United States Department of Agriculture
Food and Nutrition Service

Supplemental Nutrition Assistance Program Fraud Framework Implementation Grant Program

Fiscal Year 2022 Request for Applications (RFA)

Catalog for Federal Domestic Assistance Number (CFDA): 10.535

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Application Due Date:	**11:59 PM, Eastern Standard Time (EST), April 25, 2022**
Anticipated Award Date:	**July 2022**

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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. The Application Checklist is for applicant use only and should not be submitted as part of the Application Package.

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

1. Obtain a Dun & Bradstreet Data Universal Numbering System (DUNS) or UEI (Universal Entity Identifier number;
2. Register the DUNS/UEI number in the System for Award Management (SAM); and,
3. Register in Grants.gov.

NOTE: From now until April 3, 2022, entities that are not already registered in SAM.gov and who wish to do business with the federal government need to obtain and/or use a UEI (DUNS) to register their entity on SAM.gov. On and after April 4, 2022, entities can register in SAM.gov and will be assigned their Unique Entity ID (SAM) within SAM.gov. They will no longer obtain or use a UEI (DUNS) for entity registration or reporting. For additional information on the UEI process, please visit: SAM.gov | Duns - Sam UEI

When **preparing your application**, ensure:

1. Application format and narrative meet the requirements included in Section IV "Application and Submission Information." This includes page limits, priorities outlined in Section I "Program Description", and all necessary attachments.

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

1. All key staff proposed to be paid by this grant.
2. The percentage of time the Project Director will devote to the project in full-time equivalents (FTEs).
3. Your organization's fringe benefit rate and amount, as well as the basis for the computation.
4. The type of fringe benefits to be covered with Federal funds.
5. Itemized travel expenses (including type of travel), travel justifications and basis for lodging estimates.
6. Types of equipment and supplies, justifications, and estimates, ensuring that the budget is in line with the project description.
7. Information for all contracts and justification for any sole-source contracts.
8. Justification, description and itemized list of all consultant services.
9. 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:

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

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1. PROGRAM DESCRIPTION & OBJECTIVES

Introduction

The Food and Nutrition Service (FNS) administers the nutrition assistance programs of the U.S. Department of Agriculture, including the Supplemental Nutrition Assistance Program (SNAP). SNAP is the cornerstone of USDA's nutrition assistance programs. It began in its modern form in 1961 but has its origins in the Food Stamp Plan to help the needy in the 1930's. SNAP is the largest program in the domestic hunger safety net and provides nutrition assistance benefits via an Electronic Benefit Transfer (EBT) card to millions of low-income people. These benefits help supplement household food budgets so recipients can purchase more healthy food. FNS works in partnership with State agencies in the administration of SNAP.[1]

While the vast majority of recipients are eligible and use their benefits as intended, there are some who violate program rules. Program violations may include a number of activities, such as falsifying income or identity in order to be eligible for benefits they may not be entitled to, or by using benefits for anything other than their intended purpose. Program violations can result in severe penalties, such as criminal punishment and permanent disqualification from the program. SNAP has zero tolerance for fraud and continues to work with its State partners to implement measures to improve program integrity.

From 2014 to 2017, FNS partnered with 10 State agencies to pilot new strategies and improve the use of analytics to more effectively detect potential fraud, improve administration, and increase oversight. The lessons learned and ideas tested during these pilots led to the development of the SNAP Fraud Framework. The SNAP Fraud Framework is a collection of procedures, innovative ideas and promising practices to help State agencies improve fraud prevention, detection and investigation techniques and processes. This framework and its supporting documents are designed to support States as they develop new efforts or improve on existing ones to prevent, detect, and investigate fraud. There is no simple solution to combat fraud and each State may require a different approach to improve program integrity. The SNAP Fraud Framework acknowledges the need for State flexibility by offering a menu of options for States to implement as they work to improve program operations and efforts.

The SNAP Fraud Framework is intended to share best practices with personnel directly administering and enforcing the Food and Nutrition Act of 2008. It includes sensitive fraud detection and investigative techniques and therefore has not been shared beyond FNS and SNAP State agencies, the only eligible applicants for this grant opportunity. State agencies that do not have access to the SNAP Fraud Framework should contact their FNS Regional Office.

Program Description

The purpose of the SNAP Fraud Framework Implementation Grant Program is to support State agency efforts to improve and expand recipient fraud prevention, detection and investigation efforts using the procedures, ideas and practices outlined in the SNAP Fraud Framework. Successful applications will specifically incorporate one or more of these procedures, ideas and practices in their proposals. This grant opportunity is not intended to support retailer fraud-related projects.

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[1] Throughout this RFA, "State agencies" refers to the agencies that administer SNAP in the 50 States,the District of Columbia, the Virgin Islands, and Guam.

Section 29(a) of the Food and Nutrition Act of 2008 (7 U.S.C. 2036) authorizes FNS to provide grants on a competitive basis to State agencies to strengthen program integrity activities in SNAP. Up to $5 million has been appropriated in FY 2022 for State agencies to implement practices described in the SNAP Fraud Framework.

Listed in the next section are some general examples of potential project ideas for each program objective, which can be found in the SNAP Fraud Framework. Applicants should identify projects that best fit the needs of the State and that the State can successfully implement. Additionally, we encourage applicants to consider foundational projects that the State agency can build on for future growth in the fraud control area, such as data quality improvement, strategic planning, or the development of a training program.

Key Objectives

Below is a list of the Program Objectives. As noted in the section below, within "Activities/Indicators Tracker", proposed activities should be clearly aligned to these Objectives and their associated Activities and Indicators.

#	Objectives
1	Organizational Management: This objective aims to help States establish and communicate priorities, organize employees, and manage both large-scale and day-to-day processes. Many of the concepts described in this component are the foundation for successful program integrity initiatives. Examples of the types of projects that would fall under this objective include: • Establish a strategic plan that addresses recipient integrity • Improve documentation around recipient fraud processes and procedures that align with strategic priorities • Enhance data analysis skills within fraud unit
2	Performance Measurement: This objective offers recommendations encouraging States to consistently capture and analyze their own performance. Examples of the types of projects that would fall under this objective include: • Assess the impact of current integrity efforts and initiatives through active monitoring of a defined set of metrics • Establish metrics, measures, and key performance indicators to track performance • Automate data gathering and calculations currently done manually
3	Recipient Integrity Education: This objective provides targeted integrity education initiatives to help ensure recipients have the necessary information and tools to use SNAP benefits as intended—preventing fraud before it occurs. When producing recipient integrity education material, States are encouraged to educate the public and applicants about SNAP fraud, rather than emphasizing the consequences as a deterrent to applying. Examples of the types of projects that would fall under this objective include: • Improve client integrity education messaging through various channels, in multiple languages, and in plain language rather than in legal jargon. • Ensure SNAP recipients as well as the public understand what SNAP fraud is, and how to avoid committing program violations.

4	Fraud Detection: Here, the SNAP Fraud Framework stresses the importance of proactively detecting fraud from the application process and continuing throughout the recipient's time in the Program. Examples of the types of projects that would fall under this component include: • Strengthen efforts to detect potential fraud at the time of application • Improve the use of data analytics to monitor EBT card replacements and predict potential incidents of trafficking • Enhance internal controls to protect against employee fraud
5	Investigations and Dispositions: This objective aims to provide states with tools and suggestions to improve fraud case management from initial fraud referral through disposition. Examples of the types of projects that would fall under this objective include: • Implement a data-driven process for prioritizing SNAP fraud investigations • Establish standardized procedures for developing effective evidence packages • Improve internal fraud referral and feedback processes
6	Analytics and Data Management: This objective details the necessary people, processes, and technology to launch and maintain an analytics capability. Data analytics can play a valuable role in preventing, detecting, and investigating SNAP fraud. Examples of the types of projects that would fall under this objective include: • Clean up existing data to eliminate erroneous or duplicate values and improve usability • Improve data management processes (e.g., quality, storage, protection, security, standardization)
7	Learning and Development: The final objective contains recommendations for States to invest in training and professional development opportunities to promote employee engagement and to ensure employees are aware of new and emerging trends in fraud. Examples of the types of projects that would fall under this objective include: • Establish a standardized training program for employees throughout the organization that focuses on their roles in recipient integrity activities • Create a mentoring or coaching program for professional development in support of recipient integrity efforts

2. FEDERAL AWARD INFORMATION

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

1. Total amount of funding expected to award: $5 million
2. Anticipated number of awards: From 2 to 9
3. Anticipated award announcement date: July 2022
4. Expected amounts of individual Federal awards: FNS anticipates that funding per award will range from approximately $250,000 to $750,000.
5. Anticipated start dates and period of performance: The period of performance begins on August 1, 2022 and will not exceed two (2) years from the start date, or September 30, 2024.
6. Application due date: April 25, 2022

Please note:

1. Grant awards are subject to the availability of funding and/or appropriations of funds.
2. FNS reserves the right to use this solicitation and competition to award additional grants this year or the subsequent fiscal year, should additional funds become available.

Program Requirements

The goal of the SNAP Fraud Framework Implementation Grant is to help States implement promising practices contained in the SNAP Fraud Framework. The awards will support new projects that fall under any of the seven components of the SNAP Fraud Framework. The seven components can be found listed under the Program Goals heading of this RFA and fully described in the SNAP Fraud Framework document. Proposals should clearly describe the intent and scope of activities and their relation to any of the seven components of the SNAP Fraud Framework. State agencies that do not have access to the SNAP Fraud Framework should contact their FNS Regional Office.

Proposed projects must be sustainable. 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. Additionally, funds may not be used to offset costs for existing personnel. Recipients of prior SNAP recipient integrity grant awards are eligible for this opportunity should they choose to apply; however, proposals for this grant program must be for new projects.

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 bona fide 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.

Allowable Costs

Allowable Uses of Funds

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
- Funds from this RFA are for new projects and shall not be used 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.
• Grantees may use grants funds to procure contracts for good or services.

Please note: Funds noted for an existing or ongoing project will be removed from the budget and may cause the budget score to be marked down.

Restrictions on Funding Use

• Grant funds cannot be used for the ongoing cost of carrying out an existing project.
• Pre-award costs are unallowable and will not be awarded for this grant project.
• SNAP Fraud Framework Implementation Grant-funded projects may benefit other governmental programs; however, grant funds must only support SNAP's share of the project costs.

Type of Award

FNS will award SNAP Fraud Framework Implementation Grants in the form of a **Federal grant**. FNSwill provide funding for approved grants through the Grant Award/Letter of Credit process, upon receipt of a properly executed Grant Agreement and subject to the availability of funding.

3. ELIGIBILITY INFORMATION

Eligible Applicants

This grant opportunity is open to the 53 State agencies that administer SNAP. State Agencies may submit applications on behalf of specific counties or districts. FNS will consider only one application per State agency.

Cost Sharing or Matching Considerations

- There are no cost sharing or matching requirements for this program.

Other Eligibility Criteria

- N/A

Pre-Award Screening Requirements

In reviewing applications in any discretionary grant competition, prior to making a Federal award, Federal awarding agencies, in accordance with 2 CFR 200.205, are required to review information available through any OMB-designated repositories of government-wide eligibility qualifications or financial integrity information. Additionally, Federal awarding agencies are required to have a framework in place for evaluating the risks posed by applicants before they receive Federal awards. The FNS review of risk posed by applicants will be based on the following:

1. SAM.gov, 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* that has been established to track contractor misconduct and performance
3. FNS Risk Assessment Questionnaire; Applicants must complete and return the Grant Program Accounting System & Financial Capability Questionnaire that allows FNS to evaluate

aspects of the applicant's financial stability, quality of management systems, and history of performance, reports and findings from audits. The questionnaire contains a number of questions that may be an indicator of potential risk. The evaluation of the information obtained from the designated systems and the risk assessment questionnaire may result in FNS imposing special conditions or additional oversight requirements that correspond to the degree of risk assessed.

Acknowledgement of USDA Support

As outlined in 2 CFR 415.2, grant recipients shall include acknowledgement of USDA Food and Nutrition Service support on any publications written or published with grant support and, if feasible, on any publication reporting the results of, or describing, a grant-supported activity. Recipients shall include acknowledgement of USDA Food and Nutrition Service support on any audiovisual which is produced with grant support and which has a direct production cost of over $5,000.

- When acknowledging USDA support, use the following language: "This material is based upon work that is supported by the Food and Nutrition Service, U.S. Department of Agriculture." Grantees should 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. APPLICATION AND SUBMISSION INFORMATION

Address to Request Application Package

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

Gregory Walton; Grant Officer
Grants and Fiscal Policy Division
U.S. Department of Agriculture, FNS
1320 Braddock Place, Room 620
Alexandria, VA 22314
E-mail:
greg.walton@usda.gov

Content and Form of Application Submission

FNS strongly encourages eligible applicants interested in applying to this program to adhere to the following applicant format. The proposed project plan should be presented on 8 ½" x 11" white paper with at least 1-inch margins on the top and bottom. All pages should be single-spaced, in 12-point font. The project description with relevant information should be captured on no more than 25 pages, not including the cover sheet, table of contents, resumes, letter of commitment(s), endorsement letter(s), budget narrative(s), appendices, and required forms. All pages, excluding the form pages, must be numbered.

Special Instructions

- ☐ Late application submission will not be considered in this competition. FNS will not consider additions or revisions to applications unless they are submitted via Grants.gov by the deadline. No additions or revisions will be accepted after the deadline.
- ☐ Applications submitted without the required supporting documents, forms, certification will not be considered.

- ☐ Applications missing a written proposal and/or budget narrative will not be considered.
- ☐ FNS reserves the right to request clarification on any application submitted in response to this solicitation.
- ☐ Applications not submitted via Grants.gov will not be considered.
- ☐ If multiple application packages are submitted through Grants.gov by the same applicant in response to this solicitation, FNS will accept the latest application package successfully submitted. All other packages submitted by the applicant will be removed from this competition.

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

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

Application Project Summary

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

Project Narrative

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

Activities/Indicators Tracker

Proposed Activities and indicators measuring success must be mapped to Program Objectives (as described in Section I – PROGRAM DESCRIPTION) in the below format (note that additional Activities/Indicators can be added as needed). Note: Indicators are defined as any metric you anticipate will be able to be tracked during the period of performance of the grant. 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)	No. Trained
Activity	Measuring Students' Nutrition Knowledge, Attitudes, and Behaviors
Indicator(s)	No. Impacted

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Objective #	
Activity	
Indicator(s)	

Objective #	

Activity	
Indicator(s)	

Application Budget Narrative

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

Indirect Cost Rate

A current Negotiated Indirect Cost Rate Agreement (NICRA), negotiated with a Federal negotiating agency, should be used to charge indirect costs. Indirect costs may not exceed the negotiated rate. If a NICRA is used, the percentage and base should be indicated. If the applicant does not have, and has never been approved for, a NICRA, they may charge up to 10% de minimis. In this instance, the applicant must 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 as noted in Section VII of this RFA.

Required Grant Application Forms

Please refer to the Application Checklist for a list of required grant forms.

Submission Date

Complete grant applications must be uploaded to Grants.gov (www.grants.gov) by 11:59 PM EST on the due date listed on the cover page.

1. Applications must be submitted via Grants.gov. Mailed, e-mailed or hand-delivered application packages will not be accepted.
2. Late or incomplete applications will not be considered.
3. FNS will not consider additions or revisions to applications unless they are submitted via Grants.gov by the deadline. No additions or revisions will be accepted after the deadline.
4. If multiple application packages are submitted through Grants.gov by the same applicant in response to this solicitation, FNS will accept the latest application package successfully. submitted. All other packages submitted by the applicant will be removed from this competition.

FNS 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, should they arise. Please note that 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 through the grants.gov web portal should contact the Grant Officer noted in the Agency Contacts (Section VII) ofthis 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, as required. 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/UEI number
   a) 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 ET. There is no fee associated with obtaining a DUNS number.
   b) **It may take 2-3 business days to obtain a DUNS number.**

   NOTE: From now until April 3, 2022, entities that are not already registered in SAM.gov and who wish to do business with the federal government need to obtain and/or use a UEI (DUNS) to register their entity on SAM.gov. On and after April 4, 2022, entities can register in SAM.gov and will be assigned their Unique Entity ID (SAM) within SAM.gov. They will no longer obtain or use a UEI (DUNS) for entity registration or reporting. For additional information on the UEI process, please visit: https://sam.gov/content/duns-uei.

2. Register in the System for Award Management (SAM)
   a) SAM combines Federal procurement systems and the Catalog of Federal DomesticAssistance into one system. For additional information regarding SAM.gov, see the following link: https://sam.gov/content/home
   b) To register, you must have your organization's DUNS, entity's Tax ID Number (TIN), and taxpayer name (as it appears on last tax return). It may take up to 5 – 7 business days or more to register and/or complete the migration of permissions and/or the renewal of an entity record.
   c) All applicants must have current SAM status at the time of application submission andthroughout the duration of a Federal Award in accordance with 2 CFR Part 25.
   d) We strongly encourage applicants to begin the process **at least 3 weeks** before the duedate 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. For more detailed instructions about creating a profile on Grants.gov, refer to https://www.grants.gov/web/grants/applicants/registration.html.

4. Authorize Grants.gov Roles:
   After creating an account on Grants.gov, the E-Business Point of Contact (EBiz POC) receives an email notifying them of the registration and request for roles. The E-Biz POC will need to Grants.gov and authorize the appropriate roles. An approved Authorized Organizational Representative (AOR) must complete and submit the application online at Grants.gov. To learn more about the E-Biz POC role and other profile roles, please visit https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html.

To track the status of a role request, please visit https://www.grants.gov/web/grants/applicants/registration/track-role-status.html.

Electronic Signature: When applications are submitted through Grants.gov, the name of the organization's AOR that submitted the application is inserted into the signature line of the application, serving as the electronic signature. The EBiz POC **must** authorize individuals who areable 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 forms within an application. 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 (except Federal holidays) 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 contact the Grant Officer noted in the Agency Contacts (Section VII) of this RFA.

Grants.gov Receipt Requirements and Proof of Timely Submission

All applications must be received by 11:59 PM EST on the due date listed on the cover page. Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant AOR will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their application. Applicant AORs will also receive the official date/time stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

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

Applicants using slow internet, such as dial-up connections, should be aware that transmission could take significant time. 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 provided by Grants.gov (per the Grants.gov Frequently Asked Questions (FAQ):

What are the file name requirements or limitations for attachments?

Please use only the following UTF-8 characters (Uniform Transformation Format 8-bit) when naming your attachments: A-Z, a-z, 0-9, underscore, hyphen, space, period, parenthesis, curly braces, square brackets, ampersand, tilde, exclamation point, comma, semi colon, apostrophe, at sign, number sign, dollar sign, percent sign, plus sign, equal sign, and limit the file name to 50 or fewer characters. Subaward budget forms are limited to 30 characters or less including the file extension. Attachments that do not follow this rule may cause the entire application to be rejected or cause issues during processing.

We recommend saving the application documents by typing the file name in the SAVE FILE AS field rather pasting a file name typed in a word processing application. Certain word processing applications use proprietary characters which cannot be read by Adobe Reader.

Additional information and applicant resources are available at:

https://www.grants.gov/web/grants/applicants/apply-for-grants.html.

Intergovernmental Review

This funding opportunity is subject to the requirements of EO 12372, "Intergovernmental Review of Federal Programs". This Executive Order was issued with the desire to foster the intergovernmental partnership and strengthen federalism by relying on State and local processes for the coordination and review of proposed Federal financial assistance and direct Federal development. The Order allows each State to designate an entity to perform this function.

If you are located within a State that does not have a SPOC, you may send application materials directly to a Federal awarding agency.

5. APPLICATION REVIEW INFORMATION

Evaluation of Grant Application Criteria

1. REVIEW 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 approve any waivers from Program regulations for any projects submitted in response to this solicitation.

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

2. EVALUATION FACTORS AND CRITERIA

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

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

Demonstrated Need: The proposal clearly describes the need to strengthen program integrity by focusing on at least one component of the SNAP Fraud Framework and provides evidence that the proposed approach is well-suited to solve the identified issue.

Impact: The proposal clearly demonstrates:

- A direct effect on the SNAP State agency process and provides evidence that the changes would help combat recipient fraud and benefit trafficking.
- A clear progression from idea to practice in a State agency.
- A clear description of the impact the project is expected to make. Impact can be described in terms of the degree to which the new or improved processes are expected to help the State agency expand its current efforts to eliminate recipient fraud.

Quality: The proposal shows thought, analysis, clarity, and the use of relevant facts and knowledge. This includes clear understanding of the SNAP Fraud Framework.

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

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. We encourage applicants to consider foundational projects that the State agency can build on for future growth in the fraud control area.

2. Implementation and Evaluation (15 points)

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

Evaluation: The proposal describes a well-thought-out, organized review and evaluation process that will measure whether the goals of the project have been met. The evaluation should focus on measuring the impact the project seeks to make. Please be sure to include information on who will measure the goals of the project, how the goals will be measured, when the goals will be measured and what the organization will be measuring.

3. Sustainability (20 points)

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

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 BudgetNarrative Checklist in Appendix B to assure each category is addressed in the budget.
- A narrative that demonstrates how funds will be spent, by whom and for what purpose.
- The narrative should provide enough detail for reviewers to easily understand how costs were determined and how they relate to the goals and objectives of the project. There should be adequate justification for budget costs based on current industry costs/standards. Information on costs should be obtained from applicable organizations or from online sources.
- Additionally, a copy of the approved negotiated indirect cost rate agreement must be attached if indirect costs are shown as a budget expense to the project.

• If applicable, the budget must show how the costs are allocated among the benefiting programs and demonstrate that this grant is only going to fund SNAP's share.

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 wages
• 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. Therefore, applicants should recognize that a well-written budget narrative that justifies the proposed project expenditures assists the reviewers during the review process.

5. Staff Capability and Management (10 points)

Oversight: The proposal demonstrates that effective and consistent oversight by qualified project managers will be implemented 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 with the application package job descriptions for positions that must be assigned. 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.

3. Review and Selection Process

Following the initial screening process, FNS will assemble a panel group to review and determine the technical merits of each application. The panel will evaluate the proposals based on how well they address the required application components and array the applications from highest to lowest score. The panel members will recommend applications for consideration for a grant award based on the evaluation scoring. The Selecting Official reserves the right to accept the panel's recommendation or to select an application for funding out of order to meet agency priorities, program balance, geographical representation, or project diversity. If applicant is a previous SNAP Fraud Framework Implementation grantee, past performance will be evaluated and may impact the Selecting Official's decision. 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.

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

6. 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 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 (FNS-529). Only the recognized FNS authorized signature can bind the USDA, Food and Nutrition Service to the expenditure of funds related to an award's approved budget.

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 be not released to the public. An application may be withdrawn at any time prior to the final action thereon.

Safeguarding Personally Identifiable Information

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

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

By submitting an application in response to this RFA, applicants are assuring that all data exchanges conducted throughout the application submission and pre-award process (and during the performance of the grant, if awarded) will be conducted in a manner consistent with applicable Federal laws. By

submitting a grant application, applicants agree to take all necessary steps to protect such confidentiality, including the following: (1) ensuring that PII and sensitive data developed, obtained or otherwise associated with UDSA FNS funded grants is securely transmitted. Transmission of applications through Grants.gov is secure; (2) ensuring that PII is not transmitted to unauthorized users, and that PII and other sensitive data is not submitted via email; and (3) Data transmitted via approved file sharing services (WatchDox, ShareFile, etc.), CDs, DVDs, thumb drives, etc., must be encrypted.

Conflict of Interest and Confidentiality of the Review Process

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

Administrative Regulations

Federal Tax Liabilities Restrictions

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

Felony Crime Conviction Restrictions

None of the funds made available by this or any other Act may be used to enter into a contract, memorandum of understanding, or cooperative agreement with, make a grant to, or provide a loan or loan guarantee to, any corporation that was convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency is aware of the conviction, unless a Federal agency has considered suspension or debarment of the corporation and has made a determination that this further action is not necessary to protect the interests of the Government.

Entity Identifier 2 CFR Part 25

The U.S. government is moving to a new unique entity identifier for Federal awards management. The official UEI for entities registered in SAM is currently the D-U-N-S® number, which is obtained from Dun & Bradstreet outside of the SAM registration process. The D-U-N-S® number UEI (DUNS) will remain the official UEI in SAM until April 3, 2022. The SAM-generated UEI (SAM) will become the official identifier on April 4, 2022.

From now until April 3, 2022, entities that are not already registered in SAM.gov and who wish to do business with the federal government need to obtain and/or use a UEI (DUNS) to register their entity on SAM.gov. On and after April 4, entities can register in SAM.gov and will be assigned their Unique Entity ID (SAM) within SAM.gov. Entities will no longer obtain or use a UEI (DUNS) for registration or reporting.

Continue to use the UEI (DUNS) for registration and reporting until April 3, 2022. After that time, UEI (DUNS) will no longer be available and that number will not be maintained in any IAE systems (SAM.gov, CPARS, FAPIIS, eSRS, FSRS, FPDS-NG). Beginning April 4, 2022, organizations must only use the UEI (SAM).

Additional information on the new UEI process and transition is available at: https://sam.gov/content/duns-uei.

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. https://www.usda.gov/privacy-policy. 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

1. 2 CFR Part 25: "Universal Identifier and System for Award Management"
2. 2 CFR Part 170: "Reporting Sub-award and Executive Compensation Information"
3. 2 CFR Part 175: "Award Term for Trafficking in Persons"
4. 2 CFR Part 180: "OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Non-Procurement)"
5. 2 CFR Part 200: "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards"
6. 2 CFR Part 400: USDA's implementing regulation of 2 CFR Part 200 "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards"
7. 2 CFR Part 415: USDA "General Program Administrative Regulations"
8. 2 CFR Part 416: USDA "General Program Administrative Regulations for Grants and Cooperative Agreements to State and Local Governments"
9. 2 CFR Part 417: USDA "Non-Procurement Debarment and Suspension"
10. 2 CFR Part 418 USDA "New Restrictions on Lobbying
11. 2 CFR Part 421: USDA "Requirements for Drug-Free Workplace (Financial Assistance)"

- 7 CRR Part 16: "Equal Opportunity for Religious Organizations"
- 41 U.S.C. Section 22 "Interest of Member of Congress"
- Freedom of Information Act (FOIA). Public access to Federal Financial Assistance records shall not be limited, except when such records must be kept confidential and would have been excepted from disclosure pursuant to the "Freedom of Information" regulation (5 U.S.C. 552)

General Terms and Conditions (T&Cs) of FNS grant awards may be obtained electronically in advance of an award. For a copy of T&Cs, please contact the Grant Officer noted in the Agency Contacts (Section VII) of this RFA.

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. In order to access FPRS, the grant recipient must obtain USDA e-authentication certification and access to FPRS. For additional information on FPRS, visit: www.fprs..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, sample of the PPR form can be found in the Appendix. **Please note:** the FNS-908 PPR form specific to this

opportunity will be sent to grantees at the time of award. Use of the FNS-908 PPR form for progress reports is required.

7. FEDERAL AWARDING AGENCY CONTACTS

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

Gregory Walton
Grant Officer, Grants and Fiscal Policy Division
U.S. Department of Agriculture, FNS
1320 Braddock Place, Suite 620
Alexandra, VA 22314
E-mail: greg.walton@usda.gov

8. 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 rightto provide this debriefing orally or in written format

APPENDIX

RFA 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 be in line with theproposal 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?		
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?		

ITEM	YES	NO
Supplies		
Are the types of supplies, unit costs, and the number of items to be purchased reflected in the budget?		
Is the basis for the costs per item or other basis of computation stated?		
Contractual: (FNS reserves the right to request information on all contractual awards and associated costs after the contract is awarded.)		
Has the bona fide need been clearly identified in the project description to justify the cost for a contract or sub-grant expense(s) shown on the budget?		
A justification for all Sole-source contracts must be provided in the budget narrative prior to approving this identified cost.		
Other		
Consultant Services – Has the bona fide need been clearly identified in the project description to justify the cost shown on the budget? The following information must be provided in the justification: description of service, the consultant's name and an itemized list of all direct cost and fees, number of personnel including the position title (specialty and specialized qualifications as appropriate to the costs), number of estimated hours 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 an Federal Agency? If yes, a copy of the most recent and signed negotiated rate agreement must be provided along with the application.		
2 CFR 200 allows any non-Federal entity (NFE) that has never received a negotiated indirect cost rate to charge a de Minimis rate of **10%** of modified total direct costs (MTDC), which the NFE may use indefinitely as a Federally-negotiated rate.		

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 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 submit this questionnaire along with your application package.

ORGANIZATION INFORMATION

Legal Organization Name:

DUNS/UEI 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: _____

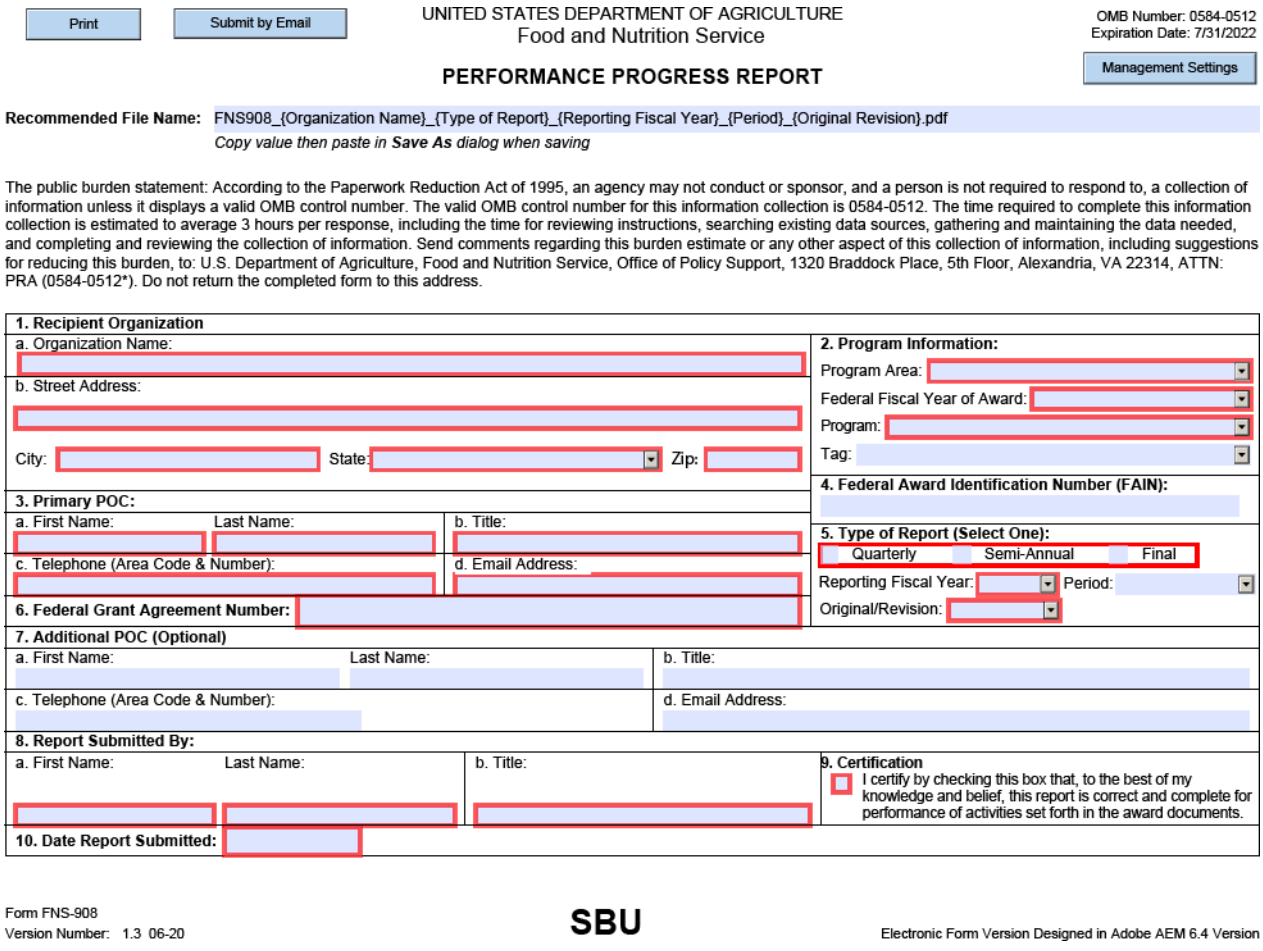
Phone Number: _____

Email: _____

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 form (Adobe PDF), customized for the specific FNS program, will be included in award packages.

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



Print | Submit by Email

UNITED STATES DEPARTMENT OF AGRICULTURE
Food and Nutrition Service

OMB Number: 0584-0512
Expiration Date: 7/31/2022

Management Settings

PERFORMANCE PROGRESS REPORT

Recommended File Name: FNS908_{Organization Name}_{Type of Report}_{Reporting Fiscal Year}_{Period}_{Original Revision}.pdf
*Copy value then paste in **Save As** dialog when saving*

The public burden statement: According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0512. The time required to complete this information collection is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Food and Nutrition Service, Office of Policy Support, 1320 Braddock Place, 5th Floor, Alexandria, VA 22314, ATTN: PRA (0584-0512*). Do not return the completed form to this address.

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: b. Title:
c. Telephone (Area Code & Number): d. Email Address:

4. Federal Award Identification Number (FAIN):

5. Type of Report (Select One):
Quarterly Semi-Annual Final
Reporting Fiscal Year: Period:
Original/Revision:

6. Federal Grant Agreement Number:

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:

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.

10. Date Report Submitted:

Form FNS-908
Version Number: 1.3 06-20

SBU

Electronic Form Version Designed in Adobe AEM 6.4 Version

FNS-908 Performance Progress Report (PPR) – For Reference Only (Continued)

Program Management Information

1. Progress Summary

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

2. Personnel Information

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

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

3. Projected Amendments (Cost and No-Cost)

a. Number of amendments projected this upcoming quarter?

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

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

4. Expenditures/Purchases:

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

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

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

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

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

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

Program Management Information (Continued)

6. Upcoming Activities and Anticipated Changes

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

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

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

7. Final Reporting Summary (Final Reporting Period Only)

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

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

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

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

8. Additional Comments (Max 2000 Characters)