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Food Distribution Program on Indian Reservations (FDPIR) Produce Training Program

**Fiscal Year 2023 Request for Applications (RFA)
Assistance Listing Number (ALN): 10.594**

Release Date: July 20, 2023

**Application Due Date: 11:59 pm, Eastern Standard Time (EDT), August
21, 2023**

Anticipated Award Date: September 15, 2023

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Application Checklist

This Application Checklist provides applicants with a list of the required actions and documents that must be completed. 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:

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

When **preparing your application**, ensure:

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

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

- ☐ All key staff proposed to be paid by this 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 to be covered with Federal funds.
- ☐ Itemized travel expenses (including type of travel), travel justification, and basis for lodging estimate.
- ☐ Types of equipment and supplies, justifications, and estimates, ensuring that the budget is in line with the project description.
- ☐ Information for all contracts and justification for any sole-source contracts
- ☐ Justification, description, and an itemized list of all consultant services.
- ☐ Indirect cost information (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 an applicant is requesting the de minimis rate or indirect costs are not required, please state this in the budget narrative.

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

- ☐ FNS-906 – Grant Program Accounting System & Financial Capability Questionnaire
- ☐ Negotiated Indirect Cost Rate Agreement (PDF - Upload using the “Add Attachments” button under SF-424 item #15)
- ☐ Resumes of key staff

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1. Program Description and Objectives

Executive Summary

USDA seeks to enter into a cooperative agreement with a Tribal organization, non-profit organization, or an American Indian Tribal College or any other accredited public or private academic institution of higher education with expertise working with Tribal communities to develop, design, and implement a fresh produce safety and handling training for program operators and staff of the Food Distribution Program on Indian Reservations (FDPIR) (hereafter referred to as FDPIR Produce Training Program). A maximum of \$500,000 will be made available for the award of this cooperative agreement for the period of performance from September 25, 2023, to September 30, 2025. The training to be developed should model USDA's Produce Safety University (PSU), a one-week experiential learning program that immerses child nutrition professionals in the fresh produce supply chain, arming graduates with skills to address real life scenarios and critically analyze and respond to food safety issues. PSU is a proven train-the-trainer program, graduating around 150 school nutrition professionals each year that individually go on to train an estimated 42 people, reaching over 70,000 child nutrition staff since it began in 2010. FDPIR, a federal nutrition assistance program that provides 100 percent domestic USDA Foods including fresh fruits and vegetables in a monthly food package, would benefit from a training modeled after PSU and using a culturally relevant curriculum to teach safe and effective receipt, storage, handling, and distribution techniques for fresh produce in the FDPIR setting.

The proposed project is intended to be a collaborative effort between the awardee and USDA, with a 2-year period of performance. The awardee will develop a curriculum within the first 6 months of the award and implement and evaluate an in-person pilot training between months 6 – 10. In months 8 – 18 as determined by the pilot training and evaluation, an additional 3 to 4 in-person trainings will be implemented. The awardee will develop an evaluation report of the training in months 18 – 24 of the award.

Program Description

The Supplemental Nutrition and Safety Programs (SNAS) Food Safety and Nutrition Division (FSND) USDA Foods Nutrition Services and Access Branch (NSAB) seeks to award a competitive cooperative agreement to an external agency for a new FDPIR Produce Training Program for FDPIR program operators and staff.

Legislative Authority: FDPIR is authorized under Section 4(b) of the Food and Nutrition Act of 2008 (as amended in the Agriculture Improvement Act of 2018, P.L. 115-334). FDPIR is authorized through fiscal year 2023. [The Consolidated Appropriations Act, 2023](#) (P.L. 117-328) appropriates \$998,000 for the provision of “nutrition education services to State agencies and Federally Recognized Tribes participating in the Food Distribution Program on Indian Reservations” as part of the Supplemental Nutrition Assistance Program Discretionary Other Program Costs for FDPIR Nutrition Education. Federal regulations governing the program at [7 CFR Part 253.5\(g\)](#) describe nutrition education as including “how commodities may be properly stored” while regulations throughout [7 CFR Part 253.10](#) describe the requirements for commodity control, storage, and distribution, which includes the control, storage, and distribution of produce. Creation and implementation of an FDPIR Produce Training Program will educate administering agency staff on how to properly store produce distributed through FDPIR while supporting adherence to

regulations governing commodity distribution. Of the \$998,000 appropriated for FY 2023, a maximum total of award not to exceed \$500,000 will be made available for the execution of this cooperative agreement for the period of performance from September 25, 2023, to September 30, 2025.

FDPIR provides USDA Foods to income-eligible households living on Indian reservations and to Native American households residing in designated areas near reservations or in Oklahoma. FDPIR is an alternative to the Supplemental Assistance Program (SNAP) and provides healthy food and nutrition education to program participants. FDPIR supports nutrition security efforts in Indian Country by providing a variety of nutritious foods that align with the recommendations outlined in the Dietary Guidelines for Americans (DGAs). Additionally, FDPIR provides traditional foods that are indigenous to many Tribal communities further supporting cultural traditions and activities commonly observed.

To offer a variety of fresh fruits and vegetables in FDPIR, programs order fresh produce directly from the USDA DoD Fresh Fruit and Vegetable Program (USDA DoD Fresh). USDA DoD Fresh provides FDPIR with high-quality, domestically grown and produced fresh fruits and vegetables in quantities that support the needs of tribal communities. The primary objective of the proposed FDPIR Produce Training Program is to provide experiential learning opportunities for FDPIR program operators in receiving and distributing appealing and nutritious USDA DoD Fresh produce. By meeting the objective listed in the next section, the goal of this cooperative agreement is to develop and implement a culturally relevant training that ensures FDPIR operators receiving fresh produce have the tools needed to properly assess fresh produce and safely distribute it to program participants to improve overall customer satisfaction. In collaboration between USDA and the award grantee, the FDPIR Produce Training Program curriculum will be developed and designed within the first 6 months of the period of performance. The training will be closely modeled after USDA's PSU, which will provide the initial framing and concept. An understanding of FDPIR program operations, including the produce offered in the program, warehouse characteristics, and cultural considerations will inform the contents of the training curriculum including hands-on activities, field trips, and written resources. The awardee will be required to review the curriculum and data from previous PSU trainings as well as incorporate feedback from current FDPIR program staff who have attended PSU in the past and public health and nutrition professionals who work directly with FDPIR. All produce handling standards will be set forth by the USDA and will reflect the distinct distribution models commonly operated in FDPIR (i.e., warehouse model, grocery store concept, mobile deliveries, and home deliveries). After the curriculum is developed, a pilot training will be held at one site between months 6 – 10, which will be used to evaluate effectiveness and cultural appropriateness of the curriculum and will help inform the subsequent trainings during the period of performance. All trainings will be conducted in-person at locations mutually agreed upon with USDA and the awardee. Evaluative methods must be developed and utilized as part of the curriculum and a summary report of findings including recommendations for future adaptations are key deliverables of this funding opportunity.

Highlights

- Develop, design, and implement a multi-day FDPIR Produce Training Program for FDPIR program operators and staff based on the existing PSU training model.
- All curriculum and training materials designed will be culturally relevant and suitable for FDPIR using a multi-component approach.

- Implement one pilot training in fiscal year 2024 and three to four trainings thereafter during the period of performance. A schedule will be determined in collaboration with USDA.
- Deliverables: review and analyze existing PSU training and current list of produce offered in the program, develop fresh produce and food safety training curriculum, evaluate training participants, and summarize key findings and future recommendations.

Key Objectives

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

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

#	Objective
1	Develop FDPIR Produce Training Program curriculum that will be used to educate and train FDPIR program operators and staff on proper handling and distribution of fresh produce obtained through FDPIR.
2	Implement and evaluate one pilot training of the FDPIR Produce Training Program based on approved curriculum. The pilot training will be used to assess effectiveness and cultural relevance and will help inform subsequent trainings.
3	Implement three to four FDPIR Produce Training Program courses, including course evaluations for each training.
4	Evaluate each of the three to four FDPIR Produce Training Program courses, to assess effectiveness and cultural relevance in a manner which can be shared with program stakeholders (alternative: shared publicly).

2. Federal Award Information

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

- Total amount of funding expected to award: \$500,000
- Anticipated number of awards: 1
- Maximum award amount (award ceiling): \$500,000
- Anticipated award announcement date: September 2023
- Anticipated period of performance (start and end date of the award): September 25, 2023 -September 30, 2025.
- Application due date: 08/21/2023

Please note:

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

Allowable Costs

Travel: The awardee must travel to the location determined for all FDPIR Produce Training Program, including the pilot training, implemented during the execution of this cooperative agreement. Trainings for FDPIR program operators must be held in-person, as this has been determined to be the method of training preferred by program operators. All travel costs must comply with [2 CFR 200.475](#).

Unallowable Costs

Entertainment: Costs of entertainment, including amusement, diversion, and social activities and any associated costs are unallowable per [2 CFR 200.438](#) (such as mascot costumes, promotional items, etc.) unless there is a programmatic purpose and prior approval is granted by FNS.

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

3. Eligibility Information

Eligible Applicants

Proposals may be submitted by any of the following:

1. Any nonprofit or private organization, including community-based organizations, networks, or coalition of community-based organizations that:
 - a. Can demonstrate experience, within their application, in providing food safety and/or food handling education or other nutrition or food service-related services to Indian Tribal Organizations (ITOs), Federally recognized Tribes, and their members; and
 - b. Can provide documentary evidence of work with, and on behalf of Indian Tribal Organizations (ITOs), Federally recognized Tribes, and their members during the three-year period preceding the submission of a proposal under this program within their application.

Experience as required in 1.a. and 1.b. can be demonstrated through the submission of work products from past projects, the curriculum vitae of persons who will be chosen to staff the proposed project, and letters of support.

2. An American Indian Tribal community college or an Alaska Native cooperative college that can demonstrate, within their application, experience in providing food safety and/or

food handling education or other nutrition or food service-related services to Indian Tribal Organizations (ITOs), Federally recognized Tribes, and their members.

Experience can be demonstrated through the submission of work products from past projects, the curriculum vitae of persons who will be chosen to staff the proposed project, and letters of support.

3. Any other accredited public or private academic institution of higher education (as defined in 20 U.S.C. §1001) that can demonstrate, within their application, experience in providing food safety and/or food handling education or other nutrition or food service-related services to Indian Tribal Organizations (ITOs), Federally recognized Tribes, and their members in a region.

As required in in 1.a. and 1.b., experience can be demonstrated through the submission of work products from past projects, the curriculum vitae of persons who will be chosen to staff the proposed project, and letters of support.

4. Eligible tribal entities as defined in 25 U.S.C. § 5304 or a national tribal organization that can demonstrate experience, within their application, in providing food safety and/or food handling education or other nutrition or food service-related services to Indian Tribal Organizations (ITOs), Federally recognized Tribes, and their members in a region.

Experience can be demonstrated through the submission of work products from past projects, the curriculum vitae of persons who will be chosen to staff the proposed project, and letters of support.

Ineligible Applicants

- Entities not meeting the eligibility requirements listed above, to include:
 - Entities that are not able to demonstrate, within their application and through documentary evidence, experience in providing food safety and/or food handling education and training or other nutrition or food service-related services to Indian Tribal Organizations (ITOs), Federally recognized Tribes, and their members will not be considered.
 - International (non-U.S. or non-U.S. territories) entities, child care facilities, K-12 schools and school districts are not eligible to apply.

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:

- SAM.gov, the *System for Award Management*, the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS

- FAPIIS, the *Federal Awardee Performance and Integrity Information System* that has been established to track contractor misconduct and performance
- FNS Risk Assessment Questionnaire
 - Applicants must complete 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

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 15 pages, not including the cover sheet, table of content, resumes, letter(s) of commitment, endorsement letter(s), budget narrative(s), appendices, and required forms. All pages, excluding form pages must be numbered.

Special Instructions:

- Late application submission will not be considered in this competition. 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.
- Letters of support must be submitted with the application through grants.gov. Letters submitted via email will not be considered.
- Applications submitted without the required supporting documents, forms, certification will not be considered.

- Applications missing a written proposal or budget narrative will not be considered and deemed nonresponsive.
- 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 1 – 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	Develop FDPIR Produce Training Program curriculum that will be used to educate and train FDPIR staff on proper handling and distribution of fresh produce obtained through FDPIR.
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Activity	Review existing PSU curriculum and produce offered in the program and obtain feedback from FDPIR program staff on gaps in food safety and handling education that are applicable to FDPIR.
Indicator(s)	Feedback will be collected from FDPIR program staff that attended PSU.
Activity	Develop culturally relevant training curriculum and evaluation for FDPIR Program Staff.
Indicator(s)	1) At least 5 topics will be included in the curriculum with a focus on fresh produce quality and condition during receipt, and safe storage and handling. 2) To ensure curriculum is being developed through a cultural lens, at least 3 tribal partners with a background in public health, nutrition, and/or food safety and familiarity with FDPIR will review content prior to the pilot training. 3) Develop evaluative methods that obtain data from instructors, observers, and participants will be designed, implemented, and analyzed.

Objective #2	Implement and evaluate one pilot training of the FDPIR Produce Training Program based on approved curriculum. The pilot training will be used to assess effectiveness and cultural relevance and will help inform subsequent trainings.
Activity	1) Implement one pilot training for up to 20 FDPIR staff. 2) Based on feedback and other evaluative data, as applicable, received from pilot training, amend curriculum to reflect recommended enhancements.
Indicator(s)	Up to 20 participants will attend the pilot training and provide feedback in a participant survey. Curriculum will be refined to reflect feedback from participant evaluation.

Objective #3	Implement three to four FDPIR Produce Training Program courses, including course evaluations for each training.
Activity	1) Using the revised curriculum reflecting feedback from participant evaluations in the pilot training, implement and evaluate 3 to 4 additional trainings for up to 20 FDPIR staff each. 2) Conduct evaluations during each training.
Indicator(s)	Up to 20 participants will attend each training (up to 80 participants total) the pilot training and provide feedback in a participant survey. Curriculum will be refined to reflect feedback from participant evaluation.

Objective #4	Evaluate three to four FDPIR Produce Training Program courses, to assess effectiveness and cultural relevance in a manner which can be shared with program stakeholders (alternative: shared publicly).
Activity	1) Using the evaluative methods developed in Objective 1, conduct an evaluation during each training. 2) Create a summary report which documents how the curriculum was developed, modified after the pilot course, implemented,

	and results of both the pilot and implementation course evaluations.
Indicator(s)	The summary report includes all required information and is provided to USDA FNS in a 508-compliant format by the completion of the period of performance.

Application Budget Narrative

The budget narrative, formatted as a table, 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. The budget and budget narrative must be in line with the proposed project description. If the budget includes indirect costs, the applicant must provide a copy of its most recently approved Federal indirect cost rate agreement. Budget categories in this table must match those listed on the SF-424A form. If the budget table is created in a spreadsheet, it must be formatted to fit on an 8.5 x 11-inch page, with a font no smaller than 11-point Times New Roman. All funding requests must be in whole dollars.

Indirect Cost Rate

A current approved **Negotiated Indirect Cost Rate Agreement (NICRA)**, negotiated with a cognizant Federal agency, should be used to charge indirect costs. Indirect costs may not exceed the negotiated rate. If a NICRA is used, the percentage and base should be indicated. 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 7 of this RFA.

Note: Each organization is assigned to a single federal agency (by the Office of Management and Budget) that acts on behalf of all federal agencies in indirect cost rate negotiations and is referred to as the "cognizant agency."

Required Grant Application Forms

The required grants.gov forms may be previewed at grants.gov/web/grants/forms/forms-repository.html. These forms are part of the grants.gov Workspace application.

- Non-Construction Grant Projects Forms: SF-424 Family
 - Application and Instruction for Federal Assistance (SF-424)
 - Budget Information and Instructions (SF-424A)
 - Assurance-Non-Construction Programs (SF-424B)
- SF LLL (Disclosure of Lobbying Activities)
 - Indicate on your form whether your organization intends to conduct lobbying activities. If your organization does not intend to lobby, write "Not Applicable" in boxes required to be completed.
- Additional Required Information
 - Unique Entity Identifier (UEI) number. Please see below for further information
 - SAM registration. Please see below for further information.

Submission Date

Complete grant applications must be uploaded to grants.gov by 11:59 PM EST on the due date listed on the cover page. Applications must be submitted via grants.gov. Mailed, emailed, or hand-delivered application packages will not be accepted. For further instructions, see the “Preparing for Electronic Application Submission through Grants.gov” below.

- Late or incomplete applications will not be considered.
- 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.
- 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**.

FNS will not accept applications outside of grants.gov. Applicants experiencing difficulty submitting applications through grants.gov should contact applicant support via the toll-free number 1-800-518-4726 and email at support@grants.gov. This service is available 24/7.

Preparing for Electronic Application Submission through Grants.gov

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

In order to submit an application, you must:

1. Obtain a UEI number

What is a Unique Entity Identifier (UEI)?

A UEI is a unique number assigned to all entities (public and private companies, individuals, institutions, or organizations) who register to do business with the federal government. For more information, visit the [U.S. General Services Administration website](https://www.gsa.gov/transaction/uei).

Where do I go to learn more about the UEI?

The U.S. General Services Administration [Unique Entity Identifier Update page](https://www.gsa.gov/transaction/uei) contains the most up-to-date information about the UEI.

Note: After April 4, 2022, entities can register in SAM.gov and will be assigned their “SAM UEI.” They will no longer obtain or use a “DUNS UEI” for entity registration or reporting. For additional information on the UEI process, please visit [SAM.gov](https://sam.gov).

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

- On April 4, 2022, the UEI used across the federal government changed from the DUNS number to the UEI (generated by SAM.gov).

- SAM combines federal procurement systems and the Catalog of Federal Domestic Assistance into one system. Visit [SAM.gov](https://sam.gov) for additional information.
- To register, you must have your organization's UEI, the organization's Tax ID Number (TIN), and taxpayer name (as it appears on the last tax return). It may take up to 5 to 7 business days or more to register and/or complete the migration of permissions and/or the renewal of an entity record.
- All applicants must have current SAM status at the time of application submission and throughout the duration of a Federal Award in accordance with 2 CFR Part 25.
- FNS strongly encourages applicants to begin this 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 Unique Entity Identifier (UEI) to complete this process. For more detailed instruction about creating a profile on grants.gov, visit grants.gov/web/grants/applicants/registration.html.

How to Submit an Application via Grants.gov

Applicants must 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 or RFA, you can create individual instances of a workspace.

For additional training resources, including video tutorials, visit grants.gov/web/grants/applicants/applicant-training.html.

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 contact grants.gov support and get a ticket number. The Support Center ticket number will assist the Center with tracking your issue.

For questions related to the specific grant opportunity, please contact the Grant Officer noted in Section 7 – Federal Awarding Agency Contacts of this RFA.

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 or FAQ).

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 (e.g., ! @ # \$ % ^ & * - '). This includes periods (.) and spacing followed by a dash in the file. To separate words in naming a file, use underscore (_). For example, Attached_File.pdf.

If these guidelines for file names are not followed, your application will be rejected. FNS will not accept any application rejected from the grants.gov portal due to incorrect naming conventions.

Additional information can be found at grants.gov/web/grants/applicants/applicant-faqs.html#attachments.

Grants.gov Receipt Requirements and Proof of Timely Submission

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

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

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

Funding Restrictions

- Construction
- Pre-award costs will not be permitted for this cooperative agreement.

5. Application Review Information

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.

Project Design and Implementation (35 points)

- Goals, approach, and activities are clearly identified and appropriate for the proposed project. The applicant followed directions in the RFA for goals, activities, and timeline. Activities are reasonable and appropriate for proposed goals.
- The timeline is included and appears reasonable and feasible given proposed activities.

- The application documents methods that will determine progress and successes and the number of participants reached through activities as well as how participants will be reached.
- The method(s) selected to monitor progress and success is sufficient to determine if goals are accomplished.
- Applicant clearly describes how training will be evaluated and how evaluation tools will be developed for the trainings.
- All application content requirements, as listed in Application Checklist of this RFA, are included.

Budget Appropriateness (15 points)

- The application contains the budget narrative format required with instructions and details for documenting the expenditure of grant funds.
- The budget is consistent with project goals and activities.
- Calculations of all costs are correct.
- Funding requested is allowable, economical, and reasonable in relation to the proposed scope and effort of the proposed project.

Staff Experience and Management and Partner Capability (25 points)

- Demonstrates that key personnel have an understanding of FDPIR, proper food safety and handling concepts, and describes the specific skills and experience that qualifies such personnel for their proposed roles. Greater consideration will be given to applicants with personnel and partners who have expertise working with FDPIR and with American Indian/Alaskan Native populations.
- Includes resumes and/or job descriptions for key personnel in management, administration, and technical assistance. Supporting documentation (i.e., resume/vita and position descriptions for vacant positions and key personnel as well as organizational chart) is included.
- Describes the roles of staff and partners clearly as well as a management plan to ensure quality control and coordination of activities.
- Demonstrates time commitment and availability of key personnel.
- Provides a contingency plan for the loss of key personnel.

Organizational Experience and Past Performance (25 points)

- Demonstrates success in past performance of training projects by providing a description of the projects' size, scope, cost, and timely completion. Supporting documentation (i.e., references from past projects) is included for past projects.

Bonus Points (up to 20 points)

- Demonstrates that staff and partners have experience training the American Indian and Alaskan Native or FDPIR community. Please list this experience and provide evidence that supports the request to earn bonus points. (10 Points)
- Demonstrates experience with using innovative methods while training nutrition education paraprofessionals who are American Indians and Alaskan Native adults. Please list this experience and provide evidence that supports the request to earn bonus points. (10 Points)

Total Points Available: 120 (100 evaluation criteria points; 20 potential bonus points)

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. FNS may request information from the applicant not clearly addressed in their proposal. The Selecting Official reserves the right to accept the panel's recommendation or to select an application for funding out of order to meet agency priorities, program balance, geographical representation, or project diversity. . FNS reserves the right to use this solicitation and competition to award additional grants in the next fiscal year should additional funds be made available.

6. Federal Award Administration Information

Federal Award Notice

The Government is not obligated to make any award as a result of this RFA. Unless an applicant receives a signed award document with terms and conditions, any contact from a 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.

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-17-12, *Preparing for and Responding to a Breach of Personally Identifiable Information*; Circular A-130, *Managing Information as a Strategic Resource*; 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 PII, including the following: (1) ensuring that PII and sensitive data developed, obtained or otherwise associated with UDSA FNS funded grants is securely transmitted. Transmission of applications through Grants.gov is secure; (2) ensuring that PII is not transmitted to unauthorized users, and that PII and other sensitive data is not submitted via email; and (3) Data transmitted via approved file sharing services (WatchDox, ShareFile, etc.), CDs, DVDs, thumb drives, etc., must be encrypted.

Conflict of Interest and Confidentiality of the Review Process

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

Administrative Regulations

Federal Tax Liabilities Restrictions

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

Felony Crime Conviction Restrictions

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

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

A recipient chosen for an award shall comply with the non-procurement debarment and suspension common rule implementing Executive Orders (E.O.) 12549 and 12689, “Debarment and Suspension,” codified at 2 CFR Part 180 and 2 CFR Part 417. This common rule restricts sub-awards and contracts with certain parties that are debarred, suspended or otherwise excluded from or ineligible for participation in Federal assistance programs or activities. The approved grant recipient will be required to ensure that all sub-contractors and sub-grantees are neither excluded nor disqualified under the suspension and debarment rules prior to approving a sub-grant award by checking the System for Award Management (SAM) at [SAM.gov](https://sam.gov).

Universal Identifier and Central Contractor Registration 2 CFR Part 25

Requirement for System for Award Management. Unless you are exempted from this requirement under [2 CFR 25.110](https://www.ecfr.gov/current/title-2/chapter-I/subchapter-A/part-25), you as the recipient must maintain current information in the SAM. This includes information on your immediate and highest-level owner and subsidiaries, as well as on all of your predecessors that have been awarded a Federal contract or Federal financial assistance within the last three years, if applicable, until you submit the final financial report required under this Federal award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another Federal award term.

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

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

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

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

Primary grantees, including State agencies, are required to report actions taken on or after October 1, 2010, that obligates \$30,000 or more in Federal grant funds to first- tier sub-grantees. This information must be reported in the Government-wide FFATA Sub-Award Reporting System (FSRS). In order to access FSRS a current SAM registration is required. A primary grantee and first-tier sub-grantees must also report total compensation for each of its five most-highly compensated executives. Every primary and first-tier grantee must obtain a UEI prior to being eligible to receive a grant or sub-grant award. Additional information will be provided to grant recipients upon award.

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

Section 872 of this Act requires the development and maintenance of a Federal Government information system that contains specific information on the integrity and performance of covered

Federal agency contractors and grantees. The Federal Awardee Performance and Integrity Information System (FAPIIS) is designed to address these requirements. FAPIIS contains integrity and performance information from the Contractor Performance Assessment Reporting System, information from SAM.gov, and suspension and debarment information from the SAM. 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.

USDA Non-Discrimination Statement

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

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

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

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

Privacy Policy

The USDA Food and Nutrition Service does not collect any personal identifiable information without explicit consent. To view USDA's Privacy Policy, visit: 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 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 Section 7 – Federal Awarding Agency Contacts of this RFA.

Reporting Requirements

Financial Reports

The award recipient will be required to enter the SF-425 (Federal Financial Report) into the FNS Food Program Reporting System (FPRS) on a quarterly basis. In order to access FPRS, the grant recipient must obtain USDA e-Authentication, verify their identity, and submit an FNS-674 form, which will be provided by the Grant Officer to access FPRS. For additional information on FPRS, visit fprs.fns.usda.gov.

Performance Progress Reports (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 or the initial orientation. The reports should cover the preceding period of activity. A final report identifying the accomplishments and results of the project will be due 120 days after the end date of the award.

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

7. Federal Awarding Agency Contacts

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

Dawn Addison

Grant Officer, Grants and Fiscal Policy Division

U.S. Department of Agriculture, FNS

Email: <dawn.addison@usda.gov>

8. Other Information

Debriefing Requests

Non-selected applicants may request a debriefing to discuss the strengths and weakness 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

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 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?		
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?		

ITEM	YES	NO
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 a cognizant 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.		

FNS-906 Grant Program Accounting System & Financial Capability Questionnaire

This form is required. Please submit this questionnaire along with your applicant package.

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.

ORGANIZATION INFORMATION

Legal Organization Name: _____

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		Yes	No
Requirement			
1. Has your organization been audited within the last 5 fiscal years? <i>(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).</i>		☐	☐
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.

Validate Form	Submit by Email	UNITED STATES DEPARTMENT OF AGRICULTURE Food and Nutrition Service	OMB Number: 0584-0512 Expiration Date: 7/31/2025																																																																							
PERFORMANCE PROGRESS REPORT			Management Settings																																																																							
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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.																																																																										
<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td colspan="2">1. Recipient Organization</td><td colspan="2">2. Program Information:</td></tr><tr><td colspan="2">a. Organization Name: </td><td colspan="2">Program Area: </td></tr><tr><td colspan="2">b. Street Address: </td><td colspan="2">Federal Fiscal Year of Award: </td></tr><tr><td colspan="2">City: State: Zip: </td><td colspan="2">Program: </td></tr><tr><td colspan="2"></td><td colspan="2">Tag: </td></tr><tr><td colspan="2">3. Primary POC:</td><td colspan="2">4. Federal Award Identification Number (FAIN):</td></tr><tr><td>a. First Name: </td><td>Last Name: </td><td colspan="2"> </td></tr><tr><td colspan="2">b. Title: </td><td colspan="2">5. Type of Report (Select One):</td></tr><tr><td colspan="2">c. Telephone (Area Code & Number): </td><td colspan="2">☒ Quarterly ☐ Semi-Annual ☐ Final</td></tr><tr><td colspan="2">d. Email Address: </td><td colspan="2">Reporting Fiscal Year: Period: </td></tr><tr><td colspan="2">6. Federal Grant Agreement Number: </td><td colspan="2">Original/Revision: </td></tr><tr><td colspan="4">7. Additional POC (Optional)</td></tr><tr><td colspan="2">a. First Name: </td><td colspan="2">Last Name: </td></tr><tr><td colspan="2">b. Title: </td><td colspan="2"></td></tr><tr><td colspan="2">c. Telephone (Area Code & Number): </td><td colspan="2">d. Email Address: </td></tr><tr><td colspan="4">8. Report Submitted By:</td></tr><tr><td>a. First Name: </td><td>Last Name: </td><td>b. Title: </td><td rowspan="2">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.</td></tr><tr><td colspan="3">10. Date Report Submitted: </td></tr></table>				1. Recipient Organization		2. Program Information:		a. Organization Name:		Program Area:		b. Street Address:		Federal Fiscal Year of Award:		City: State: Zip:		Program:				Tag:		3. Primary POC:		4. Federal Award Identification Number (FAIN):		a. First Name:	Last Name:			b. Title:		5. Type of Report (Select One):		c. Telephone (Area Code & Number):		☒ Quarterly ☐ Semi-Annual ☐ Final		d. Email Address:		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:	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:		
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Program Management Information

1. Progress Summary

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

2. Personnel Information

a. Number of FTEs:

b. Were there any changes in key personnel?

☐ Yes

☐ No

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

3. Projected Amendments (Cost and No-Cost)

a. Number of amendments projected this upcoming quarter?

b. Do the projected amendment(s) require FNS approval?

☐ Yes

☐ No

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

4. Expenditures/Purchases:

a. Were there any significant expenditures or purchases, including any contracts entered during this reporting period?

☐ Yes

☐ No

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

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

a. Have there been any deviations?

☐ Yes

☐ No

b. Type: ☐ Budget ☐ Timeline ☐ Scope ☐ Other

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

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

Page 2

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)

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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	Location	Optional Beneficiaries/ Audience		Topic (if training)
	Indicator Description		Indicator Type						
				Target	Actual (Cumulative)	Comments			
Add Objective Remove Objective									