



Supplemental Nutrition Assistance Program>Fiscal Year 2022 Data and Technical Assistance (DATA) Grants Program Fiscal Year 2022 Request for Applications (RFA)

Catalog for Federal Domestic Assistance Number (CFDA): 10.537

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Application Due Date: 11:59 PM, Eastern Standard Time (EST), August 24, 2022
Anticipated Award Date: September 30, 2022

OMB BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995, no persons are 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 estimated average time required to complete this information collection is 40 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

APPLICATION CHECKLIST

This Application Checklist provides applicants with a list of the required documents. 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.

In order to apply, **at least four weeks** prior to submission, you must have:

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

When **preparing your application**, ensure:

- Application format and narrative meet the requirements included in Section IV “[Application and Submission Information](#).” This includes page limits, priorities outlined in Section IV, and all necessary attachments.

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

- All key staff proposed to be paid by this grant.
- The percentage of time the Project Director will devote to the project in full-time equivalents (FTEs).
- Your organization’s fringe benefit rate and amount, as well as the basis for the computation.
- The type of fringe benefits to be covered with Federal funds.
- Itemized travel expenses (including type of travel), travel justifications and basis for lodging estimates.
- Types of equipment and supplies, justifications, and estimates, ensuring that the budget is in line with the project description.
- Information for all contracts and justification for any sole-source contracts.
- Justification, description and itemized list of all consultant services.
- Indirect cost information (either a copy of a Negotiated Indirect Cost Rate Agreement (NICRA) or if no agreement exists and the applicant has never been approved for a NICRA, they may charge up to 10% de minimis). If applicant is requesting the de minimis rate or indirect costs are not requested, please indicate this in the budget narrative.

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

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

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The purpose of the SNAP E&T Data and Technical Assistance (DATA) Grants is to support the development of State SNAP E&T data collection systems and processes, as well as enhance States' ability to critically review and analyze program services and outcomes for continuous program improvement.

Program Description

The Food and Nutrition Service (FNS) administers the nutrition assistance programs of the U.S. Department of Agriculture (USDA), including the Supplemental Nutrition Assistance Program (SNAP). SNAP is the cornerstone of USDA's nutrition assistance programs. It began in its modern form in 1961, but has its origins in the Food Stamp Plan to help the poor in the 1930s. SNAP is the largest program in the domestic hunger safety net and provides nutrition assistance benefits via an Electronic Benefit Transfer (EBT) card to millions of low-income people. These benefits help supplement household food budgets so recipients can purchase more healthy food.

SNAP participants are expected to seek and accept work if they are able. Participants who are not specifically exempted by statute, such as those who are caring for a dependent child under 6 or who cannot work due to a physical or mental condition, are subject to work requirements as a condition of eligibility. General SNAP work requirements include: registering for work, not voluntarily quitting a job or reducing work hours, taking a suitable job if offered, and participating in an employment and training program as assigned by the State agency. In addition to these general work requirements, able-bodied adults without dependents are required by statute to work or participate in a work program for at least 20 hours per week or participate in workfare in order to receive SNAP benefits for longer than 3 months in a 36-month period.

States are required to operate a SNAP Employment and Training (E&T) program to help participants gain skills, education, training, and experience that lead to good, stable jobs and greater economic stability. USDA is committed to working with States and interested stakeholders to develop E&T programs that are equitable, data driven, more effective and efficient, and which have improved employment and earnings outcomes for all program participants.

Funding Tracks for Fiscal Year 2022

FNS seeks to fund Fiscal year 2022 Data Grants covering two tracks:

1. Advancing Equity within SNAP E&T programs; and
2. Improving SNAP E&T Data Validity and Reliability.

State agencies may apply for one or both tracks. All funds are contingent upon the availability of funding.

Advancing Equity with SNAP E&T Programs

In alignment with USDA’s priorities and Executive Order 13985, FNS is committed to promoting equity¹ in and through the SNAP E&T program. Throughout the United States, systemic barriers for historically underserved communities have, historically and to this day, led to significant barriers to education, training, and full participation in the labor market. SNAP E&T programs are primed to be leaders in promoting equitable (i.e. race, gender, geographic, sexual orientation, religion, etc.) access to good jobs and sustained family-supporting wages in high-demand career fields for those from historically underserved groups; as measured by educational attainment, households that participate in the SNAP program are the least well-off in the labor market.

(https://www.ers.usda.gov/webdocs/publications/45143/40626_err157.pdf?v=0)

SNAP E&T programs hold significant potential in advancing equity for underserved populations. However, States may not currently have the resources or experience to assess how program policies and operational practices impact the equitable engagement and outcomes of SNAP E&T participants. In addition, many States do not currently have a user-friendly way to collect data that can be used to advance equity for historically underserved populations or conduct robust analyses of this data to continuously improve programs.

The Consolidated Appropriations Act, 2022 (P.L. 117-103), provides approximately \$6 million, in discretionary grant funds to support State and local agencies in the development of E&T data collection systems and processes that enhance States’ ability review and analyze program services and outcomes for continuous program improvement, as well as additional funds for technical assistance, so that States can become more effective, data driven E&T providers. FNS is interested in funding projects that further a State’s ability to use data to continually advance equity in SNAP E&T programs and improve E&T data validity and reliability.

Improving SNAP E&T Data Validity and Reliability

State agencies must collect data on participants in SNAP E&T to fulfill reporting requirements and monitor program operations. The usability of this data to inform program outcomes, improve program functions, and ensure appropriate use of E&T funds is hampered when State lack the tools and resources to ensure data validity and reliability. For the purposes of this RFA:

- Validity is defined as E&T data results that measure what they are supposed to measure. For example, if an outcome measure is expected to capture the median wage of individuals 1 month after completion of an E&T component, to be a valid outcome measure the result produced by the State must actually capture the median wage of only E&T participants who have completed the component exactly 1 month after completion.
- Reliability is defined as E&T data results that are reproducible under the same circumstances. For example, if an E&T provider reports to the State agency through the MIS system that 100

¹ The term “equity” means the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality.

E&T participants completed the component in the first quarter of the fiscal year, the State must be able to reproduce the value of 100 participants when examining provider records, including fiscal records, to be a reliable measure of participation.

- State agencies may not produce valid or reliable data for a number of reasons, including, but not limited to: E&T providers may not be adequately trained on the data they must collect from participants in their program.
- The State may lack common definitions of significant terms used in the description of measurements causing confusion when working across the State and with external providers (e.g. when does an individual become an E&T participant, when does a participant start a component, when does a participant complete a component, is wage data calculated hourly, weekly, or monthly etc.)
- The State may lack efficient data systems to share data between E&T providers and the State resulting in delays and mis-counts.
- The State may not have developed internal protocols to “clean” data submitted by E&T providers to ensure completeness, consistency, and accuracy.
- Internal reports to check validity and reliability may not be properly programmed in the MIS system to fulfill their purpose.
- The E&T MIS system and the SNAP eligibility system may not be able to efficiently or easily share information, resulting in work-arounds that cause data inaccuracies.

This RFA will support State proposals to identify, address, and improve State process, training, or system issues that lead to problems with E&T data validity and reliability.

Purpose

In fiscal year 2022, the SNAP E&T Data Grants must serve one or both of the following purposes aligning with: Advancing racial equity, and improving data validity and reliability.

First, FNS is seeking to support projects that help States make data-driven decisions to advance equity in SNAP E&T programs. FNS is interested in funding proposals that advance State’s use of data to: 1) look inwardly at State policy and operational decisions to identify if they have impacts on equitable program participation and whether those impacts are positively or negatively impacting equitable outcomes; and 2) look outwardly (e.g. labor market data, transportation, housing, education, child care, etc.) to build an understanding of the environment in which SNAP E&T participants and SNAP E&T programs operate that may lead to inequitable outcomes for participants of various identities, backgrounds, and geographic locations. Proposed projects should ultimately advance the ability of States to use data to continually assess and adapt SNAP E&T policy and operations to improve and maintain equitable access and outcomes of E&T programs for all participants.

Second, FNS is seeking to support projects that improve the validity and reliability of data that is reported to FNS and used to manage State program operations. FNS is interested in funding proposals that advance the State’s use of data to: 1) support the development of processes, tools, reports or other instruments that will improve validity and reliability in the collection, cleaning, and analysis of State

E&T data; and 2) assist State and local SNAP agencies in developing frameworks, processes, organizational agreements, and/or trainings to improve the reliability and validity of State E&T data.

With these goals in mind, FNS recognizes that States are at various places in their ability to use data to advance equity in E&T programs or to take steps to improve data validity and reliability. The SNAP E&T DATA grants are intended to support the full range of needs States may have related to making program improvements. The use of funds should be for one or more of the following purposes: 1) project planning; 2) data collection; 3) data analysis; 4) use of data and reporting.

Project Planning:

Planning is the first step in the data life cycle. As such, activities that fall under planning include all of the steps necessary for future stages of data projects centered on identifying inequities and improving program outcomes that are useful and ethically sound. Examples of possible activities grant funds may be used for related to planning include, but are not limited to:

- Identifying stakeholders, performing community outreach, convening work groups
- Developing a project plan, including articulating a mission, purpose, and goals of proposed work
- Developing an understanding of local, social, and historical context surrounding the populations that projects seek to serve
- Determining the appropriate data to collect and assessing currently available data
- Developing guidelines for the ethical collection and use of sensitive demographic data
- Developing guidelines and safeguards that prioritize data security and prevent broad access to individual-level linked data
- Performing a risk-benefit analysis of proposed projects
- Developing a plan for data sharing and integration
- Outlining a framework for using data and analysis to improve programs, or improve data validity and reliability
- Performing a needs assessment to determine where data and validity problems arise, identify their root causes, and strategize next steps for improvement

Data collection:

- Purchasing, developing, or adapting computer equipment or software critical to data collection and analysis
- Disaggregating demographic data
- Developing systems for collecting information on participant reimbursements and their impacts on participation from an equity perspective
- Developing flexible data systems that adapt to policy, operational, or system changes
- Developing advanced methods of data collection that will allow States to regularly gauge the equity within SNAP E&T programs and develop and measure new strategies designed to improve program equity

- Integrating or sharing preexisting data between and within government agencies (e.g. using public transit data to assess access barriers to E&T providers)
- Including State staff and community stakeholders in defining which data should be collected
- Collaborating with agencies and community partners to generate a shared data development agenda that will advance data collection needs to improve equitable access and outcomes (e.g. working with E&T providers, workforce agencies, or higher education providers to standardize demographic data that is collected.)
- Collecting participant specific E&T component data
- Providing training to E&T providers and/or other State agency counterparts to improve understanding of data collection requirements to improve data validity and reliability
- Creating reports or other instruments to assess data validity and reliability during data collection or shortly after (e.g. reports to assist with data cleaning)
- Convening work groups to implement strategic changes to improve data validity or reliability
- Creating data portals or templates to improve the collection of data from E&T providers

Data analysis:

- Analyzing disaggregated demographic data as they relate to SNAP E&T engagement, participation, program services and outcomes
- Analyzing labor market data to understand opportunities or disparities for historically underserved communities
- Critically reviewing program services and outcomes for continuous program improvement
- Developing systems to analyze SNAP E&T participant reimbursement data and other supportive services to understand what supports are most effective and efficient in helping SNAP participants from various backgrounds and identities gain skills, earn industry-linked certificates and credentials, and obtain stable, good jobs
- Incorporating individual, community, political, and historical contexts of race, gender, sexual identity, disability status, geographic location, etc. to inform analysis, conclusions, and recommendations
- Engaging experts to ensure that data models used are appropriate to examine the specific aspects of E&T programs States would like to understand and improve within local context (e.g., agency staff, caseworkers, data scientists, statisticians)
- Creating reports to identify problematic areas of data collection with regard to data validity and reliability to provide feedback and technical assistance to E&T providers and other State collaborators for improvement.
- Using existing data, identify likely issues with data reliability and validity for project improvement

Use of data and reporting:

- Developing appropriate measures that allow States to make accurate and timely decisions related to program policies and operations to advance equity
- Conducting assessments of policies and procedures to identify and understand impacts on equitable participation and outcomes for participants

- Implementing data-driven solutions to improve program quality and equity
- Implementing data-driven solutions to improve data validity and reliability
- Implementing systems for continuous program improvement that allows testing of solutions
- Purchasing, developing, or adapting software for data dissemination and reporting

Key Objectives

Below is a list of the Program Objectives. As noted in the [section](#) below, within “Activities/Indicators Tracker”, proposed activities should be clearly aligned to these Objectives and their associated Activities and Indicators.

#	Objectives
1	Support the development of State data systems and processes that advance State and local government use of data to look inwardly at State policy and operational decisions to identify if they have impacts on equitable program participation and whether those impacts are positively or negatively impacting equitable outcomes.
2	Support the development of State data systems and processes that advance State and local government use of data to look outwardly to build an understanding of the environment in which SNAP E&T participants and SNAP E&T programs operate that may lead to inequitable outcomes for participants of various identities, backgrounds, and geographic locations.
3	Assist State and local SNAP agencies in developing frameworks, processes, organizational understanding, trainings, and meaningful stakeholder engagement to aid in the ethical collection, analysis, and use of data while identifying meaningful actions and measure progress toward more equitable SNAP E&T engagement, participation, and outcomes.
4	Support the development of processes, tools, reports or other instruments that will improve validity and reliability in the collection, cleaning, and analysis of State E&T data.
5	Assist State and local SNAP agencies in developing frameworks, processes, organizational agreements, and/or trainings to improve the reliability and validity of State E&T data.

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

- i. Total amount of funding expected to award: \$6 million dollars
- ii. Anticipated number of awards: 6 to 14
- iii. Anticipated award announcement date: September 2022
- iv. Expected amounts of individual Federal awards:
- v. Anticipated start dates and period of performance: September 2022 to September 2025
- vi. Anticipated amounts and/or numbers of individual awards:
- vii. Estimated funding per award: \$300,000 to \$1,000,000
- viii. Application due date: August 24, 2022
- ix. .

Please note:

- Grant 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 grants this year or the subsequent fiscal year, should additional funds become available.

Allowable Costs

Type of Award

These projects will be awarded in the form of a Federal grant.

Procurement Contracts

Procurement contracts may be awarded by grantees under this grant project.

Please note:

Grant 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 grants this year or in the subsequent fiscal year, should additional funds become available.

Allowable Costs

The SNAP E&T DATA grants are intended to support the full range of needs States may have related to the two funding tracks: improvements in program equity and data validity and reliability. The use of funds should be for one or more of the following purposes: 1) project planning; 2) data collection; 3) data analysis; 4) use of data and reporting.

Funds can be used for one or both tracks and for more than one purpose, but applicants should clearly state the purpose(s) for which the funds will be used. Among other costs, budgets may include expenses related to personnel, contractors, equipment and supplies, meeting expenses, travel, and trainings

Funds from this RFA shall not be used for the ongoing cost of carrying out an existing project. Also, FNS reserves the right to request information on all contractual awards and costs after the award of the grantee's contract. Furthermore, projects predicated on waiving SNAP regulations are not allowable and will not be considered for funding. However, if after the grant is awarded, a State agency determines a waiver is needed, the State may apply for one but there is no guarantee FNS will approve the waiver.

Equipment and Supplies: Expenditures for both equipment (i.e., items of personal property having a useful life of more than one year and a cost of \$5,000 or more) and supplies are allowable expenses with prior approval by FNS. While these expenditures are allowable, FNS reserves the right to approve/disapprove these expenditures based upon the needs of the Agency and the proposed project.

Eligible Applicants

The entities eligible to receive grants under this competition are State and local agencies that administer SNAP. See Section on "Other Eligibility Criteria".

State or local agencies without the internal capacity may choose to partner with an external entity (such as a research university or organizations with subject matter expertise) to develop systems, policies,

and culture to make data-driven decisions to address systemic racism and inequities in SNAP E&T programs and develop, maintain, and use necessary data systems as outlined in proposals. State or local agencies may also choose to partner with an external entity to assist with developing systems, processes, or training that will improve data validity and reliability. If an agency chooses to partner with another entity, the following must be considered in the development of the partnership model:

- The entity must have authentic and demonstrated experience assisting or leading projects related to collecting, analyzing, and interpreting sensitive disaggregated demographic data; entity must be able to demonstrate their concern and understanding of the personal safety related to collecting data from historically underserved populations and those who may feel unsafe sharing data related to race, ethnicity, disability status, gender, etc.
- If the entity will be assisting in the collection, reporting, analysis and use of disaggregated demographic data the entity must have a demonstrated capacity to assist in the collection, reporting, analysis and use of disaggregated demographic data; and
- If the entity will be assisting in the collection, reporting, analysis and use of data the entity must be able to ensure that the data collected will be stored, accessed, and used in accordance with local, State, and Federal confidentiality and personally identifiable information (PII) protective provisions.
-

Cost Sharing or Matching Considerations

- There are no cost sharing or matching requirements for this program.

Other Eligibility Criteria

Limitations on the Number of Applications

Any of the 53 State agencies that administer SNAP (50 States and the District of Columbia, Guam, and the Virgin Islands) may apply for a grant. If a County in a County-administrated State wishes to apply, the State agency must submit the application on behalf of the County. State agencies may submit more than one application. For example, a State agency may submit applications on behalf of several County-administered agencies. However, State agencies should thoroughly review the grant proposals prior to submittal to ensure projects are appropriate and in-line with State policies and procedures.

If the grant proposal is submitted by the State agency on behalf of a County agency, the State agency must provide a [Letter of Support](#) to attest that it will support and cooperate with the local agency in implementing the grant. It must be provided on the State agency's letterhead and be signed by an authorized individual.

Responsiveness Criteria

The complete application must be uploaded to www.grants.gov by 11:59pm, Eastern Standard Time, on the application due date listed on the cover page of this RFA. Applications received after the deadline date will be deemed ineligible and will not be reviewed or considered. USDA will not consider any additions or revisions to an application once it is received. USDA will not accept mailed, faxed, or hand delivered applications.

Pre-Award Screening Requirements

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

- SAM.gov, the System for Award Management, the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS
- FAPIIS, the Federal Awardee Performance and Integrity Information System that has been established to track contractor misconduct and performance
- FNS Risk Assessment Questionnaire

Applicants must complete the Grant Program Accounting System & Financial Capability Questionnaire that allows FNS to evaluate aspects of the applicant's financial stability, quality of management systems, and history of performance, reports and findings from audits. The questionnaire contains a number of questions that may be an indicator of potential risk.

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

Acknowledgement of USDA Support

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

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

Content and Form of Application Submission

FNS strongly encourages eligible applicants interested in applying to this program to adhere to the following applicant format. The proposed project plan should be presented on 8 ½" x 11" white paper with at least 1-inch margins on the top and bottom. All pages should be single-spaced, in 12-point font. The project description with relevant information should be captured on no more than 10 pages, not including the cover sheet, table of contents, resumes, letter of commitment(s), endorsement letter(s), budget narrative(s), appendices, and required forms. All pages, excluding the form pages, must be numbered.

Special Instructions:

Late application submission will not be considered in this competition. FNS will not consider additions or revisions to applications unless they are submitted via Grants.gov by the deadline. No additions or revisions will be accepted after the deadline.

Applications submitted without the required supporting documents, forms, certification will not be considered.

Applications missing a written proposal or budget narrative will not be considered.

FNS reserves the right to request clarification on any application submitted in response to this solicitation.

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

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.

Cover Sheet

The cover page should include, at a minimum:

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

Table of Contents

The Table of Contents should include relevant sections, subsections and associated page numbers.

Application Project Summary

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

Project Narrative

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

Necessary parts of the narrative include and will be judged on including: 1) Soundness or Merit of Project Design, 2) Budget Appropriateness and Economic Efficiency, 3) Organizational Experience, Staff Capability and Management, 4) Implementation and Evaluation. The detailed description of this criteria is found in section Application Review Information under Evaluation Factors and Criteria.

In addition to the above-mentioned sections of the project narrative, applicants should consider the following guiding questions, particularly if you are submitting a proposal on the advancing racial equity track. Applicants are not required to submit explicit answers to these questions, they are only meant to assist in crafting meaningful applications.

Guiding questions:

1. How is your organization's view on racial equity and inclusion incorporated in this project proposal?
2. What forms of diversity (racial, gender, cultural, citizenship status, linguistic, etc.) does this project seek to focus on? Does your organization's leadership and/or project management team reflect this diversity?
3. How will your project recognize and address intersecting forms of marginalized identities (i.e. individuals that identify or fall into more than one marginalized category)?

4. How do you propose to draw upon diverse perspectives in the community or field that the proposed work will serve? Did your project design include consultation with members of the group your project intends to serve? What type of consultation?
5. Has your organization had prior success in improving program participation for an underserved community? If so, how can lessons learned be applied to this proposal?
6. What racial equity and inclusion challenges does your organization face?
7. What policies or technologies are in place that may be barriers to meeting the needs of underserved populations in your project area?
8. How will you measure the impact of your proposal on promoting equity in specific communities? What data collection methodologies will be used? Are the data collection methodologies sensitive to the needs of the community they intend to serve?
9. How will the project reduce racial/ethnic disparities in participation and outcomes of SNAP E&T programming? How will the project promote equity?
10. How will racial equity and inclusion efforts extend beyond the project's period of performance?

Activities/Indicators Tracker

Proposed Activities and indicators measuring success must be mapped to Program Objectives (as described in [Section I](#) – PROGRAM DESCRIPTION) in the below format (note that additional Activities/Indicators can be added as needed). Note: Indicators are defined as any metric you anticipate will be able to be tracked during the period of performance of the grant. Common examples include Number of People Attended, Number of People Impacted, Number of Conferences Delivered, Number of Materials Created, Number of Trainings, Number of People Trained.

(Example)

Objective #	1
Activity	Grant-funded activities or trainings
Indicator(s)	No. Trained
Activity	Measuring Students' Nutrition Knowledge, Attitudes, and Behaviors
Indicator(s)	No. Impacted

--

Objective #	
Activity	
Indicator(s)	

Objective #	
Activity	
Indicator(s)	

Application Budget Narrative

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

A current **Negotiated Indirect Cost Rate Agreement (NICRA)**, negotiated with a Federal negotiating agency, is to 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 grant funds for direct costs. If indirect costs are not charged, the phrase "none requested" should be stated in the budget narrative. If there are any questions related to Indirect Cost Rate, please work with the Grant Officer (see contact information provided in below section).

Please refer to the Application Checklist for a list of required grant forms.

The required grants.gov forms are located at: <https://www.grants.gov/web/grants/forms/forms-repository.html>

(A) 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)

(B) 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."

(C) Additional Required Forms and Information

- Unique Entity Identifier (UEI) number. Please see below for further information
- SAM registration. Please see below for further information.

Letter of Intent

The eligible applicant who intends to apply should submit a Letter of Intent notice by (insert the date). This notice does not obligate the applicant to submit an application but provides FNS with useful information in preparing for the review and selection process. The notice should include the potential applicant's name and address, organization's name, telephone number, and e-mail address of the primary point of contact. The applicant can send the letter via mail or e-mail to the FNS Grant Officer identified in Section VII of this RFA.

Submission Date

Complete grant applications must be uploaded to www.grants.gov by 11:59 PM EST on the application due date listed on the cover page.

- Applications must be submitted via Grants.gov. Mailed, e-mailed or hand-delivered application packages will not be accepted. For further instructions, go [here](#).
- 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 weeks before the due date** and to submit applications to Grants.gov at least **one week** before the deadline to allow time to troubleshoot any issues, should they arise. Please note that upon submission, Grants.gov may send multiple confirmation notices; applicants should ensure receipt of confirmation that the application was **accepted**. Applicants experiencing difficulty submitting applications to Grants.gov should contact the Grant Officer noted in the [Agency Contacts](#) (Section VII) of this RFA. FNS will

evaluate submission issues on a case-by-case basis.

Preparing for Electronic Application Submission through Grants.gov

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

Preparing for the Electronic Submission through Grants.gov

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

In order to submit an application, you must:

1. Obtain a **UEI** number

Unique Entity Identifier (UEI)

What is a Unique Entity Identifier (UEI)?

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

What is the difference between a "DUNS UEI" and a "SAM UEI" in the System for Award Management ([SAM.gov](https://sam.gov))?

"DUNS UEI" refers to your current 9-digit Data Universal Numbering System (DUNS) Number issued by [DUNS Numbers will not be accepted through grants.gov after April 4, 2022.](https://www.duns.com) "SAM UEI" refers to your new 12-character unique entity identifier that will be assigned by SAM.gov.

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

Grants.gov will require that applicants use their "SAM UEI" after they have been assigned one. Grants.gov will not accept applicants' "DUNS UEI Number after April 4, 2022."

Which UEI should I enter into application package forms?

Where the field label reads "UEI", enter your "SAM UEI".

Where do I go to learn more about the UEI?

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

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

[SAM.gov](https://sam.gov) | [Duns - Sam UEI](https://www.duns.com).

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

- On **April 4, 2022**, the unique entity identifier used across the federal government changed from the DUNS Number to the Unique Entity ID (generated by SAM.gov).
- SAM combines Federal procurement systems and the Catalog of Federal Domestic Assistance into one system. For additional information regarding SAM.gov, see the following link: <https://sam.gov/content/home>
- To register, you must have your organization's UEI (DUNS), entity's Tax ID Number (TIN), and taxpayer name (as it appears on last tax return). It may take up to 5 – 7 business days or

more to register and/or complete the migration of permissions and/or the renewal of an entity record.

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

1. 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 Unique Entity Identifier (UEI) to complete this process. For more detailed instructions about creating a profile on Grants.gov, refer to <https://www.grants.gov/web/grants/applicants/registration.html>.

For more detailed instructions about creating a profile on Grants.gov, refer to <https://www.grants.gov/web/grants/grantors/grantor-registration.html>

How to Register a Grants.gov Account

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

For more detailed instructions about creating a profile on Grants.gov, refer to: <https://www.grants.gov/web/grants/applicants/registration.html>

3. Authorize Grants.gov Roles:

After creating an account on Grants.gov, the E-Business Point of Contact (EBiz POC) receives an email notifying them of the registration and request for roles. The E-Biz POC will need 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 E-Biz POC role and other profile roles, please visit <https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html>.

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

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

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

4. Track Role Status:

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

To track your role request, please visit

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

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

To track your role request, refer to:

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

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

How to Submit an Application via Grants.gov

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

For additional training resources, including video tutorials, refer to:

<https://www.grants.gov/web/grants/applicants/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 call the Grants.gov Support Center and get a ticket number. The Support Center ticket number will assist the Center with tracking your issue and understanding background information on the issue.

For questions related to the specific grant opportunity, please contact the Grant Officer noted in the [Agency Contacts](#) (Section VII) of this RFA.

Grants.gov Receipt Requirements and Proof of Timely Submission

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

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

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

Additional Information on Grants.gov and the Registration Process:

NOTICE: Special Characters and Naming Conventions

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

Are there restrictions on file names for any attachment I include with my application package?

File attachment names longer than approximately 50 characters can cause problems processing packages. Please limit file attachment names. Also, do not use any special characters (examples: & – * % / # ' -). This includes periods (.) and spacing followed by a dash in the file. To separate words in naming a file, use underscore, as in the following example: Attached_File.pdf.

Please note that if these guidelines are not followed, your application will be rejected. FNS will not accept any application rejected from www.grants.gov portal due to incorrect naming conventions.

Additional information and applicant resources are available at:

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

Intergovernmental Review

This funding opportunity is subject to the requirements of EO 12372, “Intergovernmental Review of Federal Programs”. This Executive Order was issued with the desire to foster the 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 Order allows each State to designate an entity to perform this function.

If you are located within a State that does not have a SPOC, you may send application materials directly to a Federal awarding agency.

For a list of State Agency contacts, please visit the Office of Management website at:

<https://www.whitehouse.gov/wp-content/uploads/2018/07/SPOC-July2018.pdf>

Funding Restrictions

- Pre-award costs will not be awarded for this grant project. Projects predicated on waiving SNAP regulations are not allowable and will not be considered for funding. However, if during the grant period, a State agency determines a waiver is needed, the State may apply for one but there is no guarantee FNS will approve the waiver.

Evaluation of Grant Application Criteria

1. REVIEW CRITERIA

Review criteria

FNS will pre-screen all applications to ensure the applicants are eligible entities and are in compliance with all Program regulations. FNS will not approve any waivers from Program regulations for any projects submitted in response to this solicitation.

2. EVALUATION FACTORS AND CRITERIA

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

Soundness or Merit of Project Design (40 points)

- Planning & Problem Analysis:** The proposal clearly describes the problem to be solved and provides evidence that the proposed approach is well-suited to solve the identified issue. Proposals must clearly outline which stages of the data life cycle proposed projects seek to address: 1) project planning; 2) data collection; 3) data analysis; 4) use of data and reporting

Project planning is an essential aspect of this funding opportunity. All proposals must outline how project planning will take place; or, if applicants feel that sufficient planning has occurred or is underway, the proposal must include a detailed discussion of these activities and how they relate to and provide the foundation for the activities outlined in proposed projects.

For proposals responding to the advancing equity track, core to this funding opportunity is that proposals are led by, or developed and led in authentic partnership with, individuals and communities most impacted by the inequities caused by historic inequities among underserved populations. The voices, knowledge, and experiences of those who have been impacted by enduring inequities should be at the center of these proposals, including in, for example: project leadership, conceptualization of the proposal, decision-making processes, and the ethical collection, storage, and interpretation of disaggregated SNAP E&T program data.

Planning is the first step in the data life cycle. As such, activities that fall under planning include all of the steps necessary for future stages of data projects centered on identifying inequities and improving program

outcomes, and/or improving E&T data validity and reliability that are useful and ethically sound. Proposals will not be considered without a robust project plan and problem analysis that address the following questions:

- Why is this work necessary or beneficial? What is the mission, purpose, and goals of proposed work?
- Who are the stakeholders of the proposed project? How will they be engaged throughout the course of the project?
- What work has or will take place to build a contextual understanding of local, social, and historical context surrounding the populations or data concerns that projects seek to better understand?
- Have efforts been made to assess what data or information is currently available?
- If applicable What guidelines are in place, or will be implemented, for the ethical collection and use of sensitive demographic data? How were experts, community stakeholders and impacted populations involved in the development of these guidelines?
- What guidelines and safeguards have or will be put in place prioritize data security and prevent broad access to individual-level linked data?
- How will the applicant weigh the risks and benefits of the proposed project from the perspective of the SNAP participant populations impacted by proposed projects?

In recognition of the various places States are in their ability to use data to advance equity in E&T programs, or to take steps to improve data validity and reliability, proposed projects can focus solely on the project planning stage of the data life cycle. If applicants choose to focus only on the planning phase of the data life cycle, a discussion and plan of how proposed projects would lead to further work and data life cycle stages (i.e. data collection, data analysis, use of data and reporting) must be included.

ii. **Impact:**

Proposals should clearly describe the intent and scope of the proposed activities and how they will contribute to improving the State's ability to make data-driven decisions to address inequities in SNAP E&T programs, improve data validity and reliability, or both. Proposals should clearly outline the State's vision for their E&T program and how projects would help work toward achieving SNAP E&T program vision. Each project design should include quantifiable objectives, measures to assess progress toward meeting those objectives, project activities linked to meeting specific objectives, and a list of deliverables and/or milestones for the duration of the project.

The proposal demonstrates a direct impact on one or more of the following areas:

Advancing Equity

- Development of State **data systems and processes** that advance State and local government use of data to look inwardly at the policy and operational decisions that have a positive or negative impact on equitable program participation;
- Development of State data systems and processes that advance State and local government use of data to look outwardly to build an understanding of the environment in which SNAP E&T participants and SNAP E&T programs operate that may lead to inequitable outcomes for participants of various identities, backgrounds, and geographic locations;
- Assist State and local SNAP agencies in developing frameworks, processes, organizational understanding, trainings, and meaningful stakeholder engagement to aid in the ethical collection, analysis, and use of data used in identifying meaningful actions and measure progress toward more equitable SNAP E&T engagement, participation, and outcomes.
- State capacity to collect, track, analyze and critically review disaggregated demographic data as they relate to SNAP E&T engagement, participation, program services and outcomes;

- State ability to critically review and analyze program services and outcomes for continuous program improvement as it relates to equity;
- State ability to understand what supportive services and participant reimbursements are most effective and efficient in improving more equitable outcomes in SNAP E&T programs.

Improving Data Validity and Reliability

- Support the development of processes, tools, reports or other instruments that will improve validity and reliability in the collection, cleaning, and analysis of State E&T data.
- Assist State and local SNAP agencies in developing frameworks, processes, organizational agreements, and/or trainings to improve the reliability and validity of State E&T data.
- Improve the quality of reports submitted to FNS for the purposes of Federal oversight.
- Increase the use of E&T program data for program improvements within State and local agencies.
- Increase the ability to demonstrate E&T program impact, best practices, and promising practices.
- Improve the ability of State and local agencies to participate in FNS and other Federal studies examining program impact and cross-program comparisons.

- iii. **Quality:** The proposal shows thoughtfulness, critical analysis, clarity, and the use of relevant facts and knowledge.
- iv. **Sustainability:** States should ensure that the work begun under the grant can be continued or remain useful in informing State decision making after grant funds have been expended and the grant project has ended.
- v. **Letters of Commitment:** Required if a State or County agency is proposing to work in partnership with another organization(s). States and Counties are encouraged to work with subject matter experts and other organizations that have demonstrated expertise dealing with these types of data issues. The applicant must submit a letter(s) of commitment from its partners. The letter(s) of commitment from the partner must describe:
- The organization’s role in the project;
 - The amount of time it intends to commit to the project;
 - An attestation that it will cooperate with the grant applicant in implementing the project; and
 - Must be provided on the respective organization’s letterhead and be signed by an individual authorized to sign on behalf of the organizations.
- vi. **Letter of Support:** Required if the grant proposal is submitted by the State agency on behalf of a County agency. The State agency must attest that it will support and cooperate with the local agency in implementing the grant. It must be provided on the State Agency’s letterhead and be signed by an authorized individual.
- vii. **Feasibility:** The application proposes projects that are capable of being accomplished and likely to be implemented in a timely fashion to help the State advance equity, data reliability and validity, or both in SNAP E&T programs.

Budget Appropriateness and Economic Efficiency (25 points)

- x. **Budget:** The proposal includes:
- A line item budget. See Appendix – RFA Budget Narrative Checklist to assure each category is addressed in the budget.
 - A narrative that demonstrates how funds will be spent, by whom, and for what itemized purpose, along with a cost breakdown for larger budget items.

- a. The narrative should provide enough detail for reviewers to easily understand how costs were determined and from what they derived, and how they relate to the goals and objectives of the project. **There should be adequate justification for budget costs based on current industry costs/standards.** Information on costs should be obtained from applicable organizations or from online sources. Applicants should ensure that all costs listed in the budget narrative are linked to activities described in the proposal narrative.
 - A copy of the approved negotiated indirect cost rate agreement must be attached if indirect costs are shown as a budget expense to the project.
 - If applicable, the budget must show how the costs are allocated among the benefiting programs and demonstrate that this grant is only going to fund SNAP's share.
 - If desired, applicants may provide a tiered budget and narrative that describes adjustments the applicant would make if it were awarded funding at different levels (only the primary budget will be analyzed against this criterion).
- xi. **Efficiency:** The proposal is cost effective. It demonstrates that the anticipated results are commensurate with the cost of the project.
- xii. **Contractual and Consultant Costs:** Proposals that include hiring of a consultant(s) or contract must provide the following information:
 - Consultant's name and description of service;
 - Itemized list of all direct costs and fees;
 - Salaries must have the number of personnel including the position title;
 - Specialty and specialized qualifications as appropriate to the salary;
 - Number of estimated hours times hourly wage; and
 - All expenses and fees directly related to the proposed services to be rendered to the project.
- xiii. **Applicants that are required to issue a bid should provide a narrative** explaining the requirement and provide a reasonable estimate of Contractual and Consultant Costs.

NOTE: Proposal submissions which omit the required budget forms, budget narratives and/or line item descriptions will not receive the full point value for this criterion. Therefore, applicants should recognize that a well-written budget narrative which justifies the proposed project expenditures assists the reviewers during the review process.

Organizational Experience, Staff Capability and Management (20 points)

- i. **Credibility:** The proposal establishes the applying organization's credibility and capabilities.
- ii. **Oversight:** The proposal demonstrates that effective and consistent oversight by a qualified project manager(s) will be implemented throughout the project. The proposal must include a dedicated project manager and detail the roles and responsibilities of the project manager. The proposal should also include the percentage of the time the project manager will be devoting to the project.
- iii. **Communication:** The proposal demonstrates that effective communication will exist within the organization and, if applicable, with partnering organizations. The proposal includes an organizational chart of the proposed project.
- iv. **Staff:** The proposal identifies the project director or manager and other key staff. The proposal includes resumes that demonstrate that the proposed staff has the appropriate technical and experiential backgrounds for their proposed roles. If the applicant is unable to identify the project director or manager and key staff, it must include with the application package job descriptions with required experience and education for positions that must be advertised. Applicants should address their contingency or back-up plans in the event of key staff departures. In particular for proposals on the advancing equity track:

- The proposal clearly outlines how the project is led by or is developed and led in authentic partnership with, individuals and communities most impacted by the inequities caused by historic inequities among historically underserved populations.
 - The proposal clearly outlines how the voices, knowledge, and experiences of those who have been impacted by enduring inequities should be at the center of these proposals, including in, for example: project leadership, conceptualization of the proposal, decision-making processes, and the ethical collection, storage, and interpretation of disaggregated SNAP E&T program data.
- v. **Time Commitment:** The proposal outlines the amount of time and effort the project director or manager, key staff, and, if applicable, partnering organizations, will contribute to the project.

Implementation and Evaluation (15 points)

- i. **Timeline:** The proposal includes a project timeline that outlines proposed tasks and major milestones, and demonstrates that sufficient time is allotted for each activity.
- ii. **Evaluation:** The proposal describes a well-thought-out, organized review and evaluation process that will measure whether the goals of the project have been met. The evaluation should focus on measuring the impact of the project. Please be sure to include information on who will measure the goals of the project, how the goals will be measured, when the goals will be measured and what the organization will measure.

3. Review and Selection Process

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

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



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 grant award. No pre-award or pre-agreement costs incurred prior to the effective start date are allowed unless approved and stated on FNS’ signed award document (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.

2. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

Confidentiality of an Application

When an application results in an award, it becomes a part of the record of FNS transactions, available to the public upon specific request. Information that the Secretary determines to be of a confidential, privileged, or proprietary nature will be held in confidence to the extent permitted by law. Therefore,

any information that the applicant wishes to have considered as confidential, privileged, or proprietary should be clearly marked within the application. Any application that does not result in an award will be not released to the public. An application may be withdrawn at any time prior to the final action thereon.

Safeguarding Personally Identifiable Information

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

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

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

Conflict of Interest and Confidentiality of the Review Process

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

Administrative Regulations

Federal Tax Liabilities Restrictions

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

agency has considered suspension or debarment of the corporation and has made a determination that this further action is not necessary to protect the interests of the Government.

Felony Crime Conviction Restrictions

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

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

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

Universal Identifier and Central Contractor Registration 2 CFR Part 25

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

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

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

Reporting Sub-award and Executive Compensation Information 2 CFR Part 170

The Federal Funding Accountability and Transparency Act (FFATA) of 2006 (Public Law 109–282), as amended by Section 6202 of Public Law 110–252, requires primary grantees of Federal grants and cooperative agreements to report information on sub-grantee obligations and executive compensation. FFATA promotes open government by enhancing the Federal Government’s accountability for its stewardship of public resources. This is accomplished by making Government information, particularly information on Federal spending, accessible to the general public.

Primary grantees, including State agencies, are required to report actions taken on or after October 1, 2010, that obligates \$25,000 or more in Federal grant funds to first-tier sub-grantees. This

information must be reported in the Government-wide FFATA Sub-Award Reporting System (FSRS). In order to access FSRS a current SAM registration is required. A primary grantee and first-tier sub-grantees must also report total compensation for each of its five most-highly compensated executives. Every primary and first-tier grantee must obtain a DUNS number prior to being eligible to receive a grant or sub-grant award. Additional information will be provided to grant recipients upon award.

Duncan Hunter National Defense Authorization Act of Fiscal Year 2009, Public Law 110-417

Section 872 of this Act requires the development and maintenance of a Federal Government information system that contains specific information on the integrity and performance of covered Federal agency contractors and grantees. The Federal Awardee Performance and Integrity Information System (FAPIIS) is designed to address these requirements. FAPIIS contains integrity and performance information from the Contractor Performance Assessment Reporting System, information from SAM.gov, and suspension and debarment information from the SAM. FNS will review and consider any information about the applicant reflected in FAPIIS when making a judgment about whether an applicant is qualified to receive an award.

Freedom of Information Act (FOIA) Requests

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

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

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

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

Privacy Policy

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

Code of Federal Regulations and Other Government Requirements

This grant will be awarded and administered in accordance with the following regulations 2 Code of Federal Regulations (CFR), Subtitle A, Chapter II. Any Federal laws, regulations, or USDA directives released after this RFA is posted will be implemented as instructed.

Government-wide Regulations

- 2 CFR Part 25: "Universal Identifier and System for Award Management"
- 2 CFR Part 170: "Reporting Sub-award and Executive Compensation Information"
- 2 CFR Part 175: "Award Term for Trafficking in Persons"
- 2 CFR Part 180: "OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Non-Procurement)"
- 2 CFR Part 200: "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards"

- 2 CFR Part 400: USDA’s implementing regulation of 2 CFR Part 200 “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards”
- 2 CFR Part 415: USDA “General Program Administrative Regulations”
- 2 CFR Part 416: USDA “General Program Administrative Regulations for Grants and Cooperative Agreements to State and Local Governments”
- 2 CFR Part 417: USDA “Non-Procurement Debarment and Suspension”
- 2 CFR Part 418 USDA “New Restrictions on Lobbying
- 2 CFR Part 421: USDA “Requirements for Drug-Free Workplace (Financial Assistance)”
- 7 CRR Part 16: “Equal Opportunity for Religious Organizations”
- 41 U.S.C. Section 22 “Interest of Member of Congress”
- Freedom of Information Act (FOIA). Public access to Federal Financial Assistance records shall not be limited, except when such records must be kept confidential and would have been excepted from disclosure pursuant to the “Freedom of Information” regulation (5 U.S.C. 552)

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

3. REPORTING REQUIREMENTS

Financial Reports

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

Performance Progress Report (PPR)

Grantees will be required to submit progress reports to FNS 30 days following the end of each quarterly period, using the FNS-908 PPR form that will be sent to grantees at the time of award. The reports should cover the preceding period of activity. A final report identifying the accomplishments and results of the project will be due 90 days after the end date of the award. For reference, sample of the PPR form can be found in the Appendix. **Please note:** the FNS-908 PPR form specific to this opportunity will be sent to grantees at the time of award. Use of the FNS-908 PPR form for progress reports is required.

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

Anna Arrowsmith
 Grant Officer, Grants and Fiscal Policy Division
 U.S. Department of Agriculture, FNS
 1320 Braddock Place, Suite 620
 Alexandria, VA 22314
 E-mail: Anna.Arrowsmith@usda.gov

Debriefing Requests

Non-selected applicants may request a debriefing to discuss the strengths and weaknesses of submitted proposals. This information may be useful when preparing future grant proposals. Additional information on debriefing requests will be forwarded to non-selected applicants. FNS reserves the right to provide this debriefing orally or in written format.



RFA Budget Narrative Checklist

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

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

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

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

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

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

Legal Organization Name:

UEI Number:

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"/>

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).	<input type="checkbox"/>	<input type="checkbox"/>
2. If your organization has been audited within the last 5 fiscal years, was there a “Qualified Opinion” or an “Adverse Opinion”?	<input type="checkbox"/>	<input type="checkbox"/>
3. If your organization has been audited within the last 5 fiscal years, was there a “Material Weakness” disclosed?	<input type="checkbox"/>	<input type="checkbox"/>
4. If your organization has been audited within the last 5 fiscal years, was there a “Significant Deficiency” disclosed?	<input type="checkbox"/>	<input type="checkbox"/>
Hyperlink (if available):		
Additional information including expanding on responses in previous sections:		

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:

FNS-908 Performance Progress Report (PPR) – For Reference Only

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

FNS-908 Performance Progress Report (PPR) – For Reference Only

Print

Submit by Email

UNITED STATES DEPARTMENT OF AGRICULTURE
Food and Nutrition Service

OMB Number: 0584-0512
Expiration Date: 7/31/2022

PERFORMANCE PROGRESS REPORT

Management Settings

Recommended File Name: FNS908_{Organization Name}_{Type of Report}_{Reporting Fiscal Year}_{Period}_{Original Revision}.pdf

Copy value then paste in Save As dialog when saving

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.

1. Recipient Organization		2. Program Information:	
a. Organization Name:		Program Area:	
b. Street Address:		Federal Fiscal Year of Award:	
City:		Program:	
State:		Tag:	
Zip:		4. Federal Award Identification Number (FAIN):	
3. Primary POC:		5. Type of Report (Select One):	
a. First Name:	Last Name:	Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Final <input checked="" type="checkbox"/>	
b. Title:		Reporting Fiscal Year:	
c. Telephone (Area Code & Number):		Period:	
d. Email Address:		Original/Revision:	
6. Federal Grant Agreement Number:			
7. Additional POC (Optional)			
a. First Name:		b. Title:	
Last Name:		d. Email Address:	
c. Telephone (Area Code & Number):			
8. Report Submitted By:			
a. First Name:		9. Certification	
Last Name:		<input type="checkbox"/> I certify by checking this box that, to the best of my knowledge and belief, this report is correct and complete for performance of activities set forth in the award documents.	
b. Title:			
10. Date Report Submitted:			

Form FNS-908
Version Number: 1.3 06-20

SBU

Electronic Form Version Designed in Adobe AEM 6.4 Version

FNS-908 Performance Progress Report (PPR) – For Reference Only (Continued)

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): <div style="border: 1px solid black; height: 40px; background-color: #e6f2ff;"></div>	
2. Personnel Information a. Number of FTEs: <input type="text"/> b. Were there any changes in key personnel? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No c. If yes, please describe the changes in key personnel, including the individual leaving/joining the project as well as the name and contact information (email address, phone number, and name of organization) of the individual. Note: This information does not serve as a formal request to approve the change in key personnel. This request must be forwarded to the Grants Officer in a separate request (Max 2000 Characters): <div style="border: 1px solid black; height: 30px; background-color: #e6f2ff;"></div>	
3. Projected Amendments (Cost and No-Cost) a. Number of amendments projected this upcoming quarter? <input type="text"/> b. Do the projected amendment(s) require FNS approval? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No c. Please describe the type of amendment(s) projected and justification for each. Note: This information does not serve as a formal request to approve amendments. This request must be forwarded to the Grants Officer in a separate request (Max 2000 characters): <div style="border: 1px solid black; height: 30px; background-color: #e6f2ff;"></div>	
4. Expenditures/Purchases: a. Were there any significant expenditures or purchases, including any contracts entered during this reporting period? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No b. If so, please describe (Max 2000 Characters): <div style="border: 1px solid black; height: 30px; background-color: #e6f2ff;"></div>	
5. Deviations (Changes this quarter outside of the agreed upon budget, timeline, or scope): a. Have there been any deviations? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No b. Type: <input type="checkbox"/> Budget <input type="checkbox"/> Timeline <input type="checkbox"/> Scope <input type="checkbox"/> Other c. Describe any deviation(s), including a justification and impacts to budget/timeline (Max 2000 characters): <div style="border: 1px solid black; height: 30px; background-color: #e6f2ff;"></div> d. Please describe proposed activities to mitigate the impact of the deviation(s) (Max 2000 characters): <div style="border: 1px solid black; height: 30px; background-color: #e6f2ff;"></div>	

FNS-908 Performance Progress Report (PPR) – For Reference Only (Continued)

Program Management Information (Continued)
<p>6. Upcoming Activities and Anticipated Changes</p> <p>a. Please describe activities planned for next quarter (Max 2000 Characters):</p> <div style="border: 1px solid #ccc; height: 40px; margin-bottom: 5px;"></div> <p>b. Do you anticipate any changes in your project timeline, activities or cost? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>c. If yes, please explain the anticipated changes (Max 2000 Characters):</p> <div style="border: 1px solid #ccc; height: 40px; margin-bottom: 5px;"></div>
<p>7. Final Reporting Summary (Final Reporting Period Only)</p> <p>a. Are all goals and objectives completed at this time? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>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):</p> <div style="border: 1px solid #ccc; height: 40px; margin-bottom: 5px;"></div> <p>c. Was the project budget sufficient for meeting the project goals? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>d. If no to answer 7c, briefly describe why the budget was insufficient for meeting the project goals (Max 2000 Characters):</p> <div style="border: 1px solid #ccc; height: 40px; margin-bottom: 5px;"></div>
<p>8. Additional Comments (Max 2000 Characters)</p> <div style="border: 1px solid #ccc; height: 40px;"></div>

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 style="border: 1px solid #ccc; height: 15px; width: 100%;"></div>								
-	1	Activity	Type	Anticipated Completion Date	Actual Completion Date	Optional		
+						Location	Beneficiaries/ Audience	Topic (if training)
		Indicator Description	Indicator Type	Target	Actual (Cumulative)	Comments		
-	1							
+								
Add Objective		Remove Objective						

