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U.S. DEPARTMENT OF AGRICULTURE  
FOOD AND NUTRITION SERVICE

FOOD DISTRIBUTION PROGRAM ON INDIAN RESERVATIONS (FDPIR)

**FOOD DISTRIBUTION PROGRAM NUTRITION EDUCATION (FDPNE) GRANT  
FY 2017**

REQUEST FOR APPLICATIONS (RFA)

CFDA#: 10.594

RFA Release Date: March 1, 2017

Application Due Date: May 1, 2017

Anticipated Award Date: Summer 2017

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## **I. IMPORTANT INFORMATION**

**A. Please read this RFA carefully and completely to avoid missing critical items that should be included for submission of a completely responsive application. Details on all items below are included in this RFA.**

### **B. Grants.gov Submission:**

- 1) In order to apply for a grant, your organization must register on Grants.gov. <http://www.grants.gov/web/grants/applicants/organization-registration.html>
- 2) Submit your application before the submission deadline date. Give yourself time to double check that the system accepted your application.
- 3) **Grants.gov will send confirmation notices if your application is accepted. Please ensure that you have received a confirmation notice after submitting your application.**
- 4) **Grants.gov will send an email notice to you if there is a problem with your submission. Ensure that you have time to resolve a problem.**
- 5) **You must check your email periodically, after submitting your application, to make sure you have not received a rejection notice from the Grants.gov system.**

**C.** Please pay special attention to the “Indicators of Successful Applications” guidance found on pages 3 to 4 of this RFA.

**D.** Please follow the guidelines listed as “Examples of Activities and Services that MAY BE Funded through FDPNE,” and “Examples of Items that will not be Funded through FDPNE” found on pages 5 to 7 of this RFA.

**E.** Gardening and physical education projects must include nutrition education activities or messages. You must document how you will incorporate these components to obtain approval and funding to conduct these activities.

**F.** A new component this year is that applicants must respond to pre-application assessment questions 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. Please see pages 8 to 9 for additional information and pages 24 to 26 for the questionnaire.

## II. PROGRAM DESCRIPTION

### A. Authorizing Program Legislation

The Supplemental Nutrition Assistance Program (SNAP), authorized by the Food and Nutrition Act of 2008, Public Law 110-246, authorizes the USDA Food and Nutrition Service (FNS) to award funds to Food Distribution Programs on Indian Reservations (FDPIR) to conduct nutrition education activities for FDPIR and FDPIR-eligible participants.

### B. Description of the Opportunity

Since 2008, FNS awards funding for nutrition education projects through Food Distribution Program Nutrition Education (FDPNE) grants each fiscal year. Indian Tribal Organizations (ITOs) and State agencies (SAs) that are current FDPIR allowance holders (have a direct agreement with FNS to administer FDPIR) are eligible to apply for funds to conduct projects that provide nutrition information and services to FDPIR participants. The FY 2017 SNAP Education Plan Guidance is the basis for FDPNE nutrition, gardening, and physical activities. FNS selects components of this guidance for development of FDPNE project requirements. The FY 2017 SNAP Education Plan Guidance may be reviewed at <https://snaped.fns.usda.gov/national-snap-ed/snap-ed-plan-guidance-and-templates>.

The *2015-2020 Dietary Guidelines for Americans* were published in January 2016. FNS selects components of the guidelines for development of FDPNE project goals. Visit <http://health.gov/dietaryguidelines/2015/guidelines/> to review the current recommendations.

**Anticipated Award Date: FNS anticipates awarding these grant projects in Summer 2017.**

Under this RFA, approximately \$1 million is available for this competitive grant opportunity.

### C. Indicators of Successful Applications Include:

- 1) Clear documentation of the target audience that will benefit from activities;
- 2) Selection of activities that relate directly to the goal(s) selected;

**For example:**

**Goal Selected:** Make half your plate fruits and vegetables. Focus on whole fruits and vary your veggies.



**Activity Selected:** Conduct food demonstrations using vegetables offered as USDA Foods. Use recipes that are easy to prepare. Provide recipe handouts.

- 3) Budget narratives that document expenses directly related to goals and activities;

- 4) Documentation of the number of participants expected to benefit from activities; and
- 5) Project Collaboration: FNS encourages ITOs and SAs to work with other ITOs or SAs, other FNS programs that serve FDPIR participants, and other nutrition education providers when designing and implementing FDPNE projects. Other agencies or programs include, but are not limited to, USDA's Cooperative State Research, Education, and Extension Service Land-Grant and Tribal Land-Grant colleges and the Indian Health Service.

### **III. FEDERAL AWARD INFORMATION**

#### **A. Total Funding**

FNS expects to award administrative funding totaling approximately \$1 million in FY 2017 for FDPNE projects. In prior years, individual awards ranged from \$3,000 to \$200,000. FNS will award as many applications as possible, based on application quality, the total available funds, and the amounts requested by the applicants. These awards are contingent upon the availability of funding. The submission of an application does not guarantee funding.

#### **B. Agency Priority**

FNS will consider funding projects based on the following priority order:

- 1) Projects that focus on nutrition education
- 2) Projects that focus on physical activities

**Important! Follow all directions in Attachment A to select and document your project goals.**

**C. FDPNE grant funds are not targeted for the support of research or feasibility studies.**

**D. Procurement Contracts may be awarded.**

#### **E. Period of Performance**

The period for performance of these grants is one year. All grant funds must be obligated and all program activities under the grant project (other than activities relating to the close out of the grant) must be completed by the end of the award period.

#### **F. Obligation and Liquidation of Funds**

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 and final financial status reports are due to FNS no later than 90 days following the end of the grant award period.

#### **G. Incentives and Reinforcement Items for Participants**

Nutrition, gardening, and physical education incentives and reinforcement materials given to FDPNE participants must convey nutrition messages and promote good nutrition and physical activity practices.

- 1) Incentives and reinforcement items must have a direct relationship to project goals and related activities.
- 2) Incentives and reinforcement items must not cost more than \$4.00 per item.
- 3) FNS shall apply the general rules for determining allowable and reasonable costs of incentives and reinforcement items. Items not allowable include celebratory items, items designed primarily as staff rewards, and items that are not reasonable or necessary and/or have no nutrition education message.
- 4) Under Federal regulations any material developed under this grant may be copyrighted; however, the Federal government retains a royalty-free right to use and authorize others to use the material. This applies to any material developed whether copyrighted or not.

#### **H. Examples of Activities and Services that MAY BE Funded through FDPNE**

The provisions of 2 CFR 200 Subpart E allow FNS to make reasonable judgments as to what is necessary and reasonable to conduct activities that improve the likelihood that persons eligible for FDPIR will make healthy food choices and choose physically active lifestyles consistent with the current *Dietary Guidelines for Americans* and the USDA food guidance system. The items listed below are examples of activities and services that may be funded through FDPNE. When FDPIR participants or potentially eligible persons are not the primary target of a nutrition class or the nutrition education is provided in conjunction with another program (e.g., SNAP-Ed, The Special Supplemental Nutrition Program for Women, Infants, and Children [WIC], and the Indian Health Service), FDPNE may fund the pro rata share of the class that includes FDPIR participants. For example, if a nutrition education class has 100 participants and 25 students are FDPIR-eligible, FDPNE funds may cover 25 percent of the cost.

- 1) Nutrition Classes - The primary purpose of the class must be to provide nutrition education to FDPIR participants and potentially eligible persons. The classes must be directly related to the goal(s) selected. Relevant topics include, but are not limited to:
  - a) Meal planning,
  - b) Food portions,
  - c) Nutrient composition of foods,
  - d) Healthful cooking, and
  - e) Food safety
- 2) Cost of Food - Food for recipe/taste testing purposes and cost of kitchen supplies necessary for food storage, preparation, food samples associated with educational lessons, and display of food prepared for demonstration purposes.

- 3) Nutrition Education Materials - Materials, supplies, and resources needed to conduct nutrition education activities and classes.
- 4) Nutrition, Gardening, and Physical Education Reinforcement Items and Incentives - Includes refrigerator magnets, measuring cups, measuring spoons, or other items of nominal value that reinforce a nutrition message. Nutrition messages may come from ChooseMyPlate.gov or the *Dietary Guidelines for Americans*, for example. **NOTE: FNS policy does not authorize spending more than \$4.00 each for these items.**
- 5) Gardening Projects - Gardening is a beneficial project that leads to the economical production and subsequent consumption of fresh fruits and vegetables. Educational supplies, curricula, and staff salaries to teach gardening concepts that reinforce the beneficial nutrition aspects of gardening are allowable costs. However, the cost for the rental or purchase of garden equipment (e.g., fertilizer, tractors), the purchase or rental of land for garden plots, and the purchase of seeds, plants, and other gardening supplies can only be allowable costs if they directly relate to the provision of nutrition education.
- 6) Local Radio and Television Spots - Reasonable costs for local public service radio or television announcements and ads that promote nutrition education events for FDPIR participants and potentially eligible persons.
- 7) Physical Education Activities or Promotion Materials - Physical education activities and demonstrations that include nutrition messages on healthful eating behaviors. Information on local sites where FDPIR participants and eligible participants can access a diverse range of low or no-cost activities appropriate for different ages and physical abilities. A nutrition message must accompany activities that promote the benefits of physical activity.
- 8) ChooseMyPlate.gov Promotion - Instruction to FDPIR participants and potentially eligible persons on accessing <http://www.choosemyplate.gov/>. Provision of a dedicated work area (with Internet access) for individuals to use at FDPIR facilities or collaboration with Tribal schools, libraries, or other facilities for participant access to a work area with Internet access.
- 9) What's Cooking? USDA Mixing Bowl Promotion - Instruction to FDPIR participants and potentially eligible persons on accessing <http://www.whatscooking.fns.usda.gov>, a Food, Nutrition and Consumer Services recipe search Web site. Provision of a dedicated work area (with Internet access) for individuals to use at FDPIR facilities or collaboration with Tribal schools, libraries, or other facilities for participant access to a work area with Internet access.

#### **I. Examples of Items that will not be Funded through FDPNE**

See the list that follows for examples of activities or items that **will not** be funded through FDPNE grant funds.

- 1) Food Purchases - **Food purchases are not allowable unless** used for recipe/taste testing or demonstration purposes such as samples provided in nutrition education activities.

**Request for funds to purchase food must describe how the project intends to use the**

**food for nutrition education activities.** Purchasing food for distribution to FDPIR participants as a supplement to their monthly food package or as refreshments during a nutrition education activity is not allowable. Serving community meals, ongoing snacks or food service, meal sized portions, or complete meal service using FDPNE funds are not reasonable costs that will be funded. Cost for food provided as groceries or supplemental food are not allowed.

- 2) Door Prizes or Giveaways - FNS policy prohibits spending Federal funds on prizes or giveaways.
- 3) Health Screenings - Health screenings, such as diabetes and blood pressure checks, are not funded through FDPNE unless integral to an allowable nutrition education activity. For example, blood pressure screenings would be allowable if used as a means to encourage members of the target audience to participate in a nutrition education class on reducing sodium intake.
- 4) Medical nutrition therapy and obesity treatment activities may not be funded with FDPNE funds.

#### **IV. ELIGIBILITY INFORMATION**

##### **A. Eligible Applicants**

ITOs and SAs that administer FDPIR may apply individually and/or as a consortium (e.g., as a region or a regional nutrition advisory council). A current FDPIR allowance holder (i.e., an entity that has a direct agreement with FNS to administer FDPIR) must submit the application. If one or more ITOs wish to apply as a consortium, one ITO must be designated as the lead agency and apply on behalf of the other ITOs. The lead agency is responsible, fiscally and operationally, for the overall administration of the project.

##### **B. Matching Funds Requirement**

ITOs and SAs must provide a 25 percent match of the total amount of funds spent on FDPNE. When ITOs and/or SAs apply as a consortium, the matching funds may come from one or more of the consortium members, but must total 25 percent of the requested funding. FNS will consider compelling justification to waive the match requirement, completely or in part.

**Funds received from other Federal sources cannot be used to meet the matching funds requirement unless specifically allowed by legislation.** For more information, please see FNS Instruction 716-4 or FNS Handbook 501, section 2102 at <http://www.fns.usda.gov/fdd/instructions-handbooks>.

##### **C. Other Eligibility Criteria**

FNS will accept only one application from each organization or consortium in response to this solicitation. An ITO/SA may apply both individually and as part of a consortium.

##### **D. 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 in place a framework for evaluating the risks posed by applicants before they receive Federal awards. The evaluation of the information obtained from the designated repository systems and the risk assessment may result in FNS imposing special conditions that correspond to the degree of risk assessed. The Federal repository systems FNS will review include:

- 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*, 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.
- 4) U.S. Department of Agriculture, AD-3030, *Representations Regarding Felony Conviction and Tax Delinquent Status for Corporate Applicants*.

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 on pages 24-26 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 any additional oversight requirements or special conditions being 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\_\_\_\_\_

**V. APPLICATION AND SUBMISSION INFORMATION**

**A. Applicants may request a paper copy of the solicitation and required forms by contacting the FNS Grants Officer at:**

Kimberly Shields, Grants Officer  
Grants Management Operations Branch  
Grants and Fiscal Policy Division  
U.S. Department of Agriculture, FNS  
3101 Park Center Drive Room 740  
Alexandria, VA 22302  
E-mail: [kimberly.shields@fns.usda.gov](mailto:kimberly.shields@fns.usda.gov)

**B. Application Format**

FNS strongly encourages eligible applicants interested in applying for this grant to adhere to the following application format. The proposed project plan must be typed on 8 ½" X 11" white paper with at least 1 inch margins on the top and bottom. All pages should be single-spaced, in 12 point font. The project summary with relevant information should be captured on no more than two pages. **All pages, excluding the form pages, must be numbered.**

Applicants must submit all required application content and forms and follow all instructions for formatting application content.

### **C. Special Instructions**

- 1) Late application submission will not be considered in this competition. FNS will not consider additions or revisions to applications once they are received.
- 2) Applications not submitted via the Grants.gov portal will not be considered. E-mailed, hand-delivered, or mailed applications will not be considered.
- 3) 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.
- 4) FNS reserves the right to use this solicitation and competition to award additional grants in future fiscal years should additional funds be made available.
- 5) Grant awards are contingent upon the availability of funds.
- 6) Applicants must adhere to the budget narrative format documented in Attachment A.
- 7) Requests to waive the match requirement in full or in part are not used as a factor in the evaluation of applications.
- 8) ITOs and SAs that administer FDPIR may apply individually and/or as a consortium.

### **D. Application Content – Attachment A**

Applicants must use the format provided in Attachment A, Application Content and Budget Narrative Format, to prepare an application package. **Instructions for Attachment A begin on page 28. Attachment A provides instructions for describing your project** and contains the following sections. Your application must not exceed the number of pages indicated below, except for other required forms and agreements.

- 1) Cover Sheet: Applicant Information (one page). The cover page should include, at a minimum:
  - a) Applicant's name and mailing address
  - b) Primary contact's name, job title, mailing address, phone number, and e-mail address
  - c) Grant program title and subprogram title (if applicable)

- 2) Table of Contents (one page)
- 3) Organization Information (one page)
- 4) Application Project Summary (two pages). The project summary 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. It should also address any additional RFA requirements.
- 5) Goal Selection (one page)
- 6) Project Activities and Timeline (up to three pages). Note: Applicants must provide the number of participants expected to benefit from each activity.
- 7) Progress and Success Chart (one page)
- 8) Budget Narrative Format Requirement (up to five pages). 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. 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).

#### **E. Required Grant Application Forms**

- 1) All applicants must complete the following Grants.gov forms. 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
    - Application and Instruction for Federal Assistance (SF-424)
    - Budget Information and Instruction (SF-424A)
    - Assurances for Non-Construction Programs (SF-424B)
  - b) 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."
- 2) **Copy of most recent Indirect Cost Rate Agreement.** If requesting indirect costs, the applicant must submit a copy of its most current approved Indirect Cost Rate agreement.
- 3) **Other required documents, as needed, for example:**

- a) Copies of sub-grantee agreements (if appropriate). Sub-grantees must sign an agreement with the FDPIR allowance holder that documents programmatic and fiscal agreement between the FDPIR allowance holder and the Sub-grantee. Submit the agreement with your application;
- b) Copies of Memoranda of Understanding with partners (if appropriate);
- c) A statement requesting waiver of the match requirement (if appropriate); and
- d) Dun and Bradstreet (DUNS) number must be documented.

**F. Dun and Bradstreet (DUNS) Number and System for Award Management (SAM)**

In order to submit an application to the Grants.gov system, applicants must have obtained a Data Universal Numbering System (DUNS) number and register in both the new System for Award Management (SAM) and on Grants.gov.

**The applicant is strongly advised to allow ample time to initiate the Grants.gov submission process. Please visit the following websites to obtain additional information on how to obtain a DUNS number, <http://fedgov.dnb.com/webform>, and register in SAM, <https://uscontractorregistration.com/about-sam/>.**

- 1) **Obtaining a DUNS Number:** If your organization does not have a DUNS number or if you are unsure of the organization's number, you may contact Dun and Bradstreet via the internet at <http://fedgov.dnb.com/webform> or by calling 1-888-814-1435, Monday through Friday, 8 a.m. - 9 p.m. Eastern Time. There is no fee associated with obtaining a DUNS number. **Please allow ample time to obtain a DUNS number as it may take several days to process.**
- 2) **System for Award Management (SAM)**

**What is SAM?** The System for Award Management (SAM) is combining Federal Procurement systems and the Catalog of Federal Domestic Assistance into one new system. For additional information regarding SAM, see the following link:  
<https://uscontractorregistration.com/about-sam/>

**SAM Registration:** For applicant organizations previously registered in the CCR, relevant applicant information is already in SAM; set up a SAM account as necessary to update any information. To register in SAM, the applicant's DUNS number, Tax ID Number (TIN), and taxpayer name (as it appears on the applicant's last tax return) are all required. SAM verifies all information submitted by the applicant using several systems. This verification takes at least **48 hours** after your registration is submitted to SAM. **Applicants must have a valid SAM registration no later than 3 days prior to the application due date of this solicitation.** Applicants that do not receive confirmation that SAM registration is complete and active should contact SAM at: <https://uscontractorregistration.com/about-sam/>.

**→PLEASE BE AWARE:** In some instances, the process to complete the migration of permissions and/or the renewal of the entity record will require **5-7 days or more**. We strongly encourage grantees to begin the process at least **3 weeks before** the due date of the grant solicitation.

→GSA has created a presentation of a SAM training. To view the presentation please visit: <http://www.youtube.com/watch?v=mmHcKCchaiY>. This will be extremely useful for SAM users that are registering at SAM for the first time, setting up user permissions from CCR into the SAM registration (called migrating), and updating/renewing CCR record in SAM.

## **G. Grants.gov Registration**

In order to apply for a grant, your organization must have completed the above registrations as well as register on Grants.gov. The Grants.gov registration process can be accessed at <http://www.grants.gov/web/grants/register.html>. Generally, the process takes **3-5 business days**.

If you are a new user, please ensure that your organization's Point-of-Contact (POC) has designated you as an Authorized Organization Representative (AOR). If you are not designated as an AOR, you will be unable to submit your application package through the Grants.gov web portal.

Allow your entity ample time to complete the necessary steps for the submission of your grant application package on Grants.gov. Please be aware that the Grants.gov system provides several confirmation notices. Applicants should ensure receipt of confirmation that the application was accepted.

**NOTICE: Special Characters not Supported.** All applicants **MUST** follow guidance on file naming conventions. To avoid submission issues, please follow the guidance provided in the Grants.gov Frequently Asked Questions (FAQ) section.

### **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. Do not use any special characters (example: &, -, \*, %, /, or #). This includes periods (.) and spacing followed by a dash in the file. For word separation, an underscore may be used (example: Sample\_File.pdf). **Please note that if these guidelines are not followed, your application will be rejected. FNS will not accept any application rejected from Grants.gov 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 have registered in both the new System 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 Web sites to obtain additional information on how to obtain a DUNS number <http://fedgov.dnb.com/webform> and register in SAM at <https://uscontractorregistration.com/about-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 **Grants.gov** please visit: <http://www.grants.gov/web/grants/applicants/applicant-tools-and-tips.html>.

## **H. Submission Dates and Times**

**Application Due Date and Electronic Submission:** The complete application must be uploaded on Grants.gov by 11:59 PM Eastern Time on May 1, 2017. 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. FNS will not accept mailed, faxed, or hand-delivered applications. Applicants experiencing difficulty with application submission to Grants.gov may contact the grants officer listed on page 9 for further instructions or may contact the Grants.gov Support Center at Local Toll Free: 1-800-518-4726 or <http://www.grants.gov/web/grants/support.html>.

**I. Pre-award costs may be awarded for this grant opportunity.**

## **VI. APPLICATION REVIEW INFORMATION**

### **A. 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.

**Follow all directions in Attachment A to document your project and budget requests. If any of the following items are not included with the application, the application will be considered non-responsive and will be eliminated from further evaluation:**

- 1) Selection of goal or goals
- 2) Budget narrative formatted as directed in Attachment A
- 3) Copies of sub-grantee agreements (if appropriate). Sub-grantees must sign an agreement with the FDPIR allowance holder that documents programmatic and fiscal agreement between the FDPIR allowance holder and the sub-grantee.

### **B. Review and Selection Process**

Following the initial screening process, FNS will assemble a peer panel group to review and determine the technical merits of each application. The peer panel will evaluate the proposals based on how well they address the required application components and array the applications

from highest to lowest score. The peer 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. FNS reserves the right to fund any submitted grant project, in totality or in part.

**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.

**FNS anticipates notifying participants of awards in Summer 2017.**

### **C. Evaluation Factors and Criteria used to Evaluate the Merit of Applications**

#### **1) Project Design and Implementation (40 points)**

- a) Goals are clearly identified and appropriate for the proposed project. The applicant followed directions in the RFA for selecting goals, activities, and timeline. Activities are reasonable and appropriate for proposed goals;
- b) Timeline appears reasonable and feasible given proposed activities;
- c) The application documents methods that will determine progress and successes and the number of participants reached through activities;
- d) The method(s) selected to monitor progress and success is sufficient to determine if goals are accomplished; and
- e) All application content requirements, as listed in Attachment A of this RFA, are included.

#### **2) Budget Appropriateness (30 points)**

- a) Attachment A contains the budget narrative format required with instructions and details for documenting the expenditure of grant funds;
- b) The budget is consistent with project goals and activities;
- c) Calculations of all costs, including the match requirement, are correct; and
- d) Funding requested is allowable, economical, and reasonable in relation to the proposed scope and effort of the proposed project.



### **3) Need, Originality, Creativity, and Cultural Appropriateness (30 points)**

- a) The applicant documented the target audience. The target audience is appropriate;
- b) Proposed project is original and creative as documented in the Project Summary;
- c) The applicant documented how it will continue these activities after the funding period ends; and
- d) The application demonstrates efforts to include other nutrition education partners such as the Indian Health Service and the USDA Cooperative Extension System.

## **VII. FEDERAL AWARD ADMINISTRATION INFORMATION**

### **A. Federal Award Notice**

Unless an applicant receives a signed award document with terms and conditions, any contact from a 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.

### **B. Administrative and National Policy Requirements**

#### **1) 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. The original copy of an 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 USDA 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.

## **2) 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.

## **3) 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 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](http://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 organization’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 877-252-2700 or visit <https://uscontractorregistration.com/about-sam>.

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 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, 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 EPLS. 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](mailto:FOIA@fns.usda.gov).

#### Privacy Act Policy

The USDA Food and Nutrition Service does not collect any personal identifiable information without explicit consent. To view the Agency’s Privacy Act Statement, visit: [www.fns.usda.gov/privacy-policy](http://www.fns.usda.gov/privacy-policy).

#### **4) 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:

Kimberly Shields, Grants Management Operations Branch  
Grants and Fiscal Policy Division  
U.S. Department of Agriculture, FNS  
3101 Park Center Drive Room 740  
Alexandria, VA 22302  
E-mail: [kimberly.shields@fns.usda.gov](mailto:kimberly.shields@fns.usda.gov)

#### **C. Financial Reporting**

- 1) **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. Detailed instructions for reporting will be included in the FNS Federal financial assistance award package. Financial Status reports are administered by the applicant's FNS regional office staff. Regional office staff should be contacted with questions regarding these reports.
- 2) The lead agency of a consortium must submit a consolidated SF-425 that reflects the total outlay of FDPNE funds by all members of the consortium and the total matching contributions of all members of the consortium.
- 3) The Awardee must ensure that FDPNE project operators spend funds appropriately and must provide technical assistance to sub-grantees to support the ITO's/SA's FDPNE goals and objectives. The Awardee is fully liable for repayment of Federal funds should those costs later be determined unallowable.

#### **D. Progress Reporting**

The recipient will be responsible for managing and monitoring the progress of the grant project activities and performance. The award document will indicate the reporting schedule for submitting project performance/progress reports to FNS. Any additional reporting requirements will be identified in the award terms and conditions, including results of the grant project.

### **VIII. FEDERAL AWARDING AGENCY CONTACT**

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

Kimberly Shields, Grants Management Operations Branch  
Grants and Fiscal Policy Division  
U.S. Department of Agriculture, FNS  
3101 Park Center Drive Room 740  
Alexandria, VA 22302  
E-mail: [kimberly.shields@fns.usda.gov](mailto:kimberly.shields@fns.usda.gov)

### **IX. OTHER INFORMATION**

#### **A. Debriefing Requests**

Non-selected applicants may request a debriefing to discuss the strengths and weaknesses of submitted proposals. This information may be useful when preparing future grant proposals. Additional information on debriefing requests will be forwarded to non-selected applicants.

#### **B. 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 <http://www.grants.gov>, by 11:59 PM Eastern Time on **May 1, 2017**. 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 SAM 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 # 10.594 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?
  - Do not assume that reviewers know anything about your organization and its work.
- ✓ Have one or more persons read your proposal that 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 match with calculations shown on the OMB budget form?
  - Is the budget in line with the project description?
- ✓ Be sure to submit a timely application into 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.

### **C. 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 must be in line with the proposal project description and must document requests based on bona fide need. FNS reserves the right to request information not clearly addressed.

	YES	NO
<b>Personnel</b>		
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)?		
<b>Fringe Benefits</b>		
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?		
<b>Travel</b>		
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.		
<b>Equipment</b>		
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?		
<b>Supplies</b>		
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?		
<b>Contractual</b> (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.		
<b>Other</b>		
<b>Consultant Services:</b> 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.		
<b>Indirect Costs</b>		
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.

**D. Grant Program Accounting System & Financial Capability Questionnaire**

## 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):		
<b>Additional information including expanding on responses in previous sections:</b>		

## APPLICANT CERTIFICATION

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

<b>Authorized Representative's Signature and Date</b>
<b>Name:</b>
<b>Phone:</b>
<b>Email:</b>

## **X. ATTACHMENT A**

**IMPORTANT! The pages that follow, Attachment A, contain application content templates. You must use the format documented in the templates to document project content. Upload the pages, along with all required forms, at Grants.gov.**

### **FOOD DISTRIBUTION PROGRAM NUTRITION EDUCATION (FDPNE) GRANT APPLICATION - FISCAL YEAR 2017**

**CFDA#: 10.594**

<b>SECTION 1: COVER SHEET - APPLICANT INFORMATION</b>	
ORGANIZATION NAME:	
ORGANIZATION ADDRESS:	
NAME OF CONTACT PERSON AND TITLE:	
PROJECT DIRECTOR:	
NAME OF AUTHORIZING OFFICIAL:	
E-MAIL ADDRESS:	
PHONE NUMBER:	
FAX NUMBER:	

**SECTION 2: TABLE OF CONTENTS**  
**ADD YOUR TABLE OF CONTENTS BELOW**

### **SECTION 3: ORGANIZATION INFORMATION**

**Instructions:** Use the space below to describe your organization. Providing a list or a narrative statement is acceptable. Include the following:

- Administrative structure of the organization and FDPIR. (You may submit the same background information included in your FDPIR Plan of Operation.)
- Unique features of the Reservation or geographic location. (You may submit the same background information included in your FDPIR Plan of Operation.)
- Number of FDPIR families served per month and number of FDPIR participants served per month.
- Current nutrition education efforts, any resources available, and partnerships.

## SECTION 4: PROJECT SUMMARY

**Instructions:** Use the space below to provide a summary of the project. The following information must be included.

- What is the problem you wish to address by providing nutrition or physical education activities?

### EXAMPLE

**Problem:** Participants do not eat the amount of fruits and vegetables recommended by the latest *Dietary Guidelines for Americans*. Many participants want to add more fruits and vegetables to their diets but are unfamiliar with some items offered by FDPIR and do not know how to prepare them.



**Goal Selected:** Make half your plate fruits and vegetables. Focus on whole fruits and vary your veggies.



**Addressing the Problem:** Use fruits and vegetables offered by FDPIR to conduct food demonstrations. Use healthy recipes that are easy to prepare. Provide recipe handouts.



**How this addresses the Problem:** Participants learn to prepare a food that is unfamiliar to them and taste-test the food after it's prepared. They receive recipes to use to prepare the food at home. Participants learn basic cooking methods.

- Brief, specific details regarding the activities you will conduct and how the activities will address the problem.
- The number of participants you will reach with each activity or session, and the results expected.
- Designate a Project Director/Coordinator. Write the name of that person, or indicate that you intend to hire a person to fulfill this position. We recommend that a Project Director contribute a minimum of 25% time to oversee complex projects.
- Provide a list of staff that will work on the project and explain their responsibilities.
- Target Audience: Provide brief details about who will benefit from your nutrition education activities. For example, FDPIR participants or those eligible, reservations they reside on, their ages and gender, and other program sites where recruitment will occur.
- Document how activities may continue after the funding period ends.
- List all organizations, agencies, or individuals who will provide or assist with nutrition education or nutrition services and describe the assistance they will provide.

- If the applicant is a consortium, identify the member organizations of the consortium. Attach Memoranda of Agreements from all participating FDPIR programs.
- **Written agreements. Describe agreements and collaborations with sub-grantees and other programs or organizations. Attach Memoranda of Agreements with sub-grantees and partners and submit with your application.** Sub-grantees must sign an agreement with the FDPIR allowance holder that documents programmatic and fiscal agreement between the FDPIR allowance holder and the sub-grantee. Submit the agreement with your application.



## SECTION 5: PROJECT GOALS

**Background Information:** The goals selected for FDPNE 2017 are based on certain components of the *2015-2020 Dietary Guidelines for Americans* that focus on healthy eating patterns. You may review the guidelines at <http://health.gov/dietaryguidelines/2015/guidelines/> or information at <http://www.choosemyplate.gov/> to help with developing your activities. An excerpt from the new guidelines is below.

The Key Recommendations for healthy eating patterns should be applied in their entirety to reflect an overall healthy eating pattern.

- Consume a healthy eating pattern that accounts for all food and beverages within an appropriate calorie level.

*A healthy eating pattern includes:*

- A variety of vegetables from all of the subgroups— dark green, red and orange, legumes (beans and peas), starchy, and other
- Fruits, especially whole fruits
- Grains, at least half of which are whole grains
- Fat-free or low-fat dairy, including milk, yogurt, cheese, and/or fortified soy beverages
- A variety of protein foods, including seafood, lean meats and poultry, eggs, legumes (beans and peas), and nuts, seeds, and soy products
- Oils

*A healthy eating pattern limits:*

- Saturated and *trans* fats, added sugars, and sodium

### Instructions:

**Required Goals:** You must select at least one goal from the list below (a through d).

**Place an X on the line below to select your required goal.**

\_\_\_a) Make half your plate fruits and vegetables. Focus on whole fruits and vary your veggies. (Note that gardening activities under this goal must include nutrition education messages or nutrition education activities.)

\_\_\_b) Reduce sodium intake.

\_\_\_c) Make half your grains whole grains.

\_\_\_d) Move to fat-free or low-fat dairy products.

**Optional Goals:** You may select additional goals from the list below (e through j). Place an X on a line below if you are selecting optional goals.

\_\_\_e) Make half your plate fruits and vegetables. Focus on whole fruits and vary your veggies. (Note that gardening activities under this goal must include nutrition education messages or nutrition education activities.)

\_\_\_f) Reduce sodium intake.

\_\_\_g) Make half your grains whole grains.

\_\_\_h) Move to fat-free or low-fat dairy products.

\_\_\_i) Write your own nutrition goal. Use the line below this to write the goal. Base the goal on the latest recommendations found in the *2015-2020 Dietary Guidelines for Americans* at <http://health.gov/dietaryguidelines/2015/guidelines/chapter-1/about/> or ChooseMyPlate.gov at <http://www.choosemyplate.gov>, or FY 2017 SNAP Education Guidance at <http://snap.nal.usda.gov/national-snap-ed/snap-ed-plan-guidance-and-templates>.

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\_\_\_j) Be more physically active (Meet the *Physical Activity Guidelines for Americans*: <https://health.gov/dietaryguidelines/2015/guidelines/appendix-1/>). **If you select this goal, you must explain how you will include nutrition education messages with your physical education activities. You may not choose this option as the only goal for your project.**

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**SECTION 6: PROJECT ACTIVITIES and TIMELINE**

**Instructions: Select activities that will accomplish project goals. Write the timeline and # of participants you expect to reach. (Items selected here should match activities documented in SECTION 4: PROJECT SUMMARY.) Add activities you plan to conduct that are not listed here.**

<b>Choose activities that apply (X)</b>	<b>Description</b>	<b>Timeline: When will this happen? (month(s)/year)</b>	<b>Number of participants you expect to reach?</b>
	Develop nutrition education/food demonstration lesson plans		
	Schedule nutrition education/food demonstration sessions		
	Purchase supplies		
	Purchase nutrition education materials		
	Purchase demonstration foods		
	Purchase garden supplies		
	Purchase incentives		
	Advertise project activities		
	Prepare garden site for planting		
	Provide nutrition education/food demonstration/garden education materials		
	Conduct nutrition education sessions		
	Conduct garden education sessions		
	Develop physical activity education lesson plan		
	Schedule physical activities		
	Purchase physical activity education materials		
	Provide physical activity materials to participants		
	Provide physical education activities		

	Refer participants to physical activity programs		
	<b>Add your own activity</b>		
	<b>Add your own activity</b>		

<b>SECTION 7: PROGRESS and SUCCESS CHART</b>		
<b>Instructions:</b> Choose the method(s) you will use to monitor the progress and success of your FY2017 nutrition education project. You must collect data and provide the number of participants you expect to reach. For example, collect data on the number of participants who attend a nutrition education class, the number of participants who receive nutrition education handouts, or compare the knowledge gained by participants after they have taken a class.		<b>Select the method(s) you will use (X)</b>
Participant Surveys		
Results of tests administered before and after educational sessions, topic of tests, number of persons who will take the test		
Nutrition education session sign-in sheets		
Food demonstration sign-in sheets		
Number of participants referred to other agencies for nutrition or physical education		
Physical activity demonstration session sign-in sheets		
Observations of activities (Include the # of activities and participants observed)		
Photos or videos		
Other: Please Explain		
Other: Please Explain		
Other: Please Explain		

**SECTION 8: BUDGET NARRATIVE**

**Instructions:** You must use the format below. Use the categories and columns that are relevant for your budget request. **Use the Narrative/Justification column to explain the calculation of costs and the need for the expense.**

<b>Budget Categories</b>	<b>Federal Amt. Requested</b>	<b>Non-Federal Amt. Contributed</b>	<b>Total Amt.</b>	<b>Narrative/Justification</b>
<b>Total Cost: Personnel</b>				
<b>Total Cost: Fringe Benefits</b>				
<b>Total Cost: Out of State Travel</b>				
<b>Total Cost: Local Travel</b>				
<b>Total Cost: Equipment</b>				
<b>Total Cost: Office Supplies</b>				
<b>Total Cost: Other Supplies</b>				
<b>Total Cost: Contractual Staff</b>				
<b>Total Cost: Contractual Other</b>				
<b>Total Cost: Nutrition Education Materials</b>				

<b>Total Cost: Physical Activity Materials</b>				
<b>Total Cost: Program Incentives</b>				
<b>Total Direct Charges</b>				
<b>Indirect Charges</b>				
<b>Total Project Cost</b>				
<b>Amount Needed to meet Match Requirement</b>				
<b>Total Federal Request for FDPNE</b>				

Provide the Indirect Cost Rate applied to your budget narrative → \_\_\_\_\_

Provide the Match Requirement % applied to your budget narrative → \_\_\_\_\_