



**FY 2026 Food Distribution Program on Indian Reservations (FDPIR) Nutrition
Paraprofessional Training Program Cooperative Agreement – Application Instructions**

Opportunity Number: USDA-FNA-FDPIR-NPT

Assistance Listing Number: 10.529

Opportunity Title: Fiscal Year (FY) 2026 FDPIR Nutrition Paraprofessional Training Program
Cooperative Agreement

Opportunity Overview

This \$498,000 non-competitive cooperative agreement is available to the Oklahoma Tribal Engagement Partners (OKTEP). This cooperative agreement is a continuation of work previously initiated by FNA through a needs assessment to understand the topics Food Distribution Program on Indian Reservations (FDPIR) staff were interested in learning about in a nutrition paraprofessional training program.

OKTEP will utilize this cooperative agreement to continue offering the FDPIR nutrition paraprofessional training, known as the Community Nutrition Champion Training (CNCT), to FDPIR staff. Additionally, OKTEP will address participant requests and deliver an advanced version of the training, CNCT 2.0, to build on previous knowledge gained through the first CNCT curriculum and provide a more comprehensive nutrition education experience for attendees.

Through this agreement, OKTEP will implement projects that further the Agency's mission and the Secretary's priorities, which include emphasizing timely and satisfactory customer service; clarifying statutory, regulatory, and administrative requirements; creating new avenues to link America's farmers with nutrition assistance programs; and reinforcing strategies to promote healthy choices, healthy outcomes, and healthy families.

Period of Performance

The period of performance for this grant opportunity will be from September 1, 2026, until September 30, 2028.

How to Apply

To apply for these funds, OKTEP must submit their application materials at <https://www.grants.gov>. From the home page click “Get Started” midway down the page, click the red button to “search for opportunity package,” and enter the opportunity

number: USDA-FNA-FDPIR-NPT. From there, click the red “Apply” button to begin your application package.

Grant applications must be uploaded to Grants.gov no later than 11:59 PM Eastern Time on August 14, 2026.

Project Narrative

The project narrative must include the following information.

1. Objectives
2. Project description
3. Project action Items
4. Personnel responsible for each action
5. Project deliverables

Budget Narrative

The applicant must also submit a budget and budget justification. The budget narrative, formatted as a table, should correspond with the proposed project narrative. If the budget narrative is not formatted as a spreadsheet (e.g., Microsoft Excel), then it must be accompanied by a spreadsheet with all costs listed and which aligns to the categories on the SF-424. The narrative must justify and support the needs of the budget’s direct cost. The budget and budget narrative must be in line with the proposed project description. If the budget includes indirect costs, the applicant must provide a copy of its most recently approved Federal indirect costs and a copy of its most recently approved Federal indirect cost rate agreement. Budget categories in this table must match those listed on the SF-414A form. The budget table must be formatted to fit on an 8.5 x 11-inch page, with a font no smaller than 11-point Times New Roman. All funding requests must be in whole dollars.

Indirect Cost Limitation

There is a limitation on the amount of indirect costs that can be reimbursed under cooperative agreements made to nonprofit institutions (including universities). This limitation is excerpted below:

SEC. 704. No funds appropriated by this Act may be used to pay negotiated indirect cost rates on cooperative agreements or similar arrangements between the United States Department of Agriculture and nonprofit institutions in excess of 10 percent of the total direct cost of the agreement when the purpose of such cooperative arrangements is to carry out programs of mutual interest between the two parties. This does not preclude appropriate payment of indirect costs on grants and contracts with such institutions when such indirect costs are computed on a similar basis for all agencies for which appropriations are provided in this Act.

Under this limitation USDA cannot reimburse indirect costs in excess of 10% of direct costs. This limitation impacts the cooperative agreement for this grant proposal. As you write your budget, please ensure that the IDC amount claimed does not exceed 10% of the total direct costs charged.

Application Checklist

This Application Checklist provides applicants with a list of the required actions and documents that must be completed. The Application Checklist is for applicant use only and should not be submitted as part of the Application Package.

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

1. All key staff proposed to be paid by this grant.
2. The percentage of time personnel will devote to the project in full-time equivalents (FTEs).
3. Your organization's fringe benefit rate and amount, as well as the basis for the computation.
4. The type of fringe benefits to be covered with Federal funds.

5. Itemized travel expenses (including type of travel), travel justification, and basis for lodging estimate.
6. Types of equipment and supplies, justifications, and estimates, ensuring that the budget aligns with the project description.
7. Information for all contracts and justification for any sole-source contracts.
8. Justification, description, and an itemized list of all consultant services.
9. Indirect cost information. Provide either a copy of a Negotiated Indirect Cost Rate Agreement (NICRA) or if no agreement exists, the applicant may charge the de minimis rate, subject to the indirect cost limitation noted above. If an applicant is requesting the de minimis rate or indirect costs are not required, please state this in the budget narrative.
10. NICRA (PDF - Upload using the “Add Attachments” button under SF-424 item).

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

1. SF-424 – [Application for Federal Assistance](#) (fillable PDF in Grants.gov)
2. SF-424A – [Budget Information and Instruction Form](#) (fillable PDF in Grants.gov)
3. SF-424B – [Assurances for Non-Construction Programs](#) (fillable PDF in Grants.gov)
4. SF-LLL – [Disclosure of Lobbying Activities](#)
5. FNS-906 – Grant Program Accounting System & Financial Capability Questionnaire (fillable PDF in Grants.gov)
6. Negotiated Indirect Cost Rate Agreement
7. Nonprofit organizations must include their 501(c)(3) determination letter issued by the Internal Revenue Service (IRS). If any other nonprofit status applies, i.e., 501(c)(4) please describe and document your current status (upload if applicable)
8. Project Narrative
9. Budget Narrative and Line-item budget