



**FOREIGN AGRICULTURAL SERVICE**

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International Food Assistance Division  
Global Programs

**FY 2021 Standing Supplemental Notice of Funding Opportunity (NOFO)**

**McGovern-Dole International Food for Education and Child Nutrition  
Program (McGovern-Dole)**

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**NOTE: If you are going to apply for this funding opportunity and have not obtained a Data Universal Numbering System (DUNS) number and/or are not currently registered in the System for Award Management (SAM), please take immediate action to obtain a DUNS Number, if applicable, and then to register immediately in SAM at [SAM.gov](http://SAM.gov). It may take 4 weeks or more after you submit your SAM registration before your registration is active in SAM. Detailed information regarding DUNS and SAM is also provided in Part D of this NOFO, Section 4: Unique Entity Identifier and System for Award Management (SAM).**

**A. Program Description**

**1. Issued By**

Foreign Agricultural Service, Global Programs, International Food Assistance Division (IFAD)

**2. Catalog of Federal Domestic Assistance (CFDA) Number**

10.608

**3. CFDA Title**

Food for Education

**4. Notice of Funding Opportunity Title**

FY 2021 McGovern-Dole Standing Supplemental NOFO

**5. NOFO Number**

*USDA-FAS-0700-10.608-21-S*

**6. Authorizing Authority for Program**

McGovern-Dole is authorized by section 3107 of the Farm Security and Rural Investment Act of 2002 ([7 U.S.C. 17360-1](http://www.gpo.gov/intercontent/external/uscode/7/uscode_17360-1.html)).

**7. Appropriation Authority for Program**

- Further Consolidated Appropriations Act, 2020, Public Law 116-94
- Consolidated Appropriations Act, 2019 PL 116-6
- Consolidated Appropriations Act, 2018 PL 115-141
- Consolidated Appropriations Act, 2017 PL 115-31
- Consolidated Appropriations Act, 2016 PL 114-113
- Consolidated and Further Continuing Appropriations Act, 2015 PL 113-235
- Consolidated Appropriations Act, 2014 PL 113-76
- Consolidated Appropriations Act, 2013 PL 113-6
- Consolidated and Further Continuing Appropriations Act, 2012 PL 112-55
- Department of Defense and Full-Year Continuing Appropriations Act, 2011 112-10
- Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act, 2010, PL 111-80
- Omnibus Appropriations Act, 2009 PL 111-8

- Omnibus Appropriations Act, 2008 PL 110-161
- Revised Continuing Appropriations Act, 2007 110-S
- Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act, 2006 PL 109-97
- Consolidated Appropriations Act, 2005 PL 108-447
- Consolidated Appropriations Act, 2004 PL 108-199
- Consolidated Appropriations Act, 2003 PL 108-07

## 8. Announcement Type

Standing Supplement – SUBJECT TO THE AVAILABILITY OF FUNDING

## 9. Program Overview, Objectives, and Priorities

### *Program Overview*

The McGovern-Dole program feeds school children and improves literacy (especially for girls) in low-income, food-deficit countries around the world. The program provides for the donation of U.S. agricultural commodities, as well as financial and technical assistance, to support school feeding, literacy, maternal and child health and nutrition projects worldwide pursuant to an agreement with USDA-FAS. The program requires the inclusion of graduation as stipulated in the legislation.

### *Program Objectives*

The McGovern-Dole program key objectives are to carry out:

- Preschool and primary school food for education programs in foreign countries to improve food security, reduce the incidence of hunger, and improve literacy and primary education, particularly with respect to girls; and
- Maternal, infant, and child nutrition programs for pregnant women, nursing mothers, infants, and children who are five years of age or younger.

### *Program Priorities*

The program funding priorities of this NOFO are to provide additional freight, commodity, and/or administrative funds to **active McGovern-Dole cooperative agreements**. Generally, additional funding is needed due to natural disasters, complications related to COVID-19, higher than anticipated commodity and/or freight rates, continuation of program activities/school feeding, political instability delaying key project dates, pipeline breaks in school feeding, or commodity loss.

## B. Federal Award Information

### 1. Award Amounts, Important Dates, and Extensions

Available Funding for the NOFO:	\$35,000,000; Subject to the availability of funding
Total award funding:	\$50,000 - \$5,000,000
Estimated number of Awards:	20; Subject to the availability of funding and need of applicants
Period of Performance:	<i>Applicable to base agreement</i>
Projected Period of Performance Start Date(s):	<i>Applicable to base agreement</i>
Projected Period of Performance End Date(s):	<i>Applicable to base agreement*</i>
Cost Share or Match Requirements:	None/Not Required

All projects in this announcement will be funded **subject to the availability of funding**. Issuance of this solicitation does not constitute an award or commitment on the part of the United States Government (USG) to make awards, nor does it commit the USG to pay for costs incurred in the preparation and submission of a concept note or full application.

\*FAS may invite applications to both supplement an existing agreement and to extend its period of performance end date.

## 2. Funding Instrument

### Cooperative Agreement

Additional funding provided under this announcement will be incorporated within the corresponding McGovern-Dole cooperative agreement held by the applicant. FAS maintains substantial involvement as described in the original NOFO from which the existing agreement was made.

Procurement contracts or subawards may be awarded under this cooperative agreement. Procurement contracts must have an operational or administrative objective and subawards must be related to achieving objectives of project activities. Please note that no subaward or contract may include personnel costs of the prime award recipient.

## C. Eligibility Information

### 1. Eligible Applicants

Current McGovern-Dole award recipients with **active** cooperative agreements and an invitation from FAS/IFAD. Pursuant to [2 CFR Part 415.1\(d\)\(3\)](#), this NOFO supports continuing work already started under the base McGovern-Dole agreement. Organizations without an active McGovern-Dole agreement are ineligible. All

applicants must have an active registration in the SAM database at [SAM.gov](http://SAM.gov); pending or expired registrants are not eligible. This requirement must be met before the supplement amendment will be signed and will not be waived. Please contact [MGDAmendments@usda.gov](mailto:MGDAmendments@usda.gov) if you have questions about this requirement.

**2. Other Submission Requirements and Information**

An invitation from FAS/IFAD is required before an eligible applicant may apply to this solicitation. Eligible applicants will be contacted directly by FAS/IFAD if funding is available. Applicants that respond to this solicitation without an invitation from FAS/IFAD will not be considered.

**3. Maintenance of Effort (MOE)**

MOE is not allowable.

**4. Cost Share or Match**

Not required but if offered, must be consistent with the corresponding McGovern-Dole cooperative agreement held by the applicant.

**D. Application and Submission Information**

**1. Key Dates and Times**

**Application Start Date:** December 1, 2020

**Application Submission Deadline:** August 6, 2021  
5:00:00 PM EDT

**Anticipated Award Date:** Not later than September 30, 2021

**2. Address to Request Application Package**

This NOFO represents the full application information. If an applicant does not have access to the Internet or experiences trouble accessing FAIS, the applicant can request a hardcopy of the full NOFO by emailing [MGDAmendments@usda.gov](mailto:MGDAmendments@usda.gov), calling (202) 720-1008 between 9:00 A.M. and 5:00 P.M. EDT or by contacting FAS in writing at the address below. Questions concerning this announcement must be submitted via email to [MGDAmendments@usda.gov](mailto:MGDAmendments@usda.gov).

McGovern-Dole Branch Director  
1400 Independence Ave. SW, Room 6970  
Washington, DC 20250

**3. Content and Form of Application Submission**

Invited organizations should submit an application which includes all requirements below:

- A formal amendment request on the organization’s letterhead, signed by the appropriate official, containing the following:
  - A statement identifying the current agreement number and program to which this request for additional funding corresponds,
  - a justification statement,
  - background information providing context for why the amendment is needed at this time.
- A revised Plan of Operations as applicable to the application
- Updated Performance Indicators as applicable to the application
- A commodity management narrative, only if the request is seeking additional commodity and/or freight funds to call forward additional commodities;
  - Note: this narrative should briefly describe how additional commodities will be transported, stored, managed and have no substantial disincentive to the local market. It should provide an updated commodity call forward schedule. It should also include commodity specifications as well as container and packaging requirements. (I.e. please state commodity requirements as “fortified 5/20 LG rice in 50 kg bags” vs “fortified rice”.)
- An updated Budget Summary;
  - Note: this document should describe the new proposed total Federal obligation: existing funds plus requested supplemental funds.
- If applicable, an updated Budget Narrative describing both the existing funds and how the requested supplemental funding will be used;
  - Note, an updated budget narrative will be applicable if: 1) the original agreement had a budget narrative or 2) the requested supplemental funding will result in a significant change in scope from the original agreement and/or more than \$1 million in supplemental administrative funds are added to the agreement.
  - Please also include a description of how the indirect costs were calculated. (See [Appendix A](#) for instructions)
- Applicant’s most recently approved NICRA agreement (See [Appendix A](#) for additional instructions)
- [SF- 424](#), signed by the applicant
  - Note: this document should describe the new proposed total Federal obligation: existing funds plus requested supplemental funds.
- If applicable, an [SF-424A](#) (See [Appendix A](#) for instructions)
  - Note, an SF-424A will be applicable if the base agreement was signed in FY 20. Applicants with existing agreements signed in FY19 or earlier will not be required to submit the SF-424A.
  - If applicable, this document should describe the new proposed total Federal obligation: existing funds plus requested supplemental funds.
- [SF-LLL Disclosure of Lobbying](#) (required if applicant is involved in lobbying activities and the supplemental funds requested are greater than \$100,000.)

Please be aware that OMB Memorandum 18-24: Strategies to Reduce Grant Recipient Reporting Burden has been approved. Various required forms needed to apply for Federal Financial Assistance no longer need to be completed individually at time of application. They are covered in the Financial Assistance General Representations and Certifications Report.

Effective January 1, 2020, the Financial Assistance General Representations and Certification Report is a common set of certifications and representations required by Federal statutes or regulations in accordance with the grants guidance under Title 2 of the Code of Federal Regulations ([2 CFR section 200.208](#) Certifications and Representations). Those non-Federal entities who intend to apply for, or are already recipients of Federal grants or agreements, must read and agree to the corresponding certifications and representations. Registrants who reply yes to the question are required to keep these certifications and representations current, accurate, and complete as part of their entity registration.

All of the terms do not apply to foreign entities however all entity types receiving financial assistance from FAS must respond yes because the Lobbying Disclosure term does apply to foreign entities along with being registered in SAM. All other terms do not apply to foreign entities.

FAS will verify in SAM.gov that the proper forms are completed, and if not, an applicant will be contacted and directed to complete them. A supplement amendment will not be issued until the proper forms are completed within [SAM.gov](#).

#### **4. Unique Entity Identifier and System for Award Management (SAM)**

Each Applicant, unless excepted under [2 CFR Part 25.110\(b\)](#) or (c), or that has an exception approved by FAS under [2 CFR Part 25.110\(d\)](#), is required to:  
Be registered in SAM before the supplement amendment will be signed;  
Provide a valid a unique entity identifier (DUNS number) in its application; and  
Continue to maintain an active SAM registration with current information at all times during which the applicant has an active Federal award or an application or plan under consideration by FAS. All applicants must have an active registration in the SAM database at [SAM.gov](#); pending or expired registrants are not eligible. This requirement must be met before the supplement amendment will be signed and will not be waived. Applicants without an active SAM registration will be found ineligible and the application will NOT be considered for funding. Each subrecipient organization must also have active SAM registrations before the subaward is signed, unless the organization has an exemption approved by FAS under [2 CFR Part 25.110\(d\)](#).

##### **DUNS number**

Instructions for obtaining a DUNS number can be found at

**DUNS number.** Instructions for obtaining a DUNS number can be found at the following website: <http://www.dnb.com/duns-number.html>  
The DUNS number must be included in the data entry field labeled "Organizational DUNS" on the Standard Forms SF-424 form submitted as part of this application.

### **Electronic Signature**

Applications submitted through [MGDAmendments@usda.gov](mailto:MGDAmendments@usda.gov) constitute a submission as electronically signed applications. When you submit the application via email, the name of your Signatory Official on file will be inserted into the signature line of the application.

If you experience difficulties accessing information or have any questions, please email [MGDAmendments@usda.gov](mailto:MGDAmendments@usda.gov)

The Federal awarding agency may not make a Federal award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements and, if an applicant has not fully complied with the requirements by the time the Federal awarding agency is ready to make a Federal award, the Federal awarding agency may determine that the applicant is not qualified to receive a Federal award and use that determination as a basis for making a Federal award to another applicant.

### **5. Intergovernmental Review**

This program is not subject to E.O. 12372.

### **6. Funding Restrictions**

Generally, funds may not be used in any manner that is prohibited by [2 CFR Part 200](#), [2 CFR Part 400](#), and [7 CFR Part 1599](#).

Funds awarded under this NOFO must support the base agreement and may not be used for any other purpose. Cooperative agreement funds and non-monetary support may not be used for matching contributions for other federal grants or cooperative agreements, lobbying, or intervention in federal regulatory or adjudicatory proceedings. Federal employees are prohibited from serving in any capacity (paid or unpaid) on any proposal submitted under this program. Federal employees may not receive funds under this award. Also, federal funds may not be used to sue the Federal Government or any other government entity.

#### **a. Management and Administration (M&A) Costs:**

M&A costs are not allowable.

#### **b. Indirect Facilities & Administrative (F&A) Costs.**

Indirect F&A costs means those costs incurred for a common or joint purpose benefiting more than one cost objective and not readily assignable to the cost

objectives specifically benefited without effort disproportionate to the results achieved.

In general, USDA Departmental Regulation 2255-001 requires that indirect costs be paid pursuant to a Negotiated Indirect Cost Rate Agreement (NICRA) that the recipient has in place with a cognizant U.S. Government agency. If the recipient does not have a NICRA, USDA will authorize an indirect cost rate of up to 10% of Modified Total Direct Costs.

## **7. Other Submission Requirements**

Submissions must be received by the closing date and time via e-mail to [MGDAmendments@usda.gov](mailto:MGDAmendments@usda.gov)

## **E. Application Review Information**

### **1. Application Evaluation Criteria**

Prior to making a Federal award, the Federal awarding agency is required by 31 U.S.C. 3321 and 41 U.S.C. 2313 to review information available through any OMB-designated repositories of government-wide eligibility qualification or financial integrity information. Therefore application evaluation criteria may include the following risk based considerations of the applicant: (1) financial stability; (2) quality of management systems and ability to meet management standards; (3) history of performance in managing federal award; (4) reports and findings from audits; and (5) ability to effectively implement statutory, regulatory, or other requirements.

Cost share will not be considered in the evaluation of a supplement application.

### **2. Review and Selection Process**

IFAD staff will monitor applications submitted to [MGDAmendments@usda.gov](mailto:MGDAmendments@usda.gov). When funding is available, IFAD staff will conduct an initial responsiveness review of all applications submitted to determine if the submission is complete and followed the rules outlined in this announcement. This review will ensure the following:

- The application was submitted on time as specified in this announcement (see Part D Application and Submission Information);
- The applicant is eligible (see Part C Eligibility Information);
- All the required forms and documents are submitted timely as outlined (see Part D Section 3 Content and Form of Application Submission).

If an applicant is determined to be ineligible (see Part C Eligibility Information) or an application is determined to be non-responsive, FAS will notify the applicant. Once this review is complete, a panel of IFAD staff will provide a recommendation for or against funding to FAS leadership based on:

- An assessment of the applicant's capacity to deliver on the program objectives and priorities as described in this NOFO through the activities presented in the revised Plan of Operations,
- A review of the applicant's past performance.

FAS leadership will have the final say on the selection of awards by FAS. FAS leadership will give serious consideration to recommendations from IFAD staff, but also may consider the following when making a final selection:

- Agency priorities, such as achieving greater geographical dispersion, program balance or diversity;
- Agency's alignment with USG's whole of government approaches to international education, nutrition, and school-feeding determined by USDA.

Also, all supplement amendments made which are greater than the simplified acquisition threshold, currently \$250,000 (see [2 CFR section 200.88](#)), will be subject to the following:

- i. Prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold as defined by 48 CFR section 2.101, is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS).
- ii. An applicant, at its option, may review information in the designated integrity and performance systems accessible through [SAM.gov](#) and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through [SAM.gov](#).
- iii. Will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in [2 CFR section 200.205](#) Federal awarding agency review of risk posed by applicants.

### **3. Confidentiality and Conflict of Interest**

Technical and cost proposals submitted under this funding opportunity will be protected from unauthorized disclosure in accordance with applicable laws and regulations. FAS may use one or more support contractors in the logistical processing of proposals. However, funding recommendations and final award decisions are solely the responsibility of FAS personnel. To the extent permitted by law, during the review process, FAS will respect any information which the applicant marks as proprietary or business sensitive.

## **F. Federal Award Administration Information**

### **1. Notice of Award**

A notice of award will be sent to the applicant via email. **This email is not an authorization to begin performance.** The notice of Federal award signed by IFAD

leadership and sent via email is the official authorization of FAS' intent to provide supplemental funds to the applicant. It will provide a timeline for negotiating the supplement amendment. Once the applicant accepts the selection notice, FAS will begin negotiations with the organization to develop an amendment to the base award. Until the amendment is signed, FAS reserves the right not to fund an amendment.

## **2. Administrative and National Policy Requirements**

### **Domestic Entities**

All successful applicants, registered in [SAM.gov](https://www.sam.gov) as domestic entities, are required to comply with both Administrative General Terms and Conditions and National Policy General Terms and Conditions for all grant and cooperative agreements, which are available online at:

[https://www.fas.usda.gov/grants/general\\_terms\\_and\\_conditions/default.asp](https://www.fas.usda.gov/grants/general_terms_and_conditions/default.asp)

The applicable Administrative General Terms and Conditions and National Policy General Terms and Conditions will be for the most recent year specified at that URL, unless the application is to continue an award initially awarded in an earlier year. In that event, the terms and conditions that apply will be those in effect for the year in which the award was originally made unless explicitly stated otherwise in subsequent mutually upon agreed amendments to the award.

In addition, domestic entities must adhere to the following additional terms and conditions:

#### **a. Prohibition on Providing Funds to the Enemy**

##### **1. The recipient must —**

Exercise due diligence to ensure that none of the funds, including supplies and services, received under this grant or cooperative agreement are provided directly or indirectly (including through subawards or contracts) to a person or entity who is actively opposing the United States or coalition forces involved in a contingency operation in which members of the Armed Forces are actively engaged in hostilities, which must be completed through 2 CFR 180.300 prior to issuing a subaward or contract and;

Terminate or void in whole or in part any subaward or contract with a person or entity listed in SAM as a prohibited or restricted source pursuant to subtitle E of Title VIII of the NDAA for FY 2015, unless the Federal awarding agency provides written approval to continue the subaward or contract.

##### **2. The recipient may include the substance of this clause, including paragraph (1) of this clause, in subawards under this grant or cooperative agreement that have an estimated value over \$50,000 and will be performed outside the United States, including its outlying areas.**

3. The Federal awarding agency has the authority to terminate or void this grant or cooperative agreement, in whole or in part, if the Federal awarding agency becomes aware that the recipient failed to exercise due diligence as required by paragraph (1) of this clause or if the Federal awarding agency becomes aware that any funds received under this grant or cooperative agreement have been provided directly or indirectly to a person or entity who is actively opposing coalition forces involved in a contingency operation in which members of the Armed Forces are actively engaged in hostilities.

b. Additional Access to Recipient Records

1. In addition to any other existing examination-of-records authority, the Federal Government is authorized to examine any records of the recipient and its subawards or contracts to the extent necessary to ensure that funds, including supplies and services, available under this grant or cooperative agreement are not provided, directly or indirectly, to a person or entity that is actively opposing United States or coalition forces involved in a contingency operation in which members of the Armed Forces are actively engaged in hostilities, except for awards awarded by the Department of Defense on or before December 19, 2017, that will be performed in the United States Central Command (USCENTCOM) theater of operations.

2. The substance of this clause, including this paragraph (2), is required to be included in subawards or contracts under this grant or cooperative agreement that have an estimated value over \$50,000 and will be performed outside the United States, including its outlying areas.

**Foreign Entities**

Successful applicants registered in [SAM.gov](https://sam.gov) as foreign entities, are required to comply with the following terms and conditions, as applicable:

- Foreign public international organizations (as defined in [2 CFR section 200.46\(b\)](#)), such as UN organizations, will be subject to the [Terms and Conditions for Public International Organizations](#) (PIO's)
- Foreign organizations (as defined in [2 CFR section 200.47](#)) will be subject to the [Terms and Conditions for Foreign Organizations](#)
- Foreign governments will comply with the [Terms and Conditions for Foreign Governments](#)

Before accepting the supplement amendment, the recipient should carefully read the award package for instructions on administering the grant award and the terms and conditions associated with responsibilities under Federal Awards. Recipients must

accept all conditions in this NOFO as well as any Special Terms and Conditions in the Notice of Award to receive an award under this program.

### **3. Reporting**

All reporting shall be conducted as described in the recipient's cooperative agreement for the McGovern-Dole Program. Financial expenditures for this portion of the program must be stated separately on those reports.

### **4. Monitoring**

FAS through its authorized representatives, has the right, at all reasonable times, to make site visits to review project accomplishments and management control systems and to provide such technical assistance as may be required. During site visits, FAS will review recipients' files related to the grant-funded program.

As part of any monitoring and program evaluation activities, recipients must permit FAS, upon reasonable notice, to review award records and to interview the organization's staff and clients regarding the program, and to respond in a timely and accurate manner to FAS requests for information relating to their grant program.

### **5. Close Out Reporting Requirements**

Within 90 days after the end of the period of performance, or after an amendment has been issued to closeout a cooperative agreement, whichever comes first, recipients must submit a final financial report and final progress report detailing all accomplishments and a qualitative summary of the impact of those accomplishments throughout the period of performance. Recipients must also submit a tax certification letter on company letterhead indicating that all required payroll taxes for the employees working in-country have been paid. Lastly, an equipment disposition form must also be submitted. A sample tax certification letter as well as an Equipment Disposition form are available on the FAIS homepage under "Forms and Guidance." These documents must be uploaded onto the Agreement-Level Report page for the specific agreement being closed out under the "List of Closeout Attachments" section.

If applicable, an inventory of all construction projects that used funds from this program has to be reported using the Real Property Status Report (Standard Form SF-429) available at: <https://www.gsa.gov/portal/forms/download/149866>. After these reports have been reviewed and approved a closeout notice will be completed to close out the award. The notice will indicate the period of performance as closed, list any remaining funds that will be de-obligated, and address the requirement of maintaining the records for three years from the date of the final financial report.

The recipient is responsible for returning any funds that have been drawn down but remain as unliquidated on recipient financial records.

**G. Awarding Agency Contact Information**

**Contact and Resource Information**

Lindsay Carter  
Director, McGovern-Dole Branch  
International Food Assistance Division  
Global Programs, Foreign Agricultural Service  
U.S. Department of Agriculture

1400 Independence Avenue, SW Room 6970  
Washington, DC 20250  
Phone: (202) 720-1008  
Fax: (202) 690-0251  
Email at: [MGDAmendments@usda.gov](mailto:MGDAmendments@usda.gov)

Please see a frequently asked questions document posted to Grants.gov accompanying this NOFO. Please submit further questions to [MGDAmendments@usda.gov](mailto:MGDAmendments@usda.gov). Answers to all questions regarding the NOFO will be posted to Grants.gov.

**H. Additional Information**

**1. Extensions**

Extensions to this program are allowed. Applicants may request a no-cost extension in order to complete all project activities. The request must be submitted 60 days prior to the expiration of the performance period. Requests for extensions are subject to approval by FAS. As also stated in Part B Section 2 Award Amounts, Important Dates, and Extensions, cost extension supplement amendments may be awarded. An applicant must be eligible and must have an invitation from FAS to apply for a supplement amendment.

**2. Prior Approval**

The Recipient shall not, without the prior written approval of FAS, request reimbursement, incur costs or obligate funds for any purpose pertaining to the operation of the project, program, or activities prior to the approved Budget Period/Performance Period.

**3. Budget Revisions**

Transfers of funds between direct cost categories in the approved budget when such cumulative transfers among those direct cost categories exceed ten percent of the total budget approved in this Award require prior written approval by FAS.

The Recipient shall obtain prior written approval from FAS for any budget revision that would result in the need for additional resources/funds.

The Recipient is not authorized at any time to transfer amounts budgeted for direct costs to the indirect costs line item or vice versa, without prior written approval of FAS.

4. **Post-award program income**

In the event program income becomes available to the recipient post-award, it is the recipient's responsibility to notify the FAS program analyst to explain how that development occurred, as part of their request for guidance and/or approval. The Program Manager will review approval requests for program income on a case-by-case basis; approval is not automatic. Consistent with the policy and processes outlined in 2 C.F.R. Part 200, pertinent guidance and options, as determined by the type of recipient and circumstances involved, may be approved by the Grant Officer. If approval is granted, an award modification will be issued with an explanatory note in the remarks section of the face page concerning guidance and/or options pertaining to the recipient's approved recipient's approved request. All instances of program income shall be listed in the progress and financial reports.

## Appendix A – Instructions for Completing the SF-424A

Applicants to the FY 2021 Standing Supplemental McGovern-Dole NOFO **who are applying for funding to supplement an agreement signed in FY 20** are required to fill out and submit a copy of the SF-424A, available on Grants.gov at: <https://www.grants.gov/web/grants/forms/sf-424-family.html>. This form should be submitted to [MGDAmendments@usda.gov](mailto:MGDAmendments@usda.gov) as part of the application. This form will be required in addition to the budget summary. Organizations applying for funds to supplement an agreement signed in FY 19 or earlier are not required to submit this form.

**To mirror the application's budget summary and narrative, the SF-424A should include all costs: the existing approved budget plus requested supplemental funds.** The SF-424A form should be filled out using the same information provided in your updated budget summary and updated budget narrative (see Section D 3 Required Content and Forms). Please note that Sections A-C will ONLY include the amounts from the project operating budget (administrative costs cash portion). The total Federal award amount, including Commodity Cost and Freight Cost, will be captured under SECTION F - OTHER BUDGET INFORMATION: 23. Remarks.

### SECTION A - BUDGET SUMMARY:

- **Grant Program Function or Activity (a):** Insert each of the applicable expense types in the four boxes for this section: 1) Administration, 2) Activities, 3) Commodity and Food Purchases, 4) and ITSH.
- **Catalog of Federal Domestic Assistance Number (b):** For the MGD program, the CFDA is: 10.608. Enter this number in this column for each expense type.
- **Estimated Unobligated Funds (c) & (d):** These sections will be left blank for new applications.
- **New or Revised Budget (e) and (f):** Insert the totals for each of the applicable expenses in these sections. Federal totals should be entered under column (e) and non-Federal (cost share/match) amounts should be entered under column (f).
- **Totals (column (g) and row 5):** Calculate the totals of columns (e) and (f) for each expense type. Please note this total will auto calculate when using the Grants.gov form.

### SECTION B - BUDGET CATEGORIES:

- **Object Class Categories:** Enter the same expense types (i.e., Administration, Activities, Commodity and Food Purchases, and ITSH) in the column headings for Section 6. Please note these headers will auto fill when using the Grants.gov form. For each expense type, enter the total expenses for each class category (e.g., Personnel, Fringe Benefits, Travel, etc.) and sum the amounts in column 5 and row K.

**FAS is providing the following guidance to assist applicants in transferring their budget requests from the current budget documents to the SF-424A:**

- **Administration Expenses**
  - a) Personnel: Enter the total for all Administration Salaries expenses
  - b) Fringe Benefits: Enter the total for all Administration Benefits expenses
  - c) Travel: Enter the total for all Administration Travel expenses
  - d) Equipment: Enter the total for all Administration Equipment expenses
  - e) Supplies: Enter the total for all Administration Supplies expenses
  - f) Contractual: Enter the total for all Administration Professional Services expenses
  - g) Construction: Leave blank
  - h) Other: Enter the total for all Administration Office and Other expenses
  - i) Indirect Charges: Enter the total for all Administration Indirect expenses
  
- **Activities Expenses**
  - a) Personnel: Enter the total for all Activities Salaries expenses
  - b) Fringe Benefits: Enter the total for all Activities Benefits expenses
  - c) Travel: Enter the total for all Activities Travel expenses
  - d) Equipment: Enter the total for all Activities Equipment expenses
  - e) Supplies: Enter the total for all Activities Supplies expenses
  - f) Contractual: Enter the total for all Activities Professional Services expenses
  - g) Construction: Leave blank
  - h) Other: Enter the total for all Activities Office and Other expenses
  - i) Indirect Charges: Enter the total for all Activities Indirect expenses
  
- **Commodity and Food Purchase Expenses**
  - a) Personnel: Leave blank
  - b) Fringe Benefits: Leave blank
  - c) Travel: Leave blank
  - d) Equipment: Leave blank
  - e) Supplies: Leave blank
  - f) Contractual: Leave blank
  - g) Construction: Leave blank
  - h) Other: Enter the total for all Commodity Procurement expenses
  - i) Indirect Charges: Enter the total for all Commodity and Food Purchase Indirect expenses
  
- **Internal Transportation, Storage, and Handling (ITSH) Expenses**
  - a) Personnel: Enter the total for all ITSH Salaries expenses
  - b) Fringe Benefits: Enter the total for all ITSH Benefits expenses
  - c) Travel: Enter the total for all ITSH Travel expenses
  - d) Equipment: Enter the total for all ITSH Equipment expenses
  - e) Supplies: Enter the total for all ITSH Supplies expenses
  - f) Contractual: Enter the total for all ITSH Professional Services expenses
  - g) Construction: Leave blank

- h) Other: Enter the totals for all ITSH Transportation, Warehouse, and Other expenses
  - i) Indirect Charges: Enter the total for all ITSH Indirect expenses
- **Program Income:** Applicants should list all applicable program income here. This amount includes, but is not limited to, income from: fees for services performed, the use or rental of real or personal property acquired under a Federal award, the sale of items fabricated under a Federal award, license fees and royalties on patents and copyrights, and principal and interest on loans made with Federal award funds.

**FAS is providing the following guidance to assist applicants in categorizing costs:**

- a. **Personnel:** Costs of employee salaries and wages. For each staff person, provide the name (if known), title, time commitment to the project as a percentage of a full-time equivalent (FTE), annual salary, and grant funded salary. Do not include the costs of consultants, subgrants or contractors. Consultants, subgrants and contractors are to be included under “Contractual.”
- b. **Fringe Benefits:** Costs of employee fringe benefits unless treated as part of an approved indirect cost rate. Provide the method used to calculate the proposed rate amount. If a fringe benefit has been negotiated with, or approved by, a cognizant federal agency, **attach a copy of the negotiated fringe benefit agreement**. If no rate agreement exists, provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement insurance, taxes, etc. Identify the base for allocating these fringe benefit expenses. (Attach the agreement to the application package.) For foreign entities this may not apply.
- c. **Travel:** Costs of project-related travel by employees of the applicant organization (do not include costs of sub-contractor, subgrantees or consultant travel). For each proposed trip, provide the purpose, number of travelers, travel origin and destination, number of days, and a breakdown of costs for airfare, lodging, meals, car rental, and incidentals. The basis for the airfare, lodging, meals, car rental, and incidentals must be provided, such as past trips, current quotations, Federal Travel Regulations, etc.
- d. **Equipment:** Any article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of (a) the capitalization level established by the organization for financial statement purposes, or (b) \$5000. For each type of equipment requested, provide a description of the equipment, the cost per unit, the number of units, the total cost, and a plan for use on the project, as well as use or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy or section of its policy which includes the equipment definition.

NOTE 1: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, calibration and maintenance services, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation shall be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.

NOTE 2: Prior to the purchase of equipment in the amount of \$5000 or more per unit cost, the Recipient must obtain the written approval from FAS, unless the equipment was approved in the initial award. The Recipient shall maintain an annual inventory, which will include a brief description of the item, serial number and amount of purchase for equipment purchased with grant funds, or received under a grant, and having a \$5000 or more per unit cost. The inventory must also identify the sub-award under which the equipment was purchased. Maintenance and insurance will be the responsibility of the Recipient. Title of equipment will remain with the Recipient until closeout when disposition will be provided in writing by FAS within 120 days of submission of final reports.

- e. **Supplies:** Supplies are tangible personal property other than that included in the equipment category if the acquisition cost is less than the lesser of the capitalization level established by the non-Federal entity for financial statement purposes or \$5,000, regardless of the length of its useful life. Specify general categories of supplies and their costs. Show computations and provide other information which supports the amount requested. A computing device is a supply.
- f. **Contractual:** Costs of all contracts for services and goods that further the work of the project. Do not put sub-contractors, sub-awardees, and/or sub-grantees that do not perform work to further the project. This includes the types of sub-contractors, sub-awardees, and/or sub-grantees that work for the Prime awardee exclusively, (i.e., landscapers, trash collectors, etc.) These costs belong under other cost categories such as equipment, supplies, construction, other, etc.
  - Include third party evaluation contracts (if applicable) and contracts with secondary recipient organizations. Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Identify proposed sub-contractor work and the cost of each sub-contractor. Provide a detailed budget for each sub-contractor that is expected to perform work estimated to be \$25,000 or more, or 50% of the total work effort, whichever is less.

- Identify each planned subcontractor and its total proposed budget. Each subcontractor's budget and supporting detail should be included as part of the applicant's budget narrative.
  - Provide the following information for each planned subcontract: a brief description of the work to be subcontracted; the number of quotes solicited and received, if applicable; the cost or price analysis performed by the applicant; names and addresses of the subcontractors tentatively selected and the basis for their selection; e.g., unique capabilities (for sole source subcontracts), low bidder, delivery schedule, technical competence; type of contract and estimated cost and fee or profit; and, affiliation with the applicant, if any.
  - All required flow down provisions in the award must be included in any subcontract.
  - In this section also include subgrantees. Provide information for each planned subgrant. Identify each planned subawardee and its total proposed budget. Include a brief description of the work to be performed.
- g. **Other Direct Costs:** Any other items proposed as direct costs that do not fall under the budget categories listed above. Provide an itemized list with costs and state the basis for each proposed item.
- h. **Indirect Costs:** If indirect costs are included in the budget, include in the budget narrative a description of how the indirect costs were calculated. Include the following information:
- Indirect cost percentages used;
  - Indirect cost base;
  - How the indirect cost base was calculated;
  - How the indirect cost was calculated.

Foreign public entities and foreign organizations may request, and upon approval from FAS use the de minimis rate of 10%, or some other rate in excess of the de minimis rate of 10%, up to 13%, if there is historical evidence that such a rate has been used in the past. However, if the foreign entity has a valid Negotiated Indirect Cost Rate Agreement it may be used.

**Attach a copy of the latest indirect cost rate agreement** negotiated with a cognizant federal agency. If the applicant is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost

proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not also be charged as direct costs to the award. If the applicant is requesting a rate which is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

Any non-federal entity that has never received a negotiated indirect cost rate (except for those non-federal entities described in [Appendix VII to Part 200](#) States and Local Government and Indian Tribe Indirect Cost Proposals, paragraph D.1.b) may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. As described in [§200.403](#) Factors Affecting Allowability of Costs, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all federal awards until such time as a non-federal entity chooses to negotiate for a rate, which the non-federal entity may apply to do at any time. For more information, see [2 CFR Part 200.414](#).

### **SECTION C - NON-FEDERAL RESOURCES**

- Applicants should list the amount of cost share and/or matching funds for each expense category.
- **Grant Program (a):** Enter the same expense types (i.e., Administration, Activities, Commodity and Food Purchases, and ITSH) in these rows.
- **Applicant (b):** Enter the total amount of cost share/matching funds that your organization will be providing for each applicable category.
- **State (c):** Enter the total amount of cost share/matching funds that will be provided by the state for each applicable category.
- **Other Sources (d):** Enter the total amount of cost share/matching funds to be provided by other sources for each applicable category.
- **TOTALS (column (e) and row 12):** Calculate the totals for each row and column.

### **SECTION D - FORECASTED CASH NEEDS**

- This is an optional section that does not need to be filled out. Leave all items blank.

### **SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT**

- This is an optional section that does not need to be filled out. Leave all items blank.

#### **SECTION F - OTHER BUDGET INFORMATION**

- **Direct Charges:** Leave blank.
- **Indirect Charges:** Leave blank.
- **Remarks:** Enter the totals for: Commodities, Freight, Admin. cash, and the total Federal award amount.