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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 XXXX, 201X

Application Submission Date  
XXXX, 201X

Award Date: XXXX, 201X

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## **I. PROGRAM DESCRIPTION**

### **A. 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 Food Distribution Programs on Indian Reservations (FDPIR) to conduct nutrition education activities for FDPIR and FDPIR-eligible participants.

### **B. Description of the Opportunity**

Since 2008, the USDA Food and Nutrition Service (FNS) has provided Food Distribution Program Nutrition Education (FDPNE) grants to Indian Tribal Organizations (ITOs) and State agencies (SAs). The primary goal of the FDPNE grants program is to fund current FDPIR allowance holders (i.e., an entity that has a direct agreement with FNS to administer FDPIR) to provide nutrition education services to FDPIR participants.

### **C. Indicators of Successful Applications Include:**

- 1) Clear documentation of the target audience that will benefit from activities;
- 2) Selection of goals as directed in this RFA;
- 3) Selection of activities that relate to selected goals;
- 4) Budget narratives that document expenses related to goals and activities;
- 5) Documentation of the number of participants expected to benefit from activities; and
- 6) 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, the Indian Health Service, Tribal colleges, Cooperative Extension, and Let's Move in Indian Country.

## **II. FEDERAL AWARD INFORMATION**

### **A. Total Funding**

FNS expects to award administrative funding totaling approximately \$1 million in fiscal year (FY) 201X for Food Distribution Program Nutrition Education (FDPNE) projects.

In prior years, individual awards ranged from \$3,000 to \$200,000. 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.

**B. Procurement Contracts may be awarded.**

**C. Anticipated Award Date**

FNS anticipates awarding these grant projects in spring 201X.

**D. Period of Performance**

The period of performance of these grants is one year. All grant funds must be obligated and all program activities under the grant project (other than activities relating to the close out of the grant) must be completed by the end of the award period.

**E. Obligation and Liquidation of Funds**

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 and final financial status reports are due to FNS no later than 90 days following the end of the grant award period.

**F. Incentive and Reinforcement Materials for Participants**

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:

- 1) Must have a direct relationship to project goals and objectives.
- 2) Must not cost more than \$4.00 per item.
- 3) FNS shall apply the general rules for determining allowable and reasonable costs, as described in Federal regulations. Items not allowable include celebratory items, items designed primarily as staff rewards, and items that are not reasonable or necessary and/or have no nutrition education message.
- 4) Under Federal regulations 2 CFR part 200, any material developed under this grant may be copyrighted; however, the Federal government retains a royalty-free right to use and authorize others to use the material. This applies to any material developed whether copyrighted or not.

**G. Examples of Activities and Services that MAY BE Funded through FDPNE**

The items listed below are examples of activities and services that may be funded through FDPNE. 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 the Indian Health Service), 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.

- 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
- 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, and the purchase of 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 – Reasonable costs for local public service radio, or 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 <http://www.choosemyplate.gov/>. Provision of a dedicated work area (with Internet access) for individuals to use at FDPIR facilities or collaboration with Tribal schools, libraries or other facilities for participant access to a work area with Internet access.
  - 8) What’s Cooking? USDA Mixing Bowl Promotion - Instruction to FDPIR participants and potentially eligible persons on accessing <http://www.whatscooking.fns.usda.gov>, a Food, Nutrition and Consumer Services recipe search Web site. Provision of a dedicated work area (with Internet access) for individuals to use at FDPIR facilities or collaboration with

Tribal schools, libraries or other facilities for participant access to a work area with Internet access.

#### **H. Examples of Items that will not be Funded through FDPNE**

See the list below for examples of activities or items that will not be funded through FDPNE grant funds.

- 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.

### **III. ELIGIBILITY INFORMATION**

#### **A. Eligible Applicants**

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.

#### **B. 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 funds 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](http://www.fns.usda.gov/fdd/forms/fns_instructions.htm) or [FNS Handbook 501](#), section 2102 at [http://www.fns.usda.gov/sites/default/files/FNSHANDBOOK501\\_Chap2\\_9-2013.pdf](http://www.fns.usda.gov/sites/default/files/FNSHANDBOOK501_Chap2_9-2013.pdf).

**C. Other Eligibility Criteria**

FNS will accept only one application from each organization or consortium.

**IV. APPLICATION AND SUBMISSION INFORMATION**

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

XXX XXXX, Grants Officer  
Grants Management Operations Branch  
Grants and Fiscal Policy Division  
U.S. Department of Agriculture, FNS  
3101 Park Center Drive Room 740  
Alexandra, VA 22302  
E-mail: XXXXX

**B. Application Format**

FNS strongly encourages eligible applicants interested in applying for this grant to adhere to the following applicant format. Type the proposed project plan 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 summary with relevant information should be captured on no more than two pages. See the information below for details regarding the required application format.

**Number all pages, excluding the forms.**

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

**C. Application Content – Attachment A**

Applicants must use the format provided in Attachment A, Application Content, to prepare an Application package. **Instructions for Attachment A begin on page 21. Attachment A provides instructions for describing your project** and contains the following sections. Your application must not exceed the number of pages indicated below, except for other required forms and agreements.

- 1) Cover Sheet: Applicant Information (one page). The cover page should include, at a minimum:
  - a. Applicant’s name and mailing address
  - b. Primary contact’s name, job title, mailing address, phone number and e-mail address
  - c. Grant program title and subprogram title (if applicable)
- 2) Table of Content (one page)
- 3) Organization Information (one page)

- 4) Application Project Summary (two pages). The project narrative should clearly identify what the applicant is proposing and how it will address a solution, the expected results, and/or benefits once the solution is achieved, and how it will meet the RFA program scope and objectives.
- 5) Goal Selection (one page)
- 6) Project Activities and Timeline (up to three pages). Note: Applicants must provide the number of participants expected to benefit from each activity.
- 7) Progress and Success Chart (one page)
- 8) Budget Narrative Format Requirement (up to five pages). The budget narrative should correspond with the proposed project narrative and application budget. The narrative must justify and support the bona fide needs of the budget's direct cost. If the budget includes indirect costs, the applicant must provide a copy of its most recently approved Federal indirect cost rate agreement. All non-profit organizations must include their 501(c)(3) determination letter issued by the Internal Revenue Service (IRS).

**C. Required Grant Application Forms and Information.**

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

- 1) Non-Construction Grant Projects Forms: SF-424 Family
  - Application and Instruction for Federal Assistance (SF424)
  - Budget Information and Instruction (SF-424A)
  - Assurance-Non-Construction Programs (SF-424B)
- 2) 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."

**D. Special Instructions**

- 1) Late application submission will not be considered in this competition. FNS will not consider additions or revisions to applications once they are received.
- 2) FNS will not consider applications submitted without the required supporting documents, forms, and certification.
- 3) Applications not submitted via the Grants.gov portal will not be considered.
- 4) 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 through future appropriations.



- 5) Grant awards are subject to the availability of funds.
- 6) Applicants must adhere to the budget narrative format documented in Attachment A .

**E. Copy of most recent Indirect Cost Rate Agreement**

**If requesting Indirect costs, the applicant must submit a copy of its most current approved Indirect Cost Rate agreement.**

**F. Other required documents, as needed, for example:**

- 1) 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;
- 2) Copies of Memoranda of Understanding with partners (if appropriate); and
- 3) A statement requesting waiver of the match requirement (if appropriate).

**G. Electronic Submission: The complete application must be uploaded to [www.grants.gov](http://www.grants.gov) by 11:59 PM, Eastern Standard Time, on (RFA DUE DATE).** 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.

**H. Dun and Bradstreet (DUNS) Number**

In order to submit an application via 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 grants.gov. The applicant is strongly advised to allow ample time to initiate the grants.gov 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/>.

- 1) **Obtaining a DUNS Number:** If your organization does not have a DUNS number, or if you are unsure of your organization's number you may 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. Please allow ample time to obtain a DUNS number as it may take several days to process.
- 2) **System for Award Management (SAM)**
  - a) The System for Award Management (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:

- b) **SAM Registration:** SAM has replaced CCR. For applicant organizations 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>.**
  
- c) **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** grant the due date of the grant solicitation.

#### **I. Grants.gov Registration:**

All applications must be submitted through the grants.gov system. To submit an application via grants.gov, applicants must have obtained a Data Universal Numbering System (DUNS) number and must register in both the Systems for Award Management (SAM) and grants.gov. **The applicant is strongly advised to allow ample time to initiate the grants.gov submission process.** Visit the following websites to obtain additional information on obtaining a DUNS number ([www.dnb.com](http://www.dnb.com)) and register in SAM (<https://www.sam.gov/portal/public/SAM/>).

**Organizations must complete registration at SAM, as well as register on Grants.gov.**

Access the Grants.gov registration process 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.

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

#### **Grants.gov Restrictions on File Names**

**NOTICE:** 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) at <http://www.grants.gov/web/grants/applicants/applicant-faqs/grant-application-faqs.html>.

**a) Special Characters. Grants.gov does not accept special characters.**

- Do not use special characters such as **&, -, \*, %, /, or #** within grants.gov application form fields.
  - Do not use periods (.), blank spaces or accent marks;
  - An underscore may be used. Use underscore (example: Sample\_File.pdf) to name file attachments;
- **Not following the guidelines may result in rejection of the application; and**
- **FNS will not accept applications rejected from the [www.grants.gov](http://www.grants.gov) system due to incorrect naming conventions.**

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.

**J. Submission Dates and Times**

Application Due Date: The complete application must be uploaded on [www.grants.gov](http://www.grants.gov) by 11:59 PM, Eastern Standard Time (**insert the due date**). 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](http://www.grants.gov) should contact the grants officer listing above for further instructions.

- K. Electronic Submission: The complete application must be uploaded to [www.grants.gov](http://www.grants.gov) by 11:59 PM, Eastern Standard Time, on **(RFA DUE DATE)**. Applications received after the deadline date are 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.**

**Applicants experiencing difficulty submitting applications to [www.grants.gov](http://www.grants.gov) should contact the grants officer listing below for further instructions.**

XXX XXXX, Grants Officer  
Grants Management Operations Branch  
Grants and Fiscal Policy Division  
U.S. Department of Agriculture, FNS  
3101 Park Center Drive Room 740  
Alexandra, VA 22302

## **V. APPLICATION REVIEW INFORMATION**

### **A. Review Criteria**

FNS will pre-screen all applications to ensure that they contain the required documents and information. If an application does not include all appropriate information, FNS will consider the application to be non-responsive and will eliminate it from further evaluation.

### **B. Review and Selection Process**

Following the initial screening process, FNS will assemble a peer panel group to review and determine the technical merits of each application. The peer panel will evaluate the proposals based on how well they address the required application components. The peer 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. 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 through future appropriations. FNS reserves the right to fund any submitted grant project, in totality or in part. **FNS anticipates notifying participants of awards by spring 201X.**

### **C. Evaluation Factors and Criteria used to 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) Timeline appears reasonable and feasible given proposed activities;
- c) The application documents methods that will determine progress and successes and the number of participants reached through activities;
- d) The method(s) selected to monitor progress and success is sufficient to determine if goals are accomplished; and
- e) All application content requirements, as listed in Attachment A of this RFA are included.

#### **2) Budget Appropriateness (30 points)**

- a) Attachment A contains the budget narrative format required with instructions and details for documenting the expenditure of grant funds;
- b) The budget is consistent with project goals and activities;

- c) Calculations of all costs, including the match requirement, are correct; and
  - 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 applicant documented the target audience. The target audience is appropriate;
  - b) Proposed project is original and creative as documented in the Project Summary;
  - c) The applicant documented how it will continue these activities after the funding period ends; and
  - 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.

**U.S. Department of Agriculture (USDA) Place Based Initiatives (5 BONUS POINTS)**

Proposals with projects that include interventions in communities that have been designated USDA Place Based Initiatives will receive five bonus points added to their total evaluation score. Place Based initiatives are detailed in section VIII of this solicitation.

**VI. FEDERAL AWARD ADMINISTRATION INFORMATION**

**A. 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' 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.

**B. Administrative and National Policy Requirements**

**1) Confidentiality of an Application**

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

## **2) Conflict of Interest and Confidentiality of the Review Process**

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

## **3) Administrative Regulations**

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

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

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

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

The grant recipient must also register its DUNS number in the new Systems for Award Management (SAM). SAM has replaced CCR. 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 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> or at [www.sam.gov](http://www.sam.gov).

FNS may not make an award to an applicant until the applicant has complied with the requirements described in 2 CFR 25 to provide a valid DUNS number and maintain 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, current SAM registration is required. A primary grantee and first-tier sub-grantees must also report total compensation for each of its five most-highly compensated executives. Every primary and first-tier grantee must obtain a DUNS number prior to being eligible to receive a grant or sub-grant award. Additional information will be provided to grant recipients upon award.

Duncan Hunter National Defense Authorization Act of Fiscal Year 2009, Public Law 110-417 Section 872 of this Act requires the development and maintenance of a Federal Government information system that contains specific information on the integrity and performance of covered Federal agency contractors and grantees. The Federal Awardee Performance and Integrity Information System (FAPIIS) were developed to address these requirements. FAPIIS contains integrity and performance information from the Contractor Performance Assessment Reporting System, information from the SAM 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.

#### **4) 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.

*On December 26, 2013, the Office of Management and Budget (OMB) issued guidance streamlining the requirements of OMB Circulars. This guidance is contained at 2 CFR chapters I and II and is effective December 27, 2014. All organizations must adhere to this guidance for all Federal grant awards issued on or after December 27, 2014.*

#### 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 200: “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards”

- 2 CFR 400: “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:

XX XXXX, Grants Management Operations Branch  
 Grants and Fiscal Policy Division  
 U.S. Department of Agriculture, FNS  
 3101 Park Center Drive Room 740  
 Alexandria, VA 22302  
 E-mail: [kimberly.shields@fns.usda.gov](mailto:kimberly.shields@fns.usda.gov)

### **C. Financial Reporting**

- 1) 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. Detailed instructions for reporting will be included in the FNS Federal financial assistance award package. Financial Status reports are administered by the recipients FNS regional office staff. Regional office staff should be contacted with questions regarding these reports.
- 2) Quarterly Reporting: Use Form SF-425, Federal Financial Report, to report status 30dayafter the end of each quarter for which funding is received. (For example January 30, April 30, July 30, and October 30.)
- 3) 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 90 days after the end of the project period of performance. The award package specifies the due date.



- 4) 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.
- 5) 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.

#### **D. Progress Reporting**

The recipient will be responsible for managing and monitoring the progress of the grant project activities and performance. The recipient may be required to submit performance/progress reports to FNS using SF-PPR, Periodic Progress Report. The award document will indicate the reporting schedule for submitting project performance/progress reports to FNS. The award terms and conditions specify additional reporting requirements.

### **VII. FEDERAL AWARD AGENCY CONTACT**

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

XXX XXXX, Grants Management Operations Branch  
Grants and Fiscal Policy Division  
U.S. Department of Agriculture, FNS  
3101 Park Center Drive Room 740  
Alexandra, VA 22302  
E-mail: XX XXXXXX

### **VIII. OTHER INFORMATION**

#### **A. Projects that Include U.S. Department of Agriculture (USDA) Place Based Initiatives**

Proposals with projects that include interventions in communities that have been designated USDA Place Based Initiatives will receive five bonus points added to their total evaluation score. The USDA Place Based Initiatives include but are not limited to:

- 1) **StrikeForce for Rural Growth and Opportunity (SF)** – StrikeForce aims to create self-sustaining, long-term economic development in persistent poverty rural communities by increasing investment through intensive outreach and stronger partnership with community leaders, businesses, and foundations. StrikeForce seeks to improve food security by increasing access to safe and nutritious foods.

- 2) **Promise Zones (PZ)** - Promise Zones are part of the President's plan where the Federal government partners with and invests in selected high-poverty urban, rural, and tribal communities. Promise Zones leverage Federal resources to build up existing local capacity to create jobs, increase economic security, leverage private investment, expand educational opportunities, increase access to quality affordable housing, reduce violent crime, and improve public safety.
- 3) **White House Council on Strong Cities, Strong Communities (SC2)** – As part of the President's priority to strengthen the middle class, create jobs, and build ladders of opportunity, SC2 seeks to increase cooperation between community organizations, local leadership, and the federal government. SC2 pairs on the ground Federal inter-agency teams with the Mayor and city leadership to support the community's vision for economic development. These SC2 Teams offer technical assistance and expertise to help leverage existing Federal resources to grow local capacity and stimulate economic growth in distressed areas.
- 4) **Partnership for Sustainable Communities** - The Partnership for Sustainable Communities works to coordinate federal housing, transportation, water, and other infrastructure investments to make neighborhoods more prosperous, allow people to live closer to jobs, save households time and money, and reduce pollution.
- 5) **Know Your Farmer, Know Your Food (KYF2)** - KYF2 strengthens the connection between farmers and consumers to better meet critical goals, including reinvigorating rural economies, promoting job growth, and increasing healthy and local food access in America. Through KYF2, USDA integrates programs and policies that stimulate food- and agriculturally-based community economic development, foster new opportunities for farmers and ranchers, and cultivate healthy eating habits and educated consumers.

## **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 11:59 PM, Eastern Standard time on **[add the deadline date]**. The following checklist has been prepared to assist in ensuring that the proposal is complete and in the proper order prior to submission.

- ✓ Read the RFA carefully, usually more than once.
- ✓ Have you obtained a Dun and Bradstreet Data Universal Numbering System (DUNS) number and registered the number in the System for Award Management (SAM)?
- ✓ Have you verified that your SAM Registration is active?
- ✓ Have you registered your entity 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 forms as shown under the Required Grant Applicant Forms section 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?
- ✓ Is the project's proposal clearly stated?
  - Does it comply with any format requirements?
  - Does it comply with the page limitation?
  - Most importantly, does it directly relate to the RFA's objectives and priorities?
  - Do not assume that reviewers know anything about your organization and its work.
- ✓ Have one or more persons read your proposal that did not participate in its writing and ensure that it was clear to them?
- ✓ Does the proposed project and budget meet the bona fide needs of the RFA?
- ✓ Is the budget summary included?
  - Does it match with 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.

### **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 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.

	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 (FTE)?		
<b>Fringe Benefits</b>		

Did you include your organization's fringe benefit amount along with the basis for the computation?		
Did you list the type of fringe benefits to be covered with Federal funds?		
Travel		
Are travel expenses itemized? For example origination/destination points, number and purpose of trips, number of staff traveling, mode of transportation and cost of each trip.		
Are the Attendee Objectives and travel justifications included in the narrative?		
Is the basis for the lodging estimates identified in the budget? For example include excerpt from travel regulations.		
Equipment		
Is the need for the equipment justified in the narrative?		
Are the types of equipment, unit costs, and the number of items to be purchased listed in the budget?		
Is the basis for the cost per item or other basis of computation stated in the budget?		
Supplies		
Are the types of supplies, unit costs, and the number of items to be purchased reflected in the budget?		
Is the basis for the costs per item or other basis of computation stated?		
Contractual: (FNS reserves the right to request information on all contractual awards and associated costs after the contract is awarded.)		
Has the bona fide need been clearly identified in the project description to justify the cost for a contract or sub-grant expense(s) shown on the budget?		
A justification for all Sole-source contracts must be provided in the budget narrative prior to approving this identified cost.		
Other		
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.		
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.		

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

**ATTACHMENT A**

**IMPORTANT! The pages that follow, Appendix A, contain application content templates. You must use the format documented in the templates to document project content. Upload the pages, along with all required forms, at grants.gov.**

**FOOD DISTRIBUTION PROGRAM NUTRITION EDUCATION (FDPNE)  
GRANT APPLICATION - FISCAL YEAR 201X**

**CFDA#: 10.594**

<b>SECTION 1: APPLICANT INFORMATION</b>	
ORGANIZATION NAME:	
ORGANIZATION ADDRESS:	
NAME OF CONTACT PERSON AND	

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

**SECTION 2: TABLE OF CONTENTS**  
**ADD YOUR TABLE OF CONTENTS BELOW**

### **SECTION 3: 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 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 4: PROJECT SUMMARY**

**Instruction:** Use the space below to provide a short summary of the project. The following information must be included.

- 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. We recommend that a Project Director contribute a minimum of 25% time for complex projects to oversee complex projects.
- 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, and 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 5: PROJECT GOALS

### Instruction:

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

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
- d) Enjoy your food, but eat less. Avoid oversized portions

**Optional Goals:** You may select additional goals from the list below (e through j). Place an X on a line below if you are selecting optional goals

- e) Make half your plate fruits and vegetables
- f) Eat more whole grains
- g) Switch to fat-free or low-fat dairy products
- h) Enjoy your food, but eat less. Avoid oversized portions
- i) Write your own nutrition goal. Use the line below this to write the goal. Base the goal on the latest recommendations found in the *2010 Dietary Guidelines for Americans* at <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>.

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j) Be more physically active. **If you select this goal, you must explain how you will include nutrition education messages with your physical activities. You may not choose this option as the only goal for your project.**

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**SECTION 6: PROJECT ACTIVITIES and TIMELINE**

**Instruction: Select activities that will accomplish project goals. Write the timeline and # of participants you expect to reach. (Items selected here should match activities documented in Section 4: Project Summary.) Add activities you plan to conduct that are not listed here.**

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

<b>SECTION 7: PROGRESS and SUCCESS CHART</b>	
<b>Instruction:</b> Choose the method(s) you will use to monitor the progress and success of your FY201X 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.	<b>Select the method(s) you will use (X)</b>
Participant Surveys	
Results of tests administered before and after educational sessions, 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 and participants observed)	
Photos or videos	
Other: Please Explain	
Other: Please Explain	
Other: Please Explain	

**SECTION 8: 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.

<b>Budget Categories</b>	<b>Federal Amt. Requested</b>	<b>Non-Federal Amt. Contributed</b>	<b>Total Amt.</b>	<b>Narrative/Justification</b>
<b>Total Cost: Personnel</b>				
<b>Total Cost: Fringe Benefits</b>				
<b>Total Cost: Out of State Travel</b>				
<b>Total Cost: Local Travel</b>				
<b>Total Cost: Equipment</b>				
<b>Total Cost: Office Supplies</b>				
<b>Total Cost: Other Supplies</b>				
<b>Total Cost: Contractual Staff</b>				
<b>Total Cost: Contractual Other</b>				
<b>Total Cost: Nutrition Education Materials</b>				
<b>Total Cost: Physical Activity Materials</b>				
<b>Total Cost: Program Incentives</b>				
<b>Total Direct Charges</b>				

<b>Indirect Charges</b>				
<b>Total Project Cost</b>				
<b>Amount Needed to meet Match Requirement</b>				
<b>Total Federal Request for FDPNE</b>				

Provide the Indirect Cost Rate applied to your budget narrative  \_\_\_\_\_

Provide the Match Requirement % applied to your budget narrative  \_\_\_\_\_

