



## Supplemental Nutrition Assistance Program (SNAP), Non-Competitive Earnings Verification Support Grants

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### Fiscal Year 2024 Notice of Funds Availability (NOFA)

**Assistance Listing Number (ALN): 10.561**

**Release Date: XXXX**

**Application Due Date: XXXX Eastern Daylight Time (EDT)**

**Anticipated Award Date: XXXX**

**OMB BURDEN STATEMENT:** This information is being collected to assist the Food and Nutrition Service in supporting the verification of earned income in SNAP. This is a voluntary collection and FNS will use the information to award funds to all the State agency applicants that submit a complete application package which shows they will use the funds for the stated objectives for this grant, as outlined in this NOFA. This collection does not request any personally identifiable information under the Privacy Act of 1974. According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0512. The time required to complete this information collection is estimated to average 17 hours per response, including the time for reviewing instructions, searching existing data sources, gathering information needed, and completing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Food and Nutrition Service, Office of Policy Support, 1320 Braddock Place, 5th Floor, Alexandria, VA 22314 ATTN: PRA (0584-0512). Do not return the completed form to this address.

**DATE:** XXXX, 2024

**SUBJECT:** Supplemental Nutrition Assistance Program (SNAP) -- Non-Competitive  
Earnings Verification Support Grants: Notice of Funding Availability (NOFA)

**TO:** Directors, Supplemental Nutrition Assistance Program (SNAP), All States  
Regional Directors, Supplemental Nutrition Assistance Program (SNAP), All  
Regions  
Regional Directors, Grants Management and Administrative Services Division  
(GMAS), All Regions

The Food and Nutrition Service (FNS) is pleased to announce a non-competitive grant opportunity to support SNAP State agencies' use of electronic earned income verification services. Approximately \$XX million is available for these grants for Fiscal Year (FY) 2024

These funds are provided under the authority of the Consolidated Appropriations Act, 2021 (P.L. 116-260). Funds are being offered noncompetitively using a formula-based distribution approach and will be available for the 53 State agencies that administer SNAP.

The proposed award period of performance will begin XXXX, and ends XXXX.

## **BACKGROUND**

Beginning with the Consolidated Appropriations Act, 2021 (P.L. 116-260), Congress has authorized \$XX million annually to support SNAP State agencies' use of electronic earned income verification services. Section 11(e)(3) of the Food and Nutrition Act of 2008 (the Act) requires that SNAP State agencies verify the income of applicants at initial certification and recertification.

In recent years, many States have contracted with commercial vendors to use third-party income databases (TPIDs) that provide electronic verification of employment and earnings. Starting in FY 2020, FNS used appropriated funding to conduct research on States' use of TPID services. FNS also offered grant funds for State participation in pilot evaluations to gain insight on their use of TPIDs and how FNS could effectively support States' efforts.

On XXXX, FNS awarded contracts to two vendors for the SNAP Earnings Verification Service (SNAP EVS). The SNAP EVS provides participating State agencies with access to two commercial databases of employment and earnings records. Throughout FY 2024, FNS collected data on SNAP EVS usage from the vendors and gathered feedback and perspectives from State agencies. Based on all available information, FNS has decided to offer the \$XX million appropriated in FY 2024 as noncompetitive grants in support of State's use of electronic earned

income verification services. States will also continue to have access to one commercial database of employment and earnings records, provided by Experian, through the SNAP EVS.

### **GRANT AWARDS**

FNS is offering \$XX million in grant funding to support SNAP State agencies with their efforts to electronically verify SNAP applicant and recipient employment and earnings.

These grants will allow SNAP State agencies to continue the use of TPID services under their own State contracts, to procure new State contracts to support electronic verification of employment and earnings, or to explore and test alternative methods to electronically verify employment and earnings. Offering this financial support through noncompetitive grants will allow SNAP State agencies the autonomy and flexibility to determine how to use the funds to best support their specific needs.

### **FUNDING LEVELS**

As noted above, a total of \$XX million is available for the 53 State agencies that administer SNAP to support their use of electronic earned income verification services. FNS will distribute the \$XX million in noncompetitive grant funds proportionally, based on the number of SNAP participants with earnings in each State. Please see the section entitled “Funding Chart” below for each State’s allocation. The number of participants with earnings in each State was estimated using the most recent information available, which is quality control sample data used for the FY 2022 report on the Characteristics of SNAP Households. States may apply for grant funds up to, but not to exceed, the amount shown in the funding chart included with this announcement.

Following the grant application period, if funds remain available, FNS will reallocate the remaining funds among approved State agency applicants using the same approach. State agencies that have applied for these funds and wish to receive any additional reallocated funding will need to submit revised paperwork to reflect the new amounts. State agencies are not required to accept additional funding however they will have the option of accepting additional funding should these funds become available.

### **ELIGIBILITY**

This funding opportunity is limited to the 53 State agencies that administer SNAP. SNAP State agencies must apply and submit the required documents listed below to receive funds and participate in this non-competitive grant.

#### **Assistance Listing Number**

- The Assistance Listing Number (ALN), formerly referred to as the Catalog of Federal Domestic Assistance number for this grant project award is: 10.561.

## How to Apply

States must apply at <https://www.grants.gov>. From the home page click “Get Started”, then search for the opportunity number: USDA-FNS-SNAP-24-EVS. Mailed, emailed, or hand-delivered applications **will not be considered**.

In order to submit an application using the Grants.gov system, States must have a valid Unique Entity Identifier (UEI) number and register in both the System for Award Management (SAM) and on [Grants.gov](https://www.grants.gov).

Complete grant applications must be uploaded to Grants.gov by no later than 11:59 PM Eastern Time on **XXXX**.

### Required Documentation:

- SF-424 Application and Instruction for Federal Assistance (SF-424)
  - Proposal and budget narrative, described below.
  - SF-424A Budget Information and Instruction (SF-424A)
  - SF-424B 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.”
  - FNS-906, Risk Assessment Questionnaire
  - Financial Stability and Quality Management Questionnaire Grant Agreement: To apply for a non-competitive grant, interested States must submit a one-page proposal and accompanying one page budget narrative.
- A one-page proposal and budget narrative is also required and must include the following information. **Note:** a suggested format can be found within the memo entitled “Earnings Verification Support Grant Proposal Suggested Format”.
    - The amount of Federal funds requested up to the cap per State (see the funding chart included with this announcement);
    - A description of how the State intends to use the funding in relation to electronic employment and earnings verification services. Examples of covered uses are provided below; however, the State may propose additional uses related to the objective of the grant.
      - o Funding TPID services under current State contracts;
      - o Procuring new State contracts to support electronic verification of employment and earnings;
      - o Exploring and testing alternative methods to electronically verify employment and earnings;
    - A narrative description of the Federal funds requested in SF-424A that explains how much of the funds the State expects to allocate to each of the activities listed in the description of how funds will be used.

All Standard forms can be found on [Grants.gov](https://www.Grants.gov) (where they must be opened in Adobe and saved as a PDF) or as an attachment to this announcement. Please ensure all Standard Forms (SF-424, SF-424A, SF-424B, FNS-906, SF-LLL disclosure form, if required) are signed.

For questions or technical assistance regarding this NOFA, please contact the Grant Officer:  
XXXXXXX

Grant Officer, Grants and Fiscal Policy Division  
U.S. Department of Agriculture, FNS  
Email: XXXXXXX

## **AWARD**

State agencies are responsible for signing a FNS-529, Grant Award Agreement, accompanied by Standard Terms and Conditions and returning it to Benjamin Snyder, Grant Officer per the instructions in the Grant Award letter. The FNS-529, Grant Award Agreement, does require a wet signature.

Funding for these grants will be provided through the Grant Award/Letter of Credit process, once the FNS-529, Grant Award Agreement is signed by both USDA FNS and the grantee. This will require completion of an Automated Standard Application for Payment (ASAP) setup form so that FNS may set up the Letter of Credit by which your award funds will be made available to you. This form is required regardless of whether a grantee has an ASAP account or not. ASAP.gov is a secure, web-based electronic payment system that allows recipients to access their funding. For additional information on ASAP.gov, please visit <https://www.ASAP.gov>

## **Period of Performance**

- The period of performance for this project begins XXXXX, and ends XXXXX.

## **REPORTING**

### **Progress Reporting:**

State agencies that receive awards will be required to provide an annual FNS-908 Performance Progress Report and final report submitted to the grant officer identified above, as a PDF (not Word or Excel). The annual progress report must be submitted no later than 30 days following XXXXXX. A final progress report is due 120 days after the termination date of the project. Additional instructions on the submission of the FNS-908 will be provided in the award letter and can be found in the Terms and Conditions of the Award.

### **Financial Status Reporting:**

Selected applicants are required to electronically enter the quarterly and final financial status report (SF-425) into the FNS Food Program Reporting System (FPRS) under the report name "FY 2024 SNAP Earnings Verification Support Grant". This report must be entered into the FPRS

within 30 days after the close of each Federal quarter. The final Financial Report must be entered into FPRS within 120 days of the termination date of the grant project. State agency staff who do not already have access to the “FY 2024 SNAP Earnings Verification Support Grant” report in FPRS will need to submit an FNS-674 to the grant officer listed above. The FNS-674 can be found on the FPRS Welcome page (Click Here: <https://fprs.fns.usda.gov/>).

**GRANT AMENDMENTS**

After being awarded grant funds, all grant amendments must be approved by FNS. This includes prior approval for any budget revision that involves a shift of funds among line-items in excess of 10% of the total approved grant budget as last approved by FNS. Such revisions must be submitted in writing with a revised budget in the same format as the original budget. All other requirements within 2 CFR 200.308 shall also apply. Budget revisions that involve a shift of funds less than 10% of the total approved grant budget do not require prior approval but the grantee must submit a copy of the revised budget to the grant officer and program officer.

All grant amendments must be requested by the State agency via a written letter sent to the Grant Officer, at least 30 calendar days before the end of the grant’s performance period. Any request received after this time will not be considered.

All questions regarding this NOFA should be directed to the grant officer identified above.

**Funding Chart**

The chart below lists the maximum amount of funds initially available to each State agency. Note that if funds remain available following the grant application period, FNS will reallocate the remaining funds among approved State agency applicants.

<b>State</b>	<b>Maximum Grant Amount (To be provided when FNS releases RFA)</b>
Alabama	
Alaska	
Arizona	
Arkansas	
California	
Colorado	
Connecticut	
Delaware	
District of Columbia	
Florida	
Georgia	

Guam	
Hawaii	
Idaho	
Illinois	
Indiana	
Iowa	
Kansas	
Kentucky	
Louisiana	
Maine	
Maryland	
Massachusetts	
Michigan	
Minnesota	
Mississippi	
Missouri	
Montana	
Nebraska	
Nevada	
New Hampshire	
New Jersey	
New Mexico	
New York	
North Carolina	
North Dakota	
Ohio	
Oklahoma	
Oregon	
Pennsylvania	
Rhode Island	
South Carolina	
South Dakota	
Tennessee	
Texas	
Utah	
Vermont	
Virgin Islands	
Virginia	
Washington	
West Virginia	
Wisconsin	
Wyoming	

*Key Dates and Deadlines*

XXXXXXXX (11:59PM Eastern Time)	Date by which State agencies submit their SF-424, Grants Application Package.
Details Provided in Award letter	Date by which State agencies must sign their new FNS-529, Grant Award Agreement.
XXXXXXXX, through XXXXXX	Period of Performance
XXXXXXXX	Date by which States must fully obligate their funds.

**Rachel Frisk**  
Director  
Program Administration and Nutrition Division  
Supplemental Nutrition Assistance Program

**Lynn Rodgers-Kuperman**  
Director, Grants and Fiscal  
Policy Division  
Financial Management



**Supplemental Nutrition Assistance Program (SNAP) Earnings Verification and Support Grants  
Suggested Format for Required One-Page Proposal and Budget Narrative**

State agency:

Amount of funds requested:

Description of how funds will be used:

*Briefly explain how the State agency intends to use the funding in relation to electronic employment and earnings verification services.*

Budget Narrative:

*Indicate how much of the requested funds the State agency expects to use towards each activity listed in the description above.*