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United States Department of Agriculture
Food and Nutrition Service

SNAP Employment & Training National Partnership Grant

Fiscal Year 2023 Request for Applications (RFA)
Assistance Listing Number (ALN): 10.561

Release Date:	**April 13, 2023**
Application Due Date:	**11:59 pm, Eastern Daylight Time (EDT), July 10, 2023**
Anticipated Award Date:	**September, 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 grant.
- ☐ The percentage of time the Project Director will devote to the project in full-time equivalents (FTEs).
- ☐ Your organization's fringe benefit rate and amount, as well as the basis for the computation.
- ☐ The type of fringe benefits to be covered with Federal funds.
- ☐ Itemized travel expenses (including type of travel), travel justification, and basis for lodging estimate.
- ☐ Types of equipment and supplies, justifications, and estimates, ensuring that the budget is in line with the project description.
- ☐ Information for all contracts and justification for any sole-source contracts
- ☐ Justification, description, and an itemized list of all consultant services.
- ☐ Indirect cost information (either a copy of a Negotiated Indirect Cost Rate Agreement (NICRA) or if no agreement exists and the applicant has never been approved for a NICRA, they may charge up to 10% de minimis). If an applicant is requesting the de minimis rate or indirect costs are not required, please state this in the budget narrative.

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

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

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1. Program Description and Objectives

Program Description

The Food and Nutrition Service (FNS) administers the nutrition assistance programs of the U.S. Department of Agriculture (USDA), including the Supplemental Nutrition Assistance Program (SNAP). SNAP is the cornerstone of USDA's nutrition assistance programs. It began in its modern form in 1961 but has its origins in the Food Stamp Plan to help the needy in the 1930s. SNAP is the largest program in the domestic hunger safety net and 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.

SNAP participants are expected to seek and accept work if they are able. Participants who are not specifically exempted by statute, such as those who are caring for a dependent child under 6 or who cannot work due to a physical or mental condition, are subject to work requirements as a condition of eligibility. General SNAP work requirements include registering for work, not voluntarily quitting a job or reducing work hours, taking a suitable job if offered, and participating in an employment and training program as assigned by the State agency. In addition to these general work requirements, able-bodied adults without dependents are required by statute to work or participate in a work program for at least 20 hours per week or participate in workfare to receive SNAP benefits for longer than 3 months in a 36-month period.

States are required to operate a SNAP Employment and Training (E&T) program to help participants gain skills, education, training, and experience that lead to employment opportunities and greater economic self-sufficiency. USDA is committed to working with States and interested stakeholders to develop E&T programs that are data driven, more effective and efficient, and which have improved employment and earnings outcomes for program participants.

FNS has invested significant resources to help States expand and strengthen their SNAP E&T programs to help SNAP participants gain skills, obtain industry-recognized certificates and credentials, and ultimately move toward economic self-sufficiency. One area of particular focus for FNS has been increasing States' capacity to serve SNAP E&T participants by developing new partnerships with skill-based, employer-driven training providers. FNS has encouraged States to work with training providers that are able to operate "third-party partnerships" leveraging their own non-Federal funding and utilizing SNAP E&T reimbursement funds to support employment and training services for SNAP participants.

FNS has previously done this work primarily at the State level. However, the Consolidated Appropriations Act, 2023 (P.L. 117-328) included funding to support SNAP E&T National Leadership Activities. FNS has elected to utilize this funding in part to support new ***SNAP E&T National Partnership Grants***.

In fiscal year (FY) 2023, FNS intends to award approximately $3 million to non-profit national organizations with broad member or affiliate networks that provide direct workforce development services to low-income and low-skilled individuals, including SNAP participants. To be eligible, applicants must have at least thirty geographically diverse member or affiliate organizations in two or more FNS Regions. Applicants must refer to the Eligibility Section for instructions on how to confirm their 501(c)(3) status. Additionally, applicants must provide a clear description of how many geographically diverse members they have and where they are located, or whether they

have affiliate organizations in two or more FNS Regions. This information should be clearly conveyed on the first page of the proposal.

Grant funds will be used to support new organizational capacity for the grantee (i.e. the national organization) to provide member or affiliate organizations training and other technical assistance so that member or affiliate organizations may become third-party SNAP E&T providers.

Allowable activities may include, but are not limited to:

- Organizing and convening conferences or meetings with network or consortia members;
- Developing peer-to-peer learning and networking opportunities or platforms;
- Developing training materials such as toolkits, checklists, and curriculum;
- Sharing best practices through webinars or site visits; and
- Providing professional development opportunities for member or affiliate staff.

Training and technical assistance to member or affiliate organizations may cover issues such as, but not limited to, guidance on:

- Policy and programmatic fundamentals about the SNAP E&T program;
- The role of State SNAP agencies in administering the SNAP E&T program;
- Information technology, administrative, fiscal, and other infrastructure needs related to becoming a SNAP E&T third-party provider;
- Organizational strengths or weaknesses of community colleges related to becoming a SNAP E&T provider and providing SNAP E&T services;
- The provision of case management and participant reimbursements to E&T participants; and
- Best-practices for providing employment and training services to SNAP participants and moving them toward economic self-sufficiency.

Key Objectives

Below is a list of the Program Objectives. As noted in Section 4, within the "Activities/Indicators Tracker," proposed activities must be clearly aligned to these objectives and their associated activities and indicators. Application proposals must include all four key objectives identified below. Note that if awarded, grantees will be required to report on progress towards activities aligned with the required objectives 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	Expand the number of skill-based, employer-driven SNAP E&T providers that move SNAP participants toward economic self-sufficiency.
2	Create new capacity to provide technical assistance though activities such as, but not limited to, organizing conferences and meetings; developing and supporting peer-to-peer learning networks; creating technical assistance materials such as toolkits, checklists, and curriculum; promoting best practices by hosting webinars and site visits; and providing professional development opportunities for member or affiliate staff.
3	Provide technical assistance on SNAP E&T to member or affiliate organizations so they can become SNAP E&T third-party providers. Technical assistance should cover

	increasingly more complex issues over the life of the grant and/or be provided to additional member or affiliate organizations.
4	Increase expertise on SNAP E&T among member and affiliate organizations so that they can become third-party SNAP E&T providers.

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: Approximately $3,000,000
- Anticipated number of awards: 2-3
- Minimum award amount (award floor): No minimum
- Maximum award amount (award ceiling): $3,000,000
- Anticipated award announcement date: September 2023
- Anticipated period of performance (start and end date of the award): September 2023 – September 2026
- Application due date: July 10, 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.
- FNS reserves the right to request information on all contractual awards and costs after the award of the grantee's contract.
- These projects will be awarded in the form of a Federal grant.
- Procurement contracts may be awarded by grantees under this grant project.

Allowable Costs

The SNAP E&T National Partnership grants are intended to support the full range of needs organizations may have related to implementing and operationalizing the grant, but organizations should clearly state the purpose(s) for which the funds will be used in their grant application. Funds must be used to create new organizational capacity, including staff and other infrastructure needs, to provide SNAP E&T technical assistance and training to network or consortia members. 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.

Unallowable Costs

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

Direct Services: Funds from this grant shall not be used to provide direct services.

Existing Organizational Activities: Funds from this grant shall not be used to pay for existing organizational activities, or regular, on-going organizational operational costs. Funds must be used to create new organizational capacity to provide SNAP E&T technical assistance to network member or affiliate organizations.

Funds may not be used for costs outside the scope of the grant proposal or the approved budget.

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

The entities eligible to receive grants under this competition are non-profit national organizations with broad, geographically diverse member or affiliate networks that provide direct workforce development services to low-income and low-skilled individuals, including SNAP participants. Eligible entities must have at least thirty geographically diverse member or affiliate organizations. To be considered geographically diverse, applicants must have member or affiliate organizations in two or more FNS Regions.

All non-profit organizations must include their 501(c)(3) determination letter issued by the Internal Revenue Service (IRS).

Additionally, applicants must provide a clear description of how many geographically diverse members they have and where they are located, or whether they have affiliate organizations in two or more FNS Regions. This information should be clearly conveyed on the first page of the proposal.

Entities not meeting the eligibility definitions will be deemed ineligible and removed from competition without further consideration.

Ineligible Applicants

International (non-U.S. or non-U.S. territories) entities are not eligible to apply.

Cost Sharing or Matching Considerations

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

Other Eligibility Criteria

Eligible entities must have:

- Previous experience providing technical assistance on complex policy and program areas across the organization's member or affiliate network;
- Demonstrated expertise providing SNAP E&T services, via one or more member or affiliate organizations; and
- Demonstrated expertise moving low-income and low-skilled individuals toward economic self-sufficiency, across multiple member or affiliate organizations.

Pre-Award Screening Requirements

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

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

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

Acknowledgement of USDA Support

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

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

4. Application and Submission Information

Content and Form of Application Submission

FNS strongly encourages eligible applicants interested in applying to this program to adhere to the following applicant format. The proposed project plan should be presented on 8 ½" x 11" white paper with at least 1-inch margins on the top and bottom. All pages should be single-spaced in 12-point font. The project description with relevant information should be capture on no more than 10 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.

Letter(s) of Commitment: A letter(s) of commitment is required if an applicant is proposing to work in partnership with another organization(s). The letter(s) should be submitted as part of the application package. The letter(s) of commitment from the partner(s) must describe:

- The organization's role in the project;
- The amount of time it intends to commit to the project;
- An attestation that it will cooperate with the grant applicant in implementing the project; and
- The letter must be provided on the respective organization's letterhead and be signed by an authorizing individual.

If an applicant proposes to work in a partnership with another organization and does not include the required letter(s) of commitment in their application package, the application will be removed from competition without further consideration.

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

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.

Applicants must include in the project narrative and will be judged on how well they describe the: 1) Soundness or Merit of Project Design, 2) Budget Appropriateness and Economic Efficiency, 3) Organizational Experience, Staff Capability and Management, and 4) Implementation and Evaluation. The detailed description of this criteria is found in Section 5 – Application Review Information.

Consistent with USDA's priorities and Executive Order 13985, FNS is committed to promoting equity[1] in and through the SNAP E&T program. Throughout the United States, systemic barriers for historically underserved communities have led to significant barriers to education, training, and full participation in the labor market. SNAP E&T programs can play an important role in promoting equitable (i.e., race, gender, disability, geographic, sexual orientation, religion, etc.) access to good jobs and sustained family-supporting wages in high-demand career fields for those from historically underserved groups; as measured by educational attainment, households that participate in the SNAP program are the least well-off in the labor market. FNS strongly encourages applicants to include an equity lens in their projects that is clearly reflected in the project narrative.

Examples of guiding questions that might be reflected in the project narrative include, but are not limited to:

1. How are your organization's view on equity and inclusion incorporated in this proposal?
2. What forms of diversity (racial, gender, disability, cultural, citizenship status, linguistic, etc.) does this project seek to focus on? Does your organization's leadership and/or project management team reflect this diversity?

[1] The term "equity" means the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality.

3. How will your project recognize and address intersecting forms of historically underserved identities (i.e., individuals that identify or fall into more than one historically underserved category)?
4. How do you propose to draw upon diverse perspectives in the community or field that the proposed work will serve? Did your project design include consultation with members of the group your project intends to serve? What type of consultation?
5. Has your organization had prior success in improving program participation for an underserved community? If so, how can lessons learned be applied to this proposal?
6. What racial equity and inclusion challenges does your organization face?
7. What policies or technologies are in place that may be barriers to meeting the needs of underserved populations in your project area?
8. How will you measure the impact of your proposal on promoting equity in specific communities? What data collection methodologies will be used? Are the data collection methodologies sensitive to the needs of the community they intend to serve?
9. How will the project reduce racial/ethnic disparities in participation and outcomes of SNAP E&T programming? How will the project promote equity?
10. How will racial equity and inclusion efforts extend beyond the project's period of performance?

Activities/Indicators Tracker

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

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

Example

Objective #	1. Expand the number of skill-based, employer-driven SNAP E&T providers that move SNAP participants toward economic self-sufficiency.
Activity	Provide intensive technical assistance and training to member of affiliate cohort
Indicator(s)	Number of cohort members trained
Activity	Assist cohort members in becoming third-party SNAP E&T providers in one or more States
Indicator(s)	Number of contracts executed to provide SNAP E&T services

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.

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

Required Grant Application Forms

The required grants.gov forms 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.
- 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 on July 10, 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.

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/web/grants/applicants/registration.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 EST <<or 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.

Funding Restrictions

Grant funds shall not be used for:

- Provision of direct services.
- Existing organizational activities, or regular, on-going organizational operational costs.
- Construction costs.
- Pre-award costs will not be awarded for this grant project. Projects predicated on waiving SNAP regulations are not allowable and will not be considered for funding. However, if during the grant period, a State agency determines a waiver is needed, the State may apply for one, but there are no guarantees that FNS will approve the waiver.

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.

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

1. Soundness or Merit of Project Design (35 points + 8 bonus points)

Program Design: The proposal clearly describes how the applicant will create new organizational capacity to provide SNAP E&T technical assistance to network members or affiliates. The proposal clearly describes how the applicant will provide technical assistance to network members or affiliates, including how the technical assistance will cover increasingly more complex issues and/or be provided to additional network members or affiliates over the lifetime of the grant. The proposal should include quantifiable metrics of progress and success, including the number of new

third-party SNAP E&T providers the applicant expects to result from the technical assistance provided.

Impact: The proposal demonstrates a direct impact on the:

- Capacity of the applicant to provide SNAP E&T technical assistance to its member or affiliate network;
- Improved expertise on SNAP E&T for the applicant and its member or affiliate network;
- Quality and quantity of SNAP E&T technical assistance provided to member or affiliate networks; and
- Number of network members or affiliates providing SNAP E&T services.

The proposal shows a clear progression from idea to practice, and a clear progression in the complexity of technical assistance provided and/or the number of network members or affiliates receiving technical assistance over the lifetime of the grant.

If the project is not network-wide, the proposal demonstrates how the project will impact, interact with, or otherwise inform the work of the applicant's entire network as it relates to SNAP E&T.

Quality: The proposal shows thoughtfulness, critical analysis, clarity, and the use of relevant facts and knowledge.

Sustainability: Applicants should ensure that the work begun under the grant can be continued after grant funds have been expended.

Letters of Commitment: If the project design involves partnering with another organization(s), the application includes a letter(s) of commitment following the guidelines found on page 9. If letter(s) of commitment are not included in the application package, it will be removed from competition without further consideration.

Feasibility: The application proposes projects that are capable of being accomplished and likely to be implemented in a timely fashion.

Equity: Consistent with USDA's priorities and Executive Order 13985, FNS is committed to promoting equity in and through the SNAP E&T program. Please see page 9 of this RFA for examples of guiding questions on equity that might be reflected in the project narrative, although applicants' efforts to address equity in their program design are not limited to these questions. Applications that explicitly address equity issues as part of their program design can earn up to eight (8) bonus points.

2. Budget Appropriateness and Economic Efficiency (20 points)

Budget: The proposal includes:

- A line-item budget. **See Application Checklist (pg. 2)** to assure each category is addressed in the budget.
- 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 goals and objectives of the project. **There should be adequate justification for budget costs based on current industry costs/standards. Information on costs should be obtained from applicable organizations or from online sources.**
- Additionally, a copy of the approved negotiated indirect cost rate agreement must be attached if indirect costs are shown as a budget expense to the project.
- If desired, a tiered budget and narrative that describes adjustments the applicant would make if it were awarded funding at different levels (only the primary budget will be analyzed against this criterion).

Efficiency: The proposal is cost effective. It demonstrates that the anticipated results are commensurate with the cost of the project.

Contractual and Consultant Costs: Proposals that include hiring of a consultant(s) or contract must provide the following information:

- Consultant's name and description of service;
- Estimated itemized list of all direct costs and fees;
- Anticipated salaries must have the number of personnel including the position title;
- Specialty and specialized qualifications as appropriate to the salary;
- Number of estimated hours times hourly wage; and
- All expenses and fees directly related to the proposed services to be rendered to the project.

Applicants that are required to issue a bid should provide a narrative explaining the requirement and provide a reasonable estimate of Contractual and Consultant Costs.

NOTE: Proposal submissions which omit the required budget forms, budget narratives and/or line-item descriptions will not receive the full point value for this criterion. Therefore, applicants should recognize that a well-written budget narrative which justifies the proposed project expenditures assists the reviewers during the review process.

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

3. Organizational Experience, Staff Capability and Management (30 points)

Credibility: The proposal establishes the applying organization's credibility and capabilities. **The proposal must demonstrate that the applicant meets the eligibility criteria for the grant.**

Oversight: The proposal demonstrates that effective and consistent oversight by a qualified project manager(s) will be implemented throughout the project. The proposal must include a dedicated project manager and detail the roles and responsibilities of the project manager.

Communication: The proposal demonstrates that effective communication will exist within the organization and, if applicable, with partnering organizations. The proposal includes an organizational chart of the proposed project.

Staff: The proposal identifies the project director or 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 or manager and key staff, it must include with the application package job descriptions for positions that must be advertised. Applicants should address their contingency or back-up plans in the event of key staff departures.

Time Commitment: 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.

4. Implementation and Evaluation (15 points)

Timeline: The proposal includes a project timeline that outlines proposed tasks and major milestones and demonstrates that sufficient time is allotted for each activity.

Evaluation: The proposal describes a well-thought-out, organized review and evaluation process that will measure whether the goals of the project have been met. The evaluation should focus on measuring the impact of the project. Please be sure to include information on who will measure the goals of the project, how the goals will be measured, when the goals will be measured and what the organization will measure.

Total Points Available: 100 + 8 bonus points

Review and Selection Process

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

6. Federal Award Administration Information

Federal Award Notice

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

Administrative and National Policy Requirements

Confidentiality of an Application

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

Safeguarding Personally Identifiable Information

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

Applicants submitting applications in response to this RFA must recognize that confidentiality of PII and other sensitive data is of paramount importance to the USDA Food and Nutrition Service. All federal and non-federal employees (e.g., contractors, affiliates, or partners) working for or on behalf of FNS are required to acknowledge understanding of their responsibilities and accountability for using and protecting FNS PII in accordance with the Privacy Act of 1974; Office of Management and Budget Memorandum; M-17-12, *Preparing for and Responding to a Breach of Personally Identifiable Information*; Circular A-130, *Managing Information as a Strategic Resource*; and the NIST Special Publication (SP) 800-122, *Guide to Protecting the Confidentiality of Personally Identifiable Information*.

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

Conflict of Interest and Confidentiality of the Review Process

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

Administrative Regulations

Federal Tax Liabilities Restrictions

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

Felony Crime Conviction Restrictions

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

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

A recipient chosen for an award shall comply with the non-procurement debarment and suspension common rule implementing Executive Orders (E.O.) 12549 and 12698, "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: 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. To access FPRS, the grant recipient must obtain USDA e-Authentication, verify their identity, and submit an FNS-674 form, which will be provided by the Grant Officer to access FPRS. For additional information on FPRS, visit fprs.fns.usda.gov.

Performance Progress Reports (PPR)

Grantees will be required to submit progress reports to FNS 30 days following the end of each quarter, using the FNS-908 PPR form that will be sent to grantees at the time of award or the initial orientation. The reports should cover the preceding period of activity. A final report identifying the accomplishments, challenges, and results of the project will be due 120 days after the end date of the award. For reference, a sample of the PPR form can be found in the Appendix.

Please note: The FNS-908 PPR form specific to this opportunity will be sent to grantees at the time of award 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.

Appendix

RFA Budget Narrative Checklist

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

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

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

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

ITEM	YES	NO
A justification for all Sole-source contracts must be provided in the budget narrative prior to approving this identified cost.		
Other		
Consultant Services – Has the bona fide need been clearly identified in the project description to justify the cost shown on the budget? The following information must be provided in the justification: description of service, the consultant's name and an itemized list of all direct cost and fees, number of personnel including the position title (specialty and specialized qualifications as appropriate to the costs), number of estimated hours and hourly wages per hour, and all expenses and fees directly related to the proposed services to be rendered to the project.		
For all other line items listed under the "Other" heading – List all items to be covered within "Other" along with the methodology on how the applicant derived the costs to be charged to the program.		
Indirect Costs		
Has the applicant obtained a Negotiated Indirect Cost Rate Agreement (NICRA) from 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 and 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 non-competitive grant programs. Please submit this questionnaire along with your application package.

ORGANIZATION INFORMATION

Legal Organization Name:

Unique Entity Identifier (SAM):

FINANCIAL STABILITY AND QUALITY OF MANAGEMENT SYSTEMS

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

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
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).*	☐	☐
If your organization has been audited within the last 5 fiscal years, was there a "Qualified Opinion" or an "Adverse Opinion"?	☐	☐
If your organization has been audited within the last 5 fiscal years, was there a "Material Weakness" disclosed?	☐	☐
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

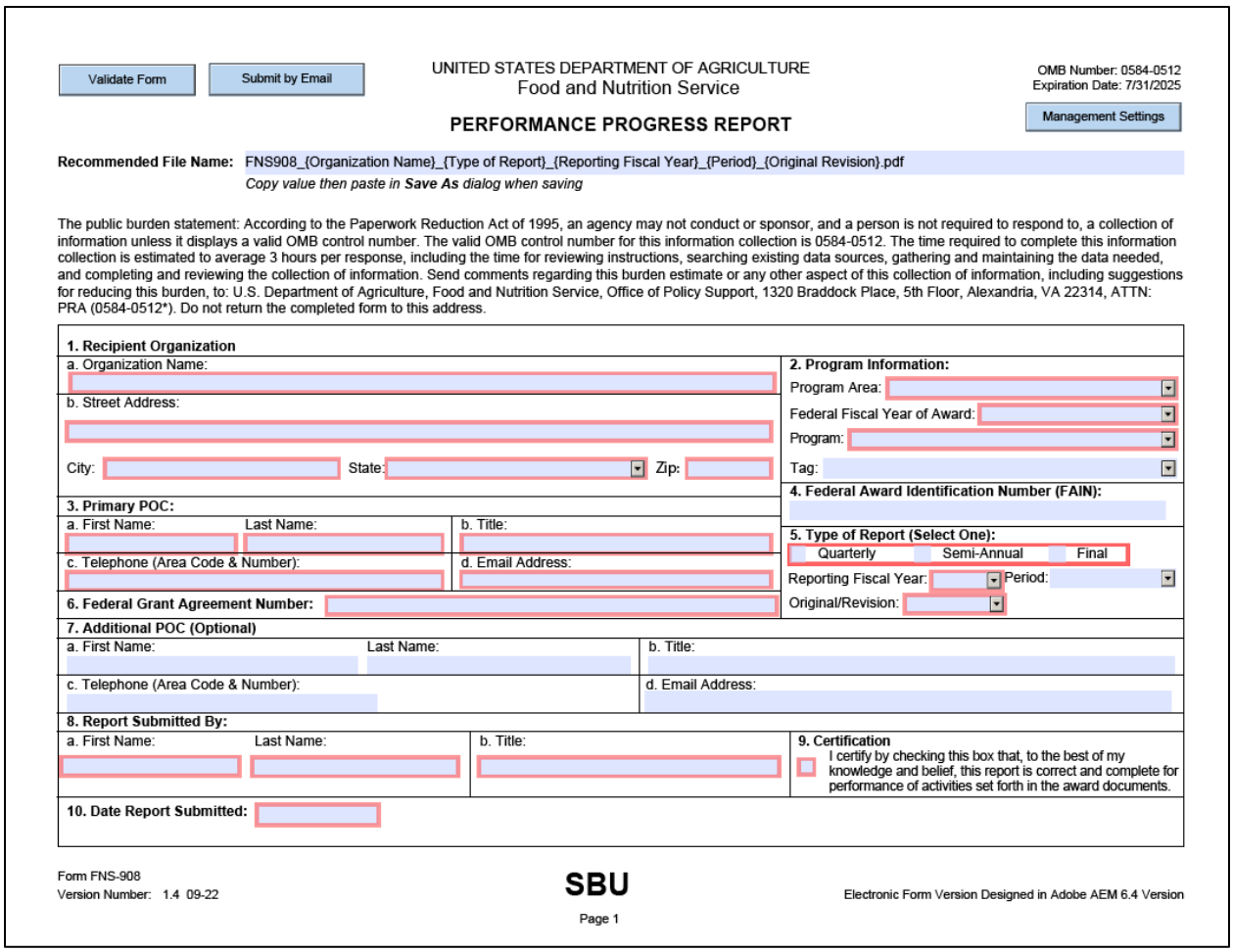
Name of Authorized Representative: _____

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):

Page 2

Program Management Information (Continued)

6. Upcoming Activities and Anticipated Changes

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

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

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

7. Final Reporting Summary (Final Reporting Period Only)

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

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

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

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

8. Additional Comments (Max 2000 Characters)

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