TEFAP Reach and Resiliency Grants:
How to Apply for Round 2 Funding

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USDA Foods

The Emergency Food Assistance PROGRAM

December 14, 2022

Opening Remarks

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USDA Food and Nutrition Service

Agenda for Today's Webinar

- **Overview of Grant Initiative**
  - Background
  - Allowable uses of funding
  - Technical Grant Information
  - Available funding
  - General grants application process

- **How to Apply for Round 2 Funding**
  - Walk-through of Request for Applications (RFA)

- **Important Dates and Contacts**

- **Questions and Answers**

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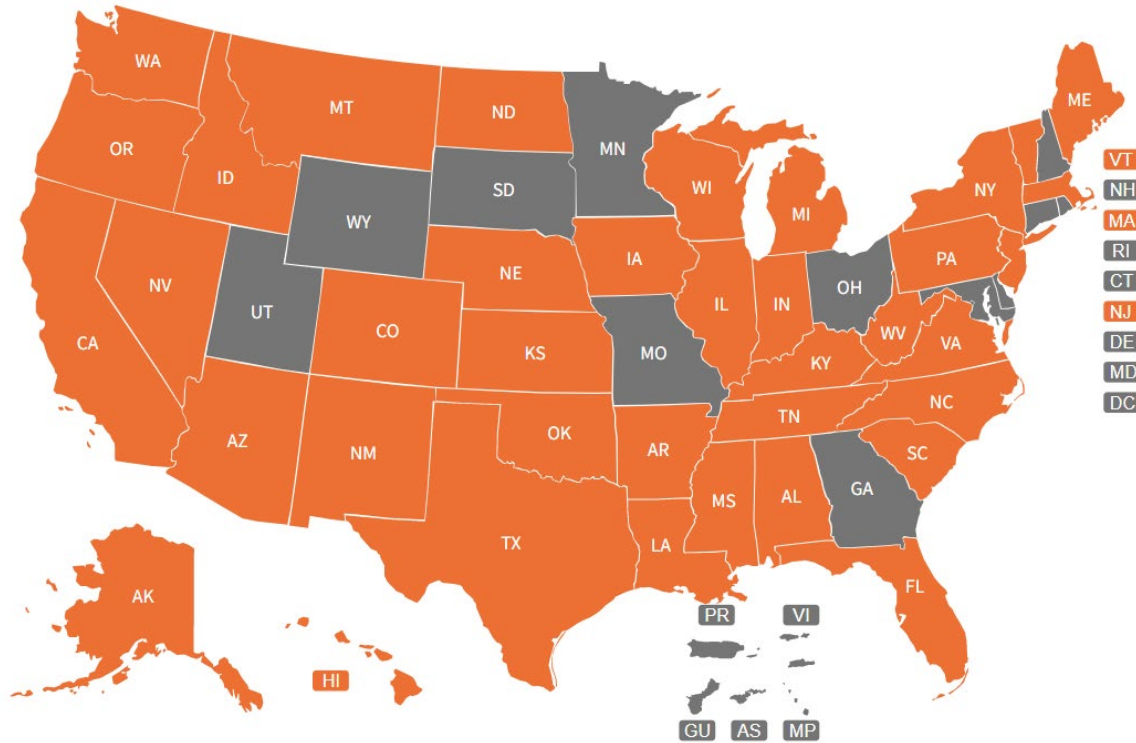# TEFAP Reach and Resiliency Grant Initiative

Background, Overview of Grant Initiative, and Summary of Grants Application Process

Background

- **June 2021** – USDA investment announcement

- **December 2021** – Round 1 Request for Applications (RFA) published

- **June 2022** – Round 1 awards

- **December 2022** – Round 2 RFA published

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Reach and Resiliency – Round 1

https://www.fns.usda.gov/tefap/reach-resiliency-grant

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Round 2 Request for Applications

Key Objective of Round 2 Grant

Poll Question: What is the objective of the TEFAP Reach and Resiliency grant?

Key Objective of Round 2 Grant

Expand TEFAP's reach into remote, rural, Tribal, and/or low-income areas that are underserved by the program *(unchanged from Round 1).*

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Allowable Uses of Round 2 Grant

- Activities must focus on expansion of TEFAP into remote, rural, Tribal, and/or low-income areas that are currently underserved

- Activities must be informed by relevant data and/or the expert advice of program stakeholders

- Funds can be used for broader purposes than TEFAP admin

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Eligible Entities for Round 2 Grant

- Only TEFAP State agencies are eligible to apply
- Putting together an application will require you to compile and examine Program data and consult with TEFAP stakeholders
- TEFAP State agencies may provide funds to other organizations through a subgrant process

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Funding Information for Round 2 Grant

- This grant opportunity is:
  - Competitive
  - Advertised through a Request for Applications (RFA) on the Grants.gov web portal
- There are <u>no</u>:
  - Cost sharing requirements
  - Matching requirements
  - Pass-through requirements

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Important Dates for Round 2 Grant

- **Letter of Intent deadline:** January 4, 2023
- **Application deadline:** <mark>March 6, 2023</mark>
- **Anticipated award date:** July 2023
- **Anticipated period of performance:** July 2023 – June 2025

*Starting the application process at least **six weeks** prior to the application deadline is highly encouraged*

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Application Process Overview

1	Obtain a UEI Number
2	Register in SAM.gov
3	Register in Grants.gov
4	Read the entire RFA and supporting documents
5	Prepare application and budget
6	Submit complete application package

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Application Process Overview (cont.)

1   **Obtain a UEI Number**

- For help, visit the U.S. General Service Administration's Unique Entity Identifier Update page.

2   **Register in SAM.gov**

- May be registered already
- 301-358-6213

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Application Process Overview (cont.)

3   **Register in Grants.gov**

- Must have UEI Number
- Must have Completed SAM registration
- Assistance: support@grants.gov

4   **Read the entire RFA and supporting documents**

- This will make the entire process much easier

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Application Process Overview (cont.)

5	Prepare application and budget

- Reach and Resiliency Grant Application Template (Appendix A)
- Budget Narrative checklist (Appendix G)
- Application Checklist (Page 4 of the RFA)

6	Submit complete application package

- Must submit application, budget, and all required forms in Grants.gov by 11:59pm EST on March 6, 2023.
- Late, mailed, faxed, e-mailed, or hand-delivered applications will not be accepted

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How to Apply for Round 2 Reach and Resiliency Funding

Walk-Through of Request for Applications (RFA)

Request for Applications (RFA) Overview

1. Program Description and Objective

2. Federal Award Information

3. Eligibility Information

4. Application and Submission Information

5. Application Review Information

6. Federal Award Administration Information

7. Federal Award Agency Contacts

8. Other Information

9. Appendices

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Section 1 - Request for Applications

- Provides a description of the grant opportunity
- Outlines the key objective of the grant:

  Expand TEFAP's reach into remote, rural, Tribal, and/or low-income areas that are underserved by the Program

- Requires TEFAP Reach and Resiliency – Round 2 projects to be informed by relevant data and/or the advice of Program stakeholders
- Establishes an approximately 2-year period of performance, estimated to start in July 2023

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- Outlines important dates:
  - Letter of intent due: January 4, 2023
  - Application due: March 6, 2023
  - Anticipated award date: July 2023
  - Anticipated start and end dates and period of performance: July 2023 – June 205

- Explains that State agencies are eligible to apply for a maximum amount of funding as outlined in Appendix B

- Provides examples of allowable and unallowable costs

- Outlines that State agencies may establish sub grant processes

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Maximum Eligible Funding Amounts

Excerpt from Appendix B: Maximum Eligible Funding Amounts

REGION/STATE	MAXIMUM ELIGIBLE FUNDING AMOUNT FOR ROUND 2 TEFAP REACH AND RESILIENCY GRANT
NORTHEAST	
Connecticut	**$836,841**
Maine	**$456,515**
Massachusetts	**$1,136,262**
New Hampshire	**$508,074**
New York	**$3,089,697**
Rhode Island	**$526,367**
Vermont	**$360,909**
Virgin Islands	**$426,189**
TOTAL-NERO	**$7,340,854**
MID-ATLANTIC	
Delaware	**$527,253**
District of Columbia	**$521,014**
Maryland	**$1,160,088**
New Jersey	**$1,393,223**
Pennsylvania	**$2,031,526**

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Allowable and Unallowable Costs

Excerpt from Section 2: Allowable Costs

Budget Category	FNS will consider funding	FNS will not fund
Personnel and Fringe Benefits Note: staff will only be funded for the duration of the grant period (2 years)	Salaries and benefits of staff directly involved in organizing, managing, or conducting activities outlined in the proposed TEFAP Reach and Resiliency project plan.	Salaries and benefits of staff who are not directly involved in organizing, managing, or conducting activities outlined in the proposed TEFAP Reach and Resiliency project plan. In cases where staff work on the normal operation of TEFAP, staff time must be properly cost allocated between normal TEFAP duties and those activities conducted for the grant. This would also apply to work done for other grants (e.g., Commodity Supplemental Food Program grants

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Personnel and Fringe Benefits:

Allowable	Unallowable
• Salaries/benefits of staff directly involved with organizing, managing, or conducting activities outlined in the proposed Round 2 project plan	• Salaries/benefits of staff <u>not</u> directly involved with organizing, managing, or conducting activities outlined in the proposed Round 2 project plan

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Personnel and Fringe Benefits:

Poll Question: You have a staff member who spends 25% of their time on normal TEFAP operations, 25% of their time managing a TEFAP Farm to Food Bank Project, 25% of their time managing a TEFAP Reach and Resiliency – Round 1 project, and will now spend 25% of their time on a TEFAP Reach and Resiliency – Round 2 project. How much of their salary can you propose to charge to the Round 2 grant?

Personnel and Fringe Benefits:

Poll Question: You have a staff member who spends 25% of their time on normal TEFAP operations, 25% of their time managing TEFAP Farm to Food Bank Projects, 25% of their time managing a TEFAP Reach and Resiliency – Round 1 project, and will now spend 25% of their time on a TEFAP Reach and Resiliency – Round 2 project. How much of their salary can you propose to charge to the Round 2 grant?

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Allowable and Unallowable Costs

Travel:

Allowable

- In-State travel expenses for those organizing, managing, or conducting project activities

- In-/Out-of state travel expenses for conferences and/or training necessary to carry out the project plan

Unallowable

- Travel to conferences and/or training with no relation to the objective of the grant initiative

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Allowable and Unallowable Costs

Materials and Supplies:

Allowable

- Crates, boxes, shelving, thermometers, personal protective equipment, and other supplies necessary for distributing food to underserved populations

- Handouts, flyers, bulletin boards, banners, necessary for reaching underserved populations

Unallowable

- Food used as refreshments during a meeting, activity, or event
- Food for distribution to TEFAP participants or through TEFAP ERAs

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Equipment:

Allowable

- Forklifts, pallet jacks, refrigerators, freezers, vehicles, IT equipment, and building and warehouse renovations necessary for reaching underserved populations

Unallowable

- Purchase of land or buildings
- Construction of new buildings

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Contractual:

Allowable

- Contracts to identify underserved areas, or to perform other activities as outlined in the proposed project plan

Unallowable

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Allowable and Unallowable Costs

Other:

Allowable

- Subgrants to TEFAP ERAs or other local organizations to carry out allowable activities as outlines in the RFA
- Training on food distribution, cultural competency, community engagement/organization, racial equity, necessary for reaching underserved populations
- Translation services
- Necessary building and warehouse renovations

Unallowable

- Purchase of land or buildings
- Construction of new buildings

- Establishes that TEFAP State agencies are the only eligible entities to apply, but other stakeholders may assist with preparing an application package.

- Outlines that there are no cost sharing or matching requirements for grant funds

- Requires applicants to submit FNS Risk Assessment Questionnaire (Appendix D) as a part of pre-award screening requirements

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Excerpt from Appendix D: Grant Program Accounting System and Financial Capability Questionnaire

APPENDIX D: FNS -906 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 submit this questionnaire along with your application package.

ORGANIZATION INFORMATION

Legal Organization Name:

UEI Number:

FINANCIAL STABILITY AND QUALITY OF MANAGEMENT SYSTEMS

Requirement	Yes	No
A. Has your organization received a Federal award within the past 3 years?	☐	☐

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- **Required application elements:**
  - Cover Sheet
  - Table of Contents
  - Application Project Summary
  - Project Narrative and Attachments
  - Activities and Indicators Tracker
  - Budget Narrative, including a NICRA (if applicable)

- **FNS strongly suggests using the Reach and Resiliency Round 2 Grant Application Template (Appendix A) to fill out an application**

- In addition to the application, you must submit all required grant forms, including the SF 424 and 424A (Budget)

- Letter of intent

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Excerpts from Sections 1 and 2 of Appendix A: Reach and Resiliency – Round 2 Grant Application Template

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APPENDIX A: TEFAP Reach and Resiliency – Round 2 Grant Application Template

TEFAP REACH AND RESILIENCY– ROUND 2 GRANT APPLICATION TEMPLATE

SECTION 1: Cover Sheet - Applicant Information
The information requested in Section 1 of this application template is required for your application to be considered complete. If this application template is not used, applicants must submit all requested information as outlined in Section 1 of the TEFAP Reach and Resiliency - Round 2 Grant Application Template, in a similar format.

TEFAP Reach and Resiliency Grant – Round 2 Grant Application CFDA#: 10.568	
TEFAP State agency:	
TEFAP State agency address:	
TEFAP State agency contact person and title:	
Email address:	
Phone number:	

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TEFAP REACH AND RESILIENCY– ROUND 2 GRANT APPLICATION TEMPLATE

SECTION 2: Table of Contents
The information requested in Section 2 of this application template is required for your application to be considered complete. If this application template is not used, applicants must submit all requested information as outlined in Section 2 of the TEFAP Reach and Resiliency - Round 2 Grant Application Template, in a similar format.

Application Project Summary	Page #
Project Narrative	Page #
Project Activities and Indicators	Page #
Budget Narrative	Page #
Attachments (Please List)	Page #
Attachment 1:	Page #

Excerpt from Section 3 of Appendix A: Reach and Resiliency – Round 2 Grant Application Template

TEFAP REACH AND RESILIENCY– ROUND 2 GRANT APPLICATION TEMPLATE

SECTION 3: Application Project Summary (suggested one page)

The information requested in Section 3 of this application template is required for your application to be considered complete. If this application template is not used, applicants must submit all requested information as outlined in Section 3 of the TEFAP Reach and Resiliency - Round 2 Grant Application Template, in a similar format.

Below, please provide a high-level summary of your project, including:

- the activities that you will conduct with grant funds;
- how those activities will help you expand TEFAP's reach into remote, rural, Tribal, and/or low-income areas that are underserved by the program (or how grant funds will help you to identify remote, rural, Tribal, and/or low-income areas, for those only using grant funds to conduct an assessment of TEFAP reach); and
- the organizations and/or agencies that you will partner with on the project.

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Application - Project Narrative

- Specific plans for working with stakeholders to meet the key objective of the grant with Round 2 funds;

- A description of how you consulted with relevant stakeholders and/or utilized available data to form the Round 2 project plan;

- The expected results of the Round 2 grant project and how you will monitor and measure progress toward those results;

- The name and title of the grant Round 2 Project Manager(s)/Coordinator(s), and a description of their qualifications;

- A description of any planned sub grant processes, including (if known) a list of sub grantees and the amount of funds that will be awarded to each;

- A list of any other partners you will work with on the Round 2 grant;

- A summary timeline of grant activities; **and...**

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- A list of all TEFAP ERAs currently operating in the State/Territory, using a specific Excel format;
- For those that did <u>not</u> receive a Round 1 grant - A detailed narrative assessment of current TEFAP reach, identifying any remote, rural, Tribal, and/or low-income areas that are currently underserved;
- For those that <u>did</u> receive a Round 1 grant – a brief description of planned Round 1 project activities, indicating how the proposed Round 2 plan will expand or complement Round 1 activities (if applicable); and
- A description of how "remote," "rural," "Tribal," and "low-income" will be defined in the proposed Round 2 project.

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Application - Project Narrative

Excerpts from Section 4 of Appendix A: Reach and Resiliency - Round 2 Grant Application Template

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TEFAP REACH AND RESILIENCY– ROUND 2 GRANT APPLICATION TEMPLATE

SECTION 4: Project Narrative (suggested no more than five pages, attachments not included)

The information requested in Section 4 of this application template is required for your application to be considered complete. If this application template is not used, applicants must submit all requested information as outlined in Section 4 of the TEFAP Reach and Resiliency - Round 2 Grant Application Template, in a similar format.

Applicants must provide responses to all of the following questions in their Project Narrative in order to receive grant funding. As you are filling out your responses, please note that attachments do not count toward the page limit.

1. As an attachment, please provide a list of all TEFAP eligible recipient agencies (ERAs) currently operating in the State/Territory, including those ERAs that have an agreement with another ERA, as outlined in FD-123, *Maintenance of Lists of Eligible Recipient Agencies (ERA) Participating in TEFAP.* The list should indicate whether or not the ERA is operating TEFAP under an agreement with the State agency or another ERA, the name of the other ERA (if applicable), and the street address(es) of any TEFAP distribution sites (as defined in 7 CFR 251.3(c)) that are operated by the ERA. Applicants must submit the list as an Excel attachment that follows the below format:

Name of ERA	Is the ERA operating under an agreement with the State agency or another ERA?	Other ERA name (if applicable):	Street address of ERA distribution site (if applicable)	City, State of ERA distribution site (if applicable)	Zip code of ERA distribution site (if applicable)
(Example) Ocean Breeze Food Bank	(Example) State agency	(Example) N/A	(Example) N/A	(Example) N/A	(Example) N/A
(Example) Wave Food Pantry	(Example) ERA	(Example) Ocean Breeze Food Bank	(Example) 47832 Red Coral Avenue	(Example) Seaside, ME	(Example) 12820
(Example) High Tide Food Pantry - Additional Distribution Site	(Example) N/A	(Example) N/A	(Example) 843 Shell Circle	(Example) Seaside ME, VA	(Example) 12821

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2. For those TEFAP State agencies that did not receive a Reach and Resiliency – Round 1 grant: please provide a detailed narrative assessment of current TEFAP reach within the State/Territory and identify any remote, rural, Tribal, and/or low-income areas that are currently underserved by TEFAP. Please also provide an explanation of how the assessment was conducted and provide any attachments (e.g., a map of served/underserved zip codes within the State/Territory, or a map of TEFAP ERAs overlaid with a map of remote, rural, Tribal, and/or low-income areas) as necessary.

If you plan to utilize grant funds to complete such an assessment, you should indicate that in your response, and you are not required to provide the detailed narrative assessment outlined above. However, you must include a detailed explanation of how the planned assessment will be conducted, in your response to question #5 of this section.

3. For those TEFAP State agencies that did receive a Reach and Resiliency – Round 1 grant, please provide a summary of planned Round 1 project activities and an update on implementation of those activities, indicating how the proposed Round 2 project plan will expand or complement Round 1 activities (if applicable). If Reach and Resiliency – Round 1 grant funds were utilized to conduct an assessment of TEFAP reach within the State/Territory, this update must include a brief description of any interim or final results of the Round 1 assessment, or a description of progress made on the assessment thus far.

Please note that the Round 2 grant will be a separate award from the Round 1 grant, and this information is solely intended to provide context about the operating environment for the proposed Round 2 project.

4. Below, please provide the definitions of "remote," "rural," "Tribal," and "low-income" that will be utilized for the proposed Round 2 project and an explanation of why specific definitions were chosen. For further guidance or ideas on potential definitions to employ, please see Footnote 1 in "Project Narrative" in Section 4 of the RFA.

5. Below, please describe your specific plans for utilizing TEFAP Reach and Resiliency – Round 2 grant funds to work with stakeholders (including but not limited to recipients of TEFAP food, current TEFAP organizations, new and/or future partner TEFAP organizations, other community organizations involved in food security and/or emergency feeding, and local and/or State governmental agencies) to expand TEFAP's reach in remote, rural, Tribal, and/or low-income areas underserved by the program. Your response to this question should correlate with the list of proposed activities provided in response to SECTION 5 of the TEFAP Reach and Resiliency - Round 2 Grant Application Template: Activities/Indicators, and should identify the remote, rural, Tribal, and/or low-income areas that will be reached with grant funding.

6. Below, please describe how you consulted with relevant stakeholders and/or utilized available data to form your project plans as outlined in your response to Question #5.

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7. What are the expected results of the Round 2 grant project activities and how will you monitor and measure progress toward those expected results? Please describe below. Note that your plan to monitor and measure progress should detail how you will track the Indicators listed in SECTION 5: Activities/Indicators.

8. Below, please list the name and title of the Round 2 grant Project Manager(s) or Coordinator(s), and a description of their qualifications to manage or coordinate project activities. If someone will be hired for this purpose using grant funds, please indicate so. Please note that local agency staff and/or contractual staff may be designated as Project Manager(s) or Coordinator(s); however, the TEFAP State agency must remain the main point of contact for the grant and will be responsible for submitting all required reports and overseeing all awarded grant funds.

9. If Round 2 grant funds are to be awarded as sub grants, please provide a description of the planned sub grant processes, including (if known) a list of all sub grantees, the amount of grant funds that will be allocated to each sub grantee, and a description of the activities that each sub grantee will carry out with grant funds if not otherwise described above. Your response to this question must also include a discussion of how you will provide monitoring and oversight to all sub grantees.

If sub grantees are not yet identified, your response to this question must include, at minimum, the amount of grant funding that will be allocated to sub grants in total, the eligible entities for the sub grants, the allowable costs of the sub grants, and the estimated number of sub grant awards.

10. Please list any other partners that the State agency will work with to carry out Round 2 grant activities, that are not considered to be sub grantees.

11. Please provide below, or as an attachment, if necessary, a summary timeline of Round 2 grant activities. Please note that a more detailed timeline of individual project activities is required for SECTION 5: Activities/Indicators.

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Excerpt from Question 1, Section 4 of Appendix A: Reach and Resiliency – Round 2 Grant Application Template

Name of ERA	Is the ERA operating under an agreement with the State agency or another ERA?	Other ERA name (if applicable):	Street address of ERA distribution site (if applicable)	City, State of ERA distribution site (if applicable)	Zip code of ERA distribution site (if applicable)
(Example) Ocean Breeze Food Bank	(Example) State agency	(Example) N/A	(Example) N/A	(Example) N/A	(Example) N/A
(Example) High Tide Food Pantry	(Example) ERA	(Example) Ocean Breeze Food Bank	(Example) 47832 Red Coral Avenue	(Example) Seaside, ME	(Example) 12820
(Example) High Tide Food Pantry - Additional Distribution Site	(Example) N/A	(Example) N/A	(Example) 843 Shell Circle	(Example) Seaside, ME	(Example) 12821

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- List of specific activities that you plan to conduct with grant funds
  - Estimated timeline for each activity
  - Indicator for each activity

- **Indicator:** a metric that relates to the grant objective (*Expand TEFAP's reach into remote, rural, Tribal, and/or low-income areas that are underserved by the program*) and that you anticipate that you will be able to track during the period of performance of the grant

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Application – Activities/Indicators Tracker

Excerpt from Section 5 of Appendix A: Reach and Resiliency – Round 2 Grant Application Template

Expand TEFAP's reach into remote, rural, Tribal, and/or low-income communities that are underserved by the program				
Activity	**Estimated Start Date**	**Estimated Completion Date**	**Indicator (may have multiple indicators for one activity)**	**Indicator Target(s)**
(Ex.) 1 – Establish six TEFAP distribution sites in rural Current County and outfit new sites with freezing and cooling equipment..	(Ex.) January 2024	(Ex.) December 2024	(Ex.) 1.1 – Community meetings held	(Ex.) 12 meetings held
			(Ex.) 1.2 – ERA agreement signed	(Ex.) 6 agreements signed
			(Ex.) 1.3 –ERA staff/volunteers trained in food safety and social service delivery	(Ex.) 50 staff/volunteers trained
			(Ex.) 1.4 – Food distributed through ERA	(Ex.) 20,000 lbs. distributed
			(Ex.) 1.5 – Eligible recipients accessing TEFAP foods in Current County	(Ex.) 300 recipients served
(Ex.) 2 – Expand TEFAP distribution hours for eligible	(Ex.) January 2024	(Ex.) June 2025	(Ex.) 2.1 – Mobile distribution trucks purchased	(Ex.) 4 trucks purchased
			(Ex.) 2.2 – Eligible recipients	(Ex.) 5000

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Application – Budget Narrative

- Must align with SF-424A and project activities as outlined in Round 2 grant application
  - Planned sub grants should be included under "Other" budget category and sub grantee budget information may be included as attachments to the budget narrative where applicable.
  - Estimates, statement of work and quotes are encouraged to be submitted as separate attachments to support expenses over $15,000.
  - Include Negotiated Indirect Cost Rate Agreement if applicable

- Must also clearly state:
  - The percentage of grant funds that the applicant would keep at the State/Territory level;
  - whether or not the State agency is interested in requesting additional funding to carry out additional allowable grant activities, should additional funding be available; and
  - an amount of additional funding that the State agency would be able to utilize should additional funding be available.

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Application – Budget Narrative

Excerpts from Section 6 of Appendix A: Reach and Resiliency – Round 2 Grant Application Template

A. Personnel– Budget Narrative

Please use the format provided below to list all personnel to be funded by this grant directly by the State agency (see "Budget Narrative" in Section 4 of the RFA for how to incorporate personnel expenses that will be funded through a planned subgrant or contract). You may insert additional rows as needed.

Note: FTE stands for Full-Time Equivalent, which represents what a person would be paid for full-time employment.

	Federal Funds Requested	Narrative/Justification
A1. [Insert Title Here], at X% FTE, salary $XX,XXX per yr		[Insert job duties and responsibilities here]
A2. [Insert Title Here], at X% FTE, salary $XX,XXX per yr		[Insert job duties and responsibilities here]
Personnel Subtotal		

B. Fringe Benefits– Budget Narrative

Provide the Fringe Benefits cost for all personnel listed in Section A. You may insert additional rows as needed. As a reminder, please provide your organization's Fringe Benefit Rate Agreement as an attachment

Organization Fringe Benefit Rate:_____

	Federal Funds Requested	Narrative/Justification
B1. Personnel A1 Fringe Benefits		[List benefits covered]
B2. Personnel A2 Fringe Benefits		[List benefits covered]
Fringe Benefits Subtotal		

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Excerpts from Section 6 of Appendix A: Reach and Resiliency – Round 2 Grant Application Template

2. Please state the percentage of requested grant funds that will be kept at the State level or that will be expended on State agency expenses in the space below:

    _____%

3. Pending the availability of funds, are you interested in requesting additional funding to carry out additional allowable Reach and Resiliency activities? Please note that only those State agencies requesting their maximum eligible funding amount as outlined in the Maximum Eligible Funding Amount Worksheet (Appendix B) of the RFA, or an amount of funding close to their maximum eligible funding amount, are eligible to request additional funding. Requesting additional funding may also require you to update your submitted project plan and budget; however, at this time, a simple yes or no answer is sufficient. State agencies should not include any requests for additional funding past their maximum eligible funding amount in the SF-424A nor in the Budget Narrative at this time.

    _____ Yes   _____ No

4. If you are interested in requesting additional funding, is there a maximum amount of additional funds that you would be able to utilize on allowable activities? If so, please indicate the amount.

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Poll Question: Can you request more funds in your SF-424, SF-424A, and Budget Narrative than what is indicated for your State agency in the Maximum Eligible Funding Worksheet (Appendix B of the RFA)?

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Poll Question: Can you request more funds in your SF-424, SF-424A, and Budget Narrative than what is indicated for your State agency in the Maximum Eligible Funding Worksheet (Appendix B of the RFA)?

Answer: NO!

Application – Required Forms

- **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 D)

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Section 5: Application Review Information

- Applications will be scored by a review panel and final scores will be based on a 100 point scale:
  - Appropriate Project Design (85 points)
  - Appropriate Budget (15 points)
- The panel members will recommend applications for consideration for a grant award based on the evaluation scoring.
- FNS reserves the right to accept the panel's recommendation or to select an application for funding out of order to meet agency priorities, or to balance out geographical representation or project diversity of awards.

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- Details administrative and national policy requirements associated with the grants

- Lists reporting requirements associated with awards:
  - Financial reports (SF-425) on quarterly basis
  - Performance progress reports (FNS-908) and supplemental performance reporting questions (Appendix F) on a biannual basis

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Example FNS 908 – Performance Progress Report (Appendix E)

UNITED STATES DEPARTMENT OF AGRICULTURE
Food and Nutrition Service

PERFORMANCE PROGRESS REPORT

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Recommended File Name: FNS908_{Organization Name}_{Type of Report}_{Reporting Fiscal Year}_{Period}_{Original Revision}.pdf
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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 res 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 co collection is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintain and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of informatio for reducing this burden, to: U.S. Department of Agriculture, Food and Nutrition Service, Office of Policy Support, 1320 Braddock Place, 5th Floor, Alexandria PRA (0584-0512*). Do not return the completed form to this address.

1. Recipient Organization

a. Organization Name:

b. Street Address:

City: | State: | Zip:

2. Program Information:

Program Area:

Federal Fiscal Year of Award:

Program:

Tag:

4. Federal Award Identification Num

3. Primary POC:

a. First Name: | Last Name: | b. Title:

c. Telephone (Area Code & Number): | d. Email Address:

5. Type of Report (Select One):

Quarterly | Semi-Annual

Reporting Fiscal Year: | Peri

*Excerpt from Appendix F: TEFAP Reach and Resiliency – Round 2
Supplemental Reporting Questions - Template*

1. If applicable, below, please provide a list of any remote, rural, Tribal, and/or low-income areas that have been incorporated into the State agency's TEFAP network or are being better served as a result of Round 2 grant funding to date.

2. If Round 2 grant funds were utilized to conduct an assessment of TEFAP's current reach within the State/Territory, and such assessment was finalized within the last reporting period, below, please provide a narrative summary of the assessment here. The summary should include a list of any remote, rural, Tribal, and/or low-income areas that were identified as underserved via the assessment, how "remote," "rural," "Tribal," and "low-income" areas were defined, and an explanation of how the assessment was conducted.

USDA Foods **TEFAP**

Section 7: Agency Contacts

- Grant Officer
  - Dawn Addison, Dawn.Addison@usda.gov

Section 8: Other Information

Section 9: Appendices

- **Appendix A:** TEFAP Reach and Resiliency – Round 2 Grant Application Template

- **Appendix B:** Maximum Eligible Funding Worksheet

- **Appendix C:** Template Letter of Intent

- **Appendix D:** FNS-906 Grant Program Accounting System and Financial Capability Questionnaire

- **Appendix E:** FNS-908 Performance Progress Report

- **Appendix F:** Round 2 Supplemental Reporting Questions Template

- **Appendix G:** RFA Budget Narrative Checklist

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Round 2 Reach and Resiliency Grant Application Reminders

Deadlines, Contact Information, Future Funding Opportunities, and Questions

Important Dates

- Letter of intent due:
  January 4, 2023
- Official application due date:
  March 6, 2023
- Estimated start date of period of performance:
  July 2023 – June 2025

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Suggested Timeline

- By January 4, 2023
  - Familiarize yourself with RFA, submit Letter of Intent
- By end of January 2023
  - Start the application process
- By February 6, 2023
  - Begin Grant.gov registration
- By February 27, 2022
  - Submit application to Grants.gov
- **March 6, 2023**
  - Official application due date

USDA **Foods**   **TEFAP**

Contacts

- **Grants.gov –** *Questions about the site*
  - 1-800-518-4726
  - support@grants.gov
- **Grant Officer–** *RFA questions*
  - Dawn Addison, Dawn.Addison@usda.gov

Questions?

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