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Mobile Application Cooperative Agreement, SNAP Farmers and Markets

Fiscal Year 2023 Request for Applications (RFA)
Assistance Listing Number (ALN): 10.545

Release Date:	**July 6, 2023**
Application Due Date:	**September 5, 2023; 11:59 pm, Eastern Daylight Time (EDT)**
Anticipated Award Date:	**September 29, 2023**

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Application Checklist

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

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

- ☐ Obtain a Unique Entity Identifier (UEI) number;
- ☐ Register the UEI 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 4 – Application and Submission Information. This includes page limits, priorities outlined in Section 5 – Application Review Information, and all necessary attachments.

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

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

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

- ☐ FNS-906 – Grant Program Accounting System & Financial Capability Questionnaire
- ☐ Negotiated Indirect Cost Rate Agreement (PDF - Upload using the "Add Attachments" button under SF-424 item #15)
- ☐ Letters of support/commitment from key staff and partners.

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1. Program Description and Objectives

Program Description

The United States Department of Agriculture (USDA) Food and Nutrition Service (FNS) administers all USDA domestic nutrition assistance programs, including the Supplemental Nutrition Assistance Program (SNAP). SNAP is the cornerstone of USDA's nutrition assistance programs and is the largest program in the domestic hunger safety net. SNAP provides nutrition assistance benefits via an Electronic Benefit Transfer (EBT) card to millions of low-income people. These benefits help supplement household food budgets so recipients can purchase more healthy food.

FNS is directly responsible for the authorization and oversight of retailers who accept Supplemental Nutrition Assistance Program (SNAP) benefits. This is accomplished jointly by the Retailer Policy Division (RPD) within SNAP, and the Office of Retailer Operations and Compliance.

Currently, approximately 250,000 retailers are authorized to accept SNAP. Since 2012, FNS has supported the participation of direct marketing farmers (DMFs) and farmer's markets (FMs) in their efforts to attract more SNAP customers. FNS has also supported individual DMFs (and FMs on behalf of DMFs) that meet specific requirements in procuring low- or no-cost wireless Electronic Benefit Transfer (EBT) point-of-sale (POS) devices through the SNAP EBT Equipment Program. Thousands of direct marketing farmers and farmers' markets (DMFs and FMs) apply for SNAP authorization each year.

The purpose of this cooperative agreement is to enable SNAP-authorized DMFs (and FMs, as necessary) to determine, at no or little cost to them, whether adding SNAP to their business model has a positive cost-benefit value, and to provide SNAP recipients with greater access to DMFs operating at physical FM locations and via other direct marketing avenues (e.g., roadside stands, pick-your-own). The cooperator will use resources from this cooperative agreement to assist DMFs and FMs in becoming SNAP authorized and support the processing of transactions by these DMFs and FMs through outreach, technical assistance, and a secure SNAP Mobile Transaction Processing Application (The App).

This cooperative agreement opportunity is not intended to support the development of an untested mobile application for SNAP. However, the grantee may collaborate or coordinate with The App provider to develop additional functionality for The App that would enable the processing of transactions for other Federal nutrition assistance programs.

FNS announces, through this Request for Applications (RFA), the availability of a maximum of $4 million to be used over a three (3) year period for a new award as a cooperative agreement. Only non-profit organizations and institutes of higher education are eligible to participate in this competition.

Authorizing Legislation

SNAP is authorized by the Food and Nutrition Act of 2008, as amended. The Mobile Application Cooperative Agreement, SNAP Farmers and Markets is authorized by the FY23 Consolidated Appropriations Act (P.L. 117-328).

Additionally, Report 115-706 of the U.S. House of Representatives Committee on Appropriations for the 115th Congress, 2nd Session encourages FNS to assist DMFs and FMs to participate in SNAP and other Federal nutrition assistance programs.

Key Objectives

Below is a list of the Program Objectives and examples of potential project ideas that align with each program objective. As noted in Section 4, within the "Activities/Indicators Tracker," proposed activities should be clearly aligned to these objectives and their associated activities and indicators.

Application proposals must address and include all 5 of the objectives identified below.
Note: If awarded, cooperators will be required to report on progress towards activities aligned with the required objective(s) and must use the FNS-908 Performance Progress Report. Carefully considering proposed activities and indicators will prepare grantees for their progress reporting requirements if awarded.

#	Objective
1	Objective 1: Assist DFMs in becoming SNAP-authorized. a. Provide outreach and assistance to DMFs that are not currently SNAP-authorized or are not currently accepting benefits issued through other Federal nutrition assistance programs, e.g., Gus Schumacher Nutrition Incentive Program (GusNIP), Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) to help them complete the application process for SNAP authorization and become SNAP-authorized and, as relevant, participate in one or more nutrition incentive programs. b. Guide DMFs and FMs in locating SNAP training materials and information and facilitating questions and resolutions with FNS.
2	Objective 2: Provide access to a secure SNAP Mobile Transaction Processing Application (The App) to SNAP-authorized FMs and DMFs. The App must meet all requirements specified in Section 9, Appendix. a. Be in use in the current SNAP EBT environment; b. Adhere to all EBT security requirements, including encrypted PIN-entry as specified in Section 9, Appendix; c. Be certified and able to conduct all required SNAP transaction types as specified in Section 9, Appendix; d. Have the ability to be enhanced to process electronic benefits transfer for other Federal nutrition assistance programs, e.g., Gus Schumacher Nutrition Incentive Program (GusNIP), Special Supplemental Nutrition Program for Women, Infants, and Children (WIC); and e. Have the ability to capture GPS data to identify the location of the device, and enable the transmission of GPS data to FNS as part of the transaction message at a future date, as determined by FNS. Successful applicants for this cooperative agreement will identify The App that will be used and describe how each requirement in Section 9, Appendix will be satisfied.

	The cooperator will enter into a formal agreement with a provider of The App to provide newly authorized DMFs and FMs with access to The App at no cost to the FM for up to one year. The App provider must meet requirements as specified in Section 9, Appendix. The formal agreement will specify all costs and terms for the participation of an FM receiving access to The App for one year at no cost, and on-going access subsequent to the no-cost period. DMFs and FMs will provide their own mobile device and cellular and data services necessary for transaction processing. Under this cooperative agreement, the cost of The App and any related licenses will be covered for participating farmers (and markets as needed) for 1 (one) year from the initial date of DMF's or FM's participation in this cooperative agreement and may be renewed on an annual basis if the DMF/FM demonstrates SNAP redemptions of a minimum of $1,500 per year.
3	Objective 3: Train and provide technical support for DMFs and FMs in use of technology associated with SNAP participation. The grantee will: a. Train DMFs and FMs on installing, operating and maintaining The App; b. Help troubleshoot issues, and provide technical assistance through the term of the no-cost agreement; c. Support outreach that includes a web presence that clearly details the App, technical assistance services provided by the grantee, and how to access both. Social media presence must regularly point to the web information and clearly direct interested farmers to the services offered. The cooperator will provide newly authorized DMFs and FMs with access to the App for up to one year at no cost. After the one-year, no-cost option, and for any subsequent year that the DMF/FM does not maintain SNAP redemptions of a minimum of $1,500 for the year in question, the grantee will assist that DMF/FM in transitioning their agreement from no-cost to full-cost, or will facilitate transition to the State SNAP Agency SNAP-only alternative that serves the jurisdiction(s) where the FM is located.
4	Objective 4: Monitor progress, including achievements, milestones, and risks and issues. a. Among other metrics, the grantee will monitor and track the success of outreach activities and training, the number of participating DMFs and FMs using The App, and number of transactions being processed.
5	Objective 5: Assist farmers with direct marketing opportunities that result in connections with under-served SNAP households and families and participants in other Federal nutrition assistance programs. Conduct targeted outreach to special populations and entities that are under-served by SNAP or other Federal nutrition assistance programs in up to three marginalized and/or high food insecurity communities such as: • Tribal Nations and/or surrounding tribal communities. • Rural communities as defined by the U.S. Census Bureau. • Persistent poverty counties, as defined by USDA ERS Poverty Area Measures

	• Low-income and low access census tracts, as defined by the USDA ERS Food Access Research Atlas This objective can be fulfilled through the work of one to three third-party organizations through sub-grants, however the subgrants under this objective should represent an amount proportionate to the total of objectives listed in this section. The grantee will also participate in any effort to enable the transmission of GPS data to FNS as part of the transaction message.

2. Federal Award Information

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

- Total amount of funding expected to award: $4,000,000
- Anticipated number of awards: 4
- Minimum award amount (award floor): $0
- Maximum award amount (award ceiling): $4,000,000
- Anticipated award announcement date: September 2023
- Anticipated period of performance (start and end date of the award): September 2023 to September 2026
- Anticipated funding of individual awards: $4,000,000
- Application due date: September 5, 2023

Please note:

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

Type of Award

FNS will award this grant in the form of a **cooperative agreement** to enable collaboration between FNS and the grantee during project development and project execution. Examples of FNS participation include:

- Evaluation of quarterly progress reports and financial reports to monitor the grantee's project activities and ensure that the objectives, terms and conditions of the agreement are met; and
- Periodic on-site and off-site technical assistance to provide evaluation and guidance on project activities and outputs as they relate to FNS objectives, including:
    - Review of project plans and milestones;
    - Evaluation of technology improvements; and
    - Other technical assistance related to project objectives.
- Periodic collaborative meetings.

FNS will provide funding for approved cooperative agreements through the Grant Award/Letter of Credit process, upon receipt of a properly executed cooperative agreement and subject to the availability of funds.

Allowable Costs

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

Equipment and Supplies: Expenditures for both equipment (i.e., items of personal property having a useful life of more than one year and a cost of $5,000 or more) and supplies are allowable expenses with prior approval by FNS. While these expenditures are allowable, FNS reserves the right to approve/disapprove these expenditures based upon the needs of the Agency and the proposed project.

Procurement Contracts: Grantees may use grant funds to procure contracts for goods and services.

Unallowable Costs

State Collaboration: Grant funds may not be used to provide no-cost EBT equipment to States to fulfill the State's requirement to provide a no-cost EBT only option to farmers (and markets as needed). The grantee may collaborate with States on providing a mobile solution as part of the States' responsibility, however, the grantee may not use grant funds for those costs.

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

3. Eligibility Information

Eligible Applicants

Eligible entities include:

- Nonprofit entities, which are any organization or institution with Internal Revenue Service (IRS)-designated 501(c)(3) status.
- Accredited institutions of higher education, i.e., Eligible Educational Institutes via a list maintained by the IRS.

All applicant organizations must be domestic entities and shall be owned, operated, and located within the 50 United States, the District of Columbia, Guam, or the United States Virgin Islands.

Cost Sharing or Matching Considerations

There are no cost sharing or matching requirements for this award.

Other Eligibility Criteria

Each eligible applicant may only submit one (1) application in response to this grant solicitation. Suspended or debarred organizations are ineligible to submit applications in response to this grant solicitation.

Pre-Award Screening Requirements

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

- SAM.gov, the *System for Award Management*, the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS
- FAPIIS, the *Federal Awardee Performance and Integrity Information System* that has been established to track contractor misconduct and performance
- FNS Risk Assessment Questionnaire
    - Applicants must complete the Grant Program Accounting System & Financial Capability Questionnaire that allows FNS to evaluate aspects of the applicant's financial stability, quality of management systems, and history of performance, reports, and findings from audits. The questionnaire contains a number of questions that may be an indicator of potential risk.

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

Acknowledgement of USDA Support

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

- When acknowledging USDA support, use the following language: "This material is based upon work that is supported by the Food and Nutrition Service, U.S. Department of Agriculture." Grantees should follow the USDA Visual Standards Guide when using the USDA logo.
- Cooperative agreement recipients may be asked to host USDA officials for a site visit during the course of the cooperative agreement. All costs associated with the site visit will be paid for by USDA and are not expected to be included in cooperative agreement budgets.

4. Application and Submission Information

Content and Form of Application Submission

FNS strongly encourages eligible applicants interested in applying to this program to adhere to the following applicant format. The proposed project plan should be presented on 8 ½" x 11" white paper with at least 1-inch margins on the top and bottom. All pages should be single-spaced in 12-point font. The project description with relevant information should be capture on no more than 50 pages, not including the cover sheet, table of content, resumes, letter(s) of commitment, endorsement letter(s), budget narrative(s), appendices, and required forms. All pages, excluding form pages must be numbered.

Special Instructions:

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

Cover Sheet

The cover page should include, at a minimum:

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

Table of Contents

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

Application Project Summary

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

Project Narrative

The project narrative should clearly identify what the applicant is proposing and how it will address a solution, the expected results and/or benefits once the solution is achieved, and how it will meet the RFA program scope and objectives. The proposed project methodology should

describe the project design, address program specific methodology needs, procedures, timetables, monitoring/oversight, and the organization's project staffing.

Activities/Indicators Tracker

Proposed Activities and indicators measuring success must be mapped to Program Objectives (as described in Section 1 – Program Description) in the below format (note that additional Activities/Indicators can be added as needed).

Note: Indicators are defined as any metric you anticipate will be able to be tracked during the period of performance of the grant. Common examples include Number of People Attended, Number of People Impacted, Number of Conferences Delivered, Number of Materials Created, Number of Trainings, Number of People Trained.

Example

Objective #	Objective 1: Assist DFMs in becoming SNAP-authorized.
Activity	Informational Meeting held
Indicator(s)	No. of farmers represented
Activity	Reviewing SNAP authorization process
Indicator(s)	Pre-Meeting Survey and Post-Meeting Survey results on application clarity

Objective #	
Activity	
Indicator(s)	

Objective #	
Activity	
Indicator(s)	

Application Budget Narrative

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

Indirect Cost Rate

A current **Negotiated Indirect Cost Rate Agreement (NICRA)**, negotiated with a cognizant Federal agency, should be used to charge indirect costs. Indirect costs may not exceed the negotiated rate. If a NICRA is used, the percentage and base should be indicated. If the applicant does not have, and has never been approved for, a NICRA, they may charge up to 10% de minimis. In this instance, the applicant must indicate they are requesting the de minimis rate. An applicant may elect not to charge indirect costs and instead use all grant funds for direct costs. If indirect costs are not charged, the phrase "none requested" should be stated in

the budget narrative. For questions related to the indirect cost rate, please work with the Grant Officer as noted in Section 7 of this RFA.

Required Grant Application Forms
The required grants.gov forms are located at grants.gov/web/grants/forms/forms-repository.html.

- Non-Construction Grant Projects Forms: SF-424 Family
  - Application and Instruction for Federal Assistance (SF-424)
  - Budget Information and Instructions (SF-424A)
  - Assurance-Non-Construction Programs (SF-424B)
- SF LLL (Disclosure of Lobbying Activities)
  - Indicate on your form whether your organization intends to conduct lobbying activities. If you organization does not intend to lobby, write "Not Applicable" in boxes required to be completed.
- Copy of the IRS Determination Letter of 501(c)(3) status from the Internal Revenue Service
- Additional Required Forms and Information
  - Unique Entity Identifier (UEI) number. Please see below for further information
  - SAM registration. Please see below for further information.

Submission Date

Complete grant applications must be uploaded to grants.gov by 11:59 PM EDT September 5, 2023.

- Applications must be submitted via grants.gov. Mailed, emailed, or hand-delivered application packages will not be accepted. For further instructions, see the "Preparing for Electronic Application Submission through Grants.gov" below.
- Late or incomplete applications will not be considered.
- FNS will not consider additions or revisions to applications unless they are submitted via grants.gov by the deadline. No additions or revisions will be accepted after the deadline.
- **If multiple application packages are submitted through grants.gov by the same applicant in response to this solicitation, FNS will accept the latest application package successfully submitted. All other packages submitted by the applicant will be removed from this competition.**

FNS strongly encourages applicants to begin the registration process at least **four weeks** before the due date and to submit applications to grants.gov at least **one week** before the deadline to allow time to troubleshoot any issues should they arise. Please note that upon submission, grants.gov may send multiple confirmation notices. Applicants should ensure receipt of confirmation that the application was **accepted**.

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

Preparing for Electronic Application Submission through Grants.gov

Applicants must register with grants.gov and SAM.gov in order to submit an application to FNS via grants.gov as required.

In order to submit an application, you must:

1. **Obtain a UEI number**

   What is a Unique Entity Identifier (UEI)?
   A UEI is a unique number assigned to all entities (public and private companies, individuals, institutions, or organizations) who register to do business with the federal government. For more information, visit the U.S. General Services Administration website.

   Where do I go to learn more about the UEI?
   The U.S. General Services Administration Unique Entity Identifier Update page contains the most up-to-date information about the UEI.

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

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

   - On April 4, 2022, the UEI used across the federal government changed from the DUNS number to the UEI (generated by SAM.gov).
   - SAM combines federal procurement systems and the Catalog of Federal Domestic Assistance into one system. Visit SAM.gov for additional information.
   - To register, you must have your organization's UEI, the organization's Tax ID Number (TIN), and taxpayer name (as it appears on the last tax return). It may take up to 5 to 7 business days or more to register and/or complete the migration of permissions and/or the renewal of an entity record.
   - All applicants must have current SAM status at the time of application submission and throughout the duration of a Federal Award in accordance with 2 CFR Part 25.
   - FNS strongly encourages applicants to begin this process at least **3 weeks** before the due date of the grant solicitation.

3. **Create a Grants.gov Account**

   The next step in the registration process is to create an account with grants.gov. Applicants must know their organization's Unique Entity Identifier (UEI) to complete this process. For more detailed instruction about creating a profile on grants.gov, visit grants.gov/register.html.

How to Submit an Application via 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 or RFA, you can create individual instances of a workspace.

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

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

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

NOTICE: Special Characters and Naming Conventions
All applicants **must** follow grants.gov guidance on file naming conventions. To avoid submission issues, please follow the guidance provided by grants.gov (per the grants.gov Frequently Asked Questions or FAQ).

Are there restrictions on file names for any attachment I include with my application package?
File attachment names longer than approximately 50 characters can cause problems processing packages. Please limit file attachment names. Also, do not use any special characters (e.g., ! @ # $ % ^ & * - ‘). This includes periods (.) and spacing followed by a dash in the file. To separate words in naming a file, use underscore (_). For example, Attached_File.pdf.

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

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

Grants.gov Receipt Requirements and Proof of Timely Submission

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

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

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

Intergovernmental Review

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

If you are located within a State that does not have a Single Point of Contact (SPOC), you may send application materials directly to a federal awarding agency.

For a list of State agency contacts, please visit whitehouse.gov/wp-content/uploads/2020/04/SPOC-4-13-20.pdf.

Funding Restrictions

- This cooperative agreement opportunity is not intended to support the development of an untested mobile application for SNAP. However, the grantee may collaborate or coordinate with The App provider to develop additional functionality for The App that would enable the processing of transactions for other Federal nutrition assistance programs.
- Pre-award costs will not be awarded for this cooperative agreement.

5. Application Review Information

Review Criteria

FNS will pre-screen all applications to ensure the applicants are eligible entities and are in compliance with all Program regulations. FNS will not approve any waivers from Program regulations for any projects submitted in response to this solicitation. If an application does not include all required documentation, FNS will consider the application to be non-responsive and will eliminate it from further evaluation. See Section 4, "Application and Submission Information" for additional details.

The review committee will evaluate proposals against the criteria below. The project narrative sections include a point value to indicate the importance of each section.

Project Design (35 points)

1. The proposal describes the overall approach and the general techniques that will be used to prioritize and conduct outreach to DMFs operating at FMs that are not currently SNAP-authorized (Objective 1).
2. The proposal clearly describes the current characteristics of The App, including but not limited to (Objective 2):
    a. its development and current functionality, and the transaction types that it can currently process;
    b. how The App meets the minimum requirements for processing SNAP EBT as stated in the Section 9, Appendix.
    c. certifications of The App; and

    d. formal agreement between the grantee and The App provider that clearly describes the relationship between the two entities and the responsibilities and obligations of each.
3. The proposal provides evidence that the proposed approach is well-suited to meet the purposes of this grant opportunity, including a clear understanding of the EBT transaction process (Objective 2).
4. The proposal describes the overall approach and the general techniques that will be used to support the training of SNAP-authorized DMFs and FMs (Objective 3).
5. The proposal clearly describes the proposed project's direct effect on the participation of DMFs and FMs as SNAP-authorized retailers. For example, proposals may demonstrate impact by measuring time savings or cost savings, or the benefit(s) that DMFs and FMs may experience while going through the application process (Objective 4).
6. The proposal clearly defines and identifies special populations and entities that are under-served by SNAP or other Federal nutrition assistance programs in up to three local areas. The proposal details outreach and engagement strategies and clarifies partners in this aspect of the project (Objective 5).

Implementation and Monitoring (15 points)

1. The proposal includes a project timeline that outlines proposed tasks/activities, including sufficient time allotted for each task/activity, and demonstrates agility in progressing from planning and development to implementation.
2. The proposal describes a well-thought-out, organized performance measurement and assessment process that will measure whether the project's objectives have been achieved and to what extent, assesses lessons learned, and describes new or enhanced approaches to improving performance. The proposal should describe:
    a. who will measure and assess the project's objectives;
    b. how the objectives will be measured and assessed; and
    c. when the objectives will be measured.
3. The proposal should include a communication plan for communicating internally with FNS, and externally with DMFs and FMs and project stakeholders.
4. The proposal should include sample report templates for summarizing the number of participating farmers (and markets) as well as the participating in training and outreach.

Sustainability (20 points)

1. The proposal shows that the project is very likely to be sustained after the cooperative agreement period ends. The proposal should clearly demonstrate that there is a business plan to enable the continued participation of DMFs and FMs after the no-cost period.

Budget Appropriateness and Economic Efficiency (20 points)

1. The proposal includes:
    a. A line item budget;
    b. A narrative that demonstrates how funds will be spent, by whom and for what purpose. The narrative should provide enough detail for reviewers to easily understand how costs were determined and how they relate to the objectives of the project. There should be adequate justification for budget costs based on current industry costs/standards;

c. A copy of the approved negotiated indirect cost rate agreement (NICRA) must be attached if indirect costs are shown as a budget expense to the project; and
d. If applicable, the budget must show how the costs are going to be allocated among the various fees for processing EBT transactions, credit/debit transactions, and other associated fees. It should demonstrate that this grant is only going to fund approved costs.

2. The proposal should be cost effective; it must demonstrate that the anticipated results are commensurate with the cost of the project.
3. Proposals that include hiring a consultant or contracting of work must provide the following information:
    a. Consultant's name and description of service;
    b. Itemized list of all direct costs and fees;
    c. Salaries must have the number of personnel including the position title;
    d. Specialty and specialized qualifications as appropriate to the salary;
    e. Number of estimated hours times hourly wage;
    f. All expenses and fees directly related to the proposed services to be rendered to the project; and
    g. Applications that are required to issue a bid should provide a narrative explaining the requirements and provide a reasonable estimate of Contractual and Consultant Costs.

NOTE: Proposal submissions that omit the required budget narratives and/or line-item descriptions will be rejected from consideration. Therefore, applicants should recognize that a well-written budget narrative that justifies the proposed project expenditures assists the reviewers during the review process.

Staff Capability Management (10 points)

1. The proposal identifies the project director/manager and other key staff. The proposal includes resumes that demonstrate that the proposed staff has the appropriate technical and experiential backgrounds for their proposed roles. If the applicant is unable to identify the project director/manager or key staff, it must include, in the application package, job descriptions for the positions that must be assigned. Applicants should address their contingency or back-up plans in the event of key staff departures.
2. The proposal outlines the amount of time and effort the project director or manager, key staff, and, if applicable, partnering organizations, will contribute to the project.
3. The proposal demonstrates that effective and consistent oversight by qualified project managers will be implemented throughout the project, and that effective communication will exist within the applicant's organization.
4. The proposal includes an organization chart of the proposed project.
5. Applicants should address their contingency or back-up plans in the event of key staff departures.

Total Points Available: 100

Review and Selection Process

Following the initial screening process, FNS will assemble a panel group to review and determine the technical merits of each application. The panel will evaluate the proposals based on how well

they address the required application components and array the applications from highest to lowest score. The panel members will recommend applications for consideration for a grant award based on the evaluation scoring. FNS may request information from the applicant not clearly addressed in their proposal. The Selecting Official reserves the right to accept the panel's recommendation or to select an application for funding out of order to meet agency priorities, program balance, geographical representation, or project diversity. FNS reserves the right to use this solicitation and competition to award additional grants in the next fiscal year should additional funds be made available.

6. Federal Award Administration Information

Federal Award Notice

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

Administrative and National Policy Requirements

Confidentiality of an Application

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

Safeguarding Personally Identifiable Information

"Personally identifiable information" means information that can be used to distinguish or trace an individual's identity, either alone or when combined with other information that is linked or linkable to a specific individual (OMB Circular A-130, *Managing Information as a Strategic Resource*).

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 PII in accordance with applicable law, regulation, and policy [e.g., the Privacy Act of 1974; Office of Management and Budget (OMB) Memorandum, M-17-12, *Preparing for and Responding to a Breach of Personally Identifiable Information*; OMB Circular A-130, *Managing Information as a Strategic Resource* (this is a non-exhaustive list of requirements in this area)].

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, regulations, and policies. By submitting a grant application, applicants agree to take all necessary steps to protect PII, including the following: (1) ensuring that PII and sensitive data developed, obtained or otherwise associated with UDSA FNS funded grants is securely transmitted; (2) ensuring that PII is not transmitted to unauthorized users, and that PII and other sensitive data is not submitted via email; (3) data is transmitted via FNS approved file sharing services or encrypted mobile media storage devices; and (4) ensuring that PII is encrypted and password protected both in transit and at rest.

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 SAM.gov.

Universal Identifier and Central Contractor Registration 2 CFR Part 25

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

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

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

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

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

Primary grantees, including State agencies, are required to report actions taken on or after October 1, 2010, that obligates $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 UEI prior to being eligible to receive a grant or sub-grant award. Additional information will be provided to grant recipients upon award.

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

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

Freedom of Information Act (FOIA) Requests

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

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

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

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

USDA Non-Discrimination Statement

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

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

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

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

Privacy Policy

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

Reporting Requirements

Financial Reports

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

Performance Progress Reports (PPR)

The recipient will be responsible for managing and monitoring the progress of the grant project activities and performance. Recipients of this cooperative agreement will be required to submit progress reports to FNS 30 days following the end of each quarterly period, using the FNS-908 PPR form that will be sent to grantees at the time of award or the initial orientation. The reports should cover the preceding period of activity and must provide a description of the activities conducted during the reporting period, major accomplishments

with completion dates and budget information, deviations from the proposed plan, difficulties encountered, solutions developed to overcome difficulties, and major planned activities for the next quarter.

Additional reports must be provided at FNS' request. The grant terms and conditions 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.

Final Progress Report— a report of up to 25 pages must be submitted within 120 days after the expiration of the cooperative agreement period of performance. This report will be composed of a short Executive Summary and the following:

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

Copies of any deliverables, media or publicity releases/articles and links to materials on websites must be included in the final report, as well as papers resulting from the cooperative agreement. All deliverables should include an acknowledgement of the source of funding. The Federal awarding agency reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for Federal Government purposes, the copyright in any work developed under a grant, sub-grant, or contract under a grant or sub-grant or any rights of copyright to which a grantee, sub-grantee, or a contractor purchases ownership with grant support.

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

7. Federal Awarding Agency Contacts

For questions regarding this solicitation, please contact the Grant Officer.
Jeewon Chang
Grant Officer, Grants and Fiscal Policy Division
U.S. Department of Agriculture, FNS
Email: Jeewon.Chang@usda.gov

8. Other Information

Debriefing Requests

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

9. Appendix

SNAP Mobile Transaction Processing Application (The App) Requirements

The mobile application that the grantee provides access to must meet the following minimum qualifications:

1. Minimum operating system(s):
   - Apple iOS 16.5
   - Android 13
   - Windows – Version 10
2. Minimum transaction set:
   - Purchase
   - Return (refund)
   - Void last
   - Balance inquiry
   - Key-entry of PAN
   - Voucher clear – purchase
   - Voucher clear – refund
   - Incentive Delivery
3. PAN and PIN security:
   - PAN and PIN may never be stored
   - PAN display always limited to last 4 digits
   - AES algorithm is the EBT industry standard encryption method[1]
   - PIN must be encrypted at point of entry
   - PIN must never be in the clear
4. Isolation from other Apps and/or device operation, need to block:
   - Any cellular or Wi-Fi connections unrelated to the SNAP transaction transmission
   - Block ability to record or store data on the device or cloud service
   - Service provider or third party apps except for GPS
5. GPS locater service
   - Mandatory use
   - Collection of data
6. Access through User ID and password
7. Reasonable inactivity time-out period (maximum of 15 minutes)
8. Ability to provide multiple receipt options and record the option taken
   - Email
   - Text
   - Printed
   - No receipt at all

[1] An app that currently uses DES 3 encryption but presents a plan to upgrade to AES will also be considered.

RFA Budget Narrative Checklist

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

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

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

ITEM	YES	NO
Personnel		
Did you include all key employees paid for by this grant under this heading?		
Are employees of the applicant's organization identified by name and position title?		
Did you reflect percentage of time the Project Director will devote to the project in full-time equivalents (FTE)?		
Fringe Benefits		
Did you include your organization's fringe benefit amount along with the basis for the computation?		
Did you list the type of fringe benefits to be covered with Federal funds?		
Travel		
Are travel expenses itemized? For example origination/destination points, number and purpose of trips, number of staff traveling, mode of transportation and cost of each trip.		
Are the Attendee Objectives and travel justifications included in the narrative?		
Is the basis for the lodging estimates identified in the budget? For example, include excerpt from travel regulations.		
Equipment		
Is the need for the equipment justified in the narrative?		
Are the types of equipment, unit costs, and the number of items to be purchased listed in the budget?		
Is the basis for the cost per item or other basis of computation stated in the budget?		
Supplies		
Are the types of supplies, unit costs, and the number of items to be purchased reflected in the budget?		
Is the basis for the costs per item or other basis of computation stated?		
Contractual: (FNS reserves the right to request information on all contractual awards and associated costs after the contract is awarded.)		
Has the bona fide need been clearly identified in the project description to justify the cost for a contract or sub-grant expense(s) shown on the budget?		
A justification for all Sole-source contracts must be provided in the budget narrative prior to approving this identified cost.		
Other		

ITEM	YES	NO
Consultant Services – Has the bona fide need been clearly identified in the project description to justify the cost shown on the budget? The following information must be provided in the justification: description of service, the consultant's name and an itemized list of all direct cost and fees, number of personnel including the position title (specialty and specialized qualifications as appropriate to the costs), number of estimated hours and hourly wages per hour, and all expenses and fees directly related to the proposed services to be rendered to the project.		
For all other line items listed under the "Other" heading – List all items to be covered within "Other" along with the methodology on how the applicant derived the costs to be charged to the program.		
Indirect Costs		
Has the applicant obtained a Negotiated Indirect Cost Rate Agreement (NICRA) from an Federal Agency? If yes, a copy of the most recent and signed negotiated rate agreement must be provided along with the application.		
2 CFR 200 allows any non-Federal entity (NFE) that has never received a negotiated indirect cost rate to charge a de Minimis rate of **10%** of modified total direct costs (MTDC), which the NFE may use indefinitely as a Federally-negotiated rate.		

FNS-906 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 submit this questionnaire along with your application package.**

ORGANIZATION INFORMATION
Legal Organization Name: _____
UEI Number: _____

Financial Stability and Quality of Management Systems

Requirement	Yes	No
1. **Has your organization received a Federal award within the past 3 years?**	☐	☐
2. Does your organization utilize accounting software to manage your financial records?	☐	☐
3. Does your accounting system identify the receipt and expenditure of program funds separately for each grant?	☐	☐
4. Does your organization have a dedicated individual responsible for monitoring organizational funds, such as an accountant or a finance manager?	☐	☐
5. Does your organization separate the duties for staff handling the approval of transactions and the recording and payment of funds?	☐	☐
6. Does your organization **have the ability to specifically identify and allocate employee effort to an applicable program?**	☐	☐

7. Does your organization have a property /inventory management system in place to track location and value of equipment purchased under the award?	☐	☐

AUDIT REPORTS AND FINDINGS Requirement	Yes	No
1. Has your organization been audited within the last 5 fiscal years? *(If the answer is "Yes" and this report was issued under the Single Audit Act please note this in the box below marked "Additional Information" and if not issued under the "Single Audit Act", please attach a copy or provide a link to the audit report in the Hyperlink space below).*	☐	☐
2. If your organization has been audited within the last 5 fiscal years, was there a "Qualified Opinion" or an "Adverse Opinion"?	☐	☐
3. If your organization has been audited within the last 5 fiscal years, was there a "Material Weakness" disclosed?	☐	☐
4. If your organization has been audited within the last 5 fiscal years, was there a "Significant Deficiency" disclosed?	☐	☐
Hyperlink (if available):		
Additional information including expanding on responses in previous sections:		

APPLICANT CERTIFICATION

I certify that the above information is complete and correct to the best of my knowledge.

_____ _____

Signature of Authorized Representative Date

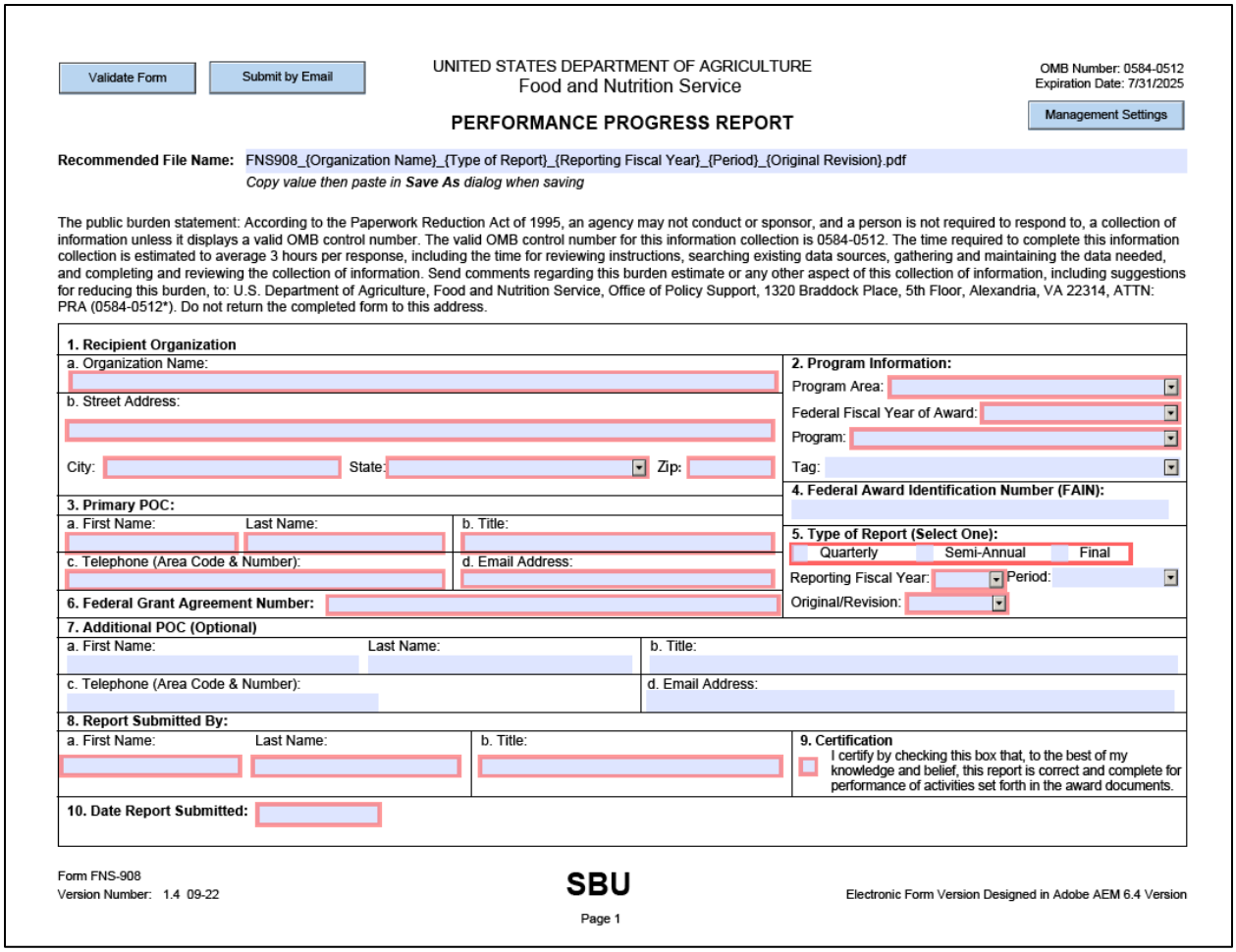
Name of Authorized Representative: _____

Phone Number: _____

Email: _____

FNS-908 Performance Progress Report (PPR)

FOR REFERENCE ONLY.



Validate Form | Submit by Email

UNITED STATES DEPARTMENT OF AGRICULTURE
Food and Nutrition Service

OMB Number: 0584-0512
Expiration Date: 7/31/2025

Management Settings

PERFORMANCE PROGRESS REPORT

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

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

1. Recipient Organization

a. Organization Name:

b. Street Address:

City: State: Zip:

2. Program Information:

Program Area:

Federal Fiscal Year of Award:

Program:

Tag:

3. Primary POC:

a. First Name: Last Name: b. Title:

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

4. Federal Award Identification Number (FAIN):

5. Type of Report (Select One):

Quarterly Semi-Annual Final

Reporting Fiscal Year: Period:

Original/Revision:

6. Federal Grant Agreement Number:

7. Additional POC (Optional)

a. First Name: Last Name: b. Title:

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

8. Report Submitted By:

a. First Name: Last Name: b. Title:

9. Certification

I certify by checking this box that, to the best of my knowledge and belief, this report is correct and complete for performance of activities set forth in the award documents.

10. Date Report Submitted:

Form FNS-908
Version Number: 1.4 09-22

SBU

Page 1

Electronic Form Version Designed in Adobe AEM 6.4 Version

Program Management Information

1. Progress Summary

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

2. Personnel Information

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

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

3. Projected Amendments (Cost and No-Cost)

a. Number of amendments projected this upcoming quarter?

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

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

4. Expenditures/Purchases:

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

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

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

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

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

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

Program Management Information (Continued)

6. Upcoming Activities and Anticipated Changes

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

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

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

7. Final Reporting Summary (Final Reporting Period Only)

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

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

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

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

8. Additional Comments (Max 2000 Characters)