



Farm to School Institute Grants

Fiscal Year 2021 Request for Applications (RFA)

Catalog for Federal Domestic Assistance Number (CFDA): 10.575

Release Date: May 26, 2021
Application Due Date: 11:59 PM, Eastern Standard Time (EST), July 28, 2021
Anticipated Award Date: September 2021

OMB BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0512. The estimated average time required to complete this information collection is 45 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

APPLICATION CHECKLIST

This Application Checklist provides applicants with a list of the required documents. However, FNS expects that applicants will read the entire RFA prior to the submission of their application and comply with all requirements outlined in the solicitation. The Application Checklist is for applicant use only and should not be submitted as part of the Application Package.

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

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

When **preparing your application**, ensure:

- ☐ Application format and narrative meet the requirements included in Section IV “[Application and Submission Information](#).” This includes page limits, priorities outlined in Section V, and all necessary attachments.

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

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

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

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

Application Checklist (continued)

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

- ☐ AD-3030 – [Representations Regarding Felony Conviction and Tax Delinquent Status for Corporate Applicants \(fillable PDF in Grants.gov\)](#)
- ☐ AD-1047 – [Certification Regarding Debarment, Suspension, and Other Responsibility Matters Primary Covered Transactions](#)
- ☐ AD-1048 – [Certification Regarding Department, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions](#)
- ☐ AD-1049 – [Certification Regarding Drug-Free Workplace Requirements \(Grants\) Alternative I – For Grantees Other Than Individuals](#)
- ☐ AD-1052 – [Certification Regarding Drug-Free Workplace State and State Agencies, Federal Fiscal Year](#)
- ☐ AD-3031 – [Assurance Regarding Felony Conviction or Tax Delinquent Status For Corporate Applicants](#)

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I. PROGRAM DESCRIPTION & OBJECTIVES

The Food and Nutrition Service (FNS) administers the nutrition assistance programs of the United States Department of Agriculture (USDA). The mission of FNS is to work with partners to provide food and nutrition education to people in need in a way that inspires public confidence and supports American agriculture. Among these nutrition assistance programs are the Child Nutrition Programs (CNP), including the National School Lunch Program (NSLP), the School Breakfast Program (SBP), the Child and Adult Care Food Program (CACFP), the Summer Food Service Program (SFSP) and Fresh Fruit and Vegetable Program (FFVP). Administered by State agencies, the CNPs help fight hunger and obesity by reimbursing organizations such as schools, childcare centers, and after school programs for providing nutritionally balanced meals and snacks to children at low or no cost.

Section 18 of the Richard B. Russell National School Lunch Act establishes a Farm to School Program to provide grants and technical assistance to eligible entities implementing programs that improve access to local foods in eligible schools. The Farm to School Program is administered by FNS's Office of Community Food Systems (OCFS). The OCFS three pillars of work include the Farm to School Grant Program; training and technical assistance; and research and evaluation. Since the first round of farm to school grants in 2013, USDA has awarded over \$52 million, funding a total of 719 projects across all 50 States, the District of Columbia, U.S. Virgin Islands, Guam, and Puerto Rico, reaching almost 21 million students in 47,000 schools.

Farm to school activities have expanded exponentially over the past decade. Since 2018, Congress has demonstrated its ongoing support for farm to school by providing additional funding beyond the authorized \$5 million in annual grant funds and approximately \$4 million in team funding. In Fiscal Year (FY) 2021, Congress authorized an additional \$12 million in farm to school funds. These annual increases have greatly expanded the reach of the grant program, as well as increased the need for ongoing technical assistance and support to a growing community of farm to school stakeholders.

Program Description

The FY 2021 Agriculture Appropriations Senate Report (S.R. 115-259) directs the Secretary of Agriculture to use \$500,000 to form at least one cooperative agreement with an established entity, such as a regional Farm to School institute, for the creation and dissemination of information on farm to school program development and to provide practitioner education, training, ongoing school year coaching, and technical assistance.” This cooperative agreement announces the availability of funds to establish a new three-year cooperative agreement focused on training state or regional level teams, or other teams serving specific populations that may not be bound by geography (such as tribal nations, refugee communities, etc.) to create farm to school institutes for the communities they serve.

FNS awarded two Regional Farm to School Institute Grants in FY 2020. The grantees currently provide and conduct regular, ongoing trainings and technical assistance to schools, school districts, Indian tribal organizations, agricultural producers, and/or non-profit organizations. This is done with the intent to support and enhance eligible CNP (NSLP, SBP, CACFP, SFSP and FFVP) operators in developing robust, sustainable, and integrated Farm to School programs. The intent of this cooperative agreement is to replicate the success of the farm to institute model more widely across the county and provide ongoing technical assistance to new institutes as they are created and implemented.

Key Objectives

Below is a list of the Program Objectives. As noted in the [section](#) below, within “Activities/Indicators Tracker”, proposed activities should be clearly aligned to these Objectives and their associated Activities and Indicators.

#	Objectives
1	Develop a framework to replicate a farm to school institute model
2	Recruit and form state/regional/sector teams
3	Provide education and training on the model to state/regional/sector teams
4	Provide ongoing technical assistance to state/regional/sector teams on implementation and evaluation

Each objective is described in greater detail below. Please note that for each objective, the applicant must include one or more activities aligned with the objective. Each activity must include the following: an indicator that will permit the applicant to gauge progress towards completion; a timeline that includes start and completion dates at minimum for each activity; a target audience for materials, training, or coaching and a description of how the applicant will recruit their audience; and the individual(s) or group(s) responsible for the activity.

For this Cooperative Agreement, the target audience for training and technical assistance is described as:

1. State/Regional teams, to include:
 - a. two or more states in geographical proximity and/or similar populations that has the capacity to create a farm to school institute for the state/region they serve; or
 - b. a single state that has the capacity to create a farm to school institute for the communities they serve; or
 - c. a region within a state or within parts of multiple states that has the capacity to create a farm to school institute in the communities or areas they serve.
2. Sector teams – include other organizations serving specific populations that may not be bound by geography, such as tribal nations, refugee communities, etc. which have the capacity to create farm to school institutes for the communities they serve.

1. Develop a framework to replicate the farm to school institute model: Funding may be used to adapt existing materials and resources or to create new materials to develop a framework for replicating the farm to school institute model. Content created and disseminated under this cooperative agreement must be designed with the intent to replicate the farm to institute model more widely across the county.

Applicants who plan to utilize existing materials and resources must provide a detailed description of the material and/or resource content and how the framework may be used for replicating farm to school institute model. If new materials are developed as a part of this agreement, the application must include a detailed description of the intended content of materials and resources and how the framework may be used for replicating farm to school institute model across the country.

All new materials developed must be provided to FNS upon finalization, to be made available free of charge to the public on the OCFS or other appropriate website. All new materials developed under this agreement must be in compliance with section 508 of the Rehabilitation Act of 1973, as amended (<https://www.section508.gov/training/508-training>). The goal is to share and make these materials widely available and accessible to all eligible CN practitioners and other farm to school stakeholders.

USDA/FNS reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and authorize others to use for Federal government purposes, any materials developed using funding from the grant.

2. Recruit and form state/regional/sector teams: Funding may be used to adapt existing materials and resources or to create new materials and conduct activities for the purpose of recruiting and forming state/regional/sector teams to create a farm to school institute for the communities that they serve. Applicants must include a comprehensive description of the proposed process for recruiting and forming teams. Application should specify each step involved in the process, such as the recruitment plan, the strategy development, and the evaluation plan.

3. Provide education and training on the model to state/regional/sector teams: Applicants must include a comprehensive description of the proposed education and training, including content, format(s), and materials used to deliver proposed training to the intended state/regional/sector teams. Grantees may use the grant funds to develop and deliver the training themselves or collaborate with other partnering organization/affiliate for training development and/or delivery. Each partnering organization/affiliate must be identified in the grant application and submit a letter of commitment with the application.

The education and training may utilize any format or combination of formats, including, but not limited to, in-person trainings or workshops; online learning modules; webinars; videos; web-based applications; and/or blended learning (i.e., an educational program that combines online/web based digital media or modules with traditional face-to-face instruction).

4. Provide ongoing technical assistance to state/regional/sector teams on implementation and evaluation: Applicants must provide technical assistance to teams as they implement the model and evaluate the project. The applicant must provide ongoing coaching and technical assistance at least once during the program operational period; however, the applicant may determine such factors as the frequency, scope, and intensity of any proposed coaching and/or technical assistance sessions within the operational period. Applicants must include a comprehensive description of the proposed ongoing technical assistance and the strategies employed to identify and respond to technical assistance needs and evaluate the effectiveness of the technical assistance.

II. FEDERAL AWARD INFORMATION

Cooperative Agreement

This award will be issued in the form of a cooperative agreement. This agreement is a legal instrument reflecting a relationship between the Federal government and the Applicant. Cooperative agreements are assistance mechanisms and subject to the same administrative requirements as grants; however, they are different from a grant or a contract. Cooperative agreements allow more involvement and collaboration by FNS in the project compared to a grant, and they provide greater flexibility in direction of project activities than a contract. The roles and responsibilities of both the Applicant and FNS will be clearly stated in the cooperative agreement. FNS's involvement in this cooperative agreement will include, but is not limited to, reviewing and providing feedback on proposed deliverables, and approving the deliverables/benchmarks before implementation.

This cooperative agreement will be awarded and administered in accordance with 7 U.S.C. 3318(b) and applicable documents can be found in Terms and Conditions of Award. The electronic Code of Federal Regulations can be found at <http://www.ecfr.gov/cgi-bin/ECFR?page=browse>.

For an electronic copy of the general Terms and Conditions, please contact the FNS grants Officer at:
Anna Arrowsmith, Grant Officer, Grants and Fiscal Policy Division
U.S. Department of Agriculture, FNS
Anna.Arrowsmith@usda.gov

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

- Total amount of funding expected to award: \$500,000.00
- Anticipated number of awards: 1
- Anticipated award announcement date: September 15, 2021
- Expected amount of funding per individual Federal award: up to \$500,000.00
- Anticipated period of performance: September 30, 2021 – September 30, 2023/2024 (projects may be 2-3 years in duration)
- Estimated funding per award: Up to \$500,000
- Application due date: July 28, 2021

Please note:

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

Allowable Costs

All costs must be allowable, allocable, necessary, and reasonable, in accordance with 2 CFR part 200, as appropriate. Allowable use of funds includes, but is not limited to; personnel costs, office and research supplies, travel, and technology necessary for conducting the training.

Funds must be used by the applicant to establish entity for the creation and dissemination of information on farm to school program development and to provide practitioner education, training, ongoing school year coaching, and technical assistance. Expenditures must conform to the project design and budget identified in the Applicant's approved proposal. Funds expended by the Applicant may be used to pay sub-contractors for specific elements of the project as described in the approved proposal. Sub-contractors are also subject to the applicable cost principles and uniform administrative regulations

Cooperative agreements provided through this RFA are intended to provide training, coaching and technical assistance as determined by FNS. A project's proposed budget cannot include:

- Any pre-award cost as defined in 2 CFR 200.458; or
- Payments to contracted sub-contractors not directly specified by the Applicant or associated with the project goals described in this RFA.

III. ELIGIBILITY INFORMATION

Eligible Applicants

This is a competitive, limited solicitation. The cooperative agreement is only open to non-profit organizations with 501(c)(3) status. Special consideration will be given to applicants with established relationships and experience with farm to school stakeholders and farm to school activities. The selected applicant will also have experience in operating a farm to school institute, including the

creation and dissemination of information on farm to school program development, providing practitioner education, training, and ongoing coaching, and technical assistance.

This cooperative agreement will be made on a competitive basis. An award may be made to more than one entity. The applicants may sub award, by contract or sub-grant, tasks to other organizations to complete or provide aspects of training and technical assistance.

Applicants must provide a 501(c)(3) Determination Letter to indicate nonprofit status, as well as a current copy of the organization's bylaws that details, at a minimum, the organization's official name, mission, and purpose. Applicants must clearly describe how their organization(s) satisfies the criteria for an "eligible entity" as stated above.

Cost Sharing or Matching Considerations

There is no cost sharing, or matching, requirements.

Funding Restrictions

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

Other Eligibility Criteria

Suspended or debarred organizations are ineligible to submit applications in response to this grant solicitation.

Letters of Commitment

Any known sub-contractor must submit a Letter of Commitment to the applicant, for inclusion with the application, which describes its role in this project, the amount of time it intends to commit to this project, and an affirmation that it will cooperate with the applicant in implementing this project. If the applicant plans to work with an unknown sub-contractor, that sub-contractor must have prior experience working with the federal government and must share reference to prior performance. The Letters of Commitment should be on the respective companies or organization's letterhead and should be addressed to the prospective applicant.

Application Screening Requirements

In reviewing applications in any discretionary grant competition, Federal Awarding Agencies, in accordance with 2 CFR part 200, are required, prior to making a Federal award, to review information available through various OMB-designated repositories for eligibility qualification or financial integrity, and to have in place a framework for evaluating the risks posed by applicants before they receive Federal awards. The evaluation of the information obtained from the designated repository systems and the risk assessment may result in FNS imposing special conditions that correspond to the degree of risk assessed. The Federal repository systems FNS will review include:

1. SAM, the *System for Award Management*, the official U.S. Government system that consolidated the capabilities of CCR/RedReg, 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 application assessment questions at the end of this solicitation 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 of the pre-application questions. The consideration and evaluation of these questions is only an indicator of potential risk and may result in additional oversight requirements or special conditions should an award be made. Decisions regarding additional oversight requirements will take into consideration the total number of risks identified.

Pre-Award Screening Requirements

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

- SAM.gov, the *System for Award Management*, the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS
- FAPIIS, the *Federal Awardee Performance and Integrity Information System* that has been established to track contractor misconduct and performance
- Dun & Bradstreet, the system where applicants establish a DUNS number that is used by the Federal government to better identify related organizations that are receiving funding under grants and cooperative agreements
- U.S. Department of Agriculture, AD-3030, *Representations Regarding Felony Conviction and Tax Delinquent Status for Corporate Applicants*
- FNS Risk Assessment Questionnaire
 - Applicants must complete the Grant Program Accounting System & Financial Capability Questionnaire that allows FNS to evaluate aspects of the applicant's financial stability, quality of management systems, and history of performance, reports and findings from audits. The questionnaire contains a number of questions that may be an indicator of potential risk.

The evaluation of the information obtained from the designated systems and the risk assessment questionnaire may result in FNS imposing special conditions or additional oversight requirements that correspond to the degree of risk assessed.

Acknowledgement of USDA Support

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

- When acknowledging USDA support, use the following language: "This material is based upon work that is supported by the Food and Nutrition Service, U.S. Department of Agriculture." Grantees should follow the [USDA Visual Standards Guide](#) when using

the USDA logo.

- Grant recipients *may* be asked to host USDA officials for a site visit during the course of their grant award. All costs associated with the site visit will be paid for by USDA and are not expected to be included in grant budgets.

IV. APPLICATION AND SUBMISSION INFORMATION

Content and Form of Application Submission

FNS strongly encourages eligible applicants interested in applying to this program to adhere to the following applicant format. The proposed project plan should be presented 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 20 pages, not including the cover sheet, table of contents, resumes, letter of commitment(s), endorsement letter(s), budget narrative(s), appendices, and required forms. All pages, excluding the form pages, must be numbered.

Special Instructions:

- Late application submission will not be considered in this competition. FNS will not consider additions or revisions to applications unless they are submitted via Grants.gov by the deadline. No additions or revisions will be accepted after the deadline.
- Applications submitted without the required supporting documents, forms, certification will not be considered.
- Applications missing a written proposal or budget narrative will not be considered.
- FNS reserves the right to request clarification on any application submitted in response to this solicitation.
- Applications not submitted via Grants.gov will not be considered.
- If multiple application packages are submitted through Grants.gov by the same applicant in response to this solicitation, FNS will accept the latest application package successfully submitted. All other packages submitted by the applicant will be removed from this competition.

Cover Sheet

The cover page should include, at a minimum:

- Applicant's name and mailing address
- Primary contact's name, job title, mailing address, phone number and e-mail address

Table of Contents

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

Application Project Summary

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

Experience

Briefly describe experience with operating a farm to school institute including creating and disseminating information on farm to school program development, providing practitioner education and training, and ongoing school year coaching and technical assistance. Explicitly state the number of years' experience the applicant has working across the farm to school supply chain to institutionalize farm to school within Child Nutrition Program operators' systems, structures, and operations. Provide

evidence of impact and history of previous success with at least one piece of outcome data demonstrating an increase in the quantity and quality of farm to school programs.

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.

The project narrative should also list any relevant partnerships or sub-grants. Describe the role of each partner in the larger project and how the applicant will collaborate and communicate with partners during the project. If the applicant plans to award sub-grants, or sub-contracts, include a description of how the applicant will structure the competitive process for doing so (if applicable). Include a table with anticipated timeframes for sub-grant, or sub-contract, RFP posting, proposal due dates, and start dates.

The project narrative should provide a clear description of previous farm to school institute experience creating and disseminating information on farm to school program development and providing training, ongoing coaching, and technical assistance completed within the last five years.

The project narrative should provide a clear description of the applicant's previous experience working with farm to school stakeholders, such as schools, child-care centers, food producers, State and local government agencies, etc.

Project Work Plan Narrative

Describe the proposed project and how the activities will contribute to the development of the creation and dissemination of farm to school development focused on training state level teams, or other organizations serving specific populations that may not be bound by geography (such as tribal nations, refugee communities, etc.) to create local farm to school institutes for the communities they serve.

Include a comprehensive description of the proposed education and training approach, including formats and materials used to deliver proposed training to the intended target audience. Where possible, specify such factors as the frequency, scope, and intensity of any proposed coaching and/or technical assistance sessions within the operational period.

List the activities, start and completion dates, target audiences, required resources, and responsible parties needed to achieve each objective. Ensure that the content of this section is reflected in the Project Work Plan Table section. Where dates are included, activities should not begin before October 1, 2021.

Note whether the project will use existing materials or if resources will be developed as part of the proposed project. If new materials are to be developed, the application must include a detailed description of the intended content of materials and resources and how practitioners may apply the information to help support and advance farm to school efforts in their CNPs.

Activities/Indicators Tracker

Proposed Activities and indicators measuring success must be mapped to Program Objectives (as described in [Section I](#) – PROGRAM DESCRIPTION) in the below format (note that additional Activities/Indicators can be added as needed). Note: Indicators are defined as any metric you anticipate tracking during the period of performance of the grant. Common examples include Number of People

Attended, Number of People Impacted, Number of Conferences Delivered, Number of Materials Created, Number of Trainings, Number of People Trained, etc.

(Example)

Objective #	1. Develop a framework to replicate farm to school institute model
Activity	1.1 Create a comprehensive framework team
Indicator(s)	Number of meetings
Activity	1.2 Create a web page where resources and tools are available for download
Indicator(s)	Number of page views and/or downloads

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Objective #	
Activity	
Indicator(s)	

Objective #	
Activity	
Indicator(s)	

Applicants are encouraged to copy and paste the project work plan table into their application and may add or remove as many rows as necessary to complete the table. The Project Work Plan Table should address the entire lifetime of the cooperative agreement cycle. Please include in the table any activities mentioned in the Project Work Plan Narrative section and ensure that the information in the table matches the information provided in the narrative.

Project Work Plan Table

Please ensure that content in this table aligns with the Project Work Plan Narrative.

Objective	Activity	Indicator	Anticipated Start Date (Month, Year)	Anticipated Completion Date (Month, Year)	Target Audience	Responsible Party (Name, Title, Organization)

Objective	Activity	Indicator	Anticipated Start Date (Month, Year)	Anticipated Completion Date (Month, Year)	Target Audience	Responsible Party (Name, Title, Organization)

Staffing, Partnerships, Management, and Quality Assurance

Describe the management approach (staffing, procurement of contractors [if applicable], quality assurance planning, tracking timelines, monitoring progress) that will be used for the project. Describe your plan for coordination, data sharing, and reporting among members of the project team and stakeholder groups. Provide a clear description of staff or partners' relevant experience as it relates to the proposed project. Identify key partner or collaborator organizations involved with the project.

List partnerships and/or sub-grants with relevant stakeholders that will allow the target audience to be reached. Describe the role of each partner in the larger project and how the applicant will collaborate and communicate with partners during the project. If the applicant plans to award sub-grants, include a description of how the applicant will structure the competitive process for doing so (if applicable). Include a table with anticipated timeframes for sub-grantee RFP posting, sub-grantee proposal due date, sub-grantee start dates, webinar and conference timeframes with FNS approval, and all other deliverables and events (as applicable).

Attach resumes of key project staff, partnerships and/or sub-grants, and letters of commitment from key partners to your application within Grants.gov using the "Add Attachments" button under SF-424 item #15. If a key position has not been filled, a job description no more than one page in length, which includes desired knowledge, skills, and education may be included in the application in lieu of a resume.

Evaluation Plan

Briefly describe your organization's ability to track progress on project activities and how the overall impact will be evaluated. Detail any relevant experience your organization or partner has conducting evaluations.

Awardees will be required to report data indicating progress towards completing their proposed activities. The evaluation plan will describe the evaluation activities you will conduct to measure your program against each required objective. Identify the indicator(s) that will be used for each activity. Indicate the date and frequency of the proposed activities. Lastly, identify a person or organization responsible for overseeing the evaluation plan.

For the overall impact of the project, indicate how the effectiveness of materials, training, or coaching developed or provided will be determined. Emphasize any outcome measures that will be used to evaluate whether activities funded by the grant result in a measurable impact, such as an increase in farm to school participation or activities.

For more information on evaluation resources, please see the [Farm to School Applicant Resource page](#).

Sustainability

Describe if and how the project will continue beyond the period of performance (without additional USDA Farm to School grant funds). Indicate which project components will require continued funding and identify potential sources of such funding (e.g. other grants, in-kind donations, volunteers, integration into organization's long-term budget etc.). Discuss partners' and staff's roles in continuing farm to school efforts past the grant period.

Application Budget Narrative

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

Briefly describe how the total amount for that line item was determined. If key partner(s) are receiving a portion of grant funds to provide essential services, justify the organizations' participation in the project by describing their experience, expertise, and specific services to be provided. Ensure that all budget line items, and partner services align with the activities described in the Project Work Plan Table above. Proposed costs must be necessary, reasonable, and allocable to carry out the project's goals and objectives.

Indirect Cost Rate

A current Negotiated Indirect Cost Rate Agreement (NICRA), negotiated with a Federal negotiating agency, should be used to charge indirect costs. Indirect costs may not exceed the negotiated rate. If a NICRA is used, the percentage and base should be indicated. If the applicant does not have, and has never been approved for, a NICRA, they may charge up to 10% de minimis. In this instance, the applicant must indicate they are requesting the de minimis rate. An applicant may elect not to charge indirect costs and, instead, use all grant funds for direct costs. If indirect costs are not charged, the phrase "none requested" should be stated in the budget narrative. For questions related to the indirect cost rate, please work with the Grant Officer as noted in Section VII of this RFA.

Required Grant Application Forms

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

Submission Date

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

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

FNS strongly encourages applicants to begin the registration process at least **four weeks before the due date** and to submit applications to Grants.gov at least **one week** before the deadline to allow time to troubleshoot any issues, should they arise. Please note that upon submission, Grants.gov may

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

Preparing for Electronic Application Submission through Grants.gov

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

In order to submit an application, you must:

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

3. Create a Grants.gov Account:

The next step in the registration process is to create an account with Grants.gov. Applicants must know their organization's DUNS number to complete this process. Completing this process automatically triggers an email request for applicant roles to the organization's E-Business Point of Contact (EBiz POC) for review. The EBiz POC is a representative from your organization who is the contact listed for SAM.gov. To apply for grants on behalf of your organization, you will need the Authorized Organizational Representative (AOR) role.

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

4. Authorize Grants.gov Roles:

After creating an account on Grants.gov, the EBiz POC receives an email notifying them of your registration and request for roles. The EBiz POC will then log in to Grants.gov and authorize the appropriate roles, which may include the AOR role, thereby giving you permission to complete and submit applications on behalf of the organization. You will be able to submit your application online any time after you have been approved as an AOR.

For more detailed instructions about creating a profile on Grants.gov, refer to <https://www.grants.gov/web/grants/applicants/workspace-overview/workspace-roles.html>

5. Track Role Status: To track your role request, refer to <https://www.grants.gov/web/grants/applicants/workspace-overview/workspace-roles.html>

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

How to Submit an Application via Grants.gov

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

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

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

For application questions related to the specific grant opportunity, please contact the Grant Officer noted in the [Agency Contacts](#) (Section VII) of this RFA. If you are experiencing application submission problems, please contact grants.gov at the number above.

Grants.gov Receipt Requirements and Proof of Timely Submission

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

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

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

Additional Information on Grants.gov and the Registration Process:

NOTICE: Special Characters and Naming Conventions

All applicants **MUST** follow Grants.gov guidance on file naming conventions. To avoid submission

issues, please follow the guidance provided by Grants.gov (per 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 (examples: & – * % / # ' -). This includes periods (.) and spacing followed by a dash in the file. To separate words in naming a file, use underscore, as in the following example: Attached_File.pdf.

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

Additional information and applicant resources are available at:

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

V. APPLICATION REVIEW INFORMATION

Evaluation of Grant Application Criteria

1. REVIEW CRITERIA

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

After initial screening, USDA will convene an evaluation panel to consider the merit of each grant application. Each application that passes initial screening will be given to the panel to be evaluated and scored according to how well it addresses each application component. Each section of the narrative is evaluated independently according to the required evaluation factors and criteria.

2. EVALUATION FACTORS AND CRITERIA

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

Regional Farm to School Experience (15 points)

- The applicant provides evidence of farm to school institute experience including creating and disseminating information on farm to school program development, providing practitioner education and training, and ongoing school year coaching and technical assistance.
- The applicant states their number of years' experience with farm to school activities.
- The applicant clearly explains why their experience will translate into a successful project and how a grant award would augment their activities.
- The applicant provides evidence of impact and history of previous success with at least one piece of outcome data (e.g. Farm to School Census, regional surveys, program evaluations, etc.) demonstrating an increase in the quantity and quality of farm to school programs.
- If key partnerships are in place, the applicant describes the partners' experience with farm to school topics.

Project Work Plan Narrative (20 points)

- The scope, date, location, organizers, topics, goals, intended audience, and focus for any trainings or coaching sessions to be provided are included.
- Project and materials or services to be used or created are clearly described and can be completed during the grant time frame.
- The Narrative clearly explains how the project aligns with RFA objectives and how proposed activities will stimulate and/or enhance farm to school program development while increasing local procurement among program operators.

- Include information about how existing materials are evidence-based and/or how new evidence-based materials will be developed.
- The narrative explains how the applicant will build or strengthen partnerships to promote farm to school as a priority for local and regional stakeholders.
- All four required objectives are addressed by the proposal.
- Activities start and completion dates, target audiences, required resources, and responsible parties are clearly stated for each objective.
- Information in the Project Work Plan Narrative aligns with information in the Project Work Plan Table section.
- Activities do not begin before October 1, 2021.

Activities/Indicators Tracker

(15 points)

- Activities in the table clearly align with the corresponding objective.
- Activities are associated with relevant resources and assigned to appropriate parties. Activities do not begin prior to October 1, 2021. Overall, the work plan outlines a realistic timeline.
- The Project Work Plan Table is aligned with the information in the Project Work Plan Narrative section. All activities described in the Project Work Plan Narrative section are included in the Table section.
- The Table is formatted correctly, including exactly seven (7) columns with the same headers in the same order as the instructions and example provided in Section IV and only one activity on each row.
- The Table clearly indicates which activity corresponds to which objective.

Staffing, Partnerships, Management, and Quality Assurance

(15 points)

- Applicant included resumes of relevant key staff and the qualifications of the staff involved with the proposed project and/or organizational leadership reflect the expertise necessary to carry out the proposed project. If a key position has not been filled, a job description no more than one page in length, which includes desired knowledge, skills, and education has been included in the application in lieu of a resume.
- The management approach (including staffing, procurement of contractors, quality assurance planning, tracking timelines, monitoring progress, etc.) indicates that the applicant has the capacity to manage and execute the proposed project.
- Key partners and collaborators are described, and their inclusion in the project is sufficiently justified.
- The level of staff allocation is appropriate to expect both excellent program execution as well as program evaluation.
- Roles and responsibilities among staff are clearly outlined.

Evaluation Plan

(15 points)

- The organization clearly describes its ability to monitor activities and conduct evaluations. They have detailed their experience conducting similar evaluations.
- The applicant provides outcome measures that will be used to evaluate whether the grant project results in a measurable impact, such as an increase in farm to school participation or activities.
- The applicant indicates how the effectiveness of products and services provided will be determined.
- The applicant identifies relevant indicators that will help measure progress. A clear plan is in place that describes how activities will be monitored, how progress will be measured and at what frequency activities will occur.

- Roles and responsibilities for monitoring and evaluating activities are clearly outlined (e.g. contractors, designating a current staff member, etc.)
- Evaluation plan is linked to proposed objectives, activities, and timeline. The applicant has a plan for collecting the data required to measure both progress towards the required objectives and the overall effectiveness of the project.

Budget

(20 points)

- The total funding amount requested is appropriate for the scope of the project.
- Applicant identifies key activities that require additional sources of funding and discusses what those sources of funding (e.g. other grants, in-kind donations, volunteers, integration into organization's long-term budget) would be.
- Proposed costs are reasonable, necessary, allowable, and allocable to carry out the project's goals and objectives.
- Budget narrative includes a line item description for every allowable cost, including how total line estimate was derived (e.g., provide the formula used to develop line item total), and shows how it supports the project goals. If applicable, justification is provided for key partners receiving a portion of grant funding to execute essential services.
- Budget calculations clearly show how the budget components were developed and costs estimated.
- Budget narrative and project narrative align with one another. Budget narrative should not contain any items that are not described in the project narrative.

3. Review and Selection Process

Following the initial screening process, FNS will assemble a panel group to review and determine the technical merits of each application. The panel will evaluate the proposals based on how well they address the required application components and array the applications from highest to lowest score. The panel members will recommend applications for consideration for a grant award based on the evaluation scoring. The Selecting Official reserves the right to accept the panel's recommendation or to select an application for funding out of order to meet agency priorities, program balance, geographical representation, or project diversity. FNS reserves the right to use this solicitation and competition to award additional grants in the next fiscal year should additional funds be made available.

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

The Government is not obligated to make any award as a result of this RFA. Unless an applicant receives a signed award document with terms and conditions, any contact from a FNS Grants or Program Officer should not be considered as a notice of a grant award. No pre-award or pre-agreement costs incurred prior to the effective start date are allowed unless approved and stated on FNS' signed award document (FNS-529). Only the recognized FNS authorized signature can bind the USDA, Food and Nutrition Service to the expenditure of funds related to an award's approved budget.

2. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

Confidentiality of an Application

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

Safeguarding Personally Identifiable Information

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

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

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

Conflict of Interest and Confidentiality of the Review Process

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

Administrative Regulations

Federal Tax Liabilities Restrictions

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

Felony Crime Conviction Restrictions

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

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

A recipient chosen for an award shall comply with the non-procurement debarment and suspension common rule implementing Executive Orders (E.O.) 12549 and 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 SAM.gov. If you were registered in the CCR, your company’s information should be in SAM and you will 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.gov at <https://www.fsd.gov/app/answers/list>.

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

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

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

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

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

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

Freedom of Information Act (FOIA) Requests

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

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

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

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

Privacy Policy

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

Code of Federal Regulations and Other Government Requirements

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

Government-wide Regulations

- 2 CFR Part 25: "Universal Identifier and System for Award Management"
- 2 CFR Part 170: "Reporting Sub-award and Executive Compensation Information"
- 2 CFR Part 175: "Award Term for Trafficking in Persons"
- 2 CFR Part 180: "OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Non-Procurement)"

- 2 CFR Part 200: “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards”
- 2 CFR Part 400: USDA’s implementing regulation of 2 CFR Part 200 “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards”
- 2 CFR Part 415: USDA “General Program Administrative Regulations”
- 2 CFR Part 416: USDA “General Program Administrative Regulations for Grants and Cooperative Agreements to State and Local Governments”
- 2 CFR Part 417: USDA “Non-Procurement Debarment and Suspension”
- 2 CFR Part 418 USDA “New Restrictions on Lobbying
- 2 CFR Part 421: USDA “Requirements for Drug-Free Workplace (Financial Assistance)”
- 7 CRR Part 16: “Equal Opportunity for Religious Organizations”
- 41 U.S.C. Section 22 “Interest of Member of Congress”
- Freedom of Information Act (FOIA). Public access to Federal Financial Assistance records shall not be limited, except when such records must be kept confidential and would have been excepted from disclosure pursuant to the “Freedom of Information” regulation (5 U.S.C. 552)

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

3. REPORTING REQUIREMENTS

Financial Reports

The award recipient will be required to enter the SF-425 (Financial Status Report) into the FNS Food Program Reporting System (FPRS) on a quarterly basis. In order to access FPRS, the grant recipient must obtain USDA e-authentication certification and access to FPRS. For additional information on FPRS, visit: www.fprs.usda.gov.

Performance Progress Report (PPR)

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

VII. FEDERAL AWARDING AGENCY CONTACTS

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

Anna Arrowsmith
 Grant Officer, Grants and Fiscal Policy Division
 U.S. Department of Agriculture, FNS
 1320 Braddock Place, Suite 620
 Alexandria, VA 22314
 E-mail: Anna.Arrowsmith@usda.gov

VIII. OTHER INFORMATION

Debriefing Requests

Non-selected applicants may request a debriefing to discuss the strengths and weaknesses of submitted proposals. This information may be useful when preparing future grant proposals. Additional information on debriefing requests will be forwarded to non-selected applicants. FNS reserves the right to provide this debriefing orally or in written format.

APPENDIX

RFA Budget Narrative Checklist

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

This checklist will assist you in completing the budget narrative portion of the application. Please review the checklist to ensure the items below are addressed in the budget narrative.

NOTE: The budget and budget narrative, as well as forms SF-424 and SF-424A must be in line with the proposal project description (statement of work) bona fide need. FNS reserves the right to request information not clearly addressed. All funding requests must be in whole dollars.

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

ITEM	YES	NO
Supplies		
Are the types of supplies, unit costs, and the number of items to be purchased reflected in the budget?		
Is the basis for the costs per item or other basis of computation stated?		
Contractual: (FNS reserves the right to request information on all contractual awards and associated costs after the contract is awarded.)		
Has the bona fide need been clearly identified in the project description to justify the cost for a contract or sub-grant expense(s) shown on the budget?		
A justification for all Sole-source contracts must be provided in the budget narrative prior to approving this identified cost.		
Other		
Consultant Services – Has the bona fide need been clearly identified in the project description to justify the cost shown on the budget? The following information must be provided in the justification: description of service, the consultant’s name and an itemized list of all direct cost and fees, number of personnel including the position title (specialty and specialized qualifications as appropriate to the costs), number of estimated hours and hourly wages per hour, and all expenses and fees directly related to the proposed services to be rendered to the project.		
For all other line items listed under the “Other” heading – List all items to be covered within “Other” along with the methodology on how the applicant derived the costs to be charged to the program.		
Indirect Costs		
Has the applicant obtained a Negotiated Indirect Cost Rate Agreement (NICRA) from a Federal Agency? If yes, a copy of the most recent and signed negotiated rate agreement must be provided along with the application.		
2 CFR 200 allows any non-Federal entity (NFE) that has never received a negotiated indirect cost rate to charge a de Minimis rate of 10% of modified total direct costs (MTDC), which the NFE may use indefinitely as a Federally-negotiated rate.		

PURPOSE

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

ORGANIZATION INFORMATION

Legal Organization Name:

DUNS 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.

Signature of Authorized Representative

Date

Name of Authorized
Representative:

Phone Number:

Email:

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

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

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

Print	Submit by Email	UNITED STATES DEPARTMENT OF AGRICULTURE Food and Nutrition Service	OMB Number: 0584-0512 Expiration Date: 7/31/2022
PERFORMANCE PROGRESS REPORT			Management Settings
Recommended File Name: FNS908_{Organization Name}_{Type of Report}_{Reporting Fiscal Year}_{Period}_{Original Revision}.pdf <i>Copy value then paste in Save As dialog when saving</i>			
The public burden statement: According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0512. The time required to complete this information collection is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Food and Nutrition Service, Office of Policy Support, 1320 Braddock Place, 5th Floor, Alexandria, VA 22314, ATTN: PRA (0584-0512*). Do not return the completed form to this address.			
1. Recipient Organization		2. Program Information:	
a. Organization Name:		Program Area:	
b. Street Address:		Federal Fiscal Year of Award:	
City: State: Zip:		Program:	
3. Primary POC:		Tag:	
a. First Name: Last Name:		4. Federal Award Identification Number (FAIN):	
b. Title:		5. Type of Report (Select One):	
c. Telephone (Area Code & Number):		☒ Quarterly ☐ Semi-Annual ☐ Final	
d. Email Address:		Reporting Fiscal Year: Period:	
6. Federal Grant Agreement Number:		Original/Revision:	
7. Additional POC (Optional)			
a. First Name: Last Name:		b. Title:	
c. Telephone (Area Code & Number):		d. Email Address:	
8. Report Submitted By:			
a. First Name: Last Name:		b. Title:	
9. Certification		☐ I certify by checking this box that, to the best of my knowledge and belief, this report is correct and complete for performance of activities set forth in the award documents.	
10. Date Report Submitted:			

Form FNS-908
Version Number: 1.3 06-20

SBU

Electronic Form Version Designed in Adobe AEM 6.4 Version

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

Program Management Information	
1. Progress Summary Provide summary of progress this reporting period, highlighting your greatest achievements and challenges to date in this reporting period. For challenges, how did you resolve or overcome them? (Max 2000 characters): 	
2. Personnel Information a. Number of FTEs: b. Were there any changes in key personnel? ☒ Yes ☐ No c. If yes, please describe the changes in key personnel, including the individual leaving/joining the project as well as the name and contact information (email address, phone number, and name of organization) of the individual. Note: This information does not serve as a formal request to approve the change in key personnel. This request must be forwarded to the Grants Officer in a separate request (Max 2000 Characters): 	
3. Projected Amendments (Cost and No-Cost) a. Number of amendments projected this upcoming quarter? b. Do the projected amendment(s) require FNS approval? ☒ Yes ☐ No c. Please describe the type of amendment(s) projected and justification for each. Note: This information does not serve as a formal request to approve amendments. This request must be forwarded to the Grants Officer in a separate request (Max 2000 characters): 	
4. Expenditures/Purchases: a. Were there any significant expenditures or purchases, including any contracts entered during this reporting period? ☒ Yes ☐ No b. If so, please describe (Max 2000 Characters): 	
5. Deviations (Changes this quarter outside of the agreed upon budget, timeline, or scope): a. Have there been any deviations? ☒ Yes ☐ No b. Type: ☐ Budget ☐ Timeline ☐ Scope ☐ Other c. Describe any deviation(s), including a justification and impacts to budget/timeline (Max 2000 characters): d. Please describe proposed activities to mitigate the impact of the deviation(s) (Max 2000 characters): 	

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

Program Management Information (Continued)	
6. Upcoming Activities and Anticipated Changes	
a. Please describe activities planned for next quarter (Max 2000 Characters):	
b. Do you anticipate any changes in your project timeline, activities or cost? ☒ Yes ☐ No	
c. If yes, please explain the anticipated changes (Max 2000 Characters):	
7. Final Reporting Summary (Final Reporting Period Only)	
a. Are all goals and objectives completed at this time? ☐ Yes ☐ No	
b. If no to answer 7a, briefly describe the goals and objectives that were not completed and why they were not completed (Max 2000 Characters):	
c. Was the project budget sufficient for meeting the project goals? ☐ Yes ☐ No	
d. If no to answer 7c, briefly describe why the budget was insufficient for meeting the project goals (Max 2000 Characters):	
8. Additional Comments (Max 2000 Characters)	

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Instructions: Complete this section by adding all Activities and Indicators as listed on your submitted proposal for each listed objective. For each reporting period, update these Activities/Indicators with the most up to date information. **Note:** Objectives will be added by FNS and should not be altered. Additionally, note that indicator values vary by Indicator Type selected.

Program Activities							
Objective 1							
-	1	Activity	Type	Anticipated Completion Date	Actual Completion Date	Optional	
+						Location	Beneficiaries/Audience
							Topic (if training)
		Indicator Description	Indicator Type	Target	Actual (Cumulative)	Comments	
-	1						
+							
Add Objective Remove Objective							

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