



## **Supplemental Nutrition Assistance Program (SNAP)**

### **Process and Technology Improvement Grants**

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**Fiscal Year 2022 Request for Applications (RFA)**

**Catalog for Federal Domestic Assistance Number (CFDA): 10.580**

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## APPLICATION CHECKLIST

This application checklist provides a list of the required documents. However, the Food and Nutrition Service (FNS) expects that applicants will read the entire Request for Application (RFA) prior to the submission of their application and comply with all requirements outlined in the solicitation. The Application Checklist is for applicant use only and should not be submitted as part of the Application Package.

Complete the following **at least four weeks** prior to submission:

- Obtain a Unique Entity Identifier (UEI) number;
- Register the UEI number in the System for Award Management (SAM); and,
- Register in Grants.gov.

The RFA discusses these requirements in [Section II “Federal Award Information.”](#)

When **preparing your application**, ensure:

- Application format and narrative meet the requirements included in [Section IV “Application and Submission Information.”](#)
  - The application should be 25 pages or less, excluding the cover sheet, table of contents, resumes, letter(s) of commitment, letter(s) of endorsement, appendices, and required forms.
  - The application **must** include a letter of commitment or letter of endorsement to be considered for funding unless the applicant is a State agency submitting an application on its own.
  - The application includes a line-item budget narrative, formatted in a table.
  - The line-item budget and other budget references in the application must be consistent with the SF-424A form.
- Your application should meet priority requirements outlined in [Section I “Program Description.”](#)

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

- Cost Allocation
  - If other programs will benefit from this project, the costs supported by the grant will only fund the SNAP aspects of the project.
- Personnel
  - Proposal includes all key employees paid for by the grant.
  - Proposal identifies employees by name, position, and title.
  - The percentage of time the Project Director will devote to the project in full-time equivalents (FTEs).
  - Your organization’s fringe benefit rate and amount, as well as the basis for the computation.
  - The type of fringe benefits to be covered with Federal funds.
- Travel
  - Expenses are itemized and explained in the budget narrative. For example: origination/destination points, number and purpose of trips, number of staff traveling, mode of transportation, and cost of each trip.
  - Attendee objectives and travel justifications are included in the budget narrative.

- Basis for lodging estimates are identified in the budget narrative.
- Equipment
  - Equipment costs are justified in the budget narrative.
  - Types of equipment, unit costs, and number of items are listed in the budget narrative, along with basis for cost per item.
- Supplies
  - Types of supplies, unit costs, and number of items are listed in the budget narrative, along with basis for cost per item.
- Contractual and Consultant Costs
  - The need for a contractor has been identified in the proposal, and the cost is justified in the budget narrative.
  - Applicants that are required to issue a bid have provided a narrative explaining the requirement and provided a reasonable estimate for contractual and consultant costs.
- Indirect Cost Information
  - Indirect cost information (either a copy of a Negotiated Indirect Cost Rate Agreement (NICRA) or if no agreement exists and the applicant has never been approved for a NICRA, they may charge up to 10% de minimis). If applicant is requesting the de minimis rate or indirect costs are not requested, please indicate this in the budget narrative.
- Other
  - Any other costs associated with this project are itemized, explained, and reasonable.

As part of the application, applicants must **certify**:

- Grant funds will be used for a new project and will not be used for ongoing costs to carry out an existing project.
- No more than 25% of the required grant funds support outreach activities.

The RFA discusses these requirements in [Section II “Federal Award Information.”](#)

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

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

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

- All non-profit organizations must include their 501(c)(3) determination letter issued by the Internal Revenue Service (IRS)
- Letter(s) of Commitment
- Letter(s) of Endorsement

The IRS determination letter, the letter of commitment, and the letter of endorsement are all discussed in [Section IV “Application and Submission Information.”](#)

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# I. PROGRAM DESCRIPTION

## AUTHORIZING LEGISLATION

Section 11(t) of the Food and Nutrition Act of 2008 (Public Law 116-94), as amended, Grants for Simplified Application and Eligibility Determination Systems and Improved Access to Benefits, authorizes the Food and Nutrition Service Agency (FNS) to annually award up to \$5 million<sup>1</sup> in grants to State agencies administering the Supplemental Nutrition Assistance Program; State or local governments; agencies providing health or welfare services; public health or educational entities; or private nonprofit entities, such as community-based or faith-based organizations, food banks, or other emergency feeding organizations. These grants, known as Process and Technology Improvement Grants, allow applicants to “develop and implement supplemental nutrition assistance program simplified application and eligibility determination systems.”

Throughout this Request for Applications (RFA), the term “State agencies” refers to the agencies of the 50 States, the District of Columbia, the Virgin Islands, and Guam that administer SNAP.

## PURPOSE

Process and Technology Improvement Grants support efforts by State agencies and their community-based and faith-based partners to develop and implement projects that focus on improving the quality and efficiency of Supplemental Nutrition Assistance Program (SNAP) operations and processes.

### Fiscal Year 2022 Priorities

This grant competition requires applicants to respond to **at least one** of the following three priority areas and to report qualitative and quantitative data in order to measure meeting the objective(s) associated with those priority area(s).

Proposed project activities should be **clearly** aligned to at least one of these objective(s) in the [Activities/Indicators Tracker](#).

- 1. Utilize technology-based tools to expand enrollment of underserved populations.**<sup>2</sup> Proposals will invest in technology to reach underserved communities while recognizing the intersectionality of food insecurity and inequality. Proposals may include activities such as:

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<sup>1</sup> These awards are contingent upon the availability of funds.

<sup>2</sup> Underserved populations may include: persons of color; persons with Limited English Proficiency (LEP); immigrant communities and mixed status families; veterans; college students; and all other populations listed as underserved communities in [E.O. 13985 “Advancing Racial Equity and Support for Underserved Communities Through the Federal Government.”](#)

- Creating tools to enhance application assistance for SNAP partners that work with underserved communities.<sup>3</sup>
- Reducing technological or process-based barriers to entry for persons with a disability or Limited English Proficiency through improving the accessibility of online or telephonic services.
- State agency efforts to analyze sociodemographic and SNAP data to identify and address disparities in SNAP access.<sup>3</sup>

**2. Aid in the transition from pandemic operations and improve disaster response operations.** Proposals will employ technology to maintain or improve service levels as States transition off pandemic related flexibilities and incorporate lessons learned about effective use of technology and new ways of working from the COVID-19 pandemic and natural disasters. Proposals may include activities such as:

- Establishing or enhancing telephonic interview and signature capabilities.
- Developing and/or enhancing mobile responsive websites, mobile applications, online applications, and online portals to upload verification documents.
- Investing in or modernizing tools for Disaster SNAP (D-SNAP) operations, such as online pre-registration capabilities, online ID verification via data matching and/or other State agencies and other available sources, and expedited EBT card issuance.

**3. Modernize SNAP customer service, client communication, and administrative processes to improve accessibility, transparency, and responsiveness.** Proposals will improve day-to-day SNAP operations and help improve the customer experience. Proposals may include activities such as:

- Engaging in business process improvement efforts that enhance the client experience.
- Developing combined applications and partnerships across State operated assistance programs to increase client access and alignment between programs.
- Notice improvement to increase client understanding and improve messaging, including via text message reminders, within regulatory requirements.

The examples above are suggestions. FNS welcomes other projects that support these priorities. FNS also highly encourages applicants to propose *innovative* ideas to solve both common and unique problems associated with application and eligibility processes. Proposed activities should clearly align to these priorities/objectives in the [Activities/Indicators Tracker](#).

Proposals should clearly demonstrate how they will support any of the priority areas listed above, including how they may affect one or more aspects of the SNAP certification process.

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<sup>3</sup> Disclosure or sharing of SNAP household data must meet regulatory requirements at 7CFR 272.1(c). Please see [Restrictions on Funding Use](#) for more information.

Proposals must identify how one or more of the following SNAP processes will be improved as a result of the proposed project:

- SNAP Application Intake
- SNAP Application Screening, especially for underserved populations
- Interview
- Verification
- Notices
- Client Reporting
- Recertification
- Program access, especially for underserved populations
- Program integrity

### **Fiscal Year 2022 Focus Area**

Based on Agency priorities, FNS may include a focus area(s) for this grant competition. The focus area for this RFA is outlined below. Proposals are not required to address a focus area. Points will not be awarded for addressing a focus area. FNS may award grants out of order if the project is determined to advance Agency priorities in the following focus area:

**Human-Centered Design (HCD):** Proposals that approach design solutions from a human perspective to modernize program delivery and improve the customer experience, as described in the FY 2022 Agency priorities. Projects that incorporate HCD focus on usability through collaboration with program participants in usability testing, focus groups, user research, or other methods to improve SNAP processes for the end-users.

## **II. FEDERAL AWARD INFORMATION**

### **FUNDING AND DURATION**

The following is intended to provide information to help applicants make informed decisions about proposal submissions.

- Total amount of funding expected to award: \$5,000,000
- Anticipated number of awards: Not to exceed 12 awards
- Anticipated award announcement date: September 15, 2022
- Expected amounts of individual Federal awards: \$20,000 to \$2,000,000
  - All approved project costs will be funded at 100%
- Anticipated period of performance: September 30, 2022 through September 30, 2025
- Application due date: June 27, 2022; 11:59 pm EST

Please note:

- Grant awards are subject to the availability of funding and/or appropriations of funds.
- FNS reserves the right to use this RFA and competition to award additional grants this year or the subsequent fiscal year, should additional funds become available.

## Type of Award

FNS will award Process and Technology Improvement Grants in the form of a Federal grant. FNS will provide funding for approved grants through the Grant Award/Letter of Credit process, upon receipt of a properly executed FNS-529, Grant Award Agreement.

## Procurement Contracts

Grantees may use grant funds to procure contracts for good or services.

## Allowable Uses of Funds

- Funds from this RFA are for new projects.
- Equipment and Supplies: Expenditures for both equipment (i.e., items of personal property having a useful life of more than one year and a cost of \$5,000 or more) and supplies are allowable expenses.
- If the activities funded under this grant are part of a larger eligibility system project with total projected costs exceeding \$6 million, an Advance Planning Document (APD) must be submitted and approved prior to the expenditure of these grant funds. Guidance on the APD process is available at [www.fns.usda.gov/apd/](http://www.fns.usda.gov/apd/).
- Process and Technology Improvement Grant funded projects may benefit other governmental programs; however, grant funds must only support SNAP's share of the project costs and therefore be properly allocated.

## Restrictions on Funding Use

- Process and Technology Improvement Grant funds cannot be used for the ongoing cost of carrying out an existing project.
- FNS will pre-screen all applications to ensure the applicants are eligible entities and comply with all Program regulations.
- Process and Technology Improvement Grant projects **cannot be predicated on waivers of SNAP regulations**. Applicants must ensure their projects are allowable under current SNAP regulations.
- Process and Technology Improvement Grant project proposals must delineate how all data and client personally identifiable information (PII) would be protected in accordance with 7 CFR 272.1(c) and the Privacy Act of 1974. Use and disclosure of information obtained from SNAP applications or recipient households is restricted to persons directly connected with the administration or enforcement of the Food and Nutrition Act of 2008 or its regulations as specified in 7 CFR 272.1(c). More information on safeguarding PII is provided in [Section VI](#). If a proposal involves the sharing of SNAP household data from a SNAP State agency to an external partner, the applicant must include the following information as a part of the grant proposal and, if awarded, the parties must sign an MOU outlining the following processes:
  - All data and PII protection protocols the entity will take;
  - How the data and findings will be used to further administration of SNAP;
  - Data that will be exchanged using encrypted servers;

- How data will be stored and who will have access;
- Training procedures for individuals who will be handling PII;
- Procedures used to exchange the data between the two entities (may include a release of information signed by the client);
- Steps to be taken in case of a data breach; and
- Steps to securely destroy data 90 days after it is no longer in use.
- Projects may not be devoted toward outreach activities. The drafting or printing of informational materials, pure application assistance, screening/pre-qualifying applicants, or other similar activities cannot be funded by Process and Technology Improvement Grants. **No more than 25% of grant funds may be budgeted towards outreach activities.**
- Pre-award costs **will not** be awarded for these grant projects.

### III. ELIGIBILITY INFORMATION

#### ELIGIBLE ENTITIES

##### Eligible Applicants

The entities eligible to receive grants under this competition are:

- The 53 State agencies that administer SNAP<sup>4</sup>;
- State or local governments<sup>5</sup>;
- Agencies providing health or welfare services;
- Public health or educational entities; and
- Private non-profit entities<sup>6</sup> such as community-based or faith-based organizations, food banks, or other emergency feeding organizations.

**Note:** Any eligible entity that received a Process and Technology Improvement Grant award last fiscal year (FY 2021) **is ineligible to apply** and receive a PTI grant this fiscal year (FY 2022). This restriction only applies to the lead entity on the award (i.e. the recipient whose name appears in block 9 of the awarded project's FNS-529) and not to partner organizations or government agencies on a particular project.

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<sup>4</sup> State agencies should have the necessary approvals of State officials (such as councils or legislatures) of funding prior to submitting the application. Applicants should also acknowledge in their application that all necessary approvals for funding have been obtained.

<sup>5</sup> State and local governments should have the necessary approvals of State officials (such as councils or legislatures) of funding prior to submitting the application. Applicants should also acknowledge in their application that all necessary approvals for funding have been obtained.

<sup>6</sup> Non-profit organizations are required to submit a copy of the IRS Determination Letter, form 501(c)(3) or proof of application for exempt status under section 501(c)(3) of the Internal Revenue Code, and a list of their Board of Directors, if applicable. All corporations, including nonprofit corporations are required to complete the attached representation regarding felony convictions and tax delinquency.

## **Cost Sharing or Matching Considerations**

There is no cost sharing or matching required for this grant.

## **Pre-Award Costs**

Pre-award costs will **not** be awarded for these grant projects.

## **Number of Applications and Partnership Criteria**

As noted above, nongovernmental entities may apply for this grant, either individually with consent from the State agency or in partnership with the State agency.

For the purposes of this grant competition, State agencies may submit more than one application each, or enter into more than one partnership. However, if the State submits more than one application, the State must make explicit in each application its relationship to any others. State agencies that submit more than one application should carefully consider the allocation of time stated in each application. State agencies with more than one partner organization may also consider submitting a single application designed to make sub-grants to the partner organizations. Proposals forwarded by any given State agency should request funding for distinct, non-overlapping activities.

FNS has designed this grant competition to allow State agencies to work in concert with nongovernmental entities that wish to apply for this grant through [Letters of Commitment or Endorsement](#).

## **PRE-AWARD SCREENING REQUIREMENTS**

In reviewing applications in any discretionary grant competition, prior to making a Federal award, Federal awarding agencies, in accordance with 2 CFR 200.205, are required to review information available through any OMB-designated repositories of government-wide eligibility qualifications or financial integrity information. Additionally, Federal awarding agencies are required to have a framework in place for evaluating the risks posed by applicants before they receive Federal awards. The FNS review of risk posed by applicants will be based on the following:

- SAM.gov, the *System for Award Management*, the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS
- FAPIIS, the *Federal Awardee Performance and Integrity Information System* that has been established to track contractor misconduct and performance
- FNS Risk Assessment Questionnaire
  - Applicants must complete the [Grant Program Accounting System & Financial Capability Questionnaire](#) that allows FNS to evaluate aspects of the applicant's financial stability, quality of management systems, and history of performance, reports and findings from audits. The questionnaire contains a number of questions that may be an indicator of potential risk.

The evaluation of the information obtained from the designated systems and the risk assessment questionnaire may result in FNS imposing special conditions or additional oversight requirements that correspond to the degree of risk assessed.

## **ACKNOWLEDGEMENT OF USDA SUPPORT**

As outlined in 2 CFR 415.2, grant recipients shall include acknowledgement of USDA Food and Nutrition Service support on any publications written or published with grant support and, if feasible, on any publication reporting the results of, or describing, a grant-supported activity. Recipients shall include acknowledgement of USDA Food and Nutrition Service support on any audiovisual which is produced with grant support and which has a direct production cost of over \$5,000.

- When acknowledging USDA support, use the following language: "This material is based upon work that is supported by the Food and Nutrition Service, U.S. Department of Agriculture." Grantees should follow the [USDA Visual Standards Guide](#) when using the USDA logo.
- Grant recipients *may* be asked to host USDA officials for a site visit during the course of their grant award. All reasonable costs associated with the site visit will be paid for by USDA and are not expected to be included in grant budgets.

## **IV. APPLICATION AND SUBMISSION INFORMATION**

Applicants may request a paper copy of this solicitation and required forms by contacting the FNS Grants Officer. Contact information can be found in [Section VII](#) of this RFA.

### **CONTENT AND FORM OF APPLICATION SUBMISSIONS**

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

Special Instructions:

- Late application submissions will not be considered in this competition. FNS will not consider additions or revisions to applications unless they are submitted via Grants.gov by the deadline. No additions or revisions will be accepted after the deadline.
- Applications submitted without the required supporting documents, forms, certification will not be considered.
- Applications missing a written proposal or budget narrative will not be considered.
- FNS reserves the right to request clarification on any application submitted in response to this solicitation.

- Applications not submitted via Grants.gov will not be considered.

Additionally, the review committee will evaluate proposals against the criteria below. The project narrative sections include a point value to indicate the importance of each section; however, reviewers will be evaluating proposals based on all sections regardless of whether point values are provided. FNS has provided a checklist at the beginning of this document to assist applicants in meeting the necessary requirements. Proposals will be scored on the basis of points and can receive up to 106 points. Every proposal must include the following sections: Cover Sheet, Table of Contents, Executive Summary, Project Narrative (including Project Design; Organizational Experience, Staff Capability, and Management; Evaluation; and Budget Appropriateness and Economic Efficiency), and the Activities/Indicator Tracker. Details on requirements for each section are described below.

### **Cover Sheet**

The cover page should include the following:

1. Grant program title;
2. Applicant's name and mailing address;
3. Project title;
4. Project summary (a one to two sentence description of project); and
5. Primary contact's name, job title, phone number, and e-mail address.

### **Table of Contents**

Proposals must include a table of contents that mirrors the outline included in this section of the RFA and include relevant topic page numbers.

### **Executive Summary**

The executive summary must include the following:

1. The specific problem that prompted the applicant to submit a Process and Technology Improvement Grant application;
2. How exactly the project proposed in this grant application solves the problem identified;
3. Identify the State agency and/or eligible entities involved in the project;
4. Amount of funding requested;
5. Which priority area(s)/objective(s) the proposal addresses and whether the submission includes the focus area;
6. The proposed activities and anticipated outcomes that would result from the project; and
7. Which SNAP processes will be improved by the project.

Note: The executive summary should not exceed one page.

### **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 purpose 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.

The project's narrative should include the following four sections, in the order presented below:

1. Project Design
2. Organizational Experience, Staff Capability, and Management
3. Evaluation
4. Budget Appropriateness and Economic Efficiency

### 1. Project Design (35 points)

#### *Problem Analysis (5)*

- The proposal clearly defines the problem.
- The proposal clearly defines the solution and provides evidence or compelling justification that the proposed project will solve or ameliorate the identified problem.
  - The proposal includes a proposed solution that is either innovative, building on strengths of the current SNAP processes, or helps to address ongoing issues that the applicant is encountering in their SNAP activities.

#### *Impact (10)*

- The proposal clearly quantifies the proposed project's direct effect on the SNAP certification process and provides measurable evidence that the proposed changes will benefit the applicant, recipient, or caseworkers. For example, proposals may demonstrate impact by measuring time savings or cost savings, listing out the benefit(s) that applicants or participants may experience while going through the application or certification process, the percentage of the caseload that is expected to benefit, or the size of positive impact on a specific population, such as elderly applicants. It is recommended to include these measurable indicators as part of the [Activities/Indicators Tracker](#). The proposal should also include a description of how the project integrates with and supports the State's current or planned process improvement and/or technology initiatives.

#### *Implementation (10)*

- The proposal clearly articulates how the applicant will implement this project.
- The proposal includes a project timeline that outlines proposed tasks and demonstrates that sufficient time is allotted for each activity.

#### *Racial Equity and Inclusion (5)*

- The proposal analyzes the project's impacts to specific underserved communities.<sup>7</sup>
- When completing this section, applicants should consider the following guiding questions. Applicants are not required to submit explicit answers to these questions or incorporate these activities into their proposals, they are only meant to assist in crafting

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<sup>7</sup> Underserved populations may include: persons of color; persons with Limited English Proficiency (LEP); immigrant communities and mixed status families; veterans; college students; and all other populations listed as underserved communities in [E.O. 13985 "Advancing Racial Equity and Support for Underserved Communities Through the Federal Government."](#)

meaningful applications. All proposals must outline and analyze how their project will impact racial equity and inclusion.

1. How will the project reduce racial/ethnic disparities in access to SNAP? How will the project promote equity as defined in [Executive Order 13985](#)?
2. Does your project design include consultation with the SNAP participants that your project intends to serve? What type of consultation?
3. How does your State agency or organization ensure that project outputs are accessible to all SNAP participants, especially underserved populations? How will your State agency or organization measure the project outputs?

#### *Sustainability (5)*

- The proposal shows that the State has a plan for sustaining the project after the grant period of performance ends.

### 2. Organizational Experience, Staff Capability, and Management (15 points)

#### *Oversight*

- The proposal describes a plan for effective and consistent oversight by qualified project managers that will be implemented throughout the project.
- The proposal includes an organizational chart for the project, including names of key personnel where applicable.

#### *Communication*

- The proposal includes an internal communication plan.
- If applicable, the proposal provides a communication plan for communicating externally with partner organizations.

#### *Staff*

- The proposal identifies the project director or manager and other key staff.
- The proposal includes resumes and proposed project job descriptions that demonstrate that staff have the appropriate technical and experiential backgrounds to implement the project.
- If there are staff hired for this project, the proposal includes job descriptions for these positions.
- Applicants should address their contingency or back-up plans in the event of key staff departures.

#### *Time Commitment*

- The proposal identifies key staff and outlines the amount of time key staff will devote to the project, expressed as a percentage of Full Time Equivalents (FTE).
- If applicable, the proposal identifies the amount of time key staff will spend managing partnering organizations.

### 3. Evaluation (20 points)

FNS expects the applicant to conduct their own evaluation independent of the [Activities/Indicators Tracker](#) that includes evaluating overall success of the project at completion. The proposed evaluation plan should:

- Include information from the Activities/Indicators Tracker.
- Be a comprehensive evaluation process that is specific and data-driven.
- Includes clear measures which assess whether the problem identified is addressed by the proposed project intervention.
- Measure the project's impact on underserved communities.
- Detail who will measure the goals of the project.
- Detail what criteria will be evaluated and how the applicant will evaluate the criteria.
- Define the intervals at which the applicant will conduct evaluation during the grant period of performance.

#### 4. Budget Appropriateness and Economic Efficiency (30 points)

Applications must include the required budget forms outlined in [Application Checklist](#) and a line-item budget narrative, formatted in a table, to receive the full point value for this criterion. If a discrepancy exists between the total funding request submitted on SF-424, SF-424A, and budget or budget narrative, FNS will only consider and evaluate the estimated funding request contained on SF-424. All non-profit organizations must include their 501(c)(3) determination letter issued by the Internal Revenue Service (IRS).

##### *Budget Narrative Table*

A well-written line-item budget narrative justifies the proposed project expenditures and assists reviewers during the proposal review process. The budget narrative should:

- Be formatted in a table.
- Be in whole dollars.
- Include all items listed on the checklist is included at the beginning of this RFA.
- Align with the objectives described in the project description. If something is listed in the budget narrative, it should also be listed in the project description.
- Provide enough detail for reviewers to easily understand how costs were determined and derived, and adequately justified based on current industry costs/standards or estimates from vendor(s) when possible. Information on costs should be obtained from applicable organizations or from online sources.
- Show how the costs are allocated among the benefiting programs and demonstrate that this grant is only going to fund SNAP's share of project costs, if applicable.
- Mirror the requested amounts that are listed in the submitted SF-424A.

##### *Indirect Cost Rate*

A current Negotiated Indirect Cost Rate Agreement (NICRA), negotiated with a Federal negotiating agency, should be used to charge indirect costs. Indirect costs may not exceed the negotiated rate.

- If a NICRA is used, the percentage and base should be indicated. A copy of the approved NICRA should be provided with the application.
- If the applicant does not have, and has never been approved for, a NICRA, they may charge up to 10% de minimis. In this instance, the applicant must indicate they are requesting the de minimis rate.

- An applicant may elect not to charge indirect costs and, instead, use all grant funds for direct costs. If indirect costs are not charged, the phrase "none requested" should be stated in the budget narrative.
- For questions related to the indirect cost rate, please work with the Grant Officer as noted in Section VII of this RFA.

*Efficiency*

- The proposal must demonstrate that the anticipated results are commensurate with the cost of the project.

*Contractual and Consultant Costs*

- Proposals that include hiring a consultant or contractor must provide the following information:
  - Consultant's name and description of service;
  - Itemized list of all direct costs and fees;
  - The number of personnel, including position titles;
  - Specialty and specialized qualifications as appropriate to the salary;
  - Number of estimated hours times hourly wage for each staff member; and
  - All expenses and fees directly related to the proposed services to be rendered for the project.
- Applicants who are required to issue a bid should include a narrative explaining the requirement and provide a detailed description of contractor/consultant responsibilities/anticipated tasks and a reasonable estimate of contractual and consultant costs.

**Bonus Points (up to 6 points total)**

- i. Up to three bonus points will be awarded to proposals that are particularly data driven. This can include conducting surveys, interviews, or other data collection or research in advance of submission of a proposal in order to more accurately determine what the quantifiable problem is that the proposed solution is intended to solve. For example, sociodemographic and access data may bolster racial equity and inclusion analysis. (NOTE: Pre-award costs will not be provided under this grant. Any work completed prior to receiving an award cannot be reimbursed.) Inclusion of specific quantifiable statistics to bolster the argument that the proposed project is necessary in order to better serve SNAP clients.
- ii. Up to three bonus points will be awarded to proposals that have never received a Process and Technology Improvement Grant as FNS believes such applicants would benefit from capacity building and modernization projects. Proposals received from new entities, i.e., those applicants that have not received a previous award, must demonstrate high-need for the project in the Problem Analysis section. Additionally, the proposal must demonstrate a quantifiable and significant impact to receive the full three points. This may include improvement in customer service, such as reduced call hold times, or advances in equity, such as translated materials to better serve a percentage of the SNAP case load. As noted above, any eligible entity that received a Process and Technology Improvement Grant award last fiscal year (FY 2021) **is ineligible to apply.**

## Activities/Indicators Tracker

Proposed Activities and Indicators measuring success must be mapped to the objective(s) listed in the Priority Areas (as described in [Section I “Program Description”](#)) that you choose. Please use the format below and add additional Activities/Indicators as needed. You are not required to have more than one objective, however for each objective there must be at least one proposed activity and at least one proposed indicator. Additional activities and indicators can be added by adding rows to the sample table below – there is no upper limit, but please note that you will be required to report on these indicators on a quarterly basis, where applicable.

Note: Indicators are defined as any metric you anticipate will be able to be tracked during the period of performance of the grant. Common examples include Number of People Attended, Number of People Impacted, Number of Conferences Delivered, Number of Materials Created, Number of Trainings, Number of People Trained. Please see [Appendix C](#) for a sample of what the reporting form will look like and how these activities and indicators will be pulled in in order to help guide you to complete this section.

Objective <enter #>:	<i>Must be one of the three objectives from Section I of the RFA</i>
Proposed Activity 1:	
Indicator 1:	
Indicator 2:	
Proposed Activity 2:	
Indicator 1:	
Indicator 2:	

Objective <enter #>:	<i>Must be one of the three objectives from Section I of the RFA</i>
Proposed Activity 1:	
Indicator 1:	
Indicator 2:	
Proposed Activity 2:	
Indicator 1:	
Indicator 2:	

*Note: As mentioned above, please only include as many objectives, activities and indicators as you anticipate having for your project within your Activities/Indicators Tracker tables.*

## Letters of Commitment or Endorsement

Unless the applicant is a State agency submitting an application on its own, a letter of commitment or letter of endorsement **must** be included in the application package to be considered for funding. Such letters may be addressed to the FNS Grants Officer. Applications that require a letter of commitment or letter of endorsement, which fail to provide one, will not be considered. Please refer to the letter descriptions below for additional information.

State agencies submitting an application on their own do not require letters of endorsement or commitment. If a State agency submits an application in partnership with other organization(s), the State must provide a *letter of commitment* from the proposed partner.

FNS also welcomes grant proposals from entities other than a State agency; however, such applicants **must** demonstrate that the State agency strongly endorses and/or is involved in the proposed project through a *letter of endorsement*. This letter of endorsement serves as the “consent” requirement discussed in [Section III, Eligibility Information](#). Letters of endorsement from the State are also required when local or county governments submit an application.

### Letters of Commitment

A letter of commitment is required if the grant proposal is from a State agency working in partnership with another organization(s). The State agency applying must submit a letter(s) of commitment from its partners. The letter(s) of commitment must:

- Be specific to the proposed project;
- Describe the organization’s role in the project;
- Specify the amount of time the partner organization intends to commit to the project and an attestation that it will cooperate with the grant applicant in implementing the project; and
- Be on the respective organization’s letterhead and signed by an authorizing individual.

### Letters of Endorsement

A letter of endorsement is required if an applicant is an entity other than a State agency and is not directly partnering with a State agency on the project. The State agency’s letter of endorsement must:

- Be specific to the proposed project;
- Explain that the State agency is aware of the project and its projected impact on the State’s eligibility system;
- Acknowledge whether the project creates any additional work for the State agency and identify the State capacity to address the additional work;
- Express support for the proposed project;
- Describe how the proposed project will support the State agency’s current or planned technology and/or business process improvement efforts and priorities; and
- Be on the respective State agency’s letterhead and signed by an authorizing official.

Letters must address the details of the specific project. Generic letters acknowledging an ongoing partnership with the State will **not** be accepted.

### **Presentation**

FNS strongly suggests that applications closely adhere to the application format described below. FNS cannot guarantee that improperly formatted proposals will be considered. Please be as clear and concise as possible. The beginning of this solicitation includes a checklist and tips to ensure your proposal is complete and properly formatted.

### Size, Font, and Page Limit

- All pages are single-spaced with 1-inch margins and 12-point font.
- The proposed project plan is typed on 8 ½" X 11" white paper.
- The grant application is no more than 25 pages, not including the cover sheet, table of contents, resumes, letter(s) of commitment, letter(s) of endorsement, appendices, and required forms.
- All pages, excluding the form pages, are numbered.
- The proposal is well-presented, well-written, and void of grammatical errors.

## **SUBMISSION INFORMATION**

### **Submission Date**

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

- Applications must be submitted via [Grants.gov](http://Grants.gov). Mailed, e-mailed or hand-delivered application packages will not be accepted. For further instructions, go to the section describing "How to Submit an Application via Grants.gov."
- Late or incomplete applications will not be considered.
- FNS will not consider additions or revisions to applications unless they are submitted via Grants.gov by the deadline. No additions or revisions will be accepted after the deadline.
- If multiple application packages are submitted through Grants.gov by the same applicant in response to this solicitation, FNS will accept the latest application package successfully submitted. All other packages submitted by the applicant will be removed from this competition.

Please allow sufficient time to complete your application package and ensure the package is uploaded through the [www.Grants.gov](http://www.Grants.gov) web portal. If the same applicant submits multiple application packages through the Grants.gov web portal 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 strongly encourages applicants to begin the registration process at least **four weeks before the due date** and to submit applications to Grants.gov at least **one week** before the deadline to allow time to troubleshoot any issues, should they arise. Please note that upon submission, Grants.gov may send multiple confirmation notices; applicants should ensure receipt of confirmation that the application was **accepted**. Applicants experiencing difficulty submitting applications to Grants.gov should contact the Grant Officer noted in the [Section VII "Federal Awarding Agency Contact."](#) FNS will evaluate submission issues on a case-by-case basis.

## Preparing for Electronic Submission Through Grants.gov

Applicants must register with [Grants.gov](#), Dun and Bradstreet and Sam.gov in order to submit an application to FNS via Grants.gov, as required. FNS strongly encourages applicants to begin the registration process at least four weeks before the due date.

In order to submit an application, you must:

### 1. **Obtain a Unique Entity Identifier (UEI)**

#### **What is a Unique Entity Identifier (UEI)?**

A Unique Entity Identifier (UEI) is a unique number assigned to all entities (public and private companies, individuals, institutions, or organizations) who register to do business with the federal government. ([U.S. General Services Administration](#))

#### **What is the difference between a "DUNS UEI" and a "SAM UEI" in the System for Award Management ([SAM.gov](#))?**

"DUNS UEI" refers to your current 9-digit Data Universal Numbering System (DUNS) Number issued by [Dun and Bradstreet](#). "**SAM UEI**" refers to your **new 12-character** unique entity identifier that will be assigned by SAM.gov.

#### **Which UEI should I enter into the UEI field on the Grants.gov website and mobile app?**

Grants.gov encourages applicants to use their "**SAM UEI**" after they have been assigned one. Grants.gov also accepts applicants' "DUNS UEI", provided the "DUNS UEI" is available in SAM.

#### **Which UEI should I enter into application package forms?**

If the field label reads "DUNS", enter your "DUNS UEI". If the field label reads "UEI", enter your "SAM UEI".

#### **Where do I go to learn more about the UEI?**

The U.S. General Services Administration [Unique Entity Identifier Update page](#) contains the most up-to-date information about the UEI.

**NOTE:** On and after **April 4, 2022**, entities can register in SAM.gov and will be assigned their Unique Entity ID (SAM) within SAM.gov. They will no longer obtain or use a UEI (DUNS) for entity registration or reporting. For additional information on the UEI process, please visit: [SAM.gov | Duns - Sam UEI](#).

### 2. **Register in the System for Award Management (SAM.gov)**

- SAM combines Federal procurement systems and the Catalog of Federal Domestic Assistance into one system. For additional information regarding SAM.gov, see the following link: <https://sam.gov/content/home>
- To register, you must have your organization's UEI (DUNS), entity's Tax ID Number (TIN), and taxpayer name (as it appears on last tax return). **It may take up to 5 – 7 business days** or more to register and/or complete the migration of

- permissions and/or the renewal of an entity record.
- All applicants must have current SAM status at the time of application submission and throughout the duration of a Federal Award in accordance with 2 CFR Part 25.
  - We strongly encourage applicants to begin the process **at least 3 weeks** before the due date of the grant solicitation.

### 3. Create a Grants.gov Account

#### How to Register a Grants.gov Account

1. Click the **Register** link in the top-right corner of the Grants.gov banner.
2. Click the **Get Registered Now** button on the Register page.
3. Complete the **Contact Information** and **Account Details** sections. All fields with a red asterisk (\*) are required.
  - Email Address - When entering an email address, please keep in mind that all correspondence with Grants.gov will be sent to that email address.
  - Username - Enter a username to log in to Grants.gov. It may only contain alphanumeric characters, question marks, periods, dashes, underscores, and the @ symbol. Your username cannot contain a space, nor can it only include numbers. Select a username you will remember.
  - Password - The password you choose must meet the following password requirements:
    - Must contain at least eight (8) characters
    - Must contain at least one (1) uppercase letter (A-Z)
    - Must contain at least one (1) lower case letter (a-z)
    - Must contain at least one (1) number (0-9)
    - Must contain at least one (1) special character (e.g.! @ # \$ % ^ & \*)
    - Cannot be the same as the previous six (6) passwords
    - Cannot contain dictionary words, names, or your Username
4. Select whether to subscribe or unsubscribe from Grants.gov Communications. The **Alerts** are important messages about time-sensitive or major system changes. The **Newsletter** features training, system enhancement updates, and other resources to help the federal grants community.
5. Click the **Continue** button.
6. Click the **Send Temporary Code** button, then access your email account to access the temporary code.
7. Enter the temporary code you received in the email from Grants.gov into the **Temporary Code** field and click the **Continue** button.
8. Decide if you would like to add a profile to your Grants.gov account or click the **Continue** button to log in. You need to [add a profile](#) to submit an application. After registering, review the [Workspace Overview page](#) to learn how to apply for a grant.

#### 4. Authorize Grants.gov Roles

##### How to Authorize Grants.gov Roles (*steps for the EBiz POC*)

1. [Log in to Grants.gov as an EBiz POC](#), using your UEI (DUNS) number and password.
2. Click the Manage Applicants link, search for the new user, and assign the appropriate roles in Grants.gov. For more detailed instructions, review the [Applicant Management help article](#).
3. After approval, Grants.gov automatically sends the registered applicant a notification email.

To learn more about the E-Biz POC role and other profile roles, please visit <https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html>.

#### 5. Track Role Status

After registering with Grants.gov and adding a profile, you may want to check whether roles have been added to your profile. For more information about roles, review the [Workspace Roles page](#) on grants.gov.

##### How to Track Role Status

1. [Log in to Grants.gov](#).
2. Click the **My Account** link in the top banner.
3. Click the **Manage Profiles** tab on the My Account page.
4. Review the **Role(s)** column in the My Applicant Profile(s) table.

To track your role request, refer to:

<https://www.grants.gov/web/grants/applicants/registration/track-role-status.html>

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

##### How to Submit an Application via Grants.gov

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

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

*Applicant Support:* Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and email at [support@grants.gov](mailto:support@grants.gov). If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number. The Support Center ticket number will assist the Center with tracking your issue and understanding background information on the issue.

For questions related to the specific grant opportunity, please contact the Grant Officer noted in the [Section VII "Federal Awarding Agency Contact."](#)

### **Grants.gov Receipt Requirements and Proof of Timely Submission**

All applications must be received by 11:59 PM EST on the due date listed on the cover page. Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant AOR will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their application. Applicant AORs will also receive the official date/time stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

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

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

Additional Information on Grants.gov and the Registration Process:

#### **NOTICE: Special Characters and Naming Conventions**

All applicants **MUST** follow Grants.gov guidance on file naming conventions. To avoid submission issues, please follow the guidance provided by Grants.gov per 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 (examples:

& – \* % / # ' -). This includes periods (.) and spacing followed by a dash in the file. To separate words in naming a file, use underscore, as in the following example: Attached\_File.pdf.

**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](http://www.grants.gov) portal due to incorrect naming conventions.** Additional information and applicant resources are available at: <https://www.grants.gov/web/grants/applicants/workspace-overview.html>.

## V. APPLICATION REVIEW INFORMATION

### EVALUATION OF GRANT APPLICATION CRITERIA

#### Review Criteria

FNS will pre-screen all applications to ensure the applicants are eligible entities and are in compliance with all Program regulations. FNS will not approve any waivers from Program regulations for any projects submitted in response to this solicitation. If an application does not include all appropriate information (proposal narrative, budget narrative, required forms/letters), FNS will consider the application to be non-responsive and will eliminate it from further evaluation.

#### Evaluation Factors and Criteria

All complete applications will be reviewed competitively and scored against the criteria listed in [Section IV “Application and Submission Information,”](#) including:

- Project design (35 points)
- Organizational experience, staff capability, and management (15 points)
- Project evaluation (20 points)
- Budget and economic efficiency (30 points)
- Bonus points (up to 6 points)

#### Review and Selection Process

Following the initial screening process, FNS will assemble a panel group to review and determine the technical merits of each application. The panel will evaluate the proposals based on how well they address the required application components and array the applications from highest to lowest score. The panel members will recommend applications for consideration for a grant award based on the evaluation scoring. The Selecting Official reserves the right to accept the panel’s recommendation or to select an application for funding out of order to meet agency priorities, balance of eligible entities, geographical representation, or project diversity. FNS reserves the right to use this RFA and competition to award additional grants in the next fiscal year should additional funds be made available.

As mentioned above, FNS is interested in funding projects that address priority areas specified in [Section I “Program Description.”](#) If the panel review indicates that FNS has received few or no technically acceptable proposals, the selecting official may determine that FNS will make no awards or commit less than the \$5 million set aside for this purpose.

**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**

### **FEDERAL AWARD NOTICE**

The Government is not obligated to make any award as a result of this RFA. Unless an applicant receives a signed award document with terms and conditions, any contact from a 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. 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.

### **ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS**

#### **Confidentiality of an Application**

When an application results in an award, it becomes a part of the record of FNS transactions, available to the public upon specific request. Information that the Secretary determines to be of a confidential, privileged, or proprietary nature will be held in confidence to the extent permitted by law. Therefore, any information that the applicant wishes to have considered as confidential, privileged, or proprietary should be clearly marked within the application. Any application that does not result in an award will be not released to the public. An application may be withdrawn at any time prior to the final action thereon.

#### **Safeguarding Personally Identifiable Information**

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

Applicants submitting applications in response to this RFA must recognize that confidentiality of PII and other sensitive data is of paramount importance to the USDA Food and Nutrition Service. All federal and non-federal employees (e.g., contractors, affiliates, or partners) working for or on behalf of FNS are required to acknowledge understanding of their responsibilities and accountability for using and protecting FNS PII in accordance with the Privacy Act of 1974; Office of Management and Budget Memorandum M-06-15, *Safeguarding Personally Identifiable Information*; M-06-16, *Protection of Sensitive Agency Information*; M-07-16, *Safeguarding Against and Responding to the Breach of Personally Identifiable Information*; and the NIST Special Publication (SP) 800-122, *Guide to Protecting the Confidentiality of Personally Identifiable Information*.

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

### **Conflict of Interest and Confidentiality of the Review Process**

The agency requires all panel reviewers to sign a conflict of interest and confidentiality form to prevent any actual or perceived conflicts of interest that may affect the application review and evaluation process. Names of applicants, including States and local 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 <https://sam.gov/content/home>.

#### Universal Identifier and Central Contractor Registration 2 CFR Part 25

Requirement for System for Award Management. Unless you are exempted from this requirement under [2 CFR 25.110](#), you as the recipient must maintain current information in the SAM. This includes information on your immediate and highest level owner and subsidiaries, as well as on all of your predecessors that have been awarded a Federal contract or Federal financial assistance within the last three years, if applicable, until you submit the final financial report required under this Federal award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another Federal award term.

Requirement for Unique Entity Identifier: If you are authorized to make subawards under this Federal award, you:

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

#### 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 UEI (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) is designed to address these requirements. FAPIIS contains integrity and performance information from the Contractor Performance Assessment Reporting System, information from SAM.gov, and suspension and debarment information from the SAM. 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 the FNS Freedom of Information Act officer at [FOIA@usda.gov](mailto:FOIA@usda.gov).

#### Privacy Policy

The USDA Food and Nutrition Service does not collect any personal identifiable information without explicit consent. To view the Agency's Privacy Policy, visit: <https://www.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)”
- 7 CRR Part 16: “Equal Opportunity for Religious Organizations”
- 41 U.S.C. Section 22 “Interest of Member of Congress”
- Freedom of Information Act (FOIA). Public access to Federal Financial Assistance records shall not be limited, except when such records must be kept confidential and would have been excepted from disclosure pursuant to the “Freedom of Information” regulation (5 U.S.C. 552)

General Terms and Conditions (T&Cs) of FNS grant awards may be obtained electronically in advance of an award. For a copy of T&Cs, please contact the Grant Officer noted in the [Section VII "Federal Awarding Agency Contact."](#)

## **REPORTING REQUIREMENTS**

### **Financial Reports**

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

### **Progress Reports**

Grantees will be required to submit progress reports to FNS 30 days following the end of each quarterly period, using the FNS-908 PPR form that will be sent to grantees at the time of award. The reports should cover the preceding period of activity. More detailed specifications for the quarterly progress report content and submission will be included in the agreement, however a sample reporting form can be found in [Appendix C](#).

A final report identifying the accomplishments and results of the project will be due 120 days after the end date of the award. This report will be composed of a short executive summary and the following:

- A project description including a concise summary of the major accomplishments, the difficulties encountered, and the solutions developed to resolve the difficulties.
- A discussion of the project results and lessons learned.
- Copies of any deliverables, media, or publicity releases/articles, and links to materials on websites, if applicable.

FNS will host a webinar for recipients during the first quarter of the grant to provide more information on reporting responsibilities.

**Please note:** the FNS-908 PPR form specific to this opportunity will be sent to grantees at the time of award. Use of the FNS-908 PPR form for progress reports is required.

## **VII. FEDERAL AWARDING AGENCY CONTACT**

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

Carla Garcia  
Grant Officer  
Grants and Fiscal Policy Division  
U.S. Department of Agriculture, FNS  
1320 Braddock Place, Suite 620  
Alexandra, VA 22314  
E-mail: [carla.garcia@usda.gov](mailto:carla.garcia@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. FNS reserves the right to provide this debriefing orally or in written format.

## APPENDIX A: RFA BUDGET NARRATIVE CHECKLIST

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

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

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

ITEM	YES	NO
<b>Personnel</b>		
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)?		
<b>Fringe Benefits</b>		
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?		
<b>Travel</b>		
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.		
<b>Equipment</b>		
Is the need for the equipment justified in the narrative?		

ITEM	YES	NO
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?		
<b>Supplies</b>		
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?		
<b>Contractual:</b> (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.		
<b>Other</b>		
<p>Consultant Services –</p> <p>Has the bona fide need been clearly identified in the project description to justify the cost shown on the budget? The following information must be provided in the justification: description of service, the consultant’s name and an itemized list of all direct cost and fees, number of personnel including the position title (specialty and specialized qualifications as appropriate to the costs), number of estimated hours and hourly wages per hour, and all expenses and fees directly related to the proposed services to be rendered to the project.</p>		
<p>For all other line items listed under the “Other” heading –</p> <p>List all items to be covered within “Other” along with the methodology on how the applicant derived the costs to be charged to the program.</p>		
<b>Indirect Costs</b>		
Has the applicant obtained a Negotiated Indirect Cost Rate Agreement (NICRA) from an Federal Agency? If yes, a copy of the most recent and signed negotiated rate agreement must be provided along with the application.		

ITEM	YES	NO
<p>2 CFR 200 allows any non-Federal entity (NFE) that has never received a negotiated indirect cost rate to charge a de Minimis rate of <b>10%</b> of modified total direct costs (MTDC), which the NFE may use indefinitely as a Federally-negotiated rate.</p>		

## APPENDIX B: 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 submit this questionnaire along with your application package.

### ORGANIZATION INFORMATION

**Legal Organization Name:** \_\_\_\_\_

**UEI Number:** \_\_\_\_\_

#### *Financial Stability and Quality of Management Systems*

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

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

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

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

Name of Authorized

Representative:

\_\_\_\_\_

Phone Number:

\_\_\_\_\_

Email:

\_\_\_\_\_

# APPENDIX C: DRAFT REPORTING FORM

## FNS-908 PERFORMANCE PROGRESS REPORT (PPR) – FOR REFERENCE ONLY

The following pages contain screenshots of the PPR form that grantees are required to use for progress and final reports submitted to FNS. Upon award, a PPR form (Adobe PDF), customized for the specific FNS program, will be included in award packages.

Print	Submit by Email	UNITED STATES DEPARTMENT OF AGRICULTURE Food and Nutrition Service	OMB Number: 0584-0512 Expiration Date: 7/31/2022																																																																																				
<b>PERFORMANCE PROGRESS REPORT</b>			Management Settings																																																																																				
<b>Recommended File Name:</b> FNS908_{Organization Name}_{Type of Report}_{Reporting Fiscal Year}_{Period}_{Original Revision}.pdf <i>Copy value then paste in Save As dialog when saving</i>																																																																																							
<p>The public burden statement: According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0512. The time required to complete this information collection is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Food and Nutrition Service, Office of Policy Support, 1320 Braddock Place, 5th Floor, Alexandria, VA 22314, ATTN: PRA (0584-0512*). Do not return the completed form to this address.</p>																																																																																							
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2"><b>1. Recipient Organization</b></td> <td colspan="2"><b>2. Program Information:</b></td> </tr> <tr> <td colspan="2">a. Organization Name: <input type="text"/></td> <td colspan="2">Program Area: <input type="text"/></td> </tr> <tr> <td colspan="2">b. Street Address: <input type="text"/></td> <td colspan="2">Federal Fiscal Year of Award: <input type="text"/></td> </tr> <tr> <td colspan="2">City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/></td> <td colspan="2">Program: <input type="text"/></td> </tr> <tr> <td colspan="2"></td> <td colspan="2">Tag: <input type="text"/></td> </tr> <tr> <td colspan="2"><b>3. Primary POC:</b></td> <td colspan="2"><b>4. Federal Award Identification Number (FAIN):</b></td> </tr> <tr> <td>a. First Name: <input type="text"/></td> <td>Last Name: <input type="text"/></td> <td colspan="2">b. Title: <input type="text"/></td> </tr> <tr> <td colspan="2">c. Telephone (Area Code &amp; Number): <input type="text"/></td> <td colspan="2">d. Email Address: <input type="text"/></td> </tr> <tr> <td colspan="2">6. Federal Grant Agreement Number: <input type="text"/></td> <td colspan="2"><b>5. Type of Report (Select One):</b></td> </tr> <tr> <td colspan="2"></td> <td colspan="2"> <input checked="" type="radio"/> Quarterly                    <input type="radio"/> Semi-Annual                    <input type="radio"/> Final             </td> </tr> <tr> <td colspan="2"></td> <td colspan="2">Reporting Fiscal Year: <input type="text"/> Period: <input type="text"/></td> </tr> <tr> <td colspan="2"></td> <td colspan="2">Original/Revision: <input type="text"/></td> </tr> <tr> <td colspan="4"><b>7. Additional POC (Optional)</b></td> </tr> <tr> <td colspan="2">a. First Name: <input type="text"/></td> <td colspan="2">Last Name: <input type="text"/></td> </tr> <tr> <td colspan="2">c. Telephone (Area Code &amp; Number): <input type="text"/></td> <td colspan="2">b. Title: <input type="text"/></td> </tr> <tr> <td colspan="2">d. Email Address: <input type="text"/></td> <td colspan="2"></td> </tr> <tr> <td colspan="4"><b>8. Report Submitted By:</b></td> </tr> <tr> <td colspan="2">a. First Name: <input type="text"/></td> <td colspan="2">Last Name: <input type="text"/></td> </tr> <tr> <td colspan="2">b. Title: <input type="text"/></td> <td colspan="2"><b>9. Certification</b></td> </tr> <tr> <td colspan="2"></td> <td colspan="2"> <input type="checkbox"/> I certify by checking this box that, to the best of my knowledge and belief, this report is correct and complete for performance of activities set forth in the award documents.             </td> </tr> <tr> <td colspan="4"><b>10. Date Report Submitted:</b> <input type="text"/></td> </tr> </table>				<b>1. Recipient Organization</b>		<b>2. Program Information:</b>		a. Organization Name: <input type="text"/>		Program Area: <input type="text"/>		b. Street Address: <input type="text"/>		Federal Fiscal Year of Award: <input type="text"/>		City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/>		Program: <input type="text"/>				Tag: <input type="text"/>		<b>3. Primary POC:</b>		<b>4. Federal Award Identification Number (FAIN):</b>		a. First Name: <input type="text"/>	Last Name: <input type="text"/>	b. Title: <input type="text"/>		c. Telephone (Area Code & Number): <input type="text"/>		d. Email Address: <input type="text"/>		6. Federal Grant Agreement Number: <input type="text"/>		<b>5. Type of Report (Select One):</b>				<input checked="" type="radio"/> Quarterly <input type="radio"/> Semi-Annual <input type="radio"/> Final				Reporting Fiscal Year: <input type="text"/> Period: <input type="text"/>				Original/Revision: <input type="text"/>		<b>7. Additional POC (Optional)</b>				a. First Name: <input type="text"/>		Last Name: <input type="text"/>		c. Telephone (Area Code & Number): <input type="text"/>		b. Title: <input type="text"/>		d. Email Address: <input type="text"/>				<b>8. Report Submitted By:</b>				a. First Name: <input type="text"/>		Last Name: <input type="text"/>		b. Title: <input type="text"/>		<b>9. Certification</b>				<input type="checkbox"/> I certify by checking this box that, to the best of my knowledge and belief, this report is correct and complete for performance of activities set forth in the award documents.		<b>10. Date Report Submitted:</b> <input type="text"/>			
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Program Management Information	
<b>1. Progress Summary</b> Provide summary of progress this reporting period, highlighting your greatest achievements and challenges to date in this reporting period. For challenges, how did you resolve or overcome them? (Max 2000 characters): <div style="border: 1px solid red; height: 40px; width: 100%;"></div>	
<b>2. Personnel Information</b> a. Number of FTEs: <input type="text"/> b. Were there any changes in key personnel? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No c. If yes, please describe the changes in key personnel, including the individual leaving/joining the project as well as the name and contact information (email address, phone number, and name of organization) of the individual. Note: This information does not serve as a formal request to approve the change in key personnel. This request must be forwarded to the Grants Officer in a separate request (Max 2000 Characters): <div style="border: 1px solid blue; height: 20px; width: 100%;"></div>	
<b>3. Projected Amendments (Cost and No-Cost)</b> a. Number of amendments projected this upcoming quarter? <input type="text"/> b. Do the projected amendment(s) require FNS approval? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No c. Please describe the type of amendment(s) projected and justification for each. Note: This information does not serve as a formal request to approve amendments. This request must be forwarded to the Grants Officer in a separate request (Max 2000 characters): <div style="border: 1px solid blue; height: 20px; width: 100%;"></div>	
<b>4. Expenditures/Purchases:</b> a. Were there any significant expenditures or purchases, including any contracts entered during this reporting period? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No b. If so, please describe (Max 2000 Characters): <div style="border: 1px solid blue; height: 20px; width: 100%;"></div>	
<b>5. Deviations (Changes this quarter outside of the agreed upon budget, timeline, or scope):</b> a. Have there been any deviations? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No b. Type: <input type="checkbox"/> Budget <input type="checkbox"/> Timeline <input type="checkbox"/> Scope <input type="checkbox"/> Other c. Describe any deviation(s), including a justification and impacts to budget/timeline (Max 2000 characters): <div style="border: 1px solid blue; height: 20px; width: 100%;"></div> d. Please describe proposed activities to mitigate the impact of the deviation(s) (Max 2000 characters): <div style="border: 1px solid blue; height: 20px; width: 100%;"></div>	

**Program Management Information (Continued)**

**6. Upcoming Activities and Anticipated Changes**

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

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

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

**7. Final Reporting Summary (Final Reporting Period Only)**

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

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

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

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

**8. Additional Comments (Max 2000 Characters)**

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

**Program Activities**

Objective 1

-	1	Activity	Type	Anticipated Completion Date	Actual Completion Date	Optional		
						Location	Beneficiaries/Audience	Topic (if training)
+								
		Indicator Description	Indicator Type	Target	Actual (Cumulative)	Comments		
-	1							
+								

## APPENDIX D: TIPS FOR PROPOSAL WRITERS

The Project Design section is the applicant's opportunity to convince reviewers that the proposed project meets the selection criteria. Below are general recommendations to help applicants present their project in a way the reviewers will find most compelling and persuasive.

- Read the RFA.
- Ensure the application includes all required information, including a letter of commitment or endorsement, if needed.
- The executive summary should address which of the FY 2022 Priorities the project aims to achieve and which part of the SNAP certification process will be improved by the project. The executive summary should not exceed one page.
- Avoid circular reasoning; the problem addressed by the proposed project should not be defined as the lack of the solution proposed in the application.
- Format the application to match the outline proposed in [Section V “Application and Submission Information.”](#)
  - Follow the instructions and discuss each criterion in the order presented in Section V.
  - Use headings to differentiate narrative sections by criterion.
- Make sure budget figures are consistent across the required forms, budgets, and narratives.
- Address how ongoing costs will be covered after the grant period ends.
- Ensure the project has a strong qualitative and quantitative evaluation plan that will use data to show that the project is resolving the problem identified.
- Be clear and succinct. Reviewers are not interested in jargon, boilerplate, rhetoric, or exaggeration. They are interested in learning precisely what you intend to do, and how your project responds to the selection criteria.
- Avoid simply stating that the criteria will be met. Explicitly describe how the proposed project will meet the criteria and provide qualitative or quantitative data to show the impact of the proposed change on SNAP clients
- Avoid making assumptions. Do not assume the reviewers know anything about you, your partner organizations, or the proposed project.
- Avoid overuse of acronyms and be sure to define any acronyms in the application.
- Ensure that your proposal does not require waivers of SNAP regulations.
- If you are a non-governmental organization, work with your SNAP office to ensure that your proposal is clear and follows SNAP regulations.