



Child Nutrition Grant Program

National School Lunch and School Breakfast Program

Fiscal Year 2019

Administrative Review and Training (ART) Grants

Fiscal Year 2019 Request for Applications

Catalog for Federal Domestic Assistance Number (CFDA): 10.579

Dates:

Release Date: November 28, 2018

Application Due Date: March 5, 2019, 11:59 PM, Eastern Standard Time (EST)

Anticipated Award Date: June 4, 2019

OMB BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995, no persons are 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 **40** 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.

NOTE: Information italicized should be addressed/completed by the Program area. Information in black should not be changed. If additional information is required it may be added.

IMPORTANT NOTICE

On December 31, 2017, **Grants.gov officially retired the legacy .PDF application package** as a method to apply for a Federal grant. This changed the way many Grants.gov users completed and submitted their grant applications.

For information on Workspace application process, visit:

<https://Grants.gov/web/grants/applicants/workspace-overview.html>

Application Checklist

This application checklist provides a list of the required documents; however FNS expects that applicants will read the entire RFA prior to the submission of their application.

In order to apply, **at least four weeks** prior to submission, you must have:

- Obtained a Dun and Bradstreet Data Universal Numbering System (DUNS) number;
- Registered the DUNS number into the System for Award Management (SAM); and,
- Registered in Grants.gov.

When **preparing your application**, ensure:

- Your application format and narrative meet the requirements included in Section IV “Application and Submission Information,” including page limits, priorities outlined in Section IV, and all necessary attachments.

When **preparing your budget**, ensure the following information is included:

- All key staff who are paid by this grant and calculation for the computation
- The percentage of time the project director will devote to the project in full-time equivalents.
- Your organization’s fringe benefit amount along with the calculation for the computation.
- The type of fringe benefits to be covered with Federal funds.
- Itemized travel expenses (including type of travel), travel justifications and calculation for lodging estimates.
- Types of equipment and supplies, justifications, and estimates, ensuring that the budget is in line with the project description, and associated calculations
- Information for all contracts and justification for any sole-source contracts.
- Justification, description and itemized list of all consultant services.
- Indirect cost information (either a copy of a Negotiated Indirect Cost Rate Agreement (NICRA) or if no agreement exists, the basis of the indirect costs requested). If none requested, please indicate this in the budget narrative.

When **submitting** your application, ensure you have submitted the following:

- SF-424 – [Application for Federal Assistance](#) (fillable PDF in Grants.gov)
- SF-424A – [Budget Information and Instruction Form](#) (fillable PDF in Grants.gov)
- SF-424B – [Assurances for Non-Construction Programs](#) (fillable PDF in Grants.gov)
- SF-LLL – [Disclosure of Lobbying Activities](#).
- Grant Program Accounting System & Financial Capability Questionnaire (in AppendixX)
- Negotiated Indirect Cost Rate Agreement (PDF - Upload using the “Add Attachments” button under SF-424 item #15)

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APPENDICES:

- APPENDIX A: RFA Budget Narrative Checklist
- APPENDIX B: FY 2019 ART Planning Grant Proposal Template and Instructions
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- APPENDIX D: Grant Program Accounting System and Financial Capability Questionnaire
- APPENDIX E: FNS Performance Progress Report

I. PROGRAM DESCRIPTION

The Child Nutrition and WIC Reauthorization Act of 2004 (P.L. 108-265) amended Section 22 of the Richard B. Russell National School Lunch Act to establish a requirement that State agencies conduct additional administrative reviews of selected Local Educational Agencies (LEAs). It also amended Section 7 of the Child Nutrition Act to provide annual funding for States to be used for oversight and training of LEAs. Both of these requirements are focused on LEAs that have demonstrated a high level of, or a high risk for, administrative error. To assist State agencies in achieving this requirement, the USDA Food and Nutrition Service (FNS) has up to \$8.5 million available in fiscal year (FY) 2019 to fund Administrative Reviews and Training (ART) Grants for oversight and training. The award of these grants and contingent upon the availability of Federal funding.

The ART grant funds will be available on a competitive basis only to the 57 State agencies that administer the National School Lunch Program (NSLP) and School Breakfast Program (SBP), and are for the purpose of identifying, reviewing, monitoring and training LEAs that have demonstrated a high level of, or a high risk for, administrative error. FNS is offering two types of ART Grants: Planning and Implementation. States may apply for *either* a Planning grant *or* an Implementation grant, as described within this Request for Applications (RFA), but *not both* in a given RFA solicitation.

The purpose of this RFA is to solicit applications from eligible entities and describe:

- Types of grants available;
- Which entities are eligible to apply for grant funds;
- Requirements for submitting a successful application;
- How applications will be reviewed and selected; and
- Terms and conditions that grantees must adhere to.

FNS intends to work collaboratively with grant applicants and grantees throughout the application process and the life of grants awarded through this RFA. Within approximately three weeks of this RFA's publication, FNS will conduct a webinar with all State agencies and FNS Regional offices to review the RFA and address questions regarding the application process. Notification of the webinar date, time and call-in information will be communicated to State agencies via the FNS Regional offices and the FNS Child Nutrition Program's PartnerWeb at <https://www.partnerweb.usda.gov>.

Brief descriptions of previously awarded ART grant projects are located on the FNS School Meals Grants website at the following link: <http://www.fns.usda.gov/school-meals/grants>. Applicants may find this site helpful in exploring possibilities for viable use of grant funding.

II. FEDERAL AWARD INFORMATION

1. Purpose of Grant Funding

FNS anticipates awarding approximately five grants and expects to award up to \$8.5 million in grant funding to State agencies for the purpose of decreasing administrative errors in those

LEAs and schools that are experiencing, or likely to experience, program administrative errors. This award is contingent upon the availability of Federal funding. For FY 2019, State agencies should focus on one or more of the following areas in developing their ART Grant applications:

- Developing a State-level web-based application for free and reduced price school meals, for use by local educational agencies within the State, that includes integrity features comparable to those in USDA's new web-based prototype; or strengthening the integrity features of an existing State web-based application;
- Training of LEA administrative personnel in application, certification, verification, meal counting and meal claiming procedures. Training may include web-based training sessions;
- Modifications that may be necessary to update processes and systems to comply with revisions to the Administrative Review process first implemented in school year 2013-2014; and
- Technology improvements which demonstrate an ability to address administrative errors and improve program integrity through the use of targeted monitoring and increased training in error-prone LEAs. States choosing this option must clearly demonstrate how the proposed technology can be used to implement State-level activities, specifically review and training activities associated with error prone LEAs. For example, proposals may include the following:
 - Development of data analysis tools to monitor application, certification (including direct certification), verification (including direct verification), meal counting and meal claiming procedures for error-prone school districts;
 - Training methods utilizing web-based technology; or
 - Other innovative State-level automated solutions to identify and reduce administrative errors in error-prone school districts.

2. ART Grant Types

The FY 2019 ART Grant award process involves two types of awards:

- ART Planning Grants for awards up to **\$150,000**, with grant periods of up to **one year**; and
- ART Implementation Grants for awards up to **\$3,000,000**, with grant periods of **one to three** years.

State agencies may apply for either type of grant (i.e., Planning or Implementation), but not both in a given RFA solicitation. **Only one grant application will be accepted from a State agency in response to this solicitation.** In addition to this section, see **Section IV, Application and Submission Information**, for information on the required content for a grant application submission.

FNS will award these funds using a cooperative agreement to allow FNS more active participation with the cooperator during both project development and project execution. Examples of FNS participation include activities such as the following:

- Ongoing evaluation of quarterly progress and financial reports to monitor the grantee’s project activities and ensure that the objectives, terms and conditions of the agreement are met;
- Periodic on-site and off-site technical assistance to provide evaluation and guidance on project activities and outputs as they relate to child nutrition program objectives, including:
 - Providing program guidance on curriculum development;
 - Evaluation of training materials and websites;
 - Evaluation of technology improvements;
 - Review of project plans and milestones;
 - Review of procurement documents for sub-grantee involvement (i.e., requests for proposals, contracts, performance work statements, and project plans); and
 - Other technical assistance related to project objectives; and
- Periodic collaborative meetings for multiple grantees for the purposes of technical assistance, training, problem solving and sharing successful or promising practices. Meetings may be conducted as webinars, teleconferences or training workshops in the Washington, D.C. area or in another city more centrally located within the contiguous United States.

Planning Grants

Planning grants are intended for State agencies administering the NSLP and SBP that know they need to reduce program administrative errors in LEAs, but may need to conduct additional *research* to identify the most effective way to decrease errors and improve program integrity. Therefore, potential uses of Planning grant funds include, *but are not limited to*, the following:

- Feasibility studies and cost/benefit analyses to plan for automation projects;
- Conducting an internal review of the State’s administrative processes;
- Detailed analysis of past Administrative Reviews to identify most frequent Program requirements found to be out of compliance or the potential for noncompliance;
- Hiring a contractor or university to conduct a study of the processes and recommend solutions;
- Consulting with stakeholders; and
- Assessing current training and oversight capabilities, needs and effective training methods.

State agencies that are awarded Planning grants from this solicitation may apply for funding for an Implementation grant at the next annual opportunity (anticipated in FY 2020) in order to carry out an implementation project in follow-up to their Planning grant activities and outcomes. Planning grant funds may be used to complete the planning for the implementation project and to develop an ART Implementation Grant application based on the Planning grant project outcomes. However, State agencies awarded an ART Planning Grant in FY 2019 who then apply for an ART Implementation Grant in FY 2020 are not guaranteed to receive an FY 2020 Implementation grant award. Due to funding limitations each year, all ART Grant awards, both Planning and Implementation, are competitive awards and will be based on the evaluation

criteria stated in each fiscal year's grant RFA. Consequently, FNS encourages State agencies to apply for an ART Planning Grant to conduct activities that would be beneficial in helping them reduce Program administrative errors, even if they do not receive an ART Implementation Grant award and have to rely on other resources to implement solutions identified as a result of the Planning grant activities.

State agencies **must** address all of the questions in *Appendix B: ART Planning Grant Proposal Template and Instructions* to develop an ART Planning Grant application. The instructions are designed to assist State agencies in developing a fully responsive ART Planning Grant application for viable planning activities and to bring consistency to the proposal process for evaluation purposes.

The maximum amount of any *single* ART Planning Grant is **\$150,000**. However, FNS retains authority to award less than the amount requested in the grant application.

Implementation Grants

Implementation grants are intended for State agencies administering the NSLP and SBP that know *what* they need to do to improve program integrity through their State's administrative training and oversight processes, but lack the resources to implement those changes. Potential uses of Implementation grant funds include, *but are not limited to*, the following:

- Developing an integrity focused State-level web-based application for free and reduced price school meals, or strengthening the integrity focus of an existing web-based application;
- Developing and delivering training to LEA administrative personnel;
- Improving State-level technologies to enhance State-level monitoring capability to identify and address program administrative errors in error-prone LEAs and schools;
- Upgrading software; and
- Purchasing hardware to implement changes accordingly.

State agencies **must** address all of the questions in the *Appendix C: ART Implementation Grant Proposal Template and Instructions* to develop an ART Implementation Grant application. The instructions are designed to 1) guide applicants in thinking through all aspects of implementing proposed solutions, with particular emphasis on reducing risks associated with technology related aspects of their proposals, and 2) assist applicants in considering and capturing budget items such as, but not limited to, costs for personnel, hiring contractors, purchasing equipment, developing training, supplies and travel (including travel for State agency staff to attend at least one three-day annual FNS technical assistance and training meeting for grantee States). Following the guidance in Appendix C will assist applicants in developing fully responsive ART Implementation Grant applications and help to bring consistency to the proposal process for evaluation purposes.

The maximum amount of any *single* ART Implementation Grant is **\$3,000,000**. However, FNS retains authority to award less than the amount requested by an applicant. The size of ART Implementation Grants will likely vary significantly, based on differences in project scope, the responsiveness of application packages, and clarity of demonstrated need.

NOTE: Applicants for the ART Implementation Grant should include in their budget estimates the following FNS sponsored collaborative activities for each year of the requested grant period of performance:

- 1) Estimated cost of travel and time for two State project staff to participate in an annual FNS technical assistance meeting lasting three full days at a location to be determined. Note: for budgeting purposes, State agencies should use Washington, DC as the location for the meeting (costs should be itemized);
- 2) Grant personnel costs to participate in quarterly technical assistance calls or webinars (generally one hour each); and
- 3) Personnel and contractor costs for preparation and participation in annual technical assistance and evaluation State site visits (one day each) and conference calls (approximately two per year at two hours each) with FNS contractors and staff.

The request for these funds should be clearly indicated in the Budget Narrative Justification, Standard Form 424, and Standard Form 424A (Budget Information – Non-Construction Programs). Sufficient funds should be budgeted in the proposal and reserved in the course of the project to meet this requirement.

3. Application and Review Dates

The deadline for submitting ART Planning Grant and ART Implementation Grant applications may be found in Section IV, D. Submission Dates and Times. FNS expects to process grants within approximately 90 days from the application deadline.

4. Award Periods

The award period for the FY 2019 ART Planning Grants and ART Implementation Grants will be as follows, beginning from the date of the award:

- ART Planning Grants will be awarded for up to one year; and
- ART Implementation Grants will be awarded for one to three years.

All grant funds must be obligated and all program activities under the grant (other than activities relating to the close out of the grant) must be completed by the end of the award period. The close-out of the grant must occur no later than 90 days following the end of the award period, and all obligations incurred under the grant must be liquidated by this date. Any funds that are not liquidated within 90 days following the end of the award period must be returned to FNS. In addition, the final progress report and financial reports are due to FNS no later than 90 days following the end of the award period. Please see Section VI. Federal Award Administration Information for details on reporting requirements.

Allowable Costs

Among other costs, budgets may include expenses related to personnel, contractors, equipment and supplies, meeting expenses, travel, and trainings.

Equipment and Supplies: Expenditures for both equipment (i.e., items of personal property having a useful life of more than one year and a cost of \$5,000 or more) and supplies are allowable expenses.

Food Expenses: No more than 10 percent of the grant funds may be used for food purchases in

the grant budget. Food purchases should be limited to educational purposes, including: sample tables, taste tests, or promotional use. Food costs related to conducting a test run of a new product are also deemed an appropriate use of funds.

III. ELIGIBILITY INFORMATION

1. Eligible Applicants

Eligible applicants include all State agencies that administer the NSLP and SBP. In this instance, the term State agency means 1) the State educational agency; and 2) any other agency of the State which has been designated by the Governor or other appropriate executive or legislative authority of the State and approved by USDA to administer the NSLP and SBP in LEAs. Only one grant application (planning or implementation) will be accepted from a State agency in response to this solicitation. However, in instances where there are two agencies within a State, such as in the case where the public and private agencies are different, separate applications are acceptable.

2. Cost Sharing or Matching Considerations

There are no cost sharing or matching requirements to participate in either the ART Planning or ART Implementation grant projects.

3. Other Eligibility Criteria

Applications received after the deadline date (see Section IV, Application and Submission Information) will be deemed ineligible and will not be reviewed or considered. FNS will not accept mailed, faxed, or hand-delivered applications. Also, applications not submitted via the www.Grants.gov portal will not be considered (see Section IV, Application and Submission Information).

4. Pre-application Screening Requirements

In reviewing applications in any discretionary grant competition, Federal Awarding Agencies, in accordance with 2 CFR 200.400, are required, prior to making a Federal award, to review information available through various OMB-designated repositories for eligibility qualification or financial integrity, and to have

- 1) SAM, the *System for Award Management*, the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS;
- 2) FAPIIS, the *Federal Awardee Performance and Integrity Information System*, is a database that has been established to track contractor misconduct and performance;
- 3) Dun and Bradstreet, the system where applicants establish a DUNS number which is used by the Federal government to better identify related organizations that are receiving funding under grants and cooperative agreements, and to provide consistent name and address data for electronic grant application systems. The

Federal government requires that all applicants for Federal grants and cooperative agreements with the exception of individuals other than sole proprietors have a DUNS number.

Applicants must also respond to the pre-application assessment questions below to allow FNS to evaluate aspects of the applicant's financial stability, quality of management systems, and history of performance, reports and findings from audits. A questionnaire containing these questions has been provided to facilitate the process. Applicants must answer all the pre-application questions. While answering "yes" may be an indicator of risk, the consideration and evaluation of these questions is only an indicator of potential risk and may or may not result in an additional oversight requirements or special conditions be placed on an award should an award be made. Decisions regarding additional oversight requirements will take into consideration the total number of risks identified.

1. Has your organization received a Federal award within the past 3 years?
Yes_____No_____
2. Does your organization utilize accounting software to manage your financial records?
Yes_____No_____
3. Does your accounting system identify the receipt and expenditure of program funds separately for each grant?
Yes_____No_____
4. Does your organization have a dedicated individual responsible for monitoring organizational funds, such as an accountant or a finance manager?
Yes_____No_____
5. Is there a separation of duties for staff handling the approval of transactions and the recording and payment of funds?
Yes_____No_____
6. Does your organization have the ability to specifically identify and allocate employee effort to an applicable program?
Yes_____No_____
7. Does your organization have a property/inventory management system in place to track the location and value of equipment purchased under the award?
Yes_____No_____
8. Has your organization been audited within the last 5 fiscal years?
Yes_____No_____
9. If the answer to question number 8 is yes, was this report issued under the Single Audit requirement? If no, a hyperlink or copy of the report will be required.
Yes_____No_____

10. If answer to question 8 is yes, was there a “Qualified Opinion” or “Adverse Opinion”?

Yes_____No_____

11. If answer to question 8 is yes, is there a material weakness disclosed?

Yes_____No_____

12. If answer to question 8 is yes, is there a significant deficiency disclosed?

Yes_____No_____

5. Other Eligibility Criteria

Suspended or debarred organizations are ineligible to submit applications in response to this grant solicitation. State agencies may apply for either type of grant (i.e., Planning or Implementation), but not both in a given RFA solicitation

6. Acknowledge USDA Support

As outlined in 2 CFR 415.2, grant recipients shall include acknowledgement of USDA Food and Nutrition Service support on any publications written or published with grant support and, if feasible, on any publication reporting the results of, or describing, a grant-supported activity. Recipients shall include acknowledgement of USDA Food and Nutrition Service support on any audiovisual which is produced with grant support and which has a direct production cost of over \$5,000.

- o When acknowledging USDA support, use the following language: "This material is based upon work that is supported by the Food and Nutrition Service, U.S. Department of Agriculture." Grantees are asked to follow the [USDA Visual Standards Guide](#) when using the USDA logo.

Grant recipients may be asked to host USDA officials for a site visit during the course of their grant award. All costs associated with the site visit will be paid for by USDA and are not expected to be included in grant budgets.

IV. APPLICATION AND SUBMISSION INFORMATION

1. Applicants may obtain the RFA package by downloading the application from the FNS website at <http://www.fns.usda.gov/school-meals/grants> or by downloading the application from the Grants.gov site at www.Grants.gov website.

Applicants may also request a paper copy of this solicitation and required forms by contacting the FNS Grants Officer:

Dawn Addison, Grants Officer
Grants and Fiscal Policy Division
U.S. Department of Agriculture, FNS
E-mail: dawn.addison@fns.usda.gov

2. Application Format

FNS strongly encourages eligible applicants interested in applying to this program to adhere to the following applicant format:

- a. “8 ½ by 11” page size on white paper with at least 1 inch margins on the top and bottom;
- b. All pages single spaced, in 12 point Times New Roman or Arial font size (smaller font may be used in tables, charts and graphs as long as they are clearly readable);
- c. The project description with relevant information (not including the cover sheet, table of contents, resumes, letter of commitment(s), endorsement letter(s), budget narrative(s), appendices, and required forms) should be captured on no more than:
 - i. **10-page** maximum length for **Planning** grant narrative response to **Appendix B**;
 - ii. **35-page** maximum length for **Implementation** grant narrative response to **Appendix C**; and
- d. All pages, excluding the form pages, must be sequentially numbered.

3. Application Content

To be considered complete, the ART Grant application must include all the required documents and information listed in the Table 1 below for the specific type of grant (i.e., planning or implementation grant).

4. Special Instructions

- a. Late application submission will not be considered in this competition. FNS will not consider additions or revisions to applications once they are received.
- b. If multiple application packages are submitted through the Grants.gov web portal by the same applicant in response to this solicitation, FNS will accept the latest application package successfully submitted. All other packages submitted by the applicant will be removed from this competition.
- c. FNS reserves the right to use this solicitation and competition to award additional grants in this or subsequent fiscal years should additional funds be made available.
- d. Grant awards are subject to the availability of funds.
- e. There are no cost sharing or matching requirements to participate in either the ART Planning or ART Implementation grant projects.

| Table 1: ART Planning and Implementation Application Content | |
|---|--|
| Required Documents | Explanation |
| Cover Sheet | At a minimum, include: <ul style="list-style-type: none"> – State agency name and mailing address; – Agency Administrator’s name, job title, phone number, e-mail and Fax contact information; – Primary application contact person’s name, job title, phone number and e-mail address; and – Grant program title and subprogram title (if applicable) |
| Table of Contents | Include relevant topic page numbers |

| Table 1: ART Planning and Implementation Application Content | |
|---|--|
| Required Documents | Explanation |
| Application Project Summary | Brief abstract clearly summarizing the proposed project activities, goals and objectives, as well as anticipated solutions and outcomes that would result if the proposal is funded (maximum 250 words). |
| Project Narrative | The project narrative should clearly identify what the applicant is proposing and how it will address a solution, the expected results and/or benefits once the solution is achieved, and how it will meet the RFA program scope and objectives. The proposed project methodology should describe the project design, address program specific methodology needs, procedures, timetables, monitoring/oversight, and the organization’s project staffing. |
| Application Budget Narrative | The budget narrative should correspond with the proposed project narrative and application budget. The narrative must justify and support the bona fide needs of the budget’s direct cost. Show your calculations. If the budget includes indirect costs, the applicant must provide a copy of its most recently approved Federal indirect cost rate agreement. All non-profit organizations must include their 501(c)(3) determination letter issued by the Internal Revenue Service (IRS). |
| Indirect Cost Rate | If available, the current indirect cost rate, negotiated with a Federal negotiating agency, should be used. Indirect costs may not exceed the negotiated rate. If a negotiated rate is used, the percentage and base should be indicated. If no rate has been established the applicant may indicate "None—will negotiate" and a reasonable dollar amount for indirect costs may be requested, which will be subject to approval by USDA. In the latter case, if a proposal is recommended for funding, an indirect cost rate proposal must be submitted prior to award to support the amount of indirect costs requested. USDA will request an indirect cost rate proposal and provide instructions, as necessary. An applicant may elect not to charge indirect costs and, instead, use all grant funds for direct costs. If indirect costs are not charged, the phrase “None requested” should be stated in the budget narrative. |
| Required Grant Application Forms | Please refer to the Application Checklist on page 2 for a list of required grant forms. |

Required Grant Application Forms

All applicants must complete the following forms:

The following Grants.gov forms are required of grant applicants. They are located at <https://www.Grants.gov/web/grants/forms.html>

The following required OMB forms can be obtained at: <https://apply07.Grants.gov/apply/FormsMenu?source=agency>

(A) Non-Construction Grant Projects Forms: SF-424 Family

1. Application and Instruction for Federal Assistance (SF-424)
2. Budget Information and Instruction (SF-424A)
3. 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.”

Electronic Submission Date and Time: The complete application must be uploaded to www.Grants.gov by **11:59 PM, Eastern Time, on March 5, 2019**

- Applications submitted after 11:59 PM will not be accepted in Grants.gov.
- FNS will not accept late applications.
- FNS will not consider additions or revisions to applications once they are submitted.
- Applications must be submitted via the Grants.gov web portal. Mailed, e-mailed or hand-delivered application packages will not be accepted.
- Grant awards are subject to the availability of funding and/or appropriations of funds.

USDA strongly encourages applicants to begin the process at least four weeks before the due date and to submit applications to Grants.gov at least one week before the deadline to allow time to troubleshoot any issues, should they arise. The Grants.gov system provides several confirmation notices; applicants should ensure receipt of confirmation that the application was accepted. Applicants experiencing difficulty submitting an application to www.Grants.gov should contact the grant support team listed in Section VII: Agency Contacts.

Electronic Submission Details

Please be aware that the Grants.gov system provides several confirmation notices; applicants should ensure receipt of confirmation that the application was accepted. Applicants experiencing difficulty submitting applications to www.Grants.gov should contact the grant support team noted in Section VII: Agency Contacts.

In order to submit an application, you must:

1. Obtain a Data Universal Numbering System (**DUNS**) number
 - In order to obtain a DUNS number, if your organization does not have one, or if you are unsure of your organization’s number, contact Dun and Bradstreet via the internet at <http://fedgov.dnb.com/webform> or by calling 1-888-814-1435, Monday thru Friday, 8am-9pm ET. There is no fee associated with obtaining a DUNS number. There is no fee associated with obtaining a DUNS number.

- **It may take 2-3 business days to obtain a DUNS number.**
2. Register in the System for Award Management (**SAM**)
 - SAM combines Federal procurement systems and the Catalog of Federal Domestic Assistance into one new system. For additional information regarding SAM, see the following link: <https://beta.sam.gov>
 - Must have organization's DUNS, entity's Tax ID Number (TIN), and taxpayer name (as it appears on last tax return). **It may take 3-5 business days to register in SAM, however** in some instances the SAM process to complete the migration of permissions and/or the renewal of the entity record will require **5-7 days or more.**
 - All applicants must have current SAM status at the time of application submission and throughout the duration of a Federal Award in accordance with 2 CFR Part 25.
 - We strongly encourage applicants to begin the process **at least 3 weeks** before the due date of the grant solicitation.
 3. Create a Grants.gov Account: The next step in the registration process is to create an account with Grants.gov. Applicants must know their organization's DUNS number to complete this process. Completing this process automatically triggers an email request for applicant roles to the organization's E-Business Point of Contact (EBiz POC) for review. The EBiz POC is a representative from your organization who is the contact listed for SAM. To apply for grants on behalf of your organization, you will need the Authorized Organizational Representative (AOR) role. For more detailed instructions about creating a profile on Grants.gov, refer to: <https://www.Grants.gov/web/grants/applicants/organization-registration/step-3-username-password.html>
 4. Authorize Grants.gov Roles: After creating an account on Grants.gov, the EBiz POC receives an email notifying them of your registration and request for roles. The EBiz POC will then log in to Grants.gov and authorize the appropriate roles, which may include the AOR role, thereby giving you permission to complete and submit applications on behalf of the organization. You will be able to submit your application online anytime after you have been approved as an AOR. For more detailed instructions about creating a profile on Grants.gov, refer to: <https://www.Grants.gov/web/grants/applicants/organization-registration/step-4-aor-authorization.html>
 5. Track Role Status: To track your role request, refer to: <https://www.Grants.gov/web/grants/applicants/organization-registration/step-5-track-aor-status.html>

Electronic Signature: When applications are submitted through Grants.gov, the name of the organization's AOR that submitted the application is inserted into the signature line of the application, serving as the electronic signature. The EBiz POC **must** authorize individuals who are able to make legally binding commitments on behalf of the organization as an AOR; **this step is often missed and it is crucial for valid and timely submissions.**

How to Submit an Application via Grants.gov

1. Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different webforms within an application. For each funding opportunity announcement (FOA), you can create individual instances of a workspace.

Below is an overview of applying on Grants.gov. For access to complete instructions on how to apply for opportunities, refer to:

<https://www.Grants.gov/web/grants/applicants/apply-for-grants.html>

1) *Create a Workspace:* Creating a workspace allows you to complete it online and route it through your organization for review before submitting.

2) *Complete a Workspace:* Add participants to the workspace, complete all the required forms, and check for errors before submission.

a. *Adobe Reader:* If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace so that they will appear similar to other Standard forms. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drives, then accessed through Adobe Reader.

NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at:

<https://www.Grants.gov/web/grants/applicants/adobe-software-compatibility.html>

b. *Mandatory Fields in Forms:* In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.

c. *Complete SF-424 Fields First:* The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and DUNS number.

To trigger this feature, an applicant must complete the SF-424 information first.

Once it is completed, the information will transfer to the other forms.

3) *Submit a Workspace:* An application may be submitted through workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab.

Grants.gov recommends submitting your application package at least 24-48 hours prior to the close date to provide you with time to correct any potential technical issues that may disrupt the application submission.

4) *Track a Workspace:* After successfully submitting a workspace package, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the package. The number will be listed on the Confirmation page that is generated after submission.

For additional training resources, including video tutorials, refer to:

<https://www.Grants.gov/web/grants/applicants/applicant-training.html>

Applicant Support: Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and email at support@Grants.gov. For questions related to the specific grant opportunity, contact the number listed in the application package of the grant you are applying for.

If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number. The Support Center ticket number will assist the Center with tracking your issue and understanding background information on the issue.

2. Timely Receipt Requirements and Proof of Timely Submission

a. *Online Submission.* All applications must be received by Eastern Time on the due date established for each program. Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant AOR will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their application. Applicant AORs will also receive the official date/time stamp and Grants.gov Tracking number in an email serving as proof of their timely submission. When the Food and Nutrition Service successfully retrieves the application from Grants.gov, and acknowledges the download of submissions, Grants.gov will provide an electronic acknowledgment of receipt of the application to the email address of the applicant with the AOR role. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application. Applications received by Grants.gov after the established due date for the program will be considered late and will not be considered for funding by the Food and Nutrition Service.

Applicants using slow internet, such as dial-up connections, should be aware that transmission can take some time before Grants.gov receives your application. Again, Grants.gov will provide either an error or a successfully received transmission in the form of an email sent to the applicant with the AOR role. The Grants.gov Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application.

Additional Information on Grants.gov and the Registration Process:

NOTICE: Special Characters not Supported

All applicants **MUST** follow Grants.gov guidance on file naming conventions. To avoid submission issues, please follow the guidance provided in the Grants.gov Frequently Asked Questions (FAQ):

Are there restrictions on file names for any attachment I include with my application package?

File attachment names longer than approximately 50 characters can cause problems processing packages. Please limit file attachment names. Also, do not use any special characters (example: &, -, *, %, /, #, -), this includes periods (.), spacing followed by a dash in the file and for word separation, use underscore (example: Attached_File.pdf) in naming the attachments. **Please note that if these guidelines are not followed, your application will be rejected. FNS will not accept any application rejected from www.Grants.gov portal due to incorrect naming conventions.**

In order to submit an application via Grants.gov, applicants must have obtained a Data Universal Numbering System (DUNS) number and registered in both the new Systems for Award Management (SAM) and on Grants.gov. The applicant is strongly advised to allow ample time to initiate the Grants.gov application submission process. All applicants must have SAM status at

the time of application submission and throughout the duration of a federal award in accordance with 2 CFR Part 25. Please visit the following websites to obtain additional information on how to obtain a DUNS number (www.dnb.com) and register in SAM (<https://www.sam.gov/portal/public/SAM/>).

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. For tools and tips regarding www.Grants.gov, please visit: <http://www.Grants.gov/web/grants/applicants/applicant-tools-and-tips.html>.

Additional information and applicant resources is available at:

<https://www.Grants.gov/web/grants/applicants/workspace-overview.html>

1. Submission Dates and Times

LETTER OF INTENT (if applicable) (*ATTACH PROFORMA*)

The eligible applicant that intends to submit an application should submit a Letter of Intent notice by (insert the date). This notice does not obligate the applicant to submit an application but provides FNS with useful information in preparing for the review and selection process. The notice should include the potential applicant's name and address, organization's name, telephone number, and e-mail address of the primary point of contact. The applicant can send the letter via the mail or e-mail to the FNS Grants Officer identified below:

Dawn Addison
Grant Officer, Grants and Fiscal Policy Division
U.S. Department of Agriculture, FNS
3101 Park Center Drive Room 740
Alexandra, VA 22301
E-mail: dawn.addison@fns.usda.gov

APPLICATION DUE DATE

The complete application must be uploaded on www.Grants.gov **by 11:59 PM, Eastern Time on March 5, 2019**. Applications received after the deadline date will be deemed ineligible and will not be reviewed or considered. FNS will not consider any additions or revisions to an application once it is received through the Grants.gov web portal. FNS will not accept mailed, faxed, or hand-delivered applications.

Applicants experiencing difficulty submitting applications to www.Grants.gov should contact the Grants.gov Support Center at **Local Toll Free: 1-800-518-4726 or via e-mail at support@Grants.gov**

2. Intergovernmental Review (if applicable)

Carry if the funding opportunity is subject to EO 12372, “Intergovernmental Review of Federal Programs”. This funding opportunity is subject to the requirements of EO 12372, “Intergovernmental Review of Federal Programs”. This Executive Order was issued with the desire to foster the intergovernmental partnership and strengthen federalism by relying on State and local processes for the coordination and review of proposed Federal financial assistance and direct Federal development. The Order allows each State to designate an entity to perform this function. If you are located within a State that does not have a SPOC, you may send application materials directly to a Federal awarding agency.

For a list of State agency contacts, please visit the Office of Management website at: <https://www.whitehouse.gov/wp-content/uploads/2018/07/SPOC-July2018.pdf>

Funding Restrictions

Pre-award costs will not be awarded for this grant project.

3. Other Submission Requirements

Applicants experiencing difficulty submitting applications to www.Grants.gov should contact the Grants.gov Support Center at **Local Toll Free: 1-800-518-4726** or via e-mail at support@Grants.gov.

Additional submission information and instructions is available at:

<https://www.Grants.gov/web/grants/grantors/grantor-standard-language.html>

V. APPLICATION REVIEW INFORMATION

1. Review Criteria

FNS will pre-screen all applications to ensure that they contain the required documents and information. If an application does not include all appropriate information, FNS will consider the application to be non-responsive and will eliminate it from further evaluation.

Evaluation Factors and Criteria

The following selection criteria will be used to evaluate applications for this RFA.

FNS will evaluate the applications in accordance with the criteria outlined in this section to select applications for awards. The actual number of awards will depend on the quality of the applications and the availability of funds. Funds will be made available via a Cooperative Agreement award document following the award announcements. There are no cost sharing or matching requirements to participate in either the ART Planning or ART Implementation grant projects.

Initial Screening

FNS will pre-screen all applications to ensure that they contain the required documents and information. Eligible and responsive applications are those that meet the following requirements:

- a. Submitted by eligible applicants (see Section III, Eligibility Information);
- b. Submitted on or before the required deadline (see Section IV, Application and Submission Information);
- c. Are complete (see Section IV, Application and Submission Information); and
- d. Are in the required format (see Section IV, Application and Submission Information).

2. Review and Selection Process

Following the initial screening process, FNS will assemble a panel group to review and determine the technical merits of each application. The panel will evaluate the proposals based on how well they address the required application components. The panel will assign each application a score using the evaluation criteria and weights as specified below for each planning or implementation grant application evaluation component. The panel members will recommend applications for consideration for a grant award based on the evaluation scoring. The selecting official reserves the right to accept the panel's recommendation or to select an application for funding out of order to meet agency priorities, program balance, geographical representation, or project diversity. FNS reserves the right to use this solicitation and competition to award additional grants in the next fiscal year should additional funds be made available through future appropriations.

NOTE: If a discrepancy exists between the total funding request (submitted on SF-424, SF-424A, and budget or budget narrative) within the application package in response to this solicitation, FNS will only consider and evaluate the estimated funding request contained on SF-424.

Scoring for Planning Grant Applications:

Project Purpose, Goals and Impact on Program Integrity (35 points)

- The significance of the Program administrative errors, or the risk of these errors, to be addressed is clearly demonstrated and proposed planning activities are appropriate to address the administrative errors identified;
- The project goals and objectives are in line with the ART Planning Grant focus areas and purpose of the funding described in Section II, Federal Award Information;
- The planning activities to be completed during the grant period clearly support;
- Identification of ways to reduce program administrative errors in error-prone LEAs and schools; and
- Planning for implementation of solutions to improve program integrity, including the areas of application, certification, verification, meal counting and meal claiming.

Project Planning Design and Management (35 points)

- The project organization, project management approach (including staffing, procurement of contractors, communications planning, quality assurance planning, risk management planning, partnering with appropriate stakeholders, tracking timelines, monitoring progress, etc.) indicate that the applicant has the capacity to manage and execute the planning project successfully to meet the goals of the project; and
- The scope and timeline proposed for the project are reasonable and attainable during the Planning grant time frame.

Budget Plan (20 points)

- The total funding amount requested is appropriate for the scope of the project;
- Proposed costs are reasonable, necessary and allocable to carry out the project's goals and objectives;
- The budget includes a line item description for every allowable cost and shows how it supports the project goals;
- Budget calculations and documentation show clearly how the budget components were developed and costs estimated; and
- If indirect costs are included, the applicant agency's Indirect Cost Rate Agreement with a Federal agency is provided and the indirect cost rate is applied correctly to allowable direct costs.

Sustainability and Transferability (10 points)

- The proposed planning project is likely to produce outcomes and information that not only will aid the applicant State agency in implementing program improvements, but also will produce knowledge that is transferable to other State agencies for similar improvement projects; and
- The applicant demonstrates that the State agency has the capacity to implement program improvements in follow-up to the Planning grant activities, when ART Planning Grant funding ends.

Scoring for Implementation Grant Applications:**Project Purpose, Goals and Impact on Program Integrity (35 points)**

- The significance of the Program administrative errors, or the risk of these errors, to be addressed is clearly demonstrated and proposed implementation activities are appropriate to address the administrative errors identified;
- The project goals and objectives are in line with the ART Grant focus areas and purpose of the funding described in Section II, Federal Award Information;
- The implementation activities to be completed during the grant period clearly support:
 - Reduction of program administrative errors in error-prone LEAs and schools; and
 - Implementation of viable solutions to improve program integrity, including the areas of application, certification, verification, meal counting and meal claiming; and

- The performance measures and methods for evaluating project performance during the grant period and impact to program integrity after project completion are realistic, measureable and clearly defined.

Project Planning Design and Management (35 points)

- The project organization, project management approach (including staffing, procurement of contractors, communications planning, quality assurance planning, risk management planning, system development lifecycle process planning where applicable, partnering with appropriate stakeholders, tracking timelines, measuring performance, monitoring progress, etc.) indicate that the applicant has the capacity to manage and execute the implementation project successfully to meet the goals of the project; and
- The scope and timeline proposed for the project are reasonable and attainable during the Implementation grant timeframe.

Budget Plan (20 points)

- The total funding amount requested is appropriate for the scope of the project;
- Proposed costs are reasonable, necessary and allocable to carry out the project's goals and objectives;
- The budget includes a line item description for every estimated cost and shows how it supports the project goals;
- Budget calculations and documentation show clearly how the budget components were developed and costs estimated;
- If indirect costs are included, the applicant agency's Indirect Cost Rate Agreement with a Federal agency is provided and the indirect cost rate is applied correctly to allowable direct costs.

Sustainability and Transferability (10 points)

- The proposed implementation project is likely to produce outcomes and information that not only will aid the applicant State agency in accomplishing program improvements, but also will produce knowledge that is transferable to other State agencies for similar improvement projects; and
- The applicant demonstrates that the State agency has the capacity to implement and sustain the program improvements resulting from the Implementation grant activities after the ART Implementation Grant funding ends.

****Projects that include development or improvement of State-level web-based applications for free and reduced price school meals**

Proposals that include projects to develop State-level web-based applications for free and reduced price school meals, or add integrity improvements to existing State-level applications, will receive ten (10) bonus points. See section VIII, Other Information.

Selection Process

After evaluation and scoring, grant applications will be arrayed by type (planning or implementation) and by score within each type, starting with the highest score. Applications with the highest scores for each type will be recommended to receive funding. FNS intends to award approximately \$1,000,000 in ART Planning Grants. The remaining available funds

will be awarded as Implementation grants to the highest scoring Implementation grant applications.

Grantees will be selected on a competitive basis, based on an objective review of their proposals according to the technical evaluation criteria outlined in this RFA. A list of all applications deemed eligible for award will be submitted to the Selection Official for a final decision regarding funding. The Selection Official has ultimate authority to decide which applications are approved and funded, and *generally* will adhere to the recommendations made by the reviewers, provided that funding is available. However, the Selection Official reserves the right to award a grant to meet agency priorities, program balance, geographical representation, or project diversity. The Selection Official may take other factors into account when granting awards and/or not awarding a particular award.

Other USDA or FNS priorities the Selection Official may consider include, but are not limited to, the innovation demonstrated in an application, agency priorities, and the scores assigned by the technical review panels. The Selection Official may also determine that, based on their scores, few of the applications are of technical merit. In such a case, FNS may make fewer awards or smaller awards than expected, or make no awards. In addition, FNS reserves the option to select one or more lower rated applications in order to achieve a diversity of projects and regional representation. FNS reserves the right to use this solicitation and competition to award additional grants in this or subsequent fiscal years should additional funds be made available through future appropriations.

Determination of Award Amounts

As part of the technical review process, FNS will review applicants' proposed budgets to ensure that all costs are reasonable, allowable and applicable. Applications selected and approved for funding with budgets that are realistic, well justified, and supported will likely be funded at the requested amounts. However, FNS reserves the right to fund applications out of rank order to achieve priorities identified earlier; or at lesser amounts if FNS determines that the project can be implemented with less funding; or at lesser amounts if Federal funding is not sufficient to fully fund all applications that merit awards. This is subject to availability of funds.

FNS will review and consider the merit of each grant application and reserves the right to fund only those applications that are able to demonstrate their capability to improve their State's administrative processes and error rates. Additionally, FNS may adjust the amounts requested in the application to ensure that funds are made available at appropriate levels. FNS also reserves the right to suspend or terminate an award for materially failing to perform in accordance with a State's application.

3. Anticipated Announcement and Federal Award Date

The anticipated award date is June 4, 2019.

VI. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notice

Unless an applicant receives a signed award document with terms and conditions, any contact from an FNS grants or program officer should not be considered as a notice of a grant award. No pre-award or pre-agreement costs incurred prior to the effective start date are allowed unless approved and stated on FNS' signed award document.

The Government is not obligated to make any award as a result of this RFA. Only the recognized FNS authorized signature can bind the USDA, Food and Nutrition Service to the expenditure of funds related to an award's approved budget.

2 Administrative and National Policy Requirements

CONFIDENTIALITY OF AN APPLICATION

When an application results in an award, it becomes a part of the record of FNS transactions, available to the public upon specific request. Information that the Secretary determines to be of a confidential, privileged, or proprietary nature will be held in confidence to the extent permitted by law. Therefore, any information that the applicant wishes to have considered as confidential, privileged, or proprietary should be clearly marked within the application. Any application that does not result in an award will be not released to the public. An application may be withdrawn at any time prior to the final action thereon.

Safeguarding Personally Identifiable Information

Personally Identifiable Information (PII) is any information that can be used to distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's maiden name, or biometric records, and any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information (National Institute of Standards and Technology (NIST) SP 800-122, Guide to Protecting the Confidentiality of Personally Identifiable information, April 2010).

Applicants submitting applications in response to this RFA must recognize that confidentiality of PII and other sensitive data is of paramount importance to the USDA Food and Nutrition Service. All federal and non-federal employees (e.g., contractors, affiliates, or partners) working for or on behalf of FNS are required to acknowledge understanding of their responsibilities and accountability for using and protecting FNS PII in accordance with the Privacy Act of 1974; Office of Management and Budget Memorandum M-06-15, *Safeguarding Personally Identifiable Information*; M-06-16, *Protection of Sensitive Agency Information*; M-07-16, *Safeguarding Against and Responding to the Breach of Personally Identifiable Information*; and the NIST Special Publication (SP) 800-122, *Guide to Protecting the Confidentiality of Personally Identifiable Information*.

By submitting an application in response to this RFA, applicants are assuring that all data exchanges conducted throughout the application submission and pre-award process (and during

the performance of the grant, if awarded) will be conducted in a manner consistent with applicable Federal laws. By submitting a grant application, applicants agree to take all necessary steps to protect such confidentiality, including the following: (1) ensuring that PII and sensitive data developed, obtained or otherwise associated with UDSA FNS funded grants is securely transmitted. Transmission of applications through Grants.gov is secure; (2) ensuring that PII is not transmitted to unauthorized users, and that PII and other sensitive data is not submitted via email; and (3) Data transmitted via approved file sharing services (WatchDox, ShareFile, etc.), CDs, DVDs, thumb drives, etc., must be encrypted.

CONFLICT OF INTEREST AND CONFIDENTIALITY OF THE REVIEW PROCESS

The agency requires all panel reviewers to sign a conflict of interest and confidentiality form to prevent any actual or perceived conflicts of interest that may affect the application review and evaluation process. Names of applicants, including States and tribal governments, submitting an application will be kept confidential, except to those involved in the review process, to the extent permitted by law. In addition, the identities of the reviewers will remain confidential throughout the entire process. Therefore, the names of the reviewers will not be released to applicants

ADMINISTRATIVE REGULATIONS

Federal Tax Liabilities Restrictions

None of the funds made available by this or any other Act may be used to enter into a contract, memorandum of understanding, or cooperative agreement with, make a grant to, or provide a loan or loan guarantee to, any corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency is aware of the unpaid tax liability, unless a Federal agency has considered suspension or debarment of the corporation and has made a determination that this further action is not necessary to protect the interests of the Government.

Felony Crime Conviction Restrictions

None of the funds made available by this or any other Act may be used to enter into a contract, memorandum of understanding, or cooperative agreement with, make a grant to, or provide a loan or loan guarantee to, any corporation that was convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency is aware of the conviction, unless a Federal agency has considered suspension or debarment of the corporation and has made a determination that this further action is not necessary to protect the interests of the Government.

Debarment and Suspension 2 CFR Part 180 and 2 CFR Part 417

A recipient chosen for an award shall comply with the non-procurement debarment and suspension common rule implementing Executive Orders (E.O.) 12549 and 12669, "Debarment

and Suspension,” codified at 2 CFR Part 180 and 2 CFR Part 417. This common rule restricts sub-awards and contracts with certain parties that are debarred, suspended or otherwise excluded from or ineligible for participation in Federal assistance programs or activities. The approved grant recipient will be required to ensure that all sub-contractors and sub-grantees are neither excluded nor disqualified under the suspension and debarment rules prior to approving a sub-grant award by checking the System for Award Management (SAM) at www.sam.gov.

Universal Identifier and Central Contractor Registration 2 CFR Part 25

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. Active grant recipients and their direct sub-recipients of a sub-grant award also must obtain a DUNS number. To request a DUNS number visit: <http://fedgov.dnb.com/webform>.

The grant recipient must also register its DUNS number in the new Systems for Award Management (SAM). If you were registered in the CCR, your company’s information is already in SAM and you will just need to set up a SAM account. To register in SAM you will need your entity’s DUNS and your entity’s Tax ID Number (TIN) and taxpayer name (as it appears on your last tax return). Registration should take **3-5 days**. If you do not receive confirmation that your SAM registration is complete, please contact SAM at <https://beta.sam.gov>.

FNS may not make an award to an applicant until the applicant has complied with the requirements described in 2 CFR 25 to provide a valid DUNS number and maintain an active SAM registration with current information.

Reporting Sub-award and Executive Compensation Information 2 CFR Part 170

The Federal Funding Accountability and Transparency Act (FFATA) of 2006 (Public Law 109–282), as amended by Section 6202 of Public Law 110–252 requires primary grantees of Federal grants and cooperative agreements to report information on sub-grantee obligations and executive compensation. FFATA promotes open government by enhancing the Federal Government’s accountability for its stewardship of public resources. This is accomplished by making Government information, particularly information on Federal spending, accessible to the general public.

Primary grantees, including State agencies, are required to report actions taken on or after October 1, 2010, that obligates \$25,000 or more in Federal grant funds to first-tier sub-grantees. This information must be reported in the Government-wide FFATA Sub-Award Reporting System (FSRS). In order to access FSRS a current SAM registration is required. A primary grantee and first-tier sub-grantees must also report total compensation for each of its five most-highly compensated executives. Every primary and first-tier grantee must obtain a DUNS number prior to being eligible to receive a grant or sub-grant award. Additional information will be provided to grant recipients upon award.

Duncan Hunter National Defense Authorization Act of Fiscal Year 2009, Public Law 110-417

Section 872 of this Act requires the development and maintenance of a Federal Government information system that contains specific information on the integrity and performance of

covered Federal agency contractors and grantees. The Federal Awardee Performance and Integrity Information System (FAPIIS) was developed to address these requirements. FAPIIS contains integrity and performance information from the Contractor Performance Assessment Reporting System, information from the SAM database, and suspension and debarment information from the SAM. FNS will review and consider any information about the applicant reflected in FAPIIS when making a judgment about whether an applicant is qualified to receive an award.

Freedom of Information Act (FOIA) Requests

The Freedom of Information ACT (FOIA), 5 U.S.C. 552, provides individuals with a right to access records in the possession of the Federal Government. The Government may withhold information pursuant to the nine exemptions and the three exclusions contained in the Act.

Application packages submitted in response to this grant solicitation may be subject to FOIA by requests by interested parties. In response to these requests, FNS will comply with all applicable laws and regulations, including departmental regulations.

FNS will forward a Business Submitter Notice to the requested applicant's point-of-contact. Applicants will need to review requested materials and submit any recommendations within 15 days from the date of FNS notification. FNS will redact Personally Identifiable Information (PII).

For additional information on the Freedom of Information (FOIA) process, please contact Jennifer Weatherly, FNS Freedom of Information Act officer at FOIA@fns.usda.gov.

CODE OF FEDERAL REGULATIONS AND OTHER GOVERNMENT REQUIREMENTS

This grant will be awarded and administered in accordance with the following regulations 2 Code of Federal Regulations (CFR), Subtitle A, Chapter II. Any Federal laws, regulations, or USDA directives released after this RFA is posted will be implemented as instructed.

Government-wide Regulations

- 2 CFR Part 25: "Universal Identifier and System for Award Management"
- 2 CFR Part 170: "Reporting Sub-award and Executive Compensation Information"
- 2 CFR Part 175: "Award Term for Trafficking in Persons"
- 2 CFR Part 180: "OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Non-Procurement)"
- 2 CFR Part 200: "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards"
- 2 CFR Part 400: USDA's implementing regulation of 2 CFR Part 200 "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards"
- 2 CFR Part 415: USDA "General Program Administrative Regulations"
- 2 CFR Part 416: USDA "General Program Administrative Regulations for Grants and Cooperative Agreements to State and Local Governments"

- 2 CFR Part 417: USDA “Non-Procurement Debarment and Suspension”
- 2 CFR Part 418: USDA “New Restrictions on Lobbying
- 2 CFR Part 421: USDA “Requirements for Drug-Free Workplace (Financial Assistance)”
- 41 U.S.C. Section 22 “Interest of Member of Congress”
- Freedom of Information Act (FOIA). Public access to Federal Financial Assistance records shall not be limited, except when such records must be kept confidential and would have been excepted from disclosure pursuant to the “Freedom of Information” regulation (5 U.S.C. 552)

General Terms and Conditions of the award may be obtained electronically. Please contact the Grants Officer at:

Dawn Addison, Grants Officer
 Grant Officer, Grants and Fiscal Policy Division
 U.S. Department of Agriculture, FNS
 E-mail: dawn.addison@fns.usda.gov

3. Reporting

All State agencies receiving FY 2019 Administrative Review and Training Grants are required to submit the following reports in accordance with the deadlines noted.

FINANCIAL REPORTING

The award recipient will be required to enter the SF-425, Financial Status Report data into the FNS Food Program Reporting System (FPRS) on a quarterly basis. In order to access FPRS, the grant recipient must obtain USDA e-authentication certification and access to FPRS. More detailed instructions for reporting will be included in the FNS Federal financial assistance award package.

PROGRESS REPORTING

Progress Reports must be submitted quarterly and include (**in narrative form**): 1) a brief description of the planned activities for the report period; 2) accomplishments for each activity and completion dates; 3) a description of any deviations from the approved plan—this summary should discuss difficulties encountered and solutions developed; 4) any other unique aspects that would be useful to share; and 5) an overview of plans for the coming quarter. In addition, a final progress report is due to FNS no later than 90 days following the end of the award period. Completion dates and the process for reporting will be provided to those receiving awards.

FNS has developed a Periodic Progress Report form, contained within this document. Selected awardees may report their progress using this newly-developed form.

The recipient may be required to submit performance/progress reports to FNS using SF-PPR, Periodic Progress Report. Any additional reporting requirements will be identified in the award terms and conditions, including results of the grant project.

Copies of any deliverables, media or publicity releases/articles and links to materials on websites also should be included or papers resulting from the grant should be attached to the final report. All products should include an acknowledgement of the source of funding. The Federal awarding agency reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for Federal Government purposes, the copyright in any work developed under a grant, sub-grant, or contract under a grant or sub-grant or any rights of copyright to which a grantee, sub-grantee, or a contractor purchases ownership with grant support. The recipient may be required to submit performance/progress reports to FNS using SF-PPR, Periodic Progress Report.

VII. FEDERAL AWARDING AGENCY CONTACTS

For questions regarding this solicitation, please contact the Grants Officer at:

Dawn Addison, Grants Officer
Grant Officer, Grants and Fiscal Policy Division
U.S. Department of Agriculture, FNS
3101 Park Center Drive Room 740
Alexandra, VA 22301
E-mail: dawn.addison@fns.usda.gov

VIII. OTHER INFORMATION

Debriefing Requests

Non-selected applicants may request a debriefing to highlight 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.

Development or Improvement of State-level Web-Based Applications for Free and Reduced Price School Meals

Proposals that include projects to develop State-level web-based applications for free and reduced price school meals, or add integrity improvements to existing State-level applications, will receive ten (10) bonus points. Such proposals may include direct development, testing, implementation, and/or maintenance of State-level web-based applications, or may be limited to planning activities only. States are encouraged to think creatively in developing their proposals, though some project features are strongly preferred by FNS. These include:

- **Adoption of integrity features used in the USDA Web-Based Prototype Application for Free and Reduced Price School Meals** – The USDA Web-Based Prototype Application, released in November 2016, features a series of integrity-oriented improvements aimed at reducing the likelihood of reporting errors by household applicants. These most notably include:

- 1) *A detailed household income survey*, which was modeled on popular brands of tax preparation software. Much like these software suites, the USDA Web-based prototype uses a series of screening questions followed by a series of simplified (but granular) reporting steps that allow households to efficiently report all applicable income sources received by each individual, and do so on an itemized basis.
 - 2) *A series of hard-fail logic checks* that prevent applicants from skipping or leaving blank any required input fields. This is also known as ‘positive confirmation,’ or asking direct questions that must be answered and have no default response. Such logic checks prevent an applicant from progressing beyond their current screen if a required field was not completed. For example, applicants must select “yes” or “no” to each of the application’s income questions; in a web-based system, there is no practical reason to count blank income fields as zeroes. Positive confirmation that an applicant does *not* have income from a particular source is a critical research-inspired integrity feature of USDA’s prototype.
 - 3) *An interactive summary screen* presented to applicants at the end of the application but prior to final submission, which breaks out all information reported. Both household size and estimated income level are presented, with an opportunity for the applicant to conveniently navigate back to relevant sections of the application to make corrections should any information have been omitted or misreported
 - 4) *Other research-backed integrity design features*, such as:
 - ‘Sign up front’ option that requires applicants to attest to the accuracy of any information reported on the application, before they provide it;
 - Simplified language that promotes accessibility and comprehension among applicants; and
 - Integrated instructions and tooltip hints aimed at ensuring that applicants have easy access to explanatory notes and instructions throughout the entirety of the application process.
- **Available for use by LEAs Operating Within the State** – State-level web-based applications planned or developed using grant monies should ideally be intended for direct adoption and use by LEAs operating school meal programs within the State. Such availability may extend to a specified number of LEAs, or to all LEAs within the State. Presently, many LEAs that might otherwise wish to develop or

implement a web-based application lack the necessary staff and/or budgetary resources necessary to do so. Proposals should clearly detail: the target population for a State-level application project; implementation timeline for reaching the target population (if applicable); and the rationale for these choices.

- **Centralized Structure and Service Delivery** – Among the greatest potential benefits of a State-level web-based application is the ability to quickly and conveniently roll out updates and fixes to all end users (LEAs) simultaneously. Furthermore, centralized service delivery allows for consistent information collection and eligibility determinations, while also minimizing the administrative burden experienced at the local level. As such, web-based applications provided to LEAs by their State agencies yield the most value when administered primarily at the State level.

For more information about the USDA web-based prototype or for additional information on the development of web-based applications, please visit <https://www.fns.usda.gov/school-meals/web-based-prototype-application>.

RFA APPLICATION CHECKLIST

All proposals submitted under this RFA must contain the applicable elements as described in this announcement. The application must be submitted electronically through www.Grants.gov, by **11:59 PM, Eastern Time, on March 5, 2019**. The following checklist has been prepared to assist in ensuring that the proposal is complete and in the proper order prior to submission.

- ✓ Read the RFA carefully, usually more than once.
- ✓ Have you obtained a Dun and Bradstreet Data Universal Numbering System (DUNS) number and registered the number in the System for Award Management (SAM)?
- ✓ Have you verified that your Central Contractor Registration is active?
- ✓ Have you registered your entity in Grants.gov and are you authorized as a user in Grants.gov to submit on behalf of your agency?
- ✓ Have you prepared and submitted the appropriate forms as shown under the Required Grant Applicant Forms section of this RFA?
- ✓ Have you included the RFA CFDA # 10.579 on your application?
- ✓ Have you included your contact information: telephone number, fax number, and e-mail address?
- ✓ Have you addressed, met, and considered any program specific requirements or restrictions?
- ✓ Is the project's proposal clearly stated?
 - Does it comply with any format requirements?
 - Does it comply with the page limitation?
 - Most importantly does it directly relate to the RFA's objectives and priorities?
 - Don't assume that reviewers know anything about your organization and its work.
- ✓ Have one or more persons read your proposal who did not participate in its writing and ensure that it was clear to them?
- ✓ Does the proposed project and budget meet the bona fide needs of the RFA?
- ✓ Is the budget summary included?
 - Does it agree with the calculations shown on the OMB budget form?
 - Is the budget in line with the project description?
- ✓ Be sure to submit a timely application into www.Grants.gov in order to meet the RFA application deadline.
- ✓ FNS reserves the right to request additional information not clearly addressed in the initial application.

APPENDIX A:

RFA BUDGET NARRATIVE 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.

NOTE: The budget and budget narrative, as well as forms SF-424 and SF-424A must be in line with the proposal project description (statement of work) bona fide need. FNS reserves the right to request information not clearly addressed. All funding requests must be in whole dollars.

Show your calculations for all expenses.

| RFA BUDGET CHECKLIST | 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 percentage of time the Project Director will devote to the project in full-time equivalents (FTE)? | | |
| | | |
| 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: (FNS reserves the right to request information on all contractual awards and associated costs after the contract is awarded.) | | |
| Has the bona fide need been clearly identified in the project description to justify the cost for a contract or sub-grant expense(s) shown on the budget? | | |
| A justification for all Sole-source contracts must be provided in the budget narrative prior to approving this identified cost. | | |
| | | |
| Other | | |
| Consultant Services. – Has the bona fide need been clearly identified in the project description to justify the cost shown on the budget. The following information must be provided in the justification: description of service, the consultant’s name and an itemized list of all direct cost and fees, number of personnel including the position title (specialty and specialized qualifications as appropriate to the costs), Number of estimated hours X hourly wages, and all expenses and fees directly related to the proposed services to be rendered to the project. | | |
| 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 | | |
| Has the applicant obtained a Negotiated Indirect Cost Rate Agreement (NICRA) from a Federal Agency? If yes, a copy of the most recent and signed negotiated rate agreement must be 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. | | |

FOR GRANT APPLICANT USE ONLY. DO NOT RETURN THIS FORM WITH THE APPLICATION

APPENDIX B:

FY 2019 ART PLANNING GRANT
Proposal Narrative and Instructions

IMPORTANT - FY 2018 ART PLANNING GRANT PROPOSAL NARRATIVE

- ✓ Applications must be submitted to www.Grants.gov by 11:59 pm ET, on March 5, 2019. Applications received after this date and time will not be considered for funding.
- ✓ When submitted successfully, applicants must notify the FNS Grant Officer Dawn Addison (see email address below) that the application has been accepted by the Grants.gov system.
- ✓ Electronic or paper applications sent via any other method will not be accepted.
- ✓ All questions regarding the application and notifications regarding electronic submission should be referred to the FNS Grant Officer Dawn Addison via email at dawn.addison@fns.usda.gov.

What to Include in an ART Planning Grant Application Packet

The Planning grant application packet must include:

1. Fully completed Appendix B template (or other format), including the cover page with abstract and responses to questions 1-7;
2. All required Federal forms: SF-424, SF-424A, SF-424B, and SF-LLL;
3. Signed copy of the applicant agency's approved indirect cost rate agreement with a Federal agency, if indirect costs are included in budget estimates; and
4. Clear justification for any sole source contracts to be funded under the grant, including references/copies of applicable State statutes, regulations, and policies.

Proposal Narrative: For a Planning grant project proposal narrative to be considered complete, applicants must develop their proposal narrative by answering all questions and addressing all items listed in the *FY 2019 ART Planning Grant Proposal Template* table that follows. Applicants may choose a different format, but must address all questions in the order they are listed. You may expand the template boxes as needed to provide a complete answer to each question. The instructions are intended to simplify both the narrative development for applicants and the evaluation process for reviewers.

Timeline: ART Planning Grants may be awarded for up to one year. Be sure that the project timeline described in the narrative responses matches the proposed project start and end dates in Section 17 of the SF-424 application form.

Budget: Applicants may request funding up to **\$150,000** for an ART Planning Grant: Be sure that all budget estimates contained in the Appendix B narrative responses match the budget estimates entered on the Budget Information Form SF-424A, and the total grant funding requested in Section 18 on the Application for Federal Assistance Form SF-424. Refer to RFA Appendix A and C for detailed instructions and examples on budget calculations.

FY 2019 ART PLANNING GRANT PROPOSAL TEMPLATE

Cover Page

Enter Applicant Contact Information

State Agency Name and Mailing Address:

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

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

PROJECT ABSTRACT

PROJECT ABSTRACT: Enter brief abstract (250 word limit) clearly describing the State's proposed ART Planning Grant project:

FY 2019 ART PLANNING GRANT PROPOSAL TEMPLATE

1. Project Goals and Objectives: Explain what you want to accomplish with the Planning grant. What are the project objectives and what administrative review, training and oversight focus area(s) will you address? Explain how this project will help you reduce administrative errors, improve program performance and ensure program integrity. Describe the performance measures you will use to assess the success of your project in meeting your goals and objectives. (Indicate if this project includes the development of a State-level web-based application for free and reduced price school meals for use by local education agencies within the State, as listed in the RFA Section VIII, to receive ten bonus points.)

Enter Response to #1 *[expand as needed]*

2. Project Design and Organization. Describe the essential features of the project design, including how you will organize the project to accomplish your goals and objectives.

Enter Response to #2: *[expand as needed]*

3. Proposed Grant Activities: Provide a brief description of how you propose to use grant funds to (A) identify the reasons for your State’s administrative error rate *and* (B) determine the most effective ways to improve that rate. Your description must be sufficient to provide a *specific* understanding of your proposed grant activities, and *must* include a high level gap analysis to identify briefly where your agency is now with where you want it to be at the end of your project. The analysis activities that you carry out during your Planning grant period may then include an intensive system or business process analysis to determine what it will take to get you to where you want to be and the most efficient way to get there (i.e., is online training the answer, do you need to develop a new automated process for data collection and monitoring, etc.).

Examples of potential grant activities include, *but are not limited to*:

- Conducting an internal analysis of your administrative system(s) and processes for training, monitoring, reporting and analyzing LEA performance and operational data. Such an analysis might cover a variety of topics, such as Information Technology (IT) capabilities and deficiencies, ability to identify and target error-prone LEAs for improvement initiatives, policies and procedures governing administrative performance requirements, staffing levels and needs, and inter-agency operations and cooperation.
- Developing business cases by conducting feasibility studies, cost/benefit analyses and detailed gap analyses to support your agency’s decision making for selecting technology solutions and proposing an implementation project.
- Hiring a contractor, consultant, or university to conduct such analyses or studies.
- Following completion of research, analyses, and/or studies described above, using the planning activity results to develop an implementation project plan and ART Implementation Grant Application to be submitted for FY 2018 funding consideration.

Enter Response to #3: *[expand as needed]*

4. Timeline: Provide your proposed schedule for carrying out the ART Planning Grant activities. At minimum, your timeline must identify significant project milestones, indicate when those milestones will be met, and indicate when the grant activities will be completed. Please note that Planning grants *must* be completed no later than one year after the Planning grant award date.

Enter Response to #4: *[expand as needed]*

5. Project Management and Quality Assurance. Describe your approach to managing the project to ensure that project activities are completed on time, within budget and with quality results (i.e., help with reduction of administrative errors and ensuring program integrity).

Enter Response to #5: *[expand as needed]*

6. Staffing: Identify the staff who will manage the grant. At minimum, you must:

- Identify the employees you will assign to manage the grant. However, if such employees are not currently on your staff, indicate whether you have the resources to hire them and (if so) when you intend to do so;
- For current employees, describe relevant qualifications and experience, and projected roles and responsibilities. For employees not currently on your staff, describe the qualifications and/or experience you will use to identify potential hires;
- Include a discussion or plan on how activities will be fulfilled should key staff leave or be removed;
- Indicate what percentage of each identified employee's time will be spent managing the grant; and
- Indicate the total cost of these staffing levels.

Enter Response to #6: *[expand as needed]*

7. Budget: Provide a proposed budget describing appropriate use of ART Planning Grant funds and justifying costs. Proposed costs must be reasonable, necessary and allocable to carry out the project's goals and objectives. The budget must include a line item description for every allowable cost and show how it supports the project goals.

Please use the Budget Checklist provided in **Appendix A** as a guide to ensure you have addressed all budget items. See OMB Cost Principles in 2 CFR Part 200, which addresses allowable costs. Also, Appendix C (ART Implementation Grant Proposal Template) contains budget examples and tips that are applicable to cost estimations for the ART Planning Grant as well. Refer to Appendix C for further details.

Enter Response to #7: *[expand as needed]*

APPENDIX C:

FY 2019 ART IMPLEMENTATION GRANT Proposal Template and Instructions

IMPORTANT - FY 2019 ART IMPLEMENTATION GRANT PROPOSAL NARRATIVE

- ✓ Applications must be submitted to www.Grants.gov by 11:59 pm ET, on March 5, 2019. Applications received after this date and time will not be considered for funding.
- ✓ When submitted successfully, applicants must notify the FNS Grant Officer Dawn Addison (see email address below) that the application has been accepted by the Grants.gov system.
- ✓ Electronic or paper applications sent via any other method will not be accepted.
- ✓ All questions regarding the application and notifications regarding electronic submission should be referred to the FNS Grant Officer Dawn Addison via email at dawn.addison@fns.usda.gov.

Introduction

For an Implementation project proposal to be considered complete, applicants must structure and develop their project proposal by addressing **all** items in the *FY 2019 ART Implementation Grant Proposal Template & Instructions* that follows. Applicants may choose a different format, but all questions must be answered in the order listed in this template. The questions are designed to guide applicants in thinking through all aspects of proposed solutions, with particular emphasis on reducing risks associated with technology related activities, building the project budget, and bringing consistency to the proposal process for evaluation purposes. The responses also establish the foundation for an overall project management plan prior to grant award. This is intended to facilitate moving forward with development of a full project management plan and successful execution of the ART Implementation Grant project for those State agencies whose applications are approved for grant funding.

How to Use the Application Template

Applicants 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 reminder notes and 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 notes and tips and then insert your response. You may use (and expand as needed) the sample tables throughout or insert your own table format to address specific questions. 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. Additional information may be attached to the application narratives as needed. A 35-page limit for the ART Implementation Grant Appendix C response applies to the content of the narrative proposal

(responses to questions 1-22) and any attached explanations. The limit does not include other required forms and supporting documents, such as the SF-424, SF-424A, SF-424B, indirect cost agreement, letters of support, and other required Federal forms and assurance statements.

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

1. Respond to the element;
2. State that this element will be addressed if the State agency is awarded a grant;
3. State that this element is not applicable and why; or
4. 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.

Sample worksheets for building the budget (personnel, travel, equipment related requests, etc.) are included as part of the template. **FNS encourages your agency to replicate the worksheets in your proposal if you find them to be a helpful model for your agency. Applicants are not required to use the worksheet formats displayed in this document.** Again, however, applicants should provide all information requested in the sample worksheets, in addition to other narrative information to explain estimates and calculations. Please use the Budget Checklist provided in **Appendix A** (attached to Request for Applications, RFA) as an additional guide to ensure you have addressed all budget items. See **OMB Cost Principles, 2 CFR Part 200**, which addresses allowable costs.

Important Note: Please check to be sure that all budget estimates contained in the Appendix C narrative responses match the budget estimates entered on the Budget Information Form SF-424A, and the total grant funding requested in Section 18 on the Application for Federal Assistance Form SF-424. Also be sure that the project timeline described in the narrative responses matches the proposed project start and end dates in Section 17 of the SF-424 application form.

Application Packet

The Implementation grant application packet must include:

1. Fully completed Appendix C proposal template (or other format), including cover page and questions 1 through 22;
2. All required Federal forms: SF-424, SF-424A, SF-424B, and SF-LLL (links to forms can be accessed at <http://www.Grants.gov/web/grants/forms.html> or at <http://www.fns.usda.gov/school-meals/grants>
3. Signed copy of the applicant agency's most current approved indirect cost rate agreement with a Federal agency, if indirect costs are included in budget estimates; and
4. Clear justification for any sole source contracts to be funded under the grant, including references/copies of applicable State statutes, regulations, and policies.

NOTE: Examples and tips are given for questions in the template. To use the template, review the tips and examples, then delete the tips and example data in each question and add your own information. Expand as much as needed to answer every question. You also may copy the questions to another format, if you prefer.

| FY 2019 ART IMPLEMENTATION GRANT PROPOSAL TEMPLATE | |
|--|---|
| COVER PAGE | |
| Enter Applicant Contact Information | |
| State Agency Name and Mailing Address: | Agency Administrator : Name, Job Title & Contact Information (Telephone, Email, Fax) |
| | Application Contact: Name, Job Title & Contact Information for State agency staff person(s) responsible for the application. |
| ART GRANT APPLICATION PURPOSE | |

FY 2019 ART IMPLEMENTATION GRANT PROPOSAL TEMPLATE

The purpose of this grant funding is to decrease administrative errors in those local educational agencies (LEAs) and schools identified by State agencies that are experiencing, or likely to experience, Program administrative errors. State agencies should focus on one or more of the following areas. *Mark all that apply* to your State agency's ART Implementation Grant application:

- Developing a State-level web-based application for free and reduced price school meals, for use by local educational agencies within the State, that includes integrity features comparable to those in USDA's new web-based prototype; or strengthening the integrity features of an existing State web-based application;

Training of School Food Authority (SFA) administrative personnel in application, certification, verification, meal counting and meal claiming procedures. Training may include internet-based training sessions;

- Modifications that may be necessary to update processes and systems to comply with revisions to the new Administrative Review process first implemented in school year 2013-2014; and
- Technology improvements which demonstrate an ability to address administrative errors through the use of targeted monitoring and increased training in error-prone LEAs. States choosing this option must clearly demonstrate how the proposed technology can be used to implement State-level activities, specifically review and training activities associated with error prone LEAs.

FY 2019 ART IMPLEMENTATION GRANT PROPOSAL TEMPLATE

PROJECT ABSTRACT: Enter brief abstract (250 word limit) summarizing the State's need for improvement in administrative training and oversight processes, project goals, objectives and proposed solution(s):

PROJECT PURPOSE, GOALS AND IMPACT ON PROGRAM INTEGRITY

1. PROJECT OVERVIEW AND BACKGROUND: Provide a brief description of the FNS school meals programs operating in your state and an overview summarizing your agency's challenges in reducing errors in administering these programs at the LEA level. Describe where gaps exist in program operations, training and oversight (systems, data, training resources, etc.) and how the grant funding will allow your agency to address these challenges to improve Program integrity.

[Tip: Explain the situation or factor(s) (number, size, location of LEAs; relevant IT processes; policies and procedures; staffing, reporting, etc.) that impact your State agency's ability to identify, reduce, and prevent errors in administering school meals programs at the LEA level. Explain current processes and where there are weaknesses or missing pieces and how the grant funding would assist the State agency in identifying and working with error prone or at-risk LEAs.]

FY 2019 ART IMPLEMENTATION GRANT PROPOSAL TEMPLATE

2. PROJECT PURPOSE, GOALS AND PERFORMANCE: Summarize the project goals, objectives and proposed solution(s) that will address the gaps identified in question #1. For each project goal, describe the performance measures that will be used to evaluate the outcomes of your project activities to determine whether your project is successful in meeting your goals and objectives and reducing Program administrative errors within the State. (Indicate if this project includes the development of a State-level web-based application for free and reduced price school meals for use by local educational agencies within the State, as listed in the RFA Section VIII, to receive ten bonus points.)

[Tip: Explain what your agency expects to accomplish through the proposed project (e.g., reducing data errors, identifying error-prone LEAs, improving accuracy in application and claiming processes) and explain the proposed solution(s) that will help your project team accomplish your goals (e.g., developing a system interface to improve the quality assurance of incoming data reports from LEAs, developing online training on applications, certification and verification, counting and claiming). Then define what “success” of the proposed project looks like, once the gaps have been fully identified and solutions proposed in the grant application have been implemented.

IMPORTANT: *Explain how the State agency will measure success and be able to demonstrate whether the purpose of the ART Grant has been met (e.g., what is the agency now able to do/offer/analyze, etc., that it couldn’t before? Once the proposed solution is completed, how will you measure whether program integrity is improved and errors reduced? What is impacted as a result of this? How will you measure that the information or solution, once the proposed solution is completed, is helping to reduce the number of errors in error prone or high risk LEAs?) Note: specific measures related to details of implementing the various phases of the grant project itself are to be reported in the Project Schedule and Risk Management Sections found later in Appendix C. Resource: “Defining and Measuring Success Criteria” presentation is available on the PartnerWeb under the “CN Technology” folder of the Child Nutrition Program resource tab. Also, a “Defining and Measuring Success Worksheet” is also available in the same folder of the PartnerWeb; the worksheet can be used as a guide for completing question #2.]*

Sample Table: Project Goals, Objectives, Solutions and Performance Measure

Project Goal 1:

FY 2019 ART IMPLEMENTATION GRANT PROPOSAL TEMPLATE

| Objectives | Proposed Solutions |
|---|--------------------|
| A. | |
| B. | |
| <p>Project Goal 1 Performance Measures and method of evaluating error reduction impact of solution after implementation:</p> <p><i>[Tip: What are the indicators that would show the results of the ART Grant funding? What needs to be measured to show change has occurred?]</i></p> | |

Project Goal 2:

| Objectives | Proposed Solutions |
|------------|--------------------|
| A. | |
| B. | |

Project Goal 2 Performance Measures and method of evaluating error reduction impact of solution after implementation:

[Tip: What are the indicators that would show the results of the ART Grant funding? What needs to be measured to show change has occurred?]

PROJECT PLANNING, DESIGN AND MANAGEMENT

3. PARTNERS AND STAKEHOLDERS:

- a) **Identify the internal entities (offices within your agency) and external entities (LEAs, other experts or key partners, other government agencies) the State agency engaged in planning a solution(s) and developing this grant proposal. Explain briefly the role each played during your project planning and solution development processes and the steps taken to ensure the proposed project solutions will be compatible with other State government and LEA business processes.**

[Tip: Review your proposed solution(s) and list all of the offices within your organization that need to collaborate with your team to achieve project success according to the established time and budget requirements. These are the offices you have contacted (or will contact) concerning integration of the project with their business processes. You should work with internal offices such as IT, Finance, Acquisition, Human Resources, Communications, and/or any other applicable internal or external offices such as the LEA or point of sale vendors used by the LEA to understand how initiatives (e.g., enhancing an IT solution, providing end-user training) will impact current systems, financial planning and payment processes, and internal training policies.]

- b) **Identify the required partners (internal and external agencies, stakeholder groups, etc.) or vendors that will work with your State agency to successfully complete the project. Explain their roles in the project and steps you have taken to ensure their commitment and availability to partner with your agency in carrying out the proposed implementation activities and sustaining the solutions following implementation, as applicable.**

[Tip: Consider those internal and external offices, organizations, and vendors whose assistance or contributions may directly impact the success of the project, including progress toward meeting key project milestones, deliverables, and staying on schedule. Name the partners, and indicate how the collaboration between the project team and partners will strengthen your agency's project proposal application and their role if any with ongoing implementation once the project is fully completed. Letters of support or partnership are not required; however, they may demonstrate a well-supported project plan. Letters of support will not count in the 35-page limit for the narrative proposal.]

FY 2019 ART IMPLEMENTATION GRANT PROPOSAL TEMPLATE

To avoid duplication, a table such as the following may be used to list the internal and external entities described in 3a and 3b combined.

Sample Table: Internal and External Entities Involved with Project Planning and/or Implementation

| Organization and Contact Name | Brief Description of Connection to Project in <u>Planning/Solution Development</u> and/or <u>Implementation</u> | Check Phase | |
|-------------------------------|---|-------------|-----------|
| | | 3a Planning | 3b Implem |
| 1. | | | |
| 2. | | | |

4. TIMELINE: List the proposed grant project timeline for each key phase of the project, including major milestones and deliverables, with estimated start and end dates for each. Assume a start date no earlier than 90 days from the Request for Applications due date.

[Tip: Describe how long each phase of your project will take and include the key milestones and deliverables mapped to each phase. For example, provide a timeline with milestone information for: each phase of the project and major task areas necessary for accomplishing a solution; Launch period for each solution; Implementation period for each solution; Operations period for each applicable solution and major task areas necessary for accomplishing a solution; Major benchmark and deliverable dates; and Anticipated project completion date. Applicants need to demonstrate a realistic approach to planning the project timeline. It is strongly recommended that offices within your State agency are consulted to develop a realistic timeline (e.g., State procurement office if the proposal includes a procurement task, State technology division if the proposal includes in-house system development). A project timeline will help reduce extension requests. Refer to the Sample Timeline Table below as a sample method to provide timeline details within your proposal.]

Sample Table: Proposed Timeline with Key Phases, Major Milestones, Deliverables & Dates

| Key Phases and Major Tasks | Begin Date | Major Milestones | Target Date | Deliverables | End Date |
|----------------------------|------------|------------------|-------------|--------------|----------|
| | | | | | |

FY 2019 ART IMPLEMENTATION GRANT PROPOSAL TEMPLATE

| | | | | | |
|------------------------------------|---------|---|---------|---------------------------------|---------|
| (Example) Grant Project Management | 9/01/19 | - Assess all required deliverables and assign staff and completion dates to all milestones and deliverables | 9/05/19 | -Completed Project Plan | 9/10/19 |
| | | - Risk assessment and recommendations memo based on internal review of project plan and grant requirements | 9/10/19 | -Completed Risk Management Plan | 9/15/19 |

5. RISK MANAGEMENT:

- a) **Identify existing and/or probable project risks. Note: Indicating there are no risks, is not a reasonable approach to the project. All projects involve some risks, (i.e. unexpected change in staff, unforeseen costs, etc.).**

*[Tip: To provide information on your project’s risks, your agency and partners should consider the realities of the work involved that are exposed to potential breakdown. Causes of risks may include any of the following, as well as others: a complex timeline, inability to procure an acceptable vendor in time to meet the project timeline, unexpected project costs, use of flawed data, or involvement of a high number of partners that have not traditionally worked together, inadequate requirements for system development, system testing failures, etc. Some risks may be known or assumed in advance, while other risks are seen as potential or probable. **Resource:** A presentation on Risk Management is available on the PartnerWeb under the “CN Technology” folder of the Child Nutrition Program resource tab.]*

- b) **Briefly describe how the project will be managed to minimize overall risks. In reference to the risks identified in #5a above, explain what actions the project team and partners will take to reduce the potential negative impacts from those risks. Describe the processes that the State agency will implement to monitor, identify and mitigate risks that become known throughout the life of the project, in addition to those identified upfront before the project begins.**

[Tip: Describe how the State agency will track and monitor for project risks throughout the project. In describing actions that will be taken to minimize identified and/or probable risk(s),

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address what actions the agency plans to take to mitigate the risk and reduce the potential for negative outcomes. Give responses specific to the potential risks already identified in #5a, as well as the processes you will put in place to mitigate risks that surface after the project begins.]

6. PROJECT TRACKING AND QUALITY MANAGEMENT: Briefly describe how the project will be managed to ensure that project activities are completed on time, within budget and with quality results (i.e., reduce administrative errors and ensures Program integrity). Include a description of the method(s) and tools that will be used to track project progress, ensure that project risks are identified and mitigated, and ensure the quality and acceptability of deliverables throughout the project. Indicate the frequency and method(s) that will be used for project monitoring and tracking.

[Tip: Provide information on how often the project schedule will be reviewed and the process for adjusting the schedule; what will be the processes for monitoring budgeted costs and deliverables; list the tools that will be used to help manage the grant, e.g., Microsoft Excel to track budget estimates (forecasts and actual); requirements traceability matrix for testing all system requirements; review/approval process for key deliverables using Microsoft Project (or other tools); and checklists for compliance with project requirements.]

Example explanation, "Two project assistants, R. Thompson and J. Smith, will create an Excel tracking sheet tool with key milestones and budget details for every phase central to accomplishing each deliverable. The tool will track the review and approval decision points for each deliverable, including rejection and revision when deliverables do not meet the requirements. Every applicable project accomplishment will be recorded with weekly status updates, after which the project assistants will then load the applicable dates and background information into the tracking sheet tool. At the end of each week the project assistants will produce a report including deadlines that must be met over the next two weeks; milestone dates that have been missed and by how much time; other deadlines that are put at risk due to the unmet milestone(s); and a summary of risks reported back by project staff as vetted by applicable project managers. A process will be in place for all core managers and staff to receive this weekly progress report. The reports will be saved past the period of performance of the grant and corrective project plans will be put in place (by the applicable

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managers) for milestones and/or deliverables that are delayed by more than 21 days. The Excel tracking sheet tool will be designed and finalized within a week of the project kick-off.”

7. STAFFING PLAN: Briefly describe the plan for staffing the grant project with the needed personnel, including the process for identifying and hiring or contracting for needed staff.

[Tip: Include a copy of the anticipated organizational chart for all grant project staff showing how they report to the agency administrator identified on the cover page. List title and name of project staff if known. Explain if agency staff will be used and/or if staff or contractors will have to be hired. Briefly define the process to be used for hiring and the anticipated timetable.]

8. KEY PERSONNEL: Identify the roles, responsibilities, and level of relevant experience for all project personnel supporting the project at least 20% of the time, or managing key project areas if less than 20% on the project.

- a) As part of this response, list the name(s) and title(s) of individual(s) that will be responsible for: 1) monitoring project scope, tracking schedules/costs/resources, monitoring for quality assurance, and submitting progress reports to FNS; 2) verifying overall goals of the grant have been met; 3) measuring results to determine if the project activities are indeed helping to reduce administrative errors in LEAs; and 4) assuring that the plan for sustainability of the project is implemented.
- b) Identify the funding source (e.g., ART grant, State Administrative Expense (SAE) funds, or other) for each staff person listed. If a staff person assigned to the project is being transferred from another role currently funded by SAE funds, include an explanation for how the individual’s SAE funded duties will be handled once the grant project begins. Note: Staff funded directly by the grant (hired directly by the State agency or via a contract for services) and staff funded by SAE or other means should all be listed here to fully demonstrate the overall project staffing.
- c) Indicate whether each identified staff person is a State employee or a contractor.

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[Tip: The Sample Personnel Table below will help guide you in providing sufficient staffing information, although additional narrative may be needed to fully respond to a), b) and c) above. Regardless of what format is used, indicate the title of the project role, name of staff (if known), whether or not the person is already on board as an existing State employee or contractor, whether the person is internal to the agency but being transferred from other responsibilities, or if the person is yet to be identified and/or hired. Also show the percent of time the staff person will work on the project throughout the grant period and the source of funding for each person. If a staff member is an existing employee paid for through State Administrative Expense (SAE) funds, but you plan to charge this person to the grant, explain how you will replace them on the SAE work previously assigned.]

Sample Personnel Staffing Table

| Position Title | Staff Name | Existing, Transfer, or New Hire / State Staff or Contractor | Project Role & Duties | Minimum Level of Direct Experience Required | Percent Time on Project | Funding Source |
|--|--------------------------|--|--|--|--------------------------------|-----------------------|
| <i>(Example) LEA Coordinator</i> | <i>Mary Andrews*</i> | <i>Existing- State Staff</i> | <i>Facilitates applicable project work among LEAs</i> | <i>3 years successful experience in providing similar stakeholder coordination support for CN programs.</i> | <i>50%</i> | <i>ART Grant</i> |
| <i>(Example) Lead Database Analyst</i> | <i>TBD</i> | <i>New Hire- Contractor</i> | <i>Manage development of new databases for business intelligence tools</i> | <i>5 years successful experience in database development and certification in business intelligence design</i> | <i>100%</i> | <i>ART Grant</i> |

*(Example) *A half-time temporary employee will be hired and funded with SAE funds to perform the SAE functions Mary would have done if she were not coordinating activities related to grant.*

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9. TRAINING - PURPOSE AND CONTENT: Describe the purpose of any training that is central to the project plan scope.

[Tip: Explain why training is needed in the project, including the type of training and the benefits of administering/offering the specified training. Note: Training must be related to new systems developed and/or additional training for administrative reviews or other core purposes related to the ART grant. Training funded with this grant may not supplant other required training.]

10. TRAINING – LOGISTICS: Summarize the training logistics – Type of training (in person, online, other), location and number of sessions, length of sessions, who will deliver the training, the audience for each training event, etc. Note: All costs related to proposed training must be reported in the appropriate budget plan cost category: personnel, travel, supplies, contractual, etc. Training related costs are not reported separately on Budget Form SF-424A.

[Tip: Explain which group of employees (title of individuals) will take the training; whether the training is administered online, by CD-ROM, or is classroom-based; and specify the travel plans (location, travel mode, etc.) required to attend classroom-based training. If using the framework of the sample table, provide additional detail as applicable for your particular project. If your State agency prefers not to use this table, it is necessary to provide content within the ART grant application proposal describing the training logistics.]

Sample Training Logistics Table

| Training Name | # Attendees | Participant Description | Location | Travel Requirement |
|--|--------------------|--|-----------------------------|---|
| <i>(Example) ABC Training Course</i> | <i>10</i> | <i>LEA Reporting Analysts</i> | <i>Online</i> | <i>None</i> |
| <i>(Example) New Procedures Training</i> | <i>500</i> | <i>School Meals Directors & Managers</i> | <i>5 Regional Locations</i> | <i>2 trainers will travel by car to each of 5 Regions- 5 trips, 1.5 days each with one night's lodging and meals each trip.</i> |

11. TECHNOLOGY GAP ANALYSIS: Summarize the gap analysis performed on your current automated processes.

[Tip: Provide goals for the future system processes, and a needs assessment to improve the current state of the existing system. This summary should provide evidence that the agency's internal IT staff validated the gap analysis/functionality, and strongly agrees that the technology solution meets the agency's needs and goals stated in the ART grant project proposal.]

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Sample Gap Analysis Table

| End State (Desired) | Current State | Gaps/Action |
|---|--|--|
| <i>(Example) Agency is able to collect and report the number of free meals served daily at the site level for each school within each LEA in the State.</i> | <i>System collects and reports meals served monthly at the LEA level, but not daily at the site level.</i> | <i>Require software that will provide capability for collecting and reporting meals served daily at the site level for each school in each LEA in the State.</i> |
| | | |
| | | |

12. PROPOSED TECHNOLOGY SOLUTION:

a) Briefly summarize the functional requirements and type of technology solution needed for project completion.

[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.]

b) Summarize the proposed hardware/software configuration.

[Tip: Provide details of the proposed new and/or existing systems design. Include information regarding the type of system, hardware/software’s platform, data storage methods, data security methods, relevant charts, and diagrams.]

c) Explain how the proposed technology solution will fit into your business and organizational needs.

[Tip: Provide details in your agency’s proposal that evidences that x, y and z offices have reviewed relevant proposal components and agreed with the feasibility of acquiring such solutions, and on the proposed schedule and cost.]

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- d) If there is an existing system/software application in place with similar functions, describe the integration plans and its ability to integrate with the existing databases.**

[Tip: Explain how your agency or applicable partner offices would integrate the new equipment/software with the existing system. Provide evidence that the new hardware/software will be able to communicate with the existing system, for example, include verification information from your IT Office describing the integration within the ART project proposal.]

- e) If there is a need to migrate or convert data to the new system, describe the process.**

[Tip: Explain what procedures are needed to transfer old data into the new system; describe if and how unused data will be archived, discarded, or cleansed.]

- f) Describe the test plan for your system/software, including user acceptance testing.**

[Tip: Describe how you will verify that your system and/or software are functioning properly; provide the high level functional, data, user and system performance testing procedures; and include the test item, risk issues, and features to be tested complete with proposed test schedule, if available.]

PROJECT BUDGET PLAN

13. PLANS FOR ALLOCATING COSTS: If the ART grant project proposal includes the implementation of an automated system solution that will benefit programs other than the FNS school meals programs (for example, developing an automated system that will benefit both the school meal programs and the Child and Adult Care Food Program), the State agency's application must clearly describe the cost allocation methodology that will be used to determine the cost share for each program.

Only the cost share that can be reasonably allocated to the school meals program can be charged to the ART Grant funding. Please describe the State agency's cost allocation methodology, if applicable to this project:

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14. STATE PERSONNEL & FRINGE COSTS: Summarize the projected Level of Effort (LOE), inclusive of time and cost, for project staff that are (or will be) hired directly by the State agency. Include only personnel costs that will be covered with ART grant funding. If fringe benefits will be charged to the grant, include a list or description clearly identifying what has been included in determining the fringe benefit amount. If listing fringe benefit costs as a percentage of total salary, clearly show methodology for calculating; or if actual cost is known state as such. Fringe benefit costs should be shown by individual. If no fringe benefit costs will be charged to the grant, explain why.

Note: Staff hired or expected to be hired as part of a Contract for Services are to be included in the Contractual Costs section (question 18), later in Appendix C. Do not report contractor staff in this section. Also, if indirect costs will be charged on personnel costs, report the indirect costs charged to personnel as part of the Indirect Cost section (question 20), later in Appendix C.

[Tip: Describe how the LOE was calculated for staff hours and labor costs to complete project work. The Personnel Cost Breakdown Table will assist in determining Total Cost of Project Personnel to be supported by the grant funding. If using the framework of the sample table, provide additional detail as applicable for your particular project. If your State agency prefers not to use this table, it is necessary to provide content within the ART application proposal describing how LOE estimates were calculated.]

Sample Level of Effort Table

| Quantity | Position Title/Role | Hourly Rate or Annual Salary | Total Hours on ART Grant Project | Direct Personnel Cost to be charged to grant | Fringe Benefit Cost List % of salary or actual cost by individual |
|----------|---------------------|------------------------------------|--|--|---|
|----------|---------------------|------------------------------------|--|--|---|

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| | | | | | |
|---|---|-----------|---|---------------------------|---------------------------|
| (Example) 1 | ABC Systems Administrator (2 years on project at 25% time) | \$20/hour | 520 hours annually x 2 years = 1040 hours | \$20,800 | 30% x \$20,800 = \$6,240 |
| (Example) 1 | Trainer (1 year on project at 50% time) | \$25/hour | 1040 hrs annually x 1 year | \$26,000 | 30% x \$26,000 = \$7,800 |
| Total Cost of State Personnel supported by ART Grant funding | | | | \$46,800 | \$14,040 |
| Enter Totals on Form SF-424A as noted | | | | Section B. Line 6a | Section B. Line 6b |

Example: The 30% fringe benefit cost, was derived by calculating the projected annual total fringe benefit costs for all full time School Program staff and dividing by total salaries. Fringe benefit costs included are single dental plan coverage, single health insurance coverage, \$50,000 in life insurance, long term disability, worker's compensation, 15 days annual sick leave, and 8 paid holidays.

15. TRAVEL COSTS: Summarize the anticipated travel details and costs for all phases of the ART Grant project. In this section, for each year of the grant period, be sure to include the estimated cost of travel to be charged to the ART grant funding as necessary to accomplish the project. All costs must be itemized and calculations explained.

Important: Travel costs for contractors should be included in their Contract for Services and included in the Contractual Costs section (question 18), later in Appendix C. Do not report contractor travel costs in this section. Also, if indirect costs will be charged on travel costs, report the indirect costs charged to travel as part of the Indirect Cost section (question 20), later in Appendix C. Include in this section travel costs associated with two State staff attending annual 3-day ART Grantee meetings sponsored by FNS (as noted in RFA) during each year of the grant period.

[Tip: Include the positions of individuals traveling, the purpose of travel, projected location and mode of travel. The sample Travel Cost Breakdown Table will assist in determining Total Costs for Travel to be supported by the grant funding. Provide sufficient detail within the travel categories to identify if the travel is related to training (noted above), meetings with stakeholders for input, visits for a software demonstration, etc. Only actual travel related costs should be reported here. If using the framework of the sample table, provide additional detail as applicable for your particular project. Applicants may choose to use a different format, but must provide all the requested information.]

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Sample Travel Cost Breakdown

| Name(s) or Position(s) Traveling & Purpose | Type of Expense | Quantity | Unit Rate | Line Total |
|---|---|-----------------|--------------------|-------------------------------|
| <i>(Example) Trainer traveling to deliver 2 one day regionally based application training sessions for LEA staff,</i> | Mode of Travel: <i>Rental of car (unlimited mileage) for 3 days</i> | <i>3 days</i> | <i>\$60/day</i> | <i>\$180</i> |
| | Meal and/or Per Diem Expenses: | <i>3 days</i> | <i>\$70/day</i> | <i>\$210</i> |
| | Lodging Expenses: | <i>2 nights</i> | <i>\$100/night</i> | <i>\$200</i> |
| | Other Travel related expenses: | | | |
| | | | | |
| | | | | |
| Total for Travel | | | | \$590 |
| Enter Totals on Form SF-424A as noted | | | | Section B. Line 6c |

16. EQUIPMENT COSTS: Provide estimated costs for all hardware and other equipment items costing \$5,000 or more.

(Equipment items costing less than \$5,000 should be listed as supplies in Cost of Supplies (question 17) or as Other Costs (question 19), later in Appendix C). Costs reported as equipment should be consistent with OMB, State and local policies for capital costs.

[Tip: List the hardware/software product and how many items are needed to implement your project proposal.]

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Sample Hardware/Equipment Cost Breakdown

| Item of Equipment | Quantity | Cost per Item | Total Cost |
|---|----------|---------------|---------------------------|
| <i>(Example) Server (describe type, size and purpose)</i> | 2 | \$10,000 | \$20,000 |
| | | | |
| Equipment Total | | | \$20,000 |
| Enter Totals on Form SF-424A as noted | | | Section B. Line 6d |

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17. COSTS FOR SUPPLIES: Summarize the estimated cost for all supplies. Costs reported as supplies should be consistent with OMB, State and local policies.

Note: if indirect costs will be charged on supply costs, report the indirect costs charged to supplies as part of the Indirect Cost Section (question 20), later in Appendix C.

[Tip: Include all incidental costs to be charged to the grant.]

Sample Supply Cost Breakdown

| Supply Categories | Purpose | Quantity | Unit Rate | Line Total |
|--|-------------------------------|-------------------|-------------------|---------------------------|
| <i>(Example) Workbooks for New Procedures Training</i> | <i>Training Manual</i> | <i>500 copies</i> | <i>\$20/copy</i> | <i>\$1,000</i> |
| <i>(Example) Laptops</i> | <i>Testing & training</i> | <i>2</i> | <i>\$1,500/ea</i> | <i>\$3,000</i> |
| Training Related Expenses: | | | | |
| <i>List items</i> | | | | |
| General Grant Supply Expenses: | | | | |
| <i>List items</i> | | | | |
| Total for Supplies | | | | \$4,000 |
| Enter Totals on Form SF-424A as noted | | | | Section B. Line 6e |

18. CONTRACTUAL COSTS:

- a) **Identify all grant work that will be outsourced to a contractor for completion. List each contract, what services will be provided under each contract, and describe the procurement process the State agency will follow to acquire the listed services. If the procurement process will vary for different contracts, describe each process separately. Be sure that all procurement processes are accounted for in the project timeline and milestones. If contractual costs are included in budget estimate and the contractor is (or will be) acquired without competition, the applicant must provide justification for a sole source contract (e.g., State statute or policy references describing circumstances under which competition is not required).**

[Tip: All contracting must be in compliance with the State and Federal procurement policies and regulations. Contracting related to the use of these grant funds will be the same as for all other federal dollars.]

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b) Summarize the estimated cost for all Contractual Costs and explain what work is represented by the cost. (Listing only a total cost is not acceptable. Sufficient detail must be provided to allow FNS to determine how the State agency came up with the estimate(s) for any proposed contracts.)

[Tip: Include all contracted costs to be charged to the grant, such as training consultants, software developers, software hosting services, etc.]

Sample Contractual Cost Breakdown

| Contractual Categories | Purpose | Quantity | Unit Rate | Line Total |
|---|--|-----------------|--|--------------------------------|
| <i>(Example) Contract #1 with expert to Train the Trainers for State agency to conduct Regional New Procedures Training</i> | <i>Develop Training & Train LEAs on new procedures</i> | <i>1</i> | <i>\$75/hr for 1,000 hrs</i> | <i>\$75,000</i> |
| <i>(Example) Contract #2 for Software upgrades - software developers</i> | <i>Develop web portal and reporting tools.</i> | <i>2</i> | <i>\$60/hr for 2000 hrs = \$120,000 ea</i> | <i>\$240,000</i> |
| Training Related Expenses: | | | | |
| <i>List items</i> | | | | |
| System Development Contract: | | | | |
| <i>List items</i> | | | | |
| Other Contractual expenses: | | | | |
| <i>List items</i> | | | | |
| Total for Contractual Costs | | | | \$315,000 |
| Enter Totals on Form SF-424A as noted | | | | Section B. Line 6f. |

19. OTHER COSTS: Summarize the estimated cost for all Other Costs. Costs reported as Other should be consistent with OMB, State and local policies.

[Tip: Include all incidental/other costs to be charged to the grant that do not belong in another budget category.]

Sample Other Cost Breakdown

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| Other Categories | Purpose | Quantity | Unit Rate | Line Total |
|--|-------------------------------------|------------|--------------|-------------------------------|
| <i>(Example) Printing Costs</i> | <i>Registration</i> | <i>10</i> | <i>\$100</i> | <i>\$1,000</i> |
| <i>(Example) Software licenses</i> | <i>Staff access to new software</i> | <i>200</i> | <i>1,000</i> | <i>\$200,000</i> |
| List items | | | | |
| | | | | |
| Total Other Costs | | | | \$201,000 |
| Enter Totals on Form SF-424A as noted | | | | Section B. Line 6h |

20. INDIRECT COSTS: If indirect costs are included in the State agency’s cost estimates, you must submit a copy of your agency’s current approved Indirect Cost Rate Agreement (ICRA) with a Federal agency. Only indirect costs that comply with the ICRA will be allowed. Explain what rate was used and to what direct costs it was applied. Show your calculations.

Note: be sure all indirect charges included are consistent with the State agency’s ICRA, including applicability to sub awards and other contracts. Only charge indirect costs to allowable items per the ICRA. (Refer to See OMB Cost Principles, 2 CFR Part 200.)

[Tip: Explain how the indirect costs were calculated – to what costs the ICRA was applied and the rate that was used. Include a copy of the signed and approved indirect cost rate agreement and any necessary explanation.]

Sample Indirect Cost Breakdown

| Indirect Cost Rate charged to the Grant as follows: | Total Direct Costs | Direct Costs to Which Indirect Cost Rate Can be Applied |
|--|--------------------|---|
| <i>(Example) Personnel Salary Costs</i> | <i>\$46,800</i> | <i>\$46,800</i> |
| <i>Personnel Fringe Benefit Costs</i> | <i>\$14,040</i> | <i>\$14,040</i> |
| <i>Travel Costs</i> | <i>\$590</i> | <i>\$590</i> |
| <i>Equipment (Indirect not allowed for capital equip over \$5,000)</i> | <i>\$20,000</i> | <i>0</i> |
| <i>Supplies (including equipment costing less than \$5,000)</i> | <i>\$4,000</i> | <i>\$4,000</i> |

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| | | |
|--|-------------------------|---------------------------|
| <i>Contract #1 (usually applied to first \$25,000 per year- see ICRA)</i> | <i>\$75,000 (1 yr)</i> | <i>\$25,000</i> |
| <i>Contract #2 (usually applied to first \$25,000 per year - see ICRA)</i> | <i>\$240,000 (2 yr)</i> | <i>\$50,000</i> |
| <i>Other Direct Costs</i> | <i>\$201,000</i> | <i>\$201,000</i> |
| Total Direct Costs | \$601,430 | \$341,430 |
| <i>Indirect Cost Rate</i> | | <i>10%</i> |
| Total Indirect Costs | | \$34,143 |
| Enter Totals on Form SF-424A as noted | | Section B. Line 6j |

Include a Table Showing Total Direct and Indirect Costs being requested.

| | |
|---|------------------|
| <i>Sample Total Estimated Grant Budget</i> | |
| Indirect Cost Rate charged to the Grant as follows | Totals |
| Total Direct Costs (Example) | <i>\$601,430</i> |
| Total Indirect Costs (Example) | <i>\$34,143</i> |
| Total Estimated Project Costs= Grant Total to be Requested (Example) | \$635,573 |
| Enter Totals on Form SF-424A as noted | |
| Section B. Line 6k | |

PROJECT SUSTAINABILITY AND TRANSFERABILITY

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21. SUSTAINABILITY: Describe the plans to maintain the overall project, system and/or software. Indicate the cost of ongoing maintenance and how the State will fund these costs to keep the system in operation beyond the grant period.

[Tip: If there are ongoing costs associated with the grant purposes after the grant ends, describe how these costs will be covered. If the State agency anticipates a need for periodic updates to the project or system, describe how this will be accomplished. Provide information on procedures to sustain the project, system and/or software: Define the support environment, roles and responsibilities, and maintenance activities; monitor the system for continued performance and provide the necessary system modifications; and identify the support environment, including the development, maintenance, and target host environments.]

Ongoing Operation and Maintenance Costs after grant ends *(These will not be charged to the grant, but are costs estimates needed for the State agency to plan and budget for sustainability of the project)*

| | Quantity | Unit/Hourly Rate | Ongoing Operation & Maintenance Cost Total | How costs will be funded |
|--|-------------------|-------------------------|---|---------------------------------|
| <i>(Example) Maintenance contractor</i> | <i>1</i> | <i>\$50.00/hr</i> | <i>200 hrs x \$50 = \$10,000 annually</i> | <i>State IT Funds</i> |
| <i>(Example) Vendor annual maintenance fee for 1 year maintenance contract</i> | <i>1 annually</i> | <i>\$10,000</i> | <i>\$10,000 annually</i> | <i>SAE Funds</i> |

22. TRANSFERABILITY: Describe how the proposed implementation project is likely to produce outcomes and information that not only will aid the applicant State agency in accomplishing program improvements, but also will produce knowledge that is transferable to other State agencies for similar improvement projects.

APPENDIX D:

Grant Program Accounting System & Financial Capability Questionnaire

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. Please return this questionnaire with your application package to us.

ORGANIZATION INFORMATION

Legal Organization Name:

D-U-Ns Number:

FINANCIAL STABILITY AND QUALITY OF MANAGEMENT SYSTEMS

| Requirement | Yes | No |
|---|--------------------------|--------------------------|
| 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

| Requirement | Yes | No |
|--|--------------------------|--------------------------|
| 1. Has your organization been audited within the last 5 fiscal years? <i>(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).</i> | <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 and Date |
| Name: |
| Phone: |
| Email: |

Print

UNITED STATES DEPARTMENT OF AGRICULTURE
Food and Nutrition Service

PERFORMANCE PROGRESS REPORT

The public burden statement: 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 3 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. 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, 3101 Park Center Drive, Room 1014, Alexandria, VA 22302, ATTN: PRA (0584 - 0512*). Do not return the completed form to this address.

| | | | | |
|--|-------------------|---|--|--|
| 1. Recipient Organization | | 2. Grant Federal Fiscal Year & Quarter: | | |
| a. Name: | | 3. Program Information: Program Area: Program: | | |
| b. Address: | | | | |
| City: | State: | Zip: | 5. Recipient Account Number (FAIN): | |
| 4. Primary POC: | | 6. Type of Report (Select One): <input type="checkbox"/> Final <input type="checkbox"/> Quarterly Reporting Period: _____ <input type="checkbox"/> Semi-Annual | | |
| a. Name: | b. Title: | | | |
| c. Telephone (Area Code & Number): | d. Email Address: | | | |
| 7. Federal Grant Agreement Number: | | | | |
| 8. Additional POC (Optional) | | | | |
| a. Name: | b. Title: | 9. Certification I certify to the best of my knowledge and belief that this report is correct and complete for performance of activities for the purposes set forth in the award documents. | | |
| c. Telephone (Area Code & Number): | d. Email Address: | | | |
| 10. Authorized Certifying Official | | | | |
| a. Name: | b. Title: | c. Signature of Authorized Certifying Official: | | |
| 13. Date Report Submitted (Month, Day, Year): | | | | |

Program Management Information

1. Progress Summary

Progress Summary, highlighting your greatest achievements and challenges to date in this reporting period. For challenges, how did you resolve or overcome them? (Max 2000 Characters):

2. Personnel Information

a. Number of FTEs: _____ b. Were there any changes in key personnel? Yes No

c. If yes, please describe the changes in key personnel, including the individual leaving the project as well as the name and contact information (email address, phone number, and name of organization) of the individual joining the project. **Note:** This information does not serve as a formal request to approve the change in key personnel. This request must be forwarded to the Grants Officer in a separate request (Max 2000 Characters):

3. Amendments (Cost and No-Cost)

a. Number of amendments this quarter? _____ b. Type of amendments? _____

c. Did the amendment(s) require FNS approval? Yes No

d. Please describe the no-cost amendments this quarter (Max 2000 Characters):

4. Expenditures/Purchases:

a. Were there any significant expenditures or purchases, including any contracts entered during this reporting period? If so, please describe (Max 2000 Characters):

5. Deviations

a. Have there been any deviations? Yes No b. Type: _____

c. Proposed Plan Activities:

d. Budget Impact: _____ e. Timeline: _____

f. Justification:

Program Management Information (Continued)

6. Upcoming Activities and Anticipated Changes

a. Please describe activities planned for next quarter (Max 2000 Characters):

b. Do you anticipate any changes in your project timeline, activities or cost? (Max 2000 Characters):

c. If yes, please explain the anticipated changes (Max 2000 Characters):

7. Final Reporting Summary (Final Reporting Period Only)

a. Are all goals and objectives completed at this time? Yes No

b. Briefly describe the goals and objectives that were not completed and why they were not completed (75 words or less):

c. Was the project budget sufficient for meeting the project goals? Yes No

d. If no to answer 6c, briefly describe why the budget was insufficient for meeting the project goals (50 words or less):

8. Additional Comments

| Program Activities | | | | | | | |
|--------------------|------|-----------------------------|------------------------|----------|------------------------|---------------------|--|
| Objective 1: | | | | | | | |
| Activity | Type | Anticipated Completion Date | Actual Completion Date | Optional | | | |
| | | | | Location | Beneficiaries/Audience | Topic (if training) | |
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |
| 7 | | | | | | | |
| 8 | | | | | | | |
| 9 | | | | | | | |

| Outcome Indicators | | | | | | | | |
|-----------------------|----------------|--------------|---------------------|----------|-------------------------|--------------------|----------|-----------|
| Objective #: | | | | | | | | |
| Activity #: | | | | | | | | |
| Indicator Description | Indicator Type | Quantitative | | | Qualitative | | | Narrative |
| | | Target | Actual (Cumulative) | Comments | % Complete (Cumulative) | Performance Status | Comments | |
| | | | | | | | | |
| | quantitative | | | | | | | |
| | | | | | | | | |
| Activity #: | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Activity #: | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

| Final Program Metrics (Final Reporting Period Only) | | |
|---|--|-----------------------|
| Evaluation Metric #: _____ Type: Checklist | | |
| Prompt: _____ | | |
| | | Answer Value 1: _____ |
| Item 1: | | |
| Item 2: | | |
| Item 3: | | |
| Item 4: | | |
| Item 5: | | |
| Item 6: | | |
| Item 7: | | |
| Item 8: | | |
| Item 9: | | |
| Item 10: | | |
| Comments: | | |
| | | |
| Evaluation Metric #: _____ Type: Free Form | | |
| Prompt: _____ | | |
| Comments: | | |
| | | |

| | | | | | | |
|----------------------------|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Evaluation Metric #: _____ | | Type: Cross Table | | | | |
| Prompt: _____ | | | | | | |
| | | Answer Value 1: _____ | Answer Value 2: _____ | Answer Value 3: _____ | Answer Value 4: _____ | Answer Value 5: _____ |
| Item 1: | | | | | | |
| Item 2: | | | | | | |
| Item 3: | | | | | | |
| Item 4: | | | | | | |
| Item 5: | | | | | | |
| Item 6: | | | | | | |
| Item 7: | | | | | | |
| Item 8: | | | | | | |
| Item 9: | | | | | | |
| Item 10: | | | | | | |
| Comments: | | | | | | |

The Privacy Act Statement:

Authority: Section 9 of the Food and Nutrition Act of 2008, as amended, (7 U.S.C. 2018); section 205(c)(2)(C) of the Social Security Act (42 U.S.C. 405(c)(2)(C)); and section 6109(f) of the Internal Revenue Code of 1986 (26 U.S.C. 6109(f)), authorizes collection of the information on this application.

Purpose: Information is collected primarily for use by the Food and Nutrition Service in the administration of the Supplemental Nutrition Assistance Program;

Routine Use: Information may be disclosed for any of the routine uses listed in the published System of Record notice <https://www.federalregister.gov/documents/2010/12/27/2010-32457/privacy-act-revision-of-privacy-act-systems-of-records#p-30>.

Disclosure: Furnishing the information on this form, including your SSN and EIN, is voluntary but failure to do so will result in withdrawal of store authorization to accept SNAP benefits.