. Sustainability (20 points)

The proposal shows that the project is sustainable after the grant period ends. The proposal should clearly demonstrate the State agency's ability to continue funding and implementing activities once the grant ends. This also applies to personnel hired under this grant program.

4. Budget Appropriateness and Economic Efficiency (20 points)

Budget: The proposal includes:

- A line item budget – please refer to the Application Checklist on page III and Budget Narrative Checklist in Appendix B to ensure each category is addressed in the budget.
- A narrative that demonstrates fund expenditures, including who manages the expenses. The narrative should provide enough detail for reviewers to understand how costs were determined and how those costs relate to the goals and objectives of the project. There should be adequate justification for budget costs based on current industry costs/standards. Information on costs should come from applicable organizations or online sources.
- An attached copy of the approved, negotiated indirect cost rate agreement when showing indirect costs as a budget expense on the project.
- The budget must show cost allocation among the benefiting programs and demonstrate that this grant is only going to fund SNAP's share, if applicable.

Efficiency: The proposal is cost effective – it demonstrates that the anticipated results are commensurate with the cost of the project.

Contractual and Consultant Costs: Proposals who wish to hire a consultant or contract work out must provide the following information:

- Consultant's name and description of service
- Itemized list of all direct costs and fees
- Salaries must have the number of personnel including the position title
- Specialty and specialized qualifications as appropriate to the salary
- Number of estimated hours times hourly wage
- All expenses and fees directly related to the proposed services to be rendered to the project
- Applicants that are required to issue a bid should provide a narrative explaining the requirement and provide a reasonable estimate of Contractual and Consultant Costs.

NOTE: Proposal submissions that omit the required budget forms, budget narratives and/or line item descriptions will not receive the full point value for this criterion.

5. Staff Capability and Management (10 points)

Oversight: The proposal demonstrates that effective and consistent oversight by qualified project managers is ongoing throughout the project.

Communication: The proposal demonstrates that effective communication will exist within the organization. The proposal includes an organizational chart of the proposed project.

Staff: The proposal identifies the project director or 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 or manager and key staff, it must include job descriptions with the

application package for those positions. Applicants should address their contingency or back-up plans in the event of key staff departures.

Time Commitment: 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.

Review and Selection Process

Following the initial screening process, FNS will assemble a review panel to determine the technical merits of each application. The panel will evaluate the proposals based on how well they address the required application components, and score the applications from highest to lowest. The panel members will recommend applications for consideration for a grant award based on the evaluation scoring. The selecting official reserves the right to accept the panel's recommendation or to select an application for funding to meet agency priorities, geographical representation, or project diversity. FNS reserves the right to use this solicitation and competition to award additional grants in the next FY should additional funds be made available. As mentioned above, FNS is interested in funding projects that address priorities specified in Section I of this RFA. However, FNS reserves the right to award grants to several such entities, or not to award any grants to such entities if it does not receive acceptable applications.

Determination of Award Amounts

FNS will fund applications at the level requested if the budget submission is realistic and well- supported. However, FNS reserves the right to fund applications at a lesser amount if it determines the project can be implemented with less, or if Federal funding is not sufficient to fully fund all applications that merit awards.

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

FEDERAL AWARD ADMINISTRATION INFORMATION

Anticipated Announcement and Federal Award Dates

FNS anticipates award announcement by July 13, 2021.

VI. FEDERAL AWARD ADMINISTRATION INFORMATION

1. 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 FNS Grants or Program Officer should not be considered 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 (FNS-529). Only the recognized FNS authorized signature can bind USDA, FNS to the expenditure of funds related to an awards' approved budget.

2. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

Confidentiality of an Application

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

Safeguarding Personally Identifiable Information

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

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

Sensitive Agency Information; M-07-16, Safeguarding Against and Responding to the Breach of Personally Identifiable Information; and the NIST Special Publication (SP) 800-122, Guide to Protecting the Confidentiality of Personally Identifiable Information.

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

Conflict of Interest and Confidentiality of the Review Process

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

Administrative Regulations

Federal Tax Liabilities Restrictions

None of the funds made available by this or any other Act may be used to enter into a contract, MOU, 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, MOU, 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 at www.sam.gov.

Universal Identifier and Central Contractor Registration 2 CFR Part 25

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

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

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

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

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

Primary grantees, including State agencies, are required to report actions taken on or after October 1, 2010, that obligates \$25,000 or more in Federal grant funds to first-tier sub-grantees. This information must be reported in the Government-wide FFATA Sub-Award Reporting System (FSRS). In order to access FSRS a current SAM registration is required. A primary

grantee and first-tier sub-grantees must also report total compensation for each of its five most-highly compensated executives. Every primary and first-tier grantee must obtain a DUNS number prior to being eligible to receive a grant or sub-grant award. Additional information will be provided to grant recipients upon award.

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

Section 872 of this Act requires the development and maintenance of a Federal Government information system that contains specific information on the integrity and performance of covered Federal agency contractors and grantees. The Federal Awardee Performance and Integrity Information System (FAPIIS) 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. FNS will review and consider any information about the applicant reflected in FAPIIS when making a judgment about whether an applicant is qualified to receive an award.

Freedom of Information Act (FOIA) Requests

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

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

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

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

Privacy Policy

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

Code of Federal Regulations and Other Government Requirements

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

Government-wide Regulations

- 2 CFR Part 25: “Universal Identifier and System for Award Management”
- 2 CFR Part 170: “Reporting Sub-award and Executive Compensation Information”
- 2 CFR Part 175: “Award Term for Trafficking in Persons”
- 2 CFR Part 180: “OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Non-Procurement)”
- 2 CFR Part 200: “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards”
- 2 CFR Part 400: USDA’s implementing regulation of 2 CFR Part 200 “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards”
- 2 CFR Part 415: USDA “General Program Administrative Regulations”
- 2 CFR Part 416: USDA “General Program Administrative Regulations for Grants and Cooperative Agreements to State and Local Governments”
- 2 CFR Part 417: USDA “Non-Procurement Debarment and Suspension”
- 2 CFR Part 418 USDA “New Restrictions on Lobbying
- 2 CFR Part 421: USDA “Requirements for Drug-Free Workplace (Financial Assistance)”
- 7 CFR Part 16: USDA “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 FNS grant awards may be obtained electronically in advance of an award. For a copy of T&Cs, please contact the Grant Officer at:

Carla Garcia
Grant Officer, Grants and Fiscal Policy Division

U.S. Department of Agriculture, FNS
E-mail Carla.garcia@usda.gov

3. REPORTING REQUIREMENTS

Financial Reports

The award recipient will be required to enter the SF-425 (Financial Status Report) into the FNS Food Program Reporting System (FPRS) on a quarterly basis. *(If the frequency of reporting is less than quarterly, please update previous statement.)* In order to access FPRS, the grant recipient must obtain USDA e-authentication certification and access to FPRS. For additional information on FPRS, visit: <https://fprs.fns.usda.gov/>

Performance Progress Report (PPR)

Grantees will be required to submit progress reports to FNS 30 days following the end of each *quarterly* period, using the FNS-908 PPR form that will be sent to grantees at the time of award. The reports should cover the preceding period of activity. A final report identifying the accomplishments and results of the project will be due 90 days after the end date of the award. For reference, a blank copy of the FNS-908 PPR form can be found [here](#). **Please note:** the FNS-908 PPR form specific to this opportunity will be sent to grantees at the time of award. Using the FNS-908 PPR form for progress reports is required.

More detailed specifications for the quarterly progress report content and submission will be included in the agreement. Any additional reporting requirements will be identified in the award terms and conditions, including results of the grant project.

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

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

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

developed under a grant, sub-grant, or contract under a grant or sub-grant or any rights of copyright to which a grantee, sub-grantee, or a contractor purchases ownership with grant support.

VII. FEDERAL AWARDING AGENCY CONTACTS

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

Carla Garcia

Grant Officer, Grants and Fiscal Policy Division

U.S. Department of Agriculture, FNS

E-mail Carla.garcia@usda.gov

VIII. 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 grant proposals. Additional information on debriefing requests will be forwarded to non-selected applicants. FNS reserves the right to provide this debriefing orally or in written format.

APPENDIX

Appendix A: RFA Budget Narrative Checklist

FEDERAL BUDGET NARRATIVE TEMPLATE

APPLICANT NAME

10.577 SNAP Longitudinal Data Project (LDP)

Dollar amounts are rounded up to nearest whole dollar

FY = Fiscal Year October 1 – September 30

FTE = Full-Time Equivalent, based on 2,080 hrs./yr. for 100% or 1.00 FTE

COLA = Cost of Living Adjustment

est. = estimated

RT = Round Trip

TBH = To Be Hired (grant funded)

TBD = To Be Determined

1. PERSONNEL	YEAR 1	YEAR 2	YEAR 3	TOTAL GRANT FUNDS	MATCH / IN-KIND	GOAL, OBJECTIVE, OUTCOME, and/or DELIVERABLE
1a. Title						
1b. Title						
1c. Title						
<i>Personnel Total</i>						

[FOLLOW DIRECTIONS: An alternative to save space and reduce the number of Budget Narrative pages is to use an APPENDIX for the job duties and responsibilities. If so, in this space write “See APPENDIX X for job duties and responsibilities for each PERSONNEL position.”]

1a.: Title# @ 1.00 FTE, salary \$XX,XXX /yr. Job duties and responsibilities include, but are not limited to:

1b: Title# @ 1.00 FTE, salary \$XX,XXX /yr. Job duties and responsibilities include, but are not limited to:

1c. Title: XXX employee, # @ 0.XX FTE, salary, \$XX,XXX /yr. Job duties and responsibilities include, but are not limited to:

MATCHING / IN-KIND (IF APPLICABLE) funds and resources committed to the project at time of application submission increase from XX% of total award Year 1 to XX% Year 3 (APPENDIX X, Letters of Commitment). Based on expected success of the project, during the grant period it is anticipated that commitments of funds and resources in the approximate amount of \$X,XXX per year will be identified to sustain the project in FYXXXX.

2. FRINGE BENEFITS	YEAR 1	YEAR 2	YEAR 3	TOTAL GRANT FUNDS	MATCH / IN-KIND	GOAL, OBJECTIVE, OUTCOME, and/or DELIVERABLE
2a. PERSONNEL 1a						
2b. PERSONNEL 1b						
2c. PERSONNEL 1c						
<i>Fringe Benefits Total</i>						
<i>Personnel + Fringe Benefits Total</i>						

2a. / 2b. Employer/Employee paid plan - actual cost.

2c. Employer paid plan, calculated at approximately XX%

Fringe Benefits for the Employer/Employee paid plan are currently calculated at approximately XX%. The Fringe Benefits percentage can change annually, biannually, or during other periods depending on changes in State legislation, employer costs, and/or other organization factors. Employer/Employee paid benefit contribution pay schedule includes the following contributions:

- Personnel Assessment
- Retirement

- Employer/Employee schedule
- Unemployment Insurance
- Retired Employee Group Insurance Assessment
- Group Health Insurance Assessment
- Workers Compensation Insurance
- Payroll Assessment
- Medicare
- Attorney General Tort Claim Assessment
- Employee Bond Insurance

Provide fringe benefit calculation along with an explanation of how the costs were derived

3. TRAVEL	YEAR 1	YEAR 2	YEAR 3	TOTAL GRANT FUNDS	MATCH / IN-KIND	GOAL, OBJECTIVE, OUTCOME, and/or DELIVERABLE
3a. OUT-OF-STATE						
Airfare, RT name of Airport to/from name of Airport, XXX Airline, XXX Fare as of date, # people @ \$XXX.xx / person (\$XXX.xx base fare + \$XX.xx tax and fees)						
Airline checked baggage fee: # bags @ \$XX / bag						
Travel agent: describe fee and cost basis (if applicable)						
Mileage, RT place of business to/from Airport, type of transportation, # mi. x # people @ \$0.XXX / mi.						
Airport parking: # days x # people @ \$XX/day						
Ground transportation: # days x # people @ est. \$XX/day						
Lodging: out-of-state rate, date, # days x # people @ \$XXX.xx / day						
Lodging tax: out-of-state rate, XX% / day, # days x # people @ \$XX.xx / day						
Per diem (M&IE): out-of-state rate, full day, # days x # people @ \$XX.xx / day						
Per diem (M&IE): out-of-state rate, first & last days of travel, # days x # people @ \$XX.xx / day						
<i>3a. Travel Out-of-State Sub-total</i>						

3b. IN-STATE						
Repeat same information as for Out-of-State Travel, using rate by state, and/or other approved rates. If unknown, describe where travel may occur for what purpose, est. amount for est. # of people for est. # of trips and/or miles per year						
<i>3b. Travel In-State Sub-total</i>						
<i>Travel Out-of-State and In-State Total</i>						

3. TRAVEL

3a. Out-of-state: Title(s) of traveler(s) attend title of event, location, and date [or TBD location and date].

3b. IN-STATE: Title(s) of traveler(s) attend title of event, location, and date [or TBD location and date].

Out-of-State and In-State: Time of year, duration of trips, and locations TBD. Cost estimates include airfare, baggage check fees, mileage to/from airports, airport parking fees, ground transportation (State of Nevada Motor Pool, personal vehicle for State use, commercial rental), lodging + tax, per diem (M&IE). Travel cost basis is federal GSA and State of Nevada government rates based on current and seasonal rates for Year 1. Estimated costs for Years X-X are same cost basis with X% projected increases. Travel costs will be finalized when event dates are scheduled, the locations are determined to/from where people travel, and the event destination is known.

- Out-of-State travel costs are based on General Services Administration (GSA) Federal FYXXXXX lodging and per diem rates for the destination locale and season. Airline costs are based on any airline lowest fare. In-State travel costs are based on authorized rates.
- Round-trip airfare base fee plus taxes and other additional applicable fees.
- Mileage costs for round-trips from place of business to airport or lodging destination currently calculated at \$0.XXX per mile for personal vehicle use for personal convenience.
- Airport parking per day currently is \$XX.
- Ground transportation at events is generally estimated at \$XX per day for airport to/from event destination by shuttle, cab, train, subway, and/or rates for vehicle rent and mileage.
- Lodging taxes are added to the rate. State lodging tax ranges from X% to X% depending on the county rate.
- Per diem or Meals and Incidental Expenses (M&IE) based on the destination rate. Per diem is calculated at full-day and half-day travel rates as applicable.

4. SUPPLIES						
Less than or equal to a unit cost of \$5,000. NOTE: Allowable costs are located at 2 CFR Part 200, Subpart E						
4a. XXX						
4b. XXX						
4c. Office supplies						
4d. Professional development materials						
4e. Computer(s)						
4f. Computer workstation(s)						
4g. Software						
Supplies Total						

4a. XXX. # @ \$XX / unit, vendor, specs. [if possible, state: price quote included at end of Budget Narrative]

[4b. - end of list: same info. as Equipment 5a. - see below]

5. EQUIPMENT	YEAR 1	YEAR 2	YEAR 3	TOTAL GRANT FUNDS	MATCH / IN-KIND	GOAL, OBJECTIVE, OUTCOME, and/or DELIVERABLE
Nonexpendable, tangible personal property with a unit cost of \$5,000 or more with a useful life of more than one year. See Budget Narrative, p. # for purchase rationale, specifications, price quotes. Allowable costs are located at 2 CFR Part 200, Subpart E						
5a. XXX						

5b. XXX						
Equipment Total						

5a. [- end of items] XXX. # @ \$X, XXX / unit, vendor, specs. [If possible, state: price quote included at end of Budget Narrative]

6. CONTRACTUAL	YEAR 1	YEAR 2	YEAR 3	TOTAL GRANT FUNDS	MATCH / IN-KIND	GOAL, OBJECTIVE, OUTCOME, and/or DELIVERABLE
6a. Type/Name of contractor, service to provide, # hrs. / yr. @ \$XXX / hr.						
6b. Type/Name of contractor, service to provide, # hrs. / yr. @ \$XXX / hr						
Contractual Total						
<i>Amount of Contractual Not Subject to Indirect Costs</i>						

6a. Type/Name of contractor, # hrs. / yr. @ \$XXX / hr. Service that will be provided, as detailed as possible. Include from contractor a copy of proposed contract for services, letter of commitment, State contract for a sole source provider, or other documentation if

[6b. - end of list: same info. as 6a.]

7. OTHER	YEAR 1	YEAR 2	YEAR 3	TOTAL GRANT FUNDS	MATCH / IN-KIND	GOAL, OBJECTIVE, OUTCOME, and/or DELIVERABLE
7a. SUBGRANT not subject to indirect costs, project partner name						

7b. SUBGRANT not subject to indirect costs, project partner name						
7c. Operating Costs per person						
7d. Professional Development						
7e. Software Licenses						
7f. Postage, Shipping/Handling						
7g. Fees						
Other Total						
<i>Amount of Subgrants Not Subject to Indirect Costs</i>						

[List each line item in detail or, see APPENDIX X for details.]

7a./7b. SUBGRANTS see Budget Narratives for each partner. [Include Budget Narratives for each partner/sub-awardee]

	YEAR 1	YEAR 2	YEAR 3	TOTAL GRANT FUNDS	MATCH / IN-KIND	GOAL, OBJECTIVE, OUTCOME, and/or DELIVERABLE
8. TOTAL DIRECT COSTS						[You will not need to write anything in this column, except for #11, Training Stipends]

Direct Costs on which Indirect Costs are calculated = Total Direct Costs subtract Equipment, Subgrants, all but \$XX,XXX of Contractual.

9. INDIRECT COSTS [or maximum Administrative Costs % allowed]	YEAR 1	YEAR 2	YEAR 3	<i>TOTAL GRANT FUNDS</i>		

Indirect Cost Rate (ICR) - [Restricted or Unrestricted], XX%. Agreement w/ name of Federal cognizant agency, date in effect. Include as next page [**or, see APPENDIX X: Indirect Cost Rate Agreement**]

12. TOTAL COSTS Budget Categories 8 + 9	YEAR 1	YEAR 2	YEAR 3	<i>TOTAL GRANT FUNDS</i>		

[Add additional notes here]

Appendix B Budget Narrative Checklist

FOR GRANT 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 correspond with the proposal project description (statement of work) bona fide need. FNS reserves the right to request information not clearly addressed. All funding requests must be in whole dollars.

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

ITEM	YES	NO
Is the basis for the lodging estimates identified in the budget? For example, include excerpt from travel regulations.		
Equipment		
Is the need for the equipment justified in the narrative?		
Are the types of equipment, unit costs, and the number of items to be purchased listed in the budget?		
Is the basis for the cost per item or other basis of computation stated in the budget?		
Supplies		
Are the types of supplies, unit costs, and the number of items to be purchased reflected in the budget?		
Is the basis for the costs per item or other basis of computation stated?		
Contractual: (FNS reserves the right to request information on all contractual awards and associated costs after the contract is awarded.)		
Has the bona fide need been clearly identified in the project description to justify the cost for a contract or sub-grant expense(s) shown on the budget?		
A justification for all Sole-source contracts must be provided in the budget narrative prior to approving this identified cost.		
Other		
Consultant Services – Has the bona fide need been clearly identified in the project description to justify the cost shown on the budget? The following information must be provided in the		

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

PURPOSE

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 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 submit this questionnaire along with your application package.

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.

Signature of Authorized Representative

Date

Name of Authorized

Representative:

Phone Number:

Email:

Appendix C: FNS-908 Performance Progress Report (PPR) – For Reference Only

The following pages contain screenshots of the PPR form that grantees are required to use for progress and final reports submitted to FNS. Upon award, a PPR PDF form, customized for the specific FNS program, will be included in award packages.

Print Submit by Email		UNITED STATES DEPARTMENT OF AGRICULTURE Food and Nutrition Service	
PERFORMANCE PROGRESS REPORT			
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 Services, Office of Policy Support, 3101 Park Center Drive, Room 1014, Alexandria, VA 22302, ATTN: PRA (0584 - 0512*). Do not return the completed form to this address.			
1. Recipient Organization a. Organization Name: b. Street Address: City: State: Zip:		2. Program Information: Program Area: Federal Fiscal Year of Award: Program: Tag:	
3. Primary POC: a. First Name: Last Name: c. Telephone (Area Code & Number):		4. Federal Award Identification Number (FAIN): 	
b. Title: d. Email Address:		5. Type of Report (Select One): ☐ Quarterly ☐ Semi-Annual ☐ Final Reporting Fiscal Year: Period:	
6. Federal Grant Agreement Number:		Original/Revision:	
7. Additional POC (Optional)			
a. First Name: Last Name:		b. Title:	
c. Telephone (Area Code & Number):		d. Email Address:	
8. Report Submitted By:			
a. First Name: Last Name:		b. Title:	
10. Date Report Submitted:		9. Certification ☐ 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.	

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: 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

Instructions: Only complete this section if the prompts have been completed in the provided PPR. For some Programs this section IS NOT required.

Final Program Metrics (Final Reporting Period Only)	
Metric 1	Type:
Prompt:	
	Answer Value 1:
Item 1	
Add Item	Remove Item
Comments:	
Add Metric	Remove Metric