



Date: August 1, 2024

Memo code: SEBT 05-2024

Subject: Child Nutrition Summer EBT Non-Competitive Technology Grants:
Notice of Funding Availability (NOFA)

To: Regional Directors, Child Nutrition Programs, All Regions

Regional Directors, Grants Management and Administrative Services
(GMAS), All Regions

All Summer EBT Agencies

The Food and Nutrition Service (FNS) is providing \$100 million for Summer EBT Technology Grants. The funding authority is provided by the Consolidated Appropriations Act, 2024 P.L. 118-42 (138 STAT 92). This funding is being offered noncompetitively through an equitable allocation to all Summer EBT coordinating agencies that implemented Summer EBT in Summer 2024 and plan to continue the Program in Summer 2025, as well as those Summer EBT coordinating agencies which plan to newly implement the Program in Summer 2025.

There are several Summer EBT statutory and regulatory requirements that will require a robust technology infrastructure at the State level. Investments in systems are critical to support effective and accurate enrollment and benefit delivery to the more than 30 million children expected to participate when Summer EBT is fully implemented. It is essential to support sound investments in Summer EBT technology infrastructure from the beginning to establish a long-term and sustainable program that operates with the proper controls. These

Summer EBT Technology Grants will provide States significant resources, over and above Summer EBT administrative funding, for important technology investments. These grants **must only be used for Summer EBT related technology costs** and are not subject to any administrative match requirements.

This NOFA provides guidance on the grant awards, funding levels, procurement requirements, period of performance, award/award timelines, administration, and reporting for these grants.

Grant Awards

These grant funds will be provided to the Summer EBT coordinating agency, which will serve as the grant recipient. Each Summer EBT coordinating agency may receive \$1.1 million, an equal distribution based on the available funds. As noted above, these grants are not subject to any administrative match requirements.

Each Summer EBT coordinating agency will need to work with its partnering Summer EBT agencies to determine technology needs for the program. All Summer EBT agencies within a State, Territory, or Indian Tribal Organization (ITO) should collaborate to collectively decide the best use of the \$1.1 million to support technology for the Summer EBT Program as a whole. As the grantee, the Summer EBT coordinating agency must complete the SF-424 grants application package in Grants.gov in order to receive the funds.

Coordinating Summer EBT agencies that intend to administer the Program in 2025 may receive technology grants through this opportunity. This includes Summer EBT agencies that administered the Program in 2024 and will continue operating in 2025 and Summer EBT agencies that will administer the Program for the first time in 2025. Coordinating Summer EBT agencies submitting a notice of intent to operate Summer EBT in 2025 must do so by

January 1, 2025, to be eligible to receive these grants. Coordinating Summer EBT agencies must apply by one of the three deadlines outlined in the “How to Apply” section below.

As noted above, the coordinating and partnering Summer EBT agencies must work together to determine the comprehensive technology needs for the Program.

For the purposes described herein, Summer EBT agencies that plan to operate in 2025 are directed to use these funds for eligible State, Territory, or ITO technology needs. Potential uses for the Summer EBT Technology Grants are system planning, development, implementation, maintenance, enhancements and/or operations purposes. This may include, **but is not limited to**, the following objectives:

- The establishment and maintenance of a State- or ITO-wide database of children who are enrolled in National School Lunch Program (NSLP)- or School Breakfast Program (SBP)-participating schools within the State or ITO service area, as applicable, for the purposes of enrolling eligible children for Summer EBT efficiently and with integrity;
- The establishment of a new data matching process for the purposes of enrolling children through streamlined certification (i.e., using children’s eligibility determination for the NSLP and SBP to automatically enroll them in Summer EBT);
- Making a Summer EBT application available at the State level to all children enrolled in NSLP and/or SBP-participating schools, who have not been certified through the streamlined certification process;
- Distributing timely Summer EBT benefits to all eligible children; and/or,
- Any other State or ITO level Summer EBT technology related project.

The Assistance Listing Number (ALN) for this grant project award is: 10.541.

Funding Levels

As noted above, FNS is offering an equal share of the \$100 million to each Summer EBT coordinating agency implementing Summer EBT in Summer 2025 in the amount of \$1.1 million. This funding level accounts for the potential participation of all eligible States, Territories and ITOs in Summer 2025. Any funds remaining of the \$100 million after the January 15, 2025, deadline will be distributed through a reallocation process. Additional details on the reallocation process will be provided in FY 2025. Thus, all States, Territories, and ITOs that plan to operate in 2025 and submit a grant application are guaranteed \$1.1 million through this funding opportunity and may receive more in a second allocation.

Procurement Requirements

As with all Federal grant funds, procurement regulations at 7 CFR 292.28 and 2 CFR 200.317-326 apply; and technology competitively procured using these grant funds must be necessary, reasonable, and allocable. Summer EBT agencies must follow all Federal and State procurement laws when purchasing equipment with these grant awards.

How to Apply

To receive these funds, States, Territories, and ITOs must submit a notice of intent to operate Summer EBT in 2025 with the application package. **For purposes of receiving this grant**, the Summer EBT iPOM cannot serve as your notice of intent to operate Summer EBT. This notice of intent must be submitted on the FY 2025 template that can be located at this link:

<https://www.fns.usda.gov/summer/sunbucks/implementing-agency/toolkit/templates-2025>

FNS is offering three SF-424, Federal Application for Assistance, submission opportunities, with each award period aligning with a specific period of performance. Having three deadlines over the course of the coming months helps ensure that States, Territories and

ITOs intending to operate in Summer 2025 are able to access funds soon after they finalize their intent to participate.

- August 31, 2024
- October 15, 2024
- January 15, 2025

Please note, while the third SF-424, Federal Application for Assistance, submission opportunity occurs after the January 1, 2025, statutory deadline for States, Territories, and ITOs to notify FNS of their intent to operate the program in 2025, a notice of intent to operate Summer EBT must still be submitted on or before January 1, 2025 (i.e., the notice of intent and SF-424 for these grant funds do not need to be submitted at the same time. FNS recommends submitting the notice of intent as soon as possible).¹

To apply for these funds, Summer EBT coordinating agencies must submit the Standard Form (SF)-424, Federal Application for Federal Assistance, application package through Grants.gov. States must apply at <https://www.grants.gov>. From the home page click “Get Started”, then search for the opportunity number: *USDA-FNS-CN-N-SEBTTG*.

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 of the submission due date selected.

¹ Summer EBT regulations at 7 CFR 292.8(a) require that Summer EBT agencies intending to operate the program in 2025 submit an interim Plan for Operations and Management (iPOM) by August 15, 2024. While FNS strongly encourages Summer EBT agencies to meet this deadline, FNS will continue to accept notices of intent to operate in 2025 by the January 1 statutory deadline. This will provide Summer EBT agencies maximum flexibility as they finalize plans for 2025. Summer EBT agencies may not receive Summer EBT administrative funds until they submit and FNS approves their interim Plan for Operations and Management.

Mailed, emailed, or hand-delivered applications **will not be considered**.

As earlier noted, although each Summer EBT coordinating agency will receive \$1.1 million, all Summer EBT agencies within a State, Territory, or ITO should collaborate to collectively decide the best use of funds to support the Summer EBT program as a whole. The Summer EBT coordinating agency is responsible for completing a SF-424 grants application package and will serve as the grant recipient and thereby be responsible for the award and management of the grant, including all reporting. Summer EBT coordinating agencies should work across all Summer EBT agencies in the State, Territory, or ITO to facilitate the management of the grant and collect the necessary information.

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

Anita Kirk
Grant Officer, Grants and Fiscal Policy Division
U.S. Department of Agriculture, FNS
Email: Anita.Kirk@usda.gov

All Standard forms listed below 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, SF-LLL disclosure form, if required) are signed (i.e., print, sign, and scan/email with application). When applying, agencies must list the total amount of funding (equal to or less than the \$1.1 million) they will be seeking on the SF-424(a) budget form, under the line indicated for the “total.” See below for additional requirements on providing a more detailed plan outlining objectives, to include a budget summary with narrative.

How to Receive Funding

Each State agency and ITO, which has successfully applied for a grant at grants.gov, must submit a project plan and budget to FNS for approval before receiving grant funding.

Receipt of grant funding is contingent upon the submission and approval of a project plan and budget. These documents must be submitted no later than 60 days after the selected application submission date outlined above. The project plan and budget must include the following elements and descriptions:

- **Executive Summary of the Project:**
 - Include general information about the project including the overall scope and key elements and relatedness to Summer EBT.
 - A brief statement regarding the State agency executive leaders sponsoring the project and key personnel.
 - The planned project management approach and the initial anticipated timeline to plan and implement the grant.
- **Utilization of Summer-EBT Funds:**
 - Indicate the specific purposes for which the funds will be used – examples may include:
 - The establishment and maintenance of a State-wide or ITO-wide database of children who are enrolled in NSLP and/or SBP-participating schools within the State or ITO service area, as applicable, for the purposes of enrolling eligible children for Summer EBT efficiently and with integrity by 2025.
 - The establishment of a new data matching process for the purposes of enrolling children through streamlined certification (i.e., using children’s eligibility determination for the School Meals Programs to automatically enroll them in Summer EBT).

- Making a Summer EBT application available at the State level to all children enrolled in NSLP and/or SBP-participating schools who have not been certified through the streamlined certification process.
- **Technical Requirements for the Project**
 - Describe the project technology solution and planned approach.
 - Include a projected timeline ensuring that all project deliverables are completed, and funds obligated in advance of September 30, 2028.
- **Budget Requirements for the Project**
 - Provide a detailed budget with narrative. While the budget provides the total cost for each category of the budget, the budget narrative should give the item- by- item breakdown for each category and show the calculations used to derive the costs. The budget narrative serves two purposes: it explains how the costs were estimated, and it justifies the need for the cost. Both the detailed budget and narrative should include:
 - Direct and indirect costs, i.e., personnel
 - Contract costs, i.e., services and hardware/software costs and,
 - An explanation of how costs will be allocated across the different State agencies involved in Summer EBT administration, if applicable. Note, if the project benefits other FNS programs beyond Summer EBT, costs must be allocated accordingly.

The project plan and budget must be submitted to Anita Kirk, Grant Officer, Anita.Kirk@usda.gov. The project plan and budget will be reviewed and approved **prior** to release of funds in the letter of credit.

Award/Award Timelines

Summer EBT coordinating agencies are responsible for signing the FNS-529, Grant Award Agreement, accompanied by Standard Terms and Conditions and returning the grant agreement document per the instructions outlined in the 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 you have 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 these grants will be based on the submission due date selected as outlined below:

- August 31, 2024 (period of performance runs from August 31, 2024, through September 30, 2028)
- October 15, 2024 (period of performance runs from October 15, 2024, through September 30, 2028)
- January 15, 2025 (period of performance runs from January 15, 2025, through September 30, 2028)

Funds not obligated by the Summer EBT coordinating agency by September 30, 2028, must be returned to FNS.

This grant **cannot be** extended via a no-cost extension beyond September 30, 2028.

Reporting

Summer EBT coordinating agencies 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 “SEBT-TECH - Summer EBT Technology Grants”. This report must be entered within 30 days after the close of each quarter. The final Financial Report must be entered into FPRS within 120 days of the expiration of the grant agreement. Summer EBT agency staff will need to request access to the “*SEBT-TECH - Summer EBT Technology Grants*” report in FPRS by submitting an FNS-674 to grant officer listed above. The FNS-674 can be found on the FPRS Welcome page (Click Here: <https://fprs.fns.usda.gov/>).

A quarterly FNS-908 Performance Progress Report and final report will be submitted to the grant officer identified above, as a PDF (not Word or Excel) form. On this form, Summer EBT coordinating agencies will be required quarterly to identify the objective(s) of the grant (examples listed above) and to provide a narrative of how the funding was used (this can be included in the narrative portion of the form). If additional narrative space is needed, please submit as an attached Word document. Additional instructions on how to complete sections of the FNS-908 will be provided as part of the grant award package.

Additionally, Summer EBT coordinating agencies will need to account for the costs covered by these grants in the budget narrative submitted as part of the annual POM process and States will need to ensure that costs covered by these grants are not duplicated in the Summer EBT administrative funding request., i.e., proper allocation needs to occur. These grant funds may not be used to meet the Summer EBT State administrative cost match.

Key Dates and Deadlines

August 31, 2024	First submission opportunity by which Summer EBT coordinating agencies submit their SF-424, Grants Application Package via Grants.gov
October 15, 2024	Second submission opportunity by which Summer EBT coordinating agencies submit their SF-424, Grants Application Package via Grants.gov
January 15, 2025	Third submission opportunity by which Summer EBT coordinating agencies submit their SF-424, Grants Application Package via Grants.gov
September 30, 2028	Summer EBT coordinating agencies must fully obligate funds by September 30, 2028.

Summer EBT agencies are reminded to distribute this information to all Summer EBT partnering agencies immediately. All questions regarding this NOFA should be directed to the grant officer identified above.

Alice McKenney
Acting Director, Program Monitoring
and Operational Support Division,
Child Nutrition Programs

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