

Information Collection: 0584-0512
Expiration date: 03/31/2029



Supplemental Nutrition Assistance Program Fraud Framework Implementation Grant

**Fiscal Year 2026 Request for Applications (RFA)
Assistance Listing Number (ALN): 10.535**

Release Date: June 15, 2026

**Application Due Date: July 15, 2026; 11:59 pm, Eastern Daylight Time
(EDT)**

Anticipated Award Date: September 2026

This information is being collected to assist the Food and Nutrition Administration (FNA) in reviewing grant applications for the Supplemental Nutrition Assistance Program (SNAP) Fraud Framework Implementation Grant program. This is a mandatory collection and FNA will use the information to select applications for award. This collection does request personally identifiable information under the Privacy Act of 1974. 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 Office of Management and Budget (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 45 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 Administration, 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.

Application Checklist

This application checklist provides applicants with a list of the required actions and documents that must be completed. However, FNA 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](https://www.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. Provide either a copy of a Negotiated Indirect Cost Rate Agreement (NICRA) or if no agreement exists, the applicant may charge up to 15% 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:

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

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1. Program Description and Objectives

Executive Summary

The USDA's Food and Nutrition Administration¹ works to nourish those in need through financially sound programs that promote health and work, as well as champion the productivity of American agriculture. Consistent with Secretary of Agriculture Brooke Rollins' guiding principle to take swift action to minimize instances of fraud, waste, and program abuse in nutrition programs, the SNAP Fraud Framework Implementation Grant Program supports State agency efforts to improve and expand recipient fraud prevention, detection, and investigation efforts using the procedures, ideas, and practices outlined in the SNAP Fraud Framework. The SNAP Fraud Framework is designed to support State agencies as they develop new efforts or improve existing ones to prevent, detect, and investigate recipient fraud.²

Section 29(a) of the Food and Nutrition Act of 2008 (7 U.S.C. 2036b) authorizes FNA to prevent trafficking of SNAP benefits. Based on this authority, Congress has provided funding in annual appropriations in recent years to provide competitive grants to support State agencies in implementing SNAP's Fraud Framework and to strengthen program integrity activities in SNAP. Up to \$5 million has been appropriated in fiscal year (FY) 2026 for State agencies to implement practices described in the SNAP Fraud Framework. Applicants may apply for up to \$750,000 in funding. This funding opportunity will be offered on a competitive basis.

Program Description

FNA administers the nutrition assistance programs of the U.S. Department of Agriculture, including SNAP. SNAP is the Nation's largest nutrition assistance program and served an average of 42.1 million participants per month in Federal FY 2025. Participants receive their benefits via an Electronic Benefit Transfer (EBT) card. These benefits help supplement SNAP recipients' food budgets so they can purchase more healthy food. FNA works in partnership with State agencies to administer SNAP.

The SNAP Fraud Framework Implementation grant program provides State agencies with funds to combat emerging fraud threats and enhance internal systems and processes for more effective detection, prevention, and investigation of recipient fraud.

Since the COVID-19 pandemic, there has been a significant increase in reports of SNAP benefit theft by criminal actors through EBT card skimming³ and other electronic benefit theft schemes. This emerging trend underscores the critical need for enhanced EBT card security to protect SNAP benefits. Given this, FNA encourages States to submit applications aimed at preventing and detecting electronic benefit theft. FNA also encourages States to submit proposals that aim to strengthen front-end identity verification and implement system enhancements to identify high-risk applications.

¹ Please note that this document refers to FNS forms instead of FNA, as the agency works towards an official process to update reporting form names.

² Throughout this RFA, "State agencies" refers to the agencies that administer SNAP in the 50 States, the District of Columbia, the Virgin Islands, and Guam.

³ The Federal Bureau of Investigation defines skimming as when a device illegally installed on ATMs, POS terminals, or fuel pumps captures data or record cardholders' PINs. Criminals use data to create fake debit or credit cards and then steal from victims' accounts.

The bullets below provide an overview of the grant program.

- Section 29(a) of the Food and Nutrition Act of 2008 (7 U.S.C. 2036b) authorizes FNA to prevent trafficking of SNAP benefits.
- Up to \$5 million has been appropriated in FY 2026 for State agencies to implement practices described in the SNAP Fraud Framework. This funding opportunity will be offered on a competitive basis.
- Eligible grant applicants: State agencies. The term “State agencies” refers to the agencies of the 50 States, the District of Columbia, the Virgin Islands, and Guam that administer SNAP at the State or County level. This is consistent with the definition of State agencies within SNAP regulations at 7 CFR 271.2.
- Grant applicants should identify projects that best fit the needs of the State and that the State can successfully implement.
- FNA encourages applicants to consider foundational projects that the State agency can build on for future growth in the fraud control area, such as data quality improvements, strategic planning, or integrating risk management into fraud prevention. Applicants may also use grant funds for projects that build upon previous efforts.

Key Objectives

Below is a list of the program objectives. As noted in Section 4, within the Activities and Indicators Tracker, proposed activities should be clearly aligned to these objectives and their associated activities and indicators.

This year, FNA is introducing a new, eighth objective: Innovation & Technology Advancements. This objective encourages States to adopt new or enhanced processes, tools, technologies, or practices that will improve their ability to prevent, detect, or investigate fraud more efficiently, accurately, and proactively. Applicants should reference the chart in the [“Use of Advanced Automation in SNAP”](#) memo. Applicants must clearly outline the type, scope, and use of advanced automation that will be involved in their projects in the application. Applicants are encouraged to reach out with any questions about the scope and compliance of their planned advanced automation. Applicants should indicate whether or not their project proposal qualifies as a major change in the executive summary. Applicants who are unsure whether their project proposal qualifies as a major change should contact their State or Regional Office, as appropriate.

Application proposals must include at least one of the eight objectives identified below. Proposals can contain more than one objective. Awardees are required to report on progress toward activities aligned with the required objective(s) in their proposal using the FNS-908 Performance Progress Report. Carefully considering proposed activities and indicators will prepare grantees for their progress reporting requirements if awarded.

#	Objective
1	<p>Organizational Management: Establish and communicate priorities, organize employees, and manage both large-scale and day-to-day processes to improve program integrity in SNAP.</p> <p>Examples of the types of activities that would fall under this objective include:</p> <ul style="list-style-type: none"> • Establish a strategic plan using Specific, Measurable, Achievable, Relevant and Time-Bound (SMART) principles that address recipient integrity or benefit theft. • Improve documentation around recipient fraud or benefit theft processes and procedures that align with strategic priorities. • Enhance data analysis skills within fraud unit. • Establish processes for transitioning to chip EBT cards. • Incorporate industry standards into benefit theft prevention measures.
2	<p>Performance Measurement: Analyze State agency performance to identify areas of program integrity improvement in SNAP.</p> <p>Examples of the types of activities that would fall under this objective include:</p> <ul style="list-style-type: none"> • Assess the impact of current integrity efforts and initiatives through active monitoring of a defined set of metrics. • Measure the effectiveness of EBT card features that assist in the prevention of benefit theft such as card freeze/lock or out-of-state transaction blocking. • Evaluate the impacts of transitioning to EBT chip cards. • Automate the manual process of data gathering and calculations. • Establish specific, measurable, achievable, relevant, and time-bound indicators to track performance of the grant project. <p>See page 7 of the SNAP Fraud Framework for more details on SMART principles.</p>
3	<p>Recipient Integrity Education: Develop or deliver recipient integrity education resources to help recipients to safeguard their SNAP benefits and use them as intended—preventing fraud before it occurs. When producing recipient integrity education materials, State agencies are encouraged to educate the public and applicants about SNAP benefit theft and fraud, rather than emphasize the consequences as a deterrent to applying.</p> <p>Examples of the types of activities that would fall under this objective include:</p> <ul style="list-style-type: none"> • Develop recipient education materials on how recipients can safeguard their EBT card and on how to identify and respond to suspected card skimming, card cloning, and phishing/smishing scams. • Create education materials for how to use EBT card features such as how to freeze/lock an EBT card or block out-of-state or online purchases. • Develop materials that encourage SNAP recipients to frequently change their personal identification number (PIN), adopt transaction alerts, or restrict out-of-State or online purchases. • Improve recipient integrity education messaging through various channels, in multiple languages, and in plain language rather than in legal jargon. • Ensure SNAP recipients as well as the public understand what SNAP fraud is, how to avoid becoming a victim of fraud, and the penalties for committing program violations.

4	<p>Fraud Detection: Improve administrative infrastructure by equipping Eligibility workers and fraud unit employees with the appropriate tools as the agency’s first line of defense against fraud.</p> <p>Examples of the types of activities that would fall under this component include:</p> <ul style="list-style-type: none"> • Develop fraud detection dashboard with EBT processor to build fraud monitoring reports based on transaction data and/or interactive voice response/call center (IVR) data. • Strengthen efforts to detect potential fraud at the time of application. • Improve the use of data analytics to monitor EBT card replacements and predict potential incidents of trafficking. • Enhance internal controls to protect against employee fraud. • Enhance IVR security.
5	<p>Investigations and Dispositions: To improve fraud case management from initial fraud referral through disposition.</p> <p>Examples of the types of projects activities that would fall under this objective include:</p> <ul style="list-style-type: none"> • Implement a data-driven process for prioritizing SNAP fraud investigations. • Establish standardized procedures for developing effective evidence packages. • Improve internal fraud referral and feedback processes. • Develop call center scripts to gather information from SNAP recipients reporting stolen EBT benefits and help investigators identify when and where skimming occurred.
6	<p>Analytics and Data Management: To expand the State agency’s ability to capture and analyze data.</p> <p>Examples of the types of activities that would fall under this objective include:</p> <ul style="list-style-type: none"> • Clean up existing data to eliminate erroneous or duplicate values and improve usability. • Improve data management processes (e.g., quality, storage, protection, security, standardization). • Collect data on stolen benefits to support future analysis of fraud trends and areas for improvement. • Use analytics to detect benefit theft or fraud and analyze fraud trends. • Improve State data collection practices around reports of stolen benefits. <p>Automate the State’s ability to share and receive data with the USDA SNAP Information Database.</p>
7	<p>Learning and Development: To invest in training and professional development opportunities to promote employee engagement and to ensure employees are aware of new and emerging trends in benefit theft and SNAP fraud.</p> <p>Examples of the types of projects that would fall under this objective include:</p> <ul style="list-style-type: none"> • Establish a standardized training program for employees throughout the organization that focuses on their roles in recipient integrity activities. • Create a mentoring or coaching program for professional development in support of recipient integrity efforts. • Train staff on common benefit theft techniques that clients might report and how to handle a benefit theft report.

	<ul style="list-style-type: none"> • Develop training for staff on chip card roll out and implementation.
8	<p>Innovation & Technology Advancements: A new or enhanced process, tool, technology, or practice that improves the State agency’s ability to prevent, detect, or investigate fraud more efficiently, accurately, or proactively.</p> <p>Examples of the types of projects that would fall under this objective include:</p> <ul style="list-style-type: none"> • Enhancing EBT card security to include chipped cards, implement or modernize an online portal or app for clients to proactively protect their SNAP benefits. • Implementation of identity verification and authentication protocols to mitigate unauthorized access and account takeover. • Deployment of AI-driven error prevention tools to identify eligibility and payment errors before issuance.⁴

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: \$5 million
- Anticipated number of awards: 10
- Minimum award amount (award floor): \$150,000 per award
- Maximum award amount (award ceiling): \$750,000 per award
- Anticipated award announcement date: September 2026
- Anticipated period of performance (start and end date of the award): September 2026-September 2029
- Application due date: July 15, 2026 (11:59 PM Eastern Daylight Time (EDT))
- Type of Federal Financial Assistance: Grant

Please note:

- Grant awards are subject to the availability of funding and/or appropriations of funds.
- FNA reserves the right to use this solicitation and the results of this competition to award additional grants this year or the subsequent fiscal year, should additional funds become available.
- Applications, and all proposed activities, must comply with applicable laws, regulations, and executive orders. FNA reserves the right to exclude from consideration any applications proposing activities in contradiction of these requirements.

Allowable Costs

To accomplish the SNAP Fraud Framework Implementation Grant goals, grantees should ensure the best use of the available funding is achieved. Expenditures should meet the purposes of the grant and the grant activities. All proposed costs should align with the program cost principles and the 2 CFR 200. 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.

Budgets may include expenses related to the work of the grant and include line items such as; personnel, contractors, equipment and supplies, meeting expenses (**other than meals**), travel, and trainings.

- FNA does not intend for this grant program to fund activities enhancing compliance with existing statutory or regulatory program requirements, such as data matching. FNA will continue to fund all State agency activities through 50% Federal reimbursement of administrative costs.
- Grantees may use grants funds to procure contracts for goods or services.
- SNAP Fraud Framework Implementation Grant-funded projects may benefit other governmental programs; however, grant funds must only support SNAP's share of the project costs.

Equipment and Supplies: Expenditures for equipment (i.e., items of personal property having a useful life of more than one year and a cost of \$10,000 or more) are allowable expenses with prior approval by FNA. FNA reserves the right to approve/disapprove these expenditures based on needs as expressed by the proposed project. Supplies do not require a separate specific prior approval outside of the budget/proposal approval process.

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.

A complete listing of selected items of costs is located at 2 CFR 200.420 – 200.476.

Travel

Reimbursement for travel and hotel costs for project staff or participants to attend grant related trainings and activities is allowable. A clear oversight process must be in place to ensure the appropriate use of funds according to established travel allowances.

3. Eligibility Information

Eligible Applicants

Entities that do not meet the eligibility definitions will be deemed ineligible and removed from competition without further consideration. The following defines the eligible entities:

- This grant opportunity is only open to State agencies that administer SNAP, consistent with the SNAP regulatory definition of “State agency” at [7 CFR 271.2](#).
 - For State agencies that are county-administered, a county agency that submits an application must include a letter of commitment or letter of endorsement from the relevant SNAP agency with the application package to be considered for funding. State agencies that are county-administered include: California, Colorado, Minnesota, New Jersey, New York, North Carolina, North Dakota, Ohio, Virginia, and Wisconsin.
 - FNA will consider only one application per State agency.

Note: In cases where an applicant is deemed nonresponsive for failing to submit required elements or documents associated with this RFA, they will be considered ineligible and removed from consideration. Those applicants who fail to submit any required documents or forms associated with the RFA will be deemed NONRESPONSIVE and therefore will be INELIGIBLE to participate in the competition and removed from further consideration.

Cost Sharing or Matching Considerations

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

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 governmentwide 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 FNA 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, EPLS, and Federal Awardee Performance and Integrity Information System (FAPIS).
- FNA Risk Assessment Questionnaire (FNS-906)
 - Applicants must complete the Grant Program Accounting System & Financial Capability Questionnaire that allows FNA 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 FNA imposing special conditions or additional oversight requirements that correspond to the degree of risk assessed. If your agency has had an audit in the past five year, please include your audit report as an attachment.

Acknowledgment of USDA Support

As required in 2 CFR 415.2, the recipient must have an acknowledgment of the USDA awarding agency support placed on any information dissemination products with any Federal financial assistance support, including those which report the results of, or describe, a Federal financial assistance-supported activity. 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 Content Information

Content and Form of Application Submission

FNA 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 captured on no more than 25 pages, not including the cover sheet, table of contents, resumes, letter(s) of commitment, endorsement letter(s), budget narrative(s), appendixes, and required forms. All pages, excluding form pages, must be numbered.

Special Instructions:

- Late application submissions will not be considered in this competition. FNA 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 established deadline.
- Letters of support or letters of commitment must be submitted with the application through Grants.gov. Letters submitted separately or via email will not be considered.
 - Note: For State agencies that are county-administered, a county agency that submits an application must include a letter of commitment or letter of endorsement from the relevant SNAP agency with the application package to be considered for funding. State agencies that are county-administered include: California, Colorado, Minnesota, New Jersey, New York, North Carolina, North Dakota, Ohio, Virginia, and Wisconsin.
- Applications submitted without the required supporting documents, forms, and certification will be deemed nonresponsive and removed from further consideration.
- Applications missing a written proposal or budget narrative will be deemed nonresponsive and removed from further consideration.
- FNA 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, FNA will accept the latest application package successfully submitted. All other packages submitted by the applicant will be removed from this competition.

Cover Sheet

The cover page should include, at a minimum:

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

Table of Contents

The table of contents should include relevant sections, subsections and associated page numbers.

Application Project Summary

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

Project Narrative

The project narrative should clearly identify what the applicant is proposing, how the proposed project or solution will address the underlying need, the expected results and/or benefits once the

solution is achieved, and how it will meet the RFA program scope and objectives. The proposed project methodology should describe the project design, address program specific methodology needs, procedures, timetables, monitoring/oversight, and the organization’s project staffing.

Activities and Indicators Tracker

The grantee must include a tracker of activities and indicators. The tracker must identify one or more of the seven SNAP Fraud Framework Components. Applicants should integrate principles and procedures outlined in the SNAP Fraud Framework. The applicant must clearly align the activities in the tracker with the required objectives.

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

Note: Indicators are defined as any metric the applicant anticipates will 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. Recipient Integrity Education
Activity	Develop new recipient integrity materials.
Indicator(s)	No. of recipient integrity materials developed.
Activity	Communicate necessary information and provide tools to use SNAP benefits as intended.
Indicator(s)	No. of recipients impacted.

Application Budget Narrative

The budget narrative, formatted as a table, should correspond with the proposed project narrative and application budget. If the budget narrative is not formatted as a spreadsheet (e.g. Microsoft Excel), then it must be accompanied by a spreadsheet with all costs listed and which aligns to the categories on the SF-424. 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. The budget table must be formatted to fit on an 8.5 x 11-inch page, with a font no smaller than 11-point. All funding requests must be in whole dollars.

Please note that 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, FNA will only consider and evaluate the estimated funding request contained on the SF-424.

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 in the budget narrative, and a copy of the agreement must be submitted with your application. If the applicant does not have a current Federal negotiated indirect cost rate (including provisional rate) they may elect to charge a de minimis rate of up to 15 percent of modified total direct costs (MTDC). 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: The OMB assigns each organization to a single Federal agency 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 may be previewed at grants.gov/web/grants/forms/forms-repository.html. These forms are part of the grants.gov Workspace application.

- 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)
- Disclosure of Lobbying Activities (SF-LLL)
 - Indicate on your form whether your organization intends to conduct lobbying activities. If your organization does not intend to lobby, write “Not Applicable” in boxes required to be completed.
- FNS-906 (Grant Program Accounting System and Financial Capability Questionnaire)
- Additional Required Information
 - UEI number. Please see below for further information
 - SAM registration. Please see below for further information.

5. Application Review Information

Review Criteria

FNA will pre-screen all applications to ensure the applicants are eligible entities and are in compliance with all applicable laws, regulations, and executive orders. FNA will not approve any waivers from program regulations for any projects submitted in response to this solicitation. Additionally, the review committee will evaluate proposals against the criteria below. The project narrative sections include a point value to indicate the importance of each section; The following selection criteria will be used to evaluate applications for this RFA.

Soundness or Merit of Project Design (35 points)

Demonstrated Need: The proposal clearly describes the need to strengthen program integrity by focusing on at least one component of the SNAP Fraud Framework and provides evidence that the proposed approach is well-suited to solve the identified issue.

Impact: The proposal clearly demonstrates:

- A direct effect on the SNAP State agency process and provides evidence that the changes would help combat recipient fraud and benefit trafficking.
- A clear progression from ideas to practice in a State agency.
- A clear description of the impact the project is expected to make. Impact can be described in terms of the degree to which the new or improved processes are expected to help the State agency expand its current efforts to eliminate benefit and/or recipient fraud.

Quality: The proposal shows thought, analysis, clarity, and the use of relevant facts and knowledge. This includes a clear understanding of the SNAP Fraud Framework.

Application of the SNAP Fraud Framework: The proposed project integrates principles, procedures, ideas and/or practices outlined in the SNAP Fraud Framework.

Feasibility: The application proposes projects that are capable of being accomplished and likely to be implemented. The proposal demonstrates State agency readiness and leadership's interest to implement. It should also demonstrate that the proposed project is appropriate given the current capacity of the agency. We encourage applicants to consider foundational projects that the State agency can build on for future growth in the fraud control area. However, applicants may use grant funds to build on previous developments.

Implementation and Evaluation (15 points)

Timeline: The proposal includes a project timeline that outlines proposed tasks and demonstrates that sufficient time is allotted for each activity. Period of performance is commensurate with project scope. Activities should be reflected as beginning September 2026 and as being completed within the period of performance allowable for this project which is up to three years (September 2026-September 2029).

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 the project seeks to make through the use of specific, measurable, achievable, relevant, and time-bound indicators. 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 be measuring.

Sustainability (20 points)

The proposal shows that the project will be sustained after the grant period ends. The proposal should clearly demonstrate State agency has a plan for sustaining the project after the grant period of performance ends. This also applies to personnel hired under this grant program, as applicable.

A sustainability plan should include the following:

- Identify what resources (staff, training materials, equipment) are needed to sustain the project once the grant ends.
- Identify short-term and long-term sustainability strategies that work with the scope of the project activities.
- Develop a plan and process for ensuring the project is sustainable beyond the award period.

Budget Appropriateness and Economic Efficiency (20 points)

Budget: The proposal includes:

- A line-item budget is included in a spreadsheet format such as Microsoft Excel or similar – please refer to the Application Checklist on page 2 and Budget Narrative Checklist in Appendix B to assure each category is addressed in the budget.
- A narrative is included that includes monetary amounts, describes and demonstrates how funds will be spent, by whom and for what purpose. *Failure to provide a budget narrative will result in grantees being deemed ineligible. Applications missing a written proposal or budget narrative will not be considered and deemed nonresponsive and removed from further consideration.
- 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.
- Budget calculations that are itemized sufficiently to clearly show how the budget components were developed and costs estimated and derived. Proposed costs are reasonable, necessary, and allocable to carry out the project's goals and objectives.
- All costs align to the categories on the SF-424.

Additionally, a copy of the approved NICRA must be attached if indirect costs are shown as a budget expense to the project.

If applicable, the budget must show how the costs are allocated among the benefiting programs and demonstrate that this grant is only going to fund SNAP's share.

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

Contractual and consultant costs: State agencies who wish to hire a consultant or contract work out must provide the following information:

- Consultant's name and description of service.
- Itemized list of all direct costs and fees.
- 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 wages.
- 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: Budget submissions that omit line-item descriptions will not receive the full point value for this criterion. Therefore, applicants should recognize that a well-written budget narrative that justifies the proposed project expenditures assists the reviewers during the review process.

Staff Capability and Management (10 points)

Oversight: The proposal demonstrates that effective and consistent oversight by qualified project managers will be implemented throughout the project.

Communication: The proposal demonstrates that effective communication will exist within the organization. The proposal includes an organizational chart of the proposed project.

Staff: The proposal identifies the project director or manager and other key staff providing oversight over this project. 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 assigned. Applicants should address their contingency or backup 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.

Total Points Available: 100

Review and Selection Process

Following the initial screening process, FNA 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. FNA may request information from the applicant not clearly addressed in their proposal. The selecting official reserves the right to accept the panel's recommendation or to select an application for funding out of order to meet agency priorities or geographical representation. FNA reserves the right to use this solicitation and results of this competition to award additional grants in the next fiscal year should additional funds be made available.

6. Application Submission Information

Submission Date

Complete grant applications must be uploaded to [grants.gov](https://www.grants.gov) by 11:59 PM EDT on the due date listed on the cover page.

- Applications must be submitted via [grants.gov](https://www.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.
- FNA 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, FNA will accept the latest application package successfully submitted. All other packages submitted by the applicant will be removed from this competition.
- Those applicants who fail to submit any required documents or forms will be deemed NONRESPONSIVE and therefore will be INELIGIBLE to participate in the competition and removed from further consideration.

FNA 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.

FNA 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](https://sam.gov) in order to submit an application to FNA via grants.gov as required.

In order to submit an application, you must:

1. Obtain a UEI number

What is a Unique Entity Identifier (UEI)?

A UEI is a unique number assigned to all entities (public and private companies, individuals, institutions, or organizations) who register to do business with the Federal Government. For more information, visit <https://sam.gov/entity-registration> .

Note: Entities can register in SAM.gov and will be assigned their “SAM UEI.” For additional information on the UEI process, please visit [SAM.gov](https://sam.gov).

2. Register in the SAM

- On April 4, 2022, the UEI used across the Federal Government changed from the Data Universal Numbering System (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](https://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 five to seven 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.
- FNA 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 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 must 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 (except Federal holidays) 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 programmatic and financial-related questions regarding this specific grant opportunity, please contact the Grant Officer noted in Section 7 – Federal Awarding Agency Contacts of this RFA.

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

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 (This includes periods (.) and spacing followed by a dash in the file. To separate words in naming a file, use underscore

Intergovernmental Review

This funding opportunity is not subject to the requirements of E.O. 12372, “Intergovernmental Review of Federal Programs.” This Executive Order was issued with the desire to foster the intergovernmental partnership and strengthen federalism by relying on State and local processes for the coordination and review of proposed Federal financial assistance and direct Federal development. The order allows each State to designate an entity to perform this function.

For purposes of this award application, please select Box C, “Program is not covered by Executive Orders (E.O.) 12372, for question number 19 on the SF-424 Application for Federal Assistance.”

Funding Restrictions

- Pre-award costs will not be permitted for this grant.
- Grant funds cannot be used for the ongoing costs of carrying out an existing project.
- Any application that includes costs related to an existing or ongoing project will have those costs removed from the budget and may also cause the budget score to be marked down.
- SNAP Fraud Framework Implementation Grant-funded projects may benefit other governmental programs; however, grant funds must only support SNAP’s share of the project costs.

7. 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 FNA 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 FNA’ signed award document (FNS-529). Only the recognized FNA authorized signature can bind the USDA’s FNA 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 FNA transactions, available to the public upon specific request. Information that the Secretary determines to be of a confidential, privileged, or proprietary nature will be held in confidence to the extent permitted by law. Therefore, any information that the applicant wishes to have considered as confidential, privileged, or proprietary should be clearly marked within the application. Any application that does not result in an award will be not released to the public. An application may be withdrawn at any time prior to the final action thereon.

Safeguarding Personally Identifiable Information

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

Applicants submitting applications in response to this RFA must recognize that confidentiality of PII and other sensitive data is of paramount importance to the USDA FNA. All Federal and non-Federal employees (e.g., contractors, affiliates, or partners) working for or on behalf of FNA are required to acknowledge understanding of their responsibilities and accountability for using and protecting PII in accordance with applicable law, regulation, and policy [e.g., the Privacy Act of 1974; Office of Management and Budget (OMB) Memorandum, M-17-12, *Preparing for and Responding to a Breach of Personally Identifiable Information*; OMB Circular A-130, *Managing Information as a Strategic Resource* (this is a non-exhaustive list of requirements in this area)].

By submitting an application in response to this RFA, applicants are assuring that all data exchanges conducted throughout the application submission and pre-award process (and during the performance of the grant, if awarded) will be conducted in a manner consistent with applicable Federal laws, regulations, and policies. By submitting a grant application, applicants agree to take all necessary steps to protect PII, including the following: (1) ensuring that PII and sensitive data developed, obtained or otherwise associated with USDA FNA funded grants is securely transmitted; (2) ensuring that PII is not transmitted to unauthorized users, and that PII and other sensitive data is not submitted via email; (3) data is transmitted via FNA approved file sharing services or encrypted mobile media storage devices; and (4) ensuring that PII is encrypted and password protected both in transit and at rest.

Conflict of Interest and Confidentiality of the Review Process

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

Administrative Regulations

Federal Tax Liabilities Restrictions

None of the funds made available by this or any other Act may be used to enter into a contract, memorandum of understanding, or cooperative agreement with, make a grant to, or provide a

loan or loan guarantee to, any corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency is aware of the unpaid tax liability, unless a Federal agency has considered suspension or debarment of the corporation and has made a determination that this further action is not necessary to protect the interests of the Government.

Felony Crime Conviction Restrictions

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

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

A recipient chosen for an award shall comply with the non-procurement debarment and suspension common rule implementing E.O. 12549 and 12689, “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 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](http://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 sub-awards under this Federal award, you:

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

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 \$30,000 or more in Federal grant funds to first-tier sub-grantees. This information must be reported in the Governmentwide FFATA Sub-Award Reporting System (FSRS), now part of SAM.gov. 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 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. FNA 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 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, FNA will comply with all applicable laws and regulations, including departmental regulations.

FNA 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 FNA notification. FNA will redact Personally Identifiable Information (PII).

For additional information on the Freedom of Information (FOIA) process, please contact the FNA 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, 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, audiotope, 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 FNA 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.

Governmentwide 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 Governmentwide 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 FNA grant awards may be obtained electronically in advance of an award. For a copy of T&Cs, please contact the Grant Officer noted in the [Agency Contacts](#) (Section 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 FNA Food Program Reporting System (FPRS) on a quarterly basis. In order to access FPRS, the grant recipient must obtain login.gov and USDA e-Authentication, verify their identity, and submit an FNS-674 form, which will be provided by the Grant Officer to access FPRS. A final Financial Status report is due 120 days after the termination date. For additional information on FPRS, visit fprs.fns.usda.gov.

Performance Progress Reports (PPR)

Grantees will be required to submit progress reports to FNA 30 days following the end of each quarterly period, using the FNS-908 PPR form that will be sent to grantees at the time of award or the initial orientation. The reports should cover the preceding period of activity.

A final FNS-908 PPR identifying the accomplishments and results of the project will be due 120 days after the end date of the award.

This report of up to 25 pages will be composed of a short executive summary and the following:

- A project description including a concise summary of the major accomplishments, the difficulties encountered, and the solutions developed to resolve the difficulties.
- A discussion of the project results and lessons learned.
- Promising practices to prevent, detect, and investigate recipient fraud.

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

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

8. Federal Awarding Agency Contacts

For questions regarding this solicitation, please contact the Grant Officer.

Carla Garcia
Grant Officer, Grants and Fiscal Policy Division

U.S. Department of Agriculture, FNA
Email: carla.garcia@usda.gov

9. Other Information

Debriefing Requests

Non-selected applicants may request a debriefing to discuss the strengths and weaknesses of submitted proposals. This information may be useful when preparing future grant proposals. Additional information on debriefing requests will be forwarded to non-selected applicants. FNA 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. FNA reserves the right to request information not clearly addressed. All funding requests must be in whole dollars.

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, FNA will only consider and evaluate the estimated funding request contained on the SF-424.

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.)		

ITEM	YES	NO
Has the bona fide need been clearly identified in the project description to justify the cost for a contract or sub-grant expense(s) shown on the budget?		
A justification for all Sole-source contracts must be provided in the budget narrative prior to approving this identified cost.		
Other		
<p>Consultant services –</p> <p>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.</p>		
<p>For all other line items listed under the “Other” heading –</p> <p>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.</p>		
Indirect Costs		
Has the applicant obtained a Negotiated Indirect Cost Rate Agreement (NICRA) from a cognizant Federal Agency? If yes, a copy of the most recent and signed negotiated rate agreement must be provided along with the application.		
2 CFR 200.14 (f) De minimis rate; Recipients and subrecipients that do not have a current Federal negotiated indirect cost rate (including provisional rate) may elect to charge a de minimis rate of up to 15 percent of modified total direct costs (MTDC).		

FNS-908 Performance Progress Report (PPR)

FOR REFERENCE ONLY.

<input type="button" value="Validate Form"/>	<input type="button" value="Submit by Email"/>	UNITED STATES DEPARTMENT OF AGRICULTURE Food and Nutrition Service	OMB Number: 0584-0512 Expiration Date: 7/31/2025																																																															
PERFORMANCE PROGRESS REPORT			<input type="button" value="Management Settings"/>																																																															
Recommended File Name: FNS908_(Organization Name)_(Type of Report)_(Reporting Fiscal Year)_(Period)_(Original Revision).pdf <i>Copy value then paste in Save As dialog when saving</i>																																																																		
<p>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.</p>																																																																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">1. Recipient Organization</td> <td colspan="2">2. Program Information:</td> </tr> <tr> <td colspan="2">a. Organization Name: <input style="width: 90%;" type="text"/></td> <td colspan="2">Program Area: <input style="width: 90%;" type="text"/></td> </tr> <tr> <td colspan="2">b. Street Address: <input style="width: 90%;" type="text"/></td> <td colspan="2">Federal Fiscal Year of Award: <input style="width: 90%;" type="text"/></td> </tr> <tr> <td colspan="2">City: <input style="width: 40%;" type="text"/> State: <input style="width: 30%;" type="text"/> Zip: <input style="width: 30%;" type="text"/></td> <td colspan="2">Program: <input style="width: 90%;" type="text"/></td> </tr> <tr> <td colspan="2">3. Primary POC:</td> <td colspan="2">4. Federal Award Identification Number (FAIN): <input style="width: 90%;" type="text"/></td> </tr> <tr> <td>a. 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Program Management Information

1. Progress Summary

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

2. Personnel Information

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

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

3. Projected Amendments (Cost and No-Cost)

a. Number of amendments projected this upcoming quarter?

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

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

4. Expenditures/Purchases:

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

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

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

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

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

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

Program Management Information (Continued)

6. Upcoming Activities and Anticipated Changes

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

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

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

7. Final Reporting Summary (Final Reporting Period Only)

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

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

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

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

8. Additional Comments (Max 2000 Characters)

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

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

Add Objective Remove Objective