



Food and Nutrition Service

U.S. DEPARTMENT OF AGRICULTURE

Date: August 8, 2024

Memo code: SP 25-2024, CACFP 11-2024, SFSP 15-2024

Subject: Fiscal Year (FY) 2024 Child Nutrition Non-Competitive Technology Innovation Grant (nTIG) Funding for State Agencies

To: Regional Directors, Child Nutrition Programs, All Regions
Regional Directors, Grants Management and Administrative Services (GMAS), All Regions
State Directors, Child Nutrition Programs, All States

This FY 2024 nTIG Notice of Funding Availability (NOFA) announces the distribution of \$50 million provided by the Consolidated Appropriations Act, 2023 (Public Law [117-328](#)) and the Consolidated Appropriations Act, 2024 (Public Law [118-122](#)), to State agencies for the purposes of developing, improving, and maintaining automated information technology systems used to operate and manage Child Nutrition (CN) Programs (i.e., National School Lunch Program (NSLP), School Breakfast Program (SBP), Summer Food Service Program (SFSP), and Child and Adult Care Food Program (CACFP)). These funds **may not** be used to develop or maintain Summer EBT Technology, as separate funding is provided for those purposes. The Food and Nutrition Service (FNS) recognizes that State CN technology investments are essential to improving program accountability, data accuracy, program performance, and the capacity to identify and target error-prone areas within and across the CN Programs at the State and Local Education Agency or Sponsor Organization. Therefore, we strongly encourage every State agency to fully utilize the allocated funding for all technology needs, to include system maintenance and operations costs. This NOFA and attachments provide guidance on the grant awards, funding, funding goals, period of

performance, how to apply, award/award timelines, period of performance, reporting, and grant amendments.

Grant Awards

In FY 2024, 67 State agencies are administering the CN Programs and, therefore, are eligible to receive an allocation for the nTIGs. All eligible State agencies can receive an equal distribution based on the \$50 million in available funds (from FY 2023 and FY 2024). Each State agency can request up to \$746,268 (see Attachment A).

For the purposes described herein, State agencies are directed to use these funds for all State technology needs relating to the CN programs identified above. Potential uses for the nTIG funds may be applied toward system planning, system implementation, and/or system maintenance, enhancements and operations purposes which include, **but are not limited to**, the following:

- Planning activities, such as:
 - Feasibility studies and cost/benefit analyses to plan for system automation projects;
 - Conducting an internal review of the data and administrative processes;
 - Hiring a contractor or university to conduct a study of the processes and recommend system solutions;
 - Hiring a staff member to oversee planning activities;
 - Consulting with stakeholders; and/or
 - Assessing current system training and oversight capabilities, needs, and effective system training.
- Implementation activities, such as:
 - Changes in response to Congressional directives and FNS programs and policy;
 - Web-based software;
 - Uniform interfaces between diverse systems;

- Interfaces to improve automation between State and local agencies, including sub-grant awards to Local Education Agencies and/or Sponsor Organizations;
- Technology equipment and/or software;
- Other innovative business automation solutions to improve program operation efficiencies, accountability, monitoring and overall program integrity at the State and local levels;
- Hiring contractors such as business analyst, project manager, program developer;
- Training for staff and/or local Sponsor Organizations or Local Education Agencies on new technology module(s) or equipment; and/or
- Purchasing hardware to implement changes accordingly.
- Maintenance and Enhancement activities, such as:
 - Annual software licensing costs;
 - System hosting costs;
 - Staffing for ongoing technology support; and/or
 - Discrete system changes needed for FNS and State reporting changes.

As noted above, due to the availability of the Summer EBT Technology Grant funds, the FY 2024 nTIG may **not** be used develop or maintain Summer EBT technology projects.

FNS has issued a series of memoranda pertaining to topics related to State information technology solutions replacement or upgrade. This series, along with other valuable resources, can be found in the CN Program's "Technology Training and Resources" folder on the FNS [PartnerWeb](#).

The Assistance Listing Number (ALN), formerly referred to as the Catalog of Federal Domestic Assistance number, for this grant project award is 10.541.

Funding

For the funding available in FY 2024, FNS is offering an equal share of the \$50 million to each State agency in the amount up to \$746,268.

Funding Goals

As with all Federal grant funds, procurement regulations at 7 CFR Part 210.21, 220.16, 225.17, and 226.22, and 2 CFR Part 200.317-326 apply, and technology needs competitively procured using these grant funds must be necessary, reasonable, and allocable. State agencies must follow all Federal and State procurement laws when purchasing equipment with these grant awards.

How to Apply

To apply for an nTIG, interested State agencies must submit via www.Grants.gov, a SF-424, Application for Federal Assistance, a narrative *project proposal*, and an accompanying *budget narrative*. Applications must be received no later than 11:59 PM Eastern Time on Monday, September 9, 2024. Late applications will not be considered.

When submitting an application, State agencies must apply for the nTIG funds through the Grants.gov web portal at www.Grants.gov. From the home page, click “Get Started”, then “Search for Opportunity Package”. The funding opportunity number is: *USDA-FNS-CN-NTIG-24*. To see the NOFA, click on the preview link under download instructions and the package tab to obtain the required forms.

All Standard Forms (SFs) listed in this paragraph can be found on 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). The application must also include an FNS-906, Grant Program Accounting System & Financial Capability Questionnaire. State agencies must list the total amount of funding they will be accepting on the SF-424A budget form, i.e., \$746,268, under the line indicated for the “total”. The SF-424 application package for these grants does not

require a wet signature. Please note: State agencies should fill out the total amount requested for each category in the SF-424A, then the total funding requested.

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.

Please see additional application instructions below and plan/budget narrative template are attached in Attachment B, Child Nutrition's Non-Competitive Technology Innovation Grant Application Template.

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

Patrice Williams

Grant Officer, Grants and Fiscal Policy Division

U.S. Department of Agriculture, FNS

Email: Patrice.Williams@usda.gov

Project Proposal:

Eligible applicants should use the attached Application Template (see Attachment B). The project proposal **must** include the following:

- The proposed Planning, Implementation, and/or Maintenance & Enhancement activities that will be included in your grant project.
- A Project Summary, describing how the State agency would fulfill the purpose of developing, improving, and/or maintaining the automated information technology systems to operate and manage the CN Programs (i.e., School Meal Programs, Summer Food Service Program, and Child and Adult Care Food Program);
- The name(s) and title(s) of individual(s), or future title of staff or contract positions if not yet filled, who will be responsible for the grant project. Include whether the identified person is a State or contracted employee, and what the individual will

be responsible for. Examples of position responsibilities include, but are not limited to:

- Monitoring project scope, tracking schedules/costs/resources, monitoring for quality assurance, and submitting progress reports to FNS;
- Verifying overall goals of the grant have been met;
- Measuring results to determine if the project goals, objectives, and activities are increasing communication efficiencies in technology systems to improve program and data integrity; or
- Assuring that the plan for sustainability of the project is implemented.
- A brief summary of the functional requirements and type of technology solution(s) needed for completion of project(s).
- The IT modules that the State agency's nTIG project will address.
- A description of the State agency's plan to offer nTIG funding to the local-level, if applicable.

Budget Narrative:

Eligible applicants should use the attached Budget Narrative Template (see Attachment C).

An Excel version of the Budget Narrative Template is available on the Child Nutrition Programs non-competitive Technology Innovation Grant webpage on [PartnerWeb](#). The budget narrative **must** include the following:

- The amount of Federal funds requested. Requested funding must not exceed \$746,268.
- A narrative description of the Federal funds requested in SF-424A, including calculations detailing how these funds requested were derived. Describe costs such as:
 - State personnel and fringe benefits;
 - Travel;
 - Equipment;
 - Supplies;

- Contractual;
- Other (e.g., printing, software licenses); and
- Indirect Costs. If the budget includes indirect costs, the application package must include a copy of the State agency's most recently approved Federal indirect cost rate agreement.
- Estimated cost of travel and time for at least two State system project staff to participate in a bi-annual CNAAT Training event held at a location to be determined. Note: State agencies should assume the next CNAAT Training is occurring in 2026 and can use Washington DC as the base city for budgeting purposes.

Award/Award Timeline

State agencies are responsible for signing the FNS-529, Grant Award Agreement, and returning it to Patrice Williams, 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 these grants will begin on September 27, 2024, and end on September 30, 2028 (i.e., the performance period end date).

Funds not obligated by the State agency by September 30, 2028, must be returned to FNS. No-cost extensions are **not** allowable for this grant.

Reporting

State agencies are required to electronically enter the quarterly and final financial status report (SF-425) into the Food Program Reporting System (FPRS) under the report name “*CN-TECH-INVT – CN Technology Innovation 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. State agency staff who do not already have access to the “*CN-TECH-INVT – CN Technology Innovation Grants*” 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/>)

Semi-annual and final FNS-908 Performance Progress Reports must be submitted via email to the grant officer identified above in PDF (not Word or Excel) form. On this form, State agencies will be required to provide a narrative of how the funding was used (this can be included in the narrative portion of the form), which should include annual cost of the maintenance and operations of the State’s Child Nutrition system and identification of the goals and objectives completed each reporting period. The FNS-908 will be provided with the grant award FNS-529 and Terms and Conditions. The final Progress Report must be submitted within 120 days of the expiration of the grant agreement.

Key Dates and Deadlines

September 9, 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 27, 2024, through September 30, 2028	Period of Performance
September 30, 2028	Date by which States must fully obligate their funds.

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 an email sent to the Program Officer and Grant Officer, at least 30 calendar days before the end of the grant period. Any request received after this time will **not** be considered. A suggested template will be provided with the grant award letter. The State agency can implement the requested amendment after receiving written approval from FNS.

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 Division
Financial Management

Appendix

Attachment A: FY 2024 State Funding Allocations

Attachment B: Child Nutrition Non-Competitive Technology Innovation Grant Application Template

Attachment C: Budget Narrative Template

Attachment D: FNS-906, Grant Program Accounting System & Financial Capability Questionnaire

Attachment A: FY 2024 State Funding Allocations

Agency	IT Formula Allocation for ALL State Agencies
Alaska Department of Education	\$ 746,268.00
Alabama Department of Education	\$ 746,268.00
Arkansas Department of Education	\$ 746,268.00
Arizona Department of Education	\$ 746,268.00
California Department of Education	\$ 746,268.00
California Department of Social Services	\$ 746,268.00
Colorado Department of Education	\$ 746,268.00
Colorado Department of Public Health and Environment	\$ 746,268.00
Connecticut Department of Education	\$ 746,268.00
District of Columbia Office of the State Superintendent of Education	\$ 746,268.00
Delaware Department of Education	\$ 746,268.00
Florida Department of Agriculture and Consumer Services	\$ 746,268.00
Florida Department of Health	\$ 746,268.00
Georgia State Department of Education	\$ 746,268.00
Georgia Department of Early Care and Learning	\$ 746,268.00
Guam Department of Education	\$ 746,268.00
Hawaii Department of Education	\$ 746,268.00
Iowa Department of Education	\$ 746,268.00
Idaho Department of Education	\$ 746,268.00
Illinois State Board of Education	\$ 746,268.00
Indiana Department of Education	\$ 746,268.00
Kansas Department of Education	\$ 746,268.00
Kentucky Department of Education	\$ 746,268.00
Louisiana Department of Education	\$ 746,268.00
Massachusetts Department of Education	\$ 746,268.00
Maryland Department of Education	\$ 746,268.00
Maine Department of Education	\$ 746,268.00
Michigan Department of Education	\$ 746,268.00
Minnesota Department of Education	\$ 746,268.00
Missouri Department of Elementary and Secondary Education	\$ 746,268.00
Missouri Department of Health	\$ 746,268.00
Mississippi Department of Education	\$ 746,268.00
Montana Department of Public Health & Human Services	\$ 746,268.00
Montana Office of Public Instruction	\$ 746,268.00

Agency	IT Formula Allocation for ALL State Agencies
North Carolina Department of Health and Human Services	\$ 746,268.00
North Carolina Department of Public Instruction	\$ 746,268.00
North Dakota Department of Public Instruction	\$ 746,268.00
Nebraska Department of Education	\$ 746,268.00
New Hampshire Department of Education	\$ 746,268.00
New Jersey Department of Agriculture	\$ 746,268.00
New Mexico Early Childhood Education and Care	\$ 746,268.00
New Mexico Department of Education	\$ 746,268.00
Nevada Department of Agriculture	\$ 746,268.00
New York Department of Health	\$ 746,268.00
New York Department of Education	\$ 746,268.00
Ohio Department of Education	\$ 746,268.00
Oklahoma Department of Human Services	\$ 746,268.00
Oklahoma Department of Education	\$ 746,268.00
Oregon Department of Education	\$ 746,268.00
Pennsylvania Department of Education	\$ 746,268.00
Puerto Rico Department of Education	\$ 746,268.00
Rhode Island Department of Education	\$ 746,268.00
South Carolina Department of Education	\$ 746,268.00
South Carolina Department of Social Services	\$ 746,268.00
South Dakota Department of Education	\$ 746,268.00
Tennessee Department of Human Services	\$ 746,268.00
Tennessee Department of Education	\$ 746,268.00
Texas Department of Agriculture	\$ 746,268.00
Utah State Board of Education	\$ 746,268.00
Virginia Department of Education	\$ 746,268.00
Virginia Department of Health	\$ 746,268.00
Virgin Islands Department of Education	\$ 746,268.00
Vermont Agency of Education	\$ 746,268.00
Washington State Office of Superintendent of Public Instruction	\$ 746,268.00
Wisconsin Department of Public Instruction	\$ 746,268.00
West Virginia Department of Education	\$ 746,268.00
Wyoming Department of Education	\$ 746,268.00
Total	\$ 50,000,000.00

Attachment B:
Child Nutrition Non-Competitive Technology Innovation Grant Application Template

Important:

- ✓ **Proposals must be submitted to www.Grants.gov by 11:59 pm ET, on September 9, 2024.** Proposals received after this date and time will not be considered for funding.
- ✓ Electronic or paper proposals sent via any other method will not be accepted.
- ✓ All questions regarding the funding opportunity and proposal should be referred to the **FNS Grant Officer Patrice Williams via email at Patrice.Williams@usda.gov.**
- ✓ [Grants.gov Help Desk](#) can provide assistance with grants.gov issues.

How to Use the Proposal Template

State agencies may copy and use the template as it appears, or set up their own format **as long as responses to all items are numbered and addressed in the order listed in the template.** The template contains tips with scenarios and suggestions for the kind of content to include in the proposal when describing the requested elements. If using the template, first read and delete the tips/notes and then input your response. You may use (and expand as needed) the sample tables throughout. It is permissible to use the template for some items and your own format for others, as long as all items are numbered and addressed in the order listed.

A three-page limit for the responses applies to the content of the narrative project proposal (responses to questions 1-5) and any attached explanations. The limit **does not** include the two-page maximum budget narrative, required supporting documents (such as the SF-424, SF-424A, SF-424B), indirect cost rate agreement, other required Federal forms, and assurance statements.

FNS understands that your agency may not be able to fully address every element detailed in the template prior to submission of the proposal. If an element is not addressed in your proposal, your application should explain why. **State agencies must have an entry for every item.** For each element of the guidance document, please do one of the following:

- Respond to the element;
- State that this element is not applicable and why; or
- If there is duplication with a previous answer(s), explain that the answer is included in the response to a previous item and give the referenced item and response number. However, be sure that you have provided sufficient information to fully respond to both items.

FY 2024 CN Non-Competitive Technology Innovation Grant Proposal Template

Enter State Agency Contact Information

State Agency Name and Mailing Address:

Agency Administrator : Name, Job Title & Contact Information (Telephone, Email)

Project Contact: Name, Job Title & Contact Information for State agency staff person(s) responsible for the project.

NON-COMPETITIVE INFORMATION TECHNOLOGY GRANT PURPOSE

The purposes of this Non-competitive Technology Innovation Grant (nTIG) are to develop, improve, and maintain automated information technology systems used to operate and manage all Child Nutrition (CN) Programs (i.e., National School Lunch Program, School Breakfast Program, Summer Food Service Program and Child and Adult Care Food Program). The intent is to provide funding for automated systems that will improve program accountability, data accuracy, program performance, and the capacity to identify and target error-prone areas (locations or program functions) within and across the CN Programs at the State and Local Education Agency (LEA) or Sponsoring Organization (SO).

1. PROPOSED ACTIVITIES: From the list below, **mark all activities that apply** to your State agency's nTIG proposal, which may include planning, implementation, and/or maintenance and enhancement activities:

Planning activities, such as:

- Feasibility studies and cost/benefit analyses to plan for system automation projects;
- Conducting an internal review of the State's/LEAs/SOs data and administrative processes;
- Hiring a contractor or university to conduct a study of the processes and recommend system solutions;
- Hiring a staff member to oversee planning activities;

FY 2024 CN Non-Competitive Technology Innovation Grant Proposal Template

- Consulting with stakeholders; and/or
 - Assessing current system training and oversight capabilities, needs and effective system training.
 - Other. Please describe:
-

Implementation activities, such as:

- Changes in response to Congressional directives and FNS programs and policy;
 - Web-based software;
 - Uniform interfaces between diverse systems;
 - Interfaces to improve automation between State and local agencies, including sub-grant awards to Local Education Agencies and/or Sponsor Organizations;
 - Technology equipment and/or software;
 - Other innovative business automation solutions to improve program operation efficiencies, accountability, monitoring and overall program integrity at the State and local levels;
 - Hiring contractors such as business analyst, project manager, program developer;
 - Training for staff and/or local Sponsor Organizations or Local Education Agency on new technology module(s) or equipment; and/or
 - Purchase hardware to implement changes accordingly.
 - Other. Please describe:
-

Maintenance and Enhancement activities, such as:

- Annual software licensing costs;
 - System hosting costs;
 - Staffing for ongoing technology support; and/or
 - Discrete system changes needed for FNS and State reporting changes.
 - Other. Please describe:
-

FY 2024 CN Non-Competitive Technology Innovation Grant Proposal Template

- 2. PROJECT SCOPE:** Enter a brief description of how the State agency will use the nTIG funds to address the purpose and intent mentioned above and how this improvement will address a current or future need. Please include a brief description of the staff or contractors responsible for the grant project and their responsibilities here.

- 3. SUMMARY:** Briefly summarize the functional requirements and type of technology solution(s) needed for completion of project(s).

[Tip: Explain the function, capabilities, and/or features of the system that are required for the success of the project. For example, "System X needs to support input from end users; System X needs to track the number of free meals from school Y; System X needs to track the number of reduced meals from school Y." Include diagrams, charts, or tables for further explanation as needed. In anticipation of this grant, list the hardware/software you have researched as possible candidates to procure: Include hardware/software type and functionality, and identify possible vendors. If there is an upgrade to an existing system, name the hardware/software. In inquiring about items that involve acquisition, FNS reminds agencies that they must comply with all State and Federal acquisition regulations.]

FY 2024 CN Non-Competitive Technology Innovation Grant Proposal Template

4. IT MODULES: From the list below, **mark all modules that apply** that your State agency's nTIG project will address:

- Sponsor Application and Record Management
- Financial Management (including SFA School Nutrition Revenues and Expenditures & SAE Funds)
- Administrative Review
- SFA/SO Claims and Reimbursement
- SO Seriously Deficient
- Direct Certification (matching)
- Online Household Applications (free/reduced price)
- Menu Planning & Nutrient Analysis
- Professional Standards Training
- Federal Reporting
- Other (please specify)_____

5. SUB-GRANTS: Does the State agency anticipate offering nTIG funding to the local-level (i.e., SO or LEAs) with the intent to provide automation between State and local levels?

- NO
- YES

If YES, does the State agency currently have staffing or infrastructure in place needed to award and monitor the sub-grants?

- NO
- YES

If NO, describe the plan for awarding and monitoring local-level sub-grants without currently having staffing or infrastructure in place.

If YES, indicate the name and job title of State agency staff person(s) responsible for the sub-grant award(s) and monitoring.

Attachment C.
Budget Narrative Template

1. PERSONNEL	CALCULATION	TOTAL	NARRATIVE EXPLANATION (explain need for cost and how cost aligns with the project narrative)
<i>Ex. John Smith, Programmer</i>	<i>\$80,000/year x 25%FTE x 2 years</i>	<i>\$40,000</i>	<i>John will provide programming services for an informational website, social media, training slides, and printed resources and nutrition education materials. John will devote 25% FTE to this project for the entire period of performance.</i>
a. Title, Name			
b. Title, Name			
Total Funding for Personnel			
2. FRINGE BENEFITS	CALCULATION	TOTAL	NARRATIVE EXPLANATION (explain need for cost and how cost aligns with the project narrative)
<i>Ex. Personnel 1a</i>	<i>\$40,000 x 25% fringe</i>	<i>\$10,000</i>	<i>Fringe benefits for all full-time employees include health insurance, annual and sick leave, etc....</i>
a. Title, Name			
b. Title, Name			
Total Funding for Fringe			
3. TRAVEL	CALCULATION	TOTAL	NARRATIVE EXPLANATION (explain need for cost and how cost aligns with the project narrative)

a. Air-Bus-Rail (incl. from XX to XX, company)			<i>(please provide the basis for the calculation, i.e., federal or state rates)</i>
b. Mileage (incl. from XX to XX)			
c. Airport Parking (incl. name of airport and type of parking - daily, long term, etc.)			
d. Ground Transportation and Tolls (incl. from XX to XX, method of transportation)			
e. Lodging (incl. name, location of hotel)			
f. Per diem			
Total Funding for Travel			
4. SUPPLIES	CALCULATION	TOTAL	NARRATIVE EXPLANATION (explain need for cost and how cost aligns with the project narrative)
a. Computers			
b. Wi/Fi Hot Spot			
5. CONTRACTUAL	CALCULATION	TOTAL	NARRATIVE EXPLANATION (explain need for cost and how cost aligns with the project narrative)
a. Contractor (incl. name of contractor/company, area of expertise)			<i>Include a brief description of what the contractor will be working on, including the name of any software they will be developing or project management tools they will contribute to the project, and what CN programs will be impacted. Please provide quote or contract if available)</i>

b. Contractor (incl. name of contractor/company, area of expertise)			
Contractual Total			
6. OTHER	CALCULATION	TOTAL	NARRATIVE EXPLANATION (explain need for cost and how cost aligns with the project narrative)
a. Sub-Grants			
b. Software (developed in-house)			
Other Total			
7. TOTAL CHARGES	CALCULATION	TOTAL	
a. Total Direct Charges			
b. Total Indirect Charges			
7c. TOTAL CHARGES (7a. + 7b.)			

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: _____