



Supporting the Use of Traditional Indigenous Foods in the Child Nutrition Programs - Cooperative Agreement

**Fiscal Year 2024 Request for Applications (RFA)
Assistance Listing Number (ALN): 10.532**

Release Date: January 18, 2024

Application Due Date: 11:59 pm EST, March 18, 2024

Anticipated Award Date: April 2024

Letter of Intent (optional) Due Date: 11:59 pm EST, February 19, 2024

Informational Webinar Dates: February 8 and February 13, 2024

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Application Checklist

This Application Checklist provides applicants with a list of the required actions and documents that must be completed. However, FNS expects that applicants will read the entire 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 (4) weeks** prior to submission:

- ☐ Obtain a [Unique Entity Identifier \(UEI\) number](#).
- ☐ Register the UEI number in the [System for Award Management \(SAM\)](#).
- ☐ Register in [Grants.gov](#).

When **preparing your application**, ensure:

- ☐ Application format and narrative meet the requirements included in [Section 4 – Application and Submission Information](#). This includes page limits, priorities outlined in [Section 5 – Application Review Information](#), and all necessary attachments.

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

- ☐ All key staff proposed to be paid by this cooperative agreement.
- ☐ The percentage of time the Project Director will devote to the project in full-time equivalents.
- ☐ 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.
- ☐ Itemized travel expenses (including type of travel), travel justification, and basis for lodging estimate.
- ☐ Types of supplies, justifications, and estimates, ensuring that the budget is in line with the project description.
- ☐ Information for all contracts and justification for any sole-source contracts.
- ☐ Justification, description, and an itemized list of all consultant services.
- ☐ Indirect cost information (either a copy of a [Federally 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 an applicant is requesting the de minimis rate or indirect costs are not required, please state this in the budget narrative.

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

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

- Indicate on your form whether your organization intends to conduct lobbying activities. If your organization does not intend to lobby, write “Not Applicable” in boxes required to be completed.
- ☐ Resumes of key staff.
- ☐ Letters of Support from State agency, school food authorities, and/or partners (if applicable).
- ☐ Additional attachments as required.

Table of Contents

1. Program Description and Objectives	6
1.1 Executive Summary	6
1.2 Program Description	6
1.3 Key Objectives	9
1.4 Summary of Activities.....	10
2. Federal Award Information	13
2.1 Allowable Costs	13
2.2 Sub-Grants	16
2.3 Allowable Costs for Sub-Grants.....	16
2.4 Unallowable Costs	16
3. Eligibility Information	18
3.1 Eligible Applicants	18
3.2 Partnerships	19
3.3 Conflict of Interest	19
3.4 Cost Sharing or Matching Considerations.....	19
3.5 Pre-Award Screening Requirements	20
3.6 Publications and Acknowledgement of USDA Support	20
4. Application and Submission Information	20
4.1 Content and Form of Application Submission	20
4.2 Submission Date	27
4.3 Preparing for Electronic Application Submission through Grants.gov	28
4.4 How to Submit an Application via Grants.gov	29
4.5 Grants.gov Receipt Requirements and Proof of Timely Submission	30
4.6 Intergovernmental Review	30
4.7 Funding Restrictions	30
5. Application Review Information.....	31
5.1 Review Criteria.....	31
5.2 Review and Selection Process	34
6. Federal Award Administration Information.....	34
6.1 Federal Award Notice	34
6.2 Administrative and National Policy Requirements.....	34
6.3 Reporting Requirements	38
7. Federal Awarding Agency Contacts.....	40
8. Other Information	40

8.1 Debriefing Requests.....	40
8.2 Data Collection and Ownership.....	40
APPENDIX A: Definitions.....	41
APPENDIX B: Suggested Budget Table/Budget Narrative Template and Budget Checklist	45
APPENDIX C: FNS-906 Grant Program Accounting System & Financial Capability Questionnaire ..	53
APPENDIX D: Letter of Intent	55
APPENDIX E: Cover Page.....	56
APPENDIX F: FNS-908 Performance Progress Report	57
APPENDIX G: Guidelines for Nutrition Education Provided Under the Cooperative Agreement	60

1. Program Description and Objectives

1.1 Executive Summary

Approximately 85% of Bureau of Indian Education operated, tribally controlled, and Navajo schools participate in the United States Department of Agriculture (USDA) National School Lunch Program (NSLP), and many more students from Federally Recognized Tribes and/or Native Hawaiians participate in NSLP at other schools across the country. For these children and their communities, traditional Indigenous foods are the centerpiece of their cultural and spiritual identities, reflective of relationships with the land, water, plants, animals, and medicines formed over millennia. Today, tribes are recovering their Indigenous foods and traditional food systems, often as an integral component of their economic development strategies. Belief in food sovereignty, the ability of tribes to reclaim control of their food systems, is strong across Indian Country. However, there remain many barriers to incorporating more traditional Indigenous foods into the Child Nutrition Programs (CNP), including product availability and procurement; high cost of Indigenous foods as compared to conventional foods; low availability of Indigenous foods commercially; lack of scratch cooking capacity; predominately rural or remote locations of schools serving these students; inadequate access to transportation and high-speed internet; and language barriers. In addition, USDA regulations that are sometimes misunderstood may hamper efforts to include traditional Indigenous foods as part of reimbursable meals. Often schools that serve tribal students are in underserved communities and may not have access to training and resources enabling them to optimize their school meal operations and incorporate traditional Indigenous foods into their meals. Under this RFA, in Fiscal Year (FY) 2024 the USDA Food and Nutrition Service (FNS) will award **\$2 million in total grant funding** to up to **four (4)** organizations led and staffed primarily by members of Federally Recognized Tribes and/or Native Hawaiians (see [Section 3 - Eligibility Information](#)). The legislative authority for this cooperative agreement announcement is Section 21(a)(1)(A)(i-iii) of <https://www.fns.usda.gov/nsla-amended-pl-117-328> the [Richard B. Russell National School Lunch Act](#). Funding was provided through the Continuing Appropriations Act, 2024 and Other Extensions Acts (P.L. 118-15 and P.L. 118-22).

These awards will be made via the [Supporting the Use of Traditional Indigenous Foods in the Child Nutrition Programs Cooperative Agreement](#) to provide regionally focused training and technical assistance (TA) to school nutrition professionals on procurement, preparation, and crediting of traditional Indigenous foods, including the use of cooperator and FNS-developed resources and tools. The cooperators, with FNS guidance and approval, will also develop culturally relevant nutrition education materials for students to accompany the traditional Indigenous foods that are served, and the cooperators will train school nutrition professionals and other school staff on providing nutrition education to students. School Food Authorities (SFA) to be supported under the cooperative agreement must participate in the NSLP. Funds may be used to provide training, TA, and nutrition education to support the use of traditional Indigenous foods in the NSLP, School Breakfast Program (SBP), Summer Food Service Program (SFSP), Seamless Summer Option (SSO), and/or Child and Adult Care Food Program At-Risk Afterschool Meals (CACFP At-Risk) (see [Appendix A - Definitions](#)). The anticipated period of performance for this cooperative agreement is from **May 1, 2024 - April 30, 2026**.

1.2 Program Description

USDA is transforming America's food system with a greater focus on more resilient local and regional food production, while ensuring access to safe, healthy, and nutritious food in all

communities. Part of this effort includes USDA's commitment to support tribal Nations' self-determination, promote equity, remove barriers to services and programs, and incorporate community perspectives into food programs, recognizing their tribal sovereignty and food sovereignty. USDA understands the importance of serving traditional Indigenous foods and encourages operators of the CNP to source locally grown and raised foods.

In December 2022, the [USDA Office of Tribal Relations](#) (OTR) held two tribal consultations to gain input on the proposed rule, [Child Nutrition Programs: Revisions to Meal Patterns Consistent with the 2020 Dietary Guidelines for Americans](#), which was published on February 7, 2023. Issues identified during these consultations included the desire to incorporate more traditional Indigenous foods into meals offered through the CNP, the health impacts of a typical "American" diet on tribal communities, and USDA school meal regulations that are sometimes misunderstood and thus may hamper efforts to include traditional Indigenous foods. Often schools that serve tribal students are in underserved communities and may not have access to training and resources enabling them to optimize their school meal operations and incorporate traditional Indigenous foods into their meals. Barriers such as product availability and procurement; high cost of Indigenous foods as compared to conventional foods; low availability of Indigenous foods commercially; lack of scratch cooking capacity; predominately rural or remote locations of schools serving these students; inadequate access to transportation and high-speed internet; and language barriers compound these issues.

The Biden-Harris Administration's [National Strategy on Hunger, Nutrition, and Health](#) calls for improving food access and affordability. A focus of Pillar 1 is supporting food sovereignty, improving access to traditional Indigenous foods, and ensuring tribal communities are equitably served by Federal programs. USDA FNS has developed many trainings and resources on procuring, preparing, and crediting foods as part of the CNP. However, there is a need to provide tailored training and TA directly to school nutrition professionals serving tribal communities to ensure that they can utilize the available resources and incorporate traditional Indigenous foods into their meals and snacks, addressing the unique barriers each Program operator may face.

To address this need, in FY 2024, USDA FNS will award **\$2 million in total grant funding** to up to **four (4)** organizations led and staffed primarily by members of Federally Recognized Tribes and/or Native Hawaiians, from different regions of the contiguous United States, Alaska, or Hawaii (regions may, but are not required to, correspond to USDA FNS regions). These entities will provide tailored training and TA to SFAs that serve tribal communities and participate in the NSLP. Funds may be used to support the use of traditional Indigenous foods in the NSLP, SBP, SFSP, SSO, and/or CACFP At-Risk. Cooperators should draw from the experience and expertise of school nutrition professionals, school administrators, community partners, elders, and other community experts from the tribal communities being served and provide training and TA that are culturally relevant and appropriate. The cooperators, with FNS guidance and approval, will also develop culturally relevant nutrition education materials for students to accompany the traditional Indigenous foods that are served, and the cooperators will train school nutrition professionals and other school staff on providing nutrition education to students. The legislative authority for this cooperative agreement announcement is Section 21(a)(1)(A)(i-iii) of <https://www.fns.usda.gov/nsla-amended-pl-117-328> the [Richard B. Russell National School Lunch Act](#). Funding was provided through the Continuing Appropriations Act, 2024 and Other Extensions Acts (P.L. 118-15 and P.L. 118-22).

There are 574 [Federally Recognized Tribes](#) and nearly a quarter of Hawaiian residents are Native Hawaiian. Each community has its own rich and diverse culture and food traditions; thus, a local/regional approach will ensure that the needs of the specific tribes being served are addressed through the projects funded under this RFA. In addition, this work must be developed and delivered by organizations led and staffed primarily by members of Federally Recognized Tribes and/or Native Hawaiians (see [Section 3 - Eligibility Information](#)) with input from the SFAs and tribes being served. FNS will provide significant support to the cooperators, including working to increase the presence of traditional Indigenous foods in the [Food Buying Guide for Child Nutrition Programs](#) (FBG); updating/developing additional resources and trainings specifically targeted towards SFAs serving tribal communities (in collaboration with the cooperators); and continuing to update the FNS webpage, [Serving Traditional Indigenous Foods in Child Nutrition Programs](#), with all available USDA resources and trainings to support the use of traditional Indigenous foods in the CNP.

Through this initiative, FNS intends to see the following outcomes:

- Increased understanding of the specific barriers faced by SFAs serving tribal communities in offering traditional Indigenous foods as part of the meals served through the CNP.
- Increased capacity of organizations led and staffed primarily by members of Federally Recognized Tribes and/or Native Hawaiians to provide training and TA to increase the inclusion of traditional Indigenous foods into the meals served through the CNP.
- Engagement of school nutrition professionals from tribal communities in incorporating traditional Indigenous foods into the meals served through the CNP.
- New and updated resources, tools, and trainings tailored to school nutrition professionals and other school staff or community partners serving tribal communities on the importance of traditional Indigenous foods and how to increase inclusion of these foods into the meals served through the CNP.
- The establishment of new procurement relationships that can supply traditional Indigenous foods to SFAs serving tribal communities in quantities and at prices that are acceptable.
- The development, standardization, and testing of new recipes utilizing traditional Indigenous foods that are specific to the tribal communities being served.
- Increased inclusion of traditional Indigenous foods into the meals served through the CNP.
- Increased engagement of students, school nutrition professionals, other school staff, and tribe members in increasing traditional Indigenous foods in the meals served through the CNP through taste tests, student nutrition committees, Local School Wellness Committees, and/or other means.
- New and updated nutrition education resources tailored to students from tribal communities on the meaning and importance of the traditional Indigenous foods that are served, and training for school nutrition professionals on providing nutrition education to students.
- Identification and sharing of best practices and outcomes data that demonstrates the feasibility and effectiveness of tailored training and TA for school nutrition professionals in increasing the use of traditional Indigenous foods in the meals served through the CNP.
- Increased partnerships between non-profit organizations, SFAs, tribes, and/or other entities with experience and expertise in training, nutrition and nutrition education, traditional Indigenous foods, and/or school food service management.

- Increased partnerships between FNS and organizations led and staffed primarily by members of Federally Recognized Tribes and/or Native Hawaiians and tribal communities.

The work completed under this cooperative agreement will supplement other efforts currently underway within FNS such as the [Team Nutrition Training Grant](#), the [Patrick Leahy Farm to School Grant Program](#), and the [Healthy Meals Incentives Initiative](#). These programs aim to improve the quality and acceptability of meals served through the CNP, support local procurement, and strengthen the K-12 food system to ensure that schools across the nation can serve foods that are healthy, culturally appropriate for the communities that they serve, and appealing to students. In alignment with the [Executive Order \(EO\) On Advancing Racial Equity and Support for Underserved Communities Through the Federal Government](#), this cooperative agreement takes a comprehensive approach to advancing equity for all programming, including people of color and others who have been historically underserved, marginalized, and adversely affected by persistent poverty and inequality.

The anticipated period of performance for this cooperative agreement is from **May 1, 2024 - April 30, 2026**.

1.3 Key Objectives

Below is a list of the Key Objectives. As noted in [Section 4.1 – Content and Form of Application Submission](#), proposed activities and their indicators should be clearly aligned to these objectives.

Proposals must include activities to support **the first six (6)** objectives identified below. Objective 7 is **optional**. Note that if awarded, cooperators will be required to report on progress towards activities aligned with the required objectives and must use the FNS-908 for reporting (see [Appendix F - FNS-908 - Performance Progress Report](#)). Carefully considering proposed activities and indicators will prepare cooperators for their progress reporting requirements if awarded.

#	Objective
1.	Gather information on barriers to including traditional Indigenous foods in the CNP and strengths and challenges related to training and TA (using past feedback obtained through consultation and other channels to the extent possible), provide a report to USDA FNS, and utilize information gained to inform project implementation.
2.	Provide culturally appropriate training and TA to meet the unique needs of school nutrition professionals who procure, prepare, and serve meals for tribal communities – drawing on the expertise of school nutrition professionals and others from the tribal communities being served. 50% or more of those providing training and TA for staff must be members of Federally Recognized Tribes and/or Native Hawaiians.
3.	Market and distribute cooperator and FNS-developed resources, tools, and trainings through culturally appropriate avenues.
4.	Develop culturally relevant nutrition education materials for students to accompany the traditional Indigenous foods that are served as part of their meals; train school nutrition professionals and other school staff on providing culturally relevant nutrition education to students; and ensure that nutrition education is delivered to students. 50% or more of those providing nutrition education directly to students must be members of Federally Recognized Tribes and/or Native Hawaiians.

5.	Support the establishment of new procurement relationships; supply chain development/coordination; development, standardizing, and testing of new recipes; and/or increased engagement of students and their parents/caregivers, school nutrition professionals, other school staff, and tribal partners in increasing traditional Indigenous foods in the meals served through the CNP.
6	Facilitate a regional Community of Practice of school nutrition professionals from tribal serving schools to share best practices, collaborate, and learn from each other.
7.	(OPTIONAL) Provide funding in the form of sub-grants to SFAs participating in the NSLP to support them in the implementation of concepts learned through training and TA (Section 2.2 – Sub-Grants).

1.4 Summary of Activities

This RFA is an announcement of the availability of funds to undertake the activities associated with the Supporting the Use of Traditional Indigenous Foods in the Child Nutrition Programs Cooperative Agreement, with substantial involvement by FNS. Cooperators will provide culturally appropriate, regionally focused (regions may, but are not required to, correspond to USDA FNS regions) training and TA on procurement, preparation, and crediting of traditional Indigenous foods including the use of cooperator and FNS-developed resources and tools. Cooperators will also develop culturally relevant nutrition education materials for students to accompany the traditional Indigenous foods that are served as part of their meals, and train school nutrition professionals and other school staff on providing nutrition education to students.

Certain required activities must be completed as part of this cooperative agreement and applicants should describe how they will implement these required activities in their proposals. In addition to the required activities, applicants may propose their own activities and approaches for satisfying the objectives and/or use the suggested approaches listed below.

#	Objective
1.	Gather information on barriers to including traditional Indigenous foods in the CNP and strengths and challenges related to training and TA (using past feedback obtained through consultation and other channels to the extent possible), provide a report to USDA FNS, and utilize information gained to inform project workplan.

Required Activities:

- Provide a report to USDA FNS regarding barriers to including traditional Indigenous foods in the CNP and TA and training needs in the region proposed in the application.
- Utilize information gained to inform project implementation.

Suggested Approaches:

- Conduct listening sessions.
- Utilize existing gathering opportunities to collect information.
- Include a wide variety of stakeholders including school nutrition professionals, other school staff, tribal leaders, students, caregivers, and other community organizations from the tribal communities to be served.

#	Objective
2.	Provide culturally appropriate training and TA to meet the unique needs of school nutrition professionals who procure, prepare, and serve meals for tribal communities – drawing on the expertise of school nutrition professionals and others from the tribal communities being served. 50% or more of those providing training and TA for staff must be members of Federally Recognized Tribes and/or Native Hawaiians.

Required Activities:

- Develop and implement a workplan and timeline to develop and deliver effective, culturally appropriate resources, TA, and training to school nutrition professionals and other school staff and/or community partners serving tribal communities.
- Develop and deliver effective, culturally appropriate resources, TA, and training to school nutrition professionals and other school staff and/or community partners serving tribal communities using FNS and cooperator developed tools for menu planning, procurement, preparation, and crediting.

Suggested Approaches:

- Conduct training and TA sessions at various locations and in different formats (e.g., virtual delivery, in-person trainings, conference/meeting presentations, individual site visits) that are easily accessible to school nutrition professionals and other school staff and/or community partners serving tribal communities.
- Provide language and translation services (if needed) utilizing qualified, professional, and experienced translators, that are qualified per the individual tribe's standards and approval.

#	Objective
3.	Market and distribute cooperator and FNS-developed resources, tools, and trainings through culturally appropriate avenues.

Required Activity:

- Develop and implement a marketing and communications plan to raise awareness of available tools, resources, and training.

Suggested Approaches:

- Utilize multiple communication methods to share resources, tools, and trainings with school nutrition professionals, tribes, and community stakeholders serving tribal communities.
- Share best practices and outcomes data that demonstrates the feasibility and effectiveness of tailored training and TA for school nutrition professionals and other school staff in increasing the use of traditional Indigenous foods in the CNP.
- Present at relevant conferences to promote the work done by SFAs in your region and support other SFAs in increasing the use of traditional Indigenous foods.

#	Objective
4.	Develop culturally relevant nutrition education materials for students to accompany the traditional Indigenous foods that are served as part of their meals; train school nutrition professionals and other school staff on providing culturally relevant nutrition education to students; and ensure that nutrition education is delivered to students. 50% or more of those providing nutrition education directly to students must be members of Federally Recognized Tribes and/or Native Hawaiians.

Required Activities:

- Develop and test effective, culturally relevant nutrition education materials for students that align with traditional Indigenous foods being served.
- Train school nutrition professionals and other school staff in delivering nutrition education to students.
- Deliver/ensure delivery of nutrition education to students.

Suggested Approaches:

- Create nutrition education materials in multiple formats (e.g., handouts, Power Point presentations, games, home-based activities).
- Integrate school nutrition professionals who are from Federally Recognized Tribes and/or Native Hawaiians into the development and delivery of nutrition education for students.
- Integrate nutrition education across the curriculum (i.e., include in other subjects such as history and science).

#	Objective
5.	Support the establishment of new procurement relationships; supply chain development/coordination; development, standardizing, and testing of new recipes; and/or increased engagement of students and their parents/caregivers, school nutrition professionals, other school staff, and tribal partners in increasing traditional Indigenous foods in the meals served through the CNP.

Required Activities:

- Implement one or more of the activities found in the Objective 5 description.

Suggested Approaches:

- Establish buying cooperatives in the proposed region.
- Create competitions for school nutrition staff to contribute recipes including traditional Indigenous foods (and then standardize those recipes).
- Train school nutrition staff to conduct taste tests for new recipes made with traditional Indigenous foods.
- Develop student nutrition committees or add students to Local School Wellness Committees and train them to lead student engagement activities.

#	Objective
6.	Facilitate a regional Community of Practice of school nutrition professionals from tribal serving schools to share best practices, collaborate, and learn from each other.

Required Activities:

- Create a Community of Practice of school nutrition professionals from tribal serving schools across the proposed region.
- Provide regular meeting opportunities for the group and facilitate communication and collaboration among members.

Suggested Approaches:

- Support collaborative presentations at relevant conferences and meetings.
- Support creation of collaborative resources and trainings.
- Share best practices gleaned from Community of Practice meetings through social media, newsletters, and presentations.

2. Federal Award Information

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

- Total amount of funding expected to award: **\$2 million in total grant funding**
- Anticipated number of awards: up to **four (4)** (in different regions of the contiguous United States, Alaska, or Hawaii, regions may, but are not required to, correspond to USDA FNS regions)
- Minimum award amount (award floor): **\$250,000**
- Maximum award amount (award ceiling): anticipate **\$500,000** but reserve the right to increase depending upon the number of awards made.
- Informational webinar dates: **February 8 and 13, 2024**
- Letter of Intent (optional) due date: **11:59 pm EST on February 19, 2024**
- Application due date: **11:59 pm EST on March 18, 2024**
- Anticipated award announcement date: **April 2024**
- Anticipated period of performance (start and end date of the award): 2 years, **May 1, 2024 - April 30, 2026**

Please note:

- Cooperative agreement awards are subject to the availability of funding and/or appropriations of funds.
- FNS reserves the right to use this solicitation and competition to award additional cooperative agreements this year or the subsequent fiscal year, should additional funds become available.

2.1 Allowable Costs

All costs proposed in the budget table and detailed in the budget narrative must be allowable, reasonable, necessary, and allocable. Refer to this RFA and [2 CFR Part 200 Subpart E – Cost Principles](#) for a detailed description of all allowable and unallowable costs. All costs must be specifically for the purposes of cooperative agreement activities.

Personnel Costs and Fringe Benefits

Salaries and fringe benefits of personnel involved in resource development, training, TA, and administrative support of activities under this cooperative agreement, including contracted employee salaries.

- All staff wages, salaries, and fringe benefits must be computed on a reasonable hourly basis commensurate with duties being performed, or the Federal minimum hourly wages established by the United States Department of Labor.
- The wages and salaries must be commensurate to the task an individual is performing under this cooperative agreement, as opposed to reflecting other positions for which they are credentialed (i.e., if a physician leads a nutrition education training for teachers, pay must be commensurate with the activity of nutrition education training rather than that of a physician).
- The Lead Applicant must provide a Project Director that devotes no less than 0.25 FTE to the project for the entire duration.

Meeting/Training Space

Charging costs of currently leased space to complete administrative or training activities must include depreciation based on the building's original acquisition cost, and such building-related costs as maintenance and utilities; must not include costs of maintenance, utilities, etc. directly if they are already charged as indirect costs. If renting space from a third party the grantee should ensure the cost does not exceed current market value and aligns with the requirements set forth in [2 CFR 200.465 - Rental Costs of Real Property and Equipment](#).

Technology/Software

Premium subscriptions to social media platforms, productivity, and communication software, and other software used to provide training and hardware such as laptops and tablets. A one-time purchase of a Wi/Fi hotspot to support tablet/iPad function is allowable. Technology costs **may not exceed ten (10) percent** of requested funds.

Travel

Reimbursement may only be paid for travel expenses in accordance with the Federal Travel Regulations ([41 CFR Part 301 – Transportation Expenses](#)) and must not exceed the lesser of State or [Federal maximum per diem rates](#). Attendee objectives must be made clear within the budget narrative.

Travel expenses may only be incurred for activities which directly support the implementation of this cooperative agreement. Travel expenses may be incurred for the following types of activities (not an exhaustive list):

- Cooperator staff, contractors, or sub-grantees attending in-State or regional trainings or meetings or conducting trainings.
- Cooperator staff or contractors conducting site visits to monitor progress of sub-grants and/or provide training and TA to sub-grantees.
- Cooperator staff or contractors attending collaboration meetings with partners, tribes, and community stakeholders.
- School nutrition professionals or other school staff or community partners attending training.

For any site visits performed during the period of performance of the cooperative agreement, USDA funds must be named and used.

Cooperators in receipt of an award agreement **may** be asked to host USDA officials for a site visit during the period of performance. All costs associated with the site visit will be paid for by USDA and are not expected to be included in the cooperative agreement budget.

Kitchen Supplies

Supplies (less than \$5,000) necessary for food storage, preparation, production, and display of food prepared for training purposes or taste tests, including, but not limited to, food storage containers, pots/pans, mixing bowls, knives, utensils, measuring cups, and tabletop cooking devices (e.g., food processor, stand mixer).

Training and Office Supplies

Supplies needed to conduct trainings and taste tests, and carry out the administrative functions of the project, including, but not limited to, aprons, gloves, hairnets, bowls, paper bowls, plastic cutlery, paper, pens, markers, flip chart paper, and whiteboards.

Resource and Training Development

Development, printing, duplication, storage, and distribution of resources, and TA and training materials.

Advertising and Public Relations

Development, printing, duplication, publication, and storage of **cooperative agreement related** advertising and public relations materials such as videos, brochures, advertisements, and social media graphics for purposes of recruiting staff to implement the cooperative agreement, informing school nutrition professionals about training and TA opportunities, distribution, and marketing of resources, or publishing the results or accomplishments of the cooperative agreement. This includes costs of exhibiting at conferences attended by school nutrition professionals and tribal leaders for the purposes of promoting training and TA opportunities.

Memberships and Professional Activities

Costs of **institutional memberships** in technical and professional organizations (e.g., Academy of Nutrition and Dietetics, School Nutrition Association, Society for Nutrition Education and Behavior) necessary to effectively implement activities as approved under this cooperative agreement during the period of performance. ([2 CFR 200.454 - Memberships, Subscriptions, and Professional Activity Costs](#))

Nutrition Education Reinforcement Materials

Nutrition education reinforcement materials refer to any material given out as a prize for involvement, participation, or winning of a nutrition education activity such as stickers, buttons, or refrigerator magnets. Terms used to describe these items include enhancement items, home reinforcements, incentives, and educational extenders. These items must be reasonable and necessary, contain or reinforce nutrition messages, and be of nominal value. FNS shall apply the general rules for determining the allowability of costs, as described in [2 CFR Part 200 Subpart E – Cost Principles](#), paramount among which are the reasonable and necessary cost tests. Program reinforcement materials for training or nutrition education should:

- have a clear, relevant, and useful connection to the nutrition education activities they are intending to reinforce.

- contain a nutrition education message that is directly relevant to the CNP and consistent with the [Dietary Guidelines](#) and [MyPlate](#).
- be offered only after weighing and assessing other relative needs and cost effectiveness.
- cost \$5.00 or less per item.
- be non-food items.
- follow guidelines specified in [Appendix G – Guidelines for Nutrition Education Provided Under the Cooperative Agreement](#).

Food

Food costs **may not exceed ten (10) percent** of the requested funds. Food purchases must only be for training purposes, including culinary or food safety trainings for school nutrition professionals, recipe development, recipe testing, or student engagement activities such as taste tests (see additional information in [Section 2.4 – Unallowable Costs](#)).

Translation Services

Translation or accessibility services for print, electronic, social media, and web content, and on-demand, live virtual, or in-person trainings. Ensure that translation service provider is qualified per the individual tribe's standards and approval.

Stipends

Stipends may be awarded for school nutrition professionals or other school staff to attend necessary meetings, conferences, and trainings. Travel costs should not be awarded as stipends (see [Travel](#) within this section). Stipends may cover meeting registration fees, replacement pay (expressed as cost/day), and/or substitute pay (expressed as cost/day).

2.2 Sub-Grants

Applicants **may** include sub-grants to SFAs who participate in the NSLP as part of their proposed budget, but sub-grants are not required. Sub-grant funds may be used to support SFAs in the implementation of concepts learned through the training and TA provided by the cooperator.

2.3 Allowable Costs for Sub-Grants

Sub-grants funds may be used for the establishment of new procurement relationships; supply chain development/coordination; development, standardizing, and testing of new recipes; and/or increased engagement of students and their parents/caregivers, school nutrition professionals, other school staff, and tribal partners in increasing traditional Indigenous foods in the meals served through the CNP. All costs proposed by sub-grantees must be allowable, reasonable, necessary, and allocable. Refer to this RFA and [2 CFR Part 200 Subpart E – Cost Principles](#) for a detailed description of all allowable and unallowable costs. All expenses incurred by the sub-grantees under this cooperative agreement must be specifically for the purposes of sub-grant activities.

2.4 Unallowable Costs

Entertainment

Costs of entertainment, including amusement, diversion, and social activities and any associated costs (e.g., mascot costumes, promotional items) unless there is a programmatic purpose and prior approval is granted by FNS.

Food

Food costs **may not exceed ten (10) percent** of the requested funds. Food purchases must only be for training purposes, including culinary or food safety trainings for school nutrition professionals, recipe development, recipe testing, or student engagement activities such as taste tests. Food purchases cannot be used for:

- foods used to prepare a meal for which reimbursement will be provided under the FNS nutrition assistance programs.
- foods used as an incentive or prize for a nutrition education event.
- foods provided directly to students and families to prepare and eat at home such as groceries or supplemental food.
- meal sized portions or complete meal service.
- alcoholic beverages.
- meals or snacks for training or meeting attendees, unless approved in advance in accordance with [2 CFR 200.432 - Conferences](#).

Advertising and Public Relations

Development, printing, duplication, publication, and storage of materials for publicizing **the organization**, as opposed to cooperative agreement activities, are not allowed. In addition, applicants may not include expenses associated with the following:

- Purchase or production of written or visual material for purposes of lobbying or influencing Federal, State, or local officials to pass or sign legislation or to influence the outcomes of an election, referendum, or initiative.
- Distribution of nutrition education reinforcement items costing over \$5.00 each or that are food items.
- Costs for any training materials that have already been charged to another Federal or private program or source.
- Purchase or production of written or visual nutrition education messages that are not consistent with the current Dietary Guidelines and MyPlate.
- Any material that endorses or promotes brand name products or retail stores.
- Manufacturer or store cents off coupons.
- Promotional “swag” and “door prize” items. Examples of unallowable promotional items include blankets, candy, clothing, coloring books, cups, fidget spinners, hats, holiday ornaments, jar grip openers, keychains, koozies, neckties, stress balls, stuffed animals, thermoses, tote bags, trading cards, and writing utensils.

Memberships and Professional Activities

Costs of **individual professional memberships** in organizations (e.g., Academy of Nutrition and Dietetics, School Nutrition Association, Society for Nutrition Education and Behavior) for personnel that work in school nutrition or dietetics are not allowable. Professional registration or license fees paid by individuals are unallowable costs because the fees would be considered personal expenses, not institutional expenses.

Activities and Education

Education to take place under this cooperative agreement includes training for school nutrition professionals on procurement, preparation, and crediting of traditional Indigenous foods, and training for school nutrition professionals and other school staff on providing nutrition education related to traditional Indigenous foods to students. Funds cannot be used for the following:

- Staff wellness activities outside of the scope described in this RFA (e.g., physical activity, meditation, blood pressure monitoring).
- Classes that are designed to provide case management or “life skills” training such as classes on English as a second language, parenting, child development, and crisis management.
- Nutrition education related to dietary needs of individuals, specific disease states, or altered physiological states.
- Weight loss classes specific to individuals, individualized meal plans, or obesity treatment programs.
- Body Mass Index “Report Cards” programs.
- Health screenings.
- Backpack programs.
- Nutrition education for preschoolers.

All costs proposed in the budget and detailed in the budget narrative must be allowable, reasonable, necessary, and allocable. Refer to this RFA and [2 CFR Part 200 Subpart E – Cost Principles](#) for a detailed description of all allowable and unallowable costs. All costs must be specifically for the purposes of cooperative agreement activities.

Summary

Cooperators must ensure the best use of the limited funding. A positive answer should always be sought to the following questions:

1. Is the cost applicable to my cooperative agreement?
2. Is the cost allowable according to program cost principles?
3. Is the cost reasonable and appropriate?

3. Eligibility Information

3.1 Eligible Applicants

It is the intent that this cooperative agreement will be awarded to organizations with existing relationships, experience, and expertise in Indian Country in the areas of training, school nutrition, Indigenous foods, and nutrition education. Eligible applicants must propose a project that supports SFA(s) serving students from Federally Recognized Tribes and/or Native Hawaiians from a specified region of the contiguous United States, Alaska, or Hawaii (regions may, but are not required to, correspond to USDA FNS regions). Approaches serving multiple tribes are encouraged, and applicants are encouraged to serve high numbers of tribal students.

To be eligible as the Lead Applicant for this cooperative agreement, entities must meet criteria **A**, **B**, and **C** below.

- A) Entity must be one of the following entity types:
- 501(c)(3) non-profit organization
 - SFA that participates in NSLP
 - Tribal government owned entity, arm, or instrumentality
 - [Native Hawaiian Organization](#) as recognized by the Department of the Interior
 - Other [non-governmental entity](#) including [Tribal Colleges & Universities](#)
 - Fiscal sponsor of any of the above eligible organizations

AND

- B) The leadership and staff of the entity must be predominantly (more than 50%) members of Federally Recognized Tribes and/or Native Hawaiians. (In the case of a fiscal sponsorship, this provision applies to the fiscally sponsored entity. In the case of partnerships, this provision applies to the Lead Applicant, but the Lead Applicant may have non-qualifying partners).

AND

- C) The entity must demonstrate existing relationships, experience and expertise in training, TA, school nutrition, Indigenous foods, and nutrition education.

The following eligibility considerations also apply:

- All non-profit organizations applying must include their 501(c)(3) determination letter issued by the Internal Revenue Service (IRS).
- Entities failing to meet the eligibility requirements, including submitting all required documents and forms, will be deemed INELIGIBLE and will be removed from the competition without further consideration.
- Suspended or debarred entities are ineligible to submit applications in response to this solicitation.
- FNS will only accept one application for this RFA from each Lead Applicant. If more than one application is submitted through grants.gov, FNS will accept the application with the most recent time stamp.

3.2 Partnerships

Applicants are highly encouraged to form partnerships to apply for this funding opportunity. The Lead Applicant must meet [Criteria B](#) above, however the Lead Applicant can have non-qualifying partners. Given the many complex barriers to serving more traditional Indigenous foods in the CNP, successful applicants may benefit from creating partnerships with multiple organizations that will provide the experience and scope necessary to carry out the activities required under this RFA.

3.3 Conflict of Interest

If any conflicts of interest are identified by the applicant (related to the entity or a specific staff member), a discussion of what steps the applicant will take to ensure the successful implementation and achievement of the goals and objectives of this cooperative agreement and the achievement of the outcomes as defined in the RFA should be provided. A conflict of interest may be a situation in which the applicant may gain personal or professional benefit through this cooperative agreement or have goals and objectives that are incompatible with this cooperative agreement. If no conflicts of interest exist, that must be stated by the applicant in the Applicant Information section of the application (see [Section 4 – Application and Submission Information](#)).

3.4 Cost Sharing or Matching Considerations

Cost sharing or matching funds are not required for this funding opportunity. Although there is no statutory matching requirement for this cooperative agreement, leveraging other resources and related ongoing efforts to promote sustainability is strongly encouraged.

3.5 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 – Federal Awarding Agency Review of Merit of Proposals](#), are required to review information available through any Office of Management and Budget (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:

- The System for Award Management (SAM), available at [Sam.gov](#), 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.
- [Appendix C – FNS-906 – Grant Program Accounting System & Financial Capability Questionnaire](#)
 - Applicants must complete the Grant Program Accounting System & Financial Capability Questionnaire and include it with their application. This questionnaire 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 several 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.

3.6 Publications and Acknowledgement of USDA Support

As outlined in [2 CFR 415.2 – Acknowledgement of USDA Support on Publications and Audiovisuals](#), cooperative agreement recipients must include acknowledgement of FNS support on any publications written or published with cooperative agreement support and, if feasible, on any publication reporting the results of, or describing, a cooperative agreement-supported activity. Recipients must include acknowledgement of USDA FNS support on any audiovisual which is produced with cooperative agreement 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."
- Cooperators should follow the [USDA Style Guide](#) when using the USDA logo.

4. Application and Submission Information

4.1 Content and Form of Application Submission

Eligible applicants interested in applying to this program must adhere to the following application formatting requirements:

- The proposal should be formatted for printing 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 a readable 12-point font such as Times New Roman.

- The Project Narrative with relevant information should be captured on no more than 17 pages (going beyond the page limits provided will result in elimination from the competition). This page limit **does not** include the cover sheet, table of contents, resumes, Letters of Support (LOS), activities and indicators tracker, budget table and budget narrative, other appendices, and required forms.
- All pages, excluding form pages, must be numbered sequentially.

Additional Information

- Submit completed application via [Grants.gov](https://www.grants.gov). Files should be submitted as a Portable Document Format (.PDF) file through the Grants.gov workspace. Applications not submitted via Grants.gov will not be considered.
- 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.
- 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.
- Applications submitted without the required supporting documents, forms, or certifications will be deemed ineligible and will not be considered.
- Applications missing a written proposal or budget narrative will be deemed ineligible and will not be considered.
- LOS (no more than three) must be submitted with the application through Grants.gov. LOS submitted via email will not be reviewed.
- There are no requirements for cost sharing or matching; therefore, it will not be considered in the review process.
- FNS reserves the right to request clarification on any application submitted in response to this solicitation.
- Grant awards are contingent upon the availability and apportionment of Federal funds.
 - FNS reserves the right to make greater or fewer grant awards based upon the level of funding requested, the quality of applications received, or other Agency priorities.
 - The submission of an application does NOT guarantee funding.
 - FNS reserves the right to reduce, increase, or revise proposed budgets based on the availability of funds.
- FNS reserves the right to use this solicitation and competition to award additional grants this year or the subsequent fiscal year, should additional funds become available.
- Entities failing to meet the eligibility requirements, including submitting all required documents and forms, will be deemed INELIGIBLE and will be removed from the competition without further consideration.

Cover Page (1 page)

[Appendix E - Cover Page](#) must be completed.

Table of Contents (no page limit)

The Table of Contents must include relevant sections, subsections, and associated page numbers. Include all pages, appendices, and attachments. All pages of the application should be sequentially numbered, including the attachments.

Executive Summary (1 page)

The Executive Summary should briefly describe the proposed project activities and anticipated outcomes. This section should describe any planned or existing partnerships with other entities who have committed to working with the applicant on proposed activities, summarize the applicant's capacity to complete the activities, and note any innovative or creative aspects of the proposal.

Applicant Information (2 pages)

The Applicant Information section must provide a narrative description of the Lead Applicant's organizational structure and capacity to complete activities outlined in this RFA. Must include a description of existing relationships, experience, and expertise in Indian Country in the areas of training, school nutrition, Indigenous foods, and nutrition education. This section should include the following:

- A description of any entities to be funded under the cooperative agreement, including their role in the project and qualifications to complete the proposed work. LOS documenting these commitments **should** be included in the appendices.
- If the applicant intends to award sub-grants, a description of any experience awarding and managing sub-grants should be included.
- If the entity has a current USDA grant or cooperative agreement, it must be mentioned in this section.
- Any conflict of interest identified by the applicant related to the entity, partners, or a specific staff member (see [Section 3.4 - Conflict of Interest](#)) for additional details. If no conflict of interest exists, that should be stated in this section.

Project Narrative (not to exceed 17 pages)

The Project Narrative should identify how the applicant is proposing to address [Section 1.3 - Key Objectives](#) and [Section 1.4 - Summary of Activities](#) of this cooperative agreement. In preparing the Project Narrative, applicants should address the following areas (in the order presented), noting any relevant experience in managing similar activities:

1. **Expanding and building relationships.** The applicant shall describe their existing relationships and a plan for expanding/building relationships with SFAs, tribes, and community stakeholders supporting the SFAs and communities to be served under the proposal.
2. **Content and training expertise.** The applicant shall describe their expertise in training, school nutrition, Indigenous foods, and nutrition education, including the use of USDA FNS tools and resources such as the [FBG](#), the [Crediting Tip Sheets](#), and [TA 01-2024: Crediting Traditional Foods in the Child Nutrition Program](#).
3. **Region and demographics.** The applicant shall describe the reasoning behind their choice of region and information on the tribes within the region, including the estimated number of children from Federally Recognized Tribes and/or Native Hawaiians that will be impacted through the grant funding.
4. **Assessing the needs of the community.** The applicant shall describe how they have/will assess the strengths and challenges related to training and TA of the SFA(s) and tribal communities to be served under the proposal, and the existing resources and training tools available that could be utilized or adapted, as well as new materials that will be needed.

5. **Developing culturally appropriate training materials and nutrition education materials.** The applicant shall describe how they will identify, adapt, and when necessary, develop, culturally appropriate training and nutrition education materials.
6. **Marketing.** The applicant shall describe how they will utilize marketing and communications to support the success of the project.
7. **Conducting training, TA, and nutrition education.** The applicant shall describe their plan for conducting training, TA, and nutrition education. The applicant must deliver this themselves or shall utilized experienced school nutrition professionals or partners. This section should describe any stipends (see [Section 2.1 – Allowable Costs](#)) that will be offered to participants to attend trainings. 50% or more of those providing training and TA for staff or nutrition education directly to students must be members of Federally Recognized Tribes and/or Native Hawaiians.
8. **Procurement, recipe testing, and student engagement.** The applicant shall describe how they will support the establishment of new procurement relationships; supply chain development/coordination; development, standardizing, and testing of new recipes; and/or increased engagement of students and their parents/caregivers, school nutrition professionals, other school staff, and tribal partners in increasing traditional Indigenous foods in the meals served through the CNP.
9. **Sub-grants.** Applicants who intend to offer sub-grants should describe the purpose of the sub-grants, and their process for developing the sub-grant application, evaluating applications, choosing awardees, transferring the funds, maintaining oversight of the funds, providing TA to the grantees, collecting data, and reporting on sub-grantee progress to FNS.
10. **Providing adequate and qualified staff.** The applicant shall describe the key staff for this cooperative agreement and attach relevant resumes and job descriptions as appendices.
 - Key staff generally are identified as those individuals who assume a substantive responsibility for developing, modifying, and achieving project objectives; are responsible for managing, administering, conducting, or providing oversight for a significant component of the project; and have a direct bearing on the outcome of the project.
 - The Lead Applicant shall describe roles and responsibilities of key staff or contractors, as well as relevant qualifications and experience, and specify a level of effort for all proposed staff. This should include a description of organizational structure and identification of the staff who will manage the project.
 - The applicant shall describe how the Lead Applicant entity is led and primarily staffed by members of Federally Recognized Tribes and/or Native Hawaiians.
 - The applicant shall describe how they will ensure that 50% or more of those providing training and TA to staff or nutrition education directly to children are members of Federally Recognized Tribes and/or Native Hawaiians.
 - Lead applicants are required to have a **Project Director** as key personnel at no less than 0.25 full-time equivalent FTE for this entire performance period of this cooperative agreement.
 - At a minimum, the Project Director will be responsible for administration of the cooperative agreement, fiscal management (including exercising effective internal controls), reporting to FNS, and providing oversight for cooperative agreement activities.
 - The application shall describe the qualifications of the Project Director. Their resume or a job description (included in the appendices) must demonstrate that they have/will have the appropriate educational, technical, and experiential background for the proposed role.

- The Project Director must have at least a bachelor's degree and either: (1) experience in school nutrition or (2) project management experience. Experience in managing a project of similar size and scope is highly desired. When the Project Director does not have school nutrition experience, the project's staffing plan must include a school nutrition subject matter expert.
11. **Evaluating project outcomes.** The applicant describes a plan for evaluating all objectives and activities included in the [activities and Indicators tracker](#) and utilizing the data collected for continuous program improvement.
 12. **Managing the project.** The applicant shall provide a detailed description of the actions that will be taken to ensure that project activities are completed on time, within budget, and with quality results. Applicants should include contingency plans for key staff, and/or partner turnover. The applicant should demonstrate that the activities and/or products are sustainable beyond the cooperative agreement performance period.
 13. **Keeping records and reporting to FNS.** The applicant shall describe how they will maintain records of their activities and expenditures and submit quarterly and final performance and financial status reports to FNS. The cooperators will be required to utilize [Appendix E - FNS-908 - Performance Progress Report](#) for progress reports. The proposal must describe who will complete required progress and financial report. Additional information on reporting requirements can be found in [Section 6.3 - Reporting Requirements](#). The applicant must describe how they will securely transfer all Federal records to FNS at the end of the cooperative agreement period of performance and must provide assurance that all records will be securely stored and maintained for three (3) years after the cooperative agreement period of performance (the time frame in which an audit could occur) in accordance with Federal record keeping requirements ([2 CFR Part 200.334 – Retention Requirements for Records](#)).

[Project Timeline \(not to exceed 3 pages, include as part of Project Narrative\)](#)

The project timeline should extend from **May 1, 2024 - April 30, 2026**, and include dates for important project milestones. The timeline should include, but is not limited to:

- Hiring of Project Director and other staff as needed.
- Project planning and information gathering.
- Implementation of key cooperative agreement activities, such as the needs assessment, resource development, and training delivery.
- Data collection and evaluation activities.

[Activities and Indicators Tracker \(3 pages, include as an appendix\)](#)

Proposed activities and indicators measuring success must be mapped to the Key Objectives ([Section 1.3 - Key Objectives](#)) in the below format (note that additional Activities/Indicators can be added as needed). Each of **six** required Key Objectives must be linked to **one or more** activities.

Note: Indicators are defined as any metric you plan to track during the period of performance of the cooperative agreement to measure outcomes. Examples include but are not limited to: number of trainings delivered, number of people that attended trainings, percentage of training attendees that utilized the information learned in trainings within six (6) months, number of nutrition education activities conducted, number of people that attended nutrition education activities, number of conference sessions delivered, number of resources created, change in number of Indigenous foods served.

Example One

Objective #2	Provide culturally appropriate training and TA to meet the unique needs of school nutrition professionals who procure, prepare, and serve meals for tribal communities – drawing on the expertise of school nutrition professionals and others from the tribal communities being served. 50% or more of those providing training and TA for staff must be members of Federally Recognized Tribes and/or Native Hawaiians.
Activity	TA sessions.
Indicator(s)	Number of TA sessions conducted.
Indicator(s)	Percent of school nutrition professionals receiving TA that indicate that the information would help them incorporate more traditional Indigenous foods into meals (utilizing an end of session evaluation).

Example Two

Objective #3	Market and distribute cooperator and FNS-developed resources, tools, and trainings through culturally appropriate avenues.
Activity	Exhibiting at Annual Conference on Native American Nutrition.
Indicator(s)	Number of resources disseminated.
Indicator(s)	Number of people reached.

Activities/Indicators Tracker Template

Objective #	
Activity	
Indicator(s)	

Objective #	
Activity	
Indicator(s)	

Budget Table and Narrative (not to exceed 3 pages, include as appendix)

Provide an itemized budget, formatted in a table, describing the appropriate use of grant funds, including calculations for how all line-item expenses were derived. All budget line-item expenses must be allowable costs as defined in this RFA and [2 CFR Part 200 Subpart E - Cost Principles](#) and must align with the activities described in the Project Narrative for this grant. Proposed costs must be necessary, reasonable, and allocable to carry out the project's goals and objectives. All funding requests must be in whole dollars only. Budget categories in this table must match those listed on the SF-424A.

The budget should describe the use of cooperative agreement funds and justify costs. Applicants should refer to [2 CFR Part 200 Subpart E - Cost Principles](#) and [Section 2.1 - Allowable Costs](#) when developing the budget. The budget must also be submitted using the "Budget Information Form" (SF-424A). Proposed costs must be allowable, necessary, reasonable, and allocable to carry out the project's goals and objectives. Specifically, the budget should describe how the applicant will allocate the awarded amount to complete items 1 through 13 under [Section 4.1 – Content and Form of Application Submission](#).

Applicants are strongly encouraged to use the Suggested Budget/Budget Narrative Template, available in [Appendix B](#). If the budget table is created in Excel, it must be formatted to fit on an 8.5 x 11-inch page, with a font no smaller than 11-point Times New Roman. Print the Excel file to PDF to ensure that Grants.gov does not alter the formatting.

If the budget includes indirect costs, the applicant must provide a copy of its most recently approved Federally Negotiated Indirect Cost Rate Agreement (NICRA) as an appendix. More information about indirect cost rates is noted in [Section 4.1 – Content and Form of Application Submission](#).

All non-profit organizations must include their 501(c)(3) determination letter issued by the IRS as an appendix.

Provide a descriptive [budget narrative](#) that addresses every budget line-item expense. Briefly describe how the total amount for that line-item was determined and how expense supports the project goals. Ensure objectives and travel justifications are included in the narrative. Provide details where necessary.

Note: If a discrepancy exists between the total funding request (submitted on the SF-424) versus budget and budget narrative within the application package in response to this solicitation, FNS will only consider and evaluate the estimated funding request contained on the SF-424.

[Letters of Support \(no more than three, if applicant is an SFA, must include one LOS from their State agency indicating that they are in good standing, include as appendices\)](#)

Letters of Support (LOS) from SFAs, partners, and community stakeholders should be included as appendices.

- If an applicant is an SFA, then they **must** include one LOS from their State agency on State agency letterhead that includes:
 - Name and address of SFA.
 - Total student enrollment in SFA.
 - Grade ranges in SFA.
 - Student demographics within SFA (using [ACS-ED Dashboard](#)).
 - Free and Reduced Meal percentage in the SFA.
 - Participation in the USDA CNP (e.g., SBP, NSLP, SFSP, SSO, CACFP At-Risk) operating in the SFA.
 - Documentation of good standing status of the SFA with CNP administration.
 - Disclosure of any uncorrected deficiencies received by the SFA within the previous 12 months.
- LOS from application partners and SFAs in the region are strongly encouraged.

[Negotiated Indirect Cost Rate Agreement \(NICRA, include as an appendix, if applicable\)](#)

A current NICRA, negotiated with a cognizant Federal 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. 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 cooperative agreement 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 7 - Federal Awarding Agency Contacts](#) of this RFA.

Note: Each organization is assigned to a single Federal agency by OMB that acts on behalf of all Federal agencies in indirect cost rate negotiations and is referred to as the “cognizant agency.”

Required Grant Application Forms (include as appendices or submit through Grants.gov)

The required Grants.gov forms may be previewed at grants.gov/forms. These forms are part of the Grants.gov Workspace application.

- Non-Construction Grant Projects Forms: SF-424 Family
 - Application and Instruction for Federal Assistance (SF-424)
 - Budget Information and Instructions (SF-424A)
 - Assurance-Non-Construction Programs (SF-424B)
- SF LLL (Disclosure of Lobbying Activities)
 - Indicate on your form whether your organization intends to conduct lobbying activities. If your organization does not intend to lobby, write “Not Applicable” in boxes required to be completed.
- [FNS-906 – Grant Program Accounting System & Financial Capability Questionnaire](#).
 - Negotiated Indirect Cost Rate Agreement (PDF - Upload using the “Add Attachments” button under SF-424 item #15).

Letter of Intent (optional)

Eligible applicants who intend to apply should submit a Letter of Intent (LOI) notice by **11:59 pm EST February 19, 2024**. A LOI is **encouraged, but not required**, to participate in the cooperative agreement competition. Submission of an LOI does not obligate the applicant to apply but provides FNS with useful information in preparing for the review and selection process. The notice should include the potential applicant’s name and address, organization’s name, telephone number, and email address of the primary point of contact (see [Appendix D – Letter of Intent](#)). The applicant can send the letter via email by the due date to the FNS Grant Officer below:

Anna Arrowsmith, Grants Officer
Grants and Fiscal Policy Division
U.S. Department of Agriculture, FNS
E-mail: Anna.Arrowsmith@usda.gov

4.2 Submission Date

Complete cooperative agreement applications must be uploaded to [Grants.gov](#) by **11:59 PM EDT** on the due date listed on the cover page of this RFA.

- Applications must be submitted via Grants.gov. Mailed, emailed, or hand-delivered application packages will not be accepted. For further instructions, see [Section 4.3 - Preparing for Electronic Application Submission through 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.

FNS strongly encourages applicants to begin the registration process at least **four (4) weeks** before the due date and to submit applications to Grants.gov at least **one (1) week** before the due date 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.

FNS will not accept applications outside of Grants.gov. Applicants experiencing difficulty submitting applications through Grants.gov should contact applicant support via the toll-free number 1-800-518-4726 and email at support@Grants.gov. This service is available 24/7.

4.3 Preparing for Electronic Application Submission through Grants.gov

Applicants must register with [Grants.gov](https://www.Grants.gov) and [SAM.gov](https://www.SAM.gov) in order to submit an application to FNS via Grants.gov as required.

To submit an application, you must:

1. Obtain a UEI number.

What is a Unique Entity Identifier (UEI)?

A 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. For more information, visit the [U.S. General Services Administration website](https://www.GSA.gov).

Where do I go to learn more about the UEI?

The U.S. General Services Administration [Unique Entity Identifier Update page](https://www.GSA.gov) contains the most up-to-date information about the UEI.

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

- SAM combines Federal procurement systems and the Catalog of Federal Domestic Assistance into one system. Visit [SAM.gov](https://www.SAM.gov) for additional information.
- To register, you must have your organization's UEI, the organization's Tax ID Number (TIN), and taxpayer name (as it appears on the last tax return). It may take up to **5 to 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 – Universal Identifier and System for Award Management](https://www.ecfr.gov).
- FNS strongly encourages applicants to begin this process **at least four (4) weeks** before the due date of the cooperative agreement solicitation.

3. Create a Grants.gov Account

The next step in the registration process is to create an account with Grants.gov. Applicants must know their organization's UEI to complete this process. For more detailed instruction about creating a profile on Grants.gov, visit [grants.gov/applicants/applicant-registration](https://www.Grants.gov/applicants/applicant-registration).

4. Authorize Grants.gov Roles:

After creating an account on [Grants.gov](https://www.grants.gov), the E-Business Point of Contact (EBiz POC) will receive an email notifying them of the registration and requesting that roles be assigned. The EBiz POC will need to go to Grants.gov and authorize the appropriate roles. An approved Authorized Organizational Representative (AOR) must complete and submit the application online at Grants.gov. To learn more about the EBiz POC role and other profile roles, please visit [Manage Roles for Applicant](#).

5. Track Role Status:

To track your role request, please visit [Manage Roles for Applicant](#).

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.**

4.4 How to Submit an Application via Grants.gov

Applicants must apply online using [Workspace](#). *Workspace* is a shared, online environment where members of a cooperative agreement team may simultaneously access and edit different web forms within an application. For each funding opportunity announcement or RFA, you can create individual instances of a workspace.

For additional training resources, including video tutorials, visit [Grants.gov/web/grants/applicants/applicant-training.html](https://www.grants.gov/web/grants/applicants/applicant-training.html).

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

For questions related to the specific cooperative agreement opportunity, please contact the Grant Officer noted in [Section 7 - Federal Awarding Agency Contacts](#) of this RFA.

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 or 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 (e.g., ! @ # \$ % ^ & * - '). This includes periods (.) and spacing followed by a dash in the file. To separate words in naming a file, use underscore (_). For example, Attached_File.pdf.

If these guidelines for file names are not followed, your application will be rejected. FNS will not accept any application rejected from the Grants.gov portal due to incorrect naming conventions.

Additional information can be found at grants.gov/web/grants/applicants/applicant-faqs.html#attachments.

4.5 Grants.gov Receipt Requirements and Proof of Timely Submission

All applications must be received by 11:59 PM EDT on the due date listed on the cover page of this RFA, as detailed in [Section 4.2 – Submission Date](#). 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 (i.e., GRANTXXXXXXXX) from Grants.gov with the successful transmission of their application. Applicant AORs will also receive the official date/time stamp and a 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 acknowledgement 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 (support@Grants.gov) 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.

4.6 Intergovernmental Review

This funding opportunity is subject to the requirements of [EO 12372 -Intergovernmental Review of Federal Programs](#). This EO was issued with the desire to foster intergovernmental partnership and strengthen Federalism by relying on State and local processes for the coordination and review of proposed Federal financial assistance and direct Federal development. The EO allows each State to designate an entity to perform this function.

If you are located within a State that does not have a Single Point of Contact (SPOC), you may send application materials directly to a Federal awarding agency. Applications from Federally recognized Indian Tribes are not subject to this requirement.

For a list of State agency contacts, please visit whitehouse.gov/wp-content/uploads/2020/04/SPOC-4-13-20.pdf.

4.7 Funding Restrictions

- Pre-award costs will not be permitted for the [Supporting the Use of Traditional Indigenous Foods in the Child Nutrition Programs Cooperative Agreement](#).

- A current 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.
- 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 cooperative agreement 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 7 - Federal Awarding Agency Contacts](#) of this RFA.
- USDA FNS Grants Management has determined that excluding the portion of each sub-award in excess of \$25,000 from Modified Total Direct Cost (MTDC) is consistent with MTDC guidance in 2 CFR 200 related to managing subawards. Therefore, only the first \$25,000 of each sub-grant award (regardless of the period of performance) is subject to the indirect cost rate of the cooperative agreement cooperator.

5. Application Review Information

5.1 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.

The following selection criteria will be used to evaluate applications for this RFA. Each criterion has a maximum score as indicated in parentheses. Scores will be impacted if an application does not include all required information. **Total possible points for scoring are 100.**

Evaluation of applications will be based on:

Evaluation Criteria 1: Organizational and Community Readiness (10 points)

- The applicant demonstrates appropriate existing relationships and experience to successfully implement the work described in this RFA.
- The applicant demonstrates potential for strong interrelationships, teamwork, and cooperation with the other cooperators, USDA FNS, and other stakeholders.
- The applicant describes the reasoning behind their choice of region and information on the tribes within the region, including the estimated number of children from Federally Recognized Tribes and/or Native Hawaiians that will be impacted.
- LOS demonstrate strong support for the applicant and project.
- If applicant is an SFA, a LOS from the State agency, which includes all information described in [Section 4.1 - Content and Form of Application Submission, Letters of Support](#), is included as an appendix.
- If awarding sub-grants, the applicant demonstrates experience awarding and managing sub-grants.

Evaluation Criteria 2: Project Effectiveness (30 points)

- The applicant describes a plan for assessing the needs of the community, to understand the strengths and challenges related to training and TA of the SFAs to be served under the cooperative agreement.
- The applicant describes how they will assess the existing resources and training tools available that could be utilized or adapted, as well as new materials that will be needed.
- The applicant describes how they will utilize marketing and communications to support the success of the project.
- The applicant provides a plausible timeline and discusses the practicality of the presented timeline and whether presented milestones and deadlines are realistic and achievable.
- The applicant describes how they will support the establishment of new procurement relationships; supply chain development/coordination; development, standardizing, and testing of new recipes; and/or increased engagement of students and their parents/caregivers, school nutrition professionals, other school staff, and tribal partners in increasing traditional Indigenous foods in the meals served through the CNP.
- The applicant describes a plan for collecting and reporting best-practices and success stories.
- The applicant demonstrates that the activities and/or products are sustainable beyond the cooperative agreement performance period.
- If awarding sub-grants, the applicant describes the purpose of the sub-grants, and their process for developing the sub-grant application, evaluating applications, choosing awardees, transferring the funds, maintaining oversight of the funds, providing TA to the grantees, collecting data, and reporting on sub-grantee progress to FNS.

Evaluation Criteria 3: Staffing (10 Points)

- The applicant designates a qualified Project Director at no less than 0.25 FTE.
- The Project Director and/or other key staff or partners have expertise in Indian Country in the areas of training, school nutrition, Indigenous foods, and nutrition education.
- The applicant identifies and describes the roles and responsibilities of key staff and partners involved in the proposed project and documents that the time commitment of key staff is appropriate for their project roles.
- The applicant provides relevant education, skills, and experience of key staff that makes them qualified for their proposed roles in the project. Resumes should be included as appendices.
- The applicant describes how the Lead Applicant entity is led and primarily staffed by members of Federally Recognized Tribes and/or Native Hawaiians.
- The applicant describes how they will ensure that 50% or more of those providing training and TA to staff or nutrition education directly to children will be members of Federally Recognized Tribes and/or Native Hawaiians.
- The applicant proposes an approach and timeline for hiring new staff to support the cooperative agreement (if applicable).
- The applicant describes a plan for addressing staff turnover while still completing project requirements in the designated time frame.

Evaluation Criteria 4: Project Management (15 points)

- The applicant provides a detailed description of the actions that will be taken to ensure that project activities are completed on time, within budget, and with quality results.
- The applicant discusses how they will provide the oversight necessary to ensure high-quality products and services, and to keep the cooperative agreement on time and within budget.
- The applicant demonstrates effective internal controls to ensure funds are used only for project purposes, with an accounting record and audit trail (for themselves, and for sub-grantees if applicable) and describes how they will complete quarterly financial reporting for USDA FNS.
- The applicant describes a plan to ensure activities and/or products are sustainable beyond the cooperative agreement performance period.

Evaluation Criteria 5: Evaluation (10 points)

- The applicant provides [Activities/Indicators](#) that demonstrate their ability to evaluate project implementation and outcomes.
- The applicant describes a plan for collecting and reporting on necessary data.
- The applicant describes a plan for conducting monthly check-ins with and submitting quarterly financial and progress reports to USDA.
- If awarding sub-grants, the applicant describes a process for collecting progress data from sub-grantees, compiling the data, and reporting the data to USDA FNS.

Evaluation Criteria 6: Budget Table and Budget Narrative (25 points)

- The applicant demonstrates that all costs are necessary, reasonable, and allocable to carry out the project's objectives.
- The applicant clearly describes how costs within the budget categories were derived.
- The applicant identifies linkages between expenditures and specific activities/tasks.
- The applicant provides documentation within the budget and budget narrative of all implementation and operational costs that are necessary to accomplish the objectives of this project.
- Includes Indirect cost rate agreement, if applicable.
- The proposed budget is consistent with [2 CFR Part 200 Subpart E – Cost Principles](#) and [Part 400 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#).

Total Points Available: 100

5.2 Review and Selection Process

Following the initial screening process, FNS will assemble a panel of individuals, including experts with direct experience working in partnership with tribal stakeholders, 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 cooperative agreement award based on the scoring. FNS may request information from the applicant not clearly addressed in their proposal. The Selecting Official reserves the right to accept the panel's recommendation or to select an application for funding out of order to meet agency priorities, program balance, geographical representation, or project diversity. FNS reserves the right to use this solicitation and competition to award additional cooperative agreements during FY 2024 or the next fiscal year, should additional funds be made available.

6. Federal Award Administration Information

6.1 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 cooperative agreement award. No pre-award or pre-agreement costs incurred prior to the effective start date are allowed unless approved and stated on FNS' signed award document (FNS-529). 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.

6.2 Administrative and National Policy Requirements

6.2.1 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.

6.2.2 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 FNS. All Federal and non-Federal employees (e.g., contractors, affiliates, 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; OMB Memorandum; M-17-12,

Preparing for and Responding to a Breach of Personally Identifiable Information; Circular A-130, Managing Information as a Strategic Resource; 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 cooperative agreement, if awarded) will be conducted in a manner consistent with applicable Federal laws. By submitting a cooperative agreement application, applicants agree to take all necessary steps to protect PII, including the following: (1) ensuring that PII and sensitive data developed, obtained, or otherwise associated with UDSA FNS funded grants or cooperative agreements 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, Cloudvault, etc.), CDs, DVDs, thumb drives, etc., must be encrypted.

6.2.3 Conflict of Interest and Confidentiality of the Review Process

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

6.2.4 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 EOs 12549 and 12698, “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 cooperative agreement 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 SAM at [SAM.gov](#).

Universal Identifier and Central Contractor Registration 2 CFR Part 25

Requirement for SAM. 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 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 UEI: If you are authorized to make subawards under this Federal award, you:

- 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 UEI to you.
- May not make a subaward to an entity unless the entity has provided its UEI to you. Sub-grantees are not required to obtain an active SAM registration but must obtain a UEI.

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 \(FSRS\)](#). 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 prior to being eligible to receive a grant or sub-grant award. Additional information will be provided to cooperative agreement 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. 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 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 cooperative agreement solicitation may be subject to FOIA by requests by interested parties. In response to these requests, FNS will comply with all applicable laws and regulations, including departmental regulations.

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

For additional information on the FOIA process, please contact the FNS Freedom of Information Act Officer at FOIA@usda.gov.

USDA Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

Privacy Policy

The USDA Food and Nutrition Service does not collect any personal identifiable information without explicit consent. To view USDA's Privacy Policy, visit: usda.gov/privacy-policy.

6.2.4 Code of Federal Regulations and Other Government Requirements

This cooperative agreement will be awarded and administered in accordance with the following regulations within 2 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 CFR 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 Section 7 – Federal Awarding Agency Contacts of this RFA.

6.3 Reporting Requirements

6.3.1 Financial Reports

The award recipient will be required to enter the SF-425 (Federal Financial Report) into the FNS [Food Program Reporting System \(FPRS\)](#) on a quarterly basis. In order to access FPRS, the cooperative agreement recipient must obtain USDA e-Authentication, verify their identity, and submit an FNS-674 form, which will be provided by the Grant Officer to access FPRS. For additional information on FPRS, visit fprs.fns.usda.gov.

6.3.2 Performance Progress Reports (PPR)

Cooperators will be required to submit progress reports to FNS 30 days following the end of each quarterly period, using the [Appendix F - FNS-908 - Performance Progress Report](#) template that will be sent to cooperators at the time of award or the initial orientation. The reports should cover

the preceding period of activity. A final report identifying the accomplishments and results of the project will be due 120 days after the end date of the award.

Note: The FNS-908 PPR form specific to this opportunity will be sent to cooperators at the time of award or the initial orientation. Use of the FNS-908 PPR form for progress reports is required. Previous grantees or cooperators that have not submitted reports timely will be evaluated as high risk. All activities reported on the FNS-908 must align with the required objective(s) from [Section 1.3 – Key Objectives](#).

6.3.3 Meetings with USDA FNS

Cooperators will be required to conduct monthly virtual meetings with USDA FNS to discuss progress. In addition, cooperators must host one in-person site visit with USDA FNS.

6.3.4 Final Reports

Within 120 days after the end of the grant period, cooperators are to submit a final report to FNS. The purpose of the final report is to summarize all information and data collected over the entire period of performance of the cooperative agreement.

Each cooperator must submit all relevant final deliverables that are 508-compliant to the [Child Nutrition Sharing Site](#) (CNSS) prior to submitting the final report to FNS. All deliverables also should be placed in a shared file storage site, rather than shared as a link. Deliverables include all grant-developed materials, photos with accompanying releases, and success stories.

To promote transparency of grant-funded work, FNS reserves the right to publish cooperators final reports, trainings, resources, or other materials created during the period of performance on the FNS website and/or the CNSS.

6.3.4 Final Deliverables

Cooperators must electronically submit or transfer a set of final grant materials that are 508-compliant (e.g., training curricula, images) as part of their final report. Ensure use of all USDA logos, graphics have USDA approval and are used in accordance with the USDA Style Guide.

Cooperators should submit at least the following final deliverables (not an exhaustive list):

- Success stories.
- Best practices, barriers, and challenges in increasing the use of traditional Indigenous foods in the CNP and providing nutrition education to students to accompany the traditional Indigenous foods included in the meals.
- Any resources, trainings, or technical assistance materials created as part of the cooperative agreement.
- All illustrations, graphics, fonts, or other files for professional printing, social media and web posting in JPEG, PDF and/or TIFF format.
- A minimum of five high-resolution (300 pixels per inch, minimum) photographs featuring the cooperative agreement project(s) in action and accompanying signed photo releases.

7. Federal Awarding Agency Contacts

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

Anna Arrowsmith, Grants Officer
Grants and Fiscal Policy Division
U.S. Department of Agriculture, FNS
E-mail: Anna.Arrowsmith@usda.gov

8. Other Information

8.1 Debriefing Requests

Non-selected applicants may request a debriefing to discuss the strengths and weakness of submitted proposals. This information may be useful when preparing future grant or cooperative agreement 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.

8.2 Data Collection and Ownership

Any data, electronic files, or webpages developed or created from this Initiative are the property of USDA FNS. At the end of the cooperative agreement, all materials, data, electronic files, or webpages will be the property of USDA FNS and must be securely transmitted to USDA FNS. The cooperator shall provide USDA FNS with appropriate releases for all photographs, images, and other materials as directed, giving USDA sole ownership with unlimited rights to the use of the materials, including the right to redistribute, use, and print items without restriction. Any materials developed under this grant can be used/shared/reproduced by USDA.

APPENDIX A: DEFINITIONS

Child and Adult Care Food Program At-Risk Afterschool Meals (CACFP At-Risk)

The CACFP At-Risk Afterschool Meals component of CACFP offers Federal funding to Afterschool Programs that serve a meal or snack to children in low-income areas. An Afterschool Program must also provide organized regularly scheduled education or enrichment activities.

Child Care Centers

Child care centers provide nonresidential care for groups of children (primarily ≤ 5 years old), often placed in classrooms by age. They typically have many staff members who care for children. A child care center is managed by a center director, who oversees the program and its staff. Child care centers are usually located in commercial buildings and operated by individual owners, for-profit chains, government agencies, public schools, or nonprofit entities such as faith-based organizations and community organizations. They usually offer full-time child care services.

Dietary Guidelines for Americans (Dietary Guidelines)

The Dietary Guidelines for Americans is the cornerstone of Federal nutrition policy and nutrition education activities, providing food-based recommendations to promote health, help prevent diet-related disease, and meet nutrient needs. The United States Department of Health and Human Services and Department of Agriculture jointly publish the Dietary Guidelines every 5 years.

Family Child Care Homes

Family child care home providers care for a small group of children (typically ≤ 12 years old) in their own private home, such as a house, apartment, or condo unit.

Feasibility

The possibility that something can be made, done, or achieved, or is reasonable.

Federally Recognized Tribes

There are a total of 347 Federally Recognized Tribes within the contiguous 48 states and 227 federally recognized tribal entities within the state of Alaska that comprise the 574 Federally Recognized Tribes of the United States. The Indian entities are recognized to have the immunities and privileges available to Federally Recognized Tribes by virtue of their Government-to-Government relationship with the United States as well as the responsibilities, powers, limitations, and obligations of such Indian Tribes.

Food Sovereignty

There is no universal definition for food sovereignty, but it can be described as the ability of communities to determine the quantity and quality of the food that they consume by controlling how their food is produced and distributed.

Native Hawaiian

Any individual who is a descendant of the aboriginal people who, prior to 1778, occupied and exercised sovereignty in the area that now constitutes the State of Hawaii.

National School Lunch Program (NSLP)

Federally assisted meal program operating in public and nonprofit private schools and residential childcare institutions. It provides nutritionally balanced, low-cost, or free lunches to children each school day.

Negotiated Indirect Cost Rate Agreement (NICRA)

A document published to reflect an estimate of indirect cost rate negotiated between the Federal Government and a Grantee/Contractor's organization which reflects the indirect costs (facilities and administrative costs) and fringe benefit expenses incurred by the organization.

Non-governmental Entity

An organization not belonging to or associated with any government. Examples include, but are not limited to, accredited colleges/universities, private or public non-profits, or for-profit entities.

Nutrition Education Reinforcement Materials

Any material given out as a prize for involvement, participation, or winning of a nutrition education activity such as stickers, buttons, or refrigerator magnets. Terms used to describe these items include enhancement items, home reinforcements, incentives, and educational extenders. These items must be reasonable and necessary, contain or reinforce nutrition messages, and be of nominal value.

Office of Management and Budget (OMB)

OMB serves the President of the United States in overseeing the implementation of his or her vision across the Executive Branch. OMB's mission is to assist the President in meeting policy, budget, management, and regulatory objectives and to fulfill the agency's statutory responsibilities.

Office of Tribal Relations (OTR)

OTR serves as a single point of contact for Tribal issues at USDA and works to ensure that relevant programs and policies are efficient, easy to understand, accessible, and developed in consultation with the American Indians and Alaska Native constituents they impact.

Portable Document Format (PDF)

A versatile file format created by Adobe that provides a reliable way to present and exchange documents regardless of the software, hardware, or operating systems being used by anyone who views the document.

System for Award Management (SAM)

SAM is the official U.S. Government system that consolidated the capabilities of Central Contractor Registry (CCR), Federal Agency Registration (FedReg), Online Representations and Certifications Application (ORCA), and Excluded Parties List System (EPLS).

School Breakfast Program (SBP)

Federally assisted meal program operating in public and nonprofit private schools and residential childcare institutions. It provides nutritionally balanced, low-cost, or free breakfasts to children each school day. The USDA Food and Nutrition Service administers the SBP at the Federal level. State education agencies administer the SBP at the state level, and local school food authorities operate the program in schools.

School Food Authority (SFA)

The governing body which is responsible for the administration of one or more schools and has the legal authority to operate Federal school meal programs therein or is otherwise approved by USDA Food and Nutrition Service to operate Federal school meal programs.

School Meal

A meal that qualifies for reimbursement with Federal funds because it has met USDA menu requirements and nutrition standards for school meal programs (e.g., National School Lunch Program and School Breakfast Program, collectively referred to as the Program).

School Nutrition Professionals

State directors of school nutrition programs, state director of distributing agencies, school nutrition program directors, managers, and staff.

Seamless Summer Option (SSO)

The SSO through the NSLP or SBP allows Program operators to continue the same meal service rules and claiming procedures used during the regular school year during the summer.

State Agency

For the purpose of this cooperative agreement, State agencies are responsible for the administration of the CNP. State agencies are a link between the USDA Food and Nutrition Service and local Program operators, ensuring the Programs are managed according to Federal requirements. State agencies facilitate communication between the Program operators and USDA FNS, guaranteeing the success of the Programs. To see a list of State agencies, go to [FNS Contacts | Food and Nutrition Service \(usda.gov\)](#).

Sub-Grant

An award of financial assistance in the form of money made under a grant by a grantee to an eligible sub-grantee.

Summer Food Service Program (SFSP)

SFSP is a federally funded, state-administered program. USDA reimburses program operators who serve no-cost, healthy meals and snacks to children and teens. Meals are served at summer sites in low-income communities, where sponsors often also offer enrichment activities, or — in approved rural communities facing access issues — may be provided via grab-n-go or delivery.

Traditional Indigenous Foods

As per Agriculture Improvement Act of 2014 ([25 U.S.C. 1685\(b\)\(5\)](#)) the term “traditional food” means food that has traditionally been prepared and consumed by an Indian Tribe. The term “traditional food” includes — wild game meat, fish, seafood, marine mammals, plants, and berries. In general, traditional Indigenous foods are local, seasonal, nutritious, and environmentally friendly, and include herbs and medicinal plants. Certain traditional Indigenous foods are not only seen as nourishment but also as a connection to Mother Earth and to ancestral knowledge. It is important to recognize that there are many distinct cultural groups in different geographic regions across the nation and every nation sees themselves as an independent nation with their own language, culture, and customs.

Tribal Government Owned Entities, Arms, and Instrumentalities

Any entity created and owned by the Tribe for economic or governmental purposes and any entity that is controlled by the Tribal Council.

Unique Entity Identifier (UEI)

A 12-character alphanumeric ID assigned to an entity by SAM.gov.

APPENDIX B: SUGGESTED BUDGET TABLE/BUDGET NARRATIVE TEMPLATE AND BUDGET CHECKLIST

Applicants are strongly encouraged to use this Budget Table/Budget Narrative template (available in Excel format along with RFA on Grants.gov).

Suggested Budget/Budget Narrative Template			
1. PERSONNEL	CALCULATION (see Instructions tab)	TOTAL	NARRATIVE EXPLANATION (explain need for cost and how cost aligns with the project narrative)
<i>Ex. John Smith, Graphic Designer</i>	<i>\$80,000/year x 25%FTE x 2 years</i>	<i>\$40,000</i>	<i>John will provide graphic design for an informational website, social media, training slides, and printed resources and nutrition education materials. John will devote 25% FTE to this project for the entire period of performance.</i>
1a. Name, Title			
1b. Name, Title			
Personnel Total			
2. FRINGE BENEFITS	CALCULATION (see Instructions tab)	TOTAL	NARRATIVE EXPLANATION (explain need for cost and how cost aligns with the project narrative)
<i>Ex. Personnel 1a</i>	<i>\$40,000 x 25% fringe</i>	<i>\$10,000</i>	<i>Fringe benefits for all full-time employees include health insurance, annual and sick leave,</i>
2a. Personnel 1a			
2b. Personnel 1b			
Fringe Total			
3. TRAVEL	CALCULATION (see Instructions tab)	TOTAL	NARRATIVE EXPLANATION (explain need for cost and how cost aligns with the project narrative)
3a. Air-Bus-Rail (incl. from XX to XX, company)			
3b. Checked Bag Fees			
3c. Travel Agent (incl. company name, service provided)			
3d. Mileage (incl. from XX to XX)			

3e. Airport Parking (incl. name of airport and type of parking - daily, long term, etc.)			
3f. Ground Transportation and Tolls (incl. from XX to XX, method of transportation)			
3g. Lodging (incl. name, location of hotel)			
3h. Per Diem (M&IE) - Full Days			
3i. Per Diem (M&IE) - First and Last Days			
Travel Total			
4. SUPPLIES	CALCULATION (see Instructions tab)	TOTAL	NARRATIVE EXPLANATION (explain need for cost and how cost aligns with the project narrative)
4a. Computers			
4b. Wi/Fi Hot Spot			
4c. Cookware (add additional rows for different types of cookware)			
4d. Food Storage Containers (add additional rows for different types of containers)			
4e. Measuring and Serving Utensils (add additional rows for different types of utensils)			
4f. Office and Meeting Supplies (add additional rows for different types of supplies)			
4g. Training Supplies (add additional rows for different types of supplies)			
4h. Taste Testing/Student Engagement Supplies (add additional rows for different types of supplies)			

4i. Software or Fees for Web-based Applications (add additional rows for different types of software)			
4j. Nutrition Education Reinforcement Materials (add additional rows for different types of materials)			
Supplies Total			
5. CONTRACTUAL	CALCULATION (see Instructions tab)	TOTAL	NARRATIVE EXPLANATION (explain need for cost and how cost aligns with the project narrative)
5a. Contractor (incl. name of contractor/company, area of expertise)			
5b. Contractor (incl. name of contractor/company, area of expertise)			
Contractual Total			
6. OTHER	CALCULATION (see Instructions tab)	TOTAL	NARRATIVE EXPLANATION (explain need for cost and how cost aligns with the project narrative)
6a. Sub-Grants			
6b. Stipends			
6c. Publication and Printing (incl. item(s) to be printed)			
6d. Postage, Shipping/Handling (incl. item(s) to be shipped)			
6e. Meeting/Training Space Rental (incl. name, location of rental space, dates)			
6f. Conference Registration Fees (incl. name, location, date of conference)			
6g. Membership Dues (incl. name of organization, dates of membership)			

6h. Booth/Exhibit Fees (incl. name, location, date of conference)			
6i. Advertising and Public Relations (add additional rows for different types of marketing and promotional costs)			
Other Total			
7. TOTAL CHARGES	CALCULATION (see Instructions tab)	TOTAL	
7a. Total Direct Charges			
7b. Total Indirect Charges (10% de minimus or amount indicated on NICRA)			
7c. TOTAL CHARGES (7a. + 7b.)			

Suggested Budget/Budget Narrative Template Instructions		
<p>Instructions: Applicants are strongly encouraged to use this template to prepare their Budget Table and Budget Narrative.</p> <p>Must be formatted to fit on an 8.5 x 11-inch page, with a font no smaller than 11-point Times New Roman. Print the Excel file to PDF to ensure that Grants.gov does not alter the formatting.</p> <p>Categories 1-7 correspond to those required on the SF-424A. The budget table must include calculations for how all line-item expenses were derived (see below for additional guidance). Calculations should be included in Column B on the Budget Template tab.</p>		
Category (from Column A on Budget Template tab)	Budget Line Item	Recommended Calculation Method (use in Column B on Budget Template Tab)
1. Personnel		(annual salary x %FTE x # years) or (hourly wage x # of hours per year x # years)
2. Fringe Benefits		total salary from Line 1 above per person x fringe % rate
3. Travel	3a. Air-Bus-Rail	fare (including tax and fees) x # people
	3b. Checked Bag Fees	fee per bag x # bags per person x # people
	3c. Travel Agent	describe fee and cost basis (if applicable)
	3d. Mileage	cost/mile x # miles x # people
	3e. Airport Parking	cost/day x # days x # people
	3f. Ground Transportation and Tolls	cost/day x # days x # people
	3g. Lodging	room rate (including taxes and fees) x # days x # of people
	3h. Per Diem (M&IE) - Full Days	amount/day x # days x # people
	3i. Per Diem (M&IE) - First and Last Days	amount/day x # days x # people
4. Supplies	4a. Computers	cost/item x # items
	4b. Wi/Fi Hot Spot	cost/item
	4c. Cookware	cost/item x # items
	4d. Food Storage Containers	cost/item x # items
	4e. Measuring and Serving Utensils	cost/item x # items
	4f. Office and Meeting Supplies	cost/item x # items
	4g. Training Supplies	cost/item x # items
	4h. Taste Testing/Student Engagement Supplies	cost/item x # items

	4i. Software or Fees for Web-based Applications	cost/item x # items
	4j. Nutrition Education Reinforcement Materials	cost/item x # items
5. Contractual		cost/hour x # hours/year x # years
6. Other	6a. Sub-Grants	amount/sub-grant x # sub-grants
	6b. Stipends	registration fee/person x # people + (substitute pay/day x # days x # people) <u>or</u> (replacement pay/day x # days x # people)
	6c. Publication and Printing	printing cost/page x # items printed
	7d. Postage, Shipping/Handling	shipping cost/item x # items shipped
	6e. Meeting/Training Space Rental (incl. name, location of rental space, dates)	cost/day x # days
	6f. Conference Registration Fees (incl. name, location, date of conference)	registration fee x # people
	6g. Membership Dues (incl. name of organization, dates of membership)	membership dues x # years
	6h. Booth/Exhibit Fees (incl. name, location, date of conference)	booth/exhibit cost x # conferences
	6i. Advertising and Public Relations	cost/item x # items
7. Total Charges	7a. Total Direct Charges	combined total from each budget category
	7b. Total Indirect Charges	direct charges x indirect cost rate (10% de minimus or amount included on NICRA)
	7c. Total Charges	direct charges + indirect charges

NOTE: The Budget Table 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.

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

Budget Checklist		
<p>The checklist below 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.</p>		
ITEM	YES	NO
Personnel		
Did you include all key employees paid for by this cooperative agreement under this heading?		
Are employees of the applicant's organization identified by name and position title?		
Did you reflect percentage of time the Project Director will devote to the project in full-time equivalents (FTE)?		
Fringe Benefits		
Did you include your organization's fringe benefit amount along with the basis for the computation?		
Did you list the type of fringe benefits to be covered with Federal funds?		
Travel		
Are travel expenses itemized? For example, origination/destination points, number and purpose of trips, number of staff traveling, mode of transportation and cost of each trip.		
Are the attendee objectives and travel justifications included in the narrative?		
Is the basis for the lodging estimates identified in the budget? For example, include excerpt from travel regulations.		
Equipment		
Is the need for the equipment justified in the narrative?		
Are the types of equipment, unit costs, and the number of items to be purchased listed in the budget?		
Is the basis for the cost per item or other basis of computation stated in the budget?		
Supplies		
Are the types of supplies, unit costs, and the number of items to be purchased reflected in the budget?		
Is the basis for the costs per item or other basis of computation stated?		
Contractual: (FNS reserves the right to request information on all contractual awards and associated costs after the contract is awarded.)		
Has the bona fide need been clearly identified in the project description to justify the cost for a contract or sub-grant expense(s) shown on the budget?		
A justification for all Sole-source contracts must be provided in the budget narrative prior to approving this identified cost.		
Other		

Budget Checklist

The checklist below 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.

ITEM	YES	NO
Consultant Services – Has the bona fide need been clearly identified in the project description to justify the cost shown on the budget? The following information must be provided in the justification: description of service, the consultant's name and an itemized list of all direct cost and fees, number of personnel including the position title (specialty and specialized qualifications as appropriate to the costs), number of estimated hours and hourly wages per hour, and all expenses and fees directly related to the proposed services to be rendered to the project.		
For all other line items listed under the "Other" heading – List all items to be covered within "Other" along with the methodology on how the applicant derived the costs to be charged to the program.		
Indirect Costs		
Has the applicant obtained a Federally Negotiated Indirect Cost Rate Agreement (NICRA) from a cognizant Federal Agency? If yes, a copy of the most recent and signed negotiated rate agreement must be provided along with the application.		
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 10% of modified total direct costs (MTDC), which the NFE may use indefinitely as a Federally negotiated rate.		

APPENDIX C: FNS-906 GRANT PROGRAM ACCOUNTING SYSTEM & FINANCIAL CAPABILITY QUESTIONNAIRE

THIS FORM IS REQUIRED. PLEASE SUBMIT THIS QUESTIONNAIRE ALONG WITH YOUR APPLICANT PACKAGE.

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 FNS's 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.

ORGANIZATION INFORMATION

Legal Organization Name: _____

UEI Number: _____

Financial Stability and Quality of Management Systems

Requirement	Yes	No
1. Has your organization received a Federal award within the past 3 years?	<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

Requirement

Yes

No

1. Has your organization been audited within the last 5 fiscal years? *(If the answer is “Yes” and this report was issued under the Single Audit Act please note this in the box below marked “Additional Information” and if not issued under the “Single Audit Act”, please attach a copy or provide a link to the audit report in the Hyperlink space below).*

☐☐

2. If your organization has been audited within the last 5 fiscal years, was there a “Qualified Opinion” or an “Adverse Opinion”?

☐☐

3. If your organization has been audited within the last 5 fiscal years, was there a “Material Weakness” disclosed?

☐☐

4. If your organization has been audited within the last 5 fiscal years, was there a “Significant Deficiency” disclosed?

☐☐

Hyperlink (if available):

Additional information including expanding on responses in previous sections:

APPLICANT CERTIFICATION

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

Signature of Authorized Representative

Date

Name of Authorized

Representative:

Phone Number:

Email:

APPENDIX D: LETTER OF INTENT

Letter of Intent Supporting the Use of Traditional Indigenous Foods in the Child Nutrition Programs Cooperative Agreement Assistance Listing Number (ALN): 10.532

If you intend to apply for the *Supporting the Use of Traditional Indigenous Foods in the Child Nutrition Programs Cooperative Agreement*, please complete the section below (available in fillable PDF format along with RFA on Grants.gov) and return this form by **11:59 pm EST, February 19, 2024**, to the Grant Officer. Submission of the Letter of Intent is optional and does not obligate the applicant to apply but will provide useful information to FNS as we prepare for the review and selection process.

Please submit your Letter of Intent to:

Anna Arrowsmith
Email: anna.arrowsmith@usda.gov

Organization Information

Legal Organization Name:

Web Address:

Mailing Address:

Email:

Phone:

Cooperative Agreement Project Director Information

Name:

Email:

Phone:

APPENDIX E: COVER PAGE

Cover Page

Supporting the Use of Traditional Indigenous Foods in the Child Nutrition Programs Cooperative Agreement

Assistance Listing Number (ALN): 10.532

(available in fillable PDF format along with RFA on Grants.gov)

Organization Information

Legal Organization Name: _____

Web Address: _____

Unique Entity Identifier (UEI): _____

Mailing Address: _____

Email: _____

Phone: _____

Organization Director Information

Name: _____

Email: _____

Phone: _____

Cooperative Agreement Project Director Information

Name: _____

Title: _____

Email: _____

Phone: _____

Requested Funding Amount: _____

APPENDIX F: FNS-908 PERFORMANCE PROGRESS REPORT

FOR REFERENCE ONLY.

Validate Form	Submit by Email	UNITED STATES DEPARTMENT OF AGRICULTURE Food and Nutrition Service	OMB Number: 0584-0512 Expiration Date: 7/31/2025																																																																																				
PERFORMANCE PROGRESS REPORT			Management Settings																																																																																				
Recommended File Name: 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>																																																																																							
<small>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.</small>																																																																																							
<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td colspan="2">1. Recipient Organization</td><td colspan="2">2. Program Information:</td></tr><tr><td colspan="2">a. Organization Name: <input style="width: 90%;" type="text"/></td><td colspan="2">Program Area: <input style="width: 90%;" type="text"/></td></tr><tr><td colspan="2">b. Street Address: <input style="width: 90%;" type="text"/></td><td colspan="2">Federal Fiscal Year of Award: <input style="width: 90%;" type="text"/></td></tr><tr><td colspan="2">City: <input style="width: 30%;" type="text"/> State: <input style="width: 30%;" type="text"/> Zip: <input style="width: 40%;" type="text"/></td><td colspan="2">Program: <input style="width: 90%;" type="text"/></td></tr><tr><td colspan="2"></td><td colspan="2">Tag: <input style="width: 90%;" type="text"/></td></tr><tr><td colspan="2">3. Primary POC:</td><td colspan="2">4. Federal Award Identification Number (FAIN):</td></tr><tr><td>a. 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Additional POC (Optional)</td></tr><tr><td colspan="2">a. First Name: <input style="width: 30%;" type="text"/></td><td colspan="2">Last Name: <input style="width: 30%;" type="text"/></td></tr><tr><td colspan="2">c. Telephone (Area Code & Number): <input style="width: 60%;" type="text"/></td><td colspan="2">b. Title: <input style="width: 90%;" type="text"/></td></tr><tr><td colspan="2"></td><td colspan="2">d. Email Address: <input style="width: 90%;" type="text"/></td></tr><tr><td colspan="4">8. Report Submitted By:</td></tr><tr><td>a. First Name: <input style="width: 30%;" type="text"/></td><td>Last Name: <input style="width: 30%;" type="text"/></td><td colspan="2">b. Title: <input style="width: 90%;" type="text"/></td></tr><tr><td colspan="2"></td><td colspan="2">9. Certification</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">10. Date Report Submitted: <input style="width: 40%;" type="text"/></td></tr></table>				1. Recipient Organization		2. Program Information:		a. Organization Name: <input style="width: 90%;" type="text"/>		Program Area: <input style="width: 90%;" type="text"/>		b. Street Address: <input style="width: 90%;" type="text"/>		Federal Fiscal Year of Award: <input style="width: 90%;" type="text"/>		City: <input style="width: 30%;" type="text"/> State: <input style="width: 30%;" type="text"/> Zip: <input style="width: 40%;" type="text"/>		Program: <input style="width: 90%;" type="text"/>				Tag: <input style="width: 90%;" type="text"/>		3. Primary POC:		4. Federal Award Identification Number (FAIN):		a. 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Form FNS-908
Version Number: 1.4 09-22

SBU
Page 1

Electronic Form Version Designed in Adobe AEM 6.4 Version

Program Management Information**1. Progress Summary**

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):

2. Personnel Information

a. Number of FTEs:

b. Were there any changes in key personnel? Yes No

c. If yes, please describe the changes in key personnel, including the individual leaving/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):

3. Projected Amendments (Cost and No-Cost)

a. Number of amendments projected this upcoming quarter?

b. Do the projected amendment(s) require FNS approval? Yes 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):

4. Expenditures/Purchases:

a. Were there any significant expenditures or purchases, including any contracts entered during this reporting period? Yes No

b. If so, please describe (Max 2000 Characters):

5. Deviations (Changes this quarter outside of the agreed upon budget, timeline, or scope):

a. Have there been any deviations? Yes No b. Type: ☐ Budget ☐ Timeline ☐ Scope ☐ Other

c. Describe any deviation(s), including a justification and impacts to budget/timeline (Max 2000 characters):

d. Please describe proposed activities to mitigate the impact of the deviation(s) (Max 2000 characters):

Page 2

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)

Page 3

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

APPENDIX G: GUIDELINES FOR NUTRITION EDUCATION PROVIDED UNDER THE COOPERATIVE AGREEMENT

The [Dietary Guidelines for Americans \(Dietary Guidelines\)](#) are the basis for USDA [Team Nutrition](#) Initiative's nutrition education resources and must serve as the basis for any nutrition education provided under this [Supporting the Use of Traditional Indigenous Foods in the Child Nutrition Programs Cooperative Agreement](#). [MyPlate](#) is a consumer translation of the Dietary Guidelines and is used as part of nutrition education strategies to help people make healthy food and beverage choices over time. MyPlate nutrition education resources must be used for nutrition education activities under the [Supporting the Use of Traditional Indigenous Foods in the Child Nutrition Programs Cooperative Agreement](#) when such resources are appropriate and available for the target audience. In addition, nutrition education provided under the cooperative agreement must incorporate methods that include strategies such as:

- Behaviorally focused strategies.
- Motivators and reinforcements that are personally relevant to the target audience.
- Multiple channels of communication to convey healthier behaviors.
- Approaches that allow for active personal engagement.
- Intensity and duration that provide opportunities to reinforce behaviors.

The following [MyPlate](#) nutrition education resources are encouraged:

Team Nutrition

1. [Grow It, Try It, Like It! \(Pre-K\)](#)
2. [Discover MyPlate: Nutrition Education for Kindergarten](#)
3. [Serving Up MyPlate: A Yummy Curriculum \(Grades 1-6\)](#)
4. [The Great Garden Detective Adventure \(Grades 3-4\)](#)
5. [Dig In! Nutrition Education from the Ground Up \(Grades 5-6\)](#)
6. [Fueling My Healthy Life \(Grades 6-8\)](#)
7. [Team Nutrition Cooks \(Afterschool Ages 8-12\)](#)

MyPlate.gov

1. [Start Simple with MyPlate App Student Lesson Plan](#)
2. [Start Simple with MyPlate App](#)
3. [MyPlate.gov Kids Page](#)
4. [MyPlate.gov Professionals Toolkit](#)
5. [Shop Simple with MyPlate](#)

SNAP-Ed

1. [SNAP-Ed Toolkit](#)
2. [SNAP-Ed Connection](#)

Guidelines for the use of the MyPlate and Team Nutrition graphics and resources

Any use of the MyPlate graphic must be in accordance with the [MyPlate Style Guide](#). MyPlate graphics are available in .eps, .png, and .jpg formats. If new MyPlate resources are developed or adapted, they must include the MyPlate icon.

When any changes or additions are made to the content or design of Team Nutrition materials, the USDA logo and Team Nutrition image art must be removed, and the following statement must be added:

“Adapted from U.S. Department of Agriculture, Team Nutrition initiative. USDA does not endorse any products, services, or organizations. Provided by (organization’s name).”

If the name or logo of an organization or company is added to the document, the USDA logo and Team Nutrition image art must be removed, and the following statement must be added:

“Adapted from U.S. Department of Agriculture, Team Nutrition initiative. USDA does not endorse any products, services, or organizations. Provided by (organization’s name).”