United States Department of Agriculture
Food and Nutrition Service

Food Distribution Program on Indian Reservations (FDPIR) Nutrition Paraprofessional Training Project

Fiscal Year (FY) 2019 Request for Proposals (RFP)

Catalog for Federal Domestic Assistance Number (CFDA): 10.529

Dates:

Release Date: May 8, 2019
Application Due Date: 11:59PM, Eastern Standard Time (EST), **July 8, 2019**
Anticipated Award Date: September 2019

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IMPORTANT NOTICE

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For information on Workspace application process, visit:

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

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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.
- ☐ 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)

When applicable, application packages are required to include the following documents:

- ☐ AD-1047 - Certification Regarding Debarment, Suspension, and Other Responsibility Matters Primary Covered Transactions
- ☐ AD-1048 - Certification Regarding Department, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions

- ☐ **AD-1049 -** Certification Regarding Drug-Free Workplace Requirements (Grants) Alternative I – For Grantees Other Than Individuals
- ☐ AD-1050 - Certification Regarding Drug-Free Workplace Requirements (Grants) Alternative II – For Grantees Who Are Individuals
- ☐ AD-1052 - Certification Regarding Drug-Free Workplace State and State Agencies, Federal Fiscal Year

- ☐ AD-3030 – Representations Regarding Felony Conviction and Tax Delinquent Status for Corporate Applicants (fillable PDF in Grants.gov).

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I. PROGRAM DESCRIPTION

Introduction
The Food and Nutrition Service (FNS) administers 15 Federal nutrition assistance programs of the United States Department of Agriculture (USDA). The mission of FNS is to reduce hunger and food insecurity in partnership with cooperating organizations by providing children and needy people access to food, a healthful diet, and nutrition education in a manner that supports American agriculture and inspires public confidence.

The Food Distribution Program on Indian Reservations (FDPIR) is one of the programs that FNS administers. For more information visit https://www.fns.usda.gov/fdpir/food-distribution-program-indian-reservations-fdpir. FDPIR provides USDA Foods to eligible households (participants) living on Indian reservations, and to American Indian households residing in approved areas near reservations or in Oklahoma. Many households participate in FDPIR as an alternative to the Supplemental Nutrition Assistance Program (SNAP), because they do not have easy access to SNAP offices or authorized food stores. The program is administered locally by either Indian Tribal Organizations (ITOs) or a State agency (SA.) The FNS National Office establishes policy and provides administrative funds; FNS Regional Offices provide direct operational and fiscal oversight. Currently, there are 276 tribes providing benefits to participants (recipients of foods) under FDPIR through 102 ITOs and 3 State agencies. USDA Foods available to FDPIR participants are selected by FNS based on their alignment with recommendations found in the most recent publication of *The Dietary Guidelines for Americans*. FNS issues a guide rate describing specific maximum quantities and combinations of foods that each person may receive each month.

The goal for this project is to develop and deliver a pilot nutrition paraprofessional training project for FDPIR staff working at local program sites. The training tools and resources developed under this grant should support the efforts of FDPIR local staff in conducting nutrition education activities for FDPIR participants who receive USDA foods.

Note that FDPIR local agency staff will be trained as FDPIR nutrition paraprofessionals. In this document they will be referred to as "trainees." They will provide nutrition education sessions and activities to FDPIR participants. Throughout this document, "participants" are recipients of foods provided by FDPIR.

Legislative Authority
Authority for this cooperative agreement is under the Healthy, Hunger-Free Kids Act of 2010 (P.L. 111-296). FDPIR is authorized under Section 4(b) of the Food and Nutrition Act of 2008 (as amended in the Agriculture Improvement Act of 2018, P.L. 115-334). FDPIR is authorized through fiscal year 2023. Federal regulations governing the program can be found at 7 CFR Parts 250, 253 and 254. 7 CFR 253.5 states that ITOs/SAs shall publicize how FDPIR foods may be used to contribute to a nutritious diet and how FDPIR foods may be properly stored by participants. It also states that ITOs/SAs shall encourage the dissemination of food and nutrition information designed to improve the nutrition of households.

Purpose
This Request for Proposals (RFP) solicits applications from eligible entities to design and develop curriculum, conduct training, and evaluate the results of a project that will prepare staff that

administer FDPIR to provide specific basic nutrition education sessions and activities to participants. Funds will be available from September 2019 through September 2021, contingent upon the availability of funds. FNS may fund this project, in whole or in part, without further competition, in this or the subsequent fiscal year.

Additional purposes of this Request for Proposals (RFP) are to:

- Provide background information and context related to the goals of this funding opportunity;
- Describe the cooperative agreement and associated responsibilities of the project;
- Describe which entities are eligible to apply for grant funds;
- Solicit applications from eligible entities;
- Describe the requirements for submitting a successful application;
- Describe how applications will be reviewed and selected, and
- Describe the terms and conditions to which the grantee must adhere, including how the funds may be used.

FNS intends to select an accredited public or private Academic Institute of Higher Learning, a research or training institution, a nonprofit organization, or other organization that has successfully implemented training initiatives. Applications that demonstrate that staff and partners have experience training the American Indian and Alaskan Native or FDPIR community may earn bonus points. Applications that demonstrate innovative methods to use while training nutrition education paraprofessionals who are American Indians and Alaskan Native adults may earn bonus points.

FNS expects to fund one cooperative agreement award for a total not to exceed $500,000. FNS anticipates the period of performance for this project will be September 2019 through September 2021. The selected applicant will work with FNS National Office staff to develop the curriculum, training materials, and evaluation methods and materials. The selected applicant will train selected ITO/SA staff who work at local FDPIR sites, referred to in this document as "trainees".

Background

FDPIR at the local level is shaped by the unique American Indian and Alaskan Native communities that are served, geographic regions that are often remotely located, and staff and participants that are culturally diverse. USDA purchases and ships USDA Foods selected from a list directly to ITOs/SAs that administer the programs locally (https://fns-prod.azureedge.net/sites/default/files/fdpir/FDPIR-Foods-Available.pdf). These administering agencies store and distribute the foods, determine applicant eligibility, and provide nutrition education to participants. Most participants pick up monthly food packages and receive other services such as nutrition education at local program sites.

FNS envisions conducting a training project that instills the basic nutrition knowledge and skills needed to become FDPIR nutrition paraprofessionals. Paraprofessionals are persons who do not have formal education, training, or licensure obtained from a college or university in a particular field of study. They are taught by professionals to provide services and information that is supplemented with refresher courses and ongoing educational support. USDA's nutrition programs have a history of providing this type of programming. The National Institute of Food and Agriculture's Expanded Food and Nutrition Education Program (EFNEP), FNS' Special Supplemental Nutrition Program for Women, Infants, and

Children (WIC), and the Supplemental Nutrition Assistance Program-Education have trained paraprofessionals or peer educators to support the efforts of professional staff. Our intent is to use these programs as examples by developing paraprofessional training tailored to the cultural and program needs of FDPIR staff working at local program sites.

Currently, FDPIR participants receive USDA Foods and nutrition information from local staff who generally have limited nutrition knowledge. These staff may be their only source for receiving nutrition guidance. Moreover, there are many FDPIR local sites without access to a Registered Dietitian or organizations that can provide information or help with nutrition education. This scarcity of nutrition knowledge and resources limits staff in providing accurate and beneficial nutrition and food information to program participants. Lack of knowledge to deliver accurate nutrition and food knowledge may lead to poor utilization of the USDA Foods distributed to participants and inadequate dietary intake on the part of participants.

FNS has a couple of initiatives aimed at supporting the provision of nutrition education provided to FDPIR participants by local FDPIR staff. Since 2008, FNS has awarded approximately $1 million in funding for nutrition education projects through Food Distribution Program Nutrition Education (FDPNE) grants. ITOs/SAs that are authorized to administer FDPIR are eligible to apply for funds to conduct projects that provide nutrition information and services to FDPIR participants. Due in part to a lack of expertise and professional nutrition staff to conduct nutrition education projects, a small number of programs apply for these funds. On average, approximately 15 ITOs/SAs apply for and receive grant funding each year. See https://www.fns.usda.gov/fdpir/fdpir-nutrition-education-grant-awards for more information. FNS also maintains an online FDPIR Sharing Gallery as a source of inspiration and sharing of nutrition education materials, recipes, photos, news, grant opportunities, and other resources for Indian Tribal Organizations participating in FDPIR. See **https://www.fns.usda.gov/fdpir/fdpir-sharing-gallery .**

Project Goal

The overall goal of this project is for the selected applicant to plan, develop, design, deliver and evaluate a culturally relevant training project that uses a multi-component approach. The applicant selected will teach local agency FDPIR staff the basic nutrition knowledge and skills needed to deliver basic nutrition information, on specific topics, to participants who receive foods through FDPIR.

#	GOAL
	Plan, develop, design, deliver and evaluate a pilot Nutrition Paraprofessional Training Project that uses a multi-component approach.

Project Objectives

Year One - September 2019-September 2020: Develop training curriculum for face-to face and follow-up training of local agency FDPIR trainees, On-Demand training support, and evaluation methodology to include all materials needed to execute training based on the training topics identified in this RFP. Create nutrition education content and materials that trainees will use to teach FDPIR participants during nutrition education sessions. Develop simple, innovative evaluation methods and materials for trainees to use to assess the effectiveness of their nutrition education sessions/activities.

Year Two - October 2020-September 2021: The applicant selected will teach trainees who work at local FDPIR sites during in-person sessions at four locations in different geographic areas. The selected applicant will provide follow-up training after in-person training is conducted and will offer access to On-Demand support to trainees.

Below is a list of the Program objectives, which proposed activities should be clearly aligned to in the Activities/Indicators Tracker under Section II:

#	Objectives
1.	Year One - September 2019-September 2020: Develop training curriculum, including follow-up training, On-Demand training support methods, and evaluation methodology to include all materials needed to execute the training specifically tailored to the training topics identified in the RFP.
2.	Year One - September 2019-September 2020: Create nutrition education content and materials that trainees will use to teach FDPIR participants during nutrition education sessions they will conduct at their sites. This must include simple evaluation methods and tools that participants may use to evaluate the nutrition education session they take part in. The content and materials must conform with the specific training topics identified in the RFP.
3.	Year Two - October 2020-September 2021: The selected applicant will train an estimated 15-25 trainees (identified by FNS) in-person training sessions over a two day period training period at each of four different geographic locations selected by FNS.
4.	Year Two - October 2020-September 2021: The selected applicant will provide a minimum of one follow-up training session, subsequent to in-person training, to trainees using online methods and will offer trainees access to the On-Demand training support system.
5.	Year Two - October 2020-September 2021: The selected applicant will complete evaluation procedures and submit an evaluation report to FNS.

Description of Trainees

Most FDPIR offices are located in rural communities and are staffed by tribal members, members of other tribes, and non-native people. Staff roles and responsibilities vary depending upon the size of the program, operational budgets, and the number of participants served by the program. In some cases, the director of the program may also serve as the nutrition education contact, or there may be support staff such as eligibility screeners and warehouse workers, who are not trained as nutritionists but are designated to provide food and nutrition information to participants. Many programs employ persons

with the title “Nutrition Assistant” or “Nutrition Aide”. These persons have varying types and amounts of formal nutrition training. The FDPIR Nutrition Paraprofessional trainees will use this training to provide nutrition education sessions/activities to participants who receive food through FDPIR.

Project Scope

Applicants should submit a plan that includes the design of a pilot project that includes the development of materials needed to train local agency FDPIR staff. The plan should include development of materials needed to train FDPIR local agency staff, materials needed by trainees to provide nutrition education sessions/activities to program participants, how the applicant will prepare trainees to conduct nutrition education session/activities, trainee manuals, and the methodology and materials needed to conduct project evaluation. During October 2019-September 2020 the selected applicant will develop materials needed to teach trainees during face-to face training and follow-up training, materials needed by trainees to subsequently provide nutrition education to FDPIR participants, and evaluation methodology and tools. The selected applicant will develop simple, culturally relevant evaluation methods and materials that trainees use when providing their nutrition education sessions/activities to FDPIR participants. FNS plans to offer one in-person training session at four locations in different geographic areas during October 2020-September 2021, for a total of four training sessions.

FNS expects the selected applicant to conduct the 1st training session in October, 2020. The session should be followed by evaluation of the training and revision, if needed, to training content, materials and methodology. Thereafter, the remaining three in-person training sessions should occur between March, 2021 and August, 2021. The exact dates and exact location for all training sessions will be decided during year one by FNS.

FNS will determine the four locations where training will take place. Training locations are tentatively planned to take place in or around the cities of Chicago, Denver, San Francisco, and Dallas where FNS Regional Offices are located. The selected applicant must utilize Registered Dietitians to develop the nutrition content for materials and resources needed to train FDPIR staff as nutrition education paraprofessionals during in-person training and online follow-up training. FNS welcomes innovation methods that will execute follow-up training that is not delivered in-person. Registered Dietitians must deliver the training and provide follow-up and ongoing/On-Demand training support. The selected applicant is required to develop and provide culturally relevant initial in-person training, online follow-up courses, evaluation methodology, materials that support the training, and methods for providing the follow-up training and ongoing/on-demand follow-up support. Trainee evaluation results will be used to measure performance, revise content, and improve implementation. FNS will be involved in all aspects of curriculum and evaluation development and training delivery.

FNS will request that trainees commit to using the training to provide two nutrition education sessions/ activities for participants, conduct evaluation of their activities, and report the evaluation results to FNS. Note that there may be limitations regarding obtaining evaluation feedback from trainees after they have conducted their nutrition education/activity sessions. We expect the cooperative agreement partner to recommend methods that trainees may use to obtain evaluation feedback from participants. The selected applicant will develop evaluation tools for trainees to use for evaluating the sessions they provide. Tools for trainees and participants must be easy-to-read, colorful, and quick to administer. FNS welcomes innovative, community oriented, culturally relevant methods for obtaining valuable evaluation feedback.

Factors that Influence the Focus of the Training

- The trainings are to increase trainee knowledge in specific basic nutrition topics and equip them with basic presentation skills needed to conduct nutrition education/activity sessions for their participants. FNS contracted with a research company to conduct a qualitative assessment of need to determine whether there is interest in USDA-funded nutrition education training. For more detailed information and to obtain greater knowledge of the target population the assessment report is available at Grants.gov as part of the RFP package. (Note that FNS is not seeking to conduct a Trainer the Trainer model). Data were collected through semi-structured interviews from ITO Directors, ITO staff, and other stakeholders. A final report was submitted in September, 2018. FNS would like to conduct a pilot project incorporating the key findings and recommendations that are listed below. Key findings based on analysis of the data collected are:

    - ITOs are interested in a nutrition paraprofessional training project.
    - ITOs will allow staff to take the training, however, smaller programs may be challenged with covering staff who attend training.
    - Factors that motivate staff to take a nutrition paraprofessional training course include:

        - To ensure that FDPIR participants receive high-quality, relevant nutrition education and support; and
        - To receive recognition and professional merits such as certificates of completion.

    - Training should be delivered to FDPIR staff by a Native American or someone familiar with Native American communities, knowledgeable about FDPIR, and with nutrition expertise.
    - The three nutrition training topics found to be most valuable are menu planning and meal preparation using FDPIR foods, storing foods safely, and nutritional quality of FDPIR foods.

Other assessment results, feedback, and recommendations from respondents have influenced our program planning process, including:

- Results indicate that initial training should be in-person training.
- Most respondents prefer regional training locations (for ease of travel) vs. one central training location.
- Length of in-person training should be one to two days, on weekdays.
- The number of trainees per session should be 15–25.
- Respondents recommended follow-up trainings to keep knowledge and skills current. This could be done using online training or tools.
- The Native American perspective in the training is important.
- Respondents were open to an evaluation procedure that effectively collects feedback from FDPIR participants.

Training Approach

- A nutrition paraprofessional training model shall be used to train local agency FDPIR staff;
- Usability: Provide tangible training materials that can be used to train local agency FDPIR staff:
- Materials must support initial in-person training, follow-up training, and On-Demand training support systems;

- Follow-up support training may be provided electronically via webinars, videos or apps or other technology the selected applicant can recommend;
- The selected applicant must propose methods for providing On-Demand support for trainees after they have completed initial in-person training;
- Materials developed for trainees and the participants they will provide sessions to must be written with easy, common words and preferably, short sentences. Graphics and illustrations that make the material easier to understand is desirable. The layout of materials for trainees and their participants must be formatted in a way that makes it easier to understand the training content;.
- Uniformity: Training should be uniform with consistent messaging that aligns with https://www.choosemyplate.gov/ guidance;
- Training should also align with the cultural training preferences of the American Indian and Alaskan Native population. Certain modules of the training must include criteria furnished by FNS and must be applied consistently across all sites for evaluation purposes; and
- Training Methods: Training tools and approaches should be based on Adult Learning theory, and must be highly interactive and engaging. It is also critical that training tools and delivery approaches use teaching methods that are proven to meet the learning needs of American Indians and Alaskan Native adults who may or may not have education beyond high school.

Format

The training format shall rely on a variety of delivery mechanisms, which must include
Initial in-person training(s) for all new trainees and one or more of the following approaches to provide follow up training support:

- Online, on-demand modules;
- Webinars;
- Video; and/or
- Other training methods recommended by the applicant.

Training Topics

The training should focus, at a minimum, on:

- Nutritional value of FDPIR foods; (See the Foods Available List at https://fns-prod.azureedge.net/sites/default/files/fdpir/FDPIR-Foods-Available.pdf ;
- Menu planning and meal preparation using FDPIR foods; and
- Skill building needed for trainees who do not have training experience.

Primary Audience

Trainees are FDPIR local agency staff working at local FDPIR sites and may consist of FDPIR directors, support staff such as eligibility screeners, warehouse workers, and nutrition assistants. The selected applicant will develop a curriculum-based training program to teach the trainees. The selected applicant will also teach the trainees the skills needed to provide nutrition education sessions/activities to participants and how to conduct quick and easy evaluation for their sessions. Under this cooperative agreement, the applicant shall consult closely with FNS to develop resources, materials, curricula, and evaluation tools.

Project Deliverables
Key activities and/or deliverables may include:

- Development of a training program concept that includes an outline for training curricula and recommendations for training delivery formats and methods.
- Development of complementary materials best suited for the trainees and topics covered.
- Development and design of training curricula intended for the target audience that cover the training topics identified in this RFP.
- Development and design of accompanying/supplementary materials, such as PowerPoint slide decks, participant workbooks, instructor's guide materials, and/or other resources necessary to conduct the training(s).

    - FNS may require up to three (3) rounds of drafts and revisions when reviewing training materials and evaluation materials for trainees and participants using an agreed upon timeframe.
    - After FNS review and submission of the selected applicant's revisions, a final product that includes all design and content must be reviewed and approved by FNS based on an agreed timeframe.
    - The selected applicant shall provide FNS with three design concepts to select from and approve, including but not limited to: size, color scheme, layout, font(s), and graphics to be used based on an agreed upon timeframe.
    - To meet this requirement, the cooperative agreement partner shall schedule a meeting(s) with FNS to review design concepts. Approval of design concept is required by FNS.
    - If images of foods are depicted, the food must be on the FDPIR-USDA Foods lists found at http://www.fns.usda.gov/sites/default/files/fdpir/FDPIR-Foods-Available.pdf.

- Develop a training implementation plan which should include recommendations for logistical needs for implementing the training, such as registration, technology needs, and supplies, and a plan for implementing follow-up online training and ongoing On-Demand training support.

- Execute the training program:

    - Include a pilot project to test effectiveness of training content and materials; FNS will determine training dates by October 2020.
    - FNS expects the selected applicant to conduct the 1st training session in October, 2020. The session should be followed by evaluation of the training and revision, if needed, to training content, materials and methodology. Thereafter, the remaining three in-person training sessions should occur between March, 2021 and August, 2021.
    - FNS will recruit and identify FDPIR local agency staff to be trained and will provide travel guidance and support to trainees. After recruitment, the selected applicant will work with FNS to develop procedures that the selected applicant will use to register trainees and provide the trainees with all other in-person training attendance information that is needed.
    - The selected applicant will be responsible for handling logistics such as technology and supplies.

- Marketing Plan: Work with FNS to develop and design marketing materials to promote

the training(s) to local agency FDPIR staff that are potential trainees. FNS will disseminate the marketing materials.

- Monitoring of training program implementation including tracking of performance measures to describe the reach, implementation, and outcomes of cooperative agreement activities.
- Process evaluation measures to describe the reach and implementation of grant- funded activities, which may include:

    - Number of trainings and activities offered;
    - Number of participants reached via trainings and activities offered; and
    - Data that determines whether project activities have been implemented as intended and resulted in the intended output.

- Develop simple, innovative evaluation methods and materials for trainees to use to assess the effectiveness of the nutrition education sessions/activities that trainees provide to participants.
- Outcome measures of trainee's knowledge, skills, attitudes, and behaviors before and after exposure to initial and refresher training.

Format

The selected applicant will train staff who work at local FDPIR sites to become Nutrition Paraprofessionals. The paraprofessionals will use what they learned to conduct nutrition education sessions at their sites.

All finalized files and associated design files will be provided electronically to FNS and will become property of FNS. The applicant shall submit deliverables to FNS electronically using MS Word, MS Excel, MS PowerPoint, or Adobe PDF. The selected applicant must not use MS Access or MS Publisher. Other forms of files that may be required must be approved by FNS prior to using and submitting to FNS. This is important because trainees may not have computer operating systems or networks that allow them to access files other than those identified here. The applicant shall provide a schedule of deliverables (approved by FNS), and will work with FNS to allow a minimum of three weeks for FNS to return comments to the cooperative agreement partner.

For project and training content materials such as marketing materials, registration materials, lesson plans, materials used to teach trainees, and evaluation materials, FNS requires submission of up to three (3) rounds of drafts to review and a final product. The applicant shall incorporate FNS comments into all final deliverables. The applicant shall also provide electronic copies of all references cited in the final deliverables. For all training materials, evaluation materials, and promotional materials, the applicant shall submit the final deliverables electronically using MS Word, MS Excel, MS PowerPoint, or Adobe PDF.

Data/Document Rights

The Government has unlimited rights to all programs/documents/materials produced under this cooperative agreement. All documents and materials, to include the source codes of any software, produced under this cooperative agreement shall be Government owned and are the property of the Government with all rights and privileges of ownership/copyright belonging exclusively to the Government. These documents and materials may not be used or sold by the applicant without written permission from the USDA Grants Officer. All materials supplied to the Government shall

be the sole property of the Government and may not be used for any other purpose. This right does not abrogate any other Government rights. Duplication or disclosure of the data and other information to which the Applicant may have access as a result of this cooperative agreement is prohibited by Public Law. Additional information and requirements will be contained within the Terms and Conditions of the award.

II. FEDERAL AWARD INFORMATION

Cooperative Agreement

This award will be issued in the form of a cooperative agreement. This agreement is a legal instrument reflecting a relationship between the Federal government and the Applicant. Cooperative agreements are assistance mechanisms and subject to the same administrative requirements as grants; however, they are different from a grant or a contract. Cooperative agreements allow more involvement and collaboration by FNS in the project compared to a grant, and they provide greater flexibility in direction of project activities than a contract. The roles and responsibilities of both the Applicant and FNS will be clearly stated in the cooperative agreement. FNS's involvement in this cooperative agreement will include, but is not limited to, reviewing and providing feedback on proposed deliverables and other sources of dissemination of best practices learned from implementation and training efforts, such as proposed publications and proposed presentation materials.

This cooperative agreement will be awarded and administered in accordance with 7 U.S.C. 3318(b) and applicable documents can be found in Terms and Conditions of Award. The electronic Code of Federal Regulations can be found at http://www.ecfr.gov/cgi-bin/ECFR?page=browse.

For a copy of the general Terms and Conditions, please contact the FNS grants Officer at:

Kimberly Shields, Grants Officer
Grants and Fiscal Policy Division
U.S. Department of Agriculture, FNS
3101 Park Center Drive Room 740
Alexandra, VA22301
kimberly.shields@usda.gov

Use of Funding

The cooperative agreement will be awarded in September 2019 on a competitive basis, and the total amount of funds to be awarded are not to exceed $500,000, contingent on the availability of Federal funds. Funding of the award will be provided through the Grant Award/Letter of Credit. The submission of an application does not guarantee funding. This award is contingent upon the availability of funds. FNS may fund this project, in whole or in part, without further competition, in this or subsequent fiscal years. FNS may provide additional funds for grant award, should funds become available, without further competition in this or subsequent fiscal years.

FNS will ONLY accept one application package per applicant and may elect to fund an organization's application in its entirety or only a portion of the submitted application contained within an application, and/or may negotiate with proposed applicants to stay within available funding. Applicants are encouraged to identify partners with expertise in training local level nutrition and health program providers, training American Indian/Alaskan Native persons and developing curricula that is based on adult learning theory, easy-to-read materials, and culturally oriented for the target paraprofessional trainees described.

Allowable Use of Funds

All costs must be considered as allowable, allocable, necessary, and reasonable in accordance with 2 CFR part 200, as appropriate. Allowable use of funds includes, but is not limited to: personnel costs, office and research supplies, travel for data collection, and technology (both hardware and software) necessary for operating the training.

Funds must be used by the applicant to provide training for the program as described in the RFP. Expenditures must conform to the project design and budget identified in the Applicant's approved proposal. Funds expended by the Applicant may be used to pay sub-contractors for specific elements of the project, as described in the approved proposal. Sub-contractors are also subject to the applicable cost principles and uniform administrative regulations.

Unallowable Use of Funds

Cooperative agreements provided through this RFP are intended to provide training to FDPIR local agency staff working at food distribution sites. A project's proposed budget cannot include:

- Any pre-award cost as defined in 2 CFR 200.458;or
- Payments to contracted sub-contractors not directly specified by the Applicant or associated with the project goals described in this RFP.

Period and Place of Performance

FNS anticipates awarding a cooperative agreement to an accredited public or private academic institute of higher learning, a research or training institution, a nonprofit organization, or other qualified organization by September 2019. The anticipated period of performance of the cooperative agreement will be from September 2019 through September 2021.

The initial in-person training will take place at four locations accessible to selected FDPIR local agency staff, at a time that is convenient for FNS, trainees, and the selected applicant. The selected applicant will utilize Registered Dietitians to develop nutrition education materials and conduct the trainings at all locations. FNS may serve as technical advisors as appropriate.

The applicant is expected to perform occasional travel, as related to specific project needs, and is expected to meet in-person with FNS staff once per performance year and participate in conference calls at least once per month to provide project updates as well as furnish quarterly reports. These meetings and associated costs should be documented within the proposed timeline and funding request.

Roles and Responsibilities

Applicant Responsibilities: At a minimum, the applicant of this cooperative agreement is expected to work collaboratively with FNS through the planning, development, and implementation phases of this training initiative. Specifically, the applicant will:

- Incorporate the key findings of the FDPIR Nutrition Paraprofessional Assessment that are identified in this RFP. For your information and to provide greater knowledge, the assessment report is available at Grants.gov as part of the RFP package.
- Develop all applicable tools, resources, materials, and programs (deliverables of the training initiative, including follow-up training) that will address the specific needs of trainees at the time of training, with input from FNS;
- Determine training initiative implementation (format/delivery mechanism) to address the specific needs of trainees at the time of training, with input from FNS;
- Execute training initiative as specified in the project requirements with input from FNS;
- Provide in-person training to an estimated 15-25 participants at each of four locations in different areas of the country;
- Manage and monitor the progress of the cooperative project activities and report on progress to FNS using an agreed-upon timeframe;
- Manage the cooperative agreement budget;
- Manage cooperative agreement staff and/or consultants;
- Evaluate trainee knowledge and skills, before and after exposure to training initiative activities. Non-traditional methods for evaluation should be recommended by the applicant. It is important to use methods appropriate for adult learners and culturally relevant to American Indian and Alaskan Native audiences;
- Share evaluation results with FNS at the conclusion of each training and determine whether improvements can be made;
- Develop easy to use evaluation methods that participants use to evaluate the sessions provided to them by trainees. FNS expects to collect this participant evaluation data from trainees;
- The applicant is expected to perform occasional travel as related to specific meetings and training dates needed to execute the training; and
- The applicant is expected to meet with FNS staff in-person at least once, and participate in monthly conference calls during the development period to provide project updates.

FNS Responsibilities: Substantive involvement by FNS is inherent in the cooperative agreement award. At a minimum, FNS will assist in developing applicable tools, resources, materials, and programs of the training initiative. Specifically, FNS will:

- Provide overall administration of the planning and monitoring process proposed by the applicant;
- Review and approve deliverables of the training initiative;
- Review and approve suggested curricula, resources, and format/delivery mechanisms of the training initiative; initiate progress meetings to discuss accomplishments, difficulties, assistance needed from FNS on technical issues, and major planned activities;
- Determine the training schedule and consult with the cooperative agreement partner to finalize the schedule;

- Coordinate outreach and marketing procedures to ITOs/SAs regarding the training. Disseminate marketing materials to trainee organizations;
- Recruit and identify trainees;
- Provide contact information for trainees selected to the selected applicant so that the selected applicant may provide trainees with all training session information.
- Provide input on suggested strategies for implementing the training in the four locations identified by FNS; and
- Discuss evaluation results with applicant at the conclusion of each training.

III. ELIGIBILITY INFORMATION

Eligible Applicants

This is a competitive, limited solicitation. The cooperative agreement is only open to accredited public or private academic institutes of higher education, research or training institutions, or nonprofit organizations.

This cooperative agreement will be made on a competitive basis. However, the applicants may sub award, by contract or sub-grant, tasks to other organizations in order to complete or provide aspects of the development of the curricula and training.

Letters of Commitment

Any known sub-contractor must submit a Letter of Commitment to the applicant, for inclusion with the application, which describes its role in this project, the amount of time it intends to commit to this project, and an affirmation that it will cooperate with the applicant in implementing this project. The Letters of Commitment should be on the respective companies or organization's letterhead and should be addressed to the prospective applicant.

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 FNS imposing special conditions that correspond to the degree of risk assessed. The Federal repository systems FNS will 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.

4. U.S. Department of Agriculture, AD-3030, *Representations Regarding Felony Conviction and Tax Delinquent Status for Corporate Applicants*.

Applicants must also respond to the application assessment questions at the end of this solicitation to allow FNS 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 of the pre-application questions. The consideration and evaluation of these questions is only an indicator of potential risk and may result in additional oversight requirements or special conditions should an award be made. Decisions regarding additional oversight requirements will take into consideration the total number of risks identified.

IV. APPLICATION AND SUBMISSION INFORMATION

Application Format and Requirements

Applications should meet the following formatting guidelines:

- Typed on 8 ½" X 11" white paper with at least 1 inch margins on the top and bottom;
- 12 point Times New Roman font size (smaller font may be used in tables, charts and graphs as long as they are clearly readable);
- Singled–spaced;
- Include a **table of contents** (not counted towards any page limit);
- The project narrative with relevant information should be captured on no more than 15 pages, not including the cover sheet, table of contents, resumes, endorsement letter(s), budget narrative(s), appendices, and required forms.
- All pages, excluding the form pages, must be numbered.

Required Standard Application Forms

All applicants must complete the following forms:

The following grants.gov forms are required of grant applicants. They are located at http://www.grants.gov/agencies/aforms_repository_information.jsp:

Non-Construction Grant Projects Forms: SF-424 Family

- Application and Instruction for Federal Assistance (SF-424)
- Budget Information and Instruction (SF-424A)
- SF LLL (Disclosure of Lobbying Activities): Indicate on the form whether your organization intends to conduct lobbying activities. If your organization does not intend to lobby, write "Not Applicable."

Optional Form (submit as appropriate)

1. AD-1047 - Certification Regarding Debarment, Suspension, and Other Responsibility Matters Primary Covered Transactions
2. AD-1048 - Certification Regarding Department, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions
3. AD-1049 - Certification Regarding Drug-Free Workplace Requirements (Grants) Alternative I – For Grantees Other Than Individuals
4. AD-1050 - Certification Regarding Drug-Free Workplace Requirements (Grants) Alternative II – For Grantees Who Are Individuals
5. AD-1052 - Certification Regarding Drug-Free Workplace State and State Agencies, Federal Fiscal Year
6. AD-3030, Representations Regarding Felony Conviction and Tax Delinquent Status for Corporate Applicants. (To be completed by all corporate organizations/for-profit applicants)

Application Content Requirements

Cover Sheet

The cover page should include, at a minimum:

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

Table of Contents

Include the title and page number of each application section.

Project Summary

Include a concise description of the project proposal, including the target audience(s), key strategies and activities (design, implementation, monitoring/oversight) and anticipated outcomes that would result if the proposal is funded.

Project Narrative

The project narrative should clearly identify the activities necessary to meet the goals and objectives of this RFP, specifically how the applicant proposes to plan, develop, design, promote, implement, and evaluate a training initiative for FDPIR local agency staff working at local FDPIR sites. Applicants should also include a proposal for evaluation of the efficacy of the training, and the expected results and/or benefits once the training is delivered. In no more than 25 pages, the proposal should address how the proposed project will fulfill the RFA program scope and objectives, as well as the specificities of the development, promotion, implementation, and evaluation of the FDPIR Nutrition Paraprofessional training project, management plan, budget and staffing needs, and subgrantee selection process (where applicable), and expected results and/or benefits upon grant completion. In preparing your proposal narrative, provide the information requested below, in the order presented below:

- **Introduction:** Provide background information and a clear description of previous experience and performance in paraprofessional or similar training related to USDA's FDPIR, SNAP-Ed, EFNEP, and WIC programs. Cite past experience with grant management, sub-grantee selection, and partnerships across fields. Specifically describe your experience working with ITOs/SAs. The description of past performance should contain at least one relevant project completed within the past five years. Include samples of content and materials the applicant has developed and delivered in the past.

- **Approach and Program Plan:** Provide details on the project design and deliverables (such as recommendations and plans for training curricula design/development, delivery methods, implementation considerations, and evaluation strategies); and address program specific methodology needs and procedures. The proposed project methodology should include specific methodology, training, or technology needs and requirements, complete procedures, timetables, subgrantee monitoring/oversight (as applicable), and the organization's project staffing.

- **Partnerships and/or Sub-Grants:** List partnerships with relevant stakeholders that will allow the target audience (ITOs/SAs and other training participants designated by FNS) to be reached. Describe the role of each partner in the larger project and how the applicant will collaborate and communicate with partners during the project. If the applicant plans to award sub-grants, include a description of how the applicant will structure the competitive process for doing so (inapplicable). Include a table with anticipated timeframes for sub-grantee RFP posting, sub-grantee proposal due date, sub-grantee start dates, webinar and conference timeframes with FNS approval, and all other deliverables and events (as applicable).

- **Evaluation:** Provide a proposed evaluation plan to be carried out with ITOs/SAs that are trained and a plan for how paraprofessional staff can conduct evaluation with participants who attend their sessions Include an evaluation plan that lists each recommended monitoring or evaluation instrument, the target audience for each instrument, who is responsible for each monitoring or evaluation activity. Innovative and nontraditional methods with proven effectiveness are encouraged. The plan must include methods for evaluating the training received by trainees and the nutrition education provided by trainees to participants of FDPIR.

- **Management Plan (Project Management, Staffing, and Quality assurance):** Provide a clear description of the activities to be undertaken to manage the project to ensure that project activities are completed on time, within budget, and with quality results. Identify the staff and/or grantees who will manage the project. Staff who develop and deliver in-person., follow-up, and On-Demand training support methods and materials must be Registered Dietitians. Describe roles and responsibilities of these employees and/or grantees, as well as relevant qualifications and experience, and a level of effort specified for specific staff proposed, as well as the means to provide quality assurance. Include resumes of key staff or sub-grantees. Note any relevant experience in managing similar activities. The management plan shall also include:

    - **Chain of Command and Responsibilities**: Provide an organizational chart that shows all key personnel, management relationships, and lines of authority, including a written description of how the management plan would be

implemented.

- **Contingency Plans:** Discuss contingency plans for ensuring that the project is not unduly disrupted by any unforeseen changes in key personnel. Prior approval from FNS is required if the selected applicant determines that changes in activities, expenditures, or key staff are necessary. The selected applicant must submit the relevant qualifications and experience of potential new staff intended to replace staff approved who were approved at the time of the award.

- **Delineation of FNS involvement:** Substantive involvement by FNS is inherent in the cooperative agreement award. FNS will be directly involved in the guidance and development of the training materials and may participate as a reviewer and advisor. Indicate how the Grantee proposes to integrate FNS into its planning process.

- Any additional RFP specific requirements, such as resumes and letters of commitment from partners and/or subgrantees.

Budget and Budget Narrative

- Provide a proposed budget describing appropriate use of cooperative agreement funds and justifying costs up to a maximum of $500,000.
- Your budget must be submitted using the "Budget Information and Instruction Form" (SF-424A).
- Proposed costs must be necessary, reasonable and allocable to carry out the project's goals and objectives. Include a total project budget.
- The budget narrative should correspond with the proposed project narrative, timeline, and application budget. The narrative must justify and support the bona fide needs of the budget's direct cost.
- If the budget includes indirect costs, the applicant must provide a copy of its most recently approved Federal indirect cost rate agreement and a written explanation for how the indirect costs were applied to the budget.
- Include a cost estimate to conduct each in-person training session among 15-25 participants at each of four locations.
- The budget narrative should provide enough detail for reviewers to easily understand how costs were determined and how they related to the goals, objectives, and specific activities of the project.
- Use of Sub-grantees: Please identify any sub-grants that you expect to award if this grant is awarded to you. Indicate whether the procurement will be competitive or sole source.
- All nonprofit organizations must include a copy of their 501(c)(3) determination letter issued by the Internal Revenue Service (IRS). All funding requests must be in whole dollars.

Special Instructions:

1. Late application submissions **will not** be considered in this competition. FNS **will**

not consider additions or revisions to applications once they are received.

2. Applications submitted without the required supporting documents, forms, certification **will not** be considered.
3. Applications not submitted via the Grants.gov portal **will not** be considered.
4. 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.
5. FNS reserves the right to use this solicitation and competition to award additional cooperative agreements in the next fiscal year should additional funds be made available.
6. This award is **subject to the availability of funds**.
7. There is no cost matching requirement to participate in this cooperative agreement competition. Cost sharing is encouraged including, but not limited to, partial salary support for administrative staff and in-kind support (i.e. faculty salaries and facilities costs).
8. The Institution is responsible for oversight of award activities and fiscal matters. The Institution will exercise effective internal control of funds that are provided to any sub-grantees.

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: Agency Contacts.

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. 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.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/sam-update-updated-july-11-2018
   - 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 any time 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.

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.

2) *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.

3) *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.

PLEASE BE AWARE: In some instances the process to complete the migration of permissions and/or the renewal of the entity record will require **5-7 days or more**. We strongly encourage applicants to begin the process at least **3 weeks before** grant the due date of the grant solicitation.

Allow your entity ample time to complete the necessary steps, for the submission of your grant application package, on grants.gov. Please be aware that the grants.gov system provides several confirmation on notices; applicants should ensure receipt of confirmation that the application was accepted

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://beta.sam.gov).

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.

APPLICATION DUE DATE

The complete application must be uploaded on www.grants.gov by 11:59 PM, Eastern Time, July 8, 2019. Applications received after the deadline date will be deemed ineligible and will not be reviewed or considered. FNS will not consider any additions or revisions to an application once it is received. FNS 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.

V. APPLICATION REVIEW INFORMATION

Review Criteria

Initial Requirements

FNS will pre-screen all applications to ensure that they contain the required documents and information.

After the initial screening of applicants, a review panel of technical and program staff will be convened to review and determine the technical merits of each grant application. The panel will evaluate each grant application on how well it addresses each application component.

The panel will assign each application a score using the evaluation criteria and weights specified below.

Evaluation Factors and Criteria

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

Project Design and Implementation (35 points)

1. Goals, approach, and activities are clearly identified and appropriate for the proposed project. The applicant followed directions in the RFP for goals, activities, and timeline. Activities are reasonable and appropriate for proposed goals;
2. The timeline is included and appears reasonable and feasible given proposed activities;
3. The application documents methods that will determine progress and successes and the number of participants reached through activities as well as how participants will be reached;
4. The method(s) selected to monitor progress and success is sufficient to determine if goals are accomplished;

5. Applicant clearly describes how training will be evaluated and how evaluation tools will be developed for the trainings.
6. All application content requirements, as listed in Application Checklist of this RFP, are included.

Budget Appropriateness (15 points)

1. The application contains the budget narrative format required with instructions and details for documenting the expenditure of grant funds;
2. The budget is consistent with project goals and activities;
3. Calculations of all costs are correct; and
4. Funding requested is allowable, economical, and reasonable in relation to the proposed scope and effort of the proposed project.

Staff Experience and Management and Partner Capability (25 points)

1. Demonstrates that key personnel have an understanding of FDPIR and describes the specific skills and experience that qualifies such personnel for their proposed roles. Greater consideration will be given to applicants with personnel and partners who have expertise working with FDPIR and with American Indian/Alaskan Native populations.
2. Includes resumes and/or job descriptions for key personnel in management, administration, and technical assistance. Supporting documentation (i.e. resume/vita and position descriptions for vacant positions and key personnel as well as organizational chart) is included.
3. Describes the roles of staff and partners clearly as well as a management plan to ensure quality control and coordination of activities.
4. Demonstrates time commitment and availability of key personnel.
5. Provides a contingency plan for the loss of key personnel.

Organizational Experience and Past Performance (25 points)

1. Demonstrates success in past performance of training projects by providing a description of the projects' size, scope, cost and timely completion. Supporting documentation (i.e. references from past projects) is included for past projects.

Bonus Points (Up to 20 Points)

1. Demonstrates that staff and partners have experience training the American Indian and Alaskan Native or FDPIR community. Please list this experience and provide evidence that supports the request to earn bonus points. (10 Points)
2. Demonstrates experience with using innovative methods while training nutrition education paraprofessionals who are American Indians and Alaskan Native adults. Please list this experience and provide evidence that supports the request to earn bonus points. (10 Points)

Review and Selection Process

Following the initial screening process, FNS will assemble a panel 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 an agreement 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 rank order to meet agency priorities, program balance, geographical representation, or project diversity.

FNS reserves the right to use this solicitation and competition to award additional grants in the next fiscal year should additional funds be made available.

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

1. **Anticipated Announcement and Federal Award Dates**

It is anticipated that the selected applicant will be announced by FNS in September 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 FNS grants or program officer should not be considered as a notice of a grant award. No pre-award or pre-agreement costs incurred prior to the effective start date are allowed unless approved and stated on FNS' signed award document.

The Government is not obligated to make any award as a result of this RFP. Only the recognized FNS authorized signature can bind the USDA, FNS 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 FNS transactions, available to the public upon specific request. Information that the Secretary determines to be of a confidential, privileged, or proprietary nature will be held in confidence to the extent permitted by law. Therefore, any information that the applicant wishes to have considered as confidential, privileged, or proprietary should be clearly marked within the application. Any application that does not result in an award will be not released to the public. An application may be withdrawn at any time prior to the final action thereon.

Safeguarding Personally Identifiable Information

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

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 RFP 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., grantees, affiliates, or partners) working for or on behalf of FNS are required to acknowledge understanding of their responsibilities and accountability for using and protecting FNS PII in accordance with the Privacy Act of 1974; Office of Management and Budget Memorandum M-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 RFP, 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 UDSA FNS funded grants is securely transmitted. Transmission of applications through Grants.gov is secure; (2) ensuring that PII is not transmitted to unauthorized users, and that PII and other sensitive data is not submitted via email; and (3) Data transmitted via approved file sharing services (WatchDox, ShareFile, etc.),CDs, DVDs, thumb drives, etc., must be encrypted.

CONFLICT OF INTEREST AND CONFIDENTIALITY OF THE REVIEW PROCESS

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

ADMINISTRATIVE REGULATIONS

Federal Tax Liabilities Restrictions

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

Felony Crime Conviction Restrictions

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

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

A recipient chosen for an award shall comply with the non-procurement debarment and suspension common rule implementing Executive Orders (E.O.) 12549 and 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.beta.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.

FNS 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. FNS will review and consider any information about the applicant reflected in FAPIIS when making a judgment about whether an applicant is qualified to receive an award.

Freedom of Information Act (FOIA) Requests

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

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

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

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

Privacy Act Policy

The USDA Food and Nutrition Service does not collect any personal identifiable information without explicit consent. To view the Agency's Privacy Act Statement, 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 RFP 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:

Kimberly Shields, Grants Officer
Grants and Fiscal Policy Division
U.S. Department of Agriculture, FNS
3101 Park Center Drive Room 740
Alexandra, VA22301
kimberly.shields@usda.gov

Reporting

FINANCIAL REPORTING

The award recipient will be required to enter the SF-425, Financial Status Report data 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

Quarterly Progress Reports—Quarterly progress reports must be submitted to FNS. These progress reports must provide a description of the activities conducted during the reporting period, major accomplishments with completion dates and budget information, deviations from the proposed plan, difficulties encountered, solutions developed to overcome difficulties, and major planned activities for the next quarter. Any additional reporting requirements will be identified in the award terms and conditions, including results of the grant project.

FNS has developed a Periodic Progress Report form, contained at the end of this document. Selected awardees will report their progress using this newly-developed form. The form is contained at the end of this solicitation.

VII. FEDERAL AWARDING AGENCY CONTACTS

For questions regarding this solicitation, please contact:

Kimberly Shields, Grants Officer
Grants and Fiscal Policy Division
U.S. Department of Agriculture, FNS
3101 Park Center Drive Room 740
Alexandra, VA22301
kimberly.shields@usda.gov

All questions regarding Grants.gov technical assistance must be directed to Grants.gov's **Applicant Support** at https://www.grants.gov/web/grants/support.html

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.

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? ***(If the answer is "Yes" and this report was issued under the Single Audit Act please note this in the box below marked "Additional Information" and if not issued under the "Single Audit Act", please attach a copy or provide a link to the audit report in the Hyperlink space below).***	☐	☐
2. If your organization has been audited within the last 5 fiscal years, was there a "Qualified Opinion" or an "Adverse Opinion"?	☐	☐
3. If your organization has been audited within the last 5 fiscal years, was there a "Material Weakness" disclosed?	☐	☐
4. If your organization has been audited within the last 5 fiscal years, was there a "Significant Deficiency" disclosed?	☐	☐
Hyperlink (if available):		
Additional information including expanding on responses in previous sections:		

Applicant Certification

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

Authorized Representative's Signature and Date **Name:**

Phone:
Email:

UNITED STATES DEPARTMENT OF AGRICULTURE
Food and Nutrition Service

OMB Control Number: 0584-0512
Expiration Date: 03/31/2019

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.

<table>
<tr><td colspan="3">1. Recipient Organization</td></tr>
<tr><td colspan="2">a. Name:</td><td>2. Grant Federal Fiscal Year & Quarter:</td></tr>
<tr><td colspan="2">b. Address:

City: State: Zip:</td><td>3. Program Information

Program Area: Program:</td></tr>
<tr><td colspan="2">4. Primary POC</td><td rowspan="2">5. Recipient Account Number (FAIN):</td></tr>
<tr><td>a. Name:</td><td>b. Title:</td></tr>
<tr><td>c. Telephone (Area Code & Number):</td><td>d. Email Address:</td><td>6. Type of Report (Select One):

Final Quarterly Reporting Period:

Semi-Annual</td></tr>
<tr><td colspan="3">7. Federal Grant Agreement Number:</td></tr>
<tr><td colspan="3">8. Additional POC (Optional)</td></tr>
<tr><td>a. Name:</td><td>b. Title:</td><td>9. Certification</td></tr>
</table>

c. Telephone (Area Code & Number):	d. Email Address:	I certify to the best of my knowledge and belief that this report is correct and complete for performance of activities for the
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. Pleasedescribetheno-costamendmentsthisquarter(Max2000Characters):

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)

5. Upcoming Activities and Anticipated Changes/Challenges

a. Pleasedescribeactivitiesplannedfornextquarter(Max2000Characters):

b. Doyouanticipateanychangesinyourprojecttimeline,activitiesorcost?(Max2000Characters):

c. If yes, please explain the anticipated changes(Max2000Characters):

6. Final Reporting Summary (Final Reporting Period Only)

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

b. Brieflydescribethegoalsandobjectivesthatwerenotcompletedandwhytheywerenotcompleted(75wordsorless):

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

d. Ifnotoanswer6c,brieflydescribewhythebudgetwasinsufficientformeetingtheprojectgoals(50wordsorless):

7. 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							
9							

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

Final Program Evaluation (Final Reporting Period Only)						
Evaluation Metric #: _____ _____ Type: _____						
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 (If Applicable):						