



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 time required to complete this information collection is estimated to average 40 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

U.S. DEPARTMENT OF AGRICULTURE  
FOOD AND NUTRITION SERVICE

**Initial Announcement**  
Invitation to Apply for 2013:

THE FOOD AND NUTRITION SERVICE  
SCHOOL BREAKFAST PROGRAM (SBP) EXPANSION GRANTS  
FOR SCHOOLS THAT DID NOT OPERATE OR SHOWED INTEREST IN EXPANDING THE SCHOOL  
BREAKFAST PROGRAM IN SCHOOL YEAR (SY) 2011-2012

CFDA#: 10.553

DATE: January 25, 2013

Applicable Dates:

Voluntary Letter of Intent Date:	February 2013
Electronic Grant Application Due Date:	March 2013
Issuance of Notice of Awards:	Prior to May 2013
Grant Period of Performance/Budget Period:	May 2013 – May 2015
Applicant's Question(s) Submission:	

FNS will provide an opportunity for applicants to ask questions about the solicitation via email only. The deadline for submission is March 2013, by 5:00pm Eastern time.

Questions and Voluntary Letters of Intent to apply should be submitted to:

Grant Officer TBD  
Grant Officer, Grants and Fiscal Policy Division  
U.S. Department of Agriculture, FNS  
E-mail: TBD

## TABLE OF CONTENTS

	PAGE
I. FUNDING OPPORTUNITY DESCRIPTION	1
II. AWARD INFORMATION	2
III. ELIGIBILITY INFORMATION	3
IV. APPLICATION AND SUBMISSION INFORMATION	5
V. APPLICATION REVIEW INFORMATION	9
VI. ADMINISTRATIVE NOTICES AND REQUIREMENTS	10
VII. RFA CHECKLIST	15
VIII. RFA BUDGET FORM (SF 424A) CHECKLIST	16
 <b>ATTACHMENTS</b>	
LETTER OF INTENT	A-1
GRANT APPLICATION SUMMARY SHEET	B-1
STATE AGENCY PROJECT ACTIVITY AND TIMELINE	C-1

## **I. FUNDING OPPORTUNITY DESCRIPTION**

### **1. Introduction**

The Child Nutrition Act of 1966 (the Act), Section 23 (42 U.S.C. 1793), as amended by Section 105 of the Healthy Hunger-Free Kids Act of 2010 (Public Law 111-296), authorizes funds to provide grants on a competitive basis to States agencies. \$1 million was appropriated for State agencies to expand the School Breakfast Program (SBP). If additional funds are provided in FY 2013, FNS may choose to award both fiscal years of funding from this RFA. The purpose of the SBP expansion grants is to provide sub grants, not to exceed \$10,000, to local educational agencies (LEA) for qualifying schools to establish, maintain, or expand the SBP. As defined in Section 4(d)(1) of the Act, the term "qualifying school" means a school in severe need. These include only schools (having a SBP or desiring to initiate a SBP) in which during school year 2011-2012 for which lunches were served, 40 percent or more of the lunches served to students at the school were served free or at a reduced price. The United States Department of Agriculture (USDA) Food & Nutrition Service (FNS) will use the \$1 million to award grant funds on a competitive basis to selected States using the following criteria: SBP participation compared to participation in the National School Lunch Program (NSLP); percentage of severe need schools in the State; SBP growth in Free/Reduced Price participation in relation to the Free/Reduced Price NSLP participation; and the State-level unemployment rate. FNS also considered whether the State provides an additional SBP subsidy to LEAs. Based on these criteria, FNS determined that the following States may apply for consideration for selection to receive SBP expansion grants: **ALASKA; CALIFORNIA; ILLINOIS; MASSACHUSETTS; NEVADA; NEW JERSEY; NORTH CAROLINA; SOUTH DAKOTA; UTAH; and WASHINGTON.**

Selected State agencies and LEAs must provide sub grants to qualifying schools within the project period of two years. This is a new RFA and a one-term initiative only.

### **2. Background**

SBP was established in 1966 as a two-year pilot project designed to provide categorical grants to assist schools serving breakfasts to "nutritionally needy" children. The SBP is a federally assisted meal program operating in public and nonprofit private schools and residential child care institutions. The SBP operates in the same manner as the NSLP. The purpose of the SBP Expansion grants is to increase breakfast participation in qualifying schools. At the State level, the SBP is administered by State agencies, which operate the Program through agreements with local school food authorities (SFA) in more than 88,000 schools and institutions. The Healthy, Hunger-Free Kids Act of 2010 required changes to SBP along with NSLP providing new meal patterns and dietary specifications; however, changes to the SBP will be phased-in beginning July 1, 2013 (SY 2013-2014).

## II. AWARD INFORMATION

### 1. Total Funding

A total of \$1 million in Federal funding will be available for SBP expansion, which spans a project period of two years (May 2013 –May 2015). Awardees will implement a plan designed to increase participation in the SBP in eligible schools particularly those serving low-income children. NOTE: If additional funding is appropriated in FY 2013, FNS may choose to fund these funds under this RFA.

### 2. Awards

Depending on the nature of the proposals submitted, up to four (4) State agencies may be awarded grants in an amount not to exceed \$250,000. The amount of sub grants provided by a State agency to an LEA for a qualifying school or a group of qualifying schools must not exceed \$10,000 for each school year.

### 3. Anticipated Award Date

FNS anticipates that awards for SBP expansion will be announced prior to May 2013.

### 4. Period of Performance

The period of performance for the SBP expansion grants will be May 2013 through May 2015.

### 5. Eligibility of Awards

As the grant funds are limited to \$1 million, this application is only open to selected States for competition. The following criteria were used to identify States that are eligible to submit an application for this announcement:

- SBP participation compared to participation in the NSLP;
- Percentage of severe need schools in the State;
- SBP growth in Free/Reduced Price participation in relation to the Free/Reduced Price NSLP participation; and
- State-level unemployment rate.

Using these criteria, FNS determined that the following States are eligible to apply for selection consideration to receive SBP expansion grant funds: **ALASKA; CALIFORNIA; ILLINOIS; MASSACHUSETTS; NEVADA; NEW JERSEY; NORTH CAROLINA; SOUTH DAKOTA; UTAH; and WASHINGTON.**

FNS also considered whether the State provides an additional SBP subsidy to LEAs. This criterion is not meant to determine sub grant selection at the State level.

In awarding sub grants, the qualifying school must have at least 40 percent or more of lunches served to students eligible to receive free or reduced price meals. Further, a State agency must give priority to LEAs with qualifying schools in which at least 75 percent of the students are eligible for free or reduced price school lunches under the NSLP established under the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq.).

**For example:**

- If a State receives a grant award of \$200,000 and plans to provide 20 sub grants, those schools where at least 75 percent of the students are eligible for free and reduced price meals must be given priority, and once that list is exhausted eligibility may be considered as low as 40 percent ( See Attachment B).

**NOTE: State grant recipients are required to submit a copy of the Request for Application (RFA) to sub grants for prior FNS approval.**

### **III. ELIGIBILITY INFORMATION**

#### **1. Eligible Applicants**

This grant opportunity is open to the following States only:

Alaska  
California  
Illinois  
Massachusetts  
Nevada  
New Jersey  
North Carolina  
South Dakota  
Utah  
Washington

A sub grant recipient, a qualifying school or groups of qualifying schools as defined in Section 4(d)(1) of the Act, may use grant funds to carry out activities in accordance with the announcement guidelines listed below:

- Establish, promote or expand a SBP which must include a nutrition education component; (e.g. training, technical assistance related to expanding the breakfast participation and improving nutritional meal quality);
- Extend the period during which school breakfast is available during the day (e.g. staff costs, outreach activity to increase participation, small equipment costs);
- Provide school breakfast to students during the school day; or
- Other appropriate purposes applicable to the SBP.

State agencies may allocate a portion of each sub grant to provide training and technical assistance to the staff of the awarded schools, not to exceed 5percent of the award provided to the awarded LEA for the qualified schools.

## **2. Multiple State Awards**

FNS will consider only one application per State agency.

## **3. Cost Sharing/Matching and Maintenance of Effort and Outreach Funding**

There is no State matching requirement for this grant program. Grants made available under this announcement must not diminish or otherwise affect the expenditure of funds from State and local sources for the maintenance of the SBPs. Because the ultimate responsibility for operating the SBP under the breakfast expansion grants is found at the local level, State agencies are encouraged to contact LEAs with potentially eligible schools to gain assurance that the schools are interested in expanding the SBP.

## **4. Non-Eligible Entities**

With the exception of the States listed in the Eligible Applicants section, no other States are eligible to apply.

Foreign and International Organizations are not eligible to apply.

## **5. Other**

FNS reserves the right to restrict the number of eligible recipients due to the limited funds available for this program and the number of awards being offered to selected State agencies. FNS encourages State agencies applying for the grant to structure their grant proposal in a way that maximizes the number of low-income children that may be reached through the expansion grant efforts.

Grant awards are subject to appropriation. FNS may adjust the amounts requested in the grant applications and match with number of qualifying schools listed in Attachment B of the application.

The submission of a grant application does not guarantee funding. Applicants are liable for any costs incurred for the SBP over and above the amount awarded in this grant. FNS is under no obligation to provide additional funds in such situations including administrative expenses.

Any funds not liquidated within 90 days following the end of the award period must be returned to FNS. The final progress reports are due to FNS no later than 90 days following the end of the award period. In addition, FNS requires LEAs that receive sub grants to evaluate whether electing to provide universal free breakfast under the SBP (in accordance with provision 2), would be cost effective for qualified schools based on estimated administrative savings and economies of scale.

As a part of the proposal, State agencies should submit aggregate data showing the overall need for a SBP in the targeted schools. Please see Attachment B for further

details. In addition to the line item budget narrative detailed, budget information is requested using Form 424A - Budget Information – Non-Construction Programs.

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

##### **1. Address to Request Application Package**

This solicitation serves as the application package for this grant and contains all the instructions that a potential applicant requires to apply for grant funding. This application should be written primarily as a narrative with the addition of standard forms required by the Federal government for all grants. Applicants are to submit their applications in the form of a complete electronic application package, including all required forms, to <http://www.grants.gov>. The solicitation can also be viewed on the FNS website at <http://www.fns.usda.gov/cnd/grants.htm>.

##### **2. Content and Form of Application Submission**

Each application must include all contents described below, in the order indicated, and in conformance with the following specifications:

- 8.5 x 11” paper;
- 12 point Times New Roman font size (smaller font may be used in tables, charts and graphs as long as they are clearly readable);
- Double-space all narrative pages, however, project abstract may be single-spaced;
- Numbered pages.

The application Project and Budget Narratives should not exceed three pages in length. (Proposals should not exceed three pages in length). The additional supporting documentation listed below is excluded from the page limitation.

**The following documents are required for a complete application. Without these forms, the application will be considered nonresponsive and will not be forwarded to the panel for review:**

##### **A. Cover Sheet and Required Forms**

1. Cover Sheet must include:
  - Agency Name and Address;
  - Contact Information for the Project Director and staff person responsible for the application;
  - Brief abstract to summarize proposed grant project goals, objectives and proposed solution (maximum 250 words).
2. Forms: The following forms must be completed with an original signature and enclosed as part of the proposal. These forms can be obtained at <http://apply07.grants.gov/apply/FormLinks?family=15>:

- i. SF 424: Official Application for Federal Assistance
- ii. SF 424A: Budget Information Non-Construction
- iii. SF 424B: Assurance—Non-Construction Programs
- iv. SF LLL: Disclosure of Lobbying Activities
- v. Project Narrative (as detailed in this section (D))
- vi. Budget Narrative (as detailed in this section (E))

## **B. Applicant's Cover Letter**

A letter from the applicant must identify the – eligible entity, project title, total amount of funds requested for the grant period, names of the partnerships (if any) actively participating in the project, and the list of key contacts including the Project Officer and Financial Officer who is responsible for completing the Financial Status Report (SF-425).

## **C. Project Abstract**

A brief abstract should serve as a succinct description of the proposed project and should include the goals of the project, the budget, a description of how the grant will be used to expand school breakfast participation in qualifying schools.

## **D. Project Narrative**

The project narrative should clearly identify what the applicant is proposing and how it will meet the RFA program scope and objectives. The narrative should explain how the State Agency will give priority to LEAs with qualifying schools in which at least 75 percent of the students are eligible for free or reduced price school lunches under the NSLP (see Award Information section for further clarification).

The narrative must also include a timeline (see Attachment C), as well as how State agencies will monitor program implementation at the LEA level. As part of the proposal, State agencies should complete Attachment B showing the overall need for a SBP in the targeted schools.

## **E. Budget Narrative**

The budget narrative should correspond with the proposed project narrative and application budget. The budget must include the amount of funds allocated and projected to be awarded to LEAs to implement, maintain, or expand the SBP. Standard form 424A, Budget Information – Non-Construction Programs must be submitted along with the grant application. All costs, whether incurred at the State, LEA, or school level, must be reasonable, allowable, and necessary for the implementation of the SBP in eligible schools. No more than ten percent of the funds budgeted by an LEA can be shifted from one cost category (i.e., equipment, outreach, expansion, etc.) to another without prior approval from the State agency.

The budget presentation must include the following:

- Estimated Budget Total;
- All use of funding, including the allocation for training and technical assistance as authorized in Section 23(d)(3) of the Act;



- Funding from other sources, if any, including in-kind support; and
- Completion of the Budget Form SF 424A.

## **F. Appendices**

- Required Attachments B and C (do not include a copy of your Voluntary Letter of Intent to Apply – Attachment A)
- Resume/Job Description for Project Director

### **3. Submission Dates and Times**

All grant applications must be submitted electronically and are due on March 2013. Applications received through <http://www.grants.gov> until 11:59 p.m. Eastern Standard time on March 2013 will be considered “on time”. Late applications will not be considered, and once application is received, FNS will not any consider application additions or revisions. All applicants will receive an automatic email reply acknowledging the application’s receipt. Please ensure that the individual submitting the proposal package is an authorized organization representative (AOR.)

For information on how to register with [www.grants.gov](http://www.grants.gov), please visit [http://www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp). Customer Service for Grants.gov is as follows:

Grants.gov Contact Center: 1-800-518-4726 or [support@grants.gov](mailto:support@grants.gov)  
Hours of Operation: 24 Hours a day, 7 days a week. Closed on Federal Holidays  
Grants.gov website: Applicant Resources, Tutorial, and Application Tracking  
[iPortal](#) Top 10 requested help topics (FAQs), searchable knowledge base, self service ticketing, ticket status, and live web chat available 7:00 AM - 9:00 PM ET

Once the applicant has submitted its application, an e-mail should be sent to TBD at e-mail TBD stating that the application was submitted through the grants.gov portal. Please be aware that the grants.gov system provides several confirmation notices including confirmation that the application has been accepted.

### **4. Other Submission Requirements**

#### **A. Requirements of Electronic Applications**

FNS strongly recommends applicants do not wait until the application deadline date (March 2013) to begin the application process through [www.grants.gov](http://www.grants.gov). FNS recommends applicants visit the site as soon as possible to gain a clear understanding of the process and requirements. FNS encourages applicants to submit well before the closing date and time so that if difficulties are encountered, an applicant will have time to solicit help.

#### **1. Dun and Bradstreet Number**

Applicants are required to have a Dun and Bradstreet number to apply for a grant or cooperative agreement from the Federal Government. The Data Universal Numbering System (DUNS) number is a nine-digit identification number that uniquely identifies business entities. Obtaining a DUNS number is easy and there is no charge. To obtain a DUNS number, access the following website: [www.dnb.com](http://www.dnb.com) or by calling 1-888-814-1435, Monday thru Friday, 8am-9pm EST.

## **2. System for Award Management (SAM) (formerly CCR)**

In order to submit your application via [www.grants.gov](http://www.grants.gov), your organization must obtain a DUNS number and register at both Grants.gov and the System for Award Management (SAM) website: [https://www.fsd.gov/app/answers/detail/a\\_id/148](https://www.fsd.gov/app/answers/detail/a_id/148).

SAM is a new Federal government system is consolidating a number of legacy systems including the Central Contractor Registry (CCR). CCR began migrating to SAM at the end of July 2012. For more information, please visit [www.sam.gov](http://www.sam.gov) or [https://www.fsd.gov/app/answers/detail/a\\_id/148](https://www.fsd.gov/app/answers/detail/a_id/148). 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.

If your organization was registered in CCR, your organization's information is already in SAM. When your registration is getting ready to expire, SAM will notify you and you will need to set up a SAM account at [www.sam.gov](http://www.sam.gov). Applicant will be required to provide the organization's tax identification number (TIN) and taxpayer name (as it appears on the organization's last tax return). Registration usually takes 3-5 business days. Applicants that do not hear from SAM within this timeframe are strongly encouraged to contact them. This is a free on-line registrant database for the U.S Federal government.

### **B. Notice of Intent to Apply**

Applicants are strongly encouraged to submit a non-binding Notice of Intent to Apply (See Attachment A). However, Notices of Intent to Apply are not required and submission or failure to submit a notice has no bearing on the scoring of proposals received. The receipt of notices enables FNS to plan accordingly for the application review process. Notices of Intent to Apply are due by February 2013 and should be emailed to: TBD.

## **V. APPLICATION REVIEW INFORMATION**

### **1. Review and Selection Process**

FNS will be employing a multi-faceted review process to determine the applications that will be reviewed, and the merit of applications that are reviewed. The review process includes the following:

- FNS will pre-screen all applications to ensure that they contain the required documents in the Application and Submission of Information section. Applications that are received late or fail to meet the submission requirements as detailed in this solicitation, or do not submit the required forms will not be reviewed;
- A peer panel of experts will review applications objectively. The exact number and the composition of which will be determined by FNS at its discretion. The review panel will utilize the objective criteria described in this solicitation to establish an overall numeric score for each application;
- The results of the objective review of applications will be used to advise the approving FNS official. Additionally, FNS staff will make final recommendations to the approving official after ranking applications using the scores and comments from the review panel;
- FNS may assure reasonable balance among the grants to be awarded based on statewide needs for SBPs and extent of eligible children's participation. FNS will not fund activities that are duplicative of efforts funded through its grants programs or other Federal resources; and
- After the applications are scored and ranked based upon the merits of how each application addresses the SBP Expansion grant goals outlined in this solicitation, FNS will determine who will receive grant awards and the dollar amount of each award. Successful applicants will receive one grant award based on this solicitation.

## **2. Selection Criteria**

### **A. Technical Quality of SBP Expansion Proposal (10 Points)**

The proposal is complete, thorough, well organized, relatively brief, and concise and includes page numbers and a table of contents. The proposal does not exceed three pages in length plus all the attachments listed in the table of contents.

### **B. Soundness of Program Design (Narrative Statement) (40 points)**

**20 points:** The applicant's plan for project operation seems feasible and reflects a thorough understanding of the purpose of the SBP expansion grants. The project design reflects program oversight by the State agency, and identifies any plans for collaboration among the State and local agencies.

**20 points:** All SBP-related activities and project tasks are clearly described, including how the State plans to award sub grants to LEAs for qualifying schools.

### **C. Staffing (10 Points)**

The roles and responsibilities of all key staff are clearly explained, including the identification of the person or entity responsible for its oversight and completion. A contingency plan if key staff leaves the organization or is reassigned to other duties must be included.

### **D. Project Activity and Timeline (15 points)**

The proposal includes a State level project activity chart, with a timeline showing key activities and their due dates. The timeline provides adequate, realistic periods to complete the proposed activities/tasks (see Attachment C).

### **E. Budget Appropriateness and Efficiency (25 points)**

A level of funding appropriate for the proposal is requested. The applicant's budget demonstrates a reasonable allocation of funds among State and local operations.

**Total possible points = 100**

## **VI. ADMINISTRATIVE NOTICES AND REQUIREMENTS**

### **1. Confidentiality of an Application**

When an application results in an award, it becomes a part of the record of FNS transactions, available to the public upon specific request. Information that the Secretary determines to be of a confidential, privileged, or proprietary nature will be held in confidence to the extent permitted by law. Therefore, any information that the applicant wishes to have considered as confidential, privileged, or proprietary should be clearly marked within the application. The original copy of an 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.

### **2. 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.

### **3. Award Notice**

Unless an applicant receives a signed award document with terms and conditions, any contact from a FNS grants or program officer should not be considered as a notice of a grant award. No pre-award or pre-agreement costs incurred prior to the effective start date are allowed unless approved and stated on FNS' signed award document.

The Government is not obligated to make any award as a result of this RFA. Only the recognized FNS authorized signature can bind the USDA, Food, and Nutrition Service to the expenditure of funds related to an award approved budget.

#### **4. Financial Reporting**

The award recipient will be required to enter the SF-425, Financial Status Report data into the FNS Food Program Reporting System (FPRS) on a quarterly basis. In order to access FPRS, the grant recipient must obtain USDA e-authentication certification and access to FPRS. More detailed instructions for reporting will be included in the FNS Federal financial assistance award package.

#### **5. Progress Reporting**

The recipient will be responsible for managing and monitoring the progress of the grant project activities and performance. Progress reports are due to FNS every 6 months (Semi-annually). The award document will indicate the reporting schedule for submitting project progress reports to FNS. In addition to reporting on grant progress, SFAs that receive sub grants are also required to evaluate whether electing to provide universal free breakfasts under SBP (in accordance with Provision 2) is cost effective for qualified schools based on administrative savings and economies scale in their final report. Final report should also include whether or LEA or school met projected increase in participation as listed in Attachment B for local schools targeted for expansion grants section. SFAs must submit results of this evaluation to their respective State agencies and State agencies need to submit this information to FNS. Any additional reporting requirements will be identified in the award terms and conditions.

#### **6. Administrative Regulations**

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

A recipient chosen for an award must 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 subgrantees are neither excluded nor disqualified under the suspension and debarment rules prior to approving a sub grant award by checking the Excluded Parties List System (EPLS) found at [www.epls.gov](http://www.epls.gov).

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

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

The grant recipient must also register its DUNS number into the Central Contractor Registration (CCR) system, which is the repository for standard information about applicants and recipients. Current registration must be maintained in the CCR throughout the performance period of the grant award. CCR registration can be accessed at [www.sam.gov](http://www.sam.gov).

FNS may not make an award to an applicant until the applicant has complied with the requirements described in 2 CFR 25 to provide a valid DUNS number and maintain an active CCR registration with current information.

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

The Federal Funding Accountability and Transparency Act (FFATA) of 2006 (Public Law 109–282), as amended by Section 6202 of Public Law 110–252 requires primary grantees of Federal grants and cooperative agreements (grantee who receive funding directly from the Federal government, 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 CCR 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 Awardees’ Performance and Integrity Information System (FAPIIS) was developed to address these requirements. FAPIIS contains integrity and performance information from the Contractor Performance Assessment Reporting System, information from the CCR database, and suspension and debarment information from the EPLS. 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.

#### Sections 738 and 739 of the Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act, 2012 (P.L. 112-55)

**Section 738** (Felony Provision) None of the funds made available by this 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 (or had an officer or agency of such corporation acting on behalf of the corporation convicted) of a felony

criminal violation under any Federal or State law within the preceding 24 months, where the awarding agency is aware of the conviction, unless the agency has considered suspension or debarment of the corporation, or such officer or agent, and made a determination that this further action is not necessary to protect the interest of the Government.

**Section 739** (Tax Delinquency Provision) None of the funds made available by this 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 the agency has considered suspension or debarment of the corporation and made a determination that this further action is not necessary to protect the interests of the Government.

## **7. Code of Federal Regulations and Other Government Requirements**

This grant will be awarded and administered in accordance with the following regulations and the corresponding OMB Circulars that establish the principles for cost determination found at: 2 Code of Federal Regulations (CFR), Subtitle A, Chapter II: Part 220, Education Institutions (OMB Circular A-21); Part 225, State, Local and Indian Tribal Governments (OMB Circular A-87); and Part 230, Non-Profit Organizations (OMB Circular A-122). 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 Central Locator Contractor Registration”
- 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 417: “Office of the Chief Financial Officer: Department of Agriculture Implementation of OMB Guidance on Non-Procurement Debarment and Suspension”
- 41 U.S.C. Section 22 “Interest of Member of Congress”

### USDA Regulations

- 7 CFR Part 15: “Nondiscrimination”
- 7 CFR Part 3015: “Uniform Federal Assistance Regulations”
- 7 CFR Part 3016: “Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments”
- 7 CFR Part 3018: “New Restrictions on Lobbying”
- 7 CFR Part 3019: “Uniform Administrative Requirements for Grants and Cooperative Agreements with Institutions of Higher Education, Hospitals, and other Non-Profit Organizations”

- 7 CFR Part 3021: “Government-wide Requirements for Drug-Free Workplace (Financial Assistance)”
- 7 CFR Part 3052: “Audits of State, Local Governments, and Non-Profit Organizations”

## **VII. RFA CHECKLIST**

All proposals submitted under this RFA must contain all the applicable elements as described in this announcement. The application must be submitted electronically through [www.grants.gov](http://www.grants.gov), by 11:59p.m. Eastern Standard time on February 2013 .

The following checklist has been prepared to assist in ensuring that the proposal is complete and in the proper order prior to submission.



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

**VIII. RFA BUDGET FORM (SF 424A) CHECKLIST**

This checklist will assist you in completing the Budget Form SF 424A. Please review the checklist and consider addressing these items in the SF 424A. **Applicants are NOT REQUIRED to return this checklist with the application.**

NOTE: The budget must be in line with the proposal project description (statement of work) bona fine need. FNS reserves the right to request information not clearly addressed.

	YES	NO
<b>Personnel</b>		
Did you include all key employees actively participating in this project?		
Did you reflect percentage of time the Project Director would devote to the project in full-time equivalents (FTE)?		
<b>Fringe Benefits</b>		
Did you include your organization’s fringe benefit amount along with the basis for the computation?		
Did you list the type of fringe benefits to be covered with Federal funds?		
<b>Travel</b>		
Are travel expenses itemized? For example origination/destination points, number and purpose of trips, number of staff traveling, mode of transportation and cost of each trip.		
Are the Attendee Objectives and travel justifications included in the narrative?		
<b>Equipment</b>		
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?		
<b>Supplies</b>		

Are the types of supplies, unit costs, and the number of items to be purchased reflected in the budget?		
<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 an itemized list of all direct cost and fees, number of personnel including the position title (specialty and specialized qualifications as appropriate to the costs), Number of estimated hours X hourly wages, and all expenses and fees directly related to the proposed services to be rendered to the project.		
For all other line items listed under the “Other” heading, list all items to be covered under this heading along with the methodology on how the applicant derived the costs to be charged to the program.		
<b>Indirect Costs</b>		
If indirect costs will be claimed, a copy of the most recent and signed indirect cost rate agreement must be provided along with the application.		

**ATTACHMENT A**

**LETTER OF INTENT TO SUBMIT A FY 2013 SBP EXPANSION GRANT APPLICATION**

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

If you intend to submit an application for the Expansion grant, please complete the section below and return it by February 2013. This intent does not obligate the State in any way, but will provide useful information to us as we prepare for the reviews and selection process.

Thanks you for your assistance.

Please submit letter of intent to:

Carla Garcia, Grants Officer, [carla.garcia@fns.usda.gov](mailto:carla.garcia@fns.usda.gov)

or

Food and Nutrition Service, USDA

Grants & Fiscal Policy Division

SBP Expansion Grants

3101 Park Center Drive, Room 732

Alexandria, VA 22302

Voice: (703) 305-2760

---

**FY 2013 SBP EXPANSION GRANT**

**INTENT TO SUBMIT AN APPLICATION**

**Applicant (SA name and address):**

---

---

---

**Telephone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**ATTACHMENT B**

**FY 2013 School Breakfast Expansion Grants**

Return this form with your completed application package to TBD, Grant Officer, Food and Nutrition Service, 3101 Park Center Drive, Room 738, Alexandria, Virginia 22302 no later than March 2013. Award Decisions will be made by no later than May 2013.

State agency: \_\_\_\_\_

**Identify the number of LEAs/Schools selected for School Breakfast Expansion Sub grants on the line below. (Please refer to SBP RFA for selection criteria):**

\_\_\_\_\_

List LEAs/schools that have an SBP or desiring to initiate a SBP during school year 2011-2012 where 40% percent or more of the lunches served to students were free or reduced price. Priority must be given to schools that meet 75% criteria and once that list is exhausted, eligibility can be considered for lower participation rates (at least 40%).

SFA NAME	Number of students enrolled in SFA	Number of total schools in SFA	Number of schools in SFA over 40%	Number of potential subgrantee schools (must be at least 40%)	Number of students enrolled in potential subgrantee schools	Number of potential subgrantee schools at least 75% F/RP	Total anticipated increase in participation per SFA
Fairfax	30,000	45	24	8	10,000	5	100

**ATTACHMENT C**

**STATE AGENCY**

**PROJECT ACTIVITY AND TIMELINE**

<b>ACTIVITY</b>	<b>ESTIMATED START DATE</b>	<b>ESTIMATED END DATE</b>