



Learning Outcomes

At the end of this module, you will be able to:

- Name the different types of APD Updates
- Choose the appropriate required documents for an APDU Annual submission
- Identify the difference between the APDU Annual and the APDU As Needed
- Define the Emergency Acquisition Request
- Explain the purpose of an EAR
- Identify the steps for an APD Closure

4


2 Types of APD Updates (APDU)

- Annual APDU 
- APDU As Needed 

5

Purpose of an Annual APDU

- States are required to provide an annual update on all approved multi-year PAPD/IAPD projects
- Allows FNS to fulfill its oversight responsibility



6

Purpose of an Annual APDU

Keep a State's PAPD/IAPD current by periodically updating FNS on project status:

- Progress, accomplishments, and problems
- Plan/approach changes/adjustments
- Budget/expenditures changes
- Schedule changes
- Mechanism to request further approvals



7

Documentation Requirements Annual APDU by Program

Documents	SNAP	WIC	WIC SAM	WIC EBT
Transmittal Letter with Official Signature	X	X	X	X
Project Status (including major accomplishments, challenges and resolutions, and outstanding issues)	X	X	X	X
Changes to the approved PAPD/IAPD	X	X	X	X
Revised Schedule of Activities, Milestones, and Deliverables	X	X	X	X
Revised Budget	X	X	X	X
Actual Expenditures to Date	X	X	X	X
Contractor Performance	X	X	X	X

8

State Submission Requirements

- Submit Annual APDU 60 days prior to the anniversary of the initial PAPD/IAPD approval date 
- Submit electronically (with scanned or e-signature) 

9

FNS Timeframes

60 DAYS





10

50 States
x 2 programs (WIC & SNAP)
+ WIC ITOs & US territories
+ states with multiple systems
x ~6 docs/project
÷ FNS staff

60 days

11

Uses for APD Updates

- Annual APDU: Routine Reporting 
- APDU As Needed: Special Reporting 

12

Threshold Triggers for APDU As Needed

- A significant increase in total project costs
 - **SNAP** >\$10M or 10% of the total project cost, whichever is less
 - **WIC** >\$100K
- A significant change/delay to major milestones in project schedule
 - **SNAP** >120 days
 - **WIC** >90 days

HINT:
It's in the 901!

13


Threshold Triggers for APDU As Needed

- Procurement methodology
- Cost allocation methodology
- Project scope/concept
- System architecture

14

State Submission Requirements

- APDU As Needed is required ASAP, but no later than 90 days from the time when significant changes are anticipated to occur.
- States are at **risk** for the costs of project changes that do not comply with the approved APD, until approval is granted.



15

Documentation Requirements APDU As Needed

Documents	SNAP	SNAP EBT	WIC	WIC SAM	WIC EBT
Transmittal Letter with Official Signature	X	X	X	X	X
Executive Summary	X	X	X	X	X
Project Status (including major accomplishments, challenges and resolutions, and outstanding issues)	X	X	X	X	X
Changes to the approved PAPI/APD	X	X	X	X	X
Revised Schedule of Activities, Milestones, and Deliverables	X	X	X	X	X
Revised Technical Approach (if applicable)	X	X	X	X	X
Revised Functional Requirements (if applicable)	X	X	X	X	X
Revised Budget	X	X	X	X	X
Actual Expenditures to Date	X	N/A	X	X	X
Revised Project Management Plan and Resource Requirements (if applicable)	X	X	X	X	X
Revised Cost Allocation Plan (if applicable)	X	X	X	X	X
Contractor Performance (optional)	X	N/A	X	X	X


Coordination of Annual and As Needed APDUs

If an APDU As-Needed is submitted within 6 months of the APDU Annual due date, FNS may

1. Reset the State's anniversary date for submitting the next Annual APDU
2. Waive the Annual APDU for that year
3. Request additional info/updates in the interim period.

Dollar Thresholds

What happens if my small project gets bigger than expected and crosses the threshold for FNS prior approval?



The State agency must submit an APD to FNS for approval of the entire project—not just the portion that is over the threshold.


Talk to Us

- Work with FNS to ensure that all info requirements are met prior to submitting the APD for approval.
- This will assist the FNS review and approval and also prevent or shorten any project slowdown during the approval process.

19

Progress Check

What are the different types of APD Updates?




20

Progress Check

Annual APD Update

APD Update As Needed



21

Progress Check

Submission document updates for the Annual APDU are optional.

True

False

22

Progress Check

Submission document updates for the Annual APDU are optional.


True

False

23

Progress Check

Which APD Update is used for special reporting?




24

Progress Check

Which APD Update is used for special reporting?



APD Update As Needed



25

2 Other Related Topics

- Emergency Acquisition Request
- APD Closure



26

Emergency Acquisition Request

Our Disaster Recovery Plan Goes Something Like This...



The State agency must demonstrate an *immediate* need for acquiring IT equipment or services to continue FNS program operation.

An emergency situation prevents the State from following the normal approval requirements.

27

Purpose

- An EAR allows the State agency to take prompt action on acquisitions due to extenuating circumstances.
- FNS will review the EAR and notify the State within **14 days** if more info/clarification is needed and/or if request is approved/denied.

28


Documentation Requirements

- Description of needed IT equipment/services
- Estimate of the acquisition costs
- Procurement method and justification of any sole-source procurements
- Description of the unexpected circumstances

29

Be Prepared

Poor planning is *not* considered an emergency situation and the use of an EAR is not allowed in such circumstances.



30

EAR Approval

After receiving FNS approval for the EAR, the State may proceed.



If a State commits funds prior to receiving FNS approval, it does so at its own risk.

A full IAPD/IAPDU must be submitted within 90 days of the EAR.

31

APD Closure

- Once a project has been completed, the associated APD may be closed.
- Closure requires that the project objectives have been met and actual costs documented.
- A final APDU will be used to confirm all aspects of the project prior to closure.

32

Nine Closure Items

Contents of the Final PAPD or IAPD:

1. Final project plan
2. Final budget
3. Final cost allocation (if applicable)

33

Nine Closure Items

4. List of all deliverables and payments
5. Description of goals met and any deviations
6. Description of problems and resolutions

34


Nine Closure Items

7. Description of any outstanding issues *and* planned resolution
8. Estimate of annual operating costs
9. Documentation of any post-implementation reviews or reports

35


Closure and Resolution

When the APD closure with the 9 closure items are approved, FNS terminates funding activities and officially closes the APD.



Celebrate


36

Progress Check 

What is an EAR?

- An APD submitted due to lack of planning
- An APD submitted due to extenuating circumstances
- A Disaster Recovery Plan

37

Progress Check 

What is an EAR?

- An APD submitted due to lack of planning
- An APD submitted due to extenuating circumstances
- A Disaster Recover Plan

38

Progress Check

What is your best resource for guidance on the APD closure process?

- A. This training module
- B. USDA SNAP website
- C. FNS Handbook 901
- D. Wikipedia

39