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**REQUEST FOR APPLICATIONS**

**HUNGER-FREE COMMUNITIES GRANTS  
CFDA #10.583**

Application Due Date: **XXXXXX (subject to OMB approval)**

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## SECTION I: INTRODUCTION

### **AUTHORIZATION AND PURPOSE**

The Food and Nutrition Service (FNS) of the United States Department of Agriculture (USDA) has \$5 million available in Fiscal Year (FY) 2010 for a Hunger-Free Communities grant competition. The Hunger-Free Communities grants will be awarded under authority provided by the Food, Conservation, and Energy Act of 2008, Section 4405, 7 U.S.C. 8701 which authorizes the Secretary of Agriculture to award grants to meet the Hunger-Free Communities goals described in the H. Con. Res. 302 (102nd Congress). These goals are listed in this section, under *Background*.

The section authorized Hunger-Free Communities Collaborative Grants and Hunger-Free Communities Infrastructure Grants. The entire \$5 million will be used for Hunger-Free Collaborative Grants since the FY2010 Agriculture Appropriations Act separately provided \$6 million for TEFAP infrastructure grants, which have a similar purpose to that of the Hunger-Free Communities infrastructures.

The purpose of this grant is to establish Hunger-Free Communities and learn more about effective strategies to reduce hunger in the United States. There are two models of grants: planning and assessment grants and implementation grants. A community may only apply for one model of grant as part of this grant solicitation; however, those communities receiving a planning and assessment grant may apply for an implementation grant in a future year if additional funds are made available to continue this program.

There is \$1 million set aside for grants in Model 1: Planning and Assessment Grants. These grants will be awarded up to \$100,000 per organization. If all of the \$1 million is not used for these grants the unused funds from Model 1 will be moved to funding for Model 2. Applicants in Model 1 will assess the hunger and food insecurity in their community and create a plan to become hunger-free.

The remaining \$4 million is set aside for grants in Model 2: Implementation Grants. Organizations applying for Model 2 grants must have already conducted an assessment and developed a plan in order to apply. A total award pool of approximately \$4 million will be awarded with maximum awards varying by the population of the community: up to \$2 million for cities with a population greater than two million, up to \$1 million for metropolitan areas with a population greater than 50,000 but less than two million, and up to \$1 million for areas with less than 50,000 residents.

The Federal share of the cost of the activities funded by these grants shall not exceed 80 percent. The grantee is responsible for the remaining 20 percent. Grantees will be allowed to use the grant funds for the duration of the project period, not to exceed two years.

These are collaborative grants, and applicants are required to partner with one or more organizations in their communities. Applicants are also required to partner with Food Policy

Councils or their functional equivalent at the local level or include the creation of a Food Policy Council as part of their application should one not serve their community. Significant information regarding Food Policy Councils is available on the web. Additional information on Food Policy Councils is available on the web, including a Food Policy Council Report by Food First/Institute for Food and Development Policy at <http://www.foodfirst.org/files/pdf/Food%20Policy%20Councils%20Report%20small.pdf>.

## **BACKGROUND**

Despite the success of the nation's nutrition assistance programs and the hard work of state and local governments and countless organizations dedicated to eliminating hunger in their communities, hunger and food insecurity persist. The U.S. Department of Agriculture study, *Household Food Security in the United State, 2008*<sup>1</sup>, reports that 14.6 percent (17 million households) were food insecure. At some time during 2008, these households experienced difficulty providing enough food for all their members due to a lack of resources.

Through the Hunger-Free Communities Grants, FNS seeks to identify new strategies or combinations of strategies that support the creation of Hunger-Free Communities by helping fund research, planning, and hunger relief activities including but not limited to: food distribution, community outreach, initiatives that improve access to food, and the development of new resources and strategies to reduce or prevent hunger and food insecurity.

The Fiscal Year 2010 Agriculture Appropriations provides \$5 million for purposes authorized by section 4405 of the Food, Conservation, and Energy Act of 2008. Section 4405, *Hunger-Free Communities*, authorizes grants to food program service providers, which include state and local governments and local non-profit organizations that have collaborated with or will collaborate with one or more local partner organizations for projects that assess community hunger problems and/or develop new resources/programs to achieve Hunger-Free Communities. Grant applications must include at least one of the 14 goals of the Hunger-Free Communities Initiative as defined in the H.Con.Res. 302 (102<sup>nd</sup> Congress):

1. Having a community-based emergency food delivery network that coordinates the services of programs such as food pantries, food banks, and congregate meals facilities.
2. Assessing food insecurity problems and evaluating existing services in the community to determine necessary strategies for responding to unmet needs.
3. Establishing a group of individuals, including low-income participants, to develop and to implement policies and programs to combat food insecurity, to monitor responsiveness of existing services, and to address underlying causes and factors related to hunger.
4. Participating in federally assisted nutrition programs that should be easily accessible to targeted populations, such as the Federal programs that provide school breakfast, school lunch, summer food, child care food, and food for homeless and older individuals.

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<sup>1</sup> Nord, Mark, Margaret Andrews, and Steven Carlson. *Household Food Security in the United States, 2008*. ERR-83, U.S. Dept. of Agriculture, Econ. Res. Serv. November 2009.

5. Effectively integrating public and private resources, including local businesses, to alleviate food insecurity.
6. Having an education program about food needs of the community and the need for increased local citizen participation in activities to alleviate food insecurity.
7. Having available information and referral services for accessing both public and private programs and services.
8. Having initiatives for alleviating food shopping constraints through the development of creative food resources such as community gardens, buying clubs, food cooperatives, community-owned and operated grocery stores, and farmers' markets.
9. Carrying out activities to identify and target food services to high-risk populations.
10. Having adequate transport and distribution of food from all resources.
11. Coordinating food services with park and recreation programs and other community-based outlets to which residents of the area would have easy access.
12. Improving public transportation, human service agencies, and food resources.
13. Having nutrition education programs for low-income citizens to enhance good food-purchasing and food-preparation skills and to heighten awareness of the connection between diet and health.
14. Having a program for collecting and distributing nutritious food, either agricultural commodities in farmers' fields or foods that have already been prepared, that would otherwise be wasted.

## **SECTION II: REQUIREMENTS**

### **WHO MAY APPLY**

Public or private non-profit organizations are eligible to apply, including but not limited to the following:

- State or local governments,
- Agencies providing social services,
- Public health organizations,
- Educational entities, and
- Other private non-profit entities such as community-based or faith-based organizations, food banks, or other emergency feeding organizations.

The following are **not** eligible to be grantees for this grant award, but these organizations may be identified partners and can contribute funds toward the 20 percent match:

- For-profit organizations

- Retailers

Non-profit organizations are required to submit a copy of the IRS Determination Letter, form 501(c)(3) or proof of application for exempt status under section 501(c)(3) of the Internal Revenue Code, a list of their Board of Directors if applicable, and their most recent audited financial statements signed by the Treasurer or the Treasurer of the board.

Educational entities are required to submit their most recent financial statements signed by the Treasurer or Treasurer of the board. Applications submitted without these will be considered non-responsive and eliminated from consideration.

Organizations with a presence in more than one community may submit more than one application, and organizations that partner with an applicant in one community may submit their own application as the grantee in another community.

### **PARTNERSHIPS AND LETTERS OF COMMITMENT**

The Food and Nutrition Service intends to fund projects which involve partnerships among multiple private and public organizations within a community.

Grantees must partner with a Food Policy Council or their functional equivalent that serve their community or use grant funds to develop a Food Policy Council if one does not serve their community. Food Policy Councils have been successful in educating community leaders and the general public, offering public policy ideas, improving coordination between existing programs, and starting new programs. Examples of initiatives lead by Food Policy Councils include: mapping and publicizing local food resources; creating new transit routes to connect underserved areas with full-service grocery stores; helping government agencies purchase from local farmers; and organizing community gardens and farmers' markets. Food Policy Councils differ in each community.

Letters of commitment are required from all partners including Food Policy Councils. Applications submitted without letters of commitment will be considered non-responsive and eliminated from consideration. FNS will not consider additions or revisions to applications once they are received. Therefore, applicants must include letters of commitment with their application package to be considered for funding. Such letters may be addressed to the FNS Grant Officer or the applicant's project director. The applicant's letters of commitment must:

- be on the respective organization's letterhead,
- be signed by an authorizing official,
- describe the organization's role in the project,
- identify the amount of staff time and other resources it intends to commit to the project, and
- include an attestation of involvement in planning of the project.

## **FUNDING**

Up to \$5 million is available in FY 2010 for the Hunger-Free Communities Grants. FNS will award the grants through a competitive process and plans to announce the grant awards in FY 2010. Grantees will be allowed to use the grant funds for the duration of the project period, not to exceed two years.

The Federal share of the cost of the activities funded by these grants shall not exceed 80 percent. The Grantee is responsible for the remaining 20 percent. Applicants should certify that all necessary approvals for the commitment of resources have been obtained, including those used for the 20 percent cost share.

Cost sharing may be in the form of allowable direct or indirect costs. The basis for determining the value of cash and in-kind contributions must be in accordance with OMB Circular A-110, Subpart C.23 - Cost Sharing and Matching, also codified in 2 CFR 215.23. ([http://edocket.access.gpo.gov/cfr\\_2005/janqtr/pdf/2cfr215.23.pdf](http://edocket.access.gpo.gov/cfr_2005/janqtr/pdf/2cfr215.23.pdf) ).

As allowed by Food, Conservation, and Energy Act of 2008, Section 4405, 7 U.S.C. 8701, the following items can be identified as a contribution to meet the 20 percent matching requirement:

- cash contributions,
- in-kind contributions (including facilities, equipment, or services),
- non-federal sources,
- federal sources when authorized by statute,
- unrecovered indirect costs (with prior approval), and
- third party cash and in-kind contributions.

Cost share requirements include:

- all contributions must be applicable to the OMB Cost Principles found on [http://www.whitehouse.gov/omb/grants\\_circulars/](http://www.whitehouse.gov/omb/grants_circulars/);
- the proposal must describe how the cost share requirement will be fulfilled;
- the cost share cannot be counted towards any other Federal award;
- the cost share must be necessary and reasonable for the accomplishment of the project and program objectives; and
- the cost share must be reported in the Progress Report and in the Federal Financial report (SF-425).

The Grantee must maintain written records to support all allowable costs which are claimed as being its contribution to cost participation, as well as costs to be paid by the Federal government. In the event the Grantee does not provide the minimum amount of cost share as stipulated in the Grantee's budget, the Federal government's contribution will be reduced in proportion to the Grantee's contribution so that the Federal share is no more than its 80 percent.

The submission of a proposal does not guarantee funding. Funding for approved grants will be provided through the Grant Award/Letter of Credit process. All grants funds must be obligated and all activities under the grant must be completed by the expiration date which will be outlined in the final grant award and its Terms and Conditions.

**ALLOWABLE ACTIVITIES**

Grant funds may be used for initiatives that address the immediate food and nutrition needs of people experiencing hunger, improve access to food as part of a comprehensive service, develop new resources and strategies to help reduce hunger in the community, prevent hunger, assesses the extent and causes of hunger in the community, and/or develop a comprehensive plan to end hunger and food insecurity in the community. All expenditures must be deemed allowable costs that are in compliance with OMB Cost Principle Circulars and other federal rules and regulations. OMB Circulars can be found at <http://www.whitehouse.gov/omb/circulars/> .

Examples of allowable activities include but are not limited to:

- developing creative food resources, such as community gardens, food cooperatives, community-owned and operated grocery stores, and farmers’ markets;
- coordinating food services with park and recreation programs and other community-based outlets to reduce barriers to access;
- creating nutrition education programs for at risk populations to enhance food-purchasing and food preparation skills and to heighten awareness of the connection between diet and health;
- distributing food;
- providing outreach and application assistance services to increase participation in existing nutrition assistance programs;
- conducting survey research or other data collection activities to assess the extent and causes of hunger in the community;
- resource mapping to identify available resources and gaps in resources necessary to end hunger in the community;
- purchasing computers, associated hardware and software;
- developing tools to assess hunger on a one time or continual basis; and
- planning activities.

No **federal** funds under this Hunger-Free Communities Grants Program can be used to cover the cost or expenses for following:

- constructing, expanding, or repairing a facility or equipment.
- purchasing equipment, warehouses, or storage space.



In this case, federal funds cannot be used for supplies to start a community garden such as shovels and soil as well as refrigerators, kitchen appliances and trucks.

## **GRANT MODELS**

Each applicant may only apply for one model of grant in a given community, although the same applicant can apply for a different model grant in a different community. The applicant must identify which model they are applying for in their cover letter. Failing to include this information in the cover letter will disqualify an application.

### **Model 1: Planning and Assessment Grants**

FNS intends to award up to one million dollars for planning and assessment grants. The maximum award amount for these grants will be \$100,000. Any funds not used towards this model will be added to the pool of available funds in Model 2: Implementation Grants.

At a minimum, a planning and assessment grant must:

- Conduct an analysis of the extent and causes of hunger in the target community. Applicants may wish to use the same or similar methodology as that used by Economic Research Service to assess Household Food Security in the United States. The survey questions are provided in Section VI, the Appendix, and the study and methodology can also be found at <http://www.ers.usda.gov/Publications/ERR83/ERR83.pdf>.
- Develop a plan to achieve a hunger-free community.

While the goals of the assessment and planning grants are to analyze hunger and food insecurity in a community and develop a comprehensive plan to end hunger, the application should demonstrate their community's need for the project with available data such as the percentages of children eligible for free- and reduced-price lunch and breakfast at school, SNAP participation numbers, and poverty rates.

The application should clearly describe the intent and scope of activities and how they will contribute to creating a final plan to become a hunger-free community. 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 application should clearly describe the research design, data collection, analysis, planning activities, and expected outputs of the assessment and planning activities.

The collaborative role of the Food Policy Councils or their functional equivalents needs to be defined. Collaboration with a state or local level Food Policy Council will be deemed sufficient for the purpose of this grant. If no Food Policy Council serves the community, then the application should include an objective and associated tasks to create one.

Every grantee must assess and report on its progress each quarter by using performance measures

tied to specific project objectives. These measures can include process measures, output measures, and outcome measures. The proposal should describe the process for collecting and reporting these data including the data source.

### **Model 2: Implementation Grants**

Applicants choosing to apply for an implementation grant must use the grant funds to end or work toward ending hunger in their community. Organizations must include their assessment and plan (no more than 5 years old) to end hunger in their community as an appendix to their application. These documents will not count toward the maximum page length. The grant-funded activities proposed should be consistent with one or more of the 14 Hunger-Free Communities goals.

FNS intends to award \$4 million in implementation grants. The funding is intended be allocated to different size communities as follows; however, the final allocation of funds will depend upon the number and quality of grant applications and USDA may allocate funds in a different manner.

- Up to \$2 million for metropolitan areas, a city or cities with a population greater than two million.
- Up to \$1 million for metropolitan areas, a city or cities with a population greater than 50,000 but less than two million.
- Up to \$1 million for areas with less than 50,000 residents.

At least one grant award will be made in each of the above categories subject to the submission of acceptable applications.

The application should clearly describe the intent and scope of activities and how they will contribute to a Hunger-free Community. 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. As part of the final negotiations of the award, a payment schedule will be developed based on meeting these identified milestones.

The collaborative role of the Food Policy Councils or their functional equivalents needs to be defined. Collaboration with a State or local level Food Policy Council will be deemed sufficient for the purpose of this grant. A letter of Commitment should be included in the application package. If no Food Policy Council serves the community, then the applicants should include an activity to create one.

Every grantee must assess and report on its progress each quarter by using performance measures and milestones tied to specific project objectives. These measures can include process measures, output measures, and outcome measures. The proposal should describe the process for collecting and reporting these data including the data source.

### **ORGANIZATIONAL EXPERIENCE AND MANAGEMENT CAPABILITIES**

Applicants should provide a narrative description of how the project will be staffed and managed. Applicants should also provide the following:

- a project organizational chart
- organizational description of the grantee and each partner organization contributing staff time, cash, or in-kind resources:
  - organization Name
  - DUNS number
  - mission statement
  - number of full-time equivalent employees (FTEs)
  - 2009 annual budget
  - relevant experience
  - resume/curriculum vitae of key staff involved in the project

### **BUDGET**

The proposal's project description must capture a bona fide need. The budget and budget narrative must be in line with the proposed project description. FNS reserves the right to request information not clearly addressed.

### **MEETING WITH FNS**

A prospective applicant webinar is scheduled for **Tuesday, XXXXXX, 2-3p.m. Eastern Time**. This meeting will provide an opportunity for potential applicants to receive clarification and have questions answered. Applicants should register for the webinar at <http://vovici.com/wsb.dll/s/17fb9g44572> prior to this meeting. Applicants are encouraged to send questions to [HungerFreeCommunities@fns.usda.gov](mailto:HungerFreeCommunities@fns.usda.gov) in advance of the webinar. A webcast will be provided on the FNS web at <http://www.fns.usda.gov/fns/outreach.htm> for those unable to participate in the webinar.

Grantees will be required to participate in at least two webinar-based meeting in each year during the period of performance, including an orientation meeting to be scheduled in the first two weeks after the grants are awarded.

### **RECORD KEEPING AND REPORTING**

Grantees must operate a financial management system that provides accurate, current, and complete disclosure of the financial status of their project. Grantees are required to submit:

- **Quarterly Reports** -- Quarterly financial and programmatic progress reports must be submitted to FNS. Financial reports should provide information on the grant expenditures

for the period and totals to date using the SF-425. The format of the programmatic report will be provided as part of the final grant award and be specific to each grantee. These reports are due 30 days after the end of each reporting period, based upon the effective date of the Grant Agreement.

- The Recipient will be required to enter the SF-425 reporting information into the Food Program Reporting System (FPRS) and enter other reporting information into an on-line reporting portal which will be provided by FNS. To access FPRS, the Grantee must obtain an e-authentication certification. Information about obtaining an e-authentication certification will be included in the grant agreement.

If online reporting is not available or if selected Grantees are unable to use the online reporting feature to submit financial data, Grantees will then be required to submit an electronic copy, along with one mailed original and one copy of each report. FNS will notify selected Grantees how to submit reports, and provide a reporting schedule and the addresses to which Grantees may send reports at the time of award.

## **SECTION III: APPLICATION FORMAT AND PROCESS**

### **APPLICATION FORMAT**

Application checklists are provided on pages 18-26 of this RFA. Please read the checklist appropriate to your model carefully and use it to organize your application package.

Applicants are encouraged to structure their application according to the checklist and use the suggested proposal outline. Doing so will assist technical reviewers in locating important information. The outline parallels the technical review criteria. However, applicants who opt not to use the suggested outline or format will not lose points.

### **PROPOSAL PAGE LIMIT**

The technical proposal may not exceed 20 pages, excluding the table of contents, all attachments, all standard forms and other items noted in the checklists on pages 18-26 of this RFA. Applicants are asked to use Times New Roman font in 12 point for their applications. The document should use a margin of at least 1 inch on both sides and top and bottom of the page.

**Proposals that exceed the 20 page limit will be considered non-responsive and will not be forwarded to the technical review panel.**

Applicants should number the pages of their technical proposal using page 1 as first page of the proposal (referred to as “executive summary” in the checklist) and numbering the pages consecutively through the end of the attachments.

Applicants are also strongly advised to include a table of contents. The table of contents is not included in the 20-page limit for the proposal.

### **DUE DATE**

**The completed application package must be received by FNS at or before 5:00 pm Eastern Time on XXXXXX.** Applications must be either e-mailed to [HungerFreeCommunities@fns.usda.gov](mailto:HungerFreeCommunities@fns.usda.gov) or submitted electronically through <http://www.grants.gov> in sufficient time to ensure timely receipt by the deadline. **Late applications will not be considered.** Additions or revisions to applications already received will not be considered.

### **DUNS NUMBER AND CENTRAL CONTRACTOR REGISTRATION (CCR)**

Applicants for Federal Government awards are required to have a DUNS number. To obtain a DUNS number, contact Dun and Bradstreet at 1-866-705-5711 or visit their website at <https://eupdate.dnb.com/requestoptions.asp>. There is no charge for a DUNS number. The DUNS number serves as a means of tracking and identifying applications for Federal assistance and is required on all applications for Federal assistance. The applicant must register its DUNS number in the Central Contractor Register (CCR). CCR registration instructions can be found at: <https://www.bpn.gov/ccr/grantees.aspx>.

## **SUBMITTING YOUR APPLICATION**

The grant application and required forms including the 424, 424A, and 424B can be downloaded from the Grants.gov web site:

[http://www07.grants.gov/agencies/aforms\\_repository\\_information.jsp](http://www07.grants.gov/agencies/aforms_repository_information.jsp). Applicants should use these forms when submitting their applications via Grants.gov or via e-mail.

Applications may be submitted by email to: [HungerFreeCommunities@fns.usda.gov](mailto:HungerFreeCommunities@fns.usda.gov). All applications and supporting documents submitted via e-mail should be in Adobe Acrobat (.pdf) file format. Additionally, the Organizational Authorized Representative (OAR) signature shown on all application documents is required. Applications in file formats other than Adobe Acrobat and without the OAR signature will not be considered.

Applications may also be submitted via Grants.gov. Please allow ample time to familiarize yourself with the system's requirements including the need to download and use software required for submitting grants through this portal. A DUNS number CCR number are required to submit an application via Grants.gov.

Applicants that opt to submit their application via Grants.gov must send an email to Carla Garcia, Grants Officer, at [Carla.Garcia@fns.usda.gov](mailto:Carla.Garcia@fns.usda.gov) advising that the application was submitted through Grants.gov. This email must be received no later than 5:00 p.m. Eastern Time on the application due date of **XXXXXX**. Be sure to keep your submission confirmation from Grants.gov in case there is an issue in retrieving the application.

Please remember to include letters of commitment and the required 424, 424A and 424B standard forms. Letters of commitment will not be considered if they are not included in the application package.

## **QUESTIONS ABOUT THIS SOLICITATION**

Please direct any questions regarding this solicitation to:

Carla Garcia  
Grant Officer  
3101 Park Center Drive  
Alexandria, VA 22302  
Phone: 703-305-2760  
Email: [Carla.garcia@fns.usda.gov](mailto:Carla.garcia@fns.usda.gov)

## **SECTION IV: REVIEW AND AWARD PROCESS**

### **APPLICATION SCREENING, REVIEW AND SELECTION**

The application screening, review, and selection process is as follows:

1. FNS will screen all applications received by 5:00 p.m. Eastern Time on **XXXXXX** to ensure their completeness and conformity to the requirements of this announcement.
2. Applications without the required letters from the partnering organization(s) and the required 424, 424A and 424B standard forms will be considered incomplete/non-responsive and **will not** be forwarded to the review panel for consideration. FNS **will not** forward to the panel any applications in which the technical proposal, excluding all attachments noted, exceeds the maximum proposal page limit of 20 pages.
3. Applications that meet the screening requirements will be referred to an appropriate technical review panel.
4. Each panel member will rank the applications assigned to them by score from highest to lowest.
5. The selection official will consider each panel's recommendations; however he or she may consider other USDA or FNS priorities such as geographic, demographic or socioeconomic diversity, and agency priorities in addition to the scores assigned by the technical review panels. The selection official may also determine that, based on their scores, few of the applications are of technical merit. In such a case, FNS may make fewer awards or smaller awards than expected or make no awards. In addition, FNS reserves the option to select one or more lower rated applications in order to achieve a diversity of projects and regional representation.
6. Applicants will be notified of the funding decisions in writing.
7. Applicants selected to receive an award must sign a grant agreement, which contains the terms and conditions of the grant.

### **DETERMINATION OF AWARD AMOUNTS**

As part of the technical review process, FNS will review applicants' budgets to ensure that all costs are reasonable, allowable and applicable. Applications selected and approved for funding with budgets that are realistic, well justified, and supported will likely be funded at the requested amounts. However, FNS reserves the right to fund applications:

- Out of rank order to achieve priorities identified earlier; or
- At lesser amounts if FNS determines that the project can be implemented with less funding; or
- At lesser amounts if Federal funding is not sufficient to fully fund all applications that merit awards.

Submission of an application does not guarantee funding. Grantees will be selected on a competitive basis, based on an objective review of their proposals according to the technical

evaluation criteria outlined in this request for applications (RFA). FNS reserves the right to use this solicitation and competition to award additional grants in future fiscal years should additional funds be made available through future appropriations.

Funds will be provided to applicants chosen for award through USDA’s Grant Award/Letter of Credit process utilizing an electronic payment method. If the option to use the Letter of Credit payment process is not viable for any applicant chosen for award, payment will be made via an advance/reimbursement method also using an electronic funds transfer method.

**TECHNICAL REVIEW**

The technical panel will evaluate each forwarded proposal according to how well it addresses each of the technical evaluation criteria below. Only proposals in alignment with one or more of the 14 Hunger-Free Communities Goals and meeting the requirement to work in partnership with or develop a Food Policy Council or its functional equivalent will be considered.

**MODEL 1: ASSESSMENT AND PLANNING GRANT**

|   | <b>Criteria</b>   | <b>Points</b> |
|---|---|---------------|
| 1 | Project Need  | 5             |
| 2 | Soundness of Program Design, Plan, and Evaluation <ul style="list-style-type: none"> <li>a. The proposed plan includes quantifiable objectives, activities related to meeting the objectives, performance measures related to each objective, key milestones and products, and reasonable time frames. The plan clearly addresses the identified need(s).</li> <li>b. The project is part of a holistic effort to end hunger in the community.</li> <li>c. Include research design, means of data collection, and analysis</li> </ul> | 55            |
| 3 | Organizational Experience and Management Capabilities: <ul style="list-style-type: none"> <li>a. The organization(s) possesses the experience and capacity to undertake the project as presented.</li> <li>b. The project director and other key staff are clearly identified and possess appropriate experience and qualifications, including language skills, as demonstrated by their resumes or biographical sketches.</li> <li>c. Letters of Commitment from Partner Organizations including a Food Policy Council.</li> </ul>   | 20            |
| 4 | Budget: <ul style="list-style-type: none"> <li>a. A line item budget clearly demonstrates how the funds will be spent, by whom, and for what purpose.</li> <li>b. Costs are reasonable, allowable and necessary.</li> <li>c. The proposal contains appropriate costs that relate to the scope of the grant project.                             <ul style="list-style-type: none"> <li>• The budget narrative is clear and comprehensive.</li> </ul> </li> </ul>  | 20            |



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|  | <ul style="list-style-type: none"> <li>• Each cost is justified and the proposal clearly demonstrates how costs were determined.</li> <li>• Proposed Match – a minimum of 20% match share is required. Proposals with the same score will be ranked according to the percent match proposed with the higher the rate of match being given a more favorable ranking.</li> </ul> |  |
|--|--|--|

MODEL 2: IMPLEMENTATION GRANT

|   | <b>Criteria</b>  | <b>Points</b> |
|---|--|---------------|
| 1 | <p><b>Project Need</b></p> <p>a. A needs assessment of hunger and food insecurity of the community completed within the past five years must be included in the application.</p>   | 5             |
| 2 | <p><b>Soundness of Program Design, Plan, and Evaluation</b></p> <p>a. The proposed plan includes quantifiable objectives, activities related to meeting the objectives, and performance measures related to each objective, key milestones and products, and reasonable time frames. The plan clearly addresses the identified need(s).</p> <p>b. The project can be sustained once grant funding ends.</p> <p>c. The project is part of a holistic effort to end hunger in the community.</p>   | 55            |
| 3 | <p><b>Organizational Experience and Management Capabilities:</b></p> <p>a. The organization(s) possesses the experience and capacity to undertake the project as presented.</p> <p>b. The project director and other key staff are clearly identified and possess appropriate experience and qualifications, including language skills, as demonstrated by their resumes or biographical sketches.</p> <p>c. Letters of Commitment from Partner Organizations and Food Policy Council.</p>   | 20            |
| 4 | <p><b>Budget:</b></p> <p>a. A line item budget clearly demonstrates how the funds will be spent, by whom, and for what purpose.</p> <p>b. Costs are reasonable, allowable and necessary.</p> <p>c. The proposal contains appropriate costs that relate to the scope of the grant project.</p> <ul style="list-style-type: none"> <li>• The budget narrative is clear and comprehensive.</li> <li>• Each cost is justified and the proposal clearly demonstrates how costs were determined.</li> <li>• Proposed Match – a minimum of 20% match share is required. Proposals with the same score will be ranked according to the percent match proposed with the higher the rate of match being given a more favorable ranking.</li> </ul> | 20            |

## **SECTION V: APPLICATION CHECKLIST**

The suggested application formats for Model 1 and Model 2 grants follow. Please make sure every item on the checklist is included in your application.

### **APPLICATION CHECKLIST FOR MODEL 1: ASSESSMENT AND PLANNING GRANT**

#### **Required forms**

Required OMB approved Standard Forms

[http://www.grants.gov/agencies/aforms\\_repository\\_information.jsp](http://www.grants.gov/agencies/aforms_repository_information.jsp)

- ✓ SF 424 Application for Federal Assistance including:
- ✓ SF 424A (Budget Summary)
- ✓ SF 424B (Assurances – Non Construction Programs)
- ✓ SF LLL (Disclosure of Lobbying Activities). Indicate on the form whether your organization intends to conduct lobbying activities. If your organization does not intend to lobby, write “Not Applicable.” <http://www.whitehouse.gov/omb/grants/sfillin.pdf>

Required USDA approved forms [http://www.ocio.usda.gov/forms/ocio\\_forms.html](http://www.ocio.usda.gov/forms/ocio_forms.html)

- ✓ AD-1047 Certification Regarding Debarment, Suspension, and Other Responsibility Matters
- ✓ AD-1048 Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction (submit with application if only if Sole Source Contractor is identified)
- ✓ AD-1049 Certification Regarding Drug-Free Workplace Requirements (Except; individuals and State governments)
- ✓ AD-1052 Certification Regarding Drug Free Workplace Requirements, State and State Agencies (Attached)
- ✓ Data Universal Number (DUNS)
- ✓ Catalog of Federal Domestic Assistance number (CFDA #10.583)
  
- ✓ Optional Survey on Ensuring Equal Opportunity for Applicants
- ✓ Letter of 501(c)(3) status determination from IRS (for non-profit organizations)

Table of Contents for technical proposal and all attachments

Executive Summary (1 page suggested)

- Name and Address of Organization
- Name, Title, and Contact Information for Project Director
- Declare Model 1 Assessment and Planning Grant

- Location of the Needs Assessment (County and/or City and State) Summary of the work proposed to be accomplished by this grant.

PART 1: Project Need

- Describe the community and its need for this grant.

PART 2: RESEARCH AND PLANNING ACTIVITIES

- What are the research objectives?
- What is the research design?
- What is the data collection process? Who is responsible for collecting what data?
- What is the analysis plan?
- How will the data be used?
- What organizations will be represented in the planning effort?
- Who will lead the planning effort?

PART 3: ORGANIZATIONAL EXPERIENCE AND MANAGEMENT CAPABILITIES

- The applicant organization's experience and capacity to undertake the project as presented is described.
- The project director and other key staff are clearly identified as well as their appropriate experience and qualifications, including language skills, as demonstrated by their resumes or biographical sketches.
- Organizational chart for the grant's management and implementation is included

PART 4: BUDGET

- A line item budget clearly demonstrates how the funds will be spent, by whom, and for what purpose.
- Costs are reasonable, allowable, and necessary.
- The proposal contains appropriate costs that relate to the scope of the grant project.
- Each cost is justified and the proposal clearly demonstrates how costs were determined.
- The budget includes the minimum of 20 percent match.
- The budget narrative is clear and comprehensive.
- The budget and budget narrative is in line with the proposed project description. (If not, FNS reserves the right to request information not clearly addressed.)

The Budget Narrative Checklist below will assist you in completing the budget narrative portion of the application.

Please review the checklist to ensure all of the items below are addressed in the budget narrative.

Budget Narrative Checklist

|   | YES | NO |
|---|-----|----|
| <b>Personnel</b>  |     |    |
| Did you include all key employees paid for by this grant under this heading?  |     |    |
| Are employees of the applicant's organization identified by name and position title?  |     |    |
| Did you reflect the current yearly salary as a percentage of time to be devoted to the project?   |     |    |
|   |     |    |
| <b>Fringe Benefits</b>  |     |    |
| Did you include your organization's fringe benefit amount along with the basis for the computation?   |     |    |
| Did you list the type of fringe benefits to be covered with Federal funds?  |     |    |
|   |     |    |
| <b>Travel</b>   |     |    |
| Are travel expenses itemized? For example origination/destination points, number and purpose of trips, number of staff traveling, mode of transportation and cost of each trip. |     |    |
| Are the Attendee Objectives and travel justifications included in the narrative?  |     |    |
| Is the basis for the lodging estimates identified in the budget? For example include excerpt from travel regulations.   |     |    |
|   |     |    |
| <b>No Federal funds can be used for equipment cost under this program</b>   |     |    |
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| <b>Supplies</b>  |  |  |
| Are the types of supplies, unit costs, and the number of items to be purchased reflected in the budget?  |  |  |
| Is the basis for the costs per item or other basis of computation stated?  |  |  |
|  |  |  |
| <b>Contractual</b>   |  |  |
| Has the bona fide need been clearly identified in the project description to justify the cost for a contact or sub-grant expense(s) shown on the budget:   |  |  |
| A justification for all Sole-source contracts must be provided in the narrative prior to approving this identified cost.   |  |  |
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| <b>Other</b>   |  |  |
| Consultant Services – Has the bona fide need been clearly identified in the project description to justify the cost shown on the budget. The following information must be provided in the justification: description of service, the Consultant’s name, and itemized list of all direct cost and fees. The cost of salaries and wages must have; number of personal include the position title (specialty and specialized qualifications as appropriate to the costs), Number of estimated hours X hourly wages, and all expenses and fees directly related to the proposed services to be rendered to the project. |  |  |
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| For all other line items listed under the “Other” heading, list all items to be covered under this heading along with the methodology on how the applicant derived the costs to be charged to the program.   |  |  |

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| <b>Indirect Costs</b>   |  |  |
| Is the amount requested based upon a rate approved by a Federal Agency? If yes, a copy of the negotiated rate agreement, with dual signatures, must be provided along with the application. |  |  |
| If no negotiated indirect cost agreement exists, to determine the base rate of this costs; the application should show this cost as a direct cost to the budget.                            |  |  |

All appropriate financial statements are attached.

Indirect Cost agreements, if appropriate, are attached.

Letters of Commitment from partners including Food Policy Councils are attached.

**APPLICATION CHECKLIST FOR MODEL 2: IMPLEMENTATION GRANT**

Required forms

Required OMB approved Standard Forms

[http://www.grants.gov/agencies/aforms\\_repository\\_information.jsp](http://www.grants.gov/agencies/aforms_repository_information.jsp)

- ✓ SF 424 Application for Federal Assistance including:
- ✓ SF 424A (Budget Summary)SF 424B (Assurances – Non Construction Programs)
- ✓ SF LLL (Disclosure of Lobbying Activities). Indicate on the form whether your organization intends to conduct lobbying activities. If your organization does not intend to lobby, write “Not Applicable.” <http://www.whitehouse.gov/omb/grants/sflllin.pdf>

Required USDA approved forms [http://www.ocio.usda.gov/forms/ocio\\_forms.html](http://www.ocio.usda.gov/forms/ocio_forms.html)

- ✓ AD-1047 Certification Regarding Debarment, Suspension, and Other Responsibility Matters
- ✓ AD-1048 Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction (submit with application if only if Sole Source Contractor is identified)
- ✓ AD-1049 Certification Regarding Drug-Free Workplace Requirements (Except; individuals and State governments)
- ✓ AD-1052 Certification Regarding Drug Free Workplace Requirements, State and State Agencies (Attached)
- ✓ Optional Survey on Ensuring Equal Opportunity for Applicants

- ✓ Letter of 501(c)(3) status determination from IRS (for non-profit organizations)

Table of Contents for technical proposal and all attachments

Executive Summary (1 page suggested)

- Name and Address of Organization
- Name, Title, and Contact Information for Project Director
- Declare Model 2 Implementation Grant
- Location of the Needs Assessment (County and/or City and State)
- Summary of the work proposed to be accomplished by this grant is included

PART 1: Project Need

- The target population and the need for the proposed project is described
- An assessment of food insecurity or hunger in the community which is no older than 5 years is included as an attachment
- A plan to end hunger/food insecurity in the community is attached.

PART 2: PROJECT DESIGN, PLAN AND EVALUATION

- The activities are consistent with one or more of the 14 Hunger-Free Communities goals
- The proposed plan includes quantifiable objectives, activities related to meeting the objectives, performance measures related to each objective, key milestones and products, and reasonable time frames.
- The plan clearly addresses the needs identified in the community's assessment of hunger/food insecurity and in its plan to end hunger/food insecurity.
- Discussion of the project as part of a holistic effort to end hunger in the community is included.
- A means of tracking and reporting on the performance measures, key milestones, and products is included

PART 3: ORGANIZATIONAL EXPERIENCE AND MANAGEMENT CAPABILITIES

- The applicant organization's experience and capacity to undertake the project as presented is described.
- The project director and other key staff are clearly identified as well as their appropriate experience and qualifications, including language skills, as demonstrated by their resumes or biographical sketches.
- Organizational chart for the grant's management and implementation is included

PART 4: BUDGET

- A line item budget clearly demonstrates how the funds will be spent, by whom, and for what purpose.
- Costs are reasonable, allowable, and necessary.
- The proposal contains appropriate costs that relate to the scope of the grant project.
- Each cost is justified and the proposal clearly demonstrates how costs were determined.
- The budget includes the minimum of 20 percent match
- The budget narrative is clear and comprehensive.
  
- The budget and budget narrative is in line with the proposed project description. (If not, FNS reserves the right to request information not clearly addressed.)
  
- The Budget Narrative Checklist below will assist you in completing the budget narrative portion of the application.

Please review the checklist to ensure all of the items below are addressed in the budget narrative.

Budget Narrative Checklist

|   | YES | NO |
|---|-----|----|
| <b>Personnel</b>  |     |    |
| Did you include all key employees paid for by this grant under this heading?                        |     |    |
| Are employees of the applicant’s organization identified by name and position title?                |     |    |
| Did you reflect the current yearly salary as a percentage of time to be devoted to the project?     |     |    |
|   |     |    |
| <b>Fringe Benefits</b>  |     |    |
| Did you include your organization’s fringe benefit amount along with the basis for the computation? |     |    |
| Did you list the type of fringe benefits to be covered with Federal funds?                          |     |    |
|   |     |    |
| <b>Travel</b>   |     |    |



|   |  |  |
|---|--|--|
| Are travel expenses itemized? For example origination/destination points, number and purpose of trips, number of staff traveling, mode of transportation and cost of each trip. |  |  |
| Are the Attendee Objectives and travel justifications included in the narrative?  |  |  |
| Is the basis for the lodging estimates identified in the budget? For example include excerpt from travel regulations.   |  |  |
|   |  |  |
| <b>No Federal funds can be used for equipment cost under this program</b>   |  |  |
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| <b>Supplies</b>   |  |  |
| Are the types of supplies, unit costs, and the number of items to be purchased reflected in the budget?   |  |  |
| Is the basis for the costs per item or other basis of computation stated?   |  |  |
|   |  |  |
| <b>Contractual</b>  |  |  |
| Has the bona fide need been clearly identified in the project description to justify the cost for a contact or sub-grant expense(s) shown on the budget:                        |  |  |
| A justification for all Sole-source contracts must be provided in the narrative prior to approving this identified cost.  |  |  |
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| <b>Other</b>   |  |  |
| Consultant Services – Has the bona fide need been clearly identified in the project description to justify the cost shown on the budget. The following information must be provided in the justification: description of service, the Consultant’s name, and itemized list of all direct cost and fees. The cost of salaries and wages must have; number of personal include the position title (specialty and specialized qualifications as appropriate to the costs), Number of estimated hours X hourly wages, and all expenses and fees directly related to the proposed services to be rendered to the project. |  |  |
|  |  |  |
| For all other line items listed under the “Other” heading, list all items to be covered under this heading along with the methodology on how the applicant derived the costs to be charged to the program.   |  |  |
|  |  |  |
| <b>Indirect Costs</b>  |  |  |
| Is the amount requested based upon a rate approved by a Federal Agency? If yes, a copy of the negotiated rate agreement, with dual signatures, must be provided along with the application.  |  |  |
| If no negotiated indirect cost agreement exists, to determine the base rate of this costs; the application should show this cost as a direct cost to the budget.   |  |  |

All appropriate financial statements are attached.

Indirect Cost agreements, if appropriate, are attached.

Letters of Commitment from partners including Food Policy Councils are attached.

Community’s Plan (to become hunger free) are attached

Community’s Assessment of Hunger/Food Insecurity are attached.

**SECTION VI: APPENDIX**

OMB Cost Principal Circulars (The circulars are not attached to the appendix; please see [http://www.whitehouse.gov/omb/grants\\_circulars/](http://www.whitehouse.gov/omb/grants_circulars/) )

ERS Food Security Survey Questions

**QUESTIONS USED TO ASSESS THE FOOD SECURITY OF  
HOUSEHOLDS IN THE CPS FOOD SECURITY SURVEY**

1. “We worried whether our food would run out before we got money to buy more.” Was that often, sometimes, or never true for you in the last 12 months?
2. “The food that we bought just didn’t last and we didn’t have money to get more.” Was that often, sometimes, or never true for you in the last 12 months?
3. “We couldn’t afford to eat balanced meals.” Was that often, sometimes, or never true for you in the last 12 months?
4. In the last 12 months, did you or other adults in the household ever cut the size of your meals or skip meals because there wasn’t enough money for food? (Yes/No)
5. (If yes to question 4) How often did this happen—almost every month, some months but not every month, or in only 1 or 2 months?
6. In the last 12 months, did you ever eat less than you felt you should because there wasn’t enough money for food? (Yes/No)
7. In the last 12 months, were you ever hungry, but didn’t eat, because there wasn’t enough money for food? (Yes/No)
8. In the last 12 months, did you lose weight because there wasn’t enough money for food? (Yes/No)
9. In the last 12 months did you or other adults in your household ever not eat for a whole day because there wasn’t enough money for food? (Yes/No)
10. (If yes to question 9) How often did this happen—almost every month, some months but not every month, or in only 1 or 2 months?

***(Questions 11-18 were asked only if the household included children age 0-18)***

11. “We relied on only a few kinds of low-cost food to feed our children because we were running out of money to buy food.” Was that often, sometimes, or never true for you in the last 12 months?
12. “We couldn’t feed our children a balanced meal, because we couldn’t afford that.” Was that often, sometimes, or never true for you in the last 12 months?
13. “The children were not eating enough because we just couldn’t afford enough food.” Was that often, sometimes, or never true for you in the last 12 months?

14. In the last 12 months, did you ever cut the size of any of the children's meals because there wasn't enough money for food? (Yes/No)
15. In the last 12 months, were the children ever hungry but you just couldn't afford more food? (Yes/No)
16. In the last 12 months, did any of the children ever skip a meal because there wasn't enough money for food? (Yes/No)
17. (If yes to question 16) How often did this happen—almost every month, some months but not every month, or in only 1 or 2 months?
18. In the last 12 months did any of the children ever not eat for a whole day because there wasn't enough money for food? (Yes/No)

Reference:

1. Household Food Security in the United States, 2008 / ERR-83; Economic Research Service/USDA. url: <http://www.ers.usda.gov/Publications/ERR83/ERR83.pdf>.