

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



REQUEST FOR APPLICATIONS

Center of Excellence for Food Safety Research in Child Nutrition Programs

CFDA # 10.585

Application Due Date: January 14, 2011

OMB BURDEN STATEMENT: Public reporting burden for this collection of information is estimated to average 80 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. **An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.** 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 Research and Analysis (#0584-0512), Alexandria, VA 22302. Do not return the completed application to this address.

USDA Food and Nutrition Service
CENTER OF EXCELLENCE FOR
FOOD SAFETY RESEARCH IN CHILD NUTRITION PROGRAMS
REQUEST FOR APPLICATIONS

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Critical Dates for Cooperative Agreement

Center of Excellence for Food Safety Research in Child Nutrition Programs

November 24, 2010	Release of RFA
December 3, 2010, 2 pm EST	Webinar
January 14, 2011	Applications Due to FNS
February 25, 2011	Award Recommended
March 15, 2011	Cooperative Agreement in Place and Funds Available

USDA FOOD AND NUTRITION SERVICE
CENTER OF EXCELLENCE FOR
FOOD SAFETY RESEARCH IN CHILD NUTRITION PROGRAMS
REQUEST FOR APPLICATIONS

INTRODUCTION

The United States Department of Agriculture (USDA), Food and Nutrition Service (FNS) seeks to establish a Center of Excellence for Food Safety Research in Child Nutrition Programs. FNS provides assistance for the National School Lunch Program (NSLP), School Breakfast Program (SBP), Fresh Fruit and Vegetable Program (FFVP), Child and Adult Care Food Program (CACFP), Summer Food Service Program (SFSP), Special Milk Program (SMP), Seamless Summer, and Afterschool Snacks.

There currently is a paucity of research focusing on food safety related to these programs, and schools, in particular, which continue to change and expand. For example, funding has increased to support the FFVP, farm-to-school purchasing, and school gardens, but little is known about how the implementation of these programs affects food safety. The school environment is complex. Not only are school foodservice personnel involved with these programs, but also administrators, teachers, and volunteers may be actively involved. Thus, the total school environment must be considered when addressing food safety questions.

A new and holistic research approach is needed to determine how new initiatives and emerging science affect food safety in these programs. There is a clear need for multidisciplinary research, both basic and applied, that draws expertise from fields such as foodservice management, food safety, food microbiology, agricultural production (both livestock and plants), education, psychology, sociology, research design, and statistics to examine food safety in the school and child care environments. This concept will result in the development of a new field of research in school food safety. FNS envisions that the Center will address current food safety research needs identified by FNS and Center personnel working cooperatively, demonstrate flexibility in addressing these needs, and provide the level of staffing to deliver relevant and timely results.

Center Goals

FNS has established the following goals for the Center:

1. Provide a multidisciplinary approach to basic and applied food safety research needs related to child nutrition programs.
2. Conduct applied studies to resolve food safety issues in schools and other child nutrition programs and convey those findings in a way that facilitates the transfer of knowledge to school food service directors and program operators, as well as scientists, policy makers, educators, and practitioners.

Center Objectives

1. Provide an avenue to identify food safety needs in schools and child care settings.
2. Address food safety issues of schools and child care settings.
3. Provide a place, either actual, or virtual, that is considered the focal point for expertise on food safety issues related to schools and child care settings.
4. Provide a foundation for the acquisition of additional extramural funding to improve the safety of food in Child Nutrition Programs, such as schools and day care centers.

Period and Place of Performance

FNS plans to award a cooperative agreement to one university by March 15, 2011. The performance period of the grant will be from March 15, 2011 to March 15, 2013.

Performance will take place at the funded university. Center staff will work closely with the FNS Food Safety Staff (FSS) to accomplish the goals of the Center and specific projects. FSS may serve as technical advisors on specific projects, as appropriate. The Center will follow all guidelines of its university.

To assist in preparing this application, specifications and information on format, mandatory forms, and administrative procedures are provided in this Request for Applications (RFA). Also included is a list of critical application items, which, if not provided in or with the application, will disqualify the applicant from further consideration. Applications that DO NOT meet these initial requirements will be deemed nonresponsive and will not be evaluated further. FNS will not consider additions or revisions to applications once they are received. FNS will not accept late or incomplete applications.

Copies of this Request for Applications (RFA) may be obtained electronically on the FNS website <http://www.fns.usda.gov/fns/safety/center.htm> and on www.grants.gov. If questions arise about the RFA, FNS will post a list of these questions and Agency responses will be available on this site. Direct other questions regarding this RFA to Gregory Walton, Grants Officer, Grants & Fiscal Policy Division, Food and Nutrition Service, USDA, at greg.walton@fns.usda.gov.

ELIGIBLE APPLICANTS FOR THE GRANTS

Competition for the grant is open to institutions of higher education.

FUNDS AVAILABLE AND ANTICIPATED NUMBER OF AWARDS

The total amount of funds to be awarded to the one grantee is \$1.6 million, contingent on the availability of funds. A total of \$800,000 will be disbursed at the anticipated time of award (March 2011) and after the first year that the grant activities are completed, in March, 2012. Additional funding beyond the \$1.6 million will be contingent on the successful development and performance of the Center and the availability of funds. Once established, the Center would be encouraged to seek funding from other sources, consistent with the mission of the Center.

TERMS AND CONDITIONS OF AWARD

This cooperative agreement will be awarded and administered in accordance with 7 U.S.C. 3318(b) and applicable regulations and 2 CFR 215 and 2 CFR 220. A full listing of the applicable documents can be found in Attachment B, Terms and Conditions of Award. The Code of Federal Regulations can be found at <http://www.gpoaccess.gov/cfr/index.html>, and **from the Grants Officer, upon request.**

Cooperative agreements are assistance mechanisms and subject to the same administrative requirements as grants; however, they are different from a grant or a contract. Cooperative agreements allow more involvement and collaboration by FNS in the project compared to a grant, and they provide greater flexibility in direction of project activities than a contract. The roles and responsibilities of both the University and FNS will be stated in the cooperative agreement.

LEGISLATIVE AUTHORITY

Legislative authority for this Center comes from Section 6(a)(3) of the Richard B. Russell National School Lunch Act, 42 U.S.C. 1755(a)(3); Section 1472(b) of the National Agriculture Research, Extension, and Teaching Policy Act of 1977, 7 U.S.C. 3318(b); P.L. 110-80, Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act, 2010.

BACKGROUND

The United States Department of Agriculture provides leadership on food, agriculture, natural resources, and related issues based on sound public policy, the best available science, and efficient management. Food safety for school meals is a USDA priority. Secretary Vilsack has said “nothing is more important than the health and well-being of our Nation’s school children. We must do everything to ensure that our kids are being served safe, high quality foods at school.”

The FNS mission is to reduce hunger and food insecurity in partnership with cooperating organizations by providing children and needy people access to food, a healthful diet, and nutrition education in a manner that supports American agriculture. FNS administers the USDA nutrition assistance programs, including the NSLP, SBP, SFSP, CACFP, The Emergency Food Assistance Program, the Food Distribution Program in Indian Reservations, and Commodity Supplemental Food Program. FNS is committed to providing safe food through all of its programs and supporting good food safety practices among program operators who prepare food.

School lunches and breakfasts are served in over 100,000 schools nationwide. School lunches are served to 31.2 million children daily and 11 million children receive a school breakfast. About 132 million meals are served through the Summer Food Service Program and 205 million snacks are served in the After School Snack Program. In 2009, 1.9 billion meals were served in the Child and Adult Care Food Program. In addition to cash reimbursements, about 19.5 cents in commodity foods are provided for each NSLP and CACFP meal served.

Many of the individuals served in FNS nutrition assistance programs are children, or the elderly, both of which are vulnerable groups for foodborne illness. Many steps have been taken to decrease foodborne illness risks in these feeding programs, particularly through the predominant use of precooked meats and poultry products. At the same time, there is growth in the use of fresh fruits and vegetables, which may increase risks of foodborne illness. In addition, foodservice workers may be a source of contamination in many kitchens.

The Child Nutrition and WIC Reauthorization Act of 2004 required school districts to develop and implement a food safety program based on Hazard Analysis and Critical Control Points (HACCP) principles and obtain two health inspections annually. There is no documentation about the effectiveness of these food safety programs and insufficient staff at State and local health departments limits the number of inspections available to schools. The actual impact of these requirements is unknown.

Mission of FNS Food Safety Staff (FSS)

The mission of the FNS FSS is to increase the awareness, visibility, and impact of food safety on FNS nutrition assistance programs and represent these programs in the broader Federal and State food safety community. The FSS has a variety of food safety initiatives underway and seeks to establish this Center as a way to provide science-based research that that will form the basis of future food safety educational initiatives delivered through the National Food Service Management Institute (NFSMI).

FNS provides funding annually through a cooperative agreement to the NFSMI to provide food safety education to personnel working in school meals programs and the Child and Adult Care Food Program. The Center will coordinate with NFSMI to identify research needed to support the educational programs offered to FNS program operators by NFSMI. The Center is intended to focus on research that is relevant to school food safety, school food service operations, and child care settings. It is not intended to develop or evaluate educational programs.

Past FSS annual reports may be viewed at www.fns.usda.gov/fns/food_safety.htm.

APPLICATION FORMAT AND REQUIREMENTS

Application Format—All applicants must adhere to the following application format. Use of this format will make it easier for grant reviewers to locate the requested information and to evaluate your application.

Required Standard Forms:

A list of all required forms is included in Attachment A. The SF series can be found at http://www.grants.gov/agencies/aapproved_standard_forms.jsp. All applicants must complete the following:

- SF 424 Core Form: Application for Federal Assistance, including:

- Data Universal Number (DUNS)
- Catalog of Federal Domestic Assistance number (CFDA #10.585)
- SF 424A (Budget Summary – Non-Construction Projects)
- SF 424B (Assurances – Non-Construction Projects)
- 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.”
- USDA Grant Certification Forms:
 - AD-1047 Certification Regarding Debarment, Suspension, and Other Responsibility Matters;
 - AD-1048 Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction (Must submit with application only if a Sole Source Contractor is identified); and
 - AD-1049 Certification Regarding Drug-Free Workplace Requirements.

Cover Sheet:

Name: University name and mailing address

Single Point of Contact (Program): Provide name of contact person, job title, mailing address, phone number, fax number, and email address

Time period for planning and operating the Center: Period of performance is from March 15, 2011 to March 15, 2013.

Level of grant support requested: (up to \$800,000 per year in years 2011 and 2012 only)

Table of Contents: Include a one-page table of contents.

Proposal Summary: Provide a one-page executive summary that describes the proposed Center and how it will be designed and developed to address the food safety research needs of FNS child nutrition programs. A discussion of how the University meets the basic selection criteria described under “Evaluation of Grant Applications” should be included in the proposal summary.

Technical Proposal: Provide information on the following:

Center Design and Implementation: Describe the role of the Center, and how it will be designed, developed, and implemented.

Research Projects: Describe your plan for the Center and identify areas of needed research that pertain to school food safety. Explain how you would accomplish the work and be sure to include all partnerships and collaborations that would be needed in order to accomplish your goals. Develop a research plan and describe it. Research projects can focus on emerging issues, such as produce safety in schools, or evaluating the current food safety programs in schools and suggesting evaluation tools and ways to improve those programs. Research plans should include:

- 1) Means of identifying research needs;

- 2) Collaborations needed to complete the research team, if applicable;
- 3) Procedures, techniques, methods, or approaches to be used, including their feasibility;
- 4) Data analysis;
- 5) Results or expected outcomes;
- 6) Details of plans to communicate results to stakeholders;
- 7) Pitfalls that might be encountered and possible solutions; and
- 8) Limitations to proposed procedures, techniques, methodologies, or approaches.

Timeline: Present a 2- to 3-year timeline for the Center development with key milestones for the suggested study to evaluate food safety programs in schools and identify research projects needed to improve current programs.

Management Plan: Provide information on the following:

- **Chain of Command and Responsibilities:** Provide a flowchart that shows all key personnel, management relationships, and lines of authority, including a written description of how the management plan would be implemented.
- **Contingency Plans:** Discuss contingency plans for ensuring that the project is not unduly disrupted by any unforeseen changes in key personnel.
- **Delineation of Substantive Involvement:** Substantive involvement by FNS is inherent in the cooperative agreement award. FNS will be directly involved in the guidance and development of the Center and may participate in some research projects as a reviewer and advisor. Indicate how the Center proposes to integrate FNS into the Center's planning process.

Qualifications of Personnel: Identify all individuals who bear substantial responsibility for managing, developing, and administering all significant components of the Center, including the person who will be key contact. Provide the following for key personnel:

- Current position;
- Time commitment for each project year;
- Specific role and duties in the project; and
- Experience related to foodservice research relevant to schools. Include evidence of scholarly publications relevant to foodservice research and school food safety.

In the appendix, attach a current Vita for key personnel. Vita for potential collaborators may be included to demonstrate the depth and breadth of faculty to support the Center.

Experience and Past Performance: Provide information on past food safety research projects, including description of project scope, outcome, timely completion and emphasize their relevance to school food safety and school foodservice operations. Present evidence of

substantive past collaborations where school foodservice researchers worked with researchers in other disciplines to study a problem for a school foodservice operation. If no direct school food safety/school food service research projects are available, then describe food safety or food service experience and explain how it can be related to school food safety and/or school foodservice operations.

Facilities and Equipment: All facilities and equipment that are available for use by the Center should be described briefly. Any potentially hazardous materials, procedures, situations, or activities should be explained fully, along with an outline of the precautions to be exercised. Examples include work with pathogenic organisms, toxic chemicals, and experiments that may put human subjects or animals at risk.

Budget: Use the SF-424 and SF-424A forms to prepare a complete budget for the project. Provide amounts for all major budget categories. Prepare a 2-year budget, and justify expenditures for the development of the Center and research projects undertaken by the Center. Please see Budget Checklist (Attachment C) for additional guidance. Cost sharing is encouraged including, but not limited to, partial salary support for administrative staff and in-kind support (e.g., faculty salaries and facilities costs). There is no cost match requirement to participate in this grant competition.

Budget Narrative: Provide a detailed explanation for all funds requested on the Budget Form (SF-424A) and describe how those costs relate to the project goals, objectives, and proposed activities. Non-Federal resources are all other Federal and non-Federal resources, including **in-kind** contributions. In-kind contributions are encouraged, but not required.

It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal resources; next column, non-Federal resources; and last column, total budget.

The budget should include funds for at least one project official to attend a one-day orientation meeting at the beginning of the project and a similar one-day meeting at the end of Year 1 to discuss projects and research results. The meetings will be held at FNS headquarters in Alexandria, VA.

Indirect Cost: The University's negotiated and approved rate for externally funded grants shall be used.

Appendices: Include each of the following as **separate** appendices:

- Vitas for key personnel, including a listing of related refereed research publications in the last 5 years (not to exceed 3 pages total),
- Letters of support from cooperating departments,
- Copies of agreements or memoranda of understanding with other organizations.

Assurances and Disclosure (see Attachment B):

- Assurance – Non-Construction Programs, SF 424B; and
- Disclosure of Lobbying Activities, SF LLL.

Application Size Restrictions

1. Application content should typed on 8 ½” by 11” white paper, be single-spaced text, have at least 1” margins on top, bottom, and 12-point font size. **All pages should be numbered.**
2. The following page limits are required.
 - Proposal Summary: 1 page
 - Technical Proposal: 15 pages
 - Vitas: 3 pages each, including a list of publication during the past 5 years
 - Budget Narrative: 3 pages

2 CFR Part 25 – Universal Identifier and Central Contractor Registration

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 applicants, as well as active grant recipients and their direct subrecipients of a subgrant award. To request a DUNS number visit <http://fedgov.dnb.com/webform>

The grant recipient must register its DUNS number into the Central Contractor Registration (CCR) as the repository for standard information about applicants and recipients, and the registration must be maintain in the CCR throughout the performance period of the grant award. To register a DUNS number and or maintain a CCR registration visit ww.ccr.gov. OMB requires grant recipients DUNS number registered in CCR be current in order to access (usaspending.gov) the federal prime grant recipient reporting website.

FNS may not make an award to an entity until the entity has complied with the requirements described in 2 CFR 25.200 to provide a valid DUNS number and maintain an active CCR registration with current information.

2 CFR Part 170—Reporting Subaward and Executive Compensation

As required by the Federal Funding Accountability and Transparency Act of 2006 (Pub. L. 109–282), as amended by section 6202 of Public Law 110–252, hereafter referred to as “the Transparency Act”, requirements for recipients' reporting of information on subawards and executive total compensation.

Prime Grant Recipients awarded a new Federal grant greater than or equal to \$25,000 as of October 1, 2010 are subject to FFATA subaward reporting. The prime recipient is required to file a FFATA subaward report by the end of the month following the month in which the prime recipient awards any sub-grant greater than \$25,000. The grants subaward reporting data must be entered into the Federal Subaward Reporting System (FSRS) available at www.fsr.gov. Specific OMB award terms and conditions will be included in all grant awards.

EVALUATION OF GRANT APPLICATIONS

All applications will undergo an initial screening to verify completeness and adherence to proposal preparation instructions and that applicants meet basic selection criteria. The following basic selection criteria will be used for initial screening:

1. Knowledge of FNS child nutrition programs.
2. Successful performance of applied, interdisciplinary food safety research partnerships related to school food safety and school foodservice operations. If no direct experience with school food safety/school foodservice research, then describe foodservice research experience and explain how it can be related to school food safety and/or school foodservice operations.
3. Proven track record of successful research in school food safety issues published in multiple peer-reviewed journals.
4. Mandatory forms listed in Attachment A.

Applications will be screened for inclusion of statements of commitment from proposed departments or sub-grantees.

Applications that **DO NOT** meet these initial requirements **will not be evaluated further and will not be forwarded to the review panel**. After the initial screening of applications, a panel of technical and program staff from FNS will be convened to review and determine the technical merits of each grant application. The panel will evaluate each grant application on how well it addresses each application component. The panel will assign each application a score using the evaluation criteria and weights specified below.

Technical Evaluation Criteria and Weights

Management Plan

20 points

- Demonstrates a vision for the Center, based on the goals of FNS, which are stated on pages 4 and 5, including possible strategies to enhance funding support to further the research mission of the Center.
- Describes how the Center's organization maximizes an interdisciplinary approach to research, including the administrative organization that supports interdisciplinary teams.
- Provides oversight necessary to ensure high quality research projects and provide a way to keep the projects on time and within budget, including a clearly defined chain of command, adequate contingency plans for key personnel, and appropriate plans for managing outside personnel.
- Develops a functional plan for the overall management, operation, and evaluation of the Center. Identifies how the role of FNS will be integrated into the Center.

- Demonstrates a plan for implementing the Center upon finalization of funding that specifies timelines and milestones to reflect immediate implementation of the Center.
- Communicates a plan to provide visibility to the Center.

Research Plan

20 points

- Provides a plan for discerning and prioritizing the research questions pertinent to school food safety and school foodservice.
- Develops a research plan that includes appropriate methods and approaches to answer the research questions.
- Describes efforts to ensure validity, reliability, and homogeneity of the research results to programs across the United States.
- Uses appropriate data analyses.
- Demonstrates that an interdisciplinary research team was assembled and has the experience needed to implement the proposed research methods.
- Provides a plan for disseminating research findings, including working with NFSMI to translate research findings for educational programs.

Qualifications of Personnel

20 points

- Demonstrates the necessary education, skills, and experience of key personnel involved in the work of the Center. This includes showing that key personnel have experience in conducting research in food safety in foodservice operations, and have published research results related to food safety in foodservice operations in refereed journals in the past five years. Experience in school food safety is highly desirable. Supporting documentation (i.e., resume/vita, and position descriptions for vacant positions) is included for all key personnel.
- Explains the roles and duties of all key personnel.
- Demonstrates availability of researchers from a variety of disciplines necessary to meet the food safety research needs of Child Nutrition Programs, particularly school food safety and school foodservice. Greater consideration will be given to applicants with multidisciplinary research capabilities within one university.
- Demonstrates time commitment and availability of key personnel appropriate for their role in the Center. Supporting documentation (i.e., letters of support from supervisors or letters of commitment from key researchers) is included for all key personnel.

- Demonstrates that key personnel have an understanding of FNS child nutrition programs and experience in working with these programs.

Experience and Past Performance

20 points

- Demonstrates success in past performance on food safety projects with relevance to food safety issues in Child Nutrition Programs by providing a description of the projects' size, scope, and timely completion.
- Shows relevance and follow-through on research by documenting extension of findings through publications, presentations, and programs.

Facilities and Equipment

10 points

- Demonstrates that the University has the facilities, equipment, and communication capabilities to accomplish the goals of the Center.
- Shows how technology has been used to support research dissemination efforts with previous projects.

Budget Plan

10 points

- Demonstrates adequate and appropriate funding to support the Center.
- Provides detailed calculations and explanations for both Federal and non-Federal resources.
- Includes appropriate budget narrative, including descriptions of how costs within the budget categories were derived and provides links between expenditures and specific activities/tasks.

The award will be made to the University whose proposal, when all criteria are considered, represents the best value to the Government.

The selection official will consider the panel's recommendations; however he or she may consider other USDA or FNS priorities in addition to the scores assigned by the technical review panel. FNS reserves the right to fund the selected application out of rank order as discussed herein.

TIME COMMITMENT AND RESPONSIBILITIES

A minimum time commitment of 50 percent is required for the designated Project Director.

The University is responsible for oversight of grant activities and fiscal matters. The University will exercise effective internal control of funds that are provided to any sub-grantees.

PROJECT REQUIREMENTS

Required Recordkeeping and Reporting Requirements

Quarterly Reports—Quarterly progress and financial progress reports must be submitted to FNS. As outlined in 2 CFR 215, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and other Non-Profit Organization, quarterly progress reports must provide a description of the activities conducted during the reporting period, major accomplishments with completion dates and budget, 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.

Annual Report— A report of up to 25 pages must be submitted annually, within 30 days of the end of the funding year (the first year will end March 31, 2012). 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;
- A discussion of the project results and lessons learned; and
- A discussion of additional food safety research needs pertinent to schools and plans for the upcoming year.

Attached to the annual report should be copies of any published papers resulting from the project. All papers should include an acknowledgement of the source of funding. Copies of media or publicity releases/articles and links to materials on websites also should be included.

The Recipient will be required to enter the SF-425 reports into the Food Program Reporting System (FPRS) quarterly. The awardee must obtain e-authentication certification, access to FPRS, and post the SF-425 data on-line. More detailed specifications for the report will be included in the cooperative agreement.

The final financial status report will be due 90 days after March 31, 2013.

Applicants chosen for award will also be required to ensure that all sub-contractors and sub-grantees are neither excluded nor disqualified under the suspension and debarment rules found at 7 CFR sec. 3017.300 by doing any **one** of the following:

- Checking the Excluded Parties List System (EPLS) found at www.epls.gov;

- Collecting a certification that the entity is neither excluded nor disqualified. Since a Federal certification form is no longer available, the grantee or sub-grantee electing this method must devise its own;
- Including a clause to this effect in the sub-grant agreement and in any procurement contract expected to equal or exceed \$25,000, awarded by the grantee or a sub-grantee under its grant or sub-grant;
- Sub-grantee and contractor must obtain a DUNS Number and register it in the Central Contractor Register (CCR). All Federal Government awards are required to have a DUNS number. To obtain a DUNS number, contact Dun and Bradstreet at 1-866-705-5711 or visit their website at <https://eupdate.dnb.com/requestoptions.asp>. There is no charge for a DUNS number. The DUNS number serves as a means of tracking and identifying applications for Federal assistance and is required on all applications for Federal assistance. The applicant must register its DUNS number in the Central Contractor Register (CCR). CCR registration instructions can be found at: <https://www.bpn.gov/ccr/grantees.aspx>.

USE OF GRANT FUNDS

All costs must be considered as allowable, allocable, necessary, and reasonable in accordance with 2 CFR parts 215 where appropriate. Allowable use of funds includes, but is not limited to, personnel costs; office and research supplies; travel for data collection; and technology (both hardware and software) necessary for operating the Center.

APPLICATION DUE DATE

The complete application package **must be uploaded on www.Grants.gov** on or before 5:00 p.m. Eastern Daylight Time (EDT) on Friday, January 14, 2011. Applications received after the deadline date and/or time will be deemed ineligible and will not be reviewed or considered. FNS **WILL NOT** consider any additions or revisions to applications once they are received. ***FNS will not accept mailed or hand-delivered applications.***

SUBMISSION OF APPLICATION

Applications should be submitted electronically to www.grants.gov.

FNS will not accept mailed or hand-delivered applications.

The government-wide website www.grants.gov is designed for electronic submission of applications. When submitting the application electronically, we advise that you allow ample time to familiarize yourself with the system's requirements. You will need both a Data Universal Number (DUNS) and a Contract Registry Number (CCR) to access the system.

Applicants must send an email to Gregory Walton at Greg.Walton@fns.usda.gov that the

application was submitted through the grants.gov portal. This e-mail must be received no later than 5:00 p.m. Eastern Daylight Time on the application due date. 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.

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.

ATTACHMENT A – Application for Federal Assistance Package

Complete and sign the following forms:

- Application and instructions for federal assistance (SF-424)
- Budget information and instruction (SF-424A)
- Assurances – Non-construction programs (SF-424B)
- Disclosure of lobbying activities (SF LLL)
- Certification Regarding Debarment, Suspension, and Other Responsibility Matters (AD-1047)
- Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction (Must submit with application only if a Sole Source Contractor is identified) (AD-1048)
- Certification Regarding Drug-Free Workplace Requirements (AD-1049)

These Federal forms are available in electronic version at www.grants.gov.

ATTACHMENT B – Terms and Conditions of Award

This cooperative agreement will be awarded and administered in accordance with 7 CFR Parts 3015, 3016, 3017, 3018, and 3019, and other applicable regulations described below. The Code of Federal Regulations can be found at <http://www.gpoaccess.gov/cfr/index.html>, and from the **Grants Officer, upon request.**

7 CFR Part 3015: “Uniform Federal Assistance Regulations” for Entitlement Programs (Reference OMB Circular A-110 Common Rule)

7 CFR Part 3016: “Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments” other than Entitlement Programs (Reference OMB Circular A-102 Common Rule)

7 CFR Part 3017: Subparts A-E “Government-wide Debarment and Suspension (Non-procurement)”

7 CFR Part 3017: Subparts F “Government-wide Requirements for Drug-free Workplace (Grants)”

7 CFR Part 3018: “New Restrictions on Lobbying”

7 CFR Part 3019: “Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations”

2 CFR Part 215 (formerly OMB Circular A-21): Cost Principles for Educational Institutions

2 CFR Part 225 (formerly OMB Circular A-87): Cost Principles for State and Local Governments

2 CFR Part 230 (formerly OMB Circular A-122): Cost Principles for Nonprofit Organizations

7 CFR Part 3052 (formerly OMB Circular A-133): Audits of State, Local Governments and Nonprofit Organizations

2 CFR Part 170: Reporting Subaward and Executive Compensation Information

2 CFR Part 175: Award Terms for Trafficking in Persons

2 CFR Part 25: Universal Identifier and Central Contractor Registration

ATTACHMENT C – BUDGET 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.

	YES	NO
Personnel		
Did you include all key employees paid for by this grant under this heading?		
Are employees of the applicant's organization identified by name and position title?		
Did you reflect the current yearly salary as a percentage of time to be devoted to the project?		
Fringe Benefits		
Did you include your organization's fringe benefit amount along with the basis for the computation?		
Did you list the type of fringe benefits to be covered with Federal funds?		
Travel		
Are travel expenses itemized? For example 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		
Are the products to be acquired or the professional services to be funded described in the budget?		
Has the justification for the need to contract or subgrant been included in the budget?		
For professional services, are the hours to be devoted to the project and the amounts to be charged to the project clearly stated?		
Is the methodology on how the applicant determined the contractual costs included in the budget?		
Are there sole-source contracts listed under this heading? If so, has sufficient information been provided in order to approve the use of a single source?		

Other		
Consultant Services – Are all instances in which consultant services would be required listed in the budget?		
Consultant Services – Is the need for consultant services justified in the budget?		
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		
Is the amount requested based upon a rate approved by a Federal Agency? If yes, is a copy of the negotiated rate agreement 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?		