



Summer Electronic Benefit Transfer for Children (Summer EBT) Grant Program

Fiscal Year 2019 Request for Applications

Catalog of Federal Domestic Assistance Number (CFDA): 10.579

Dates:

Release Date: October 31, 2018

Letter of Intent Due Date: November 15, 2018

Date of Webinar for Applicants Submitting LOIs: November 27, 2018

Application Due Date: 11:59 PM, Eastern Standard Time (EST), January 2, 2019

Anticipated Award Date: February 2019

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IMPORTANT NOTICE

On December 31, 2017, Grants.gov officially retired the legacy .PDF application package as a method to apply for a Federal grant. This changed the way many Grants.gov users completed and submitted their grant applications.

For information on Workspace application process, visit:

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

Application Checklist

This application checklist provides a list of the required documents; however FNS expects that applicants will read the entire RFA prior to the submission of their application.

In order to apply, **at least four weeks** prior to submission, you must have:

- ☐ Obtained a Dun and Bradstreet Data Universal Numbering System (DUNS) number;
- ☐ Registered the DUNS number into the System for Award Management (SAM); and,
- ☐ Registered in grants.gov.

When **preparing your application**, ensure:

- ☐ Your application format and narrative meet the requirements included in Section IV “Application and Submission Information,” including page limits, priorities outlined in Section I, and all necessary attachments.

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

- ☐ All key staff who are paid by this grant.
- ☐ The percentage of time the project director will devote to the project in full-time equivalents.
- ☐ Your organization’s fringe benefit amount along with the basis for the computation.
- ☐ The type of fringe benefits to be covered with Federal funds.
- ☐ Itemized travel expenses (including type of travel), travel justifications and basis for lodging estimates.
- ☐ Types of equipment and supplies, justifications, and estimates, ensuring that the budget is in line with the project description.
- ☐ Information for all contracts and justification for any sole-source contracts.
- ☐ Justification, description, and itemized list of all consultant services.
- ☐ Indirect cost information (either a copy of a Negotiated Indirect Cost Rate Agreement (NICRA) or if no agreement exists, the basis of the indirect costs requested). If none requested, please indicate this in the budget narrative.

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

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

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I. PROGRAM DESCRIPTION & OBJECTIVES

BACKGROUND

The Fiscal Year (FY) 2010 Agriculture Appropriations Act (P.L. 111-80) provided authority and funding for the U.S. Department of Agriculture (USDA) Food and Nutrition Service (FNS) to demonstrate and evaluate methods of reducing or preventing food insecurity and hunger among children in the summer months. In response, USDA has supported Summer Electronic Benefit Transfer for Children (Summer EBT) demonstrations in twelve States and Tribal Nations since 2011 to test different methods of providing nutrition assistance through Electronic Benefit Transfer (EBT) technology. USDA received appropriations in FYs 2015, 2016, 2017, and 2018 to continue this work. For FY19, USDA received \$28 million in additional appropriations for the summer demonstrations. In addition, USDA has unspent funds from prior years that may be awarded through this Request For Applications (RFA).

FISCAL YEAR 2019 FUNDING PRIORITIES

Overview

USDA's mission includes providing leadership on nutrition issues through fact-based, data-driven, and customer focused decision making. USDA also strives to be customer focused in all that it does, and to safeguard taxpayer resources. To that end, USDA prioritizes demonstration projects that test solutions to real-world problems and provide insight into options for strengthening programs so that they are delivered efficiently, effectively, and with integrity.

With this RFA, USDA is launching a fresh phase of the Summer EBT demonstrations focusing on new projects that will test innovative strategies for building and operating Summer EBT projects efficiently, effectively, and with integrity. The ultimate goal is to demonstrate how Summer EBT can best be deployed as a complement to other Federal, State, and local efforts to feed needy children in the summer, and operated in a way that makes efficient use of taxpayer dollars.

To achieve this, USDA will competitively select projects that will advance the Department's research priorities and inform future policy discussions through fact-based and data-driven analysis. In FY19, USDA will prioritize the following types of projects in the order listed below:

1. New projects (i.e., projects that are led by a State agency that has not served as the lead agency or a partner agency in the operation of a Federally-funded demonstration providing EBT benefits to children during the summer months in any prior year);
2. New projects (as defined above) that will provide benefits to eligible children beginning in summer 2019;
3. Projects that would implement Summer EBT as part of a statewide strategy to address the nutritional needs of low-income children during the summer; and
4. Projects that demonstrate effective coordination among project partners to provide superior customer service for participating children and their households.

In addition, USDA expects to work closely with successful applicants to monitor and evaluate project integrity and administrative costs.

USDA intends to approve multi-year project plans that will provide benefits to eligible children for three consecutive summers. This multi-year approach will allow successful applicants more time to build and refine their projects, and provide the certainty needed to make investments that will be used across several years.

FY19 Funding Priorities

1. New Projects

USDA views States as laboratories of innovation and seeks to learn from States strategies for implementing Summer EBT projects effectively, efficiently, and with integrity, in order to best serve participants and the American taxpayer. Working with new States will allow USDA to gain a fresh perspective into approaches to building and implementing a Summer EBT demonstration project.

Highest priority will be given to projects that are led by a State agency that has not served as the lead agency or a partner agency in the operation of a Federally-funded demonstration providing EBT benefits to children during the summer months in any prior year. USDA may also consider projects led by a State agency that has served as the lead agency or a partner agency in the operation of a Federally-funded demonstration providing EBT benefits to children during the summer months in any prior year; however, such applicants should propose to serve a substantially new population than was served in prior years. Regardless of prior applicant experience, all proposals must meet the requirements and priorities of this RFA.

2. New Projects Offering Benefits in Summer 2019

High priority will be given to new projects (as defined above) that will provide benefits to eligible children beginning in summer 2019 and continuing service through summer 2021. Applicants that begin offering benefits in 2019 may propose to operate on a limited scale in 2019 while testing new systems before beginning full implementation in 2020. USDA may also consider projects that will begin offering benefits in summer 2020 and continue service through summer 2022.

3. Statewide Plan

USDA's summer meal programs, including the Summer Food Service Program (SFSP) and Seamless Summer Option (SSO), are an important part of the nutrition safety net for America's children, and provide nutrition assistance for low-income children who rely on the National School Lunch Program (NSLP) and School Breakfast Program (SBP) during the school year. However, feeding children in need during the summer cannot be accomplished using a one-size-fits-all approach. This is why USDA is testing other options for reaching children in need who have limited or no access to nutrition assistance when school is not in session. Summer EBT has the potential to fill areas of unmet need by building on the strengths of school meal programs, Supplemental Nutrition Assistance Program (SNAP), and the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC), and targeting resources to communities and populations that are difficult to serve through existing programs.

USDA will prioritize projects that implement a strategy to ensure that all eligible, low-income children within the State or Tribal jurisdiction have a practical option for nutrition assistance in the summer. This will require close coordination among State agencies, schools, and other partners to assess existing Federal, State, and local nutrition programs, identify communities and populations that are underserved, and determine where Summer EBT is the best tool to fill unmet needs.

4. Customer Service and Coordination

Enhancing customer service is a USDA strategic priority that is integrated across all USDA programs. Through the Summer EBT demonstrations, USDA and partnering States have the opportunity to incorporate customer service throughout the development of new projects to ensure that the end result delivers a high-quality customer experience. Earlier Summer EBT projects have demonstrated that close coordination among State agencies and schools supports better customer service, more efficient administration of benefits, and strong community engagement. Close coordination among agencies and schools also helps projects recognize potential issues, overcome challenges, and support successful operations.

USDA will prioritize projects that demonstrate strong cooperation and coordination among State agencies, schools, and other stakeholders to efficiently identify all eligible children in the approved service area and provide superior customer service to children and their households. USDA seeks projects that will integrate Summer EBT as part of year-round efforts to provide nutrition assistance and nutrition education to children, in order to ensure a seamless transition for participating children between free or reduced price school meals and Summer EBT.

Integrity and Cost Efficiency

Program integrity and fiscal accountability are essential to meeting the mission of all USDA nutrition programs and are the cornerstone of a successful Summer EBT project. Successful applicants are expected to work cooperatively with USDA to monitor and evaluate project integrity, efficiency, and costs. USDA and selected awardees will identify risks for improper payments (e.g., food benefits delivered to and/or redeemed by ineligible individuals, or food benefits not delivered to eligible individuals), and will develop strategies to ensure high levels of project integrity. USDA will also work with awardees to track and analyze administrative costs, with an emphasis on determining which are necessary to build a new project, which on-going costs are fixed and which are variable, and what are the optimal costs for operating Summer EBT on a larger scale and on a continuous basis.

Under this solicitation:

- USDA intends to competitively select multi-year project(s) that will provide benefits to children for three consecutive summers. Highest priority will be given to new projects that will begin offering benefits in summer 2019 and continue service through summer 2021. Applicants that can offer benefits in 2019 may propose to operate on a limited scale in 2019 while testing new systems before beginning full implementation in 2020. USDA may also consider projects that will begin offering benefits in summer 2020 and continue service through summer 2022.

- USDA may support demonstrations across two EBT models:
 - A debit card model, through which Supplemental Nutrition Assistance Program (SNAP) EBT systems are used to allow participants to redeem benefits for SNAP-eligible foods at SNAP-authorized retailers; and/or
 - A food package model, through which Special Supplemental Nutrition Program for Women, Infants and Children (WIC) EBT systems are used to allow participants to redeem benefits for a prescribed set of foods at WIC-authorized retailers.
- USDA will accept applications only from State agencies that have agreements with USDA to administer the NSLP or SBP, SNAP, or WIC, including Indian Tribal Organizations (ITO) operating WIC. USDA will accept applications from only one eligible State agency per State or ITO. Any State or ITO applying to use a WIC EBT system to distribute benefits must be operating WIC EBT statewide by January 1, 2019 to be eligible for an award.
- Funds will be awarded as cooperative agreements with the requirement that the awardee will work closely with USDA and its designees to implement, operate, and evaluate projects to meet the research needs and priorities of the Department.
- The number and value of awards will be contingent on the number of applications received that meet the requirements of the RFA and Departmental priorities, and the availability of funds.
- USDA will approve multi-year project plans and budgets through this RFA. Administrative funds to support the full project through completion will be approved through this RFA, and will be disbursed on an annual basis. Food benefit funds will also be disbursed on an annual basis as needed to support the number of children approved to serve each summer.
- USDA reserves the right to use this solicitation and competition to award additional grants in this or subsequent fiscal years should additional funds be made available.

DEMONSTRATION DETAILS

Statewide Plan - Service Areas and Populations Served. Applicants should propose a strategy to ensure that all eligible children within the entire State or Tribal jurisdiction have a practical option for nutrition assistance in the summer. The demonstration service area may consist of one or more areas in which options for nutrition assistance in the summer are limited and/or in which there are specific populations that are difficult to serve (e.g., low-income children living in school districts that are not area-eligible for open sites in the Summer Food Service Program (SFSP)). Service areas may be determined by the boundaries of school food authorities (SFAs), school districts, counties, cities, or any other distinguishable features. Successful applications will require close coordination among State agencies, schools, and other partners to assess existing Federal, State, and local nutrition programs, identify communities and populations that are underserved in the summer, and determine where Summer EBT is the best tool to fill unmet needs. Summer EBT is not intended to replace existing programs; it is expected that the applicant will maintain existing nutrition assistance programs at current levels or provide a thorough justification for any reduction in service.

- Proposals should describe nutrition assistance options currently available to low-income

children during the summer months throughout the State (e.g., USDA Summer Meal Programs including the SFSP and the Seamless Summer Option of the National School Lunch Program, State-supported nutrition programs, meals or food provided by non-profits such as food banks).

- Proposals should identify and describe specific areas or populations that are underserved or difficult to serve using current Federal, State, or local resources. Explain why these areas or populations are underserved. Describe what efforts have been made to improve nutrition assistance in the summer for low-income children in these areas and the outcome of these efforts. Explain how many children you propose to serve each summer. Applicants proposing to operate on a limited scale in 2019 while testing new systems before beginning full implementation in 2020 should identify the populations that will be served in 2019 and the populations that will be served in later years.
- Proposals should identify and secure the cooperation of SFAs and/or schools in the proposed service area.

Household Education and Customer Service Support. Proposals should demonstrate strong cooperation and coordination among State agencies, schools, and other stakeholders to provide superior customer service to children and their households throughout the year to ensure a seamless transition between school meals and Summer EBT. Many children who receive free or reduced price school meals do not participate in SNAP or WIC; therefore, while some of the demonstration participants will be familiar with the use of an EBT card, many will not. In addition, it can be challenging to communicate with households for whom up-to-date contact information is not readily available, especially when school is not in session. Ideally, eligible households should have access to their Summer EBT benefits and be fully educated on the purpose and use of the EBT benefit before the end of the child's school year.

- Proposals should address the types of customer support needed and the time period during the year they will take place (e.g., educating eligible households about the project, explaining the consent process, updating household information, delivering benefits, training on EBT use, nutrition education).
- Proposals should discuss the methods that will be used to communicate with households (e.g., postal mail, email, fliers, telephone, texting, social media, mobile apps, hotlines, in-person) and how these will be used to communicate effectively with the population proposed to serve.
- Proposals should discuss how, when, and by whom (e.g. school staff, local SNAP or WIC staff, State staff, EBT contractors) awardees will provide customer support and train participating families on card use and the purpose of the benefit.
- Applicants should address issues such as participant confidentiality and limited English proficiency with respect to program materials and customer service support.
- For food package model projects, all households should receive education regarding how to recognize food package-eligible retailers and foods, and current WIC households should receive information on how they can manage both accounts at the store.
- For debit card model projects, all households should receive nutrition education to support healthy purchases of the types and quantities of food most appropriate for school-aged children.

Eligible Children. It is the responsibility of the awardee to confirm the eligibility of each participating child for each summer of the project. For the purposes of this demonstration “Eligible Child” means a child who meets **all** of the following criteria:

1. The child attended a school participating in the NSLP and/or SBP in the approved service area during the school year immediately preceding each summer in which benefits are issued; and
2. The child was approved to receive free or reduced price school meals during the school year immediately preceding each summer in which benefits are issued.

Any child who does not meet both conditions during the school year immediately preceding each summer in which benefits are issued should not receive benefits for that summer. Applicants will not need to identify children for a control group; all eligible children approved to serve through this RFA may be provided Summer EBT benefits.

For the purposes of this demonstration, USDA will permit awardees to provide benefits to children attending Community Eligibility Program (CEP) schools as follows, although applicants may propose other methods:

1. Allow schools/districts with an Identified Student Percentage (ISP) above 62.5% to serve all children;
2. For schools/districts with an ISP below 62.5%, only allow directly certified children to receive benefits;
3. Allow awardees to serve otherwise eligible children attending schools that have an ISP below 62.5% if those children are members of a households where at least one child in the household is eligible for Summer EBT (e.g., another child in the household is determined to be eligible through application); and
4. Allow schools to use a group ISP. Awardees that choose to use a group ISP must use the same grouping as is used in NSLP/SBP and should consult with USDA to confirm that the grouping is permissible and in keeping with the intent of the Summer EBT demonstrations.

Benefit Levels and Use. The benefit level is \$30 per month per eligible child throughout the summer. The amount of benefits expended will be contingent on the number of eligible children approved to serve.

- For applicants proposing to operate a food package model demonstration, each household selected to participate in the demonstration will receive a monthly Summer EBT food package for each eligible child in the household. USDA has created a Summer EBT food package composed of WIC-eligible foods, including milk, cereal, eggs, bread/grains, beans or peanut butter, and an \$8 voucher for fresh fruits and vegetables. The value of the monthly food package is approximately \$30 each. A copy of the food package is found in *Attachment F – Summer EBT Food Package* on page 62 of this RFA. Applicants may propose cost neutral changes to the food package to best meet the needs of the population they are proposing to serve, including adding foods that are not currently WIC-eligible. Applicants proposing changes to the food package must include a cost estimate for a single monthly package.

- For applicants proposing to operate a debit card model demonstration, each household selected to participate in the demonstration will receive a \$30 per month benefit for each eligible child in the household.

If a consenting household contains more than one eligible child, the total benefits for all eligible children in that household will be loaded onto one card. Please note that Summer EBT benefits are exempt from State and local sales tax. All SNAP authorized retailers in debit card model States, and all WIC authorized retailers in food package model States, must participate in Summer EBT. Summer EBT cards will be valid for the same items as are SNAP benefits for debit card model demonstrations, or for the foods prescribed in the Summer EBT food package for food package model demonstrations.

Integration with Current EBT System. Summer EBT will utilize the existing EBT system currently in place for SNAP in debit card model States or WIC in food package model states. However, a new Letter of Credit (LOC) is needed to separate the Summer EBT food benefit funding from SNAP or WIC food benefit funding. Applicants should note that an additional LOC and Automated Standard for Application Payments (ASAP) account will also be used for the administrative award for this project (i.e., projects will require two LOCs and two ASAP accounts that are separate from the existing WIC or SNAP LOC and ASAP accounts). Applicants should propose how the SNAP or WIC infrastructure will be used in the most efficient way to provide Summer EBT benefits, provide user support, and track the redemptions from individual households. Applicants should also discuss how the system will be designed to collect and report required data as described in the *Demonstration Deliverables* section on page 19 of this RFA.

When planning the EBT process for this demonstration, the applicant should consider the needs of users and retailers, and how the system can be designed to provide excellent customer service. The system should be as simple as possible for retailers to manage and the cards should be intuitively easy to use by recipient households. The Summer EBT process developed by the applicant should address concerns including, but not limited to:

- Identification of benefits as “Summer EBT for Children” demonstration benefits;
- Branding to encourage and emphasize benefit use for the household’s school-age children;
- The potential impact on household acceptance and ease-of-use of providing summer benefits on existing SNAP or WIC cards, versus providing separate summer benefit cards for SNAP or WIC households;
- Communicating to households specifics about the project, such as expiration of benefits, and that the benefits are only provided for the summer months;
- Interoperability of EBT cards among States for debit card model demonstrations;
- Training and customer service support of recipient households and retailers;
- Potential for stigma felt by households resulting from the appearance of or wording on the card; and
- Expunging or expiration of benefits and return of expunged or expired funds to USDA.

The awardee, in collaboration with its State and local partners, will need to make adjustments to its SNAP or WIC EBT systems and procedures to ensure that SNAP or WIC and Summer EBT transactions are recorded separately. System adjustments should be implemented in a way that does not impede the normal functioning of the SNAP or WIC program. Such adjustments may call for EBT contract modifications. Applicants should think carefully about the time and effort needed to modify contracts and if the lifecycle of current or upcoming contracts will be compatible with a Summer EBT project. Applicants must discuss whether, why, when, and how contract modifications will be made. If no contract modifications are necessary, the applicant should discuss why not. In order to alleviate potential time pressures inherent in the contract modification process, applicants are encouraged to begin developing contract modifications or to place options in new contracts that would cover the Summer EBT demonstration as soon as awards under this RFA are made.

Applicants must provide a letter of support from the EBT processor that demonstrates the processor fully understands and accepts the requirements and procedures necessary to offer Summer EBT benefits. Applicants must also address any current or planned EBT conversion, if applicable.

Food package model programs: Applicants must discuss whether and, if so, how they will establish new bank identification numbers (BINs) for this demonstration so that EBT processors can differentiate Summer EBT transactions from WIC transactions. Proposals also should discuss why the chosen design was selected.

Debit card model programs: Summer EBT and SNAP funds cannot be comingled by USDA because Summer EBT and SNAP funds come from separate Federal appropriations. Therefore, the EBT system must be designed so that it provides the necessary accounting to draw funding for food benefits from separate LOCs for each program, through separate accounts in the ASAP system. Applicants must ensure their EBT processors understand and will support and separately track SNAP and Summer EBT food benefit funds as two different programs with different sources of funding. A Store Tracking and Redemption System (STARS) Net Retailer Credit report should not be produced for Summer EBT transactions, and Summer EBT transactions should not be included with the regular STARS file for SNAP transactions. Further, Summer EBT transactions should be excluded from, or separately identified in, the Anti-Fraud Locator using EBT Retailer Transactions (ALERT) file for SNAP transactions. Although Summer EBT transactions do not need to be reported with the State's ALERT file for SNAP transactions, applicants must ensure that Summer EBT transaction data is recorded in a file equivalent to the ALERT file for research and evaluation purposes.

Applicants should discuss how the EBT processor will differentiate Summer EBT funds from SNAP funds, for example by the use of separate bank identification number (BIN), accounts, cards, or benefit identifiers. Applicants may wish to consider, as a template, the processes used for funding of State SNAP and cash programs, if applicable. Proposals also should discuss why the chosen design was selected.

USDA will work with successful applicants to establish a new ASAP account for food benefits and obligate the full value of the benefits through the associated LOC. This account will be

accessed and managed by the State agency, but as with SNAP, the State Agency may designate the processor as their agent, and allow them to draw from the ASAP account the funds needed to cover daily Summer EBT redemptions.

Benefit Delivery. The applicant must propose which entity(ies) will be responsible for developing, securing, and distributing the Summer EBT cards and how the applicant will collect and maintain the data from consenting households necessary to create and track the cards.

- The applicant must describe the household data required to create a case file for Summer EBT recipients, how this data will be obtained, and any anticipated challenges with data quality or availability. Because a social security number is not required for school meal eligibility, applicants must propose a method for handling cases without using a social security number.
- The applicant should discuss the resources needed to create a case file and issue benefits. The applicant should also describe how the project will be designed to quickly and efficiently open cases so that initial benefits will be delivered to recipients before the end of the school year. The applicant should consider important issues such as other users of EBT systems, upcoming system changes, staff hours needed per case/activity, resources necessary to process school data, and the extent to which processes can be automated.
- The applicant must propose the method of card distribution (e.g. home delivery by U.S. mail or other means, pick-up at school or SNAP or WIC office) and the issuance cycle for benefits. The applicant should bear in mind the need to maintain confidentiality of students' free or reduced-price eligibility status when considering how to deliver benefits. The applicant should also propose a method for managing incorrect addresses and handling returned mail.
- Applicants should describe their proposed issuance method and cycle, as well as how partial months' benefits will be loaded, and, if necessary, how unused prior month benefits will be made available for continued use. Benefits should be provided or loaded onto the EBT cards on a monthly or more frequent basis rather than in one lump sum at the beginning of the summer.

Households receiving Summer EBT cards must be able to redeem them for SNAP-approved foods at any SNAP authorized retailer, or foods included in the Summer EBT food package at any WIC authorized retailer, respectively.

Food package model projects: Applicants should note that Summer EBT must not have a negative impact on WIC clinic operations. Many Summer EBT recipients will not be WIC recipients. USDA encourages applicants to find alternatives to WIC clinics in regard to distribution of cards and training, at least for non-WIC participating families.

Retailer Participation and Training. All SNAP authorized retailers in debit card model States and all WIC authorized retailers in food package model states must participate in Summer EBT. Summer EBT cards will be valid for the same items as are SNAP benefits for debit card model demonstrations, or the foods prescribed in the Summer EBT food package for food package model demonstrations. Proposals should take into account the need for interoperability of Summer EBT benefits, should participants need to use their benefits outside of the demonstration area. Retailers throughout the State, not just in the demonstration area, must be able to redeem

Summer EBT demonstration food benefits. Proposals should attempt to offer the simplest, most seamless process to food retailers as possible. Applicants shall propose adequate training for food retailers on their proposed system of using and processing Summer EBT benefits. At a minimum, retailers in selected States must be informed of the demonstration project, notified about the amounts and types of foods in the Summer EBT food package for food package model demonstrations, and provided information about the appearance of the Summer EBT cards. The goal is for the summer benefit to be transparent to retailers and require no or minimal effort on their part.

Identifying Eligible Children and Obtaining Consent. Proposals must discuss plans for identifying eligible children, contacting households to obtain consent to participate in the project, and addressing challenges with the availability and quality of household data.

Specific to identifying eligible children, the applicants should:

- Propose a process to identify potential participants and confirm eligibility to receive Summer EBT benefits. Clearly explain the roles and responsibilities of all project partners that will have a role in this process, and identify who is ultimately responsible for confirming eligibility.
- Explain how children will be grouped into households and what data or resources are available to complete this process.
- Discuss what data will be used to support these activities, challenges with data quality or availability, and how to contact households whose current contact information is difficult to obtain.

Specific to contacting households, the applicants should:

- Propose how and by whom the households in the demonstration service area will be contacted initially. Discuss approaches for contacting eligible households that cannot be located with current school records.
- Propose how the applicant will request and obtain household participation and confidentiality waivers for use by demonstration partners (e.g., the State EBT agency, USDA) to contact consenting households.
- Applicants choosing active consent (opt-in) must describe how they will obtain consent. Applicants choosing passive consent (opt-out) must describe the process for confirming contact information and how they will carry out opt-out procedures.
- Propose how contact data of those consenting to participate will be transferred to partners including USDA or its designees. Describe any agreements/memoranda of understanding that will need to be in place to facilitate data sharing.
- Propose how benefits will be issued to consenting households.

Use and Confidentiality of Household Information. Awardees must identify and ultimately contact households with children eligible for free and reduced-price school meals in the SFAs and/or schools participating in the demonstration project. In addition, USDA or its designee may request access to this information for research purposes. The first priority of the awardee with respect to this information is protecting household confidentiality. The law governing the School Meal Programs, the Richard B. Russell National School Lunch Act (42 U.S.C. Section 1751 et seq.), places limits on the disclosure of free and reduced-price eligibility information. While an

individual child's free or reduced-price eligibility status may be shared with other Federal nutrition program administrators (such as SNAP or WIC), the law does not authorize release of household contact information for these children without first obtaining the consent of the child's parent or guardian. Therefore, for purposes of the Summer EBT, the SFA or school(s) participating in the demonstration project must be the entity that makes the first contact about the demonstration project with the households of children certified for free and reduced-price meals. Once the SFA receives consent from the households to release contact information, the future involvement of the SFA in the demonstration project can vary.

Applicants must thoroughly describe the role of SFAs in the demonstration project, including safeguards to ensure that household confidentiality is protected. Proposals should discuss how household data is maintained at the school level, how accurate the household contact data is, how the school will obtain the necessary confidentiality waivers, how the applicant will provide translated materials and translation services for households with limited English proficiency, and how they will attempt to locate families they may not have been able to locate with their existing data. USDA strongly encourages applicants to consider additional uses for initial household contacts such as explanation of the demonstration, program information, or other updates.

Administrative Structure. These demonstrations will require close cooperation among local SFAs, schools, State agencies overseeing School Meal Programs, SNAP or WIC, and EBT processors. Applicants should propose and justify the most appropriate administrative structure for the demonstration, determining which division or agency should lead the project, and thus be the awardee, and how partners will communicate and coordinate. Applicants should address the availability of partners at key times of the year (e.g., sufficient staff to confirm eligibility and open cases in the spring, availability of school staff during the late spring and early summer). Applicants must identify and provide resumes for the project leader as well as lead personnel in each participating entity, including an evaluation liaison who is authorized to coordinate State agency activities with any USDA evaluation.

Applicants must provide letters of commitment, or memoranda of understanding or agreement, or similar agreements from individuals authorized to commit the identified staff and/or agency resources within all of the schools, SFAs, partnering local and State agencies and EBT contractors (if applicable) expected to participate in this project. Together, these agreements should provide an overview of the expected duties of each agency, partner, or staff member, as well as address data sharing and confidentiality measures. The documentation should demonstrate that each partner has a full understanding of the requirements and procedures necessary to offer Summer EBT benefits, and the ability to complete all necessary activities in the timeframes proposed.

Work Plan with Implementation Schedule. The proposal must include a work plan and schedule that covers the entire grant period. The timeline must include a proposed benefit period that aligns as closely as possible with the summer period during which children in the proposed service area are not in school. Activities should be scheduled so that households receive their benefits and any education or training before the first day of the first benefit period to ensure a seamless transition between school meals and Summer EBT.

For projects offering benefits in summer 2019, the proposal must include a work plan and schedule through the end of the grant period in 2022. The work plan and schedule should include details on all activities necessary for successful project implementation in summer 2019, and any activities related to the 2020 and 2021 project years that will occur in calendar year 2019. The work plan and schedule should include significant activities or milestones for all three years in which benefits will be offered, as well the period after summer 2021 operations end through the time that the grant closes in March 2022. Precise details for the 2020 and 2021 project years do not need to be included with the work plan and schedule in the application. USDA will work with awardees on more detailed timelines for the 2020 and 2021 project years at a later time.

Applicants proposing to begin offering benefits in 2020 should provide a work plan and schedule beginning at the time of award and ending when the grant closes in March 2023. The work plan and schedule should include details on all activities necessary for successful project implementation in summer 2020, and any activities related to the 2021 and 2022 project years that will occur in calendar years 2019 or 2020. The work plan and schedule should include significant activities or milestones for all three years in which benefits will be offered, as well the period after summer 2022 operations end through the time that the grant closes in March 2023. Precise details for the 2021 and 2022 project years do not need to be included in the application. USDA will work with awardees on more detailed timelines for the 2021 and 2022 project years at a later time.

Regardless of when benefits will first be offered, the applicant should plan for activities including, but not limited to, the following:

- The beginning and end dates of the summer period for the first summer that benefits will be offered (i.e., the period during which benefits will be available for participants to spend), and the beginning and end dates for each benefit period.
- For food package model programs, programming and retailer system changes necessary to accommodate the food package for the Summer EBT demonstration (no new foods, categories/subcategories, or UPC/PLUs will be needed unless the applicant proposes to include foods in the food package that are not currently WIC-eligible);
- Design and acquisition of the EBT-based summer benefit cards that will respond to a second or different letter of credit from the SNAP or WIC benefits if necessary;
- Reprogramming of relevant EBT-related code by EBT staff and/or contractors, including changes needed to track funding from separate letters of credit;
- Identifying children and confirming their eligibility to participate, grouping children into households, and obtaining current contact information for heads of household;
- Working with local SFAs to initially contact potential demonstration households and obtain their consent to participate in the demonstration;
- Working with local SFAs to notify and educate households on the purpose of the benefits and how to use them;
- Notification and training of retailers;
- Reprogramming of retailer register systems or WIC Management Information Systems, if necessary for benefit issuance;
- Distribution of the cards to consenting households;
- Resolving difficult cases (e.g., children whose eligibility is unclear or whose household

composition or contact information is not known, mail returned as undeliverable) and issuing benefits if appropriate;

- Ongoing customer service and support for households;
- Expiring benefits so that they are no longer available for households to spend at the end of the summer (or last benefit period). Ideally, benefits should expire as near as possible to the day before the first day of the new school year;
- Expungement and return of any unused funds on a schedule agreeable to USDA;
- Debrief activities after the first summer in which benefits are provided;
- Significant activities or milestones for the entire grant period, and details on all activities that will occur from the time of award through the end of the calendar year in which benefits are first offered; and
- Preparation of a progress report and other required deliverables (see *Demonstration Deliverables* on page 19).

Administrative Costs. The applicant should propose a budget for administrative costs for the whole project sufficient to support operations through the end of the grant in 2022, or 2023 if proposing to begin offering benefits in summer 2020. Proposals must clearly identify the fiscal year in which costs will be incurred. For continuous or reoccurring costs, the amount needed for each fiscal year for the duration of the grant should be provided. That is, the line-item budget must include specific columns for cost allocations for each of Federal fiscal years 2019, 2020, 2021, 2022, and 2023, if applicable. The 424a should also allocate funding in separate Federal fiscal years. The administrative budget proposal should include costs for all participating government organizations (e.g., awardee, schools, non-lead State agencies) and private partners (e.g., EBT processor, vendors).

Administrative costs will be considered in two parts: start-up and operating costs. The applicant must provide one budget narrative that separately identifies **start-up** costs (e.g., EBT programming, systems changes, card design, and production) and **on-going operating** costs (e.g., user support, data management, benefit redemption, household education and customer service support, household outreach). Narratives should justify why proposed costs are considered start-up or operational and the time period in which the cost will be incurred. While start-up and operating costs should be identified in the narrative, they should not be separated in the line-item budget.

Applicants may submit a pre-award request for authorization to begin selected project activities prior to receiving program funding. The pre-award request should be included in the budget narrative rather than a separate document. Limited authorizations for pre-award spending by successful applicants may be approved. However, applicants must use non-program funds to support such activities until the grant award is received. Any pre-award costs are spent at the applicant's own risk and will not be reimbursed for costs that are not approved through this opportunity.

Applicants should note that two separate LOCs and ASAP accounts will be used for this project, one for the administrative award and a second for the food benefit award.

Food Costs. USDA will work with selected applicants to determine the amount of food funds needed to support the number of children approved to serve. Food benefit funds will be disbursed on an annual basis as needed to support the number of children approved to serve each summer.

Food package model proposals should assume that food costs will be paid in the same way as WIC benefits are paid, utilizing the WIC redemption infrastructure (e.g., funds maintained by the State Agency bank for food package model projects). If the WIC State agency is not the lead agency (awardee), the lead agency will need to provide funds to the WIC agency for Summer EBT food benefits. The WIC agency will need to determine if they have the capability to accept non-WIC funds into its account, and would need to establish a process for doing so.

Debit card model proposals should assume that food cost payments will follow the process outlined in the “Integration with Current EBT Systems” and “Benefit Delivery” sections discussed previously.

Applicants should note that two separate LOCs and ASAP accounts will be used for this project, one for the administrative award and a second for the food benefit award.

Application Requirements. Strong applications will address all of the topics discussed in the *Fiscal Year 2019 Funding Priorities* section on pages 5-7, and the *Demonstration Details* section on pages 19-21 of this RFA. A template is included in *Attachment A—Application Template* on page 46. Applicants should use the format provided in the template, including titling and numbering systems. Applications that do not follow the format will receive a reduced score.

Evaluation. As these grant funds are intended to evaluate options for providing nutrition assistance in the summer months, USDA will evaluate the Summer EBT demonstrations and may contract with an outside firm for assistance. To support the evaluation, USDA and the awardees will need to collect and analyze information on:

- Nutrition assistance options currently available to low-income children during the summer months throughout the State, and the underserved areas or populations identified for Summer EBT service.
- The process of establishing, launching, and operating Summer EBT, including schedules, roles and responsibilities, and implementation challenges.
- EBT issuance and transaction date, participation data, and other program data as described in the *Demonstration Deliverables* section on page 19 of this RFA.
- The costs of start-up and on-going operations, benefits, and any other costs of the Summer EBT that are incurred by Federal, State, and local governments, providers, and retailers.
- Areas of risk that could result in improper payments (i.e., food benefits delivered to and/or redeemed by ineligible individuals, or food benefits not delivered to eligible

individuals), any processes put in place to prevent or detect improper payments, and any actual instances of improper payments.

- Any additional concepts that the awardee proposes to test and evaluate.

As a condition of award, the awardee and its partners will be required to cooperate fully with USDA or its designees to ensure the quality of the data provided before, during, and after demonstration operations. The awardee shall retain all information required to operate the demonstrations for a period of at least 5 years and shall make such information available to USDA upon request. To demonstrate readiness to facilitate research and evaluations, applicants must identify a single point of contact who will work as a liaison with USDA for research and evaluation, and must describe any additional research, information, or data that they will provide that is unique to their project.

DEMONSTRATION DELIVERABLES

The Summer EBT awardee shall participate in periodic conference calls with USDA to collaborate regarding implementation progress and upcoming activities. In addition, the Summer EBT awardee must submit certain **deliverables** to USDA on time. These deliverables include, but are not limited to:

- **Implementation Updates:** USDA will conduct conference calls with the awardee on a periodic basis for the duration of the grant. The frequency of calls will be determined based on the stage of the project and the needs of both parties. USDA may also require the awardee's partners to participate in the calls as needed. During these calls, the awardee should be prepared to provide qualitative and quantitative information on their demonstrations including but not limited to:
 - notable accomplishments, project progress,
 - tasks completed,
 - any challenges and how they were addressed,
 - any requested changes to or deviations from the approved project plan and implementation schedule,
 - any goals and objectives that were not met, and
 - key activities planned for the next month.

No later than 15 days after the end of each month/benefit period that benefits are redeemed for the duration of the grant project, the awardee must provide a monthly report for each month in which benefits were available to project participants, or for each benefit period if the benefit period does not align with the calendar month, that includes the following information:

- The number of students issued benefits in that month/benefit period (those eligible to participate and issued an EBT card and benefits);
 - The number of participating students in that month/benefit period (those who redeemed any of their benefits in that month);
 - The total dollar value of benefits issued in that month/benefit period; and
 - The total dollar value of benefits redeemed in that month/benefit period.
- **Quarterly Progress Reports.** Quarterly progress reports must provide a description of the

activities conducted during all phases of the demonstration, major accomplishments with completion dates and budget deviations from the proposed plan, difficulties encountered, solutions developed to overcome difficulties, and major planned activities for the next quarter. The Summer EBT awardee is responsible for obtaining the necessary information from its partners to complete this report. These reports are due no later than 30 days after the end of each quarter. USDA will return and require resubmission of any quarterly progress reports that do not provide sufficient information to document all activities, challenges, accomplishments, or deviations from the approved project plan during the reporting period. A report is required for every quarter. Missing reports will be requested prior to the submission of the next quarter's report. Selected awardees may report their progress using a Periodic Progress Report form template found at the end of this solicitation.

- **Quarterly Financial Reports.** Financial reports should provide information on demonstration expenditures for the quarter and totals to date, broken down into the same categories as the original budget using SF-425. Financial reports must be submitted via the Food Programs Reporting System (FPRS). These reports are due no later than 30 days after the end of each quarter. Data must be entered and/or certified by a staff person with USDA Level 2 eAuthentication. A report is required for every quarter. Missing reports must be prior to submitting the next quarter's report.
- **EBT Issuance and Transaction Data.** The Summer EBT awardee shall provide USDA or its designee with benefit issuance and transaction data equivalent to daily activity or history file data for months in which EBT activity is occurring. At a minimum, awardees must be able to provide data with household and store identifiers, household address, foods and amounts of foods purchased in food package models, date, time, benefit type and amount of each purchase made with Summer EBT benefits. Household files should have the same household/case identification number provided in the EBT transaction files (i.e. the EBT account number), the number of children enrolled in Summer EBT in the household, and the NCES district identification number of the school district in which the eligible children are enrolled. Reports should include daily and monthly data. Summer EBT and SNAP or WIC transaction data must be separated. The awardee shall retain this information for a period of at least 5 years. See *Attachment C: Data Needs for Summer EBT* on page 56 of this RFA for detailed information on data needs.
- **Final Financial Reports.** A final financial report on form SF-425 will be due 90 days after the close of the demonstration (unless otherwise noted and justified in the application). Financial reports shall be submitted via FPRS. Data must be entered and/or certified by a staff person with USDA Level 2 eAuthentication.
- **End of Summer Report.** A written progress report, no more than 20 pages in length, will be due no later than 90 days after the end of the last benefit period of each summer. USDA will return and require resubmission of any reports that do not sufficiently address the required elements detailed below. It must be comprised of a short Executive Summary and the following:
 - A project description, a description of the demonstration service areas, the process of developing the EBT system, providing households with EBT cards, educating households, redeeming benefits and how the awardee dealt with adverse events or circumstances during the demonstration operations;
 - A summary of major accomplishments, difficulties encountered, and solutions developed to resolve the difficulties;

- o A discussion of lessons learned;
- o Data for the entire summer period and for each benefit period, e.g., a month, on the numbers of households and children that: consented to participate in the project, received cards, participated by using their cards at least once, participated in Summer EBT in a prior year, and that also participated in SNAP or WIC. This information must be available for the entire project and specific to each service area;
- o Data for the entire summer period and for each benefit period on: the total value of benefits issued, the total value of benefits redeemed, and the number of households that exhausted all available benefits for the period; and,
- o Recommendations for future operational and policy considerations.
- **Other reports as requested by USDA.**

II. **FEDERAL AWARD INFORMATION**

ANTICIPATED AWARD LEVELS AND PERFORMANCE PERIODS

In FY 2019, USDA expects to award funds to one or more awardee(s) contingent upon the availability of funds and the receipt of applications that have sufficient technical merit and that meet the funding priorities listed on page 5 of this RFA. USDA reserves the right to award no funds if there are no applications of sufficient technical merit and that meet the funding priorities of this RFA. USDA expects to award approximately \$30 million dollars in grants for projects approved through this RFA. The number of awardees and the amount awarded to each awardee will be contingent on the size of the projects, the number of applicants meeting the funding priorities and technical criteria of this RFA, and the availability of funds. The period of performance will be approximately February 2019 to March 2022 (or March 2023 for projects proposing to begin offering benefits in summer 2020) unless otherwise justified in the application. USDA may elect to fund proposed projects in whole or in part.

Awardees will receive start-up and operational administrative cost through this RFA. The administrative cost budget proposed by the awardee should cover all participating government organizations (e.g., awardee, schools, non-lead State agencies) and private partners (e.g., EBT processor, vendors).

USE OF DEMONSTRATION FUNDS

The Summer EBT awardee must use demonstration funds solely for allowable, allocable, necessary, and reasonable costs in accordance with 2 CFR Part 200. Awardees must account for Summer EBT funds separately from all other funds and establish financial and management reporting and controls, a separate and distinct audit trail, and a strict accounting system to ensure that Summer EBT funds and other Federal funds, e.g., SNAP or WIC, are not comingled or used inappropriately.

Allowable use of funds includes, but is not limited to: personnel costs; customer service support; contractors; equipment and supplies; meeting expenses; travel; EBT programming; development and manufacture of EBT cards; training; translation services; printing, duplication, and dissemination of materials; eligible household outreach; costs associated with additional research or analysis conducted by the awardee; and, technology (hardware and software both internal and

external to the demonstration) necessary for operating the demonstration and/or participating in any evaluation of the demonstration. SNAP, WIC, NSLP and other partner program funds may not be used for this demonstration. Summer EBT funds may not be used for any non-Summer EBT related SNAP, WIC, or partner costs. Payment of administrative costs to partners will be handled by the awardee. For debit card model projects, State or local funds used to support the demonstration are not eligible for SNAP matching funds.

If existing SNAP, WIC, or NSLP staff will work on the Summer EBT demonstration, the proposal should clearly specify how salaries and any fringe benefits will be allocated among SNAP, WIC, or NSLP and Summer EBT funds.

Awards will be governed by amendments to State agency Plans of Operation or Federal/State Agreements.

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.

Food Expenses: No more than 10 percent of the administrative grant funds may be used for food purchases in the grant budget. Food purchases should be limited to educational purposes, including: nutrition education, sample tables, taste tests, or promotional use. Food costs related to conducting a test run of a new product are also deemed an appropriate use of funds.

III. ELIGIBILITY INFORMATION

1. Eligible applicants

State agencies eligible to serve as lead agency for the demonstration are State agencies that have agreements with USDA to administer the NSLP or SBP, SNAP, or WIC, including ITOs operating WIC. USDA will accept applications from only one eligible State agency per State or ITO. Any State or ITO applying to use a WIC EBT system to distribute benefits must be operating WIC EBT statewide by January 1, 2019 to be eligible for an award.

2. Cost sharing or matching considerations

The award does not have a cost sharing or matching requirement.

3. Other eligibility criteria

State Agency Coordination

These demonstrations will require close coordination among State agencies involved in delivery of Federal food benefits. USDA expects that State agencies responsible for overseeing school meal programs and SFAs delivering these programs, as well as SNAP and WIC State agencies and those with a role in SNAP or WIC EBT functions including EBT processors will be involved. This RFA is being sent to ALL appropriate State agencies.

Potential applicants should note that multiple demonstrations operated by multiple awardees in a single State or ITO will not be allowed. Therefore, to avoid overlap with an application, State agencies operating SNAP, WIC, or Child Nutrition Programs should coordinate on their State's application. Recipients of this RFA must determine among themselves whether the State or ITO wishes to apply and, if it does wish to apply, which State Agency should be the lead agency for the project, and thus the official applicant. The application must clearly identify the lead agency and provide correct identifying information for the lead agency such as DUNS number, EIN, etc. USDA will only accept one application per State or ITO for a Summer EBT demonstration.

Immediate coordination among relevant State agencies is critical if your State or ITO wishes to apply.

State agencies must collaborate to ensure that the application for administrative funding contains costs for all participating government organizations (e.g., awardee, schools, non-lead State agencies) and private partners (e.g., EBT processor, vendors). States and ITOs may not request to have awards for food benefit funds or administrative funds split among multiple state agencies. Allocating funds among project partners is the responsibility of the awardee.

4. Pre-application Screening Requirements

In reviewing applications in any discretionary grant competition, Federal Awarding Agencies, in accordance with 2 CFR 200.400, are required, prior to making a Federal award, to review information available through various OMB-designated repositories for eligibility qualification or financial integrity, and to have in place a framework for evaluating the risks posed by applicants before they receive Federal awards. The evaluation of the information obtained from the designated repository systems and the risk assessment may result in the Food and Nutrition Service Agency (FNS) imposing special conditions that correspond to the degree of risk assessed. The Federal repository systems FNS will review include:

- 1) SAM, the *System for Award Management*, the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS;
- 2) FAPIIS, the *Federal Awardee Performance and Integrity Information System*, is a database that has been established to track contractor misconduct and performance;
- 3) Dun and Bradstreet, the system where applicants establish a DUNS number which is used by the Federal government to better identify related organizations that are receiving funding under grants and cooperative agreements, and to provide consistent name and address data for electronic grant application systems. The Federal government requires that all applicants for Federal grants and cooperative agreements with the exception of individuals other than sole proprietors have a DUNS number.

Applicants must also respond to the pre-application assessment questions on page 44 of this RFA to allow USDA to evaluate aspects of the applicant's financial stability, quality of management systems, and history of performance, reports and findings from audits. A questionnaire containing these questions has been provided to facilitate the process. Applicants must answer all the pre-application questions. While answering "yes" may be an indicator of risk, the consideration and evaluation of these questions is only an indicator of potential risk and may or

may not result in an additional oversight requirements or special conditions be placed on an award should an award be made. Decisions regarding additional oversight requirements will take into consideration the total number of risks identified.

5. Acknowledge 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.

- o 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.” Awardees are asked to follow the USDA Visual Standards Guide when using the USDA logo.

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

IV. APPLICATION AND SUBMISSION INFORMATION

1. Applicants may request a paper copy of this solicitation and required forms by contacting the FNS Grants Officer at:

Dawn Addison, Grants Officer
Grants and Fiscal Policy Division
U.S. Department of Agriculture, FNS
3101 Park Center Drive Room 740
Alexandria, VA 22302
E-mail *Dawn.Addison@usda.gov*

2. Content and form of application submission (form and format of application submissions):

Applicants **must** include the following information with their proposal package:

1. **Application** in accordance with Application Template (Attachment A). Applications that do not follow the format will receive a reduced score.
2. **Evaluation Cooperation Agreement** (Attachment B)
3. **Mandatory Forms:**
 - Application for federal assistance (SF-424)
 - Budget information (SF-424A)

- Assurances – Non-construction programs (SF-424B)
- Disclosure of lobbying activities (SF-LLL)
- Grant Program Accounting System & Financial Capability Questionnaire (found in Section VIII of this RFA)

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

Special Instructions:

- Late application submissions will not be considered in this competition. FNS will not consider additions or revisions to applications once they are received.
- Applications submitted without the required supporting documents, forms, or certification will not be considered.
- Applications not submitted via the Grants.gov portal will not be considered.
- If multiple application packages are submitted through the grants.gov web portal 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.
- USDA reserves the right to use this solicitation and competition to award additional grants in the next fiscal year should additional funds be made available.
- Grant awards are contingent upon the availability of Federal funds.

Applicants should use the format provided in Attachment A on page 46 of this RFA, including titling and numbering systems. Applications that do not follow the format will receive a reduced score.

Indirect Cost Rate

If available, the current Negotiated Indirect Cost Rate Agreement (NICRA), negotiated with a Federal negotiating agency, should be used. 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 note that this is what they are requesting. 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.

Required Grant Application Forms

Please refer to the Application Checklist on page 3 for a list of required grant forms.

3. Dun and Bradstreet Universal Numbering System and System for Award Management (SAM)

Submission Date

Complete grant applications must be uploaded to www.grants.gov by 11:59 PM, Eastern Standard Time (EST), on January 2, 2019.

- Late applications will not be considered.
- FNS will not consider additions or revisions to applications once they are submitted.
- Applications must be submitted via the Grants.gov web portal. Mailed, e-mailed or hand-delivered application packages will not be accepted.
- Grant awards are subject to the availability of funding and/or appropriations of funds.
- USDA reserves the right to use this solicitation and competition to award additional grants this or subsequent fiscal years should additional funds become available.

USDA strongly encourages applicants to begin the 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. The grants.gov system provides several confirmation notices; applicants should ensure receipt of confirmation that the application was accepted. Applicants experiencing difficulty submitting an application to www.grants.gov should contact the grant support team listed in Section VII: Federal Awarding Agency Contacts on page 41 of this RFA.

Electronic Submission Details

Please be aware that the grants.gov system provides several confirmation notices. Applicants should ensure receipt of confirmation that the application was accepted. Applicants experiencing difficulty submitting applications to www.grants.gov should contact the grant support team noted in Section VII: Federal Awarding Agency Contacts on page 41 of this RFA.

In order to submit an application, you must:

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

submission and throughout the duration of a Federal Award in accordance with 2 CFR Part 25.

- We strongly encourage applicants to begin the process **at least 3 weeks** before the due date of the grant solicitation.

3. Create a Grants.gov Account

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

For more detailed instructions about creating a profile on Grants.gov, refer to: <https://www.grants.gov/web/grants/applicants/organization-registration/step-3-username-password.html>

4. Authorize Grants.gov Roles

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

For more detailed instructions about creating a profile on Grants.gov, refer to: <https://www.grants.gov/web/grants/applicants/organization-registration/step-4-aor-authorization.html>

5. Track Role Status: To track your role request, refer to:

<https://www.grants.gov/web/grants/applicants/organization-registration/step-5-track-aor-status.html>

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

How to Submit an Application via Grants.gov

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

Below is an overview of applying on Grants.gov. For access to complete instructions on how to apply for opportunities, refer to:

<https://www.grants.gov/web/grants/applicants/apply-for-grants.html>

1. *Create a Workspace:* Creating a workspace allows you to complete it online and route it through your organization for review before submitting.
2. *Complete a Workspace:* Add participants to the workspace, complete all the required forms, and check for errors before submission.
 - a. *Adobe Reader:* If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace so that they will appear similar to other Standard forms. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drives, then accessed through Adobe Reader.
NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at:
<https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>
 - b. *Mandatory Fields in Forms:* In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.
 - c. *Complete SF-424 Fields First:* The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and DUNS number. To trigger this feature, an applicant must complete the SF-424 information first. Once it is completed, the information will transfer to the other forms.
3. *Submit a Workspace:* An application may be submitted through workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application package at least 24-48 hours prior to the close date to provide you with time to correct any potential technical issues that may disrupt the application submission.
4. *Track a Workspace:* After successfully submitting a workspace package, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the package. The number will be listed on the Confirmation page that is generated after submission.

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

Applicant Support: Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and email at support@grants.gov. For questions related to the specific grant opportunity, contact the number listed in the application package of the grant you are applying for.

If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number. The Support Center ticket number will assist the Center with tracking your issue and understanding background information on the issue.

4. Timely Receipt Requirements and Proof of Timely Submission

Online Submission. All applications must be received by **11:59 p.m.** Eastern time on January 2, 2019. Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant AOR will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their application. Applicant AORs will also receive the official date/time stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

When the Food and Nutrition Service 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 funding by the Food and Nutrition Service.

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

Additional Information on Grants.gov and the Registration Process:

NOTICE: Special Characters not Supported

All applicants **MUST** follow grants.gov guidance on file naming conventions. To avoid submission issues, please follow the guidance provided in the grants.gov Frequently Asked Questions (FAQ):

Are there restrictions on file names for any attachment I include with my application package?

File attachment names longer than approximately 50 characters can cause problems processing packages. Please limit file attachment names. Also, do not use any special characters (example: &, -, *, %, /, #, -), this includes periods (.), spacing followed by a dash in the file and for word separation, use underscore (example: Attached_File.pdf) in naming the attachments. **Please note that if these guidelines are not followed, your application will be rejected. FNS will not accept any application rejected from www.grants.gov portal due to incorrect naming conventions.**

In order to submit an application via grants.gov, applicants must have obtained a Data Universal Numbering System (DUNS) number and registered in both the new Systems for Award Management (SAM) and on grants.gov. The applicant is strongly advised to allow ample time to initiate the grants.gov application submission process. All applicants must have SAM status at the time of application submission and throughout the duration of a federal award in accordance with 2 CFR Part 25. Please visit the following websites to obtain additional information on how to obtain a DUNS number (www.dnb.com) and register in SAM (<https://www.sam.gov/portal/public/SAM/>).

Please be aware that the grants.gov system provides several confirmation notices; you need to be sure that you have confirmation that the application was accepted. For tools and tips regarding www.grants.gov, please visit: <http://www.grants.gov/web/grants/applicants/applicant-tools-and-tips.html>.

Additional information and applicant resources is available at:
<https://www.grants.gov/web/grants/applicants/workspace-overview.html>

5. Submission Dates and Times

LETTER OF INTENT (Attachment G)

The eligible applicant that intends to submit an application should submit a Letter of Intent notice by November 15, 2018. This notice does not obligate the applicant to submit an application but provides USDA with useful information in preparing for the review and selection process. In turn, USDA will invite all eligible applicants that submit an LOI to participate in a webinar or conference call on November 27, 2018 to review obligations and expectations of the RFA as an aid in developing applications. The notice should include the potential applicant's name and address, organization's name, telephone number, and e-mail address of the primary point of contact. A template is provided in Attachment G. The applicant can send the letter via the mail or e-mail to the FNS Grants Officer identified below:

*Dawn Addison, Grants Officer
Grants and Fiscal Policy Division
U.S. Department of Agriculture, FNS
3101 Park Center Drive Room 740
Alexandria, VA 22302
E-mail Dawn.Addison@usda.gov*

CLARIFICATION QUESTIONS

Written clarification questions concerning the RFA, if necessary, should be submitted to Grants Office Dawn Addison at the address above. Applicants may append written clarification questions to their LOI.

APPLICATION DUE DATE

The complete application must be uploaded on www.grants.gov by 11:59 PM, Eastern Time **(January 2, 2019)**. Applications received after the deadline date will be deemed ineligible and will not be reviewed or considered. USDA will not consider any additions or revisions to an application once it is received through the grants.gov web portal. USDA will not accept mailed, faxed, or hand-delivered applications.

Applicants experiencing difficulty submitting applications to www.grants.gov should contact the grants.gov Support Center at **Local Toll Free: 1-800-518-4726 or via e-mail at support@Grants.gov**

6. Funding Restrictions

If requested, pre-award costs may be awarded for this grant project. Any pre-award costs are spent at the applicant's own risk and will not be reimbursed for costs that are not approved through this opportunity.

7. Other Submission Requirements

Applicants experiencing difficulty submitting applications to www.grants.gov should contact the grants.gov Support Center at **Local Toll Free: 1-800-518-4726 or via e-mail at support@Grants.gov**.

Additional submission information and instructions is available at:

<https://www.grants.gov/web/grants/grantors/grantor-standard-language.html>

V. APPLICATION REVIEW INFORMATION

1. Review Criteria

EVALUATION OF GRANT APPLICATION CRITERIA

Technical Evaluation Criteria and Weights

FY19 Funding Priorities (bonus points)

- New project (i.e., project is led by a State agency that has not served as the lead agency or a partner agency in the operation of a Federally-funded demonstration providing EBT benefits to children during the summer months in any prior year). (20 bonus points)

- New project (as defined above) that will provide benefits to eligible children beginning in summer 2019. (20 bonus points)
- Implements Summer EBT as part of a Statewide strategy to address the nutritional needs of low-income children during the summer. (10 bonus points)
- Coordinates effectively among project partners to provide superior customer service for participating children and their households. (10 bonus points)

Demonstration Design and Implementation (50 points)

- Application is in accordance with Application Template (Attachment A).
- Demonstrates understanding of the goal of Summer EBT (i.e., to demonstrate how Summer EBT can best be deployed as a complement to other Federal, State, and local efforts to feed needy children in the summer, and operated in a way that makes efficient use of taxpayer dollars), and structure the project in a way that supports this goal.
- Thoroughly describes proposed demonstration service area and demonstrates it meets specifications outlined in this RFA, including serving a substantially new population and complementing other nutrition assistance options currently available to low-income children during the summer months. Discusses the number of children proposed to serve each summer.
- Provides a reasonable plan and schedule for utilizing WIC or SNAP infrastructure to provide Summer EBT benefits. Discusses the resources needed to open a case and issue benefits, and how the project will be designed to quickly and efficiently process cases so that benefits will be delivered before the end of the school year. Discusses why chosen design was selected over other options.
- Describes the method of collecting data to enroll users, supporting card users, loading and pro-rating benefits, and ensuring that Summer EBT and SNAP or WIC transactions are recorded separately within the EBT processor's system. Describes how unused benefits will be expired and expunged or terminated when the demonstration ends.
- Discusses issues identified in the RFA that impact participant perception and use such as card branding, easy identification of cards, use of existing SNAP or WIC cards versus providing separate summer benefit cards, expiration data imprinting, and reducing stigma.
- Discusses EBT contract and/or WIC MIS modifications or SNAP eligibility system programming changes that are necessary to support the project and how and when they will be accomplished.

- Describes computer programming that will be necessary at the WIC MIS and/or EBT processing and retailer (if necessary) level for processing benefits and continuing to support SNAP or WIC operational and data needs, while keeping them distinct and separate from all other benefit redemptions.
- Describes the role of contractors in systems development and operations. Provides a letter(s) of commitment from vendor(s)/contractor(s) that demonstrate a full understanding of the requirements and procedures necessary to offer Summer EBT benefits, and the ability to complete all necessary activities in the timeframes proposed.
- Discusses the expected impact of benefit delivery and processing on EBT processors and retailers.
- Describes the issuance cycle and explains how it aligns with the summer break.
- Discusses plans to provide required project data to USDA during the demonstration.
- Provides reasonable plans and schedules for identifying potential participants, confirming eligibility, obtaining consent, and issuing benefits. Includes plans to communicate with limited English proficiency households.
- Discusses data needed to confirm eligibility and contact households, challenges with data quality or availability, and how households whose current contact information is difficult to obtain will be contacted. Discusses proper handling of private household free and reduced-price certification status and household contact information. Discusses the role of partners and details which partner is ultimately responsible for confirming eligibility.
- Discusses plans to monitor risks for improper payments and work with USDA to develop strategies to ensure high levels of program integrity.
- Discusses plans to provide superior customer service to children and their households throughout the year, and training and technical assistance for project partners. Describes the types of household customer support and education that will be provided and the methods used to communicate with households. Discusses scope of training and assistance planned for project partners, including training for retailers to recognize and accept Summer EBT benefits.
- Shows understanding of USDA's demonstration evaluation requirements, along with capacity and commitment to fulfilling those requirements.
- Includes clear and realistic work plan for successful project implementation from the time of the award through the end of the grant period in 2022 (or 2023). The work plan includes schedule for achieving specific activities and who will be responsible for accomplishing those activities.

- Demonstrates a full understanding of the Summer EBT implementation and operational needs, concerns, and challenges and addresses these issues with a plan that is realistic and reasonable.

Administrative Structure (15 Points)

- Describes roles and responsibilities of key personnel and partners involved in Summer EBT within the work plan. Explains if and how the proposed structure meets FY19 funding priorities 1 and 4, including how it will support efforts to identify and monitor risks for improper payments and work with USDA to develop strategies to ensure high levels of program integrity.
- Includes an organizational chart showing key personnel and partners and lines of authority.
- Identifies individual key personnel and provides resumes for each that document the necessary and relevant education, skills, and experience for their proposed roles.
- Staffing plan provides sufficient information to document that the time commitment of key personnel appears to be appropriate for their roles in the demonstration. Includes supporting documentation (i.e., letters of support from supervisors) for all key personnel.
- Staffing plan demonstrates that retailers, local agency(ies), EBT contractor (if applicable), and community partners, if any, have appropriate experience and commitment to effectively fulfill their proposed demonstration roles within the time and financial constraints of the demonstration. Letters of commitment attached to the application serve as evidence of these commitments. Narrative supporting the State's plan should also be included, which demonstrates collaborative efforts to accomplish project goals.
- Describes all partners that will contribute to the project, discusses their roles in the project, and provides copies of documentation demonstrating their understanding of and commitment to successful completion of the proposed project.
- Provides position descriptions for all key positions, including vacancies. Explains how structure will provide superior customer service.

Management Plan (15 Points)

- Demonstrates effective internal controls of Summer EBT funds that are provided to partners to ensure Summer EBT funds are used only for Summer EBT purposes, with an accounting record and audit trail for Summer EBT that is separate and distinct from other Federal funding accounts, including SNAP or WIC.
- Describes plans to identify and monitor risks for improper payments, and develops strategies to ensure high levels of project integrity. Describes plan to monitor for

benefit trafficking or other fraud in Summer EBT. Discusses how information will be shared confidentially among project partners and the internal controls that will be implemented to ensure that information is used correctly to deliver benefits to the eligible individuals who are intended to receive them.

- Provides a plan for managing personnel associated with the demonstration, including management of outside personnel (those not in the direct line of supervision of the applicant including project partners). Addresses any contingencies such as loss of key personnel or disruption or failure of systems such as EBT or information management.
- Shows potential for strong interrelationships, teamwork, and cooperation between the State agency and partners.
- Articulates how the State or ITO will provide oversight necessary to ensure high quality products, services, or outcomes and to keep the demonstration on time and within budget.

Budget (20 points)

- Budget presents and clearly separates all necessary demonstration start-up and ongoing administrative operating costs as outlined in the RFA. Costs are allowable, allocable, and reasonable. The line-item budget indicates specific cost allocations for each Federal fiscal year of the project.
- Budget includes costs for all aspects of the project including activities and costs incurred by project partners.
- Application includes a budget narrative describing how costs within the budget categories were derived and links between expenditures and specific activities/tasks.

2. Review and Selection Process

Following the initial screening process, USDA 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 USDA funding priorities, program balance, geographical representation, or project diversity. Awards will be made to applicants whose proposals have sufficient technical merit, present a strong capacity to successfully implement a demonstration, and best meet the needs and priorities of the Government. Cost sharing or matching will not be considered in the review process. USDA reserves the right to make no award if no applications of sufficient technical merit are received. USDA reserves the right to use this solicitation and competition to award additional grants in this or subsequent fiscal years should additional funds be made available.

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

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

3. Anticipated Announcement and Federal Award Dates

USDA anticipates awarding grants in February 2019.

VI. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notice

Unless an applicant receives a signed award document with terms and conditions, any contact from a USDA 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 USDA's signed award document.

The Government is not obligated to make any award as a result of this RFA. Only the recognized FNS authorized signature can bind the USDA, Food and Nutrition Service to the expenditure of funds related to an award's approved budget.

2. Administrative and National Policy Requirements

CONFIDENTIALITY OF AN APPLICATION

When an application results in an award, it becomes a part of the record of USDA 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 USDA are required to acknowledge understanding of their responsibilities and accountability for using and protecting USDA PII in accordance with the Privacy Act of 1974; Office of Management and Budget Memorandum M-06-15, *Safeguarding Personally Identifiable Information*; M-06-16, *Protection of Sensitive Agency Information*; M-07-16, *Safeguarding Against and Responding to the Breach of Personally Identifiable Information*; and the NIST Special Publication (SP) 800-122, *Guide to Protecting the Confidentiality of Personally Identifiable Information*.

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

CONFLICT OF INTEREST AND CONFIDENTIALITY OF THE REVIEW PROCESS

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

ADMINISTRATIVE REGULATIONS

Federal Tax Liabilities Restrictions

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

Felony Crime Conviction Restrictions

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

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

A recipient chosen for an award shall comply with the non-procurement debarment and suspension common rule implementing Executive Orders (E.O.) 12549 and 12669, “Debarment and Suspension,” codified at 2 CFR Part 180 and 2 CFR Part 417. This common rule restricts sub-awards and contracts with certain parties that are debarred, suspended or otherwise excluded from or ineligible for participation in Federal assistance programs or activities. The approved grant recipient will be required to ensure that all sub-contractors and sub-grantees are neither excluded nor disqualified under the suspension and debarment rules prior to approving a sub-grant award by checking the System for Award Management (SAM) at www.sam.gov.

Universal Identifier and Central Contractor Registration 2 CFR Part 25

Effective October 1, 2010, all grant applicants must obtain a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number as a universal identifier for Federal financial assistance. Active grant recipients and their direct sub-recipients of a sub-grant award also must obtain a DUNS number. To request a DUNS number visit: <http://fedgov.dnb.com/webform>.

The grant recipient must also register its DUNS number in the new Systems for Award Management (SAM). If you were registered in the CCR, your company’s information is already in SAM and you will just need to set up a SAM account. To register in SAM you will need your entity’s DUNS and your entity’s Tax ID Number (TIN) and taxpayer name (as it appears on your last tax return). Registration should take **3-5 days**. If you do not receive confirmation that your SAM registration is complete, please contact SAM at <https://www.fsd.gov/app/answers/list>.

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

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

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

making Government information, particularly information on Federal spending, accessible to the general public.

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

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

Section 872 of this Act requires the development and maintenance of a Federal Government information system that contains specific information on the integrity and performance of covered Federal agency contractors and grantees. The Federal Awardee Performance and Integrity Information System (FAPIIS) was developed to address these requirements. FAPIIS contains integrity and performance information from the Contractor Performance Assessment Reporting System, information from the SAM database, and suspension and debarment information from the SAM. USDA 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, USDA 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 any recommendations within 10 days from the date of FNS notification. FNS will redact Personally Identifiable Information (PII).

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

Privacy Policy

The USDA Food and Nutrition Service does not collect any personal identifiable information without explicit consent. To view the Agency's Privacy Policy, visit: www.fns.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)”
- 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 of the award may be obtained electronically. Please contact the Grants Officer at:

Dawn Addison, Grants Officer
Grants and Fiscal Policy Division
U.S. Department of Agriculture, FNS
3101 Park Center Drive Room 740
Alexandria, VA 22302
E-mail *Dawn.Addison@usda.gov*

3. Reporting

FINANCIAL REPORTING

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

PROGRESS REPORTING

The recipient will be responsible for managing and monitoring the progress of the grant project activities and performance. The grant terms and conditions will indicate the reporting schedule for submitting project performance/progress reports to FNS. Any additional reporting requirements will be identified in the award terms and conditions, including results of the grant project.

VII. FEDERAL AWARDING AGENCY CONTACTS

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

Dawn Addison, Grants Officer
Grants and Fiscal Policy Division
U.S. Department of Agriculture, FNS
3101 Park Center Drive Room 740
Alexandria, VA 22302
E-mail Dawn.Addison@usda.gov

VIII. OTHER INFORMATION

Debriefing Requests

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

RFA BUDGET NARRATIVE CHECKLIST

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.

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

Has the bona fide need been clearly identified in the project description to justify the cost for a contract or sub-grant expense(s) shown on the budget?		
A justification for all Sole-source contracts must be provided in the budget narrative prior to approving this identified cost.		
Other		
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 X hourly wages, 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 under this heading 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.		
If no negotiated agreement exists, the basis and the details of the indirect costs to be requested should also be reflected in the budget.		

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

Grant Program Accounting System & Financial Capability Questionnaire

PURPOSE

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

ORGANIZATION INFORMATION

Legal Organization Name:

D-U-Ns Number:

FINANCIAL STABILITY AND QUALITY OF MANAGEMENT SYSTEMS

Requirement	Yes	No
1. Has your organization received a Federal award within the past 3 years?	☐	☐
2. Does your organization utilize accounting software to manage your financial records?	☐	☐
3. Does your accounting system identify the receipt and expenditure of program funds separately for each grant?	☐	☐
4. Does your organization have a dedicated individual responsible for monitoring organizational funds, such as an accountant or a finance manager?	☐	☐

5. Does your organization separate the duties for staff handling the approval of transactions and the recording and payment of funds?	☐	☐
6. Does your organization have the ability to specifically identify and allocate employee effort to an applicable program?	☐	☐
7. Does your organization have a property /inventory management system in place to track location and value of equipment purchased under the award?	☐	☐

AUDIT REPORTS AND FINDINGS

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

Additional information including expanding on responses in previous sections:

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APPLICANT CERTIFICATION

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

Authorized Representative's Signature and Date
Name:
Phone:
Email:

ATTACHMENT A—Application Template

Applicants **must** use the following format, including titling and numbering system presented below for the application. Applications that do not follow the format will receive a reduced score.

1. **Cover Sheet.**

- a) Demonstration title—Summer Electronic Benefit Transfer for Children Demonstration
- b) State Agency or ITO name and address
- c) State Agency contact person, job title, address, phone and fax number, email address
- d) Level of funding support requested
- e) CFDA# 10.579

2. **Table of Contents.** Include a brief table of contents.

3. **Proposal Summary.** Provide an executive summary that includes an overview of the project. Address each of the FY19 funding priorities detailed on pages 6-7 of this RFA and clearly explain if and how the proposed project satisfies each funding priority. If a scaled up approach will be taken, provide an overview of each project year. Clearly explain whether the applicant or any project partners have administered or assisted in administering a Federally-funded demonstration providing EBT benefits to children during the summer months in a prior year. If applicable, explain how, when, and where this participation took place.

4. **Statewide Plan - Service Areas and Populations Served.** Provide a narrative description of nutrition assistance options currently available to low-income children during the summer months throughout the State (e.g., Summer Food Service Program, State-supported nutrition programs, meals or foods provided by non-profits such as food banks). Identify areas or populations of children that are currently underserved during the summer months. Describe the proposed service area(s) within your State and how it meets FY19 funding priority 3 on pages 6-7 of this RFA. Discuss the number of children you propose to serve for each summer of the project. Address important issues discussed in the *Statewide Plan - Service Areas and Populations Served* section on pages 8-9 of this RFA. For each service area include:

- a) An explanation of why this service area was selected for participation.
- b) Community characteristics, including a detailed description of the locality for the project; its boundaries; whether it is rural, suburban, or urban; the SFAs or school districts in the service area; and any other relevant characteristics.
- c) School meals participant characteristics in the proposed service area, including demographics, free and reduced-price participation data, and total enrollment (all students).
- d) Summer nutrition assistance characteristics in the proposed service area, including nutrition assistance options currently available to low-income children during the summer months in the service area, the efforts that have been made to improve nutrition assistance for low-income children in these areas, and the outcome of these efforts.
- e) Local agency characteristics, qualifications of key staff, staffing level, availability of key

staff on a year-round basis, structure, office space, facilities and equipment that will be used in the demonstration, and commitment to cooperate on project implementation.

- f) The years in which the service area will receive benefits if a scaled up approach is taken.

Provide the following information in tabular form in an appendix to the application. A template is included in Attachment D – *Service Area Information* on page 58 of this RFA.

For each service area include:

- a) The name of the service area.
- b) The project years that the service area will participate in Summer EBT.
- c) The project years that the service area has participated in Summer EBT (if applicable).
- d) The type of service area (e.g., county, SFA, city).
- e) Whether it is rural, suburban, or urban and the data source used to determine this criterion.
- f) The reason the service area was selected for participation in Summer EBT.
- g) The total number of SFAs in the service area.
- h) The number of participating SFAs in service area.
- i) The approximate number of school-age children in the service area (total enrollment).
- j) The approximate number of children in the service area meeting Summer EBT eligibility requirements found on page 10 of this RFA.
- k) The total number of children proposed to serve in the service area.
- l) The number of food retailers accepting Summer EBT benefits in the service area (i.e., WIC or SNAP retailers).
- m) Any other relevant information about the service area.

- 5. **EBT Integration and Benefit Delivery.** Propose a plan utilizing the EBT system currently in place for SNAP in debit card model States or WIC in food package model States to effectively provide Summer EBT benefits to eligible households. Address important issues discussed in the following sections of this RFA: *Integration with Current EBT System* on page 11, *Benefit Delivery* on page 13, and *Retailer Participation and Training* on page 13. Explain if and how the proposal meets FY19 funding priority 4 to provide superior customer service, as detailed on page 7 of this RFA. Specifically:

- a) Present a detailed description of proposed plans for producing, programming, delivering, redeeming, processing, and settling Summer EBT benefits and, where applicable, Summer EBT cards. Discuss important issues identified in the RFA such as, automation and efficiency, interoperability, seamlessness to SNAP or WIC retailers, program operations where existing staff are utilized, and differentiation of funding sources. Discuss why chosen design was selected over other options. Describe proposed method of collecting data to enroll users, supporting benefit users, loading and pro-rating benefits, and ensuring that Summer EBT and SNAP or WIC transactions are recorded separately within the EBT processor's system. Discuss issues identified in the RFA that impact participant perception and use such as card branding, easy identification of cards, use of existing SNAP or WIC cards versus providing separate summer benefit cards, expiration data imprinting, and reducing stigma.
- b) Describe EBT contract and/or WIC MIS modifications or SNAP eligibility system programming changes that are necessary to support the project and how and when they

- will be accomplished.
- c) Describe computer programming that will be necessary at the WIC MIS and/or EBT processing and retailer (if necessary) level to support your plan for processing benefits and continuing to support SNAP or WIC operational and data needs, while keeping them distinct and separate from all other benefit redemptions. Provide a letter(s) of commitment from your vendor(s)/contractor(s) that demonstrates a full understanding of the requirements and procedures necessary to offer Summer EBT benefits, and the ability to complete all necessary activities in the timeframes proposed.
 - d) Describe the role of contractors in systems development and operations. Contractors could include EBT contractors, State IT contractors, etc.
 - e) For food package model projects, discuss how WIC EBT systems and Management Information Systems will be amended to handle the Summer EBT food package so that benefit issuance can occur. Discuss any changes that might be needed to retailer systems.
 - f) Discuss the expected impact of benefit delivery and processing on EBT processors and retailers, bearing in mind that the goal is for the summer benefit to be transparent to retailers and require no or minimal effort on their part.
 - g) Describe the issuance cycle including: the length (in days) of your 2019 summer period if applicable, the first date on which benefits will be available to participants, the last date on which benefits will be available for participants to spend, the beginning and ending dates of each benefit period and if unspent benefits will remain accessible to participants in subsequent benefit periods (i.e., rollover benefits), any partial or prorated benefit periods, and the date(s) by which benefits will be delivered to households. Describe the school calendar for the service area(s) including the last day of the 2018-2019 school year and the first day of the 2019-2020 school year, for projects offering benefits in summer 2019. Explain how the issuance cycle aligns with the summer break. If not offering benefits until summer 2020, similarly describe the issuance cycle using an estimated last day of the 2019-2020 school year and an estimated first day of the 2020-2021 school year.
 - h) Discuss the resources needed to open a case and issue benefits (e.g., staff hours, MIS systems, vendors). Describe how the project will be designed to quickly and efficiently process cases so that benefits will be delivered before the end of the school year.
 - i) Describe how you will expire and expunge or terminate unused Summer EBT benefits when the demonstration ends.
 - j) Provide a detailed description of how you will meet the requirements to provide data equivalent to daily activity or history file or transaction (redemption) data to USDA during the demonstration. At a minimum, awardees must be able to provide data with household and store identifiers, foods and amounts of foods purchased in food package models, date, time and dollar amount of each purchase made with Summer EBT benefits. Discuss any additional information that you may collect and report that is innovative or unique to your project and how you would report it.
6. **Identifying Eligible Children and Obtaining Consent.** Present a detailed description of your plan for identifying potential participants, confirming eligibility, obtaining consent, and issuing benefits. Discuss what data will be used to support these activities, challenges with data quality or availability, and how households whose current contact information is difficult to obtain will be contacted. Address important issues discussed in the following

sections of this RFA: *Eligible Children* on page 10, *Identifying Eligible Children and Obtaining Consent* on page 14, and *Use and Confidentiality of Household Information* on page 14. Explain if and how the proposal meets FY19 funding priority 4 to provide superior customer service, as detailed on page 7 of this RFA. Include a plan to:

- a) Identify potential participants and confirm eligibility to receive Summer EBT benefits. Clearly explain the roles and responsibilities of all project partners that will have a role in this process. Identify who is ultimately responsible for confirming eligibility.
- b) Obtain contact information for eligible participants and group them into households. Discuss data quality and availability, resources that are available to complete this process, and how you will contact households that cannot be located with current school records.
- c) Develop a database for contacting eligible households.
- d) Transfer data to project partners including FNS or its designees. Develop agreements/memorandums of understanding to facilitate data sharing.
- e) Make initial contact with these households, obtain confidentiality waivers, and offer households a choice to opt into or out of the demonstration to receive benefits for the summer (i.e., how consent will be obtained).
- f) Communicate with limited English proficiency households.
- g) Collect information necessary to deliver Summer EBT benefits.
- h) Issue benefits.
- i) Receive and process returned mail, i.e., determine why mail was undeliverable and use alternative approaches to contact affected households.
- j) Identify and monitor risks for improper payments and how you will work with USDA to develop strategies to ensure high levels of program integrity.

7. **Customer Service Support, Training, and Technical Assistance**. Discuss plans to provide superior customer service to children and their households throughout the year, and training and technical assistance for project partners. Explain if and how the proposal meets FY19 funding priority 4 to provide superior customer service, as detailed on page 7 of this RFA. Address important issues discussed in the following sections of the RFA: *Household Education and Customer Service Support* section on page 9; and *Retailer Participation and Training* on page 13. Specifically:

- Describe the types of household customer support and education needed and when during the year they will take place including, but not limited to:
 - Educating eligible households about the project,
 - Explaining the consent process and obtaining consent to participate,
 - Updating household information to ensure accurate and efficient administration of benefits,
 - Training on EBT use,
 - Nutrition education,
 - Training for recipients of food package benefits on how and where to use their cards and how to select eligible foods, if applicable,
 - Ensuring participants can locate participating SNAP or WIC retailers,
 - On demand technical assistance and problem resolution (e.g., a mobile app, a hotline, school staff).

- Describe the methods that will be used to communicate with households (e.g., postal, email, fliers, telephone, texting, social media, mobile apps, hotlines, in-person) and how these will be used to communicate effectively with the population proposed to serve.
 - Discuss how, when, and by whom (e.g. school staff, local SNAP or WIC staff, State staff, EBT contractors) customer support and education will be provided to households.
 - Discuss important issues identified in the RFA such as participant confidentiality and languages other than English spoken at home with respect to training and customer service support.
 - Describe training and technical assistance needed for project partners and other staff involved in the demonstration, and discuss how it will be provided.
 - Describe the training and technical assistance that will be provided to SNAP or WIC retailers.
 - Include a plan for ensuring that retailers recognize and accept Summer EBT cards and, for food package model projects, the Summer EBT food package. For food package model projects, also describe how you will make retailers aware of food stock needs.
 - Describe any other resources that will be available to support participants, SNAP or WIC retailers, and others (e.g., hotlines, help desks).
8. **Evaluation and Monitoring Cooperation.** Describe procedures and duties associated with evaluation and monitoring of the demonstration, including how the State agency and its partners will work with USDA or its designees to meet evaluation needs. Address important issues discussed in the *Evaluation* section on page 18 of this RFA. Specifically:
- a) Describe which State and/or local agency entity(ies) will work most closely with USDA or its designee to provide qualitative or quantitative information on the project throughout the program year. Discuss how lead agency will ensure partner agency provides necessary information.
 - b) Identify a single point of contact as an evaluation liaison.
 - c) Provide a process for working with FNS or its designee to troubleshoot and resolve issues and refine procedures as needed.
 - d) Describe the process to obtain and prepare data and information including, but not limited to, the information necessary to meet all evaluation requirements, and produce all of the deliverables included in this RFA, including retention of the required information for a period of no less than five years.
 - e) Provide in an appendix to the application a signed Evaluation Cooperation Agreement (Attachment B – *Evaluation Cooperation Agreement*).
9. **Work Plan with Implementation Schedule.** In a table, present specific activities and deliverables necessary for successful project implementation in the first summer of benefit delivery, and any activities related to future project years that will occur in calendar year 2019. For each activity or deliverable, include the beginning and due dates, responsible partner, and key staff members. The table should include, at a minimum, the activities discussed in the *Work Plan with Implementation Schedule* section on page 15 of the RFA. Explain if and how the proposal meets FY19 funding priority 2 to provide benefits to eligible children beginning in summer 2019, as detailed on page 6 of this RFA. A template is included on page 59 in Attachment E – *Sample Schedule*.

10. **Administrative Structure.** Address important issues discussed in the *Administrative Structure* section on page 15. Specifically:

- a) Administrative Structure. Describe how the demonstration will be managed, which agency will provide project direction, who the demonstration partners are, and the roles of the partners. Explain if and how the proposed structure meets FY19 funding priority 1, to be a new project, and funding priority 4, to provide superior customer service, as detailed on pages 6-7 of this RFA. Explain how the proposed structure will support efforts to identify and monitor risks for improper payments and how you will work with USDA to develop strategies to ensure high levels of program integrity.
- b) Organizational Structure. Describe the management relationships and channels of communication that will be used among key personnel, including partner agency staff. Provide an organizational chart for the Summer EBT project that clearly shows lines of authority within and among the lead agency and all project partners.
- c) Position Descriptions. Provide a position description for all key project positions. For key positions currently vacant, provide a position description and anticipated date of hire. Key positions may include, but are not limited to:
 - o Demonstration director at State level
 - o Demonstration assistant director or comparable backup position
 - o SNAP or WIC Coordinator
 - o State EBT Director
 - o State Education agency Coordinator
 - o School, school district and/or School Food Authority Coordinator(s)
 - o Evaluation Liaison
 - o EBT Contract and Processes Coordinator
 - o Progress Reporting Manager (responsible for quarterly and final progress reports)
 - o Demonstration Financial Manager / Accountant (responsible for quarterly and final financial reports)
- d) Key Personnel. Key Personnel includes people who fill one or more key positions and people who will spend 25 percent or more of their time on the project. Identify and describe the duties, experience, capabilities, of key personnel, including:
 - i) Current positions and what their title will be on the demonstration
 - ii) Salary and percentage of time committed to Summer EBT for each year of the demonstration
 - iii) Specific roles and duties
 - iv) Experience, skills and education and how they are relevant to specific demonstration duties
 - v) In an appendix, attach current résumé or curriculum vitae for key personnel
 - vi) In the appendix, attach letters of support from supervisors of key personnel
- e) Project Partners. Project partners will contribute to implementing, operating, or promoting the Summer EBT project.
 - i) Identify all partner organizations (e.g., partner agencies, SFAs or school districts, community partners, EBT processors and other contracted IT specialists, SNAP or WIC retailers).
 - ii) For each, describe the type of partner, its responsibilities and deliverables, the

- timeframe in which the partner will contribute, and any anticipated challenges associated with this partner's role in Summer EBT.
- iii) Address the availability of partners at key times of the year (e.g., sufficient staff to confirm eligibility and open cases on the spring, availability of school staff during the late spring and early summer).
 - iv) In the appendix to the application, provide copies of documentation in the form of letters, memoranda of understanding or agreement, resumes or other documentation that demonstrates each key partner's understanding of its role and commitment to Summer EBT and willingness to cooperate and actively participate in Summer EBT. This documentation should provide an overview of the expected duties of each agency, partner, or staff member, as well as address data production and sharing, and confidentiality measures. The documentation should demonstrate each partner has a full understanding of the requirements and procedures necessary to offer Summer EBT benefits and the ability to complete all necessary activities in the timeframes proposed.

11. **Management Plan.**

- a) Quality Control. Discuss how the integrity of Summer EBT will be protected and ensured, including management and oversight, monitoring, management and financial controls, corrective actions and adjustment to operations to correct deficiencies or improve on operations.
 - i) Describe how Summer EBT and SNAP or WIC funds will be accounted for as distinct and separate accounts, and what audit trails and financial controls will be used to assure and demonstrate that SNAP or WIC funds are used only for SNAP or WIC purposes, and Summer EBT funds will be used only for Summer EBT-related activities (including salaries).
 - ii) Describe the accountability plan, including internal controls to ensure the integrity of payments or reimbursements to EBT contractor (if applicable), retailers, and local agencies.
 - iii) Describe plans to identify and monitor risks for improper payments (e.g., food benefits delivered to and/or redeemed by ineligible individuals, or food benefits not delivered to eligible individuals), and develop strategies to ensure high levels of project integrity. Describe how information will be shared confidentially among agencies and other partners, and the internal controls that will be implemented to ensure that information is used correctly to deliver benefits to the eligible individuals who are intended to receive them.
 - iv) Describe the plan to monitor for benefit trafficking or other fraud in Summer EBT, including how information will be shared among project partners.
- b) External Management. Provide plans for management of outside personnel (those not in the direct line of supervision of the awardee including the project partners identified in your application). Describe how strong interrelationships, communication, and teamwork will be fostered among partners including but not limited to: partnering State or local agencies, school food authorities (SFA) or school districts, community partners, EBT

processors and other contracted IT specialists, SNAP or WIC retailers.

- c) Contingency Plans. Describe contingency plans for ensuring that the demonstration is not unduly disrupted by any unforeseen changes in key personnel or disruption or failure of systems such as EBT or information management.

12. **Budget.** Address important issues discussed in the *Administrative Costs* section on page 17 of the RFA.

- a) Line-item Budget. This budget must include itemized estimates of administrative costs for the whole Summer EBT project sufficient to support operations through the end of the grant in 2022 (or 2023).
 - i) Costs must be clearly identified as start-up or operating costs.
 - ii) Proposals must include a multi-year budget that describes costs for each year of the project. The line-item budget must include specific columns for cost allocations for each Federal fiscal year of the project.
 - iii) Proposals should include costs for all participating government organizations (e.g., awardee, schools, non-lead State agencies) and private partners (e.g., EBT processor, vendors). Applicants may propose flat rates for operating costs for SFAs and/or school partners.
 - iv) Applicants may submit a pre-award request for authorization to begin selected project activities prior to receiving program funding. This should be a separate line item or items in the budget request and the reason for the request should be detailed in the supporting narrative. Limited authorizations for pre-award spending may be approved. However, applicants will need to use non-program funds to support this until the grant award is received. Any pre-award costs are spent at the applicant's own risk and will not be reimbursed for costs that are not approved through this opportunity.
 - v) Food benefit costs of Summer EBT should not be included in the budget for this Request for Application. Food benefit funds will be provided through a separate solicitation.
- b) Budget Forms. In addition to the detailed budget, applicants must use the SF-424A to prepare a budget summary for the demonstration, including amounts for all major budget categories. Forms are included in the RFA package. The 424a should indicate the amount of funding requested for each Federal fiscal year.
- c) Budget Narrative. Provide a detailed explanation for all funds requested in the line-item budget and describe how those costs were derived and how they relate to demonstration priorities and each major proposed activity, and why they should be considered as start-up and not operational costs. Details must be provided for both Federal and non-Federal resources, including in-kind contributions. Costs for EBT system changes and retailer system programming must be detailed and supporting documentation (e.g., quotes from EBT vendor, third party processors) must be included.
- d) Budget Assumptions. The budget should assume demonstration activities will take place from approximately February 2019 to March 2022 (or March 2023) unless otherwise justified in the application.
- e) Indirect Cost. Applicants claiming an indirect cost **MUST** attach a copy of the State

Agency's negotiated and approved rate.

13. **Food Package (Food Package Model Projects Only).** Provide a chart describing the contents of the proposed food package, including the type of food, amount, etc., and the estimated monthly cost of a package. Applicants proposing to offer food(s) that are not WIC-eligible or are not in the Summer EBT food package (i.e., reduced-fat milk, cereal, eggs, whole wheat bread, beans or peanut butter, \$8 voucher for fresh fruits and vegetables), should discuss the proposed food(s) and explain how it meets the needs of the population proposed to serve. Address important issues discussed in the *Benefit Levels and Use* section on page 10 of the RFA.
14. **Assurances and Disclosure Attachments.** Attach the following mandatory forms, which with their instructions, can be found in an electronic version at <https://www.grants.gov>.
 - a) Application for federal assistance (SF-424)
 - b) Budget information (SF-424A)
 - c) Assurances – Non-construction programs (SF-424B)
 - d) Disclosure of lobbying activities (SF-LLL)
15. **Appendices. Include the following as a separate appendix:**
 - a) Table of Service Area information (template in Attachment D)
 - b) Job descriptions for key personnel, indicating those who must be hired
 - c) Resumes for key personnel
 - d) Signed letters of support from supervisors of key personnel
 - e) Copies of letters, agreements or memoranda of understanding with all partners including other State agencies, local agencies, schools, the EBT contractor (if applicable), and key retailer groups, as applicable
 - f) Signed Evaluation Cooperation Agreement (Attachment B)
 - g) Any other supporting documentation referenced in the application

Attachment B—Evaluation Cooperation Agreement

Date _____

As an applicant for a Summer EBT award, _____ agrees to
(State Agency or ITO Name)
foster and provide full cooperation with FNS and its designated agents in all aspects of any
evaluation of Summer EBT, including but not limited to:

- Working in cooperation with the FNS or designee to trouble-shoot and resolve issues and refine procedures to the extent of the Summer EBT awardee's control.
- Making all efforts to ensure the quality of the data provided to FNS or designee.
- Facilitating access of the FNS or designee to participants, SNAP or WIC agency staff, retailers, EBT contractor staff (if applicable) and other demonstration partners for interviews, providing address and contact information and updates to that information as necessary.
- Providing EBT issuance and transaction data, participation data, and other program data as described in the RFA.
- Providing copies of demonstration documents, such as meeting notes, progress reports, and memoranda.
- Working with FNS to identify and monitor risks for improper payments and developing strategies to ensure high levels of program integrity.
- Providing FNS with any and all data, research, analysis, and findings associated with concepts tested by the grantee.

Signed

Authorized Summer EBT Representative with authority to obligate the State Agency or ITO

Attachment C: Data Needs for Summer EBT

(To be retained by awardee for a period of not less than five (5) years)

1. Summer EBT Monthly Participation/Redemption Reports (during summer benefit periods)

- Number of households and number of children receiving Summer EBT benefits
- Number of households and number of children redeeming Summer EBT benefits
- Value of benefits issued (in dollars)
- Value of benefits redeemed (in dollars)

2. Summer EBT transaction data (from Case/Card and History Files):

- Household address and identifier used in case/card and transaction history files; should not be SSN.
- NCES district identification number of the school district in which the eligible children are enrolled.
- Case/card file activity for cards issued specifically to access Summer EBT benefits:
 - Card issued/activation
 - Card status change (lost/stolen, replaced, etc.)
- Transactions and other events to be included (all transactions involving Summer EBT benefits; see note 1):
 - Benefit issuance
 - Purchase
 - Return
- Data for each transaction (SNAP or WIC)
 - Date and time
 - Transaction type (debit/credit)
 - Transaction mode (regular/manual)
 - FNS or WIC Retailer ID number (see note 2 below)
 - Dollar amount (for all purchases, and for SNAP issuances and returns)
 - Ending account balance (SNAP only)
- Data for WIC transactions (by food category/subcategory)
 - Issuance data: food items prescribed, item detail (number of units, size of units)
 - Purchase data: food items purchased, item detail (number of units, size of units, unit price)

Notes:

- 1. For debit card model projects proposing to combine Summer EBT benefits and SNAP benefits on a single card for SNAP-participating households, transaction activity at the benefit authorization level is needed to identify transactions affecting Summer EBT benefits. For these States, data should be provided in a file that is separate from the ALERT file but equivalent to the ALERT file format. File format for WIC will be identified for each awardee. Data list includes defined evaluation needs; additional available data will be considered.*
- 2. For debit card model States, FNS retailer number is needed for all retailers with Summer EBT transactions, in order to link to FNS STARS/REDE data and determine FNS retailer type. Food package model States can provide a crosswalk of State WIC retailer number to FNS*

retailer number in a separate file, if FNS number is not included in the WIC EBT transaction data. This file or the transaction file should also include WIC retailer type.

3. Summer EBT Summary Reports (requested, not required)

- Participation reports (monthly)
 - Number of households by number of transactions (0, 1, 2, 3, 4, 5, 6 or more)
 - Quantity by food item by category and fruit/vegetable \$ for WIC sites
 - Amount of benefits remaining in accounts (\$ for SNAP and WIC sites; quantity by food item category and fruit/vegetable \$ for WIC sites)
 - Amount of benefits expunged from inactive Summer EBT -SNAP accounts or expired from Summer EBT -WIC accounts (\$) (one-time report at close-out of POC year)
- Transaction activity reports (monthly reports for debits and credits)
 - Number and value of transactions by time of day (hourly preferred)
 - Number and value of transactions by day of month
 - Number and value of transactions by type of retailer
 - Number of denied transactions, by reason
 - Number of cards by number of transactions (if not always 1 card per household)
- Summer EBT card issuance data (monthly; only count cards issued specifically for Summer EBT)
 - Number issued
 - Number lost/stolen
 - Number replaced
 - Number of PIN locks

4. Descriptive information on the NSLP, SBP, and other Child Nutrition Programs in the project area, including:

- Number of schools offering NSLP with/without SBP; total enrollment in area schools;
- Number and percentage of students approved for free/reduced-price meals;
- Average daily participation in NSLP and SBP;
- Number of schools/other locations with after-school programs offering snacks;
- Availability of other Child Nutrition programs, including the Summer Food Service Program and Seamless Summer Option;
- Characteristics of individual schools in the project area (grade range, USDA nutrition programs offered, Team Nutrition/other nutrition promotion and education, enrollment, number of students approved for free and reduced-price meals)

Attachment D – Service Area Information

Service Area Information

Name of Service Area*	Project Years Participating in Summer EBT	Type of Service Area (e.g., County, SFA, City, Other)	Urbanicity (i.e., Urban, Suburban, or Rural)	Data source used to determine urbanicity	Reason Selected for Summer EBT	Total Number of SFAs in Service Area	Number of Participating SFAs in Service Area	Approximate Number of School-age Children in Service Area	Approximate Number of Summer EBT Eligible Children in Service Area	Total Number of Children Proposed to Serve in Service Area	Number of Food Retailers Accepting Summer EBT Benefits in the Service Area	Other
Example: Washington School District	2020, 2021	SFA	Suburban	NCES	Not area-eligible for SFSP	1	1	7,736	2,923	2,923	18	
Example: Springfield School District	2012, 2013, 2015, 2016, 2017, 2018, 2019, 2020, 2021	SFA	Rural	NCES	No SFSP sites	1	1	7,415	4,645	4,645	7	

*Service areas may vary depending on characteristics of the project (e.g., city, county, school district, etc.). Service areas **MUST** be divided into distinguishable portions (e.g. Springfield County). Large regions of the State/ITO are not acceptable service areas (e.g. Eastern region).

Attachment E—Sample Schedule

Summer EBT Work Plan with Implementation Schedule

Activity/Deliverable	Begin Date	Due Date	Responsible Partner	Key Staff
Execute MOU between Lead Department and other Departments				
Prepare contract amendment between Lead Department and Processor				
Participate in Orientation Conference Call for awardees				
Define needs requirements for EBT Management System modifications to support Summer EBT				
Define data collection and reporting rules for SFAs				
Inform SFAs about Summer EBT program and obtain their support				
Execute grant awards between Department/SFAs				
Develop contact letters and confidentiality agreement form to be sent to Summer EBT site households				
Establish account for the Summer EBT funds				
SFAs send contact letter and confidentiality agreement to targeted households with due date of ____				
Inform SFAs about data collection rules/ format				

Activity/Deliverable	Begin Date	Due Date	Responsible Partner	Key Staff
Hire temporary employee to enter Summer EBT household data into State Education Database				
Temp enters household data into State Education Database				
Begin process to hire temporary staff to enter Summer EBT hh data into EBT Management System				
Develop participant training materials				
Develop retailer training materials				
Hire temporary employees to enter Summer EBT household data into EBT Management System				
Write and submit first quarterly program report to FNS				
Write and submit second quarterly program report to FNS				
Train temporary employees how to enter Summer EBT hh data into EBT Management System and start entering				
Send file of Summer EBT participant households to the processor to create accounts for Summer EBT households				
Notify Retailers about Summer EBT and send training materials				

Activity/Deliverable	Begin Date	Due Date	Responsible Partner	Key Staff
Send Summer EBT cards and EBT user training materials to households				
Deposit benefits: Prorated amount for June 17-30, full amount for July and August, prorated amount for Sept 1-6				
Send reminders and outreach to households				
Submit monthly data reports to FNS				
Write and submit third quarterly program report to FNS				
Make all benefits remaining in accounts inaccessible.				
Expunge unused benefits				
Follow up activities to include steering team evaluating the internal processes used throughout the 1 st year of implementation of this award in order to improve processes if necessary during year 2.				
Write and submit fourth quarterly program report to FNS				
Write and submit final program report to FNS				
Submit final financial report via FPRS				

Attachment F: Summer EBT Food Package (for food package model projects only)

Example \$30 Food Package for Summer EBT

WIC Food Group	Substitute or Food Subgroup	\$30 Summer EBT Package	
		Quantity	Unit
Milk, low fat/nonfat		12	Qt
Cereal, all		18	Oz
Eggs		1	Doz
Cash Value Voucher		8	\$
Bread, whole wheat		1	Lb
Beans, dry		0.25	Lb
	Beans, canned	16	Oz
	Peanut Butter	9	Oz

Note: Cash voucher is for fruits and vegetables.

ATTACHMENT G—Letter of Intent to Apply

State agencies intending to submit an application for the Summer EBT are requested to submit a Letter of Intent (LOI). This request may be made by submitting the form below to USDA by **5:00 pm EST, November 15, 2018**. Submitting an LOI does not obligate a State Agency in any way, but will provide useful information to USDA to prepare for staffing of the review and selection process. In turn, USDA will invite all eligible applicants that submit an LOI to participate in a webinar or conference call on November 27, 2018 to review obligations and expectations of the RFA as an aid in developing applications. Applicants may append written clarification questions concerning the RFA to their LOI.

The LOI may be mailed or e-mailed. USDA thanks State agencies in advance for their cooperation with this request. The Letter of Intent should be submitted to:

Dawn Addison, Grants Officer
Grants & Fiscal Policy Division
USDA Food and Nutrition Service
3101 Park Center Drive, Room 740
Alexandria, VA 22302
Dawn.Addison@usda.gov

SUMMER ELECTRONIC BENEFITS TRANSFER FOR CHILDREN Letter of Intent to Submit an Application

State Agency Name and Address:

Demonstration Director:

Telephone: _____ **Email:** _____

State SNAP or WIC Director:

Telephone: _____ **Email:** _____

State EBT Coordinator:

Telephone: _____ **Email:** _____

State School Meals Program Director:

Telephone: _____ **Email:** _____

UNITED STATES DEPARTMENT OF AGRICULTURE
Food and Nutrition Service

OMB Control Number: 0584-0512
Expiration Date: xx/xx/xxxx

PERFORMANCE PROGRESS REPORT

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 Services, Office of Policy Support, 3101 Park Center Drive, Room 1014, Alexandria, VA 22302, ATTN: PRA (0584 - 0512*). Do not return the completed form to this address.

1. Recipient Organization		
a. Name:		2. Grant Federal Fiscal Year & Quarter:
b. Address:		3. Program Information:
City:	State:	Program Area:
		Program:
4. Primary POC:		5. Recipient Account Number (FAIN):
a. Name:	b. Title:	6. Type of Report (Select One): ☐ Final ☐ Quarterly Reporting Period: _____ ☐ Semi-Annual
c. Telephone (Area Code & Number):	d. Email Address:	
7. Federal Grant Agreement Number:		
8. Additional POC (Optional)		
a. Name:	b. Title:	9. Certification I certify to the best of my knowledge and belief that this report is correct and complete for performance of activities for the purposes set forth in the award documents.
c. Telephone (Area Code & Number):	d. Email Address:	
10. Authorized Certifying Official		
a. Name:	b. Title:	c. Signature of Authorized Certifying Official:
13. Date Report Submitted (Month, Day, Year):		

Program Management Information

1. Progress Summary

Progress Summary, 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 the project as well as the name and contact information (email address, phone number, and name of organization) of the individual joining the project. **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. Amendments (Cost and No-Cost)

a. Number of amendments this quarter? _____ b. Type of amendments? _____

c. Did the amendment(s) require FNS approval? ☐ Yes ☐ No

d. Please describe the no-cost amendments this quarter (Max 2000 Characters):

4. Expenditures/Purchases:

a. Were there any significant expenditures or purchases, including any contracts entered during this reporting period? If so, please describe (Max 2000 Characters):

5. Deviations

a. Have there been any deviations? ☐ Yes ☐ No b. Type: _____

c. Proposed Plan Activities:

d. Budget Impact: _____ e. Timeline: _____

f. Justification:

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? (Max 2000 Characters):

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. Briefly describe the goals and objectives that were not completed and why they were not completed (75 words or less):

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

d. If no to answer 6c, briefly describe why the budget was insufficient for meeting the project goals (50 words or less):

8. Additional Comments

Program Activities							
Objective 1:							
Activity		Type	Anticipated Completion Date	Actual Completion Date	Optional		
					Location	Beneficiaries/Audience	Topic (if training)
1							
2							
3							
4							
5							
6							
7							
8							
9							

Outcome Indicators								
Objective #:								
Activity #:								
Indicator Description	Indicator Type	Quantitative			Qualitative			Narrative
		Target	Actual (Cumulative)	Comments	% Complete (Cumulative)	Performance Status	Comments	
Activity #:								
Activity #:								

Final Program Metrics (Final Reporting Period Only)		
Evaluation Metric #: _____ Type: Checklist Prompt: _____		
		Answer Value 1: _____
Item 1:		
Item 2:		
Item 3:		
Item 4:		
Item 5:		
Item 6:		
Item 7:		
Item 8:		
Item 9:		
Item 10:		
Comments: 		
Evaluation Metric #: _____ Type: Free Form Prompt: _____		
Comments: 		

Evaluation Metric #: _____		Type: Cross Table				
Prompt: _____						
		Answer Value 1: _____	Answer Value 2: _____	Answer Value 3: _____	Answer Value 4: _____	Answer Value 5: _____
Item 1:						
Item 2:						
Item 3:						
Item 4:						
Item 5:						
Item 6:						
Item 7:						
Item 8:						
Item 9:						
Item 10:						
Comments:						

The Privacy Act Statement:

Authority: Section 9 of the Food and Nutrition Act of 2008, as amended, (7 U.S.C. 2018); section 205(c)(2)(C) of the Social Security Act (42 U.S.C. 405(c)(2)(C)); and section 6109(f) of the Internal Revenue Code of 1986 (26 U.S.C. 6109(f)), authorizes collection of the information on this application.

Purpose: Information is collected primarily for use by the Food and Nutrition Service in the administration of the Supplemental Nutrition Assistance Program;

Routine Use: Information may be disclosed for any of the routine uses listed in the published System of Record notice
<https://www.federalregister.gov/documents/2010/12/27/2010-32457/privacy-act-revision-of-privacy-act-systems-of-records#p-30>.

Disclosure: Furnishing the information on this form, including your SSN and EIN, is voluntary but failure to do so will result in withdrawal of store authorization to accept SNAP benefits.