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**U.S. DEPARTMENT OF AGRICULTURE  
FOOD AND NUTRITION SERVICE**

**Supplemental Nutrition Assistance Program (SNAP)**

**Fiscal Year 2017 Data and Technical Assistance (DATA) Grants**

**REQUEST FOR APPLICATIONS**

**CFDA#: 10.537**

**DATES:**

Solicitation Release Date: xxx

Application Submission Date: xxx

Anticipated Award Date: September 2017

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## **I. PROGRAM DESCRIPTION**

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

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

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

The SNAP Employment and Training Program Monitoring, Oversight & Reporting Measures interim final rule was published on March 24, 2016. This rule implements section 4022(a)(2) of the Agriculture Act of 2014 (the Act) requiring State agencies to report on, among other things, earnings and employment outcomes for SNAP E&T participants. State agencies included planned outcome reporting measures in their fiscal year (FY) 2017 SNAP E&T annual State plans and must begin reporting outcome data beginning in January 2018.

Many States do not currently have a user friendly way to collect this data or conduct robust analyses of this data to continuously improve programs. The Consolidated Appropriations Act, 2017 (P.L. 115-31) provides approximately \$5 million in discretionary grant funds to support State and local agencies in collecting and reporting outcome data for SNAP E&T programs, as well as additional funds for technical assistance, so that States can become more effective, data driven E&T providers. All funds are contingent upon the availability of funding.

### **Purpose**

The purpose of the SNAP E&T Data and Technical Assistance (DATA) Grants is to support the development of State SNAP E&T data collection and reporting systems. FNS is interested in funding projects that improve States ability to use administrative data, such as Quarterly Wage Record (QWR) information, as the source for employment and earnings of E&T participants and former participants, because it is the preferred and most reliable and efficient method to meet reporting requirements. States using random sampling to gather information are doing so as an

interim approach until systems to use administrative data are in place. Therefore, proposals that include random sampling of participants or former participants as a long term strategy will not be considered.

These grants are intended to help States better report outcome measures for SNAP E&T participants, meet reporting expectations, and, thereby, support improved, data driven programs. Proposed projects must: have a direct impact on State capacity to accurately and efficiently track outcomes for SNAP E&T participants; increase understanding of effective strategies to improve employment and earnings outcomes for SNAP E&T participants; and/or increase a State's ability to use outcomes data to continuously improve its SNAP E&T programs. Funds from this RFA shall not be used for the ongoing cost of carrying out existing operations.

The SNAP E&T DATA grants are intended to support the full range of needs States may have related to the development, collection, reporting, analysis and use of SNAP E&T participant outcomes data. The use of funds should be for one or more of the following purposes: 1) training and capacity building, including efforts to improve E&T data quality; 2) information technology (IT) systems development to support the collection, reporting, and analysis of SNAP E&T data; and/or 3) continuous program improvement of SNAP E&T programs, including the provision of effective and efficient services that move SNAP participants toward stable, good jobs. Funds can be used for more than one purpose, but applicants should clearly state the purpose(s) for which the funds will be used. Examples of possible activities grant funds may be used for include, but are not limited to:

- Developing appropriate component measures, including measures that capture interim milestones prior to completion of a component or before a participant enters employment;
- Purchasing, developing, or adapting software for SNAP E&T outcomes data collection and reporting systems;
- Developing or expanding capacity to match SNAP E&T participant data with Unemployment Insurance (UI) wage records to calculate employment and earnings outcomes;
- Addressing other IT needs related to SNAP E&T outcomes data collection and reporting, including creating operational processes, such as data dictionaries, or technology tools, such as Application Program Interfaces (APIs), that facilitate data aggregation for required State and Federal reporting and/or enable data analysis for program improvement;
- Developing systems to analyze SNAP E&T data to better understand which E&T services and strategies are most effective in helping SNAP participants gain skills, earn industry-linked certificates and credentials, obtain stable, good jobs, move toward economic self-sufficiency, and reduce their need for nutrition assistance; and
- Using SNAP E&T data for continuous improvement of SNAP E&T.

Proposals should clearly describe the intent and scope of the proposed activities and how they will contribute to improving the State's ability to collect and report outcome data for SNAP E&T participants and/or the State's ability to utilize such data to improve its E&T program. Each project design should include quantifiable objectives, measures to assess progress toward meeting those objectives, project activities linked to meeting specific objectives, and a list of deliverables and/or milestones for the duration of the project.

### *Partnerships with Other Entities*

State or local agencies without the internal capacity to develop SNAP E&T outcomes reporting systems may choose to partner with an external entity (such as a research university or a State workforce development agency) to develop, maintain, and use such data systems.

If an agency chooses to partner another entity, the following must be considered in the development of the partnership model:

- The entity must have a demonstrated capacity to assist in the collection, reporting, and use of such outcomes data; and
- The entity must be able **to ensure that the data collected will be stored, accessed, and used in accordance with local, State, and Federal confidentiality and personally identifiable information (PII) protective provisions.**

## **II. FEDERAL AWARD INFORMATION**

### **Funding and Duration**

Approximately \$5 million may be available in FY 2017 for the SNAP E&T DATA Grants. FNS will award the grants through a competitive process. FNS plans to announce the grant awards to the selected grantees no later than September 30, 2017. Grantees will be allowed to use the grant funds for the duration of the project period. The grants will be funded for the period September 30, 2017, through September 30, 2020. All funding for these awards is contingent upon the availability of Federal funds.

The submission of a proposal does not guarantee funding. Funding for approved grants will be provided through the Grant Award/Letter of Credit process, in the same manner as other funds, upon receipt of a properly executed Grant Agreement and subject to the availability of funding. All SNAP E&T DATA Grant funds must be obligated and all activities under the Grant must be completed by September 30, 2020.

### **Funding per Award**

Funding per award is dependent on the availability of funding and the number of awards granted. It is anticipated that funding per award can range from a low of \$300,000 to a high of \$1,000,000. The anticipated number of grants ranges from three to nine.

## **Type of Award**

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

## **Procurement Contracts**

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

## **Allowable Uses of Funds**

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

## **III. ELIGIBILITY INFORMATION**

### **Eligible Entities**

The entities eligible to receive grants under this competition are State and local agencies that administer SNAP.

### **Cost Sharing or Matching**

There is no cost sharing or matching required in this grant project.

### **Other Eligibility Criteria**

#### *Limitations on the Number of Applications*

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

If the grant proposal is submitted by the State agency on behalf of a County agency, the State agency must attest that it will support and cooperate with the local agency in implementing the grant. It must be provided on the State Agency's letterhead and be signed by an authorized individual.

## *Responsiveness Criteria*

The complete application must be uploaded to [www.grants.gov](http://www.grants.gov) by **11:59pm, Eastern Standard Time, on xxxxxx, 2017**. Applications received after the deadline date will be deemed ineligible and will not be reviewed or considered. USDA will not consider any additions or revisions to an application once it is received. USDA will not accept mailed, faxed, or hand delivered applications.

### **Application Screening Requirements**

In reviewing applications in any discretionary grant competition, Federal Awarding Agencies, in accordance with 2 CFR 200.400, are required, prior to making a Federal award, to review information available through various Office of Management and Budget (OMB)-designated repositories for eligibility qualification or financial integrity, and to have in place a framework for evaluating the risks posed by applicants before they receive Federal awards. The evaluation of the information obtained from the designated repository systems and the risk assessment may result in FNS imposing special conditions that correspond to the degree of risk assessed. The Federal repository systems FNS will review include:

- 1) SAM, the *System for Award Management*, the Official U.S. Government system that consolidated the capabilities of Central Contractor Registry (CCR)/FedReg, ORCA, and EPLS;
- 2) The Federal Awardee Performance and Integrity Information System (FAPIIS), is a database that has been established to track contractor misconduct and performance;
- 3) Dun and Bradstreet (D&B), the system where applicants establish a Data Universal Numbering System (DUNS) number which is used by the Federal government to better identify related organizations that are receiving funding under grants and cooperative agreements, and to provide consistent name and address data for electronic grant application systems. The Federal government requires that all applicants for Federal grants and cooperative agreements with the exception of individuals other than sole proprietors have a DUNS number;
- 4) U.S. Department of Agriculture, AD-3030, *Representations Regarding Felony Conviction and Tax Delinquent Status for Corporate Applicants*.

Applicants must also respond to the application assessment questions below to allow FNS to evaluate aspects of the applicant's financial stability, quality of management systems, and history of performance, reports and findings from audits. A questionnaire containing these questions has been provided to facilitate the process. Applicants must answer all the pre-application questions. While answering "yes" may be an indicator of risk, the consideration and evaluation of these questions is only an indicator of potential risk and may or may not result in an additional oversight requirements or special conditions be placed on an award should an award be made. Decisions regarding additional oversight requirements will take into consideration the total number of risks identified.

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

2. Does your organization utilize accounting software to manage your financial records?  
Yes\_\_\_\_\_ No\_\_\_\_\_
3. Does your accounting system identify the receipt and expenditure of program funds separately for each grant?  
Yes\_\_\_\_\_ No\_\_\_\_\_
4. Does your organization have a dedicated individual responsible for monitoring organizational funds, such as an accountant or a finance manager?  
Yes\_\_\_\_\_ No\_\_\_\_\_
5. Is there a separation of duties for staff handling the approval of transactions and the recording and payment of funds?  
Yes\_\_\_\_\_ No\_\_\_\_\_
6. Does your organization have the ability to specifically identify and allocate employee effort to an applicable program?  
Yes\_\_\_\_\_ No\_\_\_\_\_
7. Does your organization have a property/inventory management system in place to track the location and value of equipment purchased under the award?  
Yes\_\_\_\_\_ No\_\_\_\_\_
8. Has your organization been audited within the last 5 fiscal years?  
Yes\_\_\_\_\_ No\_\_\_\_\_
9. If the answer to question number 8 is yes, was this report issued under the Single Audit requirement? If no, a hyperlink or copy of the report will be required.  
Yes\_\_\_\_\_ No\_\_\_\_\_
10. If answer to question 8 is yes, was there a “Qualified Opinion” or “Adverse Opinion”?  
Yes\_\_\_\_\_ No\_\_\_\_\_
11. If answer to question 8 is yes, is there a material weakness disclosed?  
Yes\_\_\_\_\_ No\_\_\_\_\_
12. If answer to question 8 is yes, is there a significant deficiency disclosed?  
Yes\_\_\_\_\_ No\_\_\_\_\_



#### IV. APPLICATION AND SUBMISSION INFORMATION

1. Applicants may request a paper copy of this solicitation and required forms by contacting the FNS Grants Officer at:

xxxxxx, Grant Officer  
Grants and Fiscal Policy Division  
U.S. Department of Agriculture, FNS  
3101 Park Center Drive Room 740  
Alexandra, Virginia 22302  
E-mail: xxxxx

2. Content and form of application submission:

##### **Suggested format to describe project:**

For ease of review, we ask that project descriptions be similarly organized under the headings below. ***Please be as clear and concise as possible when writing your proposal.***

To maximize your score, be sure to include all information specified under the heading of ***Technical Evaluation Criteria and Weight*** beginning on page 14 of this RFA.

##### Cover Sheet

The cover page should include, at a minimum:

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

##### Executive Summary

The executive summary should contain, at a minimum:

- Identify State agency and/or eligible entities involved in the project
- Amount of funding requested
- Key activities of the project
- Goal(s) of the project

##### Table of Contents

1. Soundness or Merit of Project Design
2. Budget Appropriateness and Economic Efficiency
3. Organizational Experience, Staff Capability and Management
4. Implementation and Evaluation

FNS strongly encourages eligible applicants interested in applying to this program to adhere to the following applicant format. The proposed project plan should be typed on 8 ½" X 11" white paper with at least 1 inch margins on the top and bottom. All pages should be single-spaced, in 12 point font. The project description with relevant information should be captured on no more

than 10 pages, not including the cover sheet, table of contents, resumes, letter of commitment(s), endorsement letter(s), appendices, and required forms. All pages, excluding the form pages, must be numbered.

### 3. Required Grant Application Forms:

The following grants.gov forms are required of grant applicants. They are located at [http://www.grants.gov/agencies/aforms\\_repository\\_information.jsp](http://www.grants.gov/agencies/aforms_repository_information.jsp):

The following required OMB forms can be obtained at:  
<https://apply07.grants.gov/apply/FormsMenu?source=agency>

- (A) Non-Construction Grant Projects Forms: SF-424 Family
1. Application and Instruction for Federal Assistance (SF-424)
  2. Budget Information and Instruction (SF-424A)
  3. Assurance-Non-Construction Programs (SF-424B)

SF LLL (Disclosure of Lobbying Activities): Indicate on the form whether your organization intends to conduct lobbying activities. If your organization does not intend to lobby, write “Not Applicable.”

## **Special Instructions**

### ***Letters of Commitment and Support***

FNS recognizes that the grant proposals responding to this RFA will directly affect State agency operations. Therefore, if the grant proposal is from an entity other than a State agency, it must show that a State agency strongly endorses or is involved in the proposed project.

**A Letter of Commitment** is required if a State or County agency is proposing to work in partnership with another organization(s). States and Counties are encouraged to work with subject matter experts and other organizations that have demonstrated expertise dealing with these types of data issues. The applicant must submit a letter(s) of commitment from its partners. The letter(s) of commitment from the partner must describe:

- The organization’s role in the project;
- The amount of time it intends to commit to the project;
- An attestation that it will cooperate with the grant applicant in implementing the project; and
- Must be provided on the respective organization’s letterhead and be signed by an authorizing individual.

**A Letter of Support** is required if the grant proposal is submitted by the State agency on behalf of a County agency. The State agency must attest that it will support and cooperate with the local agency in implementing the grant. It must be provided on the State Agency's letterhead and be signed by an authorized individual.

**Electronic Submission:** The complete application must be uploaded to [www.grants.gov](http://www.grants.gov) by **11:59pm, Eastern Standard Time, on xxxxxx, 2017**. Applications received after the deadline date will be deemed ineligible and will not be reviewed or considered. USDA will not consider any additions or revisions to an application once it is received. USDA will not accept mailed, faxed, or hand delivered applications. Please allow sufficient time to complete your application package and ensure the package is uploaded through the [www.grants.gov](http://www.grants.gov) web portal.

## **D&B Universal Numbering System and System for Award Management**

### D&B (DUNS) Number

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

**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 D&B, via the internet at <http://fedgov.dnb.com/webform> or by calling (888) 814-1435, Monday thru Friday, 8am-9pm, Eastern Standard Time. There is no fee associated with obtaining a DUNS number. Obtaining a DUNS number may take several days to obtain.

### System for Award Management (SAM)

#### **What is SAM?**

SAM is combining 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](https://www.acquisition.gov/SAM_Guides/Quick%20Guide%20for%20Grants%20Registrations%20v1.pdf).

Below is some additional information that should assist the applicant through this process:

**SAM Registration:** For applicant organizations that were previously registered in the CCR, relevant applicant information is already in SAM; 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 takes at least **48 hours** after your registration is submitted to SAM. Applicants must have a valid SAM registration no later than 3 days prior to the application due date of this solicitation. **Applicants that do not receive confirmation that SAM registration is complete and active should contact SAM at:** <https://www.fsd.gov/app/answers/list>.

**SAM Presentation/Training:** GSA has created a presentation of a SAM training. To view the presentation, please visit: <http://www.youtube.com/watch?v=mmHcKCchaiY>.

This will be extremely useful for SAM users that are:

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

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

**Grants.gov Registration:** In order to apply for a grant, your organization must have completed the above registrations as well as register on [www.grants.gov](http://www.grants.gov). The Grants.gov registration process can be accessed at [www.grants.govapplicants/get\\_reistered.jsp](http://www.grants.govapplicants/get_reistered.jsp). Generally, the registration process takes between **3-5 business days**. Allow your entity ample time to complete the necessary steps, for the submission of your grant application package, on [grants.gov](http://www.grants.gov). Please allow sufficient time to complete your application package and ensure the package is uploaded through the [www.grants.gov](http://www.grants.gov) web portal.

Please be aware that the [grants.gov](http://www.grants.gov) system provides several confirmation notices; applicants should ensure receipt of confirmation that the application was accepted.

#### **NOTICE: Special Characters not Supported**

All applicants **MUST** follow [grants.gov](http://www.grants.gov) guidance on file naming conventions. To avoid submission issues, please follow the guidance provided in the [grants.gov](http://www.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](http://www.grants.gov) portal due to incorrect naming conventions.**

In order to submit an application via grants.gov, applicants must have obtained a DUNS number and registered in both SAM and on grants.gov. The applicant is strongly advised to allow ample time to initiate the grants.gov application submission process. All applicants must have current CCR 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](http://www.dnb.com)) and register in SAM (<https://www.sam.gov/portal/public/SAM/>).

Please be aware that the grants.gov system provides several confirmation notices; you need to be sure that you have confirmation that the application was accepted.

### **1. Submission Dates and Times**

**APPLICATION DUE DATE:** The complete application must be uploaded on [www.grants.gov](http://www.grants.gov) by **11:59pm, Eastern Time on xxxxxx, 2017**. 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, emailed, or hand delivered applications. Please allow sufficient time to complete your application package and ensure the package is uploaded through the [www.grants.gov](http://www.grants.gov) web portal. All applications must be submitted through the grants.gov web portal.

Applicants experiencing difficulty submitting applications to [www.grants.gov](http://www.grants.gov) should contact the grants officer listed above, or the grants.gov support team, for further instructions.

### **2. Intergovernmental Review**

This funding opportunity may be subject to the requirements of EO 12372, “Intergovernmental Review of Federal Programs”. This Executive Order was issued with the desire to foster the intergovernmental partnership and strengthen Federalism by relying on State and local processes for the coordination and review of proposed Federal financial assistance and direct Federal development. The Order allows each State to designate an entity to perform this function.

For a list of State agency contacts, please visit the Office of Management website at: [http://www.whitehouse.gov/omb/grants\\_spoc/](http://www.whitehouse.gov/omb/grants_spoc/).

### **3. Funding Restrictions**

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

#### 4. Other Submission Requirements

**Electronic Submission:** The complete application must be uploaded to [www.grants.gov](http://www.grants.gov) by **11:59pm, Eastern Standard Time, on xxxxxxxx, 2017**. Applications received after the deadline date will be deemed ineligible and will not be reviewed or considered. USDA will not consider any additions or revisions to an application once it is received. USDA will not accept mailed, faxed, emailed, or hand delivered applications. Please allow sufficient time to complete your application package and ensure the package is uploaded through the [www.grants.gov](http://www.grants.gov) web portal. All applications must be submitted through the [grants.gov](http://grants.gov) web portal.

Applicants experiencing difficulty submitting applications to [www.grants.gov](http://www.grants.gov) should contact the grants officer listed above, or the [grants.gov](http://grants.gov) support team, for further instructions.

#### V. APPLICATION REVIEW INFORMATION

##### 1. Review Criteria

FNS will screen all applications that meet the published deadline for submission to ensure their completeness and conformity to the requirements of this announcement. **Application packages are required to be complete upon submission. FNS will not consider additions or revisions to applications once they are received under any circumstances.** Applications that are fully responsive to the initial screening requirements will be reviewed competitively and scored based upon the five evaluation criteria and weights listed below. One or more review panels may be comprised of USDA staff, other Federal agency staff, or other individuals committed to furthering the goals of the SNAP. The review panel will evaluate each grant application on how well it addresses each grant evaluation criteria. The resulting scores will provide a ranking of applications according to technical merit for use by selecting official.

##### Technical Evaluation Criteria and Weights

##### 1. Soundness or Merit of Project Design (40 points)\_

**Problem analysis:** The proposal clearly describes the problem to be solved and provides evidence that the proposed approach is well-suited to solve the identified issue.

**Impact:**

- The proposal demonstrates a direct impact on State capacity to accurately and efficiently track outcomes for SNAP E&T participants; increasing understanding of effective strategies to improve employment and earnings outcomes for SNAP E&T participants; and/or increasing States' ability to use outcomes data to continuously improve SNAP E&T programs.
- The proposal shows a clear progression from idea to practice in a State agency or County office.
- If the project is not Statewide, the proposal demonstrates how the project will impact, interact with, or otherwise inform Statewide SNAP E&T outcomes data collection and reporting efforts.

**Quality:** The proposal shows thoughtfulness, critical analysis, clarity, and the use of relevant facts and knowledge.

**Sustainability:** States should ensure that the work begun under the grant can be continued after grant funds have been expended.

**Letters of Commitment:** If the project design involves partnering with any non-State or County office entities, the application includes letters of commitment following the guidelines found on page 10. States are encouraged to work with subject matter experts and other organizations that have demonstrated expertise dealing with these types of data issues.

**Letter of Support:** If the grant proposal is submitted by the State agency on behalf of a County agency, the application includes a letter of support from the State agency attesting that it will support and cooperate with the local agency in implementing the grant. It must be provided on the State Agency's letterhead and be signed by an authorized individual.

**Feasibility:** The application proposes projects that are capable of being accomplished and likely to be implemented in a timely fashion to help the State report outcome data for E&T participants beginning in January 2019.

## 2. Budget Appropriateness and Economic Efficiency (25 points)

**Budget:** The proposal includes:

- A line item budget **See Attachment C - Application Package Checklist to assure each category is addressed in the budget.**
- A narrative that demonstrates how funds will be spent, by whom and for what purpose
- The narrative should provide enough detail for reviewers to easily understand how costs were determined and how they relate to the goals and objectives of the project. **There should be adequate justification for budget costs based on current industry costs/standards. Information on costs should be obtained from applicable organizations or from online sources.**
- Additionally, a copy of the approved negotiated indirect cost rate agreement must be attached if indirect costs are shown as a budget expense to the project.
- If applicable, the budget must show how the costs are allocated among the benefiting programs and demonstrate that this grant is only going to fund SNAP's share.
- If desired, a tiered budget and narrative that describes adjustments the applicant would make if it were awarded funding at different levels (only the primary budget will be analyzed against this criterion).

**Efficiency:** The proposal is cost effective. It demonstrates that the anticipated results are commensurate with the cost of the project.

**Contractual and Consultant Costs:** Proposals that include hiring of a consultant or contract must provide the following information:

- Consultants name and description of service;
- Itemized list of all direct costs and fees;
- Salaries must have the number of personnel including the position title;
- Specialty and specialized qualifications as appropriate to the salary;

- Number of estimated hours times hourly wage; and
- All expenses and fees directly related to the proposed services to be rendered to the project.

**Applicants that are required to issue a bid** should provide a narrative explaining the requirement and provide a reasonable estimate of Contractual and Consultant Costs.

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

### **3. Organizational Experience, Staff Capability and Management (15 points)**

**Credibility:** The proposal establishes the applying organization's credibility and capabilities.

**Oversight:** The proposal demonstrates that effective and consistent oversight by qualified project managers will be implemented throughout the project. The proposal must include a dedicated project manager and detail the roles and responsibilities of the project manager.

**Communication:** The proposal demonstrates that effective communication will exist within the organization and, if applicable, with partnering organizations. The proposal includes an organizational chart of the proposed project.

**Staff:** The proposal identifies the project director or manager and other key staff. The proposal includes resumes that demonstrate that the proposed staff has the appropriate technical and experiential backgrounds for their proposed roles. If the applicant is unable to identify the project director or manager and key staff, it must include with the application package job descriptions for positions that must be advertised. Applicants should address their contingency or back-up plans in the event of key staff departures.

**Time Commitment:** The proposal outlines the amount of time and effort the project director or manager, key staff, and, if applicable, partnering organizations, will contribute to the project.

### **4. Implementation and Evaluation (15 points)**

**Timeline:** The proposal includes a project timeline that outlines proposed tasks and major milestones, and demonstrates that sufficient time is allotted for each activity.



**Evaluation:** The proposal describes a well-thought-out, organized review and evaluation process that will measure whether the goals of the project have been met. The evaluation should focus on measuring the impact of the project. Please be sure to include information on who will measure the goals of the project, how the goals will be measured, when the goals will be measured and what the organization will measure.

## 5. Presentation (5 points)

**Quality:** The application is well-presented, well-written, and void of grammatical errors.

**Format:** The application is single-sided, on 8½ by 11 inch paper. Type size is at least 12 point and margins are at least one inch. The project follows the suggested format. The application must not exceed 10 pages, not including the cover sheet, table of contents, resumes, letter of commitment(s), endorsement letter(s), appendices, and required forms and certifications (i.e. SF-424, SF-424A, SF-424B, or SF LLL). The proposal must include the cover letter followed by the table of contents with page numbers and in the order prescribed under the “*Content and form of application submission*” header beginning on page 8. All pages, excluding the form pages, must be numbered.

## 2. Review and Selection Process

Following the initial screening process, FNS will assemble a review panel to review and determine the technical merits of each application. The review panel will evaluate the proposals based on how well they address the required application components. The review panel members will recommend applications for consideration for a grant award based on the evaluation scoring. The selecting official reserves the right to award a grant to meet agency priorities, program balance, geographical representation, or project diversity.

The selecting official will consider the panel recommendations. In general, awards will be based in rank order from the highest to the lowest score. However, **FNS reserves the right to fund out of rank order to achieve agency priorities.** If the panel review indicates that FNS has received few or no technically acceptable proposals, the selecting official may determine that FNS will make no awards, or commit less than the funds set aside for this purpose. FNS also reserves the right to use this solicitation and competition to award additional grants in future fiscal years should additional funds be made available through future appropriations.

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

### **3. Anticipated Announcement and Federal Award Dates**

FNS will notify selected State agencies or organizations in writing no later than September 30, 2017. Funding of applications will be provided through the grant award/letter of credit process upon receipt of a properly executed grant agreement and subject to the availability of funding.

### **4. Debriefing Requests**

Non-selected applicants may request a debriefing to discuss the strengths and weaknesses of submitted proposals. This information may be useful when preparing future grant proposals. Additional information on debriefing requests will be forwarded to non-selected applicants.

## **VI. FEDERAL AWARD ADMINISTRATION INFORMATION**

### **1. Federal 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's 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, FNS to the expenditure of funds related to an award's approved budget.

### **2. Administrative and National Policy Requirements**

#### **CONFIDENTIALITY OF AN APPLICATION**

When an application results in an award, it becomes a part of the record of FNS transactions, available to the public upon specific request. Information that the Secretary determines to be of a confidential, privileged, or proprietary nature will be held in confidence to the extent permitted by law. Therefore, any information that the applicant wishes to have considered as confidential, privileged, or proprietary should be clearly marked within the application. Any application that does not result in an award will be not released to the public. An application may be withdrawn at any time prior to the final action thereon.

#### **Safeguarding Personally Identifiable Information**

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

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

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

#### CONFLICT OF INTEREST AND CONFIDENTIALITY OF THE REVIEW PROCESS

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

#### ADMINISTRATIVE REGULATIONS

##### **Federal Tax Liabilities Restrictions**

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

## **Felony Crime Conviction Restrictions**

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

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

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

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

Effective October 1, 2010, all grant applicants must obtain a D&B 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>.

The grant recipient must also register its DUNS number in SAM. If you were registered in the CCR, your company’s information is already in SAM and you will just need to set up a SAM account. To register in SAM you will need your entity’s DUNS and your entity’s 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>.

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 SAM 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 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 FY 2009, Public Law 110-417

Section 872 of this Act requires the development and maintenance of a Federal Government information system that contains specific information on the integrity and performance of covered Federal agency contractors and grantees. FAPIIS 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.

#### Freedom of Information Act (FOIA) Requests

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

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

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

For additional information on the FOIA process, please contact Jennifer Weatherly, FNS FOIA at [FOIA@fns.usda.gov](mailto:FOIA@fns.usda.gov).

#### Privacy Act Policy

USDA FNS does not collect any PII without explicit consent. To view the Agency's Privacy Act Statement, visit: [www.fns.usda.gov/privacy-policy](http://www.fns.usda.gov/privacy-policy).

## CODE OF FEDERAL REGULATIONS AND OTHER GOVERNMENT REQUIREMENTS

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

### Government-wide Regulations

- 2 CFR Part 25: “Universal Identifier and 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 200: “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards”
- 2 CFR Part 400: USDA’s implementing regulation of 2 CFR Part 200 “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards”
- 2 CFR Part 415: USDA “General Program Administrative Regulations”
- 2 CFR Part 416: USDA “General Program Administrative Regulations for Grants and Cooperative Agreements to State and Local Governments”
- 2 CFR Part 417: USDA “Implementation of OMB Guidance on Non-Procurement Debarment and Suspension”
- 2 CFR Part 418 USDA “New Restrictions on Lobbying”
- 2 CFR Part 421: USDA “Requirements for Drug-Free Workplace (Financial Assistance)”
- 41 U.S.C. Section 22 “Interest of Member of Congress”
- Freedom of Information Act (FOIA). Public access to Federal Financial Assistance records shall not be limited, except when such records must be kept confidential and would have been excepted from disclosure pursuant to the “Freedom of Information” regulation (5 U.S.C. 552)

**General Terms and Conditions of the award may be obtained electronically. Please contact the Grants Officer at:**

#### **Name**

Grant Officer, Grants and Fiscal Policy Division  
U.S. Department of Agriculture, FNS  
3101 Park Center Drive Room 740  
Alexandra, VA 22301  
E-mail: xxxxxx

### 3. Reporting

#### 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. For additional information on FPRS, visit: [www.fprs.fns.usda.gov](http://www.fprs.fns.usda.gov).

#### PROGRESS REPORTING

*Quarterly Progress Reports*—Quarterly progress reports must be submitted to FNS. These progress reports must provide a description of the activities conducted during the reporting period, major accomplishments with completion dates and budget information, deviations from the proposed plan, difficulties encountered, solutions developed to overcome difficulties, and major planned activities for the next quarter.

These reports are due 30 days after the end of each calendar quarter. More detailed specifications for the quarterly progress report content and submission will be included in the agreement. Any additional reporting requirements will be identified in the award terms and conditions, including results of the grant project.

*Final Report*— A report of up to 20 pages must be submitted within 90 days of the expiration of the grant period. This report will be composed of a short Executive Summary and the following:

- A project description including a concise summary of the major accomplishments, the difficulties encountered, and the solutions developed to resolve the difficulties; and
- A discussion of the project results and lessons learned.

Copies of any deliverables, media or publicity releases/articles and links to materials on websites also should be included or papers resulting from the grant should be attached to the final report.

All materials produced by the grantee for public information, public information, and/or public distribution should include both a funding statement and a nondiscrimination statement. The funding statement is as follows:

This project has been funded at least in part with Federal funds from USDA. The contents of this publication do not necessarily reflect the views or policies of USDA, nor does mention of trade names, commercial products, or organizations imply endorsement by the U.S. government.

The nondiscrimination statement is as follows:

In accordance with Federal law and USDA policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, and disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil rights; room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

The Federal awarding agency reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for Federal Government purposes, the copyright in any work developed under a grant, sub-grant, or contract under a grant or sub-grant or any rights of copyright to which a grantee, sub-grantee, or a contractor purchases ownership with grant support.

## VII. FEDERAL AWARDING AGENCY CONTACT

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

### Name

Grant Officer, Grants and Fiscal Policy Division  
U.S. Department of Agriculture, FNS  
3101 Park Center Drive Room 740  
Alexandra, Virginia 22301  
E-mail: xxxxxx

## VIII. OTHER INFORMATION

### RFA Application Checklist

All proposals submitted under this RFA must contain the applicable elements as described in this announcement. The application must be submitted electronically through [www.grants.gov](http://www.grants.gov), by **11:59pm, Eastern Standard Time on xxxxxx, 2017**. 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 D&B DUNS number and registered the number in SAM?
- ✓ Have you verified that your SAM is active?
- ✓ Have you registered your entity in [www.grants.gov](http://www.grants.gov), and are you authorized as a user in [grants.gov](http://www.grants.gov) to submit on behalf of your agency?
- ✓ 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 #10.580 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 goals?
  - Don't assume that reviewers know anything about your organization and its work.
- ✓ Have one or more persons read your proposal who 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.

### Tips for Proposal Writers

The Soundness or Merit of Project Design section of the application is your opportunity to convince reviewers that your project meets the selection criteria. Below are some general recommendations to help you present your project in a way the reviewers will find compelling and persuasive.

- Read the RFA carefully and more than once.
- State clearly in your executive summary if your application addresses any of the FY 2017 Priorities.
- Use the five review criteria to construct your proposal correctly (pages 16 – 18).
- Follow the instructions and discuss each criterion in the order they are presented in the instructions. Use headings to differentiate narrative sections by criterion.
- Be clear and succinct. Reviewers are not interested in jargon, boilerplate, rhetoric, or exaggeration. They are interested in learning precisely what you intend to do, and how your project responds to the selection criteria.
- Make sure budget figures are consistent across displays and narratives.
- Avoid circular reasoning. The problem you describe should not be defined as the lack of the solution you are proposing.
- Explain how. Avoid simply stating that the criteria will be met. Explicitly describe how the proposed project will meet the criteria.
- Don't make assumptions. Do not assume your reviewers know anything about your organization, your proposed program, or your partners. Avoid overuse of acronyms.

### RFA Budget Narrative Checklist

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

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

	YES	NO
<b>Personnel</b>		

Did you include all key employees paid for by this grant under this heading?		
Are employees of the applicant's organization identified by name and position title?		
Did you reflect percentage of time the project director will devote to the project in full-time equivalents?		
<b>Fringe Benefits</b>		
Did you include your organization's fringe benefit amount along with the basis for the computation?		
Did you list the type of fringe benefits to be covered with Federal funds?		
<b>Travel</b>		
Are travel expenses itemized? For example origination/destination points, number and purpose of trips, number of staff traveling, mode of transportation and cost of each trip.		
Are the attendee objectives and travel justifications included in the narrative?		
Is the basis for the lodging estimates identified in the budget? For example include excerpt from travel regulations.		
<b>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?		
Is the basis for the cost per item or other basis of computation stated 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?		
Is the basis for the costs per item or other basis of computation stated?		
<b>Contractual:</b> (FNS reserves the right to request information on all contractual awards and associated costs after the contract is awarded.)		
Has the bona fide need been clearly identified in the project description to justify the cost for a contract or sub-grant expense(s) shown on the budget?		
A justification for all Sole-source contracts must be provided in the budget narrative prior to approving this identified cost.		
<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>		

Has the applicant obtained a Negotiated Indirect Cost Rate Agreement 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.		

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

## Grant Program Accounting System & Financial Capability Questionnaire

### Purpose

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

### Organization Information

**Legal Organization Name:** \_\_\_\_\_

**DUNS Number:** \_\_\_\_\_

Financial Stability and Quality of Management Systems		
Requirement	Yes	No
1. Has your organization received a Federal award within the past 3 years?	<input type="checkbox"/>	<input type="checkbox"/>
2. Does your organization utilize accounting software to manage your financial records?	<input type="checkbox"/>	<input type="checkbox"/>
3. Does your accounting system identify the receipt and expenditure of program funds separately for each grant?	<input type="checkbox"/>	<input type="checkbox"/>
4. Does your organization have a dedicated individual responsible for monitoring organizational funds, such as an accountant or a finance manager?	<input type="checkbox"/>	<input type="checkbox"/>
5. Does your organization separate the duties for staff handling the approval of transactions and the recording and payment of funds?	<input type="checkbox"/>	<input type="checkbox"/>
6. Does your organization have the ability to specifically identify and allocate employee effort to an applicable program?	<input type="checkbox"/>	<input type="checkbox"/>

7. Does your organization have a property /inventory management system in place to track location and value of equipment purchased under the award?

**Audit Reports and Findings**

Requirement	Yes	No
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1. Has your organization been audited within the last 5 fiscal years? <i>(If the answer is “Yes” and this report was issued under the Single Audit Act please note this in the box below marked “Additional Information” and if not issued under the “Single Audit Act”, please attach a copy or provide a link to the audit report in the Hyperlink space below).</i>	<input type="checkbox"/>	<input type="checkbox"/>
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2. If your organization has been audited within the last 5 fiscal years, was there a “Qualified Opinion” or an “Adverse Opinion”?	<input type="checkbox"/>	<input type="checkbox"/>
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3. If your organization has been audited within the last 5 fiscal years, was there a “Material Weakness” disclosed?	<input type="checkbox"/>	<input type="checkbox"/>
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4. If your organization has been audited within the last 5 fiscal years, was there a “Significant Deficiency” disclosed?	<input type="checkbox"/>	<input type="checkbox"/>
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Hyperlink (if available):

Additional information including expanding on responses in previous sections:

**Applicant Certification**

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

<b>Authorized Representative’s Signature:</b> _____ <b>Date:</b> _____
<b>Name:</b> _____
<b>Phone:</b> _____
<b>Email:</b> _____