

Information Collection: 0584-0512  
Expiration date: 07/31/2025



## 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: **August 6, 2024**

Application Due Date: **September 5, 2024; 11:59 pm, Eastern Daylight Time (EDT)**

Anticipated Award Date: **September 25, 2024**

**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 2 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:** August 6, 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 \$38 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 September 25, 2024, and ends September 30, 2025.

## **BACKGROUND**

Beginning with the Consolidated Appropriations Act, 2021 (P.L. 116-260), Congress has authorized \$38 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 September 30, 2023, 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 \$38 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 \$38 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 \$38 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 \$38 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 **September 5, 2024**.

### 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 (see attachment)
  - 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.
      - Funding TPID services under current State contracts;
      - Procuring new State contracts to support electronic verification of employment and earnings;
      - 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:  
Benjamin Snyder  
Grant Officer, Grants and Fiscal Policy Division  
U.S. Department of Agriculture, FNS  
Email: Benjamin.Snyder@usda.gov

### **Award**

State agencies are responsible for signing an 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 September 25, 2024, and ends September 30, 2025.

### **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 September 30, 2025. 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 <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.

State	Maximum Grant Amount
Alabama	\$ 760,221
Alaska	\$ 47,885
Arizona	\$ 759,267
Arkansas	\$ 154,801
California	\$ 3,474,981
Colorado	\$ 551,440
Connecticut	\$ 413,137
Delaware	\$ 127,538
District of Columbia	\$ 118,517
Florida	\$ 2,068,885
Georgia	\$ 1,608,127

Guam	\$ 36,901
Hawaii	\$ 116,827
Idaho	\$ 113,448
Illinois	\$ 1,713,135
Indiana	\$ 497,197
Iowa	\$ 391,544
Kansas	\$ 191,893
Kentucky	\$ 432,306
Louisiana	\$ 810,868
Maine	\$ 154,719
Maryland	\$ 655,395
Massachusetts	\$ 1,065,861
Michigan	\$ 1,808,858
Minnesota	\$ 663,943
Mississippi	\$ 250,079
Missouri	\$ 586,888
Montana	\$ 105,490
Nebraska	\$ 164,793
Nevada	\$ 462,603
New Hampshire	\$ 61,284
New Jersey	\$ 774,984
New Mexico	\$ 632,838
New York	\$ 2,402,215
North Carolina	\$ 1,955,883
North Dakota	\$ 55,725
Ohio	\$ 1,335,500
Oklahoma	\$ 515,002
Oregon	\$ 677,607
Pennsylvania	\$ 2,093,086
Rhode Island	\$ 114,274
South Carolina	\$ 516,801
South Dakota	\$ 57,505
Tennessee	\$ 601,605
Texas	\$ 2,966,655
Utah	\$ 153,974
Vermont	\$ 55,261
Virgin Islands	\$ 20,022
Virginia	\$ 669,467
Washington	\$ 776,419
West Virginia	\$ 265,350
Wisconsin	\$ 959,918
Wyoming	\$ 31,078

*Key Dates and Deadlines*

September 5, 2024 (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.
September 25, 2024, through September 30, 2025	Period of Performance
September 30, 2026	Date by which States must fully obligate their funds.

Acting 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.*

## GRANT PROGRAM ACCOUNTING SYSTEM & FINANCIAL CAPABILITY QUESTIONNAIRE

### PAPERWORK REDUCTION ACT

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 1 hour 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. 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 Services, Office of Policy Support, 1320 Braddock Place, Alexandria, VA 22314, ATTN: PRA (0584-0512). Do not return the completed form to this address.

### PURPOSE

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

### ORGANIZATION INFORMATION

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

UEI Number: \_\_\_\_\_

### FINANCIAL STABILITY AND QUALITY OF MANAGEMENT SYSTEMS

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

### AUDIT REPORTS AND FINDINGS

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

Hyperlink (if available): \_\_\_\_\_

Additional information including expanding on responses in previous sections:

**APPLICANT CERTIFICATION**

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

\_\_\_\_\_  
**Authorized Representative's Signature**

\_\_\_\_\_  
**Date**

**Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_