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U.S. DEPARTMENT OF AGRICULTURE
FOOD AND NUTRITION SERVICE
FOOD DISTRIBUTION PROGRAM ON INDIAN RESERVATIONS (FDPIR)

FOOD DISTRIBUTION PROGRAM NUTRITION EDUCATION (FDPNE)

REQUEST FOR APPLICATIONS (RFA)

CFDA#:10.594

RFA Release Date: January XX, 2014

Application Submission Date:
Midnight Eastern Standard Time (EST) February XX, 2014

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INTRODUCTION

Since 2008, the USDA Food and Nutrition Service (FNS) has provided funding to Indian Tribal Organizations (ITOs)/State agencies (SAs) for nutrition education services to Food Distribution Program on Indian Reservations (FDPIR) participants and FDPIR-eligible participants. FNS expects to award administrative funding totaling approximately \$1 million in fiscal year (FY) 2014 for FDPNE projects. FNS will award as many applications as possible, based on application quality, the total available funds, and the amounts requested by the applicants. These awards are contingent upon the availability of funding. The submission of an application does not guarantee funding.

AUTHORIZING PROGRAM LEGISLATION

The Supplemental Nutrition Assistance Program (SNAP), authorized by the Food and Nutrition Act of 2008, Public Law 110-246, authorizes FNS to award funds to FDPIR to conduct nutrition education activities for FDPIR and FDPIR-eligible participants.

ELIGIBILITY - WHO MAY APPLY

ITOs and SAs that administer FDPIR may apply individually or as a consortium (e.g., as a region or a regional nutrition advisory council). A current FDPIR allowance holder (i.e., an entity that has a direct agreement with FNS to administer FDPIR) must submit the application. If one or more ITOs wish to apply as a consortium, one ITO must be designated as the lead agency and apply on behalf of the other ITOs. The lead agency is responsible, fiscally and operationally, for the overall administration of the project.

PROJECT GRANT PERIOD

FNS anticipates awarding these grant projects in Spring 2014. These grants will be awarded for a period of one year. All grant funds must be obligated and all program activities under the grant (other than activities relating to the close out of the grant) must be completed by the end of the award period. The close out of the grant must occur no later than 90 days following the end of the award period, and all obligations incurred under the grant must be liquidated by this date. Any funds that are not liquidated within 90 days following the end of the award period must be returned to FNS. In addition, the final progress reports are due to FNS no later than 90 days following the end of the award period.

PROGRAM REQUIREMENTS FOR 2014 - IMPORTANT INFORMATION

Please read the entire RFA carefully and follow all directions. Important information for applying in FY 2014 is below.

1. FDPNE projects must model the principles documented in FY 2014 SNAP-Ed Guidance, promote the healthy foods offered in FDPIR, and support the most recent edition of the Dietary Guidelines for Americans. In addition to nutrition education, projects may include allowable physical education activities. **Physical activity demonstrations, promotion, and referrals must include a nutrition-related message based on the Dietary Guidelines for Americans.** For more information visit <http://snap.nal.usda.gov/national-snap-ed/snap-ed-plan-guidance-and-templates>.
2. Required Goals: You must select at least one goal from the list below (a through c):

- a) Make half your plate fruits and vegetables.
- b) Eat more whole grains.
- c) Switch to fat-free or low-fat dairy products.

Optional Goals: You may select additional goals from the list below (d through h):

- d) Make half your plate fruits and vegetables.
- e) Eat more whole grains.
- f) Switch to fat-free or low-fat dairy products.
- g) Write your own nutrition goal based on guidance provided ChooseMyPlate.gov or the 2010 Dietary Guidelines for Americans.
- h) Be more physically active.

You may receive additional points when applications are evaluated by selecting 2 or more goals from a, b, or c and supporting those activities in your project. If you choose the physical activity/education goal, the activity must include a nutrition message. Please see page 23 for more information on selecting goals.

3. Submit Application Content and Budget Summary information using Appendix A.

4. A Budget Summary is required. You must use the format found in Appendix A to submit your budget summary. A detailed budget justification is required for all items within each category.

5. Data Collection: All projects are required to document the number of people who benefited from the activities and services, and provide this information in the Progress and Final Reports. It is a good idea to begin collecting this information when project activities begin. See page 13 for more information and due dates for the Progress and Final Reports.

6. Nutrition and physical education incentives and reinforcement materials given to FDPNE participants must convey nutrition messages and promote good nutrition and physical activity practices. The items:

- a) Must have a direct relationship to project goals and objectives; and
- b) Be of nominal value of \$4.00 or less per item.

FNS shall apply the general rules for determining allowable and reasonable costs, as described in Federal regulations. Items not allowable include celebratory items and items designed primarily as staff rewards, items that are not reasonable or necessary and/or have no nutrition education message.

- i) Under Federal regulations (OMB Circular A-87) any material developed under this grant may be copyrighted, however, the Federal government retains a royalty free right to use and to authorize others to use the material. This applies to any material developed whether copyrighted or not.

PROJECT COLLABORATION

FNS encourages ITOs and SAs to work with other ITOs or SAs, other FNS programs that serve FDPIR participants, and other nutrition education providers when designing and implementing FDPNE projects. Other agencies include, but are not limited to, Indian Health Service (IHS), Tribal colleges, Cooperative Extension, and Let's Move in Indian Country. Please provide written agreements or letters from the cooperating agencies (e.g., Memorandum of Agreement) for all collaborative projects.

MATCHING FUNDS REQUIREMENT

ITOs and SAs must provide a 25 percent match of the total amount of funds spent on FDPNE. When ITOs and/or SAs apply as a consortium, the matching funds may come from one or more of the consortium members, but must total 25 percent of the requested funding. FNS will consider compelling justification to waive the match requirement, completely or in part.

Funds received from other Federal sources cannot be used to meet the matching requirement unless specifically allowed by legislation. For more information, please see FNS Instruction 716-4 at http://www.fns.usda.gov/fdd/forms/fns_instructions.htm).

Federal grants funds used to provide the ITO share of the cost of this grant must be from grants that allow their use as state or local match.

HOW TO SUBMIT APPLICATIONS - IMPORTANT!

FNS will accept only ONE application from each organization or consortium. Applicants must submit proposals electronically through the grants.gov web portal using the instructions provided in this RFA. FNS will not accept mailed, faxed, or hand-delivered applications.

APPLICATION DUE DATE

Upload the complete application uploaded on www.grants.gov by 11:59 PM, Eastern Time on **February XX, 2014**. Applications received after the deadline date will be deemed ineligible and will not be reviewed or considered. FNS will not consider any additions or revisions to an application once it is received. FNS will not accept mailed, faxed, or hand-delivered applications.

Applicants experiencing difficulty submitting applications to www.grants.gov should contact the grants officer listed on page 13 for further instructions.

GRANTS.GOV

In order to submit your application via www.grants.gov, you must have obtained a Data Universal Numbering System (DUNS) number and registered in both the new System for Award Management (SAM) and on Grants.gov. The applicant is strongly advised to allow ample time to initiate its grants.gov application submission. 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. Please visit the following websites to obtain additional information on how to obtain a DUNS number (www.dnb.com) and register in SAM (<http://www.sam.gov/portal/public/SAM/>).

System for Award Management: The System for Award Management (SAM) combines Federal procurement systems and the Catalog of Federal Domestic Assistance into one new system. For additional information regarding SAM, see the following link:

https://www.acquisition.gov/SAM_Guides/Quick%20Guide%20for%20Grants%20Registrations%20v1.pdf

DUNS Number: In order to obtain a DUNS number, if your organization does not have one, or if you are unsure of your organization's number you can contact Dun and Bradstreet via the internet at <http://fedgov.dnb.com/webform> or by calling 1-888-814-1435, Monday thru Friday, 8am-9pm EST. There is no fee associated with obtaining a DUNS number. Obtaining a DUNS number may take several days.

SAM Registration: For applicant organizations that were previously registered in the Central Contractor Registry (CCR), relevant applicant information is already in SAM; however, you will need to set up a SAM account, as necessary, to update any information. To register in SAM, the applicant's DUNS number, Tax ID Number (TIN), and taxpayer name (as it appears on the applicant's last tax return) are all required. SAM verifies all information submitted by the applicant using several systems. This verification can take 3-5 business days after your registration is submitted to SAM. **Applicants that do not receive confirmation that SAM registration is complete and active after 3 days should contact SAM at <https://www.fsd.gov/app/answers/list>.** Applicants must have a valid SAM registration no later than 3 days prior to the application due date of this solicitation in order to upload their application in Grants.gov.

SAM Presentation/Training

The General Services Administration (GSA) has created a SAM training presentation. To view the presentation, please visit: <http://www.youtube.com/watch?v=mmHcKCchaiY>

This presentation will be extremely useful for SAM users that are:

- Registering at SAM for the first time; or
- Setting up user permissions from CCR into the SAM registration (called migrating); or
- Updating /renewing CCR record in SAM.

Grants.gov Registration: In order to apply for a grant, your organization must have completed the above registrations, as well as register on Grants.gov. The Grants.gov registration process can be accessed at <http://www.grants.gov/web/grants/applicants/organization-registration.html>. Please ensure that if your organization has previously registered in Grants.gov that the individual who is submitting the application has been designated as an Authorized Organization Representative by the E-Business Point of Contact in your organization. Generally, the registration process takes between **3-5 business days**.

Allow your organization ample time to complete the necessary steps, for the submission of your grant application package, on grants.gov.

The grants.gov system provides several confirmation notices; applicants should ensure receipt of confirmation that the application was accepted.

PLEASE BE AWARE: In some instances, the process to complete the migration of permissions and/or the renewal of the organization record will require **5-7 days or more**. We strongly encourage grantees to begin the process at least **3 weeks before** the grant due date of the grant solicitation.

NAMING FILES PRIOR TO UPLOAD TO GRANTS.GOV

NOTICE: Filenames: Special Characters not Supported

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

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

File attachment names longer than approximately 50 characters can cause problems processing packages. Please limit file attachment names. Also, do not use any special characters (example: &, -, *, %, /, #', -), this includes periods (.), spacing followed by a dash in the file and for word separation, use underscore (example: Attached_File.pdf) in naming the attachments.

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

Summary: to submit an application via www.grants.gov, applicants must:

- Obtain a Data Universal Numbering System (DUNS) number.
- Register in both the new System for Award Management (SAM) and on Grants.gov.
- The applicant is strongly advised to allow ample time to initiate the application submission process.
- The Grants.gov system provides several confirmation notices; you **MUST** be sure that you have confirmation that the application was accepted.
- All applicants must have current SAM status at the time of application submission and throughout the duration of a federal award.
- Please visit the following websites to obtain additional information
 - o obtaining a DUNS number (www.dnb.com), and
 - o registering in SAM (<https://www.sam.gov/portal/public/SAM/>).

Applicants experiencing difficulty submitting an application to www.grants.gov should contact the grants officer listed above for further instructions.

APPLICATION CONTENT, FORMS AND FORMAT REQUIREMENTS

Applicants must submit all required application content and forms and follow all instructions for formatting application content.

1. Applicants must use and submit Appendix A, Application Content, to prepare their application package. Appendix A begins on page 20 of this RFA.
2. Use 8 ½” X 11” white paper with at least 1-inch margins on the top and bottom. All pages should be single-spaced using 12-point font.

Appendix A contains the following sections. Your application must not exceed the number of pages indicated below, excluding the budget summary narrative form, other required forms, and agreements.

- a) Organization Information (one page)
- b) Cover Sheet (one page)
- c) Project Summary (one page)
- d) Goals (one page)
- e) Project Activities and Timeline (Note: Applicants must provide the number of participants expected to benefit from each activity.) (up to three pages)
- f) Progress and Success Chart (one page)
- g) Budget Narrative Format Requirement (up to five pages)

3. **REQUIRED FORMS:** In addition to Appendix A, applicants must complete the following required grant application forms. Applicants that fail to submit any or all of the forms listed in (a)-(d) below will be deemed non-responsive and will be eliminated from further consideration in the grant competition.

- a) Application and Instruction for Federal Assistance (SF-424)
- b) Budget Information and Instruction (SF-424A)
- c) Assurance-Non-Construction Programs (SF-424B)
- d) Certifications: Your application must include a Certification Regarding Lobbying, and, if required by paragraph two of the Certification Regarding Lobbying, Disclosure of Lobbying Activities (SF-LLL).

NOTE: The SF-424 and SF-LLL forms (“SF-424 Mandatory Family”) forms are available at <http://www.grants.gov/web/grants/forms/sf-424-mandatory-family.html#sortby=1>

4. Copy of the current Approved Indirect Cost Agreement.

5. Attachments as needed, for example:

- a) Copies of sub-grantee agreements (if appropriate). Sub-grantees must sign an agreement with the FDPIR allowance holder that documents **programmatic and fiscal agreement between the FDPIR allowance holder and the Sub-grantee. Submit the agreement with your application.**
- b) **Copies of Memoranda of Understanding with partners (if appropriate)**
- c) **Statement requesting waiver of the match requirement**
- d) **Appendix A of this RFA**

EXAMPLES OF ACTIVITIES AND SERVICES THAT MAY BE FUNDED THROUGH FDPNE

1. Nutrition Classes – The primary purpose of the class must be to provide nutrition education to FDPIR participants and potentially eligible persons. Relevant topics include, but are not limited to:

- a) Meal planning;
- b) Food portions;
- c) Selection of healthful snack foods from vending machines;

- d) Healthful cooking; and
- e) Food safety.

Note: When FDPIR participants or potentially eligible persons are not the primary target of a nutrition class or the nutrition education is provided in conjunction with another program (e.g., SNAP-Ed, The Special Supplemental Nutrition Program for Women, Infants, and Children (WIC), and IHS), FDPNE may fund the pro rata share of the class that includes FDPIR participants. For example, if a nutrition education class has 100 participants and 25 students are FDPIR eligible, FDPNE funds may cover 25 percent of the cost.

2. Nutrition Education Materials – Materials, supplies, and resources needed to conduct nutrition education activities and classes.
3. Nutrition and Physical Education Reinforcement Items and Incentives – Includes refrigerator magnets, measuring cups, measuring spoons or other items of nominal value that reinforce an important nutrition message. **NOTE: FNS policy does not authorize spending more than \$4.00 each for these items.**
4. Gardening Projects – Gardening is a beneficial project that leads to the economical production and subsequent consumption of fresh fruits and vegetables. Educational supplies, curricula, and staff salaries to teach gardening concepts that reinforce the beneficial nutrition aspects of gardening are allowable costs. However, the cost for the rental or purchase of garden equipment (e.g., fertilizer, tractors), the purchase, or rental of land for garden plots, seeds, plants, and other gardening supplies can only be allowable costs if they directly relate to the provision of nutrition education.
5. Local radio and television spots – Local public service radio, television announcements, and ads that promote nutrition education events for FDPIR participants and potentially eligible persons.
6. Physical Education Activities or Promotion Materials – Physical education activities and demonstrations that include nutrition messages on healthful eating behaviors. Information on local sites where FDPIR participants and eligible participants can access a diverse range of low or no-cost activities appropriate for different ages and physical abilities. A nutrition message must accompany activities that promote the benefits of physical activity.
7. ChooseMyPlate.gov Promotion – Instruction to FDPIR participants and potentially eligible persons on accessing ChooseMyPlate.gov. Provision of a dedicated work area (with Internet access) for individuals to use at the FDPIR facilities or collaboration with Tribal schools, libraries or other facilities for participant access to a work area with Internet access.

EXAMPLES OF ITEMS THAT WILL NOT BE FUNDED THROUGH FDPNE

1. Food Purchases – Food purchases are not allowable unless used for recipe/taste testing or demonstration purposes such as samples provided in nutrition education activities. **Any request for funds to purchase food must describe how the project intends to use the**

food for nutrition activities. Purchasing food for distribution to FDPIR participants as a supplement to their monthly food package or as refreshments during a nutrition education activity is not allowable. Serving community meals using FDPNE funds is not allowable.

2. Door Prizes or Giveaways – FNS policy prohibits spending Federal funds on prizes or giveaways.
3. Health Screenings – Health screenings, such as diabetes and blood pressure checks, are not funded through FDPNE unless integral to an allowable nutrition education activity. For example, blood pressure screenings would be allowable if used as a means to encourage members of the target audience to participate in a nutrition education class on reducing sodium intake.

APPLICATION REVIEW

FNS will use the following criteria to review applications.

1. FNS will pre-screen all applications to ensure that they contain the required documents and information. Applicants that fail to submit any or all of the forms listed in (a)-(d) below will be deemed non-responsive and will be eliminated from further consideration.
 - a) Application and Instruction for Federal Assistance (SF-424)
 - b) Budget Information and Instruction (SF-424A)
 - c) Assurance-Non-Construction Programs (SF-424B)
 - d) Certifications: Your application must include a Certification Regarding Lobbying, and, if required by paragraph two of the Certification Regarding Lobbying, Disclosure of Lobbying Activities (SF-LLL).
2. Applications received after the deadline date will be deemed ineligible and will not be reviewed or considered. FNS will not consider any additions or revisions to an application once it is received. FNS will not accept mailed, faxed, or hand-delivered applications.
3. FNS shall apply the general rules for determining allowable costs, as described in OMB regulations, paramount among which are the reasonable and necessary cost tests.
4. After the panel evaluates and scores each proposal, it will rank the proposals numerically, based on the scoring made by the panel members.
5. The panel will provide recommendations for funding to the selecting official. The selecting official may follow the panel's recommendation without amendment, or may consider other factors, such as geographic, demographic, or socioeconomic diversity, or agency priorities, in addition to the panel's recommendations. Additionally, FNS may select one or more lower ranked applications to diversify the focus area topics and regional representation. In general, FNS will consider awards based on proposals' rankings until available funds are committed. FNS does, however, reserve the right to fund the applications out of rank order as discussed in this RFA.
6. Requests for clarification of items contained in the application may be necessary. There will be one opportunity to respond to a request for this clarification. Provide the most

complete and accurate information possible. Contact the Grant Officer (see page13) before responding if you are unsure of the type of information needed.

FNS reserves the right to use this solicitation and competition to award additional grants in the next fiscal year should additional funds be made available.

EVALUATION FACTORS AND CRITERIA

The following selection criteria evaluate the merit of applications.

1. Project Design and Implementation (40 points)

- a) Goals are clearly identified and appropriate for the proposed project. The applicant followed directions in the RFA for selecting goals, activities, and timeline. Activities are reasonable and appropriate for proposed goals.
- b) The applicant selected more than one nutrition goal.
- c) Timeline appears reasonable and feasible given proposed activities.
- d) The application documents methods that will determine progress and successes and the number of participants reached through activities.
- e) The method(s) selected to monitor progress and success is sufficient to determine if goals are accomplished.
- f) Project items listed in Appendix A of this RFA are included.

2. Budget Appropriateness (30 points)

- a) The budget summary form, budget narrative chart, and associated budget items listed in Appendix A are included. They provide all of the details needed to determine how funds will be spent, and for which activities.
- b) The budget is consistent with project goals and activities.
- c) Calculations of all costs, including the match requirement, are correct.
- d) Funding requested is allowable, economical, and reasonable in relation to the proposed scope and effort of the proposed project.

3. Need, Originality, Creativity, and Cultural Appropriateness (30 points)

- a) The ITO/SA documented the target audience. The target audience is appropriate.
- b) Proposed project is original and creative as documented in the Project Summary.
- c) The ITO documented how it will continue these activities after the funding period ends.
- d) The application demonstrates efforts to include other nutrition education partners such as the Indian Health Service, the USDA Cooperative Extension System, and Let's Move in Indian Country.

APPLICATION ADMINISTRATIVE INFORMATION 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 from consideration at any time prior to the final action thereon.

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.

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's approved budget.

TERMS AND CONDITIONS OF APPLICATION APPROVAL

The awardee is responsible for the implementation of the approved application.

1. For ITOs/SAs applying as a consortium, the lead agency must assume responsibility for the consortium's compliance with these terms and conditions. FNS only has a relationship with the lead grantee and will only discuss project information with other parties when the lead agency is a party to the conversation.
2. The awardee shall ensure that all expenditures paid under an approved FDPNE grant (whether supported by Federal or matching funds) are incurred for authorized activities. FDPNE funds must be managed in accordance with Federal administrative rules, regulations, and procedures.
3. In accordance with FNS Instruction 716-4 (find this instruction at http://www.fns.usda.gov/fdd/forms/fns_instructions.htm), the awardee may redirect funds between direct cost line items in their approved budgets to meet unanticipated needs.
4. The awardee is responsible for ensuring that FDPNE operators spend funds appropriately and for providing technical assistance to any sub-grantees to ensure that all projects support the ITO's/SA's FDPNE goals and objectives. The awardee is fully liable for repayment of Federal funds should those costs later be determined unallowable.

FINANCIAL REPORTING REQUIREMENTS

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.

1. **Quarterly Reporting:** Use Form SF-425, Federal Financial Report, to report status 30 days after the end of each quarter for which funding is received. (For example January 30, April 30, July 30, and October 30.)
2. The lead agency of a consortium must submit a consolidated SF-425 that reflects the total outlay of FDPNE funds by all members of the consortium and the total matching contributions of all members of the consortium.
3. The awardee must ensure that FDPNE project operators spend funds appropriately and must provide technical assistance to sub-grantees to support the ITO's/SA's FDPNE goals and objectives. The awardee is fully liable for repayment of Federal funds should those costs later be determined unallowable.

Final report: Use Form SF-425, Federal Financial Report to report final expenditures. Report matching contributions for the FDPNE grant on the SF 425. The final Federal Financial Report is due June 30, 2015, 90 days after the end of project period of performance.

PROJECT REPORTING REQUIREMENTS

The awardee is required to submit a project progress report and a project final report.

1. Project Progress Report: Each awardee must submit a Progress Report. The award letter specifies the due date and provides contact information for submitting the report to FNS. The report is generally due four to six months after receipt of award funds. FNS will provide the template for reporting approximately 30 days before the progress report is due. The information that follows is generally required for progress reports:
 - a) Project Summary (may be cut and pasted from the application submitted);
 - b) Project Goals (selected from a checklist);
 - c) Project activities completed or in progress (selected from a checklist);
 - d) The number of FDPIR participants reached through completed activities;
 - e) The steps taken to work on the project; and
 - f) Challenges to project implementation.

2. Project Final Report: The award letter specifies the due date and instructions for submitting the report. The report is due to FNS no later than 90 days after the end of the performance period. The report shall contain a project summary including, but not limited to, a description of all completed activities, how the project met its goals, lessons learned, **the total number of persons who participated in activities**, benefits experienced by participants, and future implications for the awardee. If the applicant is a consortium, the lead agency compiles results from all funded ITOs/SAs into a single report. FNS will provide the template approximately 30 days before the final report is due.

Questions about this solicitation must be submitted via email to:

Kimberly Shields, Grants Management Operations Branch
Grants and Fiscal Policy Division
U.S. Department of Agriculture, FNS
3101 Park Center Drive Room 740
Alexandra, VA 22301
E-mail: kimberly.shields@fns.usda.gov

ADMINISTRATIVE REGULATIONS

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

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

2. Universal Identifier and Central Contractor Registration (CCR) 2 CFR Part 25

- a) 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://fedgov.dnb.com/webform>.
 - b) The grant recipient must also register its DUNS number in the new System for Award Management (SAM). If you were registered in the CCR, your organization's information is already in SAM and you will just need to set up a SAM account so that you can update your organization's information. To register in SAM you will need your entity's DUNS and your entity's Tax ID Number (TIN) and taxpayer name (as it appears on your last tax return). Registration should take 3-5 days. If you do not receive confirmation that your SAM registration is complete, please contact SAM at <https://www.fsd.gov/app/answers/list>.
 - c) FNS may not make an award to an applicant until the applicant has complied with the requirements described in 2 Code of Federal Regulations (CFR) 25 to provide a valid DUNS number and maintain an active SAM Account.
3. Reporting Sub-award and Executive Compensation Information 2 CFR Part 170
- a) The Federal Funding Accountability and Transparency Act (FFATA) of 2006 (Public Law 109-282), as amended by Section 6202 of Public Law 110-252 requires primary grantees of Federal grants and cooperative agreements to report information on sub-grantee obligations and executive compensation. FFATA promotes open government by enhancing the Federal Government's accountability for its stewardship of public resources. This is accomplished by making Government information, particularly information on Federal spending, accessible to the general public.
 - b) 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.
4. Duncan Hunter National Defense Authorization Act of Fiscal Year 2009, Public Law 110-417

Section 872 of this Act requires the development and maintenance of a Federal Government information system that contains specific information on the integrity and performance of covered Federal agency contractors and grantees. The Federal Awardee Performance and Integrity Information System (FAPIIS) were 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.

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.

1. 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”

2. USDA Regulations

- 7 CFR Part 15: “Nondiscrimination”
- 7 CFR Part 253: “Administration of the Food Distribution Program for Households on Indian Reservations
- 7 CFR Part 254: “Administration of the Food Distribution Program for Indian Households in Oklahoma
- 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”

RFA APPLICATION CHECKLIST

All proposals submitted under this RFA must contain the applicable elements described in this announcement. Use the following checklist to ensure that the proposal is complete and in the proper order prior to submission.

Item	Yes (√)	No (√)
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 in the System for Award Management (SAM)?		
Have you verified that your SAM account is active?		
Have you registered your agency in grants.gov and are you authorized as a user in grants.gov to submit on behalf of your agency?		
Have you prepared and submitted the appropriate content and forms as shown on pages 7 and 8 of this RFA?		
Have you included the RFA CFDA # 10.594 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?		
<p>Is the project’s proposal clearly stated?</p> <ul style="list-style-type: none"> ○ 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? (Do not assume that reviewers know anything about your organization and its work.) 		
<p>Is the budget summary chart and narrative included?</p> <ul style="list-style-type: none"> ○ Does it agree with the calculations shown on the SF-424A budget form? ○ Is the budget in line with the project description? 		

BUDGET SUMMARY INSTRUCTIONS

IMPORTANT REQUIREMENT! You must use the format in Appendix A to submit your budget summary. A detailed budget justification is required for all items within each category. Budget information found in other sections of your application will not be considered.

RFA BUDGET NARRATIVE CHECKLIST

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

NOTE: The budget and budget narrative must be in line with the project summary and must reflect bona fide need. FNS reserves the right to request information not clearly addressed.

	Yes (√)	No (√)
Personnel		
Did you include all key employees paid for by this grant under this heading?		
Are employees of the applicant’s organization identified by name and position title?		
Did you reflect percentage of time the Project Director would devote to the project in full-time equivalents (FTE)?		
Fringe Benefits		
Did you include your organization’s fringe benefit amount along with the basis for the computation?		
Did you list the type of fringe benefits to be covered with Federal funds?		
Travel		
Are travel expenses itemized? For example starting points and destinations 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 estimate identified in the budget?		
Equipment		
Is the need for the equipment justified in the narrative?		
Are the types of equipment, unit costs, and the number of items to be purchased listed in the budget?		
Is the basis for the cost per item or other basis of computation stated in the budget?		
Supplies		
Are the types of supplies, unit costs, and the number of items to be purchased reflected in the budget?		
Is the basis for the costs per item or other basis of computation stated?		
Contractual (FNS reserves the right to request information on all contractual awards and associated costs after the contract is awarded.)		

Has the need been clearly identified in the project description to justify the cost for a contract or sub-grant expense(s) shown on the budget?		
A justification for all Sole-source contracts must be provided in the budget narrative prior to approving this identified cost.		
Other		
Consultant Services. – Has the need been clearly identified in the project summary 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.		
Appendix A of this RFA is submitted with the application package		
Indirect Costs		
Has the applicant obtained a Negotiated Indirect Cost Rate Agreement (NICRA) from a Federal Agency? If yes, a copy of the most recent and signed negotiated rate agreement must be provided along with the application.		
If no negotiated agreement exists, the basis and the details of the indirect costs to be requested should also be reflected in the budget.		

IMPORTANT! The pages that follow, Appendix A, contain application content templates. You must use and attach the templates to document project content. Complete pages 20 through 26 below. Type or write directly onto the template pages. Upload the pages, along with all required forms, at Grants.gov.

APPENDIX A

**FOOD DISTRIBUTION PROGRAM NUTRITION EDUCATION (FDPNE)
GRANT APPLICATION - FISCAL YEAR 2014**

CFDA#: 10.594

SECTION I: APPLICANT INFORMATION

ORGANIZATION NAME:	
ORGANIZATION ADDRESS:	
CONTACT PERSON: TITLE:	
PROJECT DIRECTOR:	
NAME OF AUTHORIZING OFFICIAL	
E-MAIL ADDRESS:	
PHONE NUMBER:	
FAX NUMBER:	

SECTION II - ORGANIZATION INFORMATION

Instruction: Use the space below to describe your organization. Providing a list or a narrative statement is acceptable. Include the following :

- Administrative structure of the organization and the FDPIR. (You may submit the same background information included in your FDPIR Plan of Operation)
- Unique features of the Reservation or geographic location. (You may submit the same background information included in your FDPIR Plan of Operation)
- Number of FDPIR families served per month and number of FDPIR participants served per month
- Current nutrition education efforts, any resources available, and partnerships.

SECTION III - PROJECT SUMMARY

Instruction: Use the space below to provide a short summary of the project. Include the following:

- Brief, specific details regarding the activities you will conduct, how many participants you will reach with each activity or session, and the results expected.
- Designate a Project Director/Coordinator. Write the name of that person, or, indicate that you intend to hire a person to fulfill this position. For more complex projects, we recommend the Project Director contribute a minimum of 25% time.
- Provide a list of staff that will work on the project and explain their responsibilities.
- Target Audience: Provide brief details about who will benefit from your nutrition education activities. For example, FDPIR participants or those eligible, reservations they reside on, their ages and gender, other program sites where recruitment will occur.
- Document how activities may continue after the funding period ends.
- List all organizations, agencies, or individuals who will provide or assist with nutrition education or nutrition services and describe the assistance they will provide.
- If the applicant is a consortium, identify the member organizations of the consortium. Attach Memoranda of Agreements from all participating FDPIR programs.
- **Written agreements. Describe agreements and collaborations with sub-grantees and other programs or organizations. Attach Memoranda of Agreements with Sub-grantees and partners and submit with your application.** Sub-grantees must sign an agreement with the FDPIR allowance holder that documents programmatic and fiscal agreement between the FDPIR allowance holder and the sub-grantee. Submit the agreement with your application.

SECTION IV - PROJECT GOALS

Instruction:

Required Goals: You must select at least one goal from the list below
(a through c)

Place an X on the line below to select your required goal

- a) Make half your plate fruits and vegetables
- b) Eat more whole grains
- c) Switch to fat-free or low-fat dairy products

Optional Goals: You may select additional goals from the list below (d through h)

- d) Make half your plate fruits and vegetables
- e) Eat more whole grains
- f) Switch to fat-free or low-fat dairy products
- g) You may write your own nutrition goal. Base the goal on the latest recommendations found in the 2010 Dietary Guidelines for Americans <http://www.health.gov/dietaryguidelines/2010.asp> or ChooseMyPlate.gov at <http://snap.nal.usda.gov/national-snap-ed/snap-ed-plan-guidance-and-templates>.

h) Be more physically active. If you select this goal, explain how you will include nutrition education messages with your physical activities.

SECTION V – PROJECT ACTIVITIES and TIMELINE

Instruction: Select the activities that will accomplish the project goals. Write the timeline and # of participants you expect to reach. (Remember: Items selected here should match with activities documented in SECTION III –PROJECT SUMMARY)

Choose all activities that apply (X)	Description	Timeline: When will this happen? (month(s)/year)	How many participants do you expect to reach?
	Develop nutrition education/food demonstration lesson plans		
	Schedule nutrition education/food demonstrations sessions		
	Purchase supplies		
	Purchase nutrition education materials		
	Purchase demonstration foods		
	Purchase garden supplies		
	Purchase incentives		
	Advertise project activities		
	Prepare garden site for planting		
	Provide nutrition education/food demonstration/garden education materials		
	Provide nutrition education sessions		
	Provide garden education sessions		
	Develop physical activity education lesson plan		
	Schedule physical activities		
	Purchase physical activity education materials		
	Provide physical activity materials to participants		
	Provide physical education activities		
	Refer participants to physical activity programs		
	Add your own activity		
	Add your own activity		
	Add your own activity		
	Add your own activity		

SECTION VI - PROGRESS and SUCCESS CHART	
Instruction: Choose the method(s) you will use to monitor the progress and success of your FY 2014 nutrition education project. You must collect data and provide the number of participants you expect to reach. For example, collect data on the number of participants who attend a nutrition education class, the number of participants who receive nutrition education handouts, or compare the knowledge gained by participants after they have taken a class.	Select the method(s) you will use (X)
Participant Surveys	
Pre-and post test results, topic of tests; number of persons who will take the test	
Nutrition education session sign-in sheets	
Food demonstration sign-in sheets	
Number of participants referred to other agencies for nutrition or physical education	
Physical activity demonstration session sign-in sheets	
Observations of activities (Include the # of activities observed and # of participants observed)	
Photos or videos	
Other: Please Explain	
Other: Please Explain	
Other: Please Explain	

SECTION VII - BUDGET NARRATIVE

Instruction: You must use the format below. Use the Narrative/Justification column to explain the calculation of costs and the need for the expense.

Provide the Indirect Cost Rate applied to your budget narrative → _____

Budget Categories	Federal Amt. Requested	Non-Federal Amt. Requested	Total Amt.	Narrative/Justification
Total Cost: Personnel				
Total Cost: Fringe Benefits				
Total Cost: Out of State Travel				
Total Cost: Local Travel				
Total Cost: Equipment				
Total Cost: Office Supplies				
Total Cost: Other Supplies				
Total Cost: Contractual Staff				
Total Cost: Contractual Other				
Total Cost: Nutrition Education Materials				
Total Cost: Physical Activity Materials				
Total Cost: Program Incentives				
Total Direct Charges				
Indirect Charges				
Total Project Cost				
Amount Needed to meet Match Requirement				
Total Federal Request for FDPNE				

Provide the Match Requirement % applied to your budget narrative → _____