

School Breakfast Program Expansion Grants for U.S. Territories: Follow-up QAs from Informational Calls April 28 and May 4, 2022

Key Dates & Details

1. Who is eligible to apply to the School Breakfast Expansion Grants for U.S. Territories (SBE)?

For this grant opportunity, applications must be submitted to Grants.gov by the state agency at the U.S. Territory. Applications submitted by schools, school districts, or Local Educational Agencies (LEAs)/School Food Authorities (SFAs) will not be accepted as these entities are not eligible to apply.

2. When and how long is the period of performance?

The anticipated period of performance for this grant is August 17, 2022 to August 16, 2024.

3. When will funds be disbursed to approved applicants?

Funds will be disbursed prior to September 30, 2022.

Use of Funds

4. Can SBE grant funds be used to start a new School Breakfast Program?

Yes, grant funds can be used to establish a new program or to promote or expand an existing program.

5. During which school years (SY) can funds be used?

Grant funds are intended to be used for costs incurred during the period of performance August 17, 2022 to August 16, 2024, which covers SY 22-23 and SY 23-24. No costs incurred prior to the effective start date (August 17, 2022) are allowed unless approved and stated on FNS' signed award document (FNS-529).

6. The RFA mentions that "U.S. Territories may allocate a portion of each subgrant to provide training and technical assistance to the staff of the awarded schools, not to exceed 5 percent of the award provided to the qualified schools". Does this 5% limit refer to the school's award or to the Territory's award?

The 5% limit refers to the amount Territories may provide to each subgrantee (i.e. each qualifying school or group of schools) for training. Territories may allocate up to 5% of each subgrant to provide training and technical assistance to the staff of the schools awarded by that subgrant.

7. Is the 5% limit for training calculated over the two-year grant period or per year?

This limit is calculated over the two-year grant period. Territories can split the 5% over the two years (e.g. 2.5% in year one and 2.5% in year two, 4% in year one and 1% in year two, 2% in year one and 1% in year two) or allocate the full 5% in one year, as long as the total amount allocated for training does not exceed 5% of the total subgrant.

8. Is there a limit on how much of the award can be spent on personnel (either hiring a new position or an existing staff member whose duties will change to now include grant activities)?

No, there is no specific limit established for the amount of funding that may be allocated for personnel costs. However, applicants should note that SBE is intended to be used to expand existing programs, rather than replace funding sources for existing expenses.

9. Is there a limit on how much of the grant the State agency/Territory can use towards administrative costs?

No, there is no specific limit for the amount of funding that can be used for administrative costs. However, applications should still reflect the purpose and key objectives of the SBE (i.e. to provide funds to schools or LEAs/SFAs) to be considered for award.

10. Can SBE grant funding be used to purchase food for school meals?

No, using SBP funds to support meal service is prohibited by the terms and conditions of the grant. However, grant funds can be used to purchase food in limited capacities (e.g. food used to provide a cooking demonstration) but cannot replace the school breakfast that is typically served.

Application

11. Where are grant applications submitted?

Complete grant applications must be uploaded to Grants.gov by 11:59 PM, Eastern Standard Time (EST), on July 13, 2022. Mailed, e-mailed or hand-delivered application packages will not be accepted. State agencies can submit their applications here:
<https://www.grants.gov/web/grants/view-opportunity.html?oppId=339486>.

12. What attachments and reports should be submitted along with the grant application?

A complete grant application should include:

- The Application Template OR an application including a cover sheet, table of contents, application project summary, project narrative, activities/indicators tracker, application budget narrative, and indirect cost rate* (see Section IV of the RFA for what is required in each section)
- Attachments A & B (from the Appendix of the RFA)
- 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 (fillable PDF in Grants.gov)

- FNS-906 – Grant Program Accounting System & Financial Capability Questionnaire (Appendix)
- Negotiated Indirect Cost Rate Agreement* (PDF - Upload using the “Add Attachments” button under SF-424 item #15)

* Note that an indirect cost rate and the Negotiated Indirect Cost Rate Agreement are only required if the applicant includes indirect costs in their application budget.

Resources & Technical Assistance

13. Who is the appropriate point of contact at FNS if I have questions about the SBE grant or the application process?

For questions about the SBE grant, you can contact the Grants Officer Jean Bingham at Jean.Bingham@USDA.gov. If you have any issues using Grants.gov, they offer 24/7 support via the toll-free number 1-800-518-4726 and email at support@grants.gov. If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number.

14. Can we pre-submit applications to our Regional Office (RO) for review before submitting to Grants.gov?

The National Office (NO) encourages applicants to utilize any and all technical assistance and resources provided by their RO. Applicants should note however that the final award selection is made by the technical panel designated for the review of grant applications in response to this RFA.

15. Can we receive copies of previously awarded applications?

Yes, FNS NO will provide copies of successful SBE grant applications that were selected during FY21 to the ROs to distribute to their Territories.

16. Is there an application template for subgrants?

Currently, we do not have an application template for subgrants. Awardees can customize their subgrant process to suit the needs of their specific proposal.

After Selection and Award:

17. What is expected of the state agency at the U.S. Territory *after* being awarded grant funds?

After being selected for award, the state agency would be responsible for disbursing subgrant funds to their schools or LEAs/SFAs, monitoring grant activities at these schools or LEAs/SFAs, submitting the SF-425 (Financial Status Report) into the FNS Food Program Reporting System (FPRS) on a quarterly basis, and submitting the abbreviated FNS-908 (Performance Progress Report) form to FNS NO following the end of each 12-month (annual) period.