

U.S. DEPARTMENT OF AGRICULTURE
FOOD AND NUTRITION SERVICE

OFFICE OF POLICY SUPPORT &
THE SPECIAL SUPPLEMENTAL NUTRITION PROGRAM FOR WOMEN, INFANTS, AND
CHILDREN (WIC):

USDA PARTICIPANT RESEARCH INNOVATION LABORATORY
FOR ENHANCING WIC SERVICES

REQUEST FOR APPLICATIONS

CFDA#: 10.540

DATES:

RFA Release Date: September 2, 2016

Letter of Intent Date: October 3, 2016

Application Submission Date: December 2, 2016

Award Date: January 12, 2017

Keywords: WIC, FNS, USDA, Service Delivery, Research

WIC - The Special Supplemental Nutrition Program for Women, Infants and Children

FNS – Food and Nutrition Service

USDA – United States Department of Agriculture

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I. PROGRAM DESCRIPTION

Introduction

The United States Department of Agriculture (USDA) Food and Nutrition Service (FNS), through the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC), is responsible for providing Federal grants to States for supplemental foods, health care referrals, and nutrition education (including breastfeeding promotion and support) for low-income pregnant, breastfeeding, and non-breastfeeding postpartum women, and to infants and children up to age five who are found to be at nutritional risk. The legislative authority for this grant announcement is contained in the Child Nutrition Act of 1966 Section 17 (g) (5)¹ as amended and Section 1472 of the National Agriculture Research, Extension, and Teaching Policy Act of 1977, 7 U.S.C. 3318, codified at 7 CFR 2.19(a)(3)(x) in January 2009. Under this program, subject to the availability of funds, the Secretary of Agriculture may award competitive grants and cooperative agreements for the support of research projects to further USDA food and nutrition assistance programs.

This is an announcement of the availability of funds for one new cooperative agreement for FY 2017-2019 with a public or private Academic or Research Institution. In this funding cycle, the USDA anticipates awarding up to \$1,000,000 in grant funding to support the creation of a Participant Research Innovation Laboratory for administering and awarding sub-grants for researcher-initiated projects that develop and test strategies to encourage retention of children in WIC. Developed strategies should focus on WIC service delivery sites or retail environments. Further, strategies must acknowledge the social and cultural diversity of WIC participants and those eligible for the Program.

Purpose

The purposes of this Request for Applications (RFA) are to:

- Provide background information and context related to the goals of this funding opportunity;
- Describe the type of cooperative agreement available;
- Describe which entities are eligible to apply for grant funds;
- Solicit funding applications from eligible entities;
- Describe the requirements for submitting a successful application;
- Describe how applications will be reviewed and selected; and,
- Describe the terms and conditions to which grantees must adhere.

¹ http://www.fns.usda.gov/cnd/governance/Legislation/CNA_1966_12-13-10.pdf

This RFA intends to select one institution or organization (i.e. Accredited University or Research Center) to establish the USDA “Participant Research Innovation Laboratory (PRIL) for Enhancing WIC Services.” The role of the PRIL will be to develop and administer a series of sub-grants pertinent to the purposes of this grant, coordinate relevant grant-related activities among sub-grantees and researchers, conduct an evaluation of sub-grantees’ developed strategies, and widely disseminate information on tested strategies and evaluation findings.

The goal of the grant will be to encourage retention of children in WIC through research projects that will improve understanding of the diverse personal experiences, perceptions, and attitudes of those eligible for WIC services and develop interactive tools or technical resources that support WIC staff and/or WIC vendors in improving retention of WIC participants.

Background

Established in 1974, The Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) is administered by the Food and Nutrition Service (FNS) of the U.S. Department of Agriculture (USDA). WIC provides nutritious foods, nutrition education (including breastfeeding promotion and support), and referrals to health and other social services to participants at no charge. WIC serves low-income pregnant, postpartum and breastfeeding women, infants, and children up to age 5 who are at nutritional risk.²

WIC benefits include nutritious supplemental foods; nutrition education; breastfeeding promotion and support; and referrals to health care, social services, and other community providers for pregnant, breastfeeding, and postpartum women, infants, and children up to their fifth birthday. For pregnant women, WIC seeks to improve fetal development and reduce the incidence of low birth weight, short gestation, and anemia through intervention during the prenatal period. For infants and children, WIC seeks to provide nutritious foods during critical times of growth and development to prevent health problems and improve their health status. For breastfeeding and postpartum women, WIC also seeks to improve dietary intake and promote breastfeeding as the standard method of infant feeding.³

One of the keys to WIC’s ongoing success is the combination of the food package and nutrition services including education it provides in clinics to help participants use the benefits package effectively and improve nutrition and health behavior. Participants redeem food benefits at authorized WIC vendors such as large grocery stores or supermarkets, large combination food store-retailers, small grocery stores, and stores that carry only WIC-approved items. Experiences at WIC clinics and in retail environments contain the critical interfaces among program benefits,

² Food and Nutrition Service (2014). “Nutrition Program Facts: WIC – The Special Supplemental Nutrition Program for Women, Infants and Children.” United States Department of Agriculture. <http://www.fns.usda.gov/sites/default/files/WIC-Fact-Sheet.pdf>.

³ Thorn, B., Tadler, C., Huret, N., Trippe, C., Ayo, E., Mendelson, M., Patlan, K. L., Schwartz, G., & Tran, V. (2015). WIC Participant and Program Characteristics 2014. Prepared by Insight Policy Research under Contract No. AG-3198-C-11-0010. Alexandria, VA: U.S. Department of Agriculture, Food and Nutrition Service. Pg. 1.

program participants, and key stakeholders that support WIC relationships such as those delivering services or selling approved foods.

Program Services at WIC Locations

Ninety WIC State Agencies (SAs) comprising 50 States, 34 Indian Tribal Organizations (ITOs), American Samoa, District of Columbia, Guam, the Commonwealth of the Northern Mariana Islands, Puerto Rico, and the Virgin Islands administer the program through approximately 1,836 local agencies (LAs) and 9,000 clinics.⁴ Program benefits such as nutrition education, breastfeeding promotion and support, and referrals to health care, social services, and other community providers are provided at the many LAs and clinics across the country. Almost three quarters of service sites are located in health departments, health clinics or health centers, with fewer located in non-profit organizations (13%), social service agencies (7%) or hospitals (6%).⁵

WIC-Authorized Vendors

In addition to the numerous services provided to families through the program, WIC LAs and clinics also provide food instruments (FI) to participants, based on their prescribed food packages,⁶ which are used to purchase nutritious supplemental foods at more than 48,000 authorized retailers.⁷ Participants also receive Cash Value Vouchers/Benefits (CVVs/CVBs) specifically for purchasing fruits and vegetables. In 2014, ninety percent of authorized vendors were regular retail vendors, while the remaining proportion of vendors, “WIC-only” or “above-50-percent” vendors, and others.⁸ WIC SAs authorize qualified stores in a manner whereby the number of authorized stores and geographic distribution of authorized stores ensures the lowest practicable food prices consistent with adequate participant access and effective SA management and oversight.⁹

WIC Participants

According to the Second National Survey of WIC Participants (NSWP-II), the population of WIC participants is ethnically and racially diverse. Forty-five percent of all WIC participants are Hispanic/Latino. Forty-two percent of participants identify as White, a fifth of all participants identify as African-American, and a third identify with other racial categories or as “multiracial.” English is the primary language of 64% of WIC households, Spanish is primarily spoken in 31%

⁴ Food and Nutrition Service (2014). “Nutrition Program Facts: WIC – The Special Supplemental Nutrition Program for Women, Infants and Children.” United States Department of Agriculture. <http://www.fns.usda.gov/sites/default/files/WIC-Fact-Sheet.pdf>.

⁵ USDA, FNS, Office of Research and Analysis, *National Survey of WIC Participants II Volumes I–IV*, by Gary Huang, Daniel M. Geller et al., ICF Macro. Project Officers: Karen Castellanos-Brown and Sheku Kamara, FNS, Alexandria, VA: 2012. Download full reports at: <http://www.fns.usda.gov/ora/>.

⁶ Food and Nutrition Service (2016). “WIC Food Packages – Maximum Monthly Allowances.” United States Department of Agriculture. <http://www.fns.usda.gov/wic/wic-food-packages-maximum-monthly-allowances>

⁷ Gleason, S., Pooler, J., Bell, L., Erickson L., Eicheldinger C., Porter, J., Hendershott, A. (2013). WIC Vendor Management Study. Prepared by Altarum Institute and RTI International Under Contract No. AG-3198-C-11-0009. Alexandria, VA: U.S. Department of Agriculture, Food and Nutrition Service. Project Officer: Dr. Joseph F. Robare. Available online at: www.fns.usda.gov/research-and-analysis

⁸ Oliveira, V., and E. Fraz~ao. *The WIC Program: Background, Trends, and Economic Issues, 2009 Edition*, Economic Research Report No. 73, U.S. Department of Agriculture, Economic Research Service, April 2009.

⁹ Ibid.

of WIC households, and 5% of WIC households primarily speak another language. The average age of women who participate in WIC is 25.5 years.¹⁰

Trends in Program Coverage

Using data from the American Community Survey, FNS estimated that the total WIC eligible population was 14.19 million in 2013.¹¹ While the coverage rate (the proportion of the eligible population that receives WIC benefits) has fluctuated between 56% and 63% for more than a decade, group-specific average monthly coverage rates were highest for infants and non-breastfeeding women (almost 85% in each) in 2013. Coverage rates for children decrease with year of eligibility (ages 1 to 4).¹² The total average monthly participation of women, infants, and children in the program during 2015 was about 7.84 million.¹³

The latest *WIC Participant and Program Characteristics* (WIC PC) biennial report also described characteristics and trends in participation in April 2014 to aid general program monitoring as well as managing information needs of the program. According to this work, WIC participation declined between 2012 and 2014; while the number of breastfeeding women increased 3.3% during this time period, the total number of women and number of infants decreased by 4.4% and the number of children decreased by 4.5%.¹⁴

Barriers to Enrollment and Continued Participation

The program reaches millions of women, infants, and children at nutritional risk through its LAs, clinics, and authorized vendors. Despite this success, many individuals eligible for the program do not enroll, and many who have enrolled and initially certify do not continue participation. Half of women surveyed for NSWP-II were first-time users of WIC, and of those who could have participated previously the majority (61%) reported lack of awareness about the program as the biggest factor affecting their participation. Many women surveyed did not believe they qualified categorically (37%) or by income (27%). Other cited reasons included lack of transportation to WIC clinics and sites, schedule difficulties, and problems qualifying for benefits.

¹⁰ U.S. Department of Agriculture, Food and Nutrition Service, Office of Research and Analysis, National Survey of WIC Participants II: Participant Characteristics Report, by Daniel M. Geller, Ph.D., et al. Project Officers: Sheku G. Kamara, Karen Castellanos-Brown, Alexandria, VA:2012. Page X.

¹¹ U.S. Department of Agriculture, Food and Nutrition Service, Office of Policy Support. National and State-Level Estimates of Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) Eligibles and Program Reach, 2013, by Paul Johnson, Erika Huber, Linda Giannarelli, and David Betson. Project Officer: Grant Lovellette. Alexandria, VA: December 2015.

¹² Ibid.

¹³ Food and Nutrition Service (2016). "Monthly Data – State Level Participation by Category and Program Costs" FY 2016. United States Department of Agriculture. Data as of March 4, 2016. <http://www.fns.usda.gov/pd/wic-program>

¹⁴ Thorn, B., Tadler, C., Huret, N., Trippe, C., Ayo, E., Mendelson, M., Patlan, K. L., Schwartz, G., & Tran, V. (2015). WIC Participant and Program Characteristics 2014. Prepared by Insight Policy Research under Contract No. AG-3198-C-11-0010. Alexandria, VA: U.S. Department of Agriculture, Food and Nutrition Service. Pg. 17.

When further questioned about barriers others might encounter to participation, participants noted that immigration concerns, language barriers, and the perception that WIC services take “too long” were also noted.¹⁵ Many WIC participants reported high satisfaction with staff, services, clinic locations and buildings, although 53% of agencies reported some degree of staff shortage.¹⁶

Redemption of food instruments at authorized vendors is a major part of participants’ experiences using WIC. Women in the NSWPII were also surveyed about their satisfaction with the food package benefits they receive. While the foods purchased through WIC benefits were highly rated, some survey respondents had not purchased certain WIC foods regularly. The most commonly cited reason for not redeeming food instruments was a dislike for a particular food. Others noted not needing a particular item. Most survey respondents rated the stores where they shop as either excellent, very good, or good, and factors that drive survey respondent’s choice of where to shop included convenience/location, price/expense, product availability, and staff friendliness, among other factors.¹⁷

Earlier studies point to a range of participant perceptions and experiences that may serve as barriers to retention. Those studies noted confusion about eligibility, a reluctance to accept government assistance, enrollment problems, and negative perceptions about WIC participation, including long wait times and poor treatment as potential barriers.¹⁸ Reasons why enrolled mothers fail to retrieve their WIC food instruments from a clinic in New York City include time conflicts with jobs and issues related to transportation or illnesses.¹⁹ The NSWPII noted that nutrition education occurs at almost all LAs, yet the format of and time dedicated to nutrition education varies,²⁰ which might have an impact on WIC participation. While online nutrition education has been shown to minimize “lack of time” as a barrier to eating breakfast, it could facilitate faster WIC visits.²¹ Exploring the benefits of or developing new technological innovations to WIC services could both directly address cited barriers to participation, such as

¹⁵ U.S. Department of Agriculture, Food and Nutrition Service, Office of Research and Analysis, National Survey of WIC Participants II: Participant Characteristics Report, by Daniel M. Geller, Ph.D., et al. Project Officer: Sheku G. Kamara, Ph.D., Alexandria, VA: 2010. Pgs. 28-32.

¹⁶ Food and Nutrition Service (2016). “Monthly Data – State Level Participation by Category and Program Costs” FY 2016. United States Department of Agriculture. Data as of March 4, 2016. <http://www.fns.usda.gov/pd/wic-program>

¹⁷ U.S. Department of Agriculture, Food and Nutrition Service, Office of Research and Analysis, National Survey of WIC Participants II: Participant Characteristics Report, by Daniel M. Geller, Ph.D., et al. Project Officer: Sheku G. Kamara, Ph.D., Alexandria, VA: 2010. Pgs. 32-40.

¹⁸ Bryant, C., Lindenberger, J., Brown, C., Kent, E., Schreiber, J. M., Bustillo, M., & Canright, M. W. (2001). A social marketing approach to increasing enrollment in a public health program: A case study of the Texas WIC program. *Human Organization*, 60(3), 234-246.

¹⁹ Rosenberg, T. J., Alperen, J. K., & Chiasson, M. A. (2003). Why do WIC participants fail to pick up their checks? An urban study in the wake of welfare reform. *American journal of public health*, 93(3), 477-481.

²⁰ Ibid.

²¹ Au, L. E., Whaley, S., Rosen, N. J., Meza, M., & Ritchie, L. D. (2015). Online and In-Person Nutrition Education Improves Breakfast Knowledge, Attitudes, and Behaviors: A Randomized Trial of Participants in the Special Supplemental Nutrition Program for Women, Infants, and Children. *Journal of the Academy of Nutrition and Dietetics*.

time constraints, as well as enhance participant satisfaction with services provided and benefits experienced.

Retention & Participation

Many SAs are implementing strategies to increase retention, in particular child retention, in WIC site and retail environments. Fifty-eight SAs had implemented a one-year certification option for children by 2015. Targeted outreach strategies to eligible families have been enhanced through partnerships, memoranda of understanding, and other collaborations between WIC SAs and programs such as Head Start and child care facilities. Awareness campaigns have crafted outreach materials to inform WIC-eligible families about the benefits of WIC, using messaging crafted from formative research with current and former participants as well as WIC staff. Quantitative findings from formative research in Arizona revealed that over 70% of respondents said they would return to WIC if their grocery store/shopping experience was better and easier. Participant-focused interventions in New York State explored how participant assistance during shopping experiences and food instrument utilization impacts retention rates among children, comparing control agencies with intervention agencies;²² tested strategies included a shopping orientation curriculum, pictorial foods card, and a guided shopping tour at local WIC vendors. Two intervention sites showed significant increases in check utilization rates and a number of vendors saw improvements in how often vendor staff had conflicts or disagreements with a WIC customer about invalid checks, WIC “acceptable” versus “not allowed” foods, and the availability and variety of WIC foods at their stores.²³

FNS currently funds other WIC-focused university-based efforts. The *USDA Center for Collaborative Research on WIC Nutrition Education Innovations* promotes innovative and high-quality research that designs, implements, and evaluates WIC-based nutrition education interventions to improve nutrition behaviors. The *Rural Child Poverty Nutrition Center* aims to reduce child food insecurity by improving program coordination among USDA-FNS Child Nutrition and nutrition assistance programs including WIC. The *Center for Behavioral Economics and Healthy Food Choice Research* conducts behavioral economics research that improves the diets of both SNAP and WIC participants and promotes cost-effective program operations. While related, it is expected that the work, products, and deliverables resulting from the Participant Research Innovation Laboratory will be distinct from that of other Centers’ work. The goal of PRIL is to provide enhancements to WIC services and retail experiences that measurably improve retention rates.

²² Food and Nutrition Service (2014). “Summary of WIC State Agency Strategies for Increasing Child Retention.” United States Department of Agriculture. <https://wicworks.fns.usda.gov/sites/default/files/uploads/ChildRetentionStrategiesReport.pdf>

²³ Sekhobo, J., Edmunds, L., & Peck, S. (2015). “2010 WIC Special Project Grant (WISP-10-NY) NY WIC Retention Promotion Study: Keep, Reconnect, Thrive.” New York State Department of Health.

II. FEDERAL AWARD INFORMATION

Funding

The grant will be awarded on a competitive basis, subject to the availability of federal funds. Approximately \$1.0 million is available for funding this new Cooperative Agreement. We will accept one application package per applicant. The grantee will be responsible for awarding at least 51% of their awarded amount as sub-grants to develop interactive tools and technical resources that help improve participation and retention among those families participating in WIC and families eligible to participate in the program.

Cooperative Agreement

This grant will be awarded in the form of a cooperative agreement. This agreement is a legal instrument reflecting a relationship between the Federal government and the Grantee. Cooperative agreements will allow more involvement and collaboration by FNS in the project compared to a grant, and they provide less direction of project activities than a contract. The roles and responsibilities of both the Grantee and FNS will be stated in the terms and conditions of the cooperative agreement.

FNS's involvement in this cooperative agreement will largely entail reviewing and providing feedback on proposed deliverables and other sources of dissemination of best practices learned from these implementation and research efforts, such as proposed publications and proposed presentation materials.

Purpose of Cooperative Agreement

The Grantee (Recipient) shall work cooperatively with FNS to:

1. **Manage a sub-grant selection and award process to fund efforts that will design and evaluate interactive tools and technical resources that are responsive to the diverse factors, perceptions, and attitudes of WIC participants and enhance participant experiences with WIC services.** The Grantee will monitor completion of the sub-grantee's progress. Grantees shall plan to keep WIC State and local agencies informed of implementation and evaluation-related activities. Additionally, as a condition of receiving an award, sub-grantees will collaborate with at least one WIC SA or LA and complete their awarded projects in partnership with these agencies.
 - a. **Develop a Request for Proposals (RFP).** The RFP will describe the opportunity, explain eligibility for the sub-awards, and establish evaluation criteria for the award. At a minimum, each sub-grantee must use the funds to (1) establish a partnership with at least one SA or LA, (2) address experiences in either WIC service delivery sites or retail environments (or both), (3) develop and implement

interactive tools or technical solutions, and (4) evaluate the strategy or technical solution's impact on child retention and/or participation. RFPs should include or note the following:

- Strategies that draw on previous formative research about personal factors, perceptions, attitudes and beliefs of WIC participants and WIC-eligible individuals, and their social and cultural environments, that relate to retention and participation must be considered when selecting sub-grantees.
- An evaluation plan for documenting impact on child retention and/or participation must be included and the quality of the evaluation plan considered during selection of sub-grantees.
- Mixed methods proposals are valued over those that solely use quantitative or qualitative approaches.
- Projects that demonstrate broad dissemination possibilities are also valued as well as those projects that clearly stipulate how products of research will be used with SA or LA partners.

- b. **Prior to selecting sub-grantees, the Grantee will provide to FNS all proposals submitted by applicants, a summary evaluation of the proposals with recommendations for selection, and discuss the proposals with FNS.** At a minimum, for each sub-grantee application, the Grantee will provide: 1) the name of the Principal Investigator; 2) location of sub-grantee and description of the environment within which the innovative tool or technical solution will be implemented; 3) a brief description of the proposed project and its anticipated benefits; 4) requested award amount; and 5) the sub-grantees' proposed timeline and proposed approach to implementation and evaluation.
 - c. **Following selection of sub-grant recipients, the Grantee will submit updated summaries of the selected projects for publication on FNS's website.**
2. **Sponsor and coordinate one in-person and one web-based conference at FNS headquarters in Alexandria, VA: an in-person Orientation Workshop and a web-based Roundtable Session at the project's completion.** The cooperative agreement application shall provide a preliminary list of the types of people that will be invited to participate in these sessions, which shall include sub-grantees. The Grantee shall record and post to the Web a video of the Roundtable Session proceedings and prepare and submit to FNS for web publication a summary of the Roundtable Session convening within two months of the event.
 - a. **The Orientation Workshop shall be held within 60 days after announcing the sub-grantees' awards.** Its purpose will be to facilitate exchange of information and ideas among the sub-grantees and share project descriptions with FNS. The Awardee will present on an updated evaluation plan and will allow FNS to

provide input on potential ways to refine the evaluation plan. This presentation will also discuss the data required to perform an evaluation of the sub-grantees.

- b. The Roundtable Session shall be held at the end of the grant period and will be focused on presentations of project findings and the Grantee's overall evaluation of sub-grantees efforts.** Sub-grantees will provide FNS with white papers that describe their respective study results. The Innovation Laboratory and presenting sub-grantees will provide FNS sub-grantees' presentations (e.g., PowerPoint slideshows) after the conference.
- 3. Conduct an evaluation of the sub-grantees' activities.** The cooperative agreement application shall provide a proposed evaluation plan that the Applicant will carry out across sub-grantees. Once awarded, the Grantee will update the proposed evaluation plan based on reviewer feedback. The Proposed Evaluation Plan will be presented at the Orientation Workshop where the awarded Applicant will receive feedback. A final evaluation plan that incorporates feedback will be given to FNS for review within 60 days of sub-grantee awards to reflect the specific activities to be funded.

At a minimum, the Grantee shall develop and implement an evaluation that:

- a. Provides a detailed summary of the approaches taken by each sub-grantee;
 - b. Evaluates the sub-grantees' impact on WIC retention and participation, how personal factors, perceptions, attitudes, beliefs, and previous experiences shape WIC retention and participation outcomes, and the sustainability and scalability of developed tools and strategies.
 - All evaluated outcomes must be accompanied by explicit operational definitions in the evaluation plan. In particular, measures of "participation" and "retention" must be clearly defined.
- 4. Disseminate findings broadly among the academic and maternal and child health communities.** At a minimum, FNS requires the submission of the following reports: 1) annual reports; 2) a final report to be publicly released via the FNS web page; and 3) at least one submission to a peer-reviewed journal. Sub-grantees are encouraged to present results of their work at professional conferences. The Innovation Laboratory and sub-grantees are also encouraged to participate in academic and professional conferences, committees, working groups, and communities where participant research and maternal and child health services are discussed.

For internal use and informational purposes, the Grantee shall provide FNS with an electronic copy of all manuscripts and other dissemination materials (e.g., PowerPoint slides) resulting from this grant and its sub-grants at the time of submission for publication and in final form when published.

Priority Areas

Based on this cooperative agreement, FNS does not anticipate any expansion of WIC program authorities or new funds to adopt, implement, and monitor interventions to increase program participation and retention efforts.

FNS is particularly interested in innovative and replicable interactive tools or technical solutions that support WIC vendors and/or WIC staff in making improvements to WIC service delivery to enhance the quality of WIC participants' experiences without the need for new, ongoing funding.

Examples of approaches that may be explored **include but are not limited to:**

- Interactive tools that help overcome confusion with purchasing WIC approved products, or solutions to overcome stigma associated with experiences at vendors;
- Interactive tools that enable better participant understanding of WIC food packages in a manner that is both effective and pleasing to participants;
- Technical resources that help local WIC staff increase retention of children aged 1 and older by addressing barriers to attending appointments such as problems with scheduling; and;
- Technical resources that help local WIC staff design more effective communication strategies to ensure eligible nonparticipants are aware of the program and their eligibility.

Award Period and Project Timeline

FNS plans to announce the selected Grantee by **January 12, 2017** and enter into a cooperative agreement with said Grantee by **February 1, 2017**. The Grantee will be allowed to use the funds consistent with its application plans. Applicants can apply for funds for **three years** with an end date no later than **December 31, 2020**.

Program Specific Requirements

The following are program specific requirements:

1. All applications must clearly articulate their plan to administer and evaluate the sub-grantee awards in order to improve program participation and/or retention among a community's WIC program.
2. All applications must include a well-defined evaluation plan that addresses: key outcomes and how they will be measured, data collection, data analysis, and how they will account for external factors related to identified outcomes. This plan must provide details on the theoretical models underpinning the applicant's program evaluation

strategies. At a minimum, evaluation plans must specify what data will be collected from all sub-grantees, when and how it will be collected, and how the data will be analyzed. The plan must address how external factors potentially affecting program participation and retention will be accounted for in the data analyses plans.

3. Applications must contain specific details of sub-grant review and award plans, including evaluation criteria and a timeline (see *Applicant Format* for more information).
4. In addition to addressing the reporting requirements described above, the application shall describe the expected set of final deliverables that will be submitted and/or published by the Grantee during and at the end of the Cooperative agreement.
5. All applications must address how the findings will be disseminated to stakeholders (policy officials, state and local agencies and their staff) and the academic community, and dissemination plans must meet the requirements as specified on page 23.
6. Applications are encouraged to include subject matter experts to review study and evaluation materials throughout the award period. To the extent possible, awarded projects should seek input from WIC staff members at partner agencies when designing any data collection instruments, engagement or recruitment materials, and the like.
7. All applications must provide a clear timeline for carrying out all proposed activities and demonstrate evidence of planning to meet other Grant requirements as specified in this RFA.

FNS. To the extent practicable, FNS is available to provide technical consultation to the Grantee as needed. FNS will comment on major aspects for the projects in advance of their implementation in a manner and timeframe agreed upon between the Grantee and FNS.

At FNS's discretion, FNS involvement with the Grantee may include:

1. Reviewing and approving the final RFP for the sub-grantee competition issued by the cooperative agreement recipient.
2. Providing comments on and having ongoing conversations with the Grantee regarding their plans to meet this RFA's requirements.
3. Providing comments on a Grantee-provided summary of all applications for the competitive sub-grants.
4. Reviewing a Grantee-provided list of all awardees of the competition (including sub-grant title, dollar amount of the sub-grant, contact information for the principal investigators, brief narrative description, project timeframe and expected products).
5. Approving the date and time of the two conferences.
6. Approving the agendas for the two conferences.
7. Approving Grantee-provided dissemination plans.
8. Receiving a courtesy copy of all Grantee-produced publications (e.g. Final report, peer-reviewed publication upon submission) resulting from this cooperative agreement.

Grantee. The Grantee is the Public or Private Research or Academic institution that will be selected competitively based on the merits of its application to operate the project. The Grantee has overall responsibility for planning, implementation, and operations of the project.

The Grantee shall:

1. Select or hire appropriately credentialed personnel to manage and operate the project.
2. Delegate responsibilities to their staff or other partners as appropriate.
3. Conduct appropriate training and provide necessary support for staff and other partners to successfully handle project responsibilities. These responsibilities include, but are not limited to:
 - a. providing data on participating WIC agencies and organizations to FNS;
 - b. coordinating site visits to participating sites for FNS if requested; and,
 - c. fulfilling obligations to sub-grantees and FNS.
4. Keep FNS informed on critical junctures and checkpoints after award of cooperative agreement, including management plan, budget plan, training plans, and design and implementation plans that are submitted in preliminary form in the application.
5. Meet specific obligations and approval points as specified by the cooperative agreement.
6. Submit timely progress reports, financial reports and annual reports throughout the award period, and submit a final progress report and final financial report.
7. Attend progress meetings via teleconference as needed.
8. Account for project funds separately from federal food nutrition assistance administrative funds and establish financial and management reporting and controls to assure project funds are not commingled or used inappropriately. A separate and distinct audit trail must be established and maintained for the expenditure of project funds that clearly demonstrates that they are used solely for project purposes.
9. Provide FNS with any data files created and used to generate reports, presentations, and publications resulting from this grant. Such data shall be accompanied with analytic code, output files, and codebooks and other applicable documentation sufficient for FNS to replicate the analyses.
10. Carry out all activities necessary to fulfill the items as described in the “Purpose of Cooperative Agreement” section.
11. Coordinate sub-grantees’ attendance and participation in the two conferences at FNS headquarters to share project descriptions and findings.
12. Coordinate other grant-related activities among the sub-grantees’ and researchers.
13. Monitor sub-grants to ensure that the sub-grantees’ activities align with their proposals.
14. Produce a summary and synthesis of these and related efforts (such as a meta-evaluation on the results and widely disseminate this information).
15. For internal use and informational purposes, ensure Grantee and sub-grantees provide FNS with an electronic copy of all manuscripts resulting from their sub-grants at the time of submission from publication and in final form when published.

Orientation and Closeout Meetings

At least the Cooperative Agreement Principal Investigator shall attend an orientation meeting at FNS headquarters to meet with FNS staff members and to discuss the sub-grant process and evaluation design within one month from date of award. The Grantee shall also attend an in-person close out meeting near the conclusion of the project to present findings and exchange information on lessons learned. The Grantee shall provide a formal presentation to FNS at that time.

Quarterly Conference Calls

Quarterly conference calls shall provide an overview of the activities conducted during the previous quarter, major accomplishments with completion dates and budget, deviations from the proposed plan, difficulties encountered, solutions developed to overcome difficulties, assistance needed from FNS on technical issues, and major planned activities for the next quarter. Should a major issue arise between calls, the Grantee should contact the FNS Grants and Program Officer immediately. The Grantee shall provide FNS with an agenda 3 business days prior to each call. The Grantee shall also prepare minutes for each call and distribute to FNS no later than 5 business days after the call.

Interim Deliverables

Once awarded, the Grantee will provide quarterly progress reports and financial reports to identified FNS contact persons. The Grantee will also produce a four to 10 page annual report for FNS and submit to FNS study plans for their grant and any sub-grants for publishing on the FNS website.

Final Deliverable(s)

The project description shall address how the findings will be disseminated to program stakeholders and the academic community. At a minimum, the Grantee shall prepare and deliver to FNS one annual report of at least 10 pages, one final report integrating all the information learned from the project and its sub-grants in an acceptable format for FNS to publish on their website, and submit at least one peer-reviewed journal article for publication based on research using grant funds. All materials that will be published on FNS's website must be 508-compliant. Please see <http://www.section508.gov/> for more information.

FNS recognizes that the journal article may not be fully published by the end of the grant period (for instance, a manuscript reporting the results of the evaluation of sub-grantee projects), but a submitted draft is required. The Grantee shall also plan, convene, and actively participate in the Orientation Workshop and Roundtable Session after receipt of the grant award, as a component of the development and dissemination process. Grant funding may be used to cover travel expenses and other expenses associated with these conferences. The in-person conference shall be held at FNS headquarters or another location in the Washington, DC metropolitan area agreeable to FNS. All sub-grantees are encouraged to attend the online Roundtable Session and

actively participate in both conferences when possible. The Recipient shall prepare and publish a summary of these conferences within 2 months of each event.

III. ELIGIBILITY INFORMATION

1. Eligible applicants

- Eligible entities include colleges and universities only, both for profit and non-profit:

This Request for Application (RFA) is open to all Accredited Colleges/Universities, and Private or Public Research Institutions. These are requirements for the selected recipient of the Cooperative Agreement, not any potential sub-grantees.

2. Cost sharing or matching considerations

- Cost sharing or matching for this RFA is not required, Applicants that commit matching resources, including in-kind resources, to the project will receive extra points in the scoring of proposals

3. Other eligibility criteria

- Suspended or debarred organizations are ineligible to submit applications in response to this grant solicitation.
- Eligible applicants may only submit one proposal in response to this solicitation.

4. Pre-application Screening Requirements

In reviewing applications in any discretionary grant competition, Federal Awarding Agencies, in accordance with 2 CFR 200.400, are required, prior to making a Federal award, to review information available through various OMB-designated repositories for eligibility qualification or financial integrity, and to have in place a framework for evaluating the risks posed by applicants before they receive Federal awards. The evaluation of the information obtained from the designated repository systems and the risk assessment may result in the Food and Nutrition Service Agency (FNS) imposing special conditions that correspond to the degree of risk assessed. The Federal repository systems FNS will review include:

- 1) SAM, the *System for Award Management*, the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS;
- 2) FAPIIS, the *Federal Awardee Performance and Integrity Information System*, is a database that has been established to track contractor misconduct and performance;
- 3) Dun and Bradstreet, the system where applicants establish a DUNS number which is used by the Federal government to better identify related organizations that are receiving

funding under grants and cooperative agreements, and to provide consistent name and address data for electronic grant application systems. The Federal government requires that all applicants for Federal grants and cooperative agreements with the exception of individuals other than sole proprietors have a DUNS number.

- 4) U.S. Department of Agriculture, AD-3030, *Representations Regarding Felony Conviction and Tax Delinquent Status for Corporate Applicants*.

Applicants must also respond to the pre-application assessment questions below to allow FNS to evaluate aspects of the applicant's financial stability, quality of management systems, and history of performance, reports and findings from audits. A questionnaire containing these questions has been provided to facilitate the process. Applicants must answer all the pre-application questions. While answering "yes" may be an indicator of risk, the consideration and evaluation of these questions is only an indicator of potential risk and may or may not result in an additional oversight requirements or special conditions be placed on an award should an award be made. Decisions regarding additional oversight requirements will take into consideration the total number of risks identified.

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

Yes_____ No_____

9. If the answer to question number 8 is yes, was this report issued under the Single Audit requirement? If no, a hyperlink or copy of the report will be required.

Yes_____ No_____

10. If answer to question 8 is yes, was there a “Qualified Opinion” or “Adverse Opinion”?

Yes_____ No_____

11. If answer to question 8 is yes, is there a material weakness disclosed?

Yes_____ No_____

12. If answer to question 8 is yes, is there a significant deficiency disclosed?

Yes_____ No_____

IV. APPLICATION AND SUBMISSION INFORMATION

Application Information

1. Address to request application package

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

Dawn Addison, Grant Officer
Grants and Fiscal Policy Division
U.S. Department of Agriculture, FNS
3101 Park Center Drive Room 740
Alexandra, VA 22302
E-mail: dawn.addison@fns.usda.gov

2. Content and form of application submission (form and format of application submissions)

FNS strongly encourages eligible applicants interested in applying to this program to adhere to the following applicant format. The proposed project plan should be typed on 8 ½” X 11” white paper with at least 1 inch margins on the top and bottom. All pages should be single-spaced, in 12 point font. The project description with relevant information should be captured on no more than 30 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

- An optional Letter of Intent may be submitted but is not required. However, the Letter of Intent will aid FNS in preparation for the application review process. Letters of Intent are due to FNS by **October 3, 2016**.

- Late application submission will not be considered in this competition. FNS will not consider additions or revisions to applications once they are received.
- Applications submitted without the required supporting documents, forms, certification will not be considered.
- Applications not submitted via the Grants.gov portal will not be considered.
- If multiple application packages are submitted through the grants.gov web portal 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 reserves the right to use this solicitation and competition to award additional grants in the next or subsequent fiscal years should additional funds be made available.
- Grant awards are subject to the availability of funds.
- At least 51% of funding must be designated for sub-grant awards.
- Cost sharing or matching for this RFA is not required. Applicants that commit matching resources, including in-kind resources, to the project will receive extra points in the scoring of proposals.

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 Content

Include relevant topic page numbers.

Application Project Summary

The **one-page** application should clearly describe the proposed project activities and anticipated outcomes that would result if the proposal is funded. The project summary is not intended for the general reader. It may contain technical language comprehensible by persons in disciplines relating to researcher-initiated projects for the topic of the application. The project summary shall be a self-contained, specific description of the activity to be undertaken and shall focus on the overall project goal(s), supporting objective(s), and plans to accomplish project goal(s).

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.

In preparing your proposal narrative, provide the information requested below, in the order presented below.

- **Introduction:** Provide background information on the proposed evaluation team's experience administering similar grants and plans for requiring awarded projects to maintain a focus on retention and participation in WIC. Please note any successes, lessons learned, or challenges.
- **Background & Logic Model:** The Background section will provide a summary of the most recent understandings, especially through peer-reviewed published literature and government reports, of personal factors, attitudes, beliefs, and perceptions that influence participation or retention in WIC. The Background will both describe what is known and highlight what is not known. This section should also describe known innovations that have helped WIC service delivery in the past or have made experiences shopping at WIC vendors better for WIC participants. The purpose of the logic model is to concisely demonstrate to FNS that the Applicant is knowledgeable about how possible determinants of participation and/or retention (including those factors related to sub-grantee projects) influence participation/retention outcomes and experiences in service delivery and vendor environments.
- **Objectives, Activities and Timeline:** Clearly state project objectives; use descriptive statements that specifically discuss what you hope to accomplish, include specific activities you will perform to accomplish the project objectives as stated in the **Purpose of Cooperative Agreement** section, and include deadlines. All objectives should lead to a clearly stated goal relevant to this RFA. Your project timeline should start on January 1, 2017. Please include:
 1. A description of how the institution will announce the availability and objectives of the competition for sub-grants (RFP development).
 2. A description of how the applicant will structure the competitive process for awarding sub-grants.
 3. Provide a table with anticipated timeframes for sub-grantee RFP posting, sub-grantee proposal due date, sub-grantee start dates, Orientation Workshop and Roundtable Session timeframe with FNS approval, etc.

For example:

Sub-grantee Timeframes, Number and Dollar Range

	Date	Months from Grant Award	Additional Information
Sub-grantee RFP posting			
Sub-grants proposals due			
Total dollar amount for sub-grants			
Dollar range for individual sub-grants (minimum and maximum, if these will be specified in the RFP)			\$ _____ minimum \$ _____ maximum Or __ Not applicable
Anticipated number (count) of sub-grants			_____ sub-grants
Sub-grant start dates			

Orientation Workshop			
Roundtable Session			

- **Evaluation:** Evaluating the impact of sub-grantees' projects on WIC retention and participation, both from a quantitative and a qualitative perspective, and assessing your project's overall impact, will be critical. Please describe your evaluation and analysis plans in detail. Please include the following: the rationale behind the idea being proposed, how it meets this RFA's requirements; a clear description of how progress will be measured, including how baseline, change over time, and comparison to other work will be established. Additionally, discuss any previous experience, if any, performing multi-faceted evaluations and analyses.
- **Dissemination:** Describe your plans for disseminating findings from this grant. At a minimum, FNS requires at least one submission to a peer-reviewed journal, annual reports, and one final report publishable on the FNS web page to be completed. Describe specific plans to make project findings accessible to others at various levels: program participants, communities, practitioners, and policy officials. FNS also requires participation in two workshops/conferences at FNS HQ as specified in this RFA.
- **Project Management, Staffing, & Quality Assurance:** Provide a clear description of the activities to be undertaken to manage the project to ensure that project activities are completed on time, within budget, and with quality results. Identify the staff and/or contractors who will manage the project. Describe roles and responsibilities of these employees or contractors, as well as relevant qualifications and experience, and a level of effort specified for specific staff proposed. Note any relevant experience in managing similar activities. Provide a clear description of how funds will be administered and distributed.

Appendices: The following types of information must be included in the Appendices. Additionally, appendices may include supporting documentation that addresses the applicant's capacity to carry out the proposed project such as Letter(s) of Commitment from partnering institutions/subcontractors.

Resumes or Curriculum Vitae

To assist reviewers in assessing the competence and experience of the proposed project staff, the proposal shall also include a resume or curriculum vitae with a publication list of the Principal Investigator and key personnel who expect to work on the project.

Citations within Project Description

All references cited shall be complete, including titles and all co-authors, and shall conform to an accepted journal format.

Application Budget Narrative

Applicants shall provide a detailed explanation for all funds requested. 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 universities must include their 501(c)(3) determination letter

issued by the Internal Revenue Service (IRS). The budget narrative should also describe how any matching or additional funds the Grantee might receive will be used.

To assist reviewers in determining whether the budget and staffing are adequate and appropriate, the narrative shall be brief but include sufficient detail so that reviewers can determine the role and level of involvement of assigned staff. The budget narrative shall briefly describe how funds will be spent, including specifics on travel, equipment, and personnel, with specification of whether the funds being spent are requested as part of this Grant or will be provided by external sources. For example – Travel of \$15,000 will be based on 3 employees X 5 trips X avg. \$1,000 per trip. Budget shall include costs of travel to the in-workshop/conferences required.

Indirect Cost Rate Schedule

Applicants must indicate that indirect costs are included within the budget and budget narratives. **Institutions with a negotiated and approved Indirect Cost Rate higher than 49% shall not be considered.** The applicant is encouraged to consider dedicating less of budget needs to indirect costs, while allowing a larger percentage of the applicant's budget to support the identified expenditures associated with the proposed budget's direct costs. Applications will be partially scored on discounts on indirect costs.

Current and Pending Support

In order to document the time availability of the key personnel proposed to work on a Grant, the proposal must list any other current public or private research support (including in-house support) to the Principal Investigator or co-investigators. Explain how support for the proposed staff salary is allocated across this and other projects.

Analogous information must be provided for any pending proposals, including this proposal, that are now being considered by, or that will be submitted in the near future to, other possible sponsors, including other USDA programs or agencies. Note that this proposal must be listed as “*Pending*.”

Recipients shall also include a brief statement of research objectives or project summaries for all projects listed in Current and Pending Support. Concurrent submission of identical or similar proposals to other possible sponsors will not prejudice proposal review or evaluation. However, a proposal that duplicates or overlaps substantially with a proposal already reviewed and funded (or that will be funded) by FNS will not be funded under this program.

For each of the key personnel, the following information shall be included under the heading “Current and Pending Support,” and record information for active and pending projects in separate sections showing:

- Person's name,
- Title of project,
- Supporting agency,
- Total funding amount,

- Effective and expiration dates, and
- Percentage of time committed for each year over the duration of this project.

All current research to which the Principal Investigator, co-investigators, and other senior personnel have committed a portion of their time must be listed, whether or not salary for the person involved is included in the budgets of the various projects. Narrative shall be included to clarify availability for each person in any instance where the active and pending projects suggest that time availability for work on this grant might be insufficient.

Required Grant Application Forms

The following grants.gov forms are required of grant applicants. They are located at <http://www.grants.gov/web/grants/forms.html>:

Research and Related Forms: R&R Family

1. Research & Related Application (SF-424)
2. Assurance for Non-Construction Programs (SF-424B)
3. R&R FedNonFed Budget; [R&R Sub-award Budget Attachment(s) Form, if applicable]

SF LLL (Disclosure of Lobbying Activities): Indicate on the form whether your organization intends to conduct lobbying activities. If your organization does not intend to lobby, write “Not Applicable.”

Dun and Bradstreet Universal Numbering System and System for Award Management

(SAM): In order to submit an application via grants.gov, applicants must have obtained a Data Universal Numbering System (DUNS) number and registered in both the new Systems for Award Management (SAM) and on grants.gov. The applicant is strongly advised to allow ample time to initiate the grants.gov application submission process. Please visit the following websites to obtain additional information on how to obtain a DUNS number (www.dnb.com) and register in SAM (<https://www.sam.gov/portal/public/SAM/>).

DUNS Number: In order to obtain a DUNS number, if your organization does not have one, or if you are unsure of your organization’s number you can contact Dun and Bradstreet via the internet at <http://fedgov.dnb.com/webform> or by calling 1-888-814-1435, Monday thru Friday, 8am-9pm EST. There is no fee associated with obtaining a DUNS number. **Obtaining a DUNS number may take several days to obtain.**

System for Award Management (SAM)

What is SAM?

The System for Award Management (SAM) is combining Federal procurement systems and the Catalog of Federal Domestic Assistance into one new system.

For additional information regarding SAM see the following link:

https://www.sam.gov/sam/transcript/SAM_User_Guide_v1.9.pdf

Below is some additional information that should assist the applicant through this process:

SAM Registration: For applicant organizations that were previously registered in the CCR, relevant applicant information is already in SAM; set up a SAM account as necessary to update any information. To register in SAM, the applicant's DUNS number, Tax ID Number (TIN), and taxpayer name (as it appears on the applicant's last tax return) are all required. SAM verifies all information submitted by the applicant using several systems. This verification takes at least **48 hours** after your registration is submitted to SAM. Applicants must have a valid SAM registration no later than 3 days prior to the application due date of this solicitation. **Applicants that do not receive confirmation that SAM registration is complete and active should contact SAM at: <https://www.fsd.gov/app/answers/list>.**

SAM Presentation/Training

GSA has created a presentation of a SAM training. To view the presentation, please visit:

<http://www.youtube.com/watch?v=mmHcKCchaiY>

This will be extremely useful for SAM users that are:

- Registering at SAM for the first time
- Setting up user permissions from CCR into the SAM registration (called migrating)
- Updating / renewing CCR record in SAM

PLEASE BE AWARE: In some instances the process to complete the migration of permissions and/or the renewal of the entity record will require **5-7 days or more**. We strongly encourage grantees to begin the process at least **3 weeks before** grant the due date of the grant solicitation.

Grants.gov Registration: In order to apply for a grant, your organization must have completed the above registrations as well as register on Grants.gov. The Grants.gov registration process can be accessed at <http://www.grants.gov/web/grants/applicants/organization-registration.html>. Generally, the registration process takes between **3-5 business days**.

If you are a new user, please ensure that your organization's Point-of-Contact (POC) has designated you as an Authorized Organization Representative (AOR). **If you are not designated as an AOR, you will be unable to submit your application package through the Grants.gov web portal.**

Allow your entity ample time to complete the necessary steps, for the submission of your grant application package, on grants.gov. Please be aware that the grants.gov system provides several

confirmation notices; applicants should ensure receipt of confirmation that the application was accepted.

NOTICE: Special Characters not Supported

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

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 (example: &, -, *, %, /, #, ', -), this includes periods (.), spacing followed by a dash in the file and for word separation, use underscore (example: Attached_File.pdf) in naming the attachments. **Please note that if these guidelines are not followed, your application will be rejected. FNS will not accept any application rejected from www.grants.gov portal due to incorrect naming conventions.**

In order to submit an application via grants.gov, applicants must have obtained a Data Universal Numbering System (DUNS) number and registered in both the new Systems for Award Management (SAM) and on grants.gov. The applicant is strongly advised to allow ample time to initiate the grants.gov application submission process. All applicants must have SAM status at the time of application submission and throughout the duration of a federal award in accordance with 2 CFR Part 25. Please visit the following websites to obtain additional information on how to obtain a DUNS number (www.dnb.com) and register in SAM (<https://www.sam.gov/portal/public/SAM/>).

Please be aware that the grants.gov system provides several confirmation notices; you need to be sure that you have confirmation that the application was accepted. For tools and tips regarding www.grants.gov, please visit: <http://www.grants.gov/web/grants/applicants/applicant-tools-and-tips.html>.

3. Submission Dates and Times

LETTER OF INTENT

The eligible applicant that intends to submit an application should submit a Letter of Intent notice by October 3, 2016. This notice does not obligate the applicant to submit an application but provides FNS with useful information in preparing for the review and selection process. The notice should include the potential applicant's name and address, organization's name, telephone number, and e-mail address of the primary point of contact. The applicant can send the letter via the mail or e-mail to the FNS Grants Officer identified below:

Dawn Addison

Grant Officer, Grants and Fiscal Policy Division
U.S. Department of Agriculture, FNS
3101 Park Center Drive Room 740
Alexandra, VA 22301
E-mail dawn.addison@fns.usda.gov

APPLICATION DUE DATE

The complete application must be uploaded on www.grants.gov by 11:59 PM, Eastern Time **December 2, 2016**. Applications received after the deadline date will be deemed ineligible and will not be reviewed or considered. FNS will not consider any additions or revisions to an application once it is received. FNS will not accept mailed, faxed, or hand-delivered applications.

Applicants experiencing difficulty submitting applications to www.grants.gov should contact the grants.gov Support Center at **Local Toll Free: 1-800-518-4726** or via e-mail at support@Grants.gov

For a list of State agency contacts, please visit the Office of Management website at: http://www.whitehouse.gov/omb/grants_spoc/

4. Funding Restrictions

Pre-award costs will not be awarded for this grant project.

V. APPLICATION REVIEW INFORMATION

1. Review Criteria

EVALUATION OF GRANT APPLICATION CRITERIA

FNS will pre-screen all applications to ensure that they contain the required documents and information, including but not limited to: all supporting documentation, the narrative proposal, and Agreement to Cooperate with FNS. Complete applications will need to be submitted by eligible applicants, meet all other eligibility requirements stated in this RFA, submitted on or before the required deadlines, and be in the required format. If an application does not include all appropriate information, FNS will consider the application to be non-responsive and will eliminate it from further evaluation.

2. Evaluation Factors and Criteria

The following selection criteria will be used to evaluate applications for this RFA. All applicants will be notified whether their proposal has been accepted for an award by FNS. The recipient of this cooperative agreement will be required to demonstrate a thorough understanding of: barriers to retention and participation in WIC that have been previously identified in peer-reviewed literature or local, state, or Federal reports, personal factors, attitudes, beliefs, and perceptions WIC participants and eligible populations have regarding WIC, and the diverse communities WIC serves. The recipient should have an understanding of the services provided at local WIC sites as well as the relationship among the Program and its approved vendors.

Scoring for Grant Applications

1. Overall Approach (40 points)

Evaluation of a grant application's Overall Approach will be based on:

- The project goals and objectives, which must coincide with the Cooperative Agreement's focus areas and goals and objectives as described in this RFA;
- How well the Applicant's proposal demonstrates a high likelihood of success based on previous experience and a clearly articulated logic model;
- The included timeline for successfully implementing, operating, and concluding the project is realistic and clear (the timeline includes a project activity chart showing key activities and their due dates);
- The proposal narrative, which must clearly describe the applicant's proposed project; and,
- The implementation and evaluation plans, which must demonstrate understanding of FNS requirements, along with the capacity and commitment to fulfill those

requirements in a high-quality manner.

2. Staffing Plan (15 Points)

Criteria by which a grant application's staffing plan will be evaluated include:

- Identification and description of the roles and responsibilities of key personnel and other partners and staff involved in the proposed project;
- The documentation demonstrating that the key personnel have the necessary and relevant education, skills, and experience for their proposed roles on the project;
- Whether the Staffing Plan provides sufficient documentation that the time commitment of key personnel appears to be appropriate for their project roles; and,
- Demonstration that partners, if any, have appropriate experience and commitment to effectively fulfill their proposed roles within the time and financial constraints of the project (note: letters of commitment are required from established partners in the application and serve as evidence of these commitments).

3. Management Plan (20 Points)

Criteria by which a grant application's Management Plan will be evaluated include:

- Degree to which the Management Plan articulates how the applicant will provide the oversight necessary to ensure high-quality products, services, or outcomes and to keep the funded projects on time and within budget;
- Whether the Management Plan demonstrates effective internal controls of funds that are provided to partners and local agencies that ensure funds are used only for project purposes, with an accounting record and audit trail;
- Inclusion of a plan for managing personnel associated with the project and for addressing any contingencies such as loss of key personnel; and,
- Whether the Management Plan shows potential for strong interrelationships, teamwork, and cooperation between the Grantee and partners, including sub-grantees.

4. Budget (15 points)

Criteria by which a grant application's Budget will be evaluated include:

- A budget narrative describing how costs within the Budget categories were derived and links between expenditures and specific activities/tasks;
- Whether consideration within the Budget of all necessary implementation and operational costs (for example, applicants proposing to hold stakeholder discussions must specify how they will use grant funds for hosting, facilitation, and follow-up of stakeholder engagement strategies); and,
- Whether costs are reasonable (the total funding amount requested is appropriate for the scope of the project, including if applicable, the use of matching funds or cost sharing available).

5. Matching Resources/Discounts on Indirect Costs (10 points)

- Whether the Applicant commits matching resources, including in-kind resources, to the project, and to what extent; and,
- Whether discounts are provided on indirect costs and whether they seem reasonable.

Total Possible Points = 100

3. Review and Selection Process

Following the initial screening process, FNS will assemble a peer panel group to review and determine the technical merits of each application. The peer 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 peer 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 rank 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 this and subsequent fiscal years should additional funds be made available.

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

VI. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notice

Unless an applicant receives a signed award document with terms and conditions; any contact from a FNS grants or program officer should not be considered as a notice of a grant award. No pre-award or pre-agreement costs incurred prior to the effective start date are allowed unless approved and stated on FNS' signed award document.

The Government is not obligated to make any award as a result of this RFA. Only the recognized FNS authorized signature can bind the USDA, 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.

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 12669, “Debarment and Suspension,” codified at 2 CFR Part 180 and 2 CFR Part 417. This common rule restricts sub-awards and contracts with certain parties that are debarred, suspended or otherwise excluded from or ineligible for participation in Federal assistance programs or activities. The approved grant recipient will be required to ensure that all sub-contractors and sub-grantees are neither excluded nor disqualified under the suspension and debarment rules prior to approving a sub-grant award by checking the System for Award Management (SAM) at www.sam.gov.

Universal Identifier and Central Contractor Registration 2 CFR Part 25

Effective October 1, 2010, all grant applicants must obtain a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number as a universal identifier for Federal financial

assistance. Active grant recipients and their direct sub-recipients of a sub-grant award also must obtain a DUNS number. To request a DUNS number visit: <http://fedgov.dnb.com/webform>.

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

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

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

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

Primary grantees, including State agencies, are required to report actions taken on or after October 1, 2010, that obligates \$25,000 or more in Federal grant funds to first-tier sub-grantees. This information must be reported in the Government-wide FFATA Sub-Award Reporting System (FSRS). In order to access FSRS a current SAM registration is required. A primary grantee and first-tier sub-grantees must also report total compensation for each of its five most-highly compensated executives. Every primary and first-tier grantee must obtain a DUNS number prior to being eligible to receive a grant or sub-grant award. Additional information will be provided to grant recipients upon award.

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

Section 872 of this Act requires the development and maintenance of a Federal Government information system that contains specific information on the integrity and performance of covered Federal agency contractors and grantees. The Federal Awardee Performance and Integrity Information System (FAPIIS) was developed to address these requirements. FAPIIS contains integrity and performance information from the Contractor Performance Assessment Reporting System, information from the SAM database, 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 any recommendations within 15 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 Jennifer Weatherly, FNS Freedom of Information Act officer at FOIA@fns.usda.gov.

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

General Terms and Conditions of the award may be obtained electronically. Please contact the Grants Officer at:

Dawn Addison

Grant Officer, Grants and Fiscal Policy Division
U.S. Department of Agriculture, FNS
3101 Park Center Drive Room 740
Alexandra, VA 22301
E-mail dawn.addison@fns.usda.gov

3. Reporting

FINANCIAL REPORTING

The award recipient will be required to enter the SF-425, Financial Status Report data into the FNS Food Program Reporting System (FPRS) on a quarterly basis. In order to access FPRS, the grant recipient must obtain USDA e-authentication certification and access to FPRS. More detailed instructions for reporting will be included in the FNS Federal financial assistance award package. For more information on FPRS, please visit <https://fprs.fns.usda.gov/>

PROGRESS REPORTING

The recipient will be responsible for managing and monitoring the progress of the grant project activities and performance. The award document will indicate the reporting schedule for submitting project performance/progress reports to FNS. Any additional reporting requirements will be identified in the award terms and conditions, including results of the grant project.

Quarterly progress reports and quarterly financial reports must be submitted to FNS. The Grantee is responsible for obtaining the necessary information from the other partners to complete this report. Both the financial status report and the progress report are due within 30 days after the end of each Federal quarter. Progress reports should be emailed to the FNS Program Officer (Anthony Panzera at anthony.panzera@fns.usda.gov) and the FNS Grants Officer (Dawn Addison at dawn.addison@fns.usda.gov). Financial reports are submitted by the grantee electronically in FPRS.

Final Progress Reports

A final written progress report (no more than 20 pages in length) will be due 90 days after the close of the project (unless otherwise noted and justified in the application). The final progress report will be composed of a short Executive Summary and the following:

- Description of the project sites and project including a rationale for the project design, the implementation of evaluating sub-grantees and results, challenges encountered and solutions;
- Major accomplishments;

- Difficulties encountered and solutions developed to resolve the difficulties;
- Costs of implementing and operating project;
- Discussion of lessons learned; and,
- Recommendations for future policy considerations.

As part of final reporting, all materials, innovative tools, and technical resources developed by the sub-grantees must be submitted to FNS.

VII. FEDERAL AWARDING AGENCY CONTACTS

Dawn Addison

Grant Officer, Grants and Fiscal Policy Division
U.S. Department of Agriculture, FNS
3101 Park Center Drive Room 740
Alexandra, VA 22301
E-mail dawn.addison@fns.usda.gov

VIII. OTHER INFORMATION

Debriefing Requests

Non-selected applicants may request a debriefing to discuss the strengths and weaknesses of submitted proposals. This information may be useful when preparing future grant proposals. Additional information on debriefing requests will be forwarded to non-selected applicants.

Projects that Include U.S. Department of Agriculture (USDA) Place Based Initiatives

Proposals with projects that include interventions in communities that have been designated USDA Place Based Initiatives may receive priority consideration. The USDA Place Based Initiatives include but are not limited to:

1. **StrikeForce for Rural Growth and Opportunity (SF)** – StrikeForce aims to create self-sustaining, long-term economic development in persistent poverty rural communities by increasing investment through intensive outreach and stronger partnership with community leaders, businesses, and foundations. StrikeForce seeks to improve food security by increasing access to safe and nutritious foods.
2. **Promise Zones (PZ)** - Promise Zones are part of the President's plan where the Federal government partners with and invests in selected high-poverty urban, rural, and tribal communities. Promise Zones leverage Federal resources to build up existing local capacity to create jobs, increase economic security, leverage private investment, expand

educational opportunities, increase access to quality affordable housing, reduce violent crime and improve public safety.

3. **White House Council on Strong Cities, Strong Communities (SC2)** – As part of the President's priority to strengthen the middle class, create jobs, and build ladders of opportunity, SC2 seeks to increase cooperation between community organizations, local leadership, and the federal government. SC2 pairs on the ground Federal inter-agency teams with the Mayor and city leadership to support the community's vision for economic development. These SC2 Teams offer technical assistance and expertise to help leverage existing Federal resources to grow local capacity and stimulate economic growth in distressed areas.
4. **Partnership for Sustainable Communities** - The Partnership for Sustainable Communities works to coordinate federal housing, transportation, water, and other infrastructure investments to make neighborhoods more prosperous, allow people to live closer to jobs, save households time and money, and reduce pollution.
5. **Know Your Farmer, Know Your Food (KYF2)** - KYF2 strengthens the connection between farmers and consumers to better meet critical goals, including reinvigorating rural economies, promoting job growth, and increasing healthy and local food access in America. Through KYF2, USDA integrates programs and policies that stimulate food- and agriculturally-based community economic development, foster new opportunities for farmers and ranchers, and cultivate healthy eating habits and educated consumers.

RFA APPLICATION CHECKLIST

All proposals submitted under this RFA must contain the applicable elements as described in this announcement. The application must be submitted electronically through www.grants.gov, by midnight on [add the deadline date]. The following checklist has been prepared to assist in ensuring that the proposal is complete and in the proper order prior to submission.

- ✓ Read the RFA carefully, usually more than once.
- ✓ Have you obtained a Dun and Bradstreet Data Universal Numbering System (DUNS) number and registered the number in the System for Award Management (SAM)?
- ✓ Have you verified that your SAM is active?
- ✓ Have you registered your entity in grants.gov and are you authorized as a user in grants.gov to submit on behalf of your agency?
- ✓ Have you prepared and submitted the appropriate forms as shown under the Required Grant Applicant Forms section of this RFA?
- ✓ Have you included the RFA CFDA # [enter the number] on your application?
- ✓ Have you included your contact information: telephone number, fax number, and e-mail address?
- ✓ Have you addressed, met, and considered any program specific requirements or restrictions?
- ✓ Is the project's proposal clearly stated?

- Does it comply with any format requirements?
 - Does it comply with the page limitation?
 - Most importantly does it directly relate to the RFA's objectives and priorities?
 - Don't assume that reviewers know anything about your organization and its work.
- ✓ Have one or more persons read your proposal who did not participate in its writing and ensure that it was clear to them?
- ✓ Does the proposed project and budget meet the bona fide needs of the RFA?
- ✓ Is the budget summary included?
 - Does it agree with the calculations shown on the OMB budget form?
 - Is the budget in line with the project description?
- ✓ Be sure to submit a timely application into www.Grants.gov in order to meet the RFA application deadline.
- ✓ FNS reserves the right to request additional information not clearly addressed in the initial application.

RFA BUDGET NARRATIVE CHECKLIST

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.

	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?		
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 X hourly wages, 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 under this heading 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.		
If no negotiated agreement exists, the basis and the details of the indirect costs to be requested should also be reflected in the budget.		

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

Grant Program Accounting System & Financial Capability Questionnaire

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 return this questionnaire with your application package to us.

ORGANIZATION INFORMATION

Legal Organization Name:

D-U-Ns 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? <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.

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