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U.S. DEPARTMENT OF AGRICULTURE
FOOD AND NUTRITION SERVICE

SUMMER ELECTRONIC BENEFITS TRANSFER FOR CHILDREN (SUMMER EBT)
DEMONSTRATIONS

FISCAL YEAR 2017

REQUEST FOR APPLICATIONS

CFDA# 10.559

ANTICIPATED SIGNIFICANT DEMONSTRATION DATES FOR NEW GRANTEES	
January 13, 2017	Letter of Intent (LOI) to Apply Due to FNS
January 13, 2017	Written Questions From Applicants Due to FNS
January 18, 2017	Conference Call with all States Submitting LOI
February 28, 2017	Application Due to FNS
April 2017	Awards Announced - <i>subject to availability of funds; award date may be delayed</i>
April 2017	Award Funding in Place and Funds Available
May 2017	Orientation Conference Calls for all Awardees
June 2017	Lessons-Learned Conference Call for all Awardees
End of 2017/2018 School Year	Preparation Phase Complete
Start of Summer 2018	Benefit Delivery Phase of Demonstration Begins (3 months)
End of Summer 2018	Benefit Delivery Stops
ANTICIPATED SIGNIFICANT DEMONSTRATION DATES FOR EXPERIENCED GRANTEES	
January 27, 2017	Application Due to FNS
February 2017	Awards Announced - <i>subject to availability of funds; award date may be delayed</i>
March 2017	Award Funding in Place and Funds Available
Start of Summer 2018	Benefit Delivery Phase of Demonstration Begins (3 months)
End of Summer 2018	Benefit Delivery Stops

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I. PROGRAM DESCRIPTION

BACKGROUND

The Fiscal Year (FY) 2010 Agriculture Appropriations Act (P.L. 111-80) provided authority and funding for USDA to demonstrate and rigorously evaluate methods of reducing or preventing food insecurity and hunger among children in the summer months. In response, the Summer Electronic Benefits Transfer for Children (Summer EBT) demonstrations are testing a *household-based* method of delivering nutrition assistance to low-income children during the summer. FNS awarded five “proof-of-concept” demonstrations of Summer EBT for the summer of 2011 and an additional five grantees were selected to participate in 2012 and 2013. In 2014, due to funding constraints, the demonstration was scaled back to three grantees. USDA received additional appropriations in Fiscal Years 2015 and 2016 to continue the demonstrations and, as a result, awarded funds to eight States and Indian Tribal Organizations (ITOs) to continue their projects in summers 2015 and 2016. The Further Continuing and Security Assistance Appropriations Act of 2017 (P.L. 114-254) provided additional funds to continue Summer EBT in summer 2017.

The purpose of this solicitation is to award funds to *experienced applicants* to continue their demonstrations in summer 2017, and to award funds to *new applicants* to expand the Summer EBT demonstrations to additional States or ITOs during the summer of 2018. Together, these demonstrations are intended to test strategies for creating and operating successful Summer EBT programs, and to consider the effectiveness of Summer EBT in areas that are difficult to serve through existing summer meal programs such as rural areas or areas where transportation options are limited.

FNS’ intent is to support demonstrations in summer 2017 across two EBT models – a *debit card model* (SNAP-model), through which Supplemental Nutrition Assistance Program (SNAP) EBT systems are used to allow participants to redeem benefits for SNAP-eligible foods at SNAP-authorized retailers; and a *food package model* (WIC-model), through which Special Supplemental Nutrition Program for Women, Infants and Children (WIC) EBT systems are used to allow participants to redeem benefits for a prescribed set of foods at WIC-authorized retailers. The two EBT models will be supported in experienced States and ITOs that successfully implemented the program in prior years, and FNS intends to award funds to one or more new State(s) or ITO(s) to begin providing Summer EBT benefits through these models in summer 2018.

This solicitation is divided into two sections. The first section, beginning on page 6, includes information and requirements for experienced applicants (i.e., applicants that successfully administered a Federally-funded demonstration providing EBT benefits to children during the summer months in a prior year). The second section, beginning on page 40, includes information and requirements for new applicants (i.e., applicants that have not been awarded a grant to administer a Federally-funded demonstration providing EBT benefits to children during the summer months in a prior year, or applicants that have experience but are unable to begin providing benefits until summer 2018).

Under this solicitation:

- FNS seeks to award food benefit and administrative funds to experienced States and ITOs that have operated Summer EBT in prior years to continue providing Summer EBT benefits in summer 2017. Experienced applicants are asked to apply for administrative funds as two-year grants to support the demonstrations through the 2018 project year. Subject to the availability of funding, FNS will award administrative funds as two-year grants. Food benefits will only be awarded as one-year grants through this solicitation. Awardees will apply for an additional one-year grant of food benefit funds for program year 2018 in FY2018.
- FNS seeks 1-2 new States or ITOs to begin providing Summer EBT benefits in summer 2018. Applicants will propose the program model (i.e., Debit card or Food package) that they will use.
- New applicants will be awarded administrative funds as two-year grants to prepare for and support program year 2018. Awardees will apply in FY2018 for one-year grants of food benefit funds for benefits to be provided in summer 2018.
- New demonstrations will not be statewide, but will operate in one or more School Food Authorities (SFAs) within the State or ITO and will serve approximately 5,000 children each. All grades (K-12) may be included.
- New demonstration service areas proposed by experienced or new applicants can be rural (e.g., SFAs in sparsely populated areas), or other areas of extreme need, for example areas experiencing a Presidentially declared emergency. Proposed service areas may vary in geographic size according to population density.
- Across all demonstration service areas, USDA is interested in variation in:
 - Region of the country,
 - Urban/rural status, and
 - Concentration of children eligible for free or reduced price meals.
- The approximate benefit level is \$30/month per eligible child throughout the summer, which is consistent with prior years. At the approximate \$30 level, about \$385,650 to \$432, 450 in food benefits would be redeemed by eligible participants in summer 2018 in each new applicant service area.¹ The amount of benefits expended in areas served by experienced applicants will be contingent on the number of eligible children approved to serve.

¹ The actual monthly benefit levels may differ from this estimate based on the benefits delivery model used (i.e., debit card model or food package model). The total value of food benefits provided in a service area will be contingent on the rates at which households of eligible children use their benefits.

SUMMER EBT FOR CHILDREN CONCEPT

The vision for the demonstrations is the following:

- State agencies, including ITOs, administering the demonstration (i.e., the agency that administers SNAP, WIC, or School Meal Programs) will work with SFAs, EBT processors, and other partners to arrange for the families of children eligible to receive free or reduced-price school meals to receive an electronic benefits card valid for use in the summer. If feasible, States or ITOs may choose to integrate summer food benefits onto existing SNAP or WIC EBT cards for those families also participating in SNAP or WIC while providing non-SNAP or non-WIC families a separate Summer EBT card.² However, Summer EBT funds are **NOT** SNAP or WIC funds. As a result, tracking of the Summer EBT benefits must remain separate from SNAP or WIC benefits and EBT processors may need to make system changes in order to participate in the demonstration.
- In demonstrations using the Debit card model, parents use the card at SNAP authorized food retailers to purchase SNAP-eligible food for their children to fill the gap that occurs when school meals are not readily available during the summer. In demonstrations using the Food package model, parents use the card at WIC authorized food retailers to purchase foods prescribed in the Summer EBT food package. The Summer EBT food package is based on the State agency's WIC food package so no additional categories/subcategories and no additional Universal Product Codes/Price Look Up's (UPCs/PLUs) will be needed for demonstrations using the Food package model. Ideally, benefits would be paid through the existing SNAP or WIC EBT redemption system.
- FNS will continue assessing effective strategies for creating and operating successful Summer EBT programs, and the effectiveness of Summer EBT in areas that are difficult to serve through existing summer meals programs such as rural areas or areas where transportation options are limited.
- The ultimate objective is to efficiently and effectively provide benefits to households of low-income children for the purchase of additional food in the summer months.

² For households that participate in SNAP or WIC, this hybrid model would allow folding the summer benefit into the SNAP or WIC allotment and following all SNAP or WIC rules regarding issuance use of benefits. Households that are not SNAP or WIC participants would receive a separate card.

REQUEST FOR APPLICATION FOR EXPERIENCED APPLICANTS

Overview. FNS invites experienced States and ITOs that have administered Federally-funded demonstrations providing EBT benefits to children during the summer months in prior years to apply to continue their programs in summer 2017, and to propose program expansion in 2017. The ongoing purpose of these demonstrations is to evaluate strategies for creating and operating successful Summer EBT programs, and to consider the effectiveness of Summer EBT in areas that are difficult to serve through existing summer meal programs such as rural areas or areas where transportation options are limited. FNS anticipates awarding funds to experienced States and ITOs to conduct demonstrations in 2017.

2017 Continuation of Existing Demonstrations. Those experienced States and ITOs that operated Federally-funded demonstrations in prior years may propose to continue serving the same number of children in the same service areas that they were approved to serve in their largest prior program year. Experienced applicants may also propose to increase the number of children served in existing service areas, or to expand to new service areas. Given the difficulty in reaching children during the summer who live in rural areas, FNS is prioritizing Summer EBT expansion to rural areas facing severe hardship, or other areas of extreme need. FNS will consider expansion requests on a case-by-case basis and make awards subject to the availability of funding. Experienced applicants may request administrative funds as a two-year grant to cover expenses through the 2018 program year. This will provide grantees with access to administrative funds year-round which will enable them to more efficiently operate their Summer EBT programs.

In summary, FNS requests that experienced grantees include food benefit costs as one-year grants (for 2017) and administrative costs as two-year grants (for use through the 2018 program year) in their request. Food benefits costs for 2018 will be awarded in FY2018 and not through this solicitation. In addition, experienced applicants may propose any programmatic changes that they think will enhance the implementation of the demonstration and FNS will consider such requests on a case-by-case basis. Experienced applicants may be awarded funds without additional competition.

Evaluation. FNS will conduct research projects on various aspects of the Summer EBT demonstrations and may contract with outside firms to assist with Summer EBT research in the future. As a condition of award, the applicants and its partner State and local-level agencies will be required to cooperate fully with FNS or its designees to provide data and other qualitative and quantitative information on their demonstrations before, during, and after Summer EBT operations.

DEMONSTRATION DETAILS

Timeline and Activities. The applicant shall propose a schedule for all of the activities necessary to complete this demonstration. Activities should be scheduled so that food purchasing by households may begin as near as possible to the first day after the last day of the 2016/2017 school year. The applicant should plan for the following activities to occur **before** the end of the school year:

- for Food package model programs, programming and retailer system changes necessary to accommodate the food package for the Summer EBT demonstration (no new foods, categories/subcategories, or UPC/PLUs will be needed);
- design and acquisition of the EBT-based summer benefit cards that will respond to a second or different letter of credit from the SNAP or WIC benefits if necessary;
- reprogramming of relevant EBT-related code by EBT staff and/or contractors, including changes needed to track funding from separate letters of credit;
- working with local SFAs to initially contact potential demonstration households and obtain their consent to participate in the demonstration;
- working with local SFAs to notify and train households to use their benefits;
- notification and training of retailers;³
- reprogramming of retailer register systems or WIC Management Information Systems, if necessary for benefit issuance; and
- distribution of the cards to consenting households.

Ideally, final benefits shall expire as near as possible to the day before the first day of the 2017/2018 school year. After benefits expire, the applicant should plan for the following activities to occur:

- Expunging and return of any unused funds on a schedule agreeable to FNS.
- Preparation of a progress report and other required deliverables (*see Demonstration Deliverables on page 13*).

Benefit Levels. For grantees operating a Food package model demonstration, FNS has created a Summer EBT food package containing reduced-fat milk (or allowable substitutes), cereal, eggs, whole wheat bread, beans or peanut butter, and an \$8 voucher for fresh fruits and vegetables (limited to foods on the Approved Product List). Each household selected to participate in a Food

³ The goal is for the summer benefit to be transparent to retailers and require no or minimal effort on their part.

package model demonstration will receive a monthly Summer EBT food package for each eligible child in the household. For grantees operating a Debit card model demonstration, each household selected to participate in the demonstration will receive benefits for each eligible child in the household. The benefit level is \$30 per month per eligible child, including pro-rated benefits for partial months if necessary.

If a consenting household contains more than one eligible child, that household will receive one Summer EBT card loaded with the total benefits for all eligible children. Please note that Summer EBT benefits are exempt from State and local sales tax.

Benefit Delivery. The applicant shall propose which entity(ies) will be responsible for developing, securing, and distributing the Summer EBT cards and how data from consenting households necessary to create and track the cards shall be collected and maintained. The applicant shall describe the household data required to create a case file for Summer EBT recipients. The applicant shall propose the method of card distribution (e.g. home delivery by U.S. mail or other means, pick-up at school or SNAP or WIC office) and the issuance cycle for benefits. The applicant should bear in mind the need to maintain confidentiality of students' free or reduced-price status when considering how to deliver benefits. Because a social security number is not required for school meals eligibility, applicants must propose a method for handling cases for which there is no social security number. Households receiving Summer EBT cards must be able to redeem them for SNAP approved foods at any SNAP authorized retailer, or WIC approved foods at any WIC authorized retailer, respectively. Benefits should be provided or loaded onto the EBT cards on a monthly or more frequent basis rather than in one lump sum at the beginning of the summer. Applicants should describe their proposed issuance method and cycle, as well as how partial months' benefits will be loaded, and, if necessary, how unused prior month benefits will be made available for continued use.

Debit card model programs: Applicants will make note, and inform their EBT processors, that SNAP and Summer EBT are two different programs with different sources of funding. Therefore, two different Letter of Credit (LOC) accounts will be required and must be tracked separately within the EBT system and facilitate monthly funding authorizations through the Federal Reserve Bank's Account Management Agent (AMA). Similarly, distinct Net Retailer Credit reports, one for each program, will need to be produced.

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

Service Areas and Populations Served. Experienced applicants may propose to continue serving the same number of children in the same service areas that they were approved to serve in their largest prior program year, and may also propose to serve additional children in existing or new service areas. Unlike earlier years of the demonstration, grantees will not need to identify children for a control group. All children approved to serve through this RFA may be provided Summer EBT benefits.

For the purposes of this demonstration “Eligible Child” means a child that meets **all** of the following criteria:

1. The child is eligible to receive free/reduced price school meals;
2. The child’s household lives in the approved Summer EBT service area;
3. For experienced grantees, any returning child who previously received benefits still lives in the household, and;
4. The child was school-aged during the 2016-2017 school year.

For the purposes of this demonstration, FNS will permit States or ITOs to provide benefits to otherwise eligible children attending Community Eligibility Program (CEP) schools as follows:

1. Allow schools/districts with an Identified Student Percentage (ISP) above 62.5% to serve all otherwise eligible children;
2. For schools/districts with an ISP below 62.5%, only allow directly certified children who are otherwise eligible to receive benefits;
3. For experienced applicants, allow otherwise eligible children in households that were previously served to continue receiving benefits even if they’re in a CEP school and are not directly certified (i.e., grandfather in previously served households); and
4. Allow schools to use a group ISP. States or ITOs that choose to use a group ISP must use the same grouping as is used in NSLP/SBP and should consult with FNS to confirm that the grouping is permissible and in keeping with the intent of the Summer EBT program.

Application Requirements. In the process of identifying the population to be served through this demonstration, the applicant shall:

- Identify and secure the cooperation of SFAs and specific schools under the jurisdiction of an SFA to be included in the demonstration service area.
- Propose how the households in the demonstration service area will be contacted initially.
- Propose how the applicant would request and obtain household participation and confidentiality waivers for use by demonstration partners (e.g., the EBT agency, FNS) to contact consenting households.
- Applicants choosing active consent (opt-in) must describe how they will obtain it. Applicants choosing passive consent (opt-out) must describe the process for confirming contact information.
- Propose how contact data of those consenting to participate will be transferred to partners including FNS or its designees. Describe any agreements/memorandums of understanding that will need to be in place to facilitate data sharing.

Administrative Structure. These demonstrations will require close cooperation among local SFAs, schools, State agencies overseeing School Meal Programs, SNAP or WIC, and EBT processors. Applicants should propose and justify the most appropriate administrative structure

for the demonstration, determining which division or agency should lead the project and how partners will communicate and coordinate.

Retailer Participation and Training. All SNAP authorized retailers in Debit card model States and all WIC authorized retailers in Food package model states must participate in Summer EBT. Summer EBT cards will be valid for the same items as are SNAP benefits for Debit card model demonstrations, or the foods prescribed in the Summer EBT food package for Food package model demonstrations. Proposals should take into account the need for interoperability of Summer EBT benefits, should participants need to use their benefits outside of the demonstration area. Retailers throughout the State, not just in the demonstration area, must be able to redeem Summer EBT demonstration food benefits. Proposals should attempt to offer the simplest, most seamless process to food retailers as possible. Applicants shall propose adequate training to food retailers as required by their proposed system of using and processing Summer EBT benefits. At a minimum, retailers in selected States must be informed of the demonstration project, notified about the amounts and types of foods in the Summer EBT food package for Food package model demonstrations, and provided information about the appearance of the Summer EBT cards.

Integration with Current EBT System. Summer EBT will utilize the existing EBT system currently in place for SNAP in Debit card model States or WIC in Food package model states. However, a new Letter of Credit (LOC) is needed to separate the Summer EBT funding from the SNAP or WIC funding. This does not mean that the State is required to treat summer demonstration cards exactly the same as regular SNAP or WIC cards. Rather, applicants should propose how the SNAP or WIC infrastructure will be used in the most efficient way to provide summer demonstration benefits, provide user support, and track the redemptions from individual households.

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

- identification of benefits as “Summer EBT for Children” demonstration benefits;
- branding to encourage and emphasize benefit use for the household’s school age children;
- the potential impact on household acceptance and ease-of-use of integrating summer benefits onto SNAP or WIC cards, versus providing separate summer benefit cards for SNAP or WIC households;
- communicating to households about expiration of benefits monthly, and that the benefits are only provided for the summer months;
- interoperability of EBT cards among States for Debit card model demonstrations;
- training and support of users;
- potential for stigma felt by treatment households resulting from the appearance of or

wording on the card; and

- expunging or expiration of benefits and return of expunged or expired funds to FNS.

The awardee, in collaboration with its State and local partners, will need to make adjustments to its SNAP or WIC EBT systems and procedures to ensure that SNAP or WIC and Summer EBT transactions are recorded separately. Such adjustments may call for EBT contract modifications. Applicants should think carefully about the time and effort needed to modify contracts. Applicants must discuss whether, why, when, and how contract modifications will be made. If no contract modifications are necessary, the applicant should discuss why not.

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

Debit card model programs: Summer EBT and SNAP funds cannot be comingled by FNS because Summer EBT and SNAP funds come from separate Federal appropriations. Therefore, the EBT system must be designed so that it provides the necessary accounting to draw funding from separate Letters of Credit (LOCs) for each program, and to report outstanding liabilities through separate accounts in the Account Management Agent (AMA) system. Applicants should discuss how the EBT processor will differentiate Summer EBT funds from SNAP funds, for example by the use of separate bank identification number (BINs), accounts, cards or benefit identifiers. Proposals also should discuss why the chosen design was selected. Applicants may wish to consider, as a template, their State's plan for providing SNAP in the event of pandemic (P-SNAP) or disaster (D-SNAP).

In addition to the changes required to support separate draws and AMA accounts, for Debit card model demonstrations, FNS must ensure that other data files submitted by EBT processors can continue to support the needs of the SNAP program:

1. The STARS file, also known as the Net Retailer Credit File, contains data on the total value of SNAP benefits redeemed by each retailer each day. FNS continues to need that data broken down by program funding source. Therefore, the EBT processor must create two separate STARS files for the duration of the pilot, one showing SNAP redemptions and one showing Summer EBT redemptions at the retailer level.
2. The daily ALERT EBT transaction file will require modifications to identify benefit program type. FNS will develop new EBT Program Type codes to be used for Summer EBT transactions and transactions that may be a mixture of SNAP and Summer EBT benefits. FNS will require that mixed transactions be broken down into two separate ALERT records. SNAP Benefit Redemption Division staff will work closely with States and EBT processors to provide guidance on these changes early in the design process.

Use and Confidentiality of Household Information. Awardees must identify and ultimately contact households with children eligible for free and reduced-price school meals in the SFAs and/or schools participating in the demonstration project. In addition, FNS or its designee may request access to this information for research purposes. The first priority of the awardee with respect to this information is protecting household confidentiality. The law governing the School

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

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

Household Support and Training. Nationally, a relatively small proportion of all National School Lunch Program children also participate in SNAP or WIC. Therefore, while some of the demonstration participants will be familiar with the use of an EBT card, many will not. In addition, problems, such as lost cards or forgotten PIN numbers, may arise over the course of the demonstration. Proposals should discuss how, when and by whom (e.g. school staff, local SNAP or WIC staff, State staff, EBT contractors) they will train demonstration families on card use and what type of user support will be provided. For Food package model programs, current WIC households should receive information on how they can manage both accounts at the store. Applicants should consider issues such as participant confidentiality and languages other than English spoken at home with respect to training (e.g., to recognize WIC retailers and foods) as well.

Food Costs. Proposals should assume that food costs will be paid in the same way as SNAP or WIC benefits are paid, utilizing the SNAP or WIC redemption infrastructure (e.g., funds maintained by the State Agency bank for Food package model programs). For Food package model programs, if the WIC State agency is not the lead for the project, the proposal needs to indicate if a separate grant is being requested, to be awarded to the WIC State agency for the food costs.

Experienced applicants must include a request for food benefit costs for summer 2017 in their application. Although applicants may be awarded administrative funds as a two-year grant, food benefit funds for 2018 will be awarded in FY2018. These requests should be based on the number of children expected to participate, the expected benefit redemption rates, the length of the Summer EBT benefit period, and any other relevant factors.

Administrative Costs.

Administrative costs will be awarded as two-year grants to support Summer EBT projects through the 2018 program year. FNS understands that having access to administrative funds year-round enables grantees to more efficiently operate their Summer EBT programs. Administrative funds for 2018 may be awarded through this RFA subject to the availability of funds.

Evaluation. FNS will continue to evaluate the Summer EBT demonstrations and may contract with an outside firm for assistance. Primarily, FNS will examine strategies for creating and operating successful Summer EBT programs, and the effectiveness of Summer EBT in areas that are difficult to serve through existing summer meal programs such as rural areas or areas where transportation options are limited. Other analyses on topics related to Summer EBT may also be conducted.

To accomplish these objectives, FNS will need to plan, design, and carry out a strategy to collect and analyze information on:

- The process of establishing, launching, and operating the Summer EBT, including schedule, roles and responsibilities, and implementation issues;
- Data for the entire summer period and for each benefit period on the numbers of households and children that: consented to participate in the program, received cards, participated by using their cards at least once, participated in Summer EBT in a prior year, and that also participated in SNAP or WIC. This information must be available for the entire project and specific to each service area.
- Data for the entire summer period and for each benefit period on: the total value of benefits issued, the total value of benefits redeemed, and the number of households that exhausted all available benefits for the period.
- Household benefit transaction data as provided by the EBT processor to the State SNAP agency in the daily activity or history file for Debit card model programs, or redemptions associated with each card (i.e., from the EBT transaction data) for Food package model programs;
- The costs of start-up and on-going operations, benefits, and any other costs of the Summer EBT that are incurred by Federal, State and local governments, providers, and retailers.

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

DEMONSTRATION DELIVERABLES

The Summer EBT awardee shall participate in periodic conference calls with FNS to discuss implementation progress. In addition, the Summer EBT awardee shall submit certain **deliverables** to FNS. These deliverables include, but are not limited to:

- **Quarterly Progress Reports.** Quarterly progress reports must provide a description of the activities conducted during all phases of the demonstration, major accomplishments with completion dates and budget deviations from the proposed plan, difficulties encountered, solutions developed to overcome difficulties, and major planned activities for the next quarter. The Summer EBT awardee is responsible for obtaining the necessary information from its partners to complete this report. These reports are due 5 business days after the end of each quarter. FNS will return and require resubmission of any quarterly progress reports that do not provide sufficient information to document all activities, challenges, accomplishments, or deviations from the approved project plan during the reporting period.
- **Quarterly Financial Reports.** Financial reports should provide information on demonstration expenditures for the quarter and totals to date, broken down into the same categories as the original budget using SF-425. Financial reports shall be submitted via the Food Programs Reporting System (FPRS). Data must be entered and/or certified by a staff person with USDA Level 2 eAuthentication.
- **EBT Issuance and Transaction Data.** The Summer EBT awardee shall provide FNS or designee with benefit issuance and transaction data equivalent to daily activity or history file data. At a minimum, awardees must be able to provide data with household and store identifiers, date, time, benefit type and amount of each purchase made with Summer EBT cards. Reports should include daily and monthly data. Summer EBT and SNAP or WIC transaction data must be separated.
- **Annual Financial Reports.** An annual/final financial report on form SF-425 will be due 90 days after the close of the demonstration (unless otherwise noted and justified in the application). Financial reports shall be submitted via FPRS. Data must be entered and/or certified by a staff person with USDA Level 2 eAuthentication.
- **Annual Progress Reports.** A final written progress report, no more than 20 pages in length, will be due 90 days after the close of the demonstration each summer. FNS will return and require resubmission of any reports that do not sufficiently address the required elements detailed below. It must be composed of a short Executive Summary and the following:
 - A project description which includes a description of the demonstration service areas, the process of developing the EBT system, providing households with EBT cards, training households, redeeming benefits and how the State dealt with adverse events or circumstances during the demonstration operations;
 - A summary of major accomplishments, difficulties encountered and solutions developed to resolve the difficulties;

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

II. FEDERAL AWARD INFORMATION

ANTICIPATED AWARD LEVELS AND PERFORMANCE PERIODS

In February 2017, FNS expects to award funds to experienced applicants to continue their projects in 2017. Contingent upon the availability of funds, FNS expects to award up to \$32 million dollars in grants through this RFA to new and experienced applicants. The period of performance will be approximately March 2017 to March 2019 unless otherwise justified in the application.

Experienced applicants that submit acceptable applications through this RFA may be awarded funds to continue their projects in summer 2017. Subject to the availability of funds, these grantees may also be awarded funds to serve additional children and/or expand to new service areas in 2017. Administrative funds may be awarded as two-year grants to support the demonstrations through the 2018 project year. FNS expects to award funds to approximately eight experienced grantees. The amount awarded to each experienced awardee is expected to be between \$1.2 million and \$9 million.

USE OF DEMONSTRATION FUNDS

The Summer EBT awardee must use demonstration funds solely for allowable, allocable, necessary and reasonable costs in accordance with 2 CFR Part 200. Awardees must account for Summer EBT funds separately from all other funds and establish financial and management reporting and controls, a separate and distinct audit trail, and a strict accounting system to ensure that Summer EBT funds and other Federal funds, e.g. SNAP or WIC, are not comingled or used inappropriately. Allowable use of funds includes, but is not limited to, personnel costs; EBT programming; development and manufacture of EBT cards; training; translation services; printing, duplication, and dissemination of materials; and, technology (hardware and software both internal and external to the demonstration) necessary for operating the demonstration and/or participating in any evaluation of the demonstration. SNAP, WIC, NSLP and other partner program funds may not be used for this demonstration. Summer EBT funds may not be used for any non-Summer EBT related SNAP, WIC, or partner costs. Payment of administrative costs to partners will be handled by the awardee. For Debit card model demonstrations, State or local funds used to support the demonstration are not eligible for SNAP matching funds.

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

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

III. ELIGIBILITY INFORMATION

1. Experienced Eligible Applicants

State agencies eligible to serve as lead agency for the demonstration are State agencies that have agreements with FNS to administer the NSLP and the School Breakfast Program, SNAP, or WIC, including ITOs operating WIC. FNS will accept applications from only one eligible State agency per State or ITO. Any State or ITO applying to use a WIC EBT system to distribute benefits must be operating WIC EBT statewide by January 1, 2017 to be eligible for an award. To apply as an experienced applicant, the State agency or ITO must have successfully administered a Federally-funded demonstration providing EBT benefits to children during the summer months in a prior year. Applicants meeting the eligibility requirements for experienced applicants may submit separate applications for both the new and experienced applicant opportunities. However, only one project may be funded per applicant. It is expected that applicants carefully consider readiness for summer 2017 when choosing to apply as experienced. Experienced applicants must demonstrate the ability to operate a successful demonstration in summer 2017 in order to be considered in the experienced category.

2. Cost Sharing or Matching Considerations

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

3. Other Eligibility Criteria

State Agency Coordination.

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

4. Pre-application Screening Requirements

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

- 1) SAM, the *System for Award Management*, the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS;

- 2) FAPIIS, the *Federal Awardee Performance and Integrity Information System*, is a database that has been established to track contractor misconduct and performance;
- 3) Dun and Bradstreet, the system where applicants establish a DUNS number which is used by the Federal government to better identify related organizations that are receiving funding under grants and cooperative agreements, and to provide consistent name and address data for electronic grant application systems. The Federal government requires that all applicants for Federal grants and cooperative agreements with the exception of individuals other than sole proprietors have a DUNS number.
- 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 pre-application assessment questions below 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 on page 39 to facilitate the process. Applicants must answer all the pre-application questions. While answering "yes" may be an indicator of risk, the consideration and evaluation of these questions is only an indicator of potential risk and may or may not result in an additional oversight requirements or special conditions be placed on an award should an award be made. Decisions regarding additional oversight requirements will take into consideration the total number of risks identified.

1. Has your organization received a Federal award within the past 3 years?
Yes_____ No_____
2. Does your organization utilize accounting software to manage your financial records?
Yes_____ No_____
3. Does your accounting system identify the receipt and expenditure of program funds separately for each grant?
Yes_____ No_____
4. Does your organization have a dedicated individual responsible for monitoring organizational funds, such as an accountant or a finance manager?
Yes_____ No_____
5. Is there a separation of duties for staff handling the approval of transactions and the recording and payment of funds?
Yes_____ No_____
6. Does your organization have the ability to specifically identify and allocate employee effort to an applicable program?
Yes_____ No_____

7. Does your organization have a property/inventory management system in place to track the location and value of equipment purchased under the award?

Yes_____ No_____

8. Has your organization been audited within the last 5 fiscal years?

Yes_____ No_____

9. If the answer to question number 8 is yes, was this report issued under the Single Audit requirement? If no, a hyperlink or copy of the report will be required.

Yes_____ No_____

10. If answer to question 8 is yes, was there a “Qualified Opinion” or “Adverse Opinion”?

Yes_____ No_____

11. If answer to question 8 is yes, is there a material weakness disclosed?

Yes_____ No_____

12. If answer to question 8 is yes, is there a significant deficiency disclosed?

Yes_____ No_____

IV. APPLICATION AND SUBMISSION INFORMATION

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

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

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

General Application Guidance for New and Experienced Applicants. The application should strongly demonstrate that the applicant and its partners are capable of working together to successfully carry out the obligations of Award in a timely, efficient, and effective manner. Specifically, the application should clearly demonstrate:

- commitment of the applicant and its partners, including schools, SFAs, partnering local and State agencies and EBT contractors (if applicable), to cooperate closely with one another to achieve demonstration objectives;
- commitment of the applicant and its partners to cooperate closely with FNS to support research objectives and methods;
- sufficient technical expertise of the applicant and its partners, especially key personnel, to accomplish the goals and complete the activities described in the RFA;
- sufficient project management expertise of the applicant and its partners, especially key personnel, to oversee the demonstration operations;
- sufficient financial management expertise of the applicant and its partners, especially key personnel, to properly utilize and account for demonstration funds; and
- evidence that the demonstration service area meets all specifications designated in this RFA.

APPLICATION PROCESS - for Experienced Applicants Only

The application process for new applicants can be found on page 56

Application Checklist - for Experienced Applicants Only. Applications are **due January 27, 2017**. To be considered for award, they **must** include:

- 1. Application** in accordance with Application Template (Attachment B-2): This application must include a request for a two-year grant for administrative funds, a request for a one-year grant for food benefits funds, and a narrative to support both requests.
- 2. Evaluation Cooperation Agreement** (Attachment C)
- 3. Mandatory Forms:**
 - Application for federal assistance (SF-424)
 - Budget information (SF-424A)
 - Assurances – Non-construction programs (SF-424B)
 - Disclosure of lobbying activities (SF-LLL)

Grant Program Accounting System & Financial Capability Questionnaire (found on page 39 of this RFA)

FNS strongly encourages eligible applicants interested in applying to this program to adhere to the following applicant format. The proposed project plan should be typed on 8 ½" X 11" white paper with at least 1 inch margins on the top and bottom. All pages should be single-spaced, in 12 point font. The project description with relevant information should be captured on no more than 25 pages, not including the cover sheet, table of contents, resumes, letter of commitment(s), endorsement letter(s), budget narrative(s), appendices, and required forms. All pages, excluding the form pages, must be numbered.

Special Instructions for New and Experienced Grantees:

- This RFA includes separate application requirements for experienced applicants and for new applicants. Please read carefully to ensure that you are completing all of the necessary requirements for either an experienced or new applicant.
- New applicants must upload completed applications to www.grants.gov by 11:59 PM, Eastern Standard Time, on February 28, 2017. Experienced applicants must upload completed applications to www.grants.gov by 11:59 PM, Eastern Standard Time, on January 27, 2017.
- New applicants shall provide letters of commitment from individuals authorized to commit the identified staff and/or agency resources within all of the schools, SFAs, partnering local and State agencies and EBT contractors (if applicable) expected to participate in this project.
- Experienced applicants must submit separate applications through grants.gov for administrative grants and for food benefit grants. Applicants may submit the same project and budget narratives with their administrative and food benefit requests.

- Late application submission will not be considered in this competition. FNS will not consider additions or revisions to applications once they are received.
- Applications submitted without the required supporting documents, forms, certification will not be considered.
- Applications not submitted via the Grants.gov portal will not be considered.
- If multiple application packages are submitted through the grants.gov web portal by the same applicant in response to this solicitation, FNS will accept the latest application package successfully submitted. All other packages submitted by the applicant will be removed from this competition.
- 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.
- Grant awards are subject to the availability of funds.

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 Content

Include relevant topic page number

Application Project Summary

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

Project Narrative

The project narrative should clearly identify what the applicant is proposing and how it will address a solution, the expected results and/or benefits once the solution is achieved, and how it will meet the RFA program scope and objectives. The proposed project methodology should describe the project design, address program specific methodology needs, procedures, timetables, monitoring/oversight, and the organization's project staffing. *It should also address any additional RFA specific requirements.*

Application Budget Narrative

The budget narrative should correspond with the proposed project narrative and application budget. The narrative must justify and support the bona fide needs of the budget's direct cost. If the budget includes indirect costs, the applicant must provide a copy of its most recently approved Federal indirect cost rate agreement. All non-profit organizations must include their 501(c)(3) determination letter issued by the Internal Revenue Service (IRS). **All funding requests must be in whole dollars.**

Required Grant Application Forms

All applicants must complete the following forms:

The following required OMB forms can be obtained at:

<https://apply07.grants.gov/apply/FormsMenu?source=agency>

(A) Non-Construction Grant Projects Forms: SF-424 Family

1. Application and Instruction for Federal Assistance (SF-424)
2. Budget Information and Instruction (SF-424A)
3. Assurance-Non-Construction Programs (SF-424B)

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.”

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

Dun and Bradstreet (DUNS) Number

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. Please visit the following websites to obtain additional information on how to obtain a DUNS number (www.dnb.com) and register in SAM (<https://www.sam.gov/portal/public/SAM/>).

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 you can 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 EST. There is no fee associated with obtaining a DUNS number. Obtaining a DUNS number may take several days to obtain.

System for Award Management (SAM)

What is SAM?

The System for Award Management (SAM) is combining 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.acquisition.gov/SAM_Guides/Quick%20Guide%20for%20Grants%20Registrations%20v1.pdf

Below is some additional information that should assist the applicant through this process:

SAM Registration: For applicant organizations that were previously registered in the CCR, relevant applicant information is already in SAM; set up a SAM account as necessary to update any information. To register in SAM, the applicant's DUNS number, Tax ID Number (TIN), and taxpayer name (as it appears on the applicant's last tax return) are all required. SAM verifies all information submitted by the applicant using several systems. This verification takes at least **48 hours** after your registration is submitted to SAM. Applicants must have a valid SAM registration no later than 3 days prior to the application due date of this solicitation. **Applicants that do not receive confirmation that SAM registration is complete and active should contact SAM at: <https://www.fsd.gov/app/answers/list>.**

SAM Presentation/Training

GSA has created a presentation of a SAM training. To view the presentation, please visit: <http://www.youtube.com/watch?v=mmHcKCchaiY>

This will be extremely useful for SAM users that are:

- Registering at SAM for the first time
- Setting up user permissions from CCR into the SAM registration (called migrating)
- Updating / renewing CCR record in SAM

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 grantees to begin the process at least **3 weeks before** grant the due date of the grant solicitation.

Grants.gov Registration: In order to apply for a grant, your organization must have completed the above registrations as well as register on Grants.gov. The Grants.gov registration process can be accessed at www.grants.govapplicants/get_reistered.jsp. Generally, the registration process takes between **3-5 business days**.

If you are a new user, please ensure that your organization's Point-of-Contact (POC) has designated you as an Authorized Organization Representative (AOR). If you are not designated as an AOR, you will be unable to submit your application package through the grants.gov web portal.

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 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 (<http://www.sam.gov/portal/public/SAM/>).

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

Submission Dates and Times –Experienced Applicants

APPLICATION DUE DATE

The completed applications for administrative and food benefits funds must be uploaded on www.grants.gov by 11:59 PM, Eastern Time (**January 27, 2017**). 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**

4. Funding Restrictions

Pre-award costs will not be awarded for this grant project.

5. Other Submission Requirements

Electronic Submission: The complete application must be uploaded to www.grants.gov by 11:59 PM, Eastern Standard Time, on (**January 27, 2017**). Applications received after the

deadline date will be deemed ineligible and will not be reviewed or considered. USDA will not consider any additions or revisions to an application once it is received. USDA will not accept mailed, faxed, or hand-delivered applications.

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

V. APPLICATION REVIEW INFORMATION

1. Review Criteria

EVALUATION OF GRANT APPLICATION CRITERIA

FNS will pre-screen all applications to ensure that they contain the required documents and information on the **Application Checklist on page 21**. If an application does not include all appropriate information, FNS will consider the application to be non-responsive and will eliminate it from further evaluation.

Evaluation Factors and Criteria

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

APPLICATION EVALUATION PROCESS – *for Experienced Applicants Only*

Applications for experienced applicants will be reviewed by a technical panel to assure that the application meets the technical merits of the solicitation and will not be competitively awarded.

2. Review and Selection Process

Following the initial screening process, FNS will assemble a peer panel group to review and determine the technical merits of each application. The peer panel members will recommend applications for consideration for a grant award based on technical merit. The selecting official reserves the right to accept the panel's recommendation or to select an application for funding out of order to meet agency priorities, program balance, geographical representation, or project diversity. Awards will be made to applicants whose proposals have sufficient technical merit, present a strong capacity to successfully implement a demonstration, and best meet the needs and priorities of the Government. Cost sharing or matching will not be considered in the review process. FNS reserves the right to make no award if there are no applications of sufficient technical merit are received. 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 (submitted on SF-424, SF-424A, and budget or budget narrative) within the application package in response to this solicitation, FNS will only consider and evaluate the estimated funding request contained on SF-424.

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 RFA. Only the recognized FNS authorized signature can bind the USDA, Food and Nutrition Service to the expenditure of funds related to an award's approved budget.

2. Administrative and National Policy Requirements

CONFIDENTIALITY OF AN APPLICATION

When an application results in an award, it becomes a part of the record of 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.

CONFLICT OF INTEREST AND CONFIDENTIALITY OF THE REVIEW PROCESS

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

ADMINISTRATIVE REGULATIONS

Federal Tax Liabilities Restrictions

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

Felony Crime Conviction Restrictions

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

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

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

Universal Identifier and Central Contractor Registration 2 CFR Part 25

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

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

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 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 RFA is posted will be implemented as instructed.

Government-wide Regulations

- 2 CFR Part 25: “Universal Identifier and System for Award Management”
- 2 CFR Part 170: “Reporting Sub-award and Executive Compensation Information”
- 2 CFR Part 175: “Award Term for Trafficking in Persons”
- 2 CFR Part 180: “OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Non-Procurement)”
- 2 CFR Part 200: “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards”
- 2 CFR Part 400: USDA’s implementing regulation of 2 CFR Part 200 “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards”
- 2 CFR Part 415: USDA “General Program Administrative Regulations”
- 2 CFR Part 416: USDA “General Program Administrative Regulations for Grants and Cooperative Agreements to State and Local Governments”
- 2 CFR Part 417: USDA “Non-Procurement Debarment and Suspension”
- 2 CFR Part 418 USDA “New Restrictions on Lobbying
- 2 CFR Part 421: USDA “Requirements for Drug-Free Workplace (Financial Assistance)”
- 41 U.S.C. Section 22 “Interest of Member of Congress”
- Freedom of Information Act (FOIA). Public access to Federal Financial Assistance records shall not be limited, except when such records must be kept confidential and would have been excepted from disclosure pursuant to the “Freedom of Information” regulation (5 U.S.C. 552)

General Terms and Conditions of the award may be obtained electronically. Please contact the Grants Officer at:

Dawn Addison
Grant Officer, Grants and Fiscal Policy Division
U.S. Department of Agriculture, FNS
3101 Park Center Drive Room 740
Alexandra, VA 22301
E-mail Dawn.Addison@fns.usda.gov

3. 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

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

VII. FEDERAL AWARDING AGENCY CONTACTS

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

Dawn Addison
Grant Officer, Grants and Fiscal Policy Division
U.S. Department of Agriculture, FNS
3101 Park Center Drive Room 740
Alexandra, VA 22301
E-mail Dawn.Addison@fns.usda.gov

VIII. OTHER INFORMATION

Debriefing Requests

Non-selected applicants may request a debriefing to discuss the strengths and weaknesses of submitted proposals. This information may be useful when preparing future grant proposals. Additional information on debriefing requests will be forwarded to non-selected applicants.

Projects that Include U.S. Department of Agriculture (USDA) Place Based Initiatives

Proposals with projects that include interventions in communities that have been designated USDA Place Based Initiatives may receive priority consideration. The USDA Place Based Initiatives include but are not limited to:

1. **StrikeForce for Rural Growth and Opportunity (SF)** – StrikeForce aims to create self-sustaining, long-term economic development in persistent poverty rural communities by increasing investment through intensive outreach and stronger partnership with community leaders, businesses, and foundations. StrikeForce seeks to improve food security by increasing access to safe and nutritious foods.
2. **Promise Zones (PZ)** - Promise Zones are part of the President's plan where the Federal government partners with and invests in selected high-poverty urban, rural, and tribal communities. Promise Zones leverage Federal resources to build up existing local capacity to create jobs, increase economic security, leverage private investment, expand educational opportunities, increase access to quality affordable housing, reduce violent crime and improve public safety.
3. **White House Council on Strong Cities, Strong Communities (SC2)** – As part of the President's priority to strengthen the middle class, create jobs, and build ladders of opportunity, SC2 seeks to increase cooperation between community organizations, local leadership, and the federal government. SC2 pairs on the ground Federal inter-agency teams with the Mayor and city leadership to support the community's vision for economic development. These SC2 Teams offer technical assistance and expertise to help

leverage existing Federal resources to grow local capacity and stimulate economic growth in distressed areas.

4. **Partnership for Sustainable Communities** - The Partnership for Sustainable Communities works to coordinate federal housing, transportation, water, and other infrastructure investments to make neighborhoods more prosperous, allow people to live closer to jobs, save household's time and money, and reduce pollution.
5. **Know Your Farmer, Know Your Food (KYF2)** - KYF2 strengthens the connection between farmers and consumers to better meet critical goals, including reinvigorating rural economies, promoting job growth, and increasing healthy and local food access in America. Through KYF2, USDA integrates programs and policies that stimulate food- and agriculturally-based community economic development, foster new opportunities for farmers and ranchers, and cultivate healthy eating habits and educated consumers.

RFA APPLICATION CHECKLIST

All proposals submitted under this RFA must contain the applicable elements as described in this announcement. The application must be submitted electronically through www.grants.gov, by midnight on January 27, 2017. The following checklist has been prepared to assist in ensuring that the proposal is complete and in the proper order prior to submission.

- ✓ Read the RFA carefully, usually more than once.
- ✓ Have you obtained a Dun and Bradstreet Data Universal Numbering System (DUNS) number and registered the number in the System for Award Management (SAM)?
- ✓ Have you verified that your SAM is active?
- ✓ Have you registered your entity in grants.gov and are you authorized as a user in grants.gov to submit on behalf of your agency?
- ✓ Have you prepared and submitted the appropriate forms as shown under the Required Grant Applicant Forms section on page 21 of this RFA?
- ✓ Have you included the RFA CFDA # 10.559 on your application?
- ✓ Have you included your contact information: telephone number, fax number, and e-mail address?
- ✓ Have you addressed, met, and considered any program specific requirements or restrictions?
- ✓ Is the project's proposal clearly stated?
 - Does it comply with any format requirements?
 - Does it comply with the page limitation?
 - Most importantly does it directly relate to the RFA's objectives and priorities?
 - Don't assume that reviewers know anything about your organization and its work.
- ✓ Have one or more persons read your proposal who did not participate in its writing and ensure that it was clear to them?
- ✓ Does the proposed project and budget meet the bona fide needs of the RFA?
- ✓ Is the budget summary included?
 - Does it agree with the calculations shown on the OMB budget form?
 - Is the budget in line with the project description?
- ✓ Be sure to submit a timely application into www.Grants.gov in order to meet the RFA application deadline.
- ✓ FNS reserves the right to request additional information not clearly addressed in the initial application.

RFA BUDGET NARRATIVE CHECKLIST

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

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

	YES	NO
Personnel		
Did you include all key employees paid for by this grant under this heading?		
Are employees of the applicant's organization identified by name and position title?		
Did you reflect percentage of time the Project Director will devote to the project in full-time equivalents (FTE)?		
Fringe Benefits		
Did you include your organization's fringe benefit amount along with the basis for the computation?		
Did you list the type of fringe benefits to be covered with Federal funds?		
Travel		
Are travel expenses itemized? For example origination/destination points, number and purpose of trips, number of staff traveling, mode of transportation and cost of each trip.		
Are the Attendee Objectives and travel justifications included in the narrative?		
Is the basis for the lodging estimates identified in the budget? For example include excerpt from travel regulations.		

Equipment		
Is the need for the equipment justified in the narrative?		
Are the types of equipment, unit costs, and the number of items to be purchased listed in the budget?		
Is the basis for the cost per item or other basis of computation stated in the budget?		
Supplies		
Are the types of supplies, unit costs, and the number of items to be purchased reflected in the budget?		
Is the basis for the costs per item or other basis of computation stated?		
Contractual: (FNS reserves the right to request information on all contractual awards and associated costs after the contract is awarded.)		
Has the bona fide need been clearly identified in the project description to justify the cost for a contract or sub-grant expense(s) shown on the budget?		
A justification for all Sole-source contracts must be provided in the budget narrative prior to approving this identified cost.		
Other		
Consultant Services. – Has the bona fide need been clearly identified in the project description to justify the cost shown on the budget. The following information must be provided in the justification: description of service, the consultant's name and an itemized list of all direct cost and fees, number of personnel including the position title (specialty and specialized qualifications as appropriate to the costs), Number of estimated hours X hourly wages, and all expenses and fees directly related to the proposed services to be rendered to the project.		
For all other line items listed under the "Other" heading. - List all items to be covered under this heading along with the methodology on how the applicant derived the costs to be charged to the program.		

Indirect Costs		
Has the applicant obtained a Negotiated Indirect Cost Rate Agreement (NICRA) from an Federal Agency? If yes, a copy of the most resent and signed negotiated rate agreement must be provided along with the application.		
If no negotiated agreement exists, the basis and the details of the indirect costs to be requested should also be reflected in the budget.		

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

Grant Program Accounting System & Financial Capability Questionnaire

PURPOSE

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

ORGANIZATION INFORMATION

Legal Organization Name:

D-U-Ns Number:

FINANCIAL STABILITY AND QUALITY OF MANAGEMENT SYSTEMS

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

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

AUDIT REPORTS AND FINDINGS

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

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:

REQUEST FOR APPLICATION FOR NEW APPLICANTS

Overview. FNS invites eligible State agencies, including ITOs receiving Federal food assistance funds, to apply for an opportunity to conduct Summer EBT demonstrations in summer 2018. The ongoing purpose of these demonstrations is to evaluate strategies for creating and operating successful Summer EBT programs, and to consider the effectiveness of Summer EBT in areas that are difficult to serve through existing summer meal programs such as rural areas or areas where transportation options are limited. FNS will award funds to 1-2 additional States or ITOs to begin work on their Summer EBT demonstrations in 2017 to serve approximately 5,000 children each in summer 2018.

2018 Expansion in New States or ITOs. FNS seeks new applicants under this RFA to operate Summer EBT demonstrations in additional States or ITOs so that FNS may continue to test strategies for creating and operating successful Summer EBT programs, and to consider the effectiveness of Summer EBT in areas that are difficult to serve through existing summer meals programs such as rural areas or areas where transportation options are limited. Applicants may propose changes from the requirements in the solicitation that they think will enhance the implementation of the demonstration and FNS will consider such requests on a case-by-case basis. Selected States or ITOs will be awarded two-year grants in FY2017. It is expected that work will begin in the first year of the grant (2017) and benefits will be provided to eligible households in summer 2018.

Evaluation. FNS will conduct research projects on various aspects of the Summer EBT demonstrations and may contract with outside firms to assist with Summer EBT research in the future. As a condition of award, the applicant and its partner State and local-level agencies will be required to cooperate fully with FNS or its designees to provide data and other qualitative and quantitative information on their demonstrations before, during, and after Summer EBT operations.

DEMONSTRATION DETAILS

Timeline and Activities. The applicant shall propose a schedule for all of the activities necessary to complete this demonstration. Activities should be scheduled so that food purchasing by households may begin as near as possible to the first day after the last day of the 2017/2018 school year. A sample timeline showing significant activities is provided (in Attachment D), as a resource to help new applicants determine a feasible timeline. The applicant should plan for the following activities to occur **before** the end of the school year:

- for Food package model programs, programming and retailer system changes necessary to accommodate the food package for the Summer EBT demonstration (no new foods, categories/subcategories, or UPC/PLUs will be needed);
- design and acquisition of the EBT-based summer benefit cards that will respond to a second or different letter of credit from the SNAP or WIC benefits if necessary;
- reprogramming of relevant EBT-related code by EBT staff and/or contractors, including changes needed to track funding from separate letters of credit;
- working with local SFAs to initially contact potential demonstration households and obtain their consent to participate in the demonstration;
- working with local SFAs to notify and train households to use their benefits;
- notification and training of retailers;⁴
- reprogramming of retailer register systems or WIC Management Information Systems, if necessary for benefit issuance; and
- distribution of the cards to consenting households.

Ideally, final benefits shall expire as near as possible to the day before the first day of the 2018/2019 school year. After benefits expire, the applicant should plan for the following activities to occur:

- Expunging and return of any unused funds on a schedule agreeable to FNS.
- Preparation of a progress report and other required deliverables (*see Demonstration Deliverables on page 50*).

Benefit Levels. For grantees operating a Food package model demonstration, FNS has created a Summer EBT food package containing reduced-fat milk (or allowable substitutes), cereal, eggs, whole wheat bread, beans or peanut butter, and an \$8 voucher for fresh fruits and vegetables (limited to foods on the Approved Product List). Each household selected to participate in a Food

⁴ The goal is for the summer benefit to be transparent to retailers and require no or minimal effort on their part.

package model demonstration will receive a monthly Summer EBT food package for each eligible child in the household. For grantees operating a Debit card model demonstration, each household selected to participate in the demonstration will receive benefits for each eligible child in the household. The benefit level is \$30 per month per eligible child, including pro-rated benefits for partial months if necessary.

If a consenting household contains more than one eligible child, that household will receive one Summer EBT card loaded with the total benefits for all eligible children. Please note that Summer EBT benefits are exempt from State and local sales tax.

Benefit Delivery. The applicant shall propose which entity(ies) will be responsible for developing, securing, and distributing the Summer EBT cards and how data from consenting households necessary to create and track the cards shall be collected and maintained. The applicant shall describe the household data required to create a case file for Summer EBT recipients. The applicant shall propose the method of card distribution (e.g. home delivery by U.S. mail or other means, pick-up at school or SNAP or WIC office) and the issuance cycle for benefits. The applicant should bear in mind the need to maintain confidentiality of students' free or reduced-price status when considering how to deliver benefits. Because a social security number is not required for school meals eligibility, applicants must propose a method for handling cases for which there is no social security number. Households receiving Summer EBT cards must be able to redeem them for SNAP approved foods at any SNAP authorized retailer, or WIC approved foods at any WIC authorized retailer, respectively. Benefits should be provided or loaded onto the EBT cards on a monthly or more frequent basis rather than in one lump sum at the beginning of the summer. Applicants should describe their proposed issuance method and cycle, as well as how partial months' benefits will be loaded, and, if necessary, how unused prior month benefits will be made available for continued use.

Debit card model programs: Applicants will make note, and inform their EBT processors, that SNAP and Summer EBT are two different programs with different sources of funding. Therefore, two different Letter of Credit (LOC) accounts will be required and must be tracked separately within the EBT system and facilitate monthly funding authorizations through the Federal Reserve Bank's Account Management Agent (AMA). Similarly, distinct Net Retailer Credit reports, one for each program, will need to be produced.

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

Service Areas and Populations Served. New applicants shall propose a demonstration service area consisting of one or more SFAs containing enough children eligible for free and reduced-price school meals at the end of the 2016/2017 school year to obtain consent for 5,000 children to participate in the demonstration. Unlike earlier years of the demonstration, grantees will not need to identify children for a control group. All children approved to serve through this RFA may be provided Summer EBT benefits.

For the purposes of this demonstration “Eligible Child” means a child that meets **all** of the following criteria:

1. The child is eligible to receive free/reduced price school meals;
2. The child’s household lives in the approved Summer EBT service area;
3. For experienced grantees, any returning child who previously received benefits still lives in the household, and;
4. The child was school-aged during the 2017-2018 school year.

For the purposes of this demonstration, FNS will permit States or ITOs to provide benefits to otherwise eligible children attending Community Eligibility Program (CEP) schools as follows:

5. Allow schools/districts with an Identified Student Percentage (ISP) above 62.5% to serve all otherwise eligible children;
6. For schools/districts with an ISP below 62.5%, only allow directly certified children who are otherwise eligible to receive benefits;
7. For experienced applicants, allow otherwise eligible children in households that were previously served to continue receiving benefits even if they’re in a CEP school and are not directly certified (i.e., grandfather in previously served households); and
8. Allow schools to use a group ISP. States or ITOs that choose to use a group ISP must use the same grouping as is used in NSLP/SBP and should consult with FNS to confirm that the grouping is permissible and in keeping with the intent of the Summer EBT program.

Application requirements. In the process of identifying the population to be served through this demonstration, the applicant shall:

- Identify and secure the cooperation of SFAs and specific schools under the jurisdiction of an SFA to be included in the demonstration service area.
- Propose how the households in the demonstration service area will be contacted initially.
- Propose how the applicant would request and obtain household participation and confidentiality waivers for use by demonstration partners (e.g., the EBT agency, FNS) to contact consenting households.
- Applicants choosing active consent (opt-in) must describe how they will obtain it. Applicants choosing passive consent (opt-out) must describe the process for confirming contact information.
- Propose how contact data of those consenting to participate will be transferred to partners including FNS or its designees. Describe any agreements/memorandums of understanding that will need to be in place to facilitate data sharing.

Administrative Structure. These demonstrations will require close cooperation among local SFAs, schools, State agencies overseeing School Meal Programs, SNAP or WIC, and EBT processors. Applicants should propose and justify the most appropriate administrative structure for the demonstration, determining which division or agency should lead the project and how

partners will communicate and coordinate. New applicants must identify and provide resumes for the project leader as well as lead personnel in each participating entity, including an evaluation liaison who is authorized to coordinate State agency activities with any FNS evaluation. **New applicants must provide letters of commitment from individuals authorized to commit the identified staff and/or agency resources within all of the schools, SFAs, partnering local and State agencies and EBT contractors (if applicable) expected to participate in this project.**

Retailer Participation and Training. All SNAP authorized retailers in Debit card model States and all WIC authorized retailers in Food package model states must participate in Summer EBT. Summer EBT cards will be valid for the same items as are SNAP benefits for Debit card model demonstrations, or the foods prescribed in the Summer EBT food package for Food package model demonstrations. Proposals should take into account the need for interoperability of Summer EBT benefits, should participants need to use their benefits outside of the demonstration area. Retailers throughout the State, not just in the demonstration area, must be able to redeem Summer EBT demonstration food benefits. Proposals should attempt to offer the simplest, most seamless process to food retailers as possible. Applicants shall propose adequate training to food retailers as required by their proposed system of using and processing Summer EBT benefits. At a minimum, retailers in selected States must be informed of the demonstration project, notified about the amounts and types of foods in the Summer EBT food package for Food package model demonstrations, and provided information about the appearance of the Summer EBT cards.

Integration with Current EBT System. Summer EBT will utilize the existing EBT system currently in place for SNAP in Debit card model States or WIC in Food package model states. However, a new Letter of Credit (LOC) is needed to separate the Summer EBT funding from the SNAP or WIC funding. This does not mean that the State is required to treat summer demonstration cards exactly the same as regular SNAP or WIC cards. Rather, applicants should propose how the SNAP or WIC infrastructure will be used in the most efficient way to provide summer demonstration benefits, provide user support, and track the redemptions from individual households.

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

- identification of benefits as “Summer EBT for Children” demonstration benefits;
- branding to encourage and emphasize benefit use for the household’s school age children;
- the potential impact on household acceptance and ease-of-use of integrating summer benefits onto SNAP or WIC cards, versus providing separate summer benefit cards for SNAP or WIC households;
- communicating to households about expiration of benefits monthly, and that the benefits are only provided for the summer months;

- interoperability of EBT cards among States for Debit card model demonstrations;
- training and support of users;
- potential for stigma felt by treatment households resulting from the appearance of or wording on the card; and
- expunging or expiration of benefits and return of expunged or expired funds to FNS.

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

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

Debit card model programs: Summer EBT and SNAP funds cannot be comingled by FNS because Summer EBT and SNAP funds come from separate Federal appropriations. Therefore, the EBT system must be designed so that it provides the necessary accounting to draw funding from separate Letters of Credit (LOCs) for each program, and to report outstanding liabilities through separate accounts in the Account Management Agent (AMA) system. Applicants should discuss how the EBT processor will differentiate Summer EBT funds from SNAP funds, for example by the use of separate bank identification number (BINs), accounts, cards or benefit identifiers. Proposals also should discuss why the chosen design was selected. Applicants may wish to consider, as a template, their State's plan for providing SNAP in the event of pandemic (P-SNAP) or disaster (D-SNAP).

In addition to the changes required to support separate draws and AMA accounts, for Debit card model demonstrations, FNS must ensure that other data files submitted by EBT processors can continue to support the needs of the SNAP program:

5. The STARS file, also known as the Net Retailer Credit File, contains data on the total value of SNAP benefits redeemed by each retailer each day. FNS continues to need that data broken down by program funding source. Therefore, the EBT processor must create two separate STARS files for the duration of the pilot, one showing SNAP redemptions and one showing Summer EBT redemptions at the retailer level.
6. The daily ALERT EBT transaction file will require modifications to identify benefit program type. FNS will develop new EBT Program Type codes to be used for Summer EBT transactions and transactions that may be a mixture of SNAP and Summer EBT benefits. FNS will require that mixed transactions be broken down into two separate

ALERT records. SNAP Benefit Redemption Division staff will work closely with States and EBT processors to provide guidance on these changes early in the design process.

Use and Confidentiality of Household Information. Awardees must identify and ultimately contact households with children eligible for free and reduced-price school meals in the SFAs and/or schools participating in the demonstration project. In addition, FNS or its designee may request access to this information for research purposes. The first priority of the awardee with respect to this information is protecting household confidentiality. The law governing the School Meal Programs, the Richard B. Russell National School Lunch Act, places limits on the disclosure of free and reduced-price eligibility information. While an individual child's free or reduced-price status may be shared with other Federal nutrition program administrators (such as SNAP or WIC), the law does not authorize release of household contact information for these children without first obtaining the consent of the child's parent or guardian. Therefore, for purposes of the Summer EBT, the SFA or school(s) participating in the demonstration project must be the entity that makes the first contact about the demonstration project with the households of children certified for free and reduced-price meals. Once the SFA receives consent from the households to release information, the future involvement of the SFA in the demonstration project can vary.

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

Household Support and Training. Nationally, a relatively small proportion of all National School Lunch Program children also participate in SNAP or WIC. Therefore, while some of the demonstration participants will be familiar with the use of an EBT card, many will not. In addition, problems, such as lost cards or forgotten PIN numbers, may arise over the course of the demonstration. Proposals should discuss how, when and by whom (e.g. school staff, local SNAP or WIC staff, State staff, EBT contractors) they will train demonstration families on card use and what type of user support will be provided. For Food package model programs, current WIC households should receive information on how they can manage both accounts at the store. Applicants should consider issues such as participant confidentiality and languages other than English spoken at home with respect to training (e.g., to recognize WIC retailers and foods) as well.

Food Costs. Proposals should assume that food costs will be paid in the same way as SNAP or WIC benefits are paid, utilizing the SNAP or WIC redemption infrastructure (e.g., funds maintained by the State Agency bank for Food package model programs). New awardees serving 5,000 children each can expect that selected families in the demonstration service area will spend a total of around \$385,650 to \$432,450 in Summer EBT benefits in summers of 2018. Food benefit costs for 2018 will be awarded in FY2018 and not through this solicitation.

Administrative Costs.

For the purposes of the budget portion of this proposal, administrative costs will be considered in two parts, start-up and operating costs. The applicant must provide a budget proposal separately identifying **start-up** costs (e.g., EBT programming, systems changes, card design and production) and **on-going operating** costs (e.g., user support, data management, benefit redemption, training). Proposals should justify why proposed costs are considered start-up or operational and the time period in which the cost will be incurred.

Evaluation. FNS will continue to evaluate the Summer EBT demonstrations and may contract with an outside firm for assistance. Primarily, FNS will examine strategies for creating and operating successful Summer EBT programs, and the effectiveness of Summer EBT in areas that are difficult to serve through existing summer meal programs such as rural areas or areas where transportation options are limited. Other analyses on topics related to Summer EBT may also be conducted.

To accomplish these objectives, FNS will need to plan, design, and carry out a strategy to collect and analyze information on:

- The process of establishing, launching, and operating the Summer EBT, including schedule, roles and responsibilities, and implementation issues;
- Data for the entire summer period and for each benefit period on the numbers of households and children that: consented to participate in the program, received cards, participated by using their cards at least once, participated in Summer EBT in a prior year, and that also participated in SNAP or WIC. This information must be available for the entire project and specific to each service area.
- Data for the entire summer period and for each benefit period on: the total value of benefits issued, the total value of benefits redeemed, and the number of households that exhausted all available benefits for the period.
- Household benefit transaction data as provided by the EBT processor to the State SNAP agency in the daily activity or history file for Debit card model programs, or redemptions associated with each card (i.e., from the EBT transaction data) for Food package model programs;
- The costs of start-up and on-going operations, benefits, and any other costs of the Summer EBT that are incurred by Federal, State and local governments, providers, and retailers.

As a condition of award, the Awardee and its partners will be required to cooperate fully with FNS or its designees to ensure the quality of the data provided before, during, and after demonstration operations. The Awardee shall retain all information required to operate the demonstrations for a period of at least 5 years and shall make such information available to FNS upon request. To demonstrate readiness to facilitate research and evaluations, applicants

must identify a single point of contact who will work as a liaison with FNS for research and evaluation.

DEMONSTRATION DELIVERABLES

The Summer EBT awardee shall participate in periodic conference calls with FNS to discuss implementation progress. In addition, the Summer EBT awardee shall submit certain **deliverables** to FNS. These deliverables include, but are not limited to:

- **Quarterly Progress Reports.** Quarterly progress reports must provide a description of the activities conducted during all phases of the demonstration, major accomplishments with completion dates and budget deviations from the proposed plan, difficulties encountered, solutions developed to overcome difficulties, and major planned activities for the next quarter. The Summer EBT awardee is responsible for obtaining the necessary information from its partners to complete this report. These reports are due 5 business days after the end of each quarter. FNS will return and require resubmission of any quarterly progress reports that do not provide sufficient information to document all activities, challenges, accomplishments, or deviations from the approved project plan during the reporting period.
- **Quarterly Financial Reports.** Financial reports should provide information on demonstration expenditures for the quarter and totals to date, broken down into the same categories as the original budget using SF-425. Financial reports shall be submitted via the Food Programs Reporting System (FPRS). Data must be entered and/or certified by a staff person with USDA Level 2 eAuthentication.
- **EBT Issuance and Transaction Data.** The Summer EBT awardee shall provide FNS or designee with benefit issuance and transaction data equivalent to daily activity or history file data. At a minimum, awardees must be able to provide data with household and store identifiers, date, time, benefit type and amount of each purchase made with Summer EBT cards. Reports should include daily and monthly data. Summer EBT and SNAP or WIC transaction data must be separated.
- **Annual Financial Reports.** An annual/final financial report on form SF-425 will be due 90 days after the close of the demonstration (unless otherwise noted and justified in the application). Financial reports shall be submitted via FPRS. Data must be entered and/or certified by a staff person with USDA Level 2 eAuthentication.
- **Annual Progress Reports.** A final written progress report, no more than 20 pages in length, will be due 90 days after the close of the demonstration each summer. FNS will return and require resubmission of any reports that do not sufficiently address the required elements detailed below. It must be composed of a short Executive Summary and the following:
 - A project description which includes a description of the demonstration service areas, the process of developing the EBT system, providing households with EBT cards, training households, redeeming benefits and how the State dealt with adverse events or circumstances during the demonstration operations;
 - A summary of major accomplishments, difficulties encountered and solutions developed to resolve the difficulties;

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

FEDERAL AWARD INFORMATION – NEW APPLICANTS

ANTICIPATED AWARD LEVELS AND PERFORMANCE PERIODS

In April 2017 FNS anticipates selecting 1-2 State agencies to represent their State or ITO as lead agency for a demonstration to deliver benefits in 2018. Contingent upon the availability of funds, FNS expects to award up to \$32 million dollars in grants through this RFA to new and experienced applicants. The period of performance will be approximately March 2017 to March 2019 unless otherwise justified in the application.

New States and ITOs will be awarded two-year grants to begin building infrastructure for a Summer EBT program in 2017 and to provide benefits to eligible participants in summer 2018. FNS expects to award funds to 1-2 new grantees but reserves the right to award no funds if there are no applications of sufficient technical merit. The amount awarded to each new awardee is expected to be between \$600,000 and \$750,000 in administrative funds. New State and Local Agencies will receive start-up and operational administrative costs, to be proposed by applicant. The administrative cost budget proposed by the lead agency should cover all participating government organizations (e.g., schools, non-lead State agencies) and private partners (e.g., EBT processor).

USE OF DEMONSTRATION FUNDS

The Summer EBT awardee must use demonstration funds solely for allowable, allocable, necessary and reasonable costs in accordance with 2 CFR Part 200. Awardees must account for Summer EBT funds separately from all other funds and establish financial and management reporting and controls, a separate and distinct audit trail, and a strict accounting system to ensure that Summer EBT funds and other Federal funds, e.g. SNAP or WIC, are not comingled or used inappropriately. Allowable use of funds includes, but is not limited to, personnel costs; EBT programming; development and manufacture of EBT cards; training; translation services; printing, duplication, and dissemination of materials; and, technology (hardware and software both internal and external to the demonstration) necessary for operating the demonstration and/or participating in any evaluation of the demonstration. SNAP, WIC, NSLP and other partner program funds may not be used for this demonstration. Summer EBT funds may not be used for any non-Summer EBT related SNAP, WIC, or partner costs. Payment of administrative costs to partners will be handled by the awardee. For Debit card model demonstrations, State or local funds used to support the demonstration are not eligible for SNAP matching funds.

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

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

ELIGIBILITY INFORMATION – NEW APPLICANTS

1. NEW Eligible Applicants

State agencies eligible to serve as lead agency for the demonstration are State agencies that have agreements with FNS to administer the NSLP and the School Breakfast Program, SNAP, or WIC, including ITOs operating WIC. FNS will accept applications from only one eligible State agency per State or ITO. Any State or ITO applying to use a WIC EBT system to distribute benefits must be operating WIC EBT statewide by January 1, 2017 to be eligible for an award. New applicants are those that have not been awarded a grant to administer a Federally-funded demonstration providing EBT benefits to children during the summer months in a prior year, or applicants that have experience but are unable to begin providing benefits until summer 2018. Applicants meeting the eligibility requirements for experienced applicants may submit separate applications for both the new and experienced applicant opportunities. However, only one project may be funded per applicant. It is expected that applicants carefully consider readiness for summer 2017 when choosing to apply as experienced. Experienced applicants must demonstrate the ability to operate a successful demonstration in summer 2017 in order to be considered in the experienced category.

2. Cost Sharing or Matching Considerations

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

3. Other Eligibility Criteria

State Agency Coordination.

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

Potential applicants should note that multiple demonstrations operated by multiple awardees in a single State or ITO will not be allowed. Therefore, to avoid overlap with an application, State agencies operating SNAP, WIC, or Child Nutrition Programs should coordinate on their State's Application. Recipients of this RFA must determine among themselves whether the State or ITO wishes to apply and, if it does wish to apply, which State Agency should be the lead for the project, and thus the official applicant. FNS will only accept one application per State or ITO for a Summer EBT demonstration. **Immediate coordination among relevant State agencies is critical if your State or ITO wishes to apply.**

State agencies must collaborate to ensure that only one food benefit allocation is made. Each SA must submit their own application for administrative funding. States and ITOs may not request food benefit funds be split among multiple state agencies.

4. Pre-application Screening Requirements

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

- 5) SAM, the *System for Award Management*, the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS;
- 6) FAPIIS, the *Federal Awardee Performance and Integrity Information System*, is a database that has been established to track contractor misconduct and performance;
- 7) 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.
- 8) U.S. Department of Agriculture, AD-3030, *Representations Regarding Felony Conviction and Tax Delinquent Status for Corporate Applicants*.

Applicants must also respond to the pre-application assessment questions below 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 on page 78 for new applicants to facilitate the process. Applicants must answer all the pre-application questions. While answering "yes" may be an indicator of risk, the consideration and evaluation of these questions is only an indicator of potential risk and may or may not result in an additional oversight requirements or special conditions be placed on an award should an award be made. Decisions regarding additional oversight requirements will take into consideration the total number of risks identified.

1. Has your organization received a Federal award within the past 3 years?

Yes_____ No_____

2. Does your organization utilize accounting software to manage your financial records?

Yes_____ No_____

3. Does your accounting system identify the receipt and expenditure of program funds separately for each grant?

Yes_____ No_____

4. Does your organization have a dedicated individual responsible for monitoring organizational funds, such as an accountant or a finance manager?

Yes_____ No_____

5. Is there a separation of duties for staff handling the approval of transactions and the recording and payment of funds?

Yes_____ No_____

6. Does your organization have the ability to specifically identify and allocate employee effort to an applicable program?

Yes_____ No_____

7. Does your organization have a property/inventory management system in place to track the location and value of equipment purchased under the award?

Yes_____ No_____

8. Has your organization been audited within the last 5 fiscal years?

Yes_____ No_____

9. If the answer to question number 8 is yes, was this report issued under the Single Audit requirement? If no, a hyperlink or copy of the report will be required.

Yes_____ No_____

10. If answer to question 8 is yes, was there a “Qualified Opinion” or “Adverse Opinion”?

Yes_____ No_____

11. If answer to question 8 is yes, is there a material weakness disclosed?

Yes_____ No_____

12. If answer to question 8 is yes, is there a significant deficiency disclosed?

Yes_____ No_____

APPLICATION AND SUBMISSION INFORMATION

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

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

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

General Application Guidance for New and Experienced Applicants. The application should strongly demonstrate that the applicant and its partners are capable of working together to successfully carry out the obligations of Award in a timely, efficient, and effective manner. Specifically, the application should clearly demonstrate:

- commitment of the applicant and its partners, including schools, SFAs, partnering local and State agencies and EBT contractors (if applicable), to cooperate closely with one another to achieve demonstration objectives;
- commitment of the applicant and its partners to cooperate closely with FNS to support research objectives and methods;
- sufficient technical expertise of the applicant and its partners, especially key personnel, to accomplish the goals and complete the activities described in the RFA;
- sufficient project management expertise of the applicant and its partners, especially key personnel, to oversee the demonstration operations;
- sufficient financial management expertise of the applicant and its partners, especially key personnel, to properly utilize and account for demonstration funds; and
- evidence that the demonstration service area meets all specifications designated in this RFA.

APPLICATION PROCESS- for New Applicants Only

The application process for experienced applicants can be found on page 21

Pre-Application Checklist- for New Applicants Only.

1. **Letter of Intent to Apply** (Attachment A), **due January 13, 2017.** Providing a Letter of Intent (LOI) to apply will help FNS prepare for the applications due to be submitted. Submitting an LOI does not commit the applicant to completing the application process. Not submitting an LOI does not disqualify an applicant from applying. FNS encourages all interested parties to submit an LOI.
2. **Written Clarification Questions**, if necessary, **due January 13, 2017.** New applicants

may append written clarification questions concerning the RFA to their LOI. A compilation of the questions and answers will be made available on the FNS website.

Application Checklist- for New Applicants Only. Applications for new applicants are **due February 28, 2017**. To be considered for award, they **must** include:

1. **Application** in accordance with Application Template (Attachment B-1). This application must include a request for a two-year grant for administrative funds, and a narrative that supports the administrative funding request and describes plans for use of food benefit funds in summer 2018. Food benefit funds will be awarded separately in FY2018.
2. **Letters of Commitment** from persons authorized to commit staff and resources for each essential partner:
 - State Agencies (SNAP or WIC, School Meals)
 - Local Agency(ies)
 - EBT Contractor(s)
 - School Food Authorities and Schools in the demonstration area
3. **Evaluation Cooperation Agreement** (Attachment C)
4. **Resumes** for all key personnel
5. **Mandatory Forms:**
 - Application for federal assistance (SF-424)
 - Budget information (SF-424A)
 - Assurances – Non-construction programs (SF-424B)
 - Disclosure of lobbying activities (SF-LLL)
 - Grant Program Accounting System & Financial Capability Questionnaire (found on page 78 of this RFA)

Special Instructions for New and Experienced Grantees:

- This RFA includes separate application requirements for experienced applicants and for new applicants. Please read carefully to ensure that you are completing all of the necessary requirements for either an experienced or new applicant.
- New applicants must upload completed applications to www.grants.gov by 11:59 PM, Eastern Standard Time, on February 28, 2017. Experienced applicants must upload completed applications to www.grants.gov by 11:59 PM, Eastern Standard Time, on January 27, 2017.
- New applicants shall provide letters of commitment from individuals authorized to commit the identified staff and/or agency resources within all of the schools, SFAs, partnering local

and State agencies and EBT contractors (if applicable) expected to participate in this project.

- Experienced applicants must submit separate applications through grants.gov for administrative grants and for food benefit grants. Applicants may submit the same project and budget narratives with their administrative and food benefit requests.
- Late application submission will not be considered in this competition. FNS will not consider additions or revisions to applications once they are received.
- Applications submitted without the required supporting documents, forms, certification will not be considered.
- Applications not submitted via the Grants.gov portal will not be considered.
- If multiple application packages are submitted through the grants.gov web portal by the same applicant in response to this solicitation, FNS will accept the latest application package successfully submitted. All other packages submitted by the applicant will be removed from this competition.
- 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.
- Grant awards are subject to the availability of funds.

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 Content

Include relevant topic page number

Application Project Summary

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

Project Narrative

The project narrative should clearly identify what the applicant is proposing and how it will address a solution, the expected results and/or benefits once the solution is achieved, and how it will meet the RFA program scope and objectives. The proposed project methodology should describe the project design, address program specific methodology needs, procedures, timetables, monitoring/oversight, and the organization's project staffing. *It should also address any additional RFA specific requirements.*

Application Budget Narrative

The budget narrative should correspond with the proposed project narrative and application budget. The narrative must justify and support the bona fide needs of the budget's direct cost. If the budget includes indirect costs, the applicant must provide a copy of its most recently approved Federal indirect cost rate agreement. All non-profit organizations must include their

501(c)(3) determination letter issued by the Internal Revenue Service (IRS). **All funding requests must be in whole dollars.**

Required Grant Application Forms

All applicants must complete the following forms:

The following required OMB forms can be obtained at:

<https://apply07.grants.gov/apply/FormsMenu?source=agency>

(A) Non-Construction Grant Projects Forms: SF-424 Family

1. Application and Instruction for Federal Assistance (SF-424)
2. Budget Information and Instruction (SF-424A)
3. Assurance-Non-Construction Programs (SF-424B)

(B) Additional Forms

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.”

LETTER OF INTENT (if applicable) (*ATTACH PROFORMA*)

The eligible applicant that intends to submit an application should submit a Letter of Intent notice by January 13, 2017. This notice does not obligate the applicant to submit an application but provides FNS with useful information in preparing for the review and selection process. The notice should include the potential applicant’s name and address, organization’s name, telephone number, and e-mail address of the primary point of contact. The applicant can send the letter via the mail or e-mail to the FNS Grants Officer identified below:

Dawn Addison
Grant Officer, Grants and Fiscal Policy Division
U.S. Department of Agriculture, FNS
3101 Park Center Drive Room 740
Alexandra, VA 22301
E-mail Dawn.Addison@fns.usda.gov

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

Electronic Submission: The completed applications must be uploaded to www.grants.gov by 11:59 PM, Eastern Standard Time, on **(February 28, 2017)**. Applications received after the deadline date will be deemed ineligible and will not be reviewed or considered. USDA will not consider any additions or revisions to an application once it is received. USDA will not accept mailed, faxed, or hand-delivered applications.

Dun and Bradstreet (DUNS) Number

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. Please visit the following websites to obtain additional information on how to obtain a DUNS number (www.dnb.com) and register in SAM (<https://www.sam.gov/portal/public/SAM/>).

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 you can 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 EST. There is no fee associated with obtaining a DUNS number. Obtaining a DUNS number may take several days to obtain.

System for Award Management (SAM)

What is SAM?

The System for Award Management (SAM) is combining 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.acquisition.gov/SAM_Guides/Quick%20Guide%20for%20Grants%20Registrations%20v1.pdf

Below is some additional information that should assist the applicant through this process:

SAM Registration: For applicant organizations that were previously registered in the CCR, relevant applicant information is already in SAM; set up a SAM account as necessary to update any information. To register in SAM, the applicant's DUNS number, Tax ID Number (TIN), and taxpayer name (as it appears on the applicant's last tax return) are all required. SAM verifies all information submitted by the applicant using several systems. This verification takes at least **48 hours** after your registration is submitted to SAM. Applicants must have a valid SAM registration no later than 3 days prior to the application due date of this solicitation. **Applicants that do not receive confirmation that SAM registration is complete and active should contact SAM at: <https://www.fsd.gov/app/answers/list>.**

SAM Presentation/Training

GSA has created a presentation of a SAM training. To view the presentation, please visit: <http://www.youtube.com/watch?v=mmHcKCchaiY>

This will be extremely useful for SAM users that are:

- Registering at SAM for the first time
- Setting up user permissions from CCR into the SAM registration (called migrating)

- Updating / renewing CCR record in SAM

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 grantees to begin the process at least **3 weeks before** grant the due date of the grant solicitation.

Grants.gov Registration: In order to apply for a grant, your organization must have completed the above registrations as well as register on Grants.gov. The Grants.gov registration process can be accessed at www.grants.gov/applicants/get_registered.jsp. Generally, the registration process takes between **3-5 business days**.

If you are a new user, please ensure that your organization's Point-of-Contact (POC) has designated you as an Authorized Organization Representative (AOR). If you are not designated as an AOR, you will be unable to submit your application package through the grants.gov web portal.

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 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://www.sam.gov/portal/public/SAM/>).

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

Submission Dates and Times

APPLICATION DUE DATE – NEW APPLICANTS

The completed applications must be uploaded on www.grants.gov by 11:59 PM, Eastern Time **(February 28, 2017)**. 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**

3. Funding Restrictions

Pre-award costs will not be awarded for this grant project.

4. Other Submission Requirements

APPLICATION REVIEW INFORMATION

1. Review Criteria

EVALUATION OF GRANT APPLICATION CRITERIA

FNS will pre-screen all applications to ensure that they contain the required documents and information on the **Application Checklist on page 56**. If an application does not include all appropriate information, FNS will consider the application to be non-responsive and will eliminate it from further evaluation.

Evaluation Factors and Criteria

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

APPLICATION EVALUATION PROCESS – *for New Applicants Only*

Technical Evaluation Criteria and Weights- for New Applicants Only.

Demonstration Design and Implementation (50 points)

- Demonstrates understanding of the goals and objectives of Summer EBT.
- Thoroughly describes proposed demonstration service area and demonstrates that it meets specifications outlined in RFA.
- Demonstrates the service area's potential for operating a successful demonstration, including providing relevant data on the local Child Nutrition Programs including NSLP and SBP, and SNAP or WIC operations.
- Provides reasonable plans and schedules for recruiting participants, properly handling privacy of household free and reduced-price certification status, and household data needed for participation. These plans discuss the role of partners (e.g., SFAs) and the use of translation services involved in these activities.
- Discusses scope of training planned for local office staff, retailers, participants, and community partners, discusses provision of translation services and identifies which entity(ies) will be responsible for training. For Food package model programs, discusses the percentage of WIC retailers anticipated to accept the Summer EBT card in payment (if less than 95% discusses reasons and potential remedies).
- Demonstrates a full understanding of the Summer EBT implementation and operational needs, concerns, and challenges and addresses these issues with a plan that is realistic and reasonable.
- For Food package model programs, discusses how WIC EBT and Management

Information Systems will be amended to handle the Summer EBT food package so that benefit issuance can occur. Discusses any changes that might be needed to retailer systems.

- Provides a reasonable plan and schedule for utilizing WIC or SNAP infrastructure to provide Summer EBT benefits. Discusses level of programming and training necessary to create and operate a Summer EBT process. For Debit card model programs, discusses important issues identified in the RFA such as interoperability, seamlessness to SNAP retailers, benefit settlement process, and differentiation of funding sources. For Food package model programs, discusses important issues identified in the RFA such as interoperability, seamlessness to WIC retailers, training of retailers to recognize and accept the Summer EBT food package parameters, maintaining Summer EBT benefits as separate and distinct at the transaction level from all other benefit issuances, and BINs. For both model types, discusses why chosen design was selected over other options.
- Provides a reasonable plan and schedule for development and delivery of Summer EBT cards including how the awardee will collect data to enroll users, support card users, load and pro-rate benefits, ensure that SNAP or WIC and Summer EBT transactions are separate and distinct, and expunge unused benefits if necessary. Discusses important issues identified in the RFA such as branding, easy identification of cards, use of SNAP or WIC cards verses providing separate Summer EBT cards, expiration data imprinting, and reducing stigma.
- Discusses the extent to which EBT contract modifications are necessary and provides a plan for obtaining necessary modifications on a schedule that will allow for operationalization of Summer EBT on the first day following the end of the 2017/2018 school year.
- Includes clear and realistic work plan for successfully implementing, operating, and closing the demonstration. The work plan includes schedule for achieving specific activities and who will be responsible for accomplishing those activities.
- Shows understanding of FNS' demonstration evaluation requirements, along with capacity and commitment to fulfilling those requirements.

Staffing Plan (15 Points)

- Staffing Plan provides sufficient information to document that the time commitment of key personnel appears to be appropriate for their roles in the demonstration. Includes supporting documentation (i.e., letters of support from supervisors) for all key personnel.
- Describes roles and responsibilities of key personnel and partners involved in Summer EBT within the work plan. Provides position descriptions for all key positions, including vacancies.

- Identifies individual key personnel and provides resumes for each one that document the necessary and relevant education, skills, and experience for their proposed roles.
- Includes a chart showing key personnel and partners and lines of authority.
- Staffing plan demonstrates that retailers, local agency(ies), EBT contractor (if applicable), and community partners, if any, have appropriate experience and commitment to effectively fulfill their proposed demonstration roles within the time and financial constraints of the demonstration. Letters of commitment attached to the application serve as evidence of these commitments, but narrative supporting the State's plan should also be included.

Management Plan (15 Points)

- Includes letters of support and commitment from all key State and local agencies and partners.
- Articulates how the State or ITO will provide oversight necessary to ensure high quality products, services, or outcomes and to keep the demonstration on time and within budget.
- Demonstrates effective internal controls of Summer EBT funds that are provided to partners to ensure Summer EBT funds are used only for Summer EBT purposes, with an accounting record and audit trail for Summer EBT that is separate and distinct from other Federal funding accounts, including SNAP or WIC.
- Provides a plan for managing personnel associated with the demonstration and for addressing any contingencies such as loss of key personnel.
- Shows potential for strong interrelationships, teamwork, and cooperation between the State agency and partners.

Budget (20 points)

- Budget presents and clearly separates all necessary demonstration start-up and ongoing administrative operating costs as outlined in the RFA. Costs are allowable and reasonable.
- Application includes a budget narrative describing how costs within the budget categories were derived and links between expenditures and specific activities/tasks.

Promise Zone-certified communities: Eligible Promise Zone-certified applicants will receive an additional 5 points to their total evaluation score.

2. Review and Selection Process

Following the initial screening process, FNS will assemble a peer panel group to review and determine the technical merits of each application. The peer 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 peer panel members will recommend applications for consideration for a grant award based on the evaluation scoring. The selecting official reserves the right to accept the panel's recommendation or to select an application for funding out of order to meet agency priorities, program balance, geographical representation, or project diversity. Awards will be made to applicants whose proposals have sufficient technical merit, present a strong capacity to successfully implement a demonstration, and best meet the needs and priorities of the Government. Cost sharing or matching will not be considered in the review process. FNS reserves the right to make no award if there are no applications of sufficient technical merit are received. 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 (submitted on SF-424, SF-424A, and budget or budget narrative) within the application package in response to this solicitation, FNS will only consider and evaluate the estimated funding request contained on SF-424.

X. 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 RFA. Only the recognized FNS authorized signature can bind the USDA, Food and Nutrition Service to the expenditure of funds related to an award's approved budget.

2. Administrative and National Policy Requirements

CONFIDENTIALITY OF AN APPLICATION

When an application results in an award, it becomes a part of the record of 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.

CONFLICT OF INTEREST AND CONFIDENTIALITY OF THE REVIEW PROCESS

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

ADMINISTRATIVE REGULATIONS

Federal Tax Liabilities Restrictions

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

has made a determination that this further action is not necessary to protect the interests of the Government.

Felony Crime Conviction Restrictions

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

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

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

Universal Identifier and Central Contractor Registration 2 CFR Part 25

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

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

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 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 RFA is posted will be implemented as instructed.

Government-wide Regulations

- 2 CFR Part 25: "Universal Identifier and System for Award Management"
- 2 CFR Part 170: "Reporting Sub-award and Executive Compensation Information"
- 2 CFR Part 175: "Award Term for Trafficking in Persons"
- 2 CFR Part 180: "OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Non-Procurement)"
- 2 CFR Part 200: "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards"
- 2 CFR Part 400: USDA's implementing regulation of 2 CFR Part 200 "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards"
- 2 CFR Part 415: USDA "General Program Administrative Regulations"
- 2 CFR Part 416: USDA "General Program Administrative Regulations for Grants and Cooperative Agreements to State and Local Governments"
- 2 CFR Part 417: USDA "Non-Procurement Debarment and Suspension"
- 2 CFR Part 418 USDA "New Restrictions on Lobbying"
- 2 CFR Part 421: USDA "Requirements for Drug-Free Workplace (Financial Assistance)"
- 41 U.S.C. Section 22 "Interest of Member of Congress"
- Freedom of Information Act (FOIA). Public access to Federal Financial Assistance records shall not be limited, except when such records must be kept confidential and would have been excepted from disclosure pursuant to the "Freedom of Information" regulation (5 U.S.C. 552)

General Terms and Conditions of the award may be obtained electronically. Please contact the Grants Officer at:

Dawn Addison
Grant Officer, Grants and Fiscal Policy Division
U.S. Department of Agriculture, FNS

3101 Park Center Drive Room 740
Alexandra, VA 22301
E-mail Dawn.Addison@fns.usda.gov

3. 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

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

FEDERAL AWARDING AGENCY CONTACTS

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

Dawn Addison
Grant Officer, Grants and Fiscal Policy Division
U.S. Department of Agriculture, FNS
3101 Park Center Drive Room 740
Alexandra, VA 22301
E-mail Dawn.Addison@fns.usda.gov

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.

Projects that Include U.S. Department of Agriculture (USDA) Place Based Initiatives

Proposals with projects that include interventions in communities that have been designated USDA Place Based Initiatives may receive priority consideration. The USDA Place Based Initiatives include but are not limited to:

1. **StrikeForce for Rural Growth and Opportunity (SF)** – StrikeForce aims to create self-sustaining, long-term economic development in persistent poverty rural communities by increasing investment through intensive outreach and stronger partnership with community leaders, businesses, and foundations. StrikeForce seeks to improve food security by increasing access to safe and nutritious foods.
2. **Promise Zones (PZ)** - Promise Zones are part of the President's plan where the Federal government partners with and invests in selected high-poverty urban, rural, and tribal communities. Promise Zones leverage Federal resources to build up existing local capacity to create jobs, increase economic security, leverage private investment, expand educational opportunities, increase access to quality affordable housing, reduce violent crime and improve public safety.
3. **White House Council on Strong Cities, Strong Communities (SC2)** – As part of the President's priority to strengthen the middle class, create jobs, and build ladders of opportunity, SC2 seeks to increase cooperation between community organizations, local leadership, and the federal government. SC2 pairs on the ground Federal inter-agency teams with the Mayor and city leadership to support the community's vision for economic development. These SC2 Teams offer technical assistance and expertise to help

leverage existing Federal resources to grow local capacity and stimulate economic growth in distressed areas.

4. **Partnership for Sustainable Communities** - The Partnership for Sustainable Communities works to coordinate federal housing, transportation, water, and other infrastructure investments to make neighborhoods more prosperous, allow people to live closer to jobs, save household's time and money, and reduce pollution.
5. **Know Your Farmer, Know Your Food (KYF2)** - KYF2 strengthens the connection between farmers and consumers to better meet critical goals, including reinvigorating rural economies, promoting job growth, and increasing healthy and local food access in America. Through KYF2, USDA integrates programs and policies that stimulate food- and agriculturally-based community economic development, foster new opportunities for farmers and ranchers, and cultivate healthy eating habits and educated consumers.

RFA APPLICATION CHECKLIST

All proposals submitted under this RFA must contain the applicable elements as described in this announcement. The application must be submitted electronically through www.grants.gov, by midnight on February 28, 2017. The following checklist has been prepared to assist in ensuring that the proposal is complete and in the proper order prior to submission.

- ✓ Read the RFA carefully, usually more than once.
- ✓ Have you obtained a Dun and Bradstreet Data Universal Numbering System (DUNS) number and registered the number in the System for Award Management (SAM)?
- ✓ Have you verified that your SAM is active?
- ✓ Have you registered your entity in grants.gov and are you authorized as a user in grants.gov to submit on behalf of your agency?
- ✓ Have you prepared and submitted the appropriate forms as shown under the Required Grant Applicant Forms section on page 58 of this RFA?
- ✓ Have you included the RFA CFDA # 10.559 on your application?
- ✓ Have you included your contact information: telephone number, fax number, and e-mail address?
- ✓ Have you addressed, met, and considered any program specific requirements or restrictions?
- ✓ Is the project's proposal clearly stated?
 - Does it comply with any format requirements?
 - Does it comply with the page limitation?
 - Most importantly does it directly relate to the RFA's objectives and priorities?
 - Don't assume that reviewers know anything about your organization and its work.
- ✓ Have one or more persons read your proposal who did not participate in its writing and ensure that it was clear to them?
- ✓ Does the proposed project and budget meet the bona fide needs of the RFA?

- ✓ Is the budget summary included?
 - Does it agree with the calculations shown on the OMB budget form?
 - Is the budget in line with the project description?
- ✓ Be sure to submit a timely application into www.Grants.gov in order to meet the RFA application deadline.
- ✓ FNS reserves the right to request additional information not clearly addressed in the initial application.

RFA BUDGET NARRATIVE CHECKLIST

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

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

	YES	NO
Personnel		
Did you include all key employees paid for by this grant under this heading?		
Are employees of the applicant's organization identified by name and position title?		
Did you reflect percentage of time the Project Director will devote to the project in full-time equivalents (FTE)?		
Fringe Benefits		
Did you include your organization's fringe benefit amount along with the basis for the computation?		
Did you list the type of fringe benefits to be covered with Federal funds?		
Travel		
Are travel expenses itemized? For example origination/destination points, number and purpose of trips, number of staff traveling, mode of transportation and cost of each trip.		
Are the Attendee Objectives and travel justifications included in the narrative?		
Is the basis for the lodging estimates identified in the budget? For example include excerpt from travel regulations.		

Equipment		
Is the need for the equipment justified in the narrative?		
Are the types of equipment, unit costs, and the number of items to be purchased listed in the budget?		
Is the basis for the cost per item or other basis of computation stated in the budget?		
Supplies		
Are the types of supplies, unit costs, and the number of items to be purchased reflected in the budget?		
Is the basis for the costs per item or other basis of computation stated?		
Contractual: (FNS reserves the right to request information on all contractual awards and associated costs after the contract is awarded.)		
Has the bona fide need been clearly identified in the project description to justify the cost for a contract or sub-grant expense(s) shown on the budget?		
A justification for all Sole-source contracts must be provided in the budget narrative prior to approving this identified cost.		
Other		
Consultant Services. – Has the bona fide need been clearly identified in the project description to justify the cost shown on the budget. The following information must be provided in the justification: description of service, the consultant's name and an itemized list of all direct cost and fees, number of personnel including the position title (specialty and specialized qualifications as appropriate to the costs), Number of estimated hours X hourly wages, and all expenses and fees directly related to the proposed services to be rendered to the project.		
For all other line items listed under the "Other" heading. - List all items to be covered under this heading along with the methodology on how the applicant derived the costs to be charged to the program.		

Indirect Costs		
Has the applicant obtained a Negotiated Indirect Cost Rate Agreement (NICRA) from an Federal Agency? If yes, a copy of the most resent and signed negotiated rate agreement must be provided along with the application.		
If no negotiated agreement exists, the basis and the details of the indirect costs to be requested should also be reflected in the budget.		

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

Grant Program Accounting System & Financial Capability Questionnaire

PURPOSE

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

ORGANIZATION INFORMATION

Legal Organization Name:

D-U-Ns Number:

FINANCIAL STABILITY AND QUALITY OF MANAGEMENT SYSTEMS

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

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

AUDIT REPORTS AND FINDINGS

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

APPLICANT CERTIFICATION

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

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

ATTACHMENT A—Letter of Intent to Apply
For New Applicants Only

State agencies intending to submit an application for the Summer EBT are requested to submit a Letter of Intent (LOI). This request may be made by submitting the form below to FNS by **5:00 pm EDT, January 13, 2017**. Submitting an LOI does not obligate a State Agency in any way, but will provide useful information to FNS to prepare for staffing of the review and selection process. In turn, FNS will invite all State agencies that submit an LOI to participate in a conference call to review obligations and expectations of the RFA as an aid in developing applications.

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

Dawn Addison, Grants Officer
Grants & Fiscal Policy Division
USDA Food and Nutrition Service
3101 Park Center Drive, Room 738
Alexandria, VA 22302
Dawn.Addison@fns.usda.gov

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

State Agency Name and Address:

Demonstration Director:

Telephone:

Email:

State SNAP or WIC Director:

Telephone:

Email:

State EBT Coordinator:

Telephone:

Email

State School Meals Program Director:

Telephone:

Email

ATTACHMENT B-1—Application Template
For New Applicants Only

New applicants must use the following format, including titling and numbering system presented below for the application. Use of the electronic version of this document to fill in the narrative under the headings and guidance provided is recommended.

1. **Cover Sheet.**

- a) Demonstration title—Summer Electronic Benefit Transfer for Children Demonstration
- b) State Agency or ITO name and address
- c) State Agency contact person, job title, address, phone and fax number, email address
- d) Level of funding support requested for Start-up and Operating Administrative Costs
- e) CFDA# 10.559

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

3. **Proposal Summary.** An executive summary that highlights the demonstration goals and site-specific features and provides a general timeline for the following key phases of the demonstration: planning, implementation and testing, operations, and close down

4. **Demonstration Design and Implementation.**

- a) Goals and Objectives. Briefly outline your understanding of the goals and objectives of the demonstration.
- b) Administrative Structure. Briefly describe how the demonstration will be managed, which agency will provide project direction, whom the demonstration partners are, the roles of the partners, and the organizational structure. You will discuss your management plan in greater detail later in the application.
- c) Demonstration Service Area. Describe the SFAs and schools within the demonstration area in detail, including:
 - i) Community characteristics, including a detailed description of the locality for the project; its boundaries, whether it is rural or urban, and any other relevant characteristics.
 - ii) School meals participant characteristics at the proposed site, including demographics, free and reduced-price participation data, and total enrollment (all students).

- iii) Local agency characteristics, qualifications of key staff, staffing level, structure, office space, facilities and equipment that will be used in the demonstration.

5. **Benefit Delivery Features and Operation.**

- a) Present a detailed description of proposed plans for producing, programming, delivering, redeeming, processing, and settling Summer EBT benefits and, where applicable, Summer EBT cards. Discuss important issues identified in the RFA such as interoperability, seamlessness to SNAP or WIC retailers, Program operations where existing staff are utilized, and differentiation of funding sources. Discuss why chosen design was selected over other options. Describe proposed method of collecting data to enroll users, supporting card users, loading and pro-rating benefits, ensuring that Summer EBT and SNAP or WIC transactions are recorded separately within the EBT processor's system, and expire and expunge or return unused benefits if necessary. Discuss important issues identified in the RFA such as card branding, easy identification of cards, use of existing SNAP or WIC cards versus providing separate summer benefit cards, expiration data imprinting, and reducing stigma.
- b) Describe the issuance cycle including: the length (in days) of the summer period, the first date on which benefits will be available to participants, the last date on which benefits will be available to participants, the beginning and ending dates of each benefit period, any partial or prorated benefit periods, and the date(s) by which cards will be delivered to households.
- c) For Food package model programs, discusses how WIC EBT systems and Management Information Systems will be amended to handle the Summer EBT food package so that benefit issuance can occur. Discusses any changes that might be needed to retailer systems.
- d) Describe the extent to which EBT contract and/or WIC MIS modifications are necessary, and, if so, how and when they will be accomplished.
- e) Describe computer programming that will be necessary at the WIC MIS and/or EBT processing and retailer (if necessary) level to support your plan for processing benefits and continuing to support SNAP or WIC operational and data needs, while keeping them distinct and separate from all other benefit redemptions.
- f) Discuss the expected impact of benefit delivery and processing on EBT processors and retailers.
- g) Provide a detailed description of how you will meet the requirements to provide data equivalent to daily activity or history file or transaction (redemption) data to FNS during the demonstration. At a minimum, awardees must be able to provide data with a household and store identifiers, foods and amounts of foods purchased for Food

package model programs, date, time and dollar amount of each purchase made with Summer EBT cards. Discuss any additional information that you may consider reporting and how you would report it.

- h) Describe how you will expire and expunge or terminate unused Summer EBT benefits and reconcile files when the demonstration ends.
6. **Retailer Notification and Training.** Include a plan for ensuring that retailers recognize and accept Summer EBT cards and, for WIC-model programs, the Summer EBT food package.
7. **Identifying Potential Participants, Confirming Eligibility, and Issuing Benefit Cards.** Include a plan to:
- a) Identify potential participants and confirm eligibility to receive Summer EBT benefits.
 - b) Develop a database for contacting eligible households in the demonstration area.
 - c) Make initial contact with these households, obtain confidentiality waivers, and offer households a choice to opt into or out of the demonstration to receive a benefit card for the summer.
 - d) Communicate with non-English speaking households.
 - e) Locate hard-to-reach families your team may not be able to locate with existing data.
 - f) Collect information necessary to deliver Summer EBT benefits.
 - g) Issuing benefit cards.
8. **Training.** Discuss plans to provide training to:
- a) Households receiving benefits
 - b) Staff involved in the demonstration
 - c) Retailers
9. **Evaluation and Monitoring Cooperation.** Describe procedures and duties associated with evaluation and monitoring of the demonstration, including how the State agency and its partners will work with FNS or its designees to meet evaluation needs. Specifically:
- a) Describe which State and/or local agency entity(ies) will work most closely FNS or its designee to provide qualitative or quantitative information on your program throughout the program year.

- b) Identify a single point of contact as an evaluation liaison.
- c) Provide a process for working with FNS or its designee to troubleshoot and resolve issues and refine procedures as needed.
- d) Describe the process to obtain and prepare data and information including, but not limited to, the information necessary to meet any evaluation requirements, and produce all of the deliverables included in this RFA.
- e) Provide in an appendix to the application a signed Evaluation Cooperation Agreement (Attachment C).

10. **Work Plan with Implementation Schedule.** In a table, present specific activities and deliverables with a schedule and responsible partner and key staff member. The table should include the day, or range of days, the 2017/2018 school year ends and the 2018/2019 year begins in the proposed demonstration service area, the beginning and end dates for each benefit period, and the date upon which benefits will no longer be available to participants. See example:

Activity/Deliverable	Beginning Date	Due Date	Responsible Partner	Key Staff
...	...	...	...	...
EBT contract modification	11/01/17	12/31/17	EBT State Agency, contracts division	Betty Harris
Notify Retailers	4/15/18	5/15/18	WIC Vendor Division	Louis Johnson
...	...	...	...	...

11. **Staffing Plan.**

- a) Position Descriptions. Position Descriptions, appearing as Appendix C, should provide a position description for all key demonstration positions. For key positions currently vacant, provide position description and anticipated date of hire. Key positions may include, but are not limited to:
 - i) Demonstration director at State level
 - ii) Demonstration assistant director or comparable backup position
 - iii) Evaluation Liaison
 - iv) EBT Contract and Processes Coordinator
 - v) Progress Reporting Manager (responsible for quarterly and final progress reports)
 - vi) Demonstration Financial Manager / Accountant (responsible for quarterly and final financial reports)
 - vii) SNAP or WIC Coordinator
 - viii) School, school district and/or School Food Authority Coordinator(s)

- ix) State Education agency Coordinator (if applicable)
- b) Organizational Structure. Provide an organizational chart for the Summer EBT project and a narrative that describes the management relationships and channels of communication that will be used between key personnel.
- c) Key Personnel. Key Personnel includes people who fill one or more key positions and those who will spend 25 percent or more of their time on the demonstration. The Staffing Plan shall identify and describe the duties, experience, capabilities, of key personnel, including:
 - i) Current positions and what their title on the demonstration will be
 - ii) Salary and percentage of time committed to Summer EBT for each year of the demonstration
 - iii) Specific roles and duties
 - iv) Experience, skills and education and how they are relevant to specific demonstration duties
 - v) In an appendix, attach current Resume or Vita for key personnel
 - vi) In the appendix attach letters of support from supervisors of key personnel
- d) Program Partners. The Staffing Plan should also identify key partner organizations that will contribute to implementing and operating the demonstration (e.g., partner agencies, SFAs or school districts, community partners, EBT processors and other private IT specialists, SNAP or WIC retailers). For each, describe the type of partner, its responsibilities and deliverables, the timeframe in which the partner contributed, and any anticipated challenges associated with this partner's role in Summer EBT. In the appendix to the application, provide copies of documentation in the form of letters, memoranda of understanding or agreement, resumes or other documentation that demonstrates each key partner's understanding of its role and commitment to Summer EBT and willingness to cooperate and actively participate in Summer EBT.

12. **Management Plan.**

- a) Quality Control. Discuss how the integrity of Summer EBT will be protected and ensured, including management and oversight, monitoring, management and financial controls, corrective actions and adjustment to operations to correct deficiencies or improve on operations.
 - i) Describe accountability plan, including internal controls to ensure the integrity of payments or reimbursements to EBT contractor (if applicable), retailers, and local agencies.
 - ii) Describe how Summer EBT and SNAP or WIC funds will be accounted for as distinct and separate accounts, and what audit trails and financial controls will be used to assure and demonstrate that SNAP or WIC funds are used only for SNAP or WIC purposes, and Summer EBT funds will be used only for Summer EBT -related activities.

- iii) Describe plans to monitor the integrity of the eligibility determination process in Summer EBT, including how information will be shared among agencies and other partners.
 - iv) Describe plans to monitor for benefit trafficking or other fraud in Summer EBT, including how you information will be shared with WIC or SNAP offices.
- b) External Management. Provide plans for management of outside personnel (those not in the direct line of supervision of the Summer EBT awardee such as those persons identified in Section 11d. Program Partners.) Describe how strong interrelationships, communication and teamwork will be fostered among partners by the Summer EBT awardee with:
 - i) retailers
 - ii) EBT contractor (if applicable)
 - iii) local agency(ies)
 - iv) any other community partners
- c) Contingency Plans. Describe contingency plans for ensuring that the demonstration is not unduly disrupted, and does not disrupt existing WIC or SNAP activities, by any unforeseen changes in key personnel or disruption or failure of benefit issuance systems.

13. **Budget.**

- a) Line-item Budget. This budget should include itemized estimates of Summer EBT - related start-up and operating costs. Start-up and operating costs must be clearly delineated. Applicants may propose flat rates for operating costs for SFAs and/or School partners. Food benefit costs of Summer EBT should not be included in States' budgets for this Request for Application. Food benefit costs for 2018 will be awarded in FY2018 and not through this solicitation.
- b) Budget Forms. In addition to the detailed budget, applicants must use SF-424A to prepare a budget summary for the demonstration. Provide amounts for all major budget categories. Forms are available in electronic version at www.grants.gov.
- c) Budget Narrative. Provide a detailed explanation for all funds requested in the line-item budget and describe how those costs were derived and how they relate to demonstration goals, objectives and each major proposed activity, and why they should be considered as start-up and not operational costs. Details must be provided for both Federal and non-Federal resources, including in-kind contributions. Costs for EBT system changes and retailer system programming must be detailed and supporting documentation (e.g., quotes from EBT vendor, third party processors) must be included.
- d) Budget Assumptions. The budget should assume demonstration activities will take place from approximately March 2017 to March 2019 unless otherwise justified in the

application.

- e) Indirect Cost. Applicants claiming an indirect cost MUST attach a copy of the State Agency's negotiated and approved rate.

14. **Assurances and Disclosure Attachments.** Attach the following mandatory forms, which with their instructions, can be found in an electronic version at www.grants.gov :

- a) Application for federal assistance (SF-424)
- b) Budget information (SF-424A)
- c) Assurances – Non-construction programs (SF-424B)
- d) Disclosure of lobbying activities (SF-LLL)

15. **Appendices.** Include each of the following as a separate appendix:

- a) Resumes for key personnel
- b) Signed letters of support from supervisors of key personnel
- c) Job descriptions for key personnel, indicating those that must be hired
- d) Copies of letters, agreements or memoranda of understanding with all partners including other State agencies, local agencies, the EBT contractor (if applicable), and key retailer groups.
- e) Signed Evaluation Cooperation Agreement (Attachment C)
- f) Any other supporting documentation referenced in the application

ATTACHMENT B-2—Application Template
For Experienced Applicants Only

Experienced applicants must use the following format, including titling and numbering system presented below for the application. Use of the electronic version of this document to fill in the narrative under the headings and guidance provided is recommended.

1. **Cover Sheet.**

- a) Demonstration title—Summer Electronic Benefit Transfer for Children Demonstration
- b) State Agency or ITO name and address
- c) State Agency contact person, job title, address, phone and fax number, email address
- d) Level of funding support requested for: Administrative Costs in 2017, Food Benefit Costs in 2017, and Administrative Costs in 2018
- e) CFDA# 10.559

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

3. **Proposal Summary.**

- a) Provide an executive summary that highlights key information including:
 - i) A description of your proposed 2017 project.
 - ii) A description of, and explanation for, any significant changes in service areas from prior years including, but not limited to: proposed new service areas, increasing or decreasing the number of children provided with benefits within an existing service area, changes to the population served within an existing service area.
 - iii) A description of, and explanation for, any significant changes in program administration from prior years.
 - iv) Your primary goals for the 2017 project year.
 - v) If requesting 2018 administrative funds, a brief overview of your proposed plans for 2018 (complete 2018 program proposals will be requested in FY18).
- b) Provide the following information in tabular form.
 - i) Total number of children approved to serve in 2016.
 - ii) Total number of children proposed to serve in 2017.
 - iii) Number of children proposed to serve in existing service areas in 2017.
 - iv) Number of children proposed to serve in new service areas in 2017.
 - v) Number of children expected to participate (i.e. redeemed any benefits during the summer) in 2017.
 - vi) Average benefit amount to be issued per child including prorated benefits (total for the summer and for each benefit period) in 2017.

- vii) Projected benefit redemption rate for participating children (i.e. the percentage of benefits redeemed as a share of total available benefits) in 2017.
- viii) Projected food costs for 2017 and how this number was calculated (include participation estimates and benefit redemption estimates).
- ix) Total food grant request for 2017.

Example:

Plan Specification	Proposal for 2017
Total Number of Children Approved to Serve in 2016	
Total Number of Children Proposed to Serve in 2017	
Number of Children Proposed to Serve in Existing Service Areas in 2017	
Number of Children Proposed to Serve in New Service Areas in 2017	
Number of Children Expected to Participate (i.e. redeemed any benefits during the summer) in 2017	
Average Benefit Amount to be Issued per Child* Total for the Summer	
Average Benefit Amount to be Issued per Child* In Benefit Period 1	
Average Benefit Amount to be Issued per Child* In Benefit Period 2	
Average Benefit Amount to be Issued per Child* In Benefit Period 3	
Projected Redemption Rate for Participating Children	
Projected food costs and how this number was calculated (include participation estimates and benefit redemption estimates)	
Total Food Grant Request	

4. **2017 Program Year Goals.** Briefly outline your goals for the 2017 program year, how you will measure your progress towards these goals, and the step(s) you will take to achieve them. Goals should include (but are not limited to):
 - i) The number of children to whom you propose to provide benefits in 2017.
 - ii) Participation levels (i.e., the number of children participating by redeeming benefits at least once, or the rate of participation that you aim to achieve).
 - iii) Benefit redemption levels (i.e., the rate of benefit usage among participating children that you aim to achieve).
 - iv) Any expansion efforts including serving more children, adding new service areas, adding new school districts, or otherwise growing the program.
 - v) Timeliness of completing program activities.
 - vi) Improved program efficiency.
 - vii) Improved outreach or technical assistance.
5. **Service Areas.** Describe each existing service area (e.g., cities, counties, school districts,

etc.) and any proposed new service areas. This information should be provided in tabular form. A template is included in Attachment F. For each service area include:

- a) The name of the service area.
- b) The project years that the service area has participated in Summer EBT.
- c) The type of service area (e.g., county, SFA, city).
- d) Whether it is rural, suburban, or urban.
- e) An explanation of why this service area was selected for participation in 2017.
- f) The total number of SFAs in the service area.
- g) The number of participating SFAs in service area.
- h) The number of participating CEP SFAs in service area.
- i) The approximate number of school-age children in the service area (total enrollment).
- j) The approximate number of children in the service area meeting Summer EBT eligibility requirements found on page XX of this RFA.
- k) The total number of children proposed to serve in the service area.
- l) The number of food retailers accepting Summer EBT benefits in the service area.
- m) Any other relevant information about the service area.

6. **Benefit Delivery Features and Operation.** For each of the sections below, note if the proposal is different from approved prior year plans.

- a) Present a detailed description of plans for producing, programming, delivering, redeeming, processing, and settling Summer EBT benefits and, where applicable, Summer EBT cards. Describe proposed method of collecting data to enroll users, supporting card users, loading and pro-rating benefits, ensuring that Summer EBT and SNAP or WIC transactions are recorded separately within the EBT processor's system, and expire and expunge or return unused benefits if necessary. Discuss important issues such as card branding, easy identification of cards, expiration data imprinting, and reducing stigma.
- b) Describe the issuance cycle including: the length (in days) of your summer period, the first date on which benefits will be available to participants, the last date on which benefits will be available to participants, the beginning and ending dates of each benefit period, any partial or prorated benefit periods, and the date(s) by which cards will be delivered to households.
- c) Describe any additional EBT contract and/or WIC MIS modifications that are necessary for this program year and how and when they will be accomplished.
- d) Provide a detailed description of how you will meet the requirements to provide data equivalent to daily activity or history file or transaction (redemption) data to FNS during the demonstration. At a minimum, grantees must be able to provide data with a household and store identifiers, foods and amounts of foods purchased, date, time and dollar amount of each purchase made with Summer EBT cards. Discuss any additional information that you may consider reporting and how you would report it.
- e) Describe how you will expire and expunge or terminate unused Summer EBT benefits when the demonstration ends.

7. **Identifying Potential Participants, Confirming Eligibility, and Issuing Benefit Cards.** Present a detailed description of your plan for identifying potential participants, confirming eligibility, obtaining consent, and issuing benefit cards. Note any differences from approved prior year plans.
8. **Communications, Training, and Technical Assistance.** Discuss plans for communications, training, and technical assistance activities including, but not limited to:
 - a) Providing training or informational materials to eligible households.
 - b) Communications with households to offer technical assistance or information on benefit use and benefit periods.
 - c) Providing training or informational materials to SNAP or WIC retailers.
 - d) Providing a help desk or other technical assistance to participants, SNAP or WIC retailers, and others.
 - e) Ensuring participant access to participating SNAP or WIC retailers.
9. **Evaluation and Monitoring Cooperation.** Describe procedures and duties associated with evaluation and monitoring of the demonstration, including how the State agency and its partners will work with FNS or its designees to meet evaluation needs. Specifically:
 - a) Describe which State and/or local agency entity(ies) will work most closely FNS or its designee to provide qualitative or quantitative information on your program throughout the program year.
 - b) Identify a single point of contact as an evaluation liaison.
 - c) Provide a process for working with FNS or its designee to troubleshoot and resolve issues and refine procedures as needed;
 - d) Describe the process to obtain and prepare data and information including, but not limited to, the information necessary to meet any evaluation requirements, and produce all of the deliverables included in this RFA.
 - e) Provide in an appendix to the application a signed Evaluation Cooperation Agreement (Attachment C).
10. **Work Plan with Implementation Schedule.** In a table, present specific activities and deliverables with a schedule and responsible partner and key staff member. The table should include the day, or range of days, for the 2017 summer period, the beginning and end dates for each benefit period, and the date upon which benefits will no longer be available to participants.

See example:

Activity/Deliverable	Beginning Date	Due Date	Responsible Partner	Key Staff
...	...	...	...	...
Planning meetings with	1/20/17	1/31/17	EBT State Agency,	Winston

DOE			contracts division	Newman
Update outreach materials for participants	3/15/17	3/31/17	DHHS	Jane Burt
...	...	...	...	...

11. Program Structure, Staffing Plan, and Program Partners.

- a) Administrative Structure. Briefly describe how the demonstration will be managed, which agency will provide project direction, who are the demonstration partners, the roles of the partners.
- b) Organizational Structure. Provide an organizational chart for the Summer EBT project and a narrative that describes the management relationships and channels of communication that will be used between key personnel.
- c) Position Descriptions. Provide a position description for all key project positions. For key positions currently vacant, provide position description and anticipated date of hire.
- d) Key Personnel. Key Personnel includes people who fill one or more key positions and those who will spend 25 percent or more of their time on the project. Identify and describe the duties, experience, capabilities, of key personnel, including:
 - i) Current positions and what their title on the demonstration will be
 - ii) Salary and percentage of time committed to Summer EBT for each year of the demonstration
 - iii) Specific roles and duties
 - iv) Experience, skills and education and how they are relevant to specific demonstration duties
- e) Program Partners. Identify all partner organizations that will contribute to implementing, operating, or promoting your Summer EBT program in 2017 (e.g., partner agencies, SFAs or school districts, participating households, community partners, EBT processors and other private IT specialists, SNAP or WIC retailers). For each, describe the type of partner, its responsibilities and deliverables, the timeframe in which the partner contributed, and any anticipated challenges associated with this partner's role in Summer EBT.

12. Management Plan.

- a) Quality Control. Discuss how the integrity of Summer EBT will be protected and ensured, including management and oversight, monitoring, management and financial controls, corrective actions and adjustment to operations to correct deficiencies or improve on operations.
 - i) Describe the accountability plan, including internal controls to ensure the integrity of payments or reimbursements to EBT contractor (if applicable), retailers, and local agencies.
 - ii) Describe how you will monitor the integrity of the eligibility determination process

in Summer EBT, including how you will share information among agencies and other partners.

iii) Describe how you will monitor for benefit trafficking or other fraud in Summer EBT, including how you will shared information with your WIC or SNAP offices.

b) External Management. Provide plans for management of outside personnel (those not in the direct line of supervision of the grantee such as program partners identified in this RFA). Describe how strong interrelationships, communication and teamwork will be fostered among partners by the grantee with:

i) Retailers.

ii) EBT contractor (if applicable).

iii) Local agency(ies).

iv) Any other community partners.

c) Contingency Plans. Describe contingency plans for ensuring that the demonstration is not unduly disrupted by any unforeseen changes in key personnel or disruption or failure of benefit issuance systems.

13. **Budget.** Both administrative funding and food funding will be awarded to experienced applicants through this RFA. Experienced applicants will need to provide 2 budget requests, one for administrative funds and one for food benefit funds. These can both be included together in the overall budget narrative but must be accompanied by a separate SF-424 and 424a specific to administrative or food benefit funds. Applicants must make certain that the food benefit request is sufficient to cover projected participation and redemption rates.

Applicants may also include administrative costs for the 2018 project year in the administrative funds request. Plans for use of these funds must also be described in the program plan. FNS understands that having access to administrative funds year-round enables grantees to more efficiently operate their Summer EBT programs. Administrative funds for 2018 may be awarded through this RFA if sufficient funding is available.

a) Line-item Budget. This budget should include itemized estimates of Summer EBT-related administrative costs and food benefit costs. Experienced applicants must include budget documents that support the maintenance of their largest prior program year and, if desired, expansion to new areas or expanding to serve more children within existing project areas. Applicants may submit one budget request that incorporates the costs for both maintaining the project as well as expanding. However, budget line items that support expansion should be separate from maintenance of effort line items. Applicants may also submit a pre-award request for authorization to begin selected program activities prior to receiving program funding. This should be a separate line item or items in the budget request and the reason for the request should be detailed in the supporting narrative. Limited authorizations for pre-award spending may be approved. However, applicants will need to use non-program funds to support this until

the grant award is received. Grant monies from the 2016 award may not be used for your 2017 project unless otherwise approved by FNS.

- b) Budget Forms. In addition to the detailed budget, applicants must use separate SF-424As to prepare a budget summary for administrative costs and a budget summary for food benefit costs. The form for administrative costs must include amounts for all major budget categories. Forms are included in the RFA package.
- c) Budget Narrative. Provide a detailed explanation for all funds requested in the line-item budget and describe how those costs were derived and how they relate to demonstration goals and each major proposed activity. Details must be provided for both Federal and non-Federal resources, including in-kind contributions. Costs for EBT system changes and retailer system programming must be detailed and supporting documentation (e.g., quotes from EBT vendor, third party processors) must be included. Food costs should be described including how the costs were calculated and any assumptions included in the calculation (e.g., participation estimates, benefit redemption rate estimates, the length of the summer period, and any prorated benefits, etc.).
- d) Budget Assumptions. The budget should assume demonstration activities will take place from approximately March 2017 to March 2019 unless otherwise justified in the application.
- e) Indirect Cost. Applicants claiming an indirect cost MUST attach a copy of the State Agency's negotiated and approved rate.

14. **Food Package (WIC Model Projects Only).** Provide your food package in tabular form. If you are proposing changes to the food package you used in prior years, describe the changes and explain your reason for proposing these changes.

15. **Assurances and Disclosure Attachments.** Attach the following mandatory forms, which with their instructions, can be found in an electronic version at <https://www.fns.usda.gov/ops/summer-electronic-benefit-transfer-children-sebtc>.

- a) Application for federal assistance (SF-424)
- b) Budget information (SF-424A)
- c) Assurances – Non-construction programs (SF-424B)
- d) Disclosure of lobbying activities (SF-LLL)

16. **Appendices.** Include the following as a separate appendix:

- a) Job descriptions for key personnel, indicating those that must be hired
- b) Copies of letters, agreements or memoranda of understanding with all partners including other State agencies, local agencies, the EBT contractor (if applicable), and key retailer groups.

- c) Signed Evaluation Cooperation Agreement (Attachment C)
- d) Any other supporting documentation referenced in the application

Attachment C—Evaluation Cooperation Agreement

Date _____

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

- Working in cooperation with the FNS or designee to trouble-shoot and resolve issues and refine procedures to the extent of the Summer EBT awardee's control.
- Making all efforts to ensure the quality of the data provided to FNS or designee.
- Facilitating access of the FNS or designee to participants, SNAP or WIC agency staff, retailers, EBT contractor staff (if applicable) and other demonstration partners for interviews, providing address and contact information and updates to that information as necessary.
- Providing EBT redemption data as described in the RFA.
- Providing copies of demonstration documents, such as meeting notes, progress reports, and memoranda.

Signed

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

Attachment D—Sample Timeline

Summer EBT Work Plan with Implementation Schedule

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

Hire temporary employee to enter Summer EBT household data into State Education Database			
Temp enters household data into State Education Database			
Begin process to hire temporary staff to enter Summer EBT hh data into EBT Management System			
Develop participant training materials			
Develop retailer training materials			
Hire temporary employee to enter Summer EBT household data into EBT Management System			
Write and submit first quarterly program report to FNS			
Write and submit second quarterly program report to FNS			
Train temporary employee how to enter Summer EBT hh data into EBT Management System and start entering			
Notify households about whether they were selected as Summer EBT participants			
Send file of Summer EBT participant households to the processor to create accounts for Summer EBT households			

Notify Retailers about Summer EBT and send training materials			
Send Summer EBT cards and EBT user training materials to selected households			
Deposit benefits: Prorated amount for June 17-30, full amount for July and August, prorated amount for Sept 1-6			
Write and submit third quarterly program report to FNS			
Make all benefits remaining in accounts inaccessible.			
Expunge unused benefits			
Follow up activities to include steering team evaluating the internal processes used throughout the 1 st year of implementation of this award in order to improve processes if necessary during year 2.			
Write and submit fourth quarterly program report to FNS			
Write and submit final program report to FNS			
Submit final financial report via FPRS			

Attachment E: Data Needs for Summer EBT

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

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

Notes:

1. For hybrid SNAP model sites, transaction activity at the authorization level is needed to identify transactions affecting Summer EBT benefits. This is different from the ALERT file, which has one record per transaction regardless of the number of benefit authorizations affected. For State, the ALERT file format will be acceptable as long as transactions are identified by benefit type as debiting/crediting Summer EBT benefits. File format for WIC will be identified in each site. Data list includes defined evaluation needs; additional available data will be considered.

2. FNS retailer number is needed for all retailers with Summer EBT transactions, in order to link to FNS STARS/REDE data and determine FNS retailer type. WIC States can provide a crosswalk of State WIC retailer number to FNS retailer number in a separate file, if FNS number is not included in the WIC EBT transaction data. This file or the transaction file should also include WIC retailer type.

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

Participation reports (monthly)

- Number of households receiving Summer EBT benefits

- Amount of benefits issued (\$ total for SNAP sites, number of children receiving benefits for WIC sites)

- Number of households by number of transactions (0, 1, 2, 3, 4, 5, 6 or more)

- Amount of benefits redeemed (\$ for SNAP and WIC sites; quantity by food item category and fruit/vegetable \$ for WIC sites)

- Amount of benefits remaining in accounts (\$ for SNAP and WIC sites; quantity by food item category and fruit/vegetable \$ for WIC sites)

- Amount of benefits expunged from inactive Summer EBT -SNAP accounts or expired from Summer EBT -WIC accounts (\$) (one-time report at close-out of POC year)

Transaction activity reports (monthly reports for debits and credits)

- Number and value of transactions by time of day (hourly preferred)

- Number and value of transactions by day of month

- Number and value of transactions by type of retailer

- Number of denied transactions, by reason

- Number of cards by number of transactions (if not always 1 card per household)

Summer EBT card issuance data (monthly; only count cards issued specifically for Summer EBT)

- Number issued

- Number lost/stolen

- Number replaced

- Number of PIN locks

3. Financial reports

A standard financial report, as provided to FNS, for labor costs, other direct costs (e.g., travel, supplies, materials), subcontractor costs, and indirect costs (including grant funds and other funds). See tables B-2 thru B-4 for sample evaluation reporting format; this is in addition to the FNS-425 form.

The three table shells that follow provide a model of the expenditure information needed by the Evaluation Team from Dept. to assess the costs involved in implementing Summer EBT. Dept. may provide this information in whatever format is easiest through standard accounting reports, rather than requiring a particular format. These tables provide a sample format and an example listing of the items desired. The information will be provided quarterly; the first quarter is January-March 2011.

In the "Grant Funds" columns, details would be reported for the expenditures funded by the

Summer EBT grants as reported on the FNS-425 form. In the “Non-grant funds” columns, details would be reported for expenditures of funds other than Summer EBT grants, such as state or local funds. “Startup” expenditures are one-time costs to implement Summer EBT; “Ongoing” expenditures are recurring costs to operate Summer EBT.

Table B-2: Sample Format for Grantee Expenditure Reports

Type of Costs	Grant Funds		Non-Grant Funds		Total
	Start-Up	Ongoing	Start-Up	Ongoing	
Labor *					
Staff Title I					
Staff Title II					
Etc.					
Total					
Fringe Benefits					
Other Direct Costs**					
Contractual					
EBT Contractor					
Other Private Contractor					
Other State Agency					
SFAs					
Community Partner(s)					
Total Direct Costs					
Indirect Costs					
Total					

Note: Table B-2 could also be used as a model for other State Agencies involved in the grant.

* If possible, please provide the more detailed labor information outlined in Table B-4.

**Other direct costs include items such as travel, printing, postage, and shipping. Itemization of these costs is not needed, but they can be reported separately if that is easier.

Table B-3: Sample Format for Subgrantee Expenditure Reports

Type of Costs	Grant Funds		Non-Grant Funds		Total
	Start-Up	Ongoing	Start-Up	Ongoing	
Labor *					
Staff Title I					
Staff Title II					
Etc.					

Total					
Fringe Benefits					
Travel					
Other Direct Costs**					
Subcontracts					
Total Direct Costs					
Indirect Costs					
Total					

* If possible, please provide the more detailed labor information outlined in Table B-4.

**Other direct costs include items such as printing, postage, and shipping.

Table B-4: Sample Format for Detailed Labor Schedule

Type of Costs	Grant Funds		Non-Grant Funds		Total
	Start-Up	Ongoing	Start-Up	Ongoing	
Labor *					
Staff Title I					
Hours/ %FTE					
Salary or Hourly Rate					
Total Cost					
Staff Title II					
Hours/ %FTE					
Salary or Hourly Rate					
Total Cost					
Etc.					
Total Labor					

*Please include a line for volunteer labor and number of hours, if applicable. Also, indicate if any staff is temporary or if overtime labor is being used. Please include support staff such as clerical workers, as well as managers and professional staff.

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

- Number of schools offering NSLP with/without SBP; total enrollment in area schools;

- Number and percentage of students approved for free/reduced-price meals;
- Average daily participation in NSLP and SBP;
- Number of schools/other locations with after-school programs offering snacks;
- Availability of other Child Nutrition programs;
- Characteristics of individual schools in the project area (grade range, USDA nutrition programs offered, Team Nutrition/other nutrition promotion and education, enrollment, number of students approved for free and reduced-price meals).

Attachment F—Service Area Information for Experienced Applicants

Service Area Information												
Name of Service Area*	Project Years Participating in Summer EBT	Type of Service Area (e.g., County, SFA, City, Other)	Urbanicity (i.e., Urban, Suburban, or Rural)	Reason Selected for Summer EBT	Total Number of SFAs in Service Area	Number of Participating SFAs in Service Area	Number of Participating CEP SFAs in Service Area	Approximate Number of School-age Children in Service Area	Approximate Number of Summer EBT Eligible Children in Service Area	Total Number of Children Proposed to Serve in Service Area	Number of Food Retailers Accepting Summer EBT Benefits in the Service Area	Other
Example: Springfield	2012, 2013, 2015, 2016, 2017	City	Urban		5	1	0	200,000	50,000	28,000	37	