

OMB BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0512. The time required to complete this information collection is estimated to average 60 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

Fiscal Year 2011 Supplemental Nutrition Assistance Program Participation Grants

Request for Applications

The Catalog of Federal Domestic Assistance (CFDA) is 10.580.

Requests for applications are due no later than 5 pm (EST) June 6, 2011.

TABLE OF CONTENTS

Authorization	3
Purpose	3
Who May Apply	4
Eligible Entities	4
Fiscal Year 2011 Priorities	5
Number of Applications	6
Letters of Commitment or Endorsement	6
Funding and Duration	7
Uses of Funds	7
Allowable Uses of Funds	7
Application Review and Grant Award Process	7
Screening and Review Process	7
Technical Evaluation Criteria and Weights	8
Suggested Format	10
Selection of Grant Applications	11
Determination of Award Amounts	11
Award Notification and Issuance of Funds	11
Record Keeping and Reporting Requirements	11
Application Procedures	12
Application Due Dates	12
Submission of Application	13
Debriefing Requests	14
Questions	14
Attachments	
Attachment A - Application for Federal Assistance	
Attachment B - Administrative Requirement Terms and Conditions	
Attachment C - Application Package Checklist	

AUTHORIZATION

The Food and Nutrition Act of 2008 authorized the Food and Nutrition Service (FNS) to award \$5 million dollars in grants to State agencies*; public health or educational entities; or private nonprofit entities such as community-based or faith-based organizations, food banks, or other emergency feeding organizations, for projects aimed at simplifying the Supplemental Nutrition Assistance Program (SNAP) application and eligibility determination systems or improving access to SNAP benefits by eligible households.

THIS SOLICITATION IS CONTINGENT UPON THE AVAILABILITY OF FUNDS.

** Throughout this Request for Application (RFA) the term “State agencies” refers to the agencies of the 50 States, the District of Columbia, the Virgin Islands, and Guam that administer SNAP.*

PURPOSE

The purpose of this grant competition is to support efforts by State agencies and their community-based and faith-based partners to develop and implement:

- Simple SNAP application and eligibility determination systems; or
- Measures to improve access to SNAP benefits by eligible applicants.

This RFA seeks diverse proposals that would make the entire process, from certification to recertification, easier and more efficient for applicants and participants.

Grant proposals should focus on improving the quality and efficiency of operations and processes **within** the SNAP office that improve the ability of applicants to access benefits. Specifically, FNS is interested in initiatives that make it easier for applicants to apply for benefits, improve application processing timeliness for initial applications and re-certifications, and reduce churning.

We encourage potential applicants to carefully read the five review criteria listed in the RFA. These criteria outline the qualities FNS expects successful proposals to have; they will also guide the reviewers’ evaluation of proposals.

Difference between the Program Participation Grants and the Outreach Grants

Improving access differs from performing outreach. To understand these differences, we encourage you to read the paragraph under the heading “***Difference between the Program Participation Grants and the Outreach Grants.***” Over the years grants have supported strategies that have improved access, timeliness and accuracy. For example, FNS has funded web-based systems, online benefit tools, call centers and technology (such as document

imaging). Grant proposals should not be made for the ongoing costs of carrying out any project. The proposal should be new to the locality.

Program participation grants support projects that make it easier for applicants to go through the process to receive SNAP benefits. Access activities may include new technology, business process re-engineering, or increasing the number of ways in which applicants can submit their applications. This may include out-stationing an eligibility worker who can provide application assistance, perform the interview and actually submit the application to the State agency. Whereas outreach initiatives strive to increase SNAP participation by marketing the program, providing application assistance, and expanding the range and number of places people can go to get information and assistance with their SNAP applications. Because “application assistance” can be both outreach and access, it is important that the proposal distinguish between the two. Application assistance in its purest form is when an individual helps an applicant fill out an application. This is outreach. When the assistance goes beyond helping someone fill out the application and includes helping someone actually get the application to the office it becomes access. For example, when a volunteer helps an applicant fill out an online application that is then submitted directly to the State agency that is access. Program Participation Grants do not support projects that devote more than 25 percent of the requested grant funds to outreach activities, such as advertising, pure application assistance, screening/pre-qualifying applicants - or whose purpose is to attract or recruit SNAP applicants.

WHO MAY APPLY

The entities eligible to receive grants under this competition are:

- The 53 State agencies that administer SNAP¹;
- State or local governments¹;
- Agencies providing health or welfare services²;
- Public health or educational entities²; and
- Private non-profit entities² such as community-based or faith-based organizations, food banks, or other emergency feeding organizations.

¹ State agencies and State and local governments should have the necessary approvals of state officials (such as councils or legislatures) of funding **prior to submitting the application**. Applicants should also acknowledge in their application that all necessary approvals for funding have been obtained.

² Non-profit organizations are required to submit a copy of the IRS Determination Letter, form 501(c)(3) or proof of application for exempt status under section 501(c)(3) of the Internal Revenue Code, a list of their Board of Directors if applicable, and their most recent audited financial statements signed by the Treasurer or the Treasurer of the board. Educational entities are also required to submit their most recent financial statements signed by the Treasurer or Treasurer of the board. Applications submitted without these will be considered non-responsive and eliminated from consideration.

FISCAL YEAR 2011 PRIORITIES

The grant competition described in this RFA specifically encourages applicants respond to the priorities described below.

1. Workflow Analysis and Process Management

With rising caseloads, low staffing levels and diminished funding, States need to examine office processes and identify and implement efficiencies to meet the increased demands of administering SNAP. FNS is interested in funding projects that **examine office processes and identify and implement efficiencies**, for example, through specialization of tasks, caseload sharing, or other such initiatives. These projects can include partnerships with vendors or contractors on business process re-engineering (BPR) techniques or train-the-trainer programs to achieve efficiencies. FNS also encourages projects with partnerships with private non-profit organizations (such as food banks or other non-profits) to review and re-engineer SNAP business processes. FNS will fund the costs of conducting a BPR process analysis on local office procedures as well as the costs of implementing efficiencies that are identified through a BPR process. Using BPR, States have identified and implemented approaches to achieve office efficiencies such as: creating a two-track triage team for low-risk and higher-risk applications; forming paperwork and processing teams or maintenance teams for handling case re-certifications and changes; using specialized case workers, who focus on complicated policy areas, such as immigration; establishing specialized units to focus exclusively on verifying documents so caseworkers have time for interviews and customers can get in and out of the office quickly. States have contracted with vendors/contractors for document verification using data matching that provide faster and more complete verification information. For this priority, the proposal should focus on one or more local offices as opposed to the State agency.

2. Technology Improvements

In response to today's challenges, FNS supports technological strategies that can improve client services and save States valuable time and money. To that end, FNS is interested in funding projects that use technology to achieve procedural changes (such as, electronic application filing, document imaging, telephone interviews, web-based access to case status information) to simplify the enrollment process, facilitate reporting requirements and improve client retention. We invite proposals that allow workers to spend less time on data entry, reduce the number of telephone calls (especially about simple matters such as case status), or result in fewer documents lost (for example through document imaging). Technology can reach populations that have difficulty visiting the local offices and thereby improve access. For example, some states have service centers or kiosks with computers and internet access so clients can apply for benefits or check the status of their applications if they do not have access to a personal computer. This may lead to increased access because States can identify potentially eligible participants and decrease

the amount of staff time necessary for each case. Other technological strategies include, but are not limited to: increased phone capacities, call centers, real-time data access services, and online-case access/status for clients. Implementation of technological strategies can be a result of a BPR process as described above.

Number of Applications

As mentioned above, FNS has designed this grant competition to give State agencies control over the submission of applications involving their operations via the mechanism of “Letters of Commitment or Endorsement.” If State agencies submit more than one application each, or enter into more than one partnership each, FNS encourages them to make explicit in each application its relationship to any others. State agencies that submit more than one application should consider carefully the allocation of time stated in each application. State agencies with more than one partner organization may wish to consider submitting a single application designed to make sub-grants to the partner organizations. Proposals forwarded by any given State agency should request funding for distinct, non-overlapping activities.

Letters of Commitment or Endorsement

FNS recognizes that the grant proposals responding to this RFA will directly affect State agency operations. Therefore, if the grant proposal is from an entity other than a State agency, it must show that a State agency strongly endorses or is intimately involved in the proposed project in order to be considered.

Please refer to the two types of letters described below to determine which is appropriate to submit with the proposal. Please note that State agencies are able to submit an application on their own as well as partner with another organization. Please refer to the section above on Number of Applications. **Applications submitted without a letter of commitment or a letter of endorsement will be considered non-responsive and eliminated from consideration.** FNS will not consider additions or revisions to applications once they are received. Therefore, applicants must include the letter of commitment or letter of endorsement with their application package to be considered for funding. Such letters may be addressed to the FNS Grant Officer.

A Letter of Commitment is required if the grant proposal is from a State agency working in partnership with another organization(s). The letter(s) of commitment must describe:

- the organization’s role in the project,
- the amount of time it intends to commit to the project and an attestation that it will cooperate with the grant applicant in implementing the project, and
- must be provided on the respective organization’s letter head and be signed by an authorizing individual.

A Letter of Endorsement is required if an applicant is not partnering with a State agency. The State agency’s letter of endorsement must:

- explain that the State agency is aware of the projected impact on its system and is supportive of the proposed project, and

- be on the respective State agency's letterhead and be signed by an authorizing official.

FUNDING AND DURATION

Up to \$5 million is available in FY 2011 for the SNAP Participation Grants. FNS will award the grants through a competitive process. FNS plans to announce the grant awards to the selected grantees no later than September 30, 2011. Grantees will be allowed to use the grant funds for the duration of the project period. The grants will be funded for the period September 30, 2011 through August 2014. The number of grants awarded varies from year to year and could be larger or smaller depending on the quality and nature of the grants received. FNS reminds applicants that the submission of a proposal does not guarantee funding. Funding for approved grants will be provided through the Grant Award/Letter of Credit process, in the same manner as other funds, upon receipt of a properly executed Grant Agreement and subject to the availability of funding. All Program Participation Grant funds must be obligated and all activities under the Grant must be completed by August 31, 2014.

If the activities funded under this grant are part of a larger eligibility system project with total projected costs exceeding \$5 million, an Advance Planning Document (ADP) must be submitted and approved prior to the expenditure of these grant funds. Guidance on the APD process can be found at www.fns.usda.gov/apd/. Applicants also need to be reminded that if the proposed project funded with this grant benefits other programs in addition to SNAP then the costs must be allocated appropriately between all of the benefiting programs. **This grant funding can only be used for SNAP's share of the costs.**

USES OF FUNDS

Allowable Uses of Funds

Projects predicated on demonstrating the effectiveness of waiving SNAP regulations in order to conform to other programs are not allowable and will not be considered for funding. However, if during the grant period, a State agency determines a waiver is needed, the State may apply for one. There is no guarantee FNS will approve the waiver.

APPLICATION REVIEW AND GRANT AWARD PROCESS

Screening and Review Process

FNS will screen all applications that meet the published deadline for submission to ensure their completeness and conformity to the requirements of this announcement. **Application packages are required to be complete upon submission. FNS will not consider additions or revisions to applications once they are received under any circumstances.** Applications that are fully responsive to the initial screening requirements will be reviewed competitively and scored based upon the five evaluation criteria and weights listed below. One or more review panels may be comprised of United States Department of Agriculture staff, other federal agency staff, and other individuals committed to furthering the goals of the SNAP. The review panel will evaluate each grant application on how well it addresses each grant component. The resulting scores will provide a ranking of applications according to technical merit for use by selecting official.

Technical Evaluation Criteria and Weights**1. Soundness or Merit of Project Design (50 points)**

Problem analysis: The proposal clearly describes the access or participation problems to be solved and provides evidence that they are worth solving.

Impact:

- The proposal demonstrates a direct effect on the application, certification, case maintenance or recertification processes and provides evidence that the changes would make the SNAP process easier for the applicant/recipient.
- It shows a clear progression from idea to practice in a State agency or County office.
- It describes the impact the project is expected to make. Impact can be described in terms of the degree of improvement applicants/participants are expected to experience while going through the application certification process, the percentage of a State agency's or County office's participant caseload that is expected to benefit, or the size of positive impact on a specific population such as elderly applicants (As long as an impact is demonstrated, the effect does not have to be demonstrated to have occurred on a statewide level.).

Quality: The proposal shows:

- thought, analysis, clarity, and the use of relevant facts and knowledge,
- that the project has the potential to be transferred successfully to other State agencies,
- that the project has the potential to be sustained after the grant period ends,
- that partners cooperated in planning the project and clearly delineates the roles and responsibilities of the partners, and
- the letters of commitment or endorsement clearly outline either the State's endorsement or partnership by following the guidelines found on page 6.

Innovation: The application proposes innovative development of new or revised State or County SNAP application processing or certification systems, or portions thereof.

Time period: The proposal includes a project timeline which demonstrates that sufficient time is allotted for proposed tasks.

Feasibility: The project can be implemented without a waiver of SNAP regulations and within the rubric of SNAP law, policy, and practice.

2. Budget Appropriateness and Economic Efficiency (15 points)

Budget: The proposal includes:

- a standard form 424A,

- a line item budget narrative which demonstrates how funds will be spent, by whom and for what purpose, including funds intended to support outreach activities (budgets should not designate more than 25 percent of the overall funds to outreach activities). **See Attachment C - Application Package Checklist to assure each question is addressed in the narrative.** Applicants must also describe how those costs relate to the proposed goals and objectives of the project. The narrative should provide enough detail for reviewers to easily understand how costs were determined and how they related to the goals and objectives of the project. There should be adequate justification for budget costs based on current industry costs/standards. If necessary, information on costs should be obtained from applicable organizations or from online sources. Additionally, a copy of the approved negotiated indirect cost rate agreement must be attached if indirect costs are shown as a budget expense to the project.
- if desired, a tiered budget and narrative that describes adjustments the applicant would make if it were awarded funding at different levels (only the primary budget will be analyzed against this criterion).
- if applicable, the budget must show how the costs are allocated among the benefiting programs and demonstrate that this grant is only going to fund SNAP's share.

Efficiency: The proposal is cost effective – it demonstrates that the anticipated results are commensurate with the cost of the project.

NOTE: Proposal submissions which omit the required budget forms, budget narratives and/or line item descriptions will not receive the full point value for this criterion. Therefore, applicants should recognize that a well-written budget narrative which justifies the proposed project expenditures assists the reviewers during the review process.

3. Organizational Experience and Management /Staff Capability (15 points)

Credibility: The proposal establishes the applying organization's credibility and capabilities.

Communication: The proposal demonstrates that effective communication will exist among staff and or partnering organizations. The proposal includes an organizational chart of the proposed project.

Staff: The proposal identifies the director and other key staff. The proposal includes resumes that demonstrate that the proposed staff has the appropriate technical and experiential backgrounds for their proposed roles. If the applicant is unable to identify the director and key staff, it must include with the application package job descriptions for positions that must be advertised. Applicants should address their contingency or back-up plans in the event of key staff departures.

Letters of Commitment: The proposal includes letters of commitment from the project director, key staff, and, if applicable, partnering organizations, delineating duties and amount of effort that each will contribute to the project. These letters are in addition to the letter of commitment from a partnering State agency.

4. Project Oversight and Evaluation (15 points)

Oversight: The proposal demonstrates

- effective and consistent oversight by qualified project managers,
- the time commitment the project managers will dedicate to the project, and
- includes an organizational chart or narrative for the project.

Evaluation: The proposal describes a well-thought-out, organized review and evaluation process that will measure whether the goals of the project have been met. The evaluation should focus on measuring the impact the project seeks to make.

5. Presentation (5 points)

Quality: The application is well-presented, well-written and complete.

Format: The application is single-sided, on 8½ by 11 inch paper. Type size is at least 12 point and margins are at least one inch. The project follows the suggested format. The application must not exceed 25 pages, including attachments such as resumes, and budget, but excluding mandatory forms and certifications (i. e. SF-424, SF-424A, SF-424B, additional forms/requirements for non-profit organizations). The proposal must include the cover letter followed by the table of contents with page numbers and in the order prescribed below.

Suggested format to describe project

For ease of review, we ask that project descriptions be similarly organized under the headings below. **Please be as clear and concise as possible when writing your proposal.**

To maximize your score, be sure to include all information required under these headings as specified under the heading ***Technical Evaluation Criteria and Weight.***

Executive Summary (if page limitations allow)

Table of Contents (if page limitations allow)

1. Soundness and Merit of Project Design
2. Budget and Narrative
3. Organizational Experience and Management/Staff Capability
4. Project Oversight and Evaluation

Selection of Grant Applications

After the panel evaluates and scores the grant applications, FNS will rank them by score, starting with the highest score and make recommendations to the selecting official. The selecting official will consider the panel recommendations. In general, awards will be based on rank funding order. However, **FNS reserves the right to fund out of rank order to achieve agency priorities (such as to grant an award to an entity that includes a joint effort between a State agency and a community-based or faith-based organization, demographic, or socioeconomic diversity, etc.)**. If the panel review indicates that FNS has received few or no technically acceptable proposals, the selecting official may determine that FNS will make no awards, or commit less than the \$5 million set aside for this purpose.

As mentioned above, FNS is interested in funding projects that address priorities specified on pages 5 and 6 of this RFA. However, FNS reserves the right to award grants to several such entities, or not to award any grants to such entities if it does not receive acceptable applications.

Determination of Award Amounts

If an application has been selected for funding and the budget submission is realistic and well-supported, the application will be funded at the level requested. However, FNS reserves the right to fund applications at a lesser amount if it judges that the application can be implemented with less, or if Federal funding is not sufficient to fully fund all applications that merit awards.

Award Notification and Issuance of Funds

FNS will notify selected State agencies or organizations in writing. Funds will be made available in September 2011.

RECORD KEEPING AND REPORTING REQUIREMENTS

Required Recordkeeping and Reporting Requirements

Quarterly Reports—Quarterly progress and financial progress reports must be submitted to FNS. These progress reports must provide a description of the activities conducted during the reporting period, major accomplishments with completion dates and budget, deviations from the proposed plan, difficulties encountered, solutions developed to overcome difficulties, and major planned activities for the next quarter. These reports are due 30 days after the end of each calendar quarter.

Final Report— A report of up to 25 pages must be submitted within 90 days of the expiration of the grant period. This report will be composed of a short Executive Summary and the following:

- A project description including a concise summary of the major accomplishments, the difficulties encountered, and the solutions developed to resolve the difficulties; and
- A discussion of the project results and lessons learned.

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

Financial Status Reports - The recipient will be required to enter the SF-425 reports into the Food Program Reporting System (FPRS) quarterly. The awardee must obtain e-authentication certification, access to FPRS, and post the SF-425 data online. More detailed specifications for the report will be included in the agreement.

The final financial status report will be due December 31, 2014.

Applicants chosen for award will also be required to ensure that all sub-contractors and sub-grantees are neither excluded nor disqualified under the suspension and debarment rules found at 7 CFR sec. 3017.300 by doing any **one** of the following:

- Checking the Excluded Parties List System (EPLS) found at www.epls.gov;
- Collecting a certification that the entity is neither excluded nor disqualified. Since a Federal certification form is no longer available, the grantee or sub-grantee electing this method must devise its own;
- Including a clause to this effect in the sub-grant agreement and in any procurement contract expected to equal or exceed \$25,000, awarded by the grantee or a sub-grantee under its grant or sub-grant;
- Sub-grantee and contractor must obtain a Data Universal Number (DUNS) number and register it in the Central Contractor Register (CCR). All Federal Government awards are required to have a DUNS number. To obtain a DUNS number, contact Dun and Bradstreet at 1-866-705-5711 or visit their website at <https://eupdate.dnb.com/requestoptions.asp>. There is no charge for a DUNS number. The DUNS number serves as a means of tracking and identifying applications for Federal assistance and is required on all applications for Federal assistance. The applicant must register its DUNS number in the Central Contractor Register (CCR). CCR registration instructions can be found at: <https://www.bpn.gov/ccr/grantees.aspx>.

Note: FNS may request additional information from the grantee or require the grantee to complete additional forms at any time during the grant solicitation process.

APPLICATION PROCEDURES

Application Due Date

The complete application package **must be uploaded on www.Grants.gov** on or before 5:00 p.m. Eastern Daylight Time (EDT) on June 6, 2011. Applications received after the

deadline date and/or time will be deemed ineligible and will not be reviewed or considered. FNS **WILL NOT** consider any additions or revisions to applications once they are received. ***FNS will not accept mailed or hand-delivered applications.***

SUBMISSION OF APPLICATION

Applications MUST be submitted electronically through www.grants.gov.

The government-wide website www.grants.gov is designed for electronic submission of applications. Users of this system will need to register to obtain both a DUNS and a CCR which may take several days. Therefore, we suggest you visit these sites before attempting to submit your application electronically, to review the instructions on how to obtain both a DUNS and CCR number. While both numbers are required to submit the application electronically via grants.gov, the DUNS number is a requirement even if the application is submitted in hardcopy format. You can contact Dun and Bradstreet at 1-800-234-3867 to obtain a DUNS number.

Applicants must send an email to Gregory Walton at Greg.Walton@fns.usda.gov that the application was submitted through the grants.gov portal. This e-mail must be received no later than 5:00 p.m. Eastern Daylight Time on the application due date. 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.

APPLICATION FORMAT AND REQUIREMENTS

Application Format—All applicants must adhere to the following application format. Use of this format will make it easier for grant reviewers to locate the requested information and to evaluate your application.

Required Standard Forms:

A list of all required forms is included in Attachment A. All applicants must complete the following:

- SF 424 Core Form: Application for Federal Assistance, including:
 - Data Universal Number (DUNS)
 - Catalog of Federal Domestic Assistance number (CFDA #10.580)
- SF 424A (Budget Summary – Non-Construction Projects)
- SF 424B (Assurances – Non-Construction Projects)
- 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.”
- USDA Grant Certification Forms:
 - AD-1047 Certification Regarding Debarment, Suspension, and Other Responsibility Matters;
 - AD-1048 Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction (Must submit with application only if a Sole Source Contractor is identified); and

- AD-1049 Certification Regarding Drug-Free Workplace Requirements.
- AD-1052 Certification Regarding Drug-Free Workplace Requirements, State and State Agencies.

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.

QUESTIONS

Please direct all questions regarding this solicitation to Gregory Walton, Grants Officer via e-mail at greg.walton@fns.usda.gov.

ATTACHMENT A – Application for Federal Assistance Package

Complete and sign the following forms:

- Application and instructions for federal assistance (SF-424)
- Budget information and instruction (SF-424A)
- Assurances – Non-construction programs (SF-424B)
- Disclosure of lobbying activities (SF LLL)
- Certification Regarding Debarment, Suspension, and Other Responsibility Matters (AD-1047)
- Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction (Must submit with application only if a Sole Source Contractor is identified) (AD-1048)
- Certification Regarding Drug-Free Workplace Requirements (AD-1049)
- AD-1052 Certification Regarding Drug-Free Workplace Requirements, State and State Agencies.

These Federal forms are available in electronic version at www.grants.gov.

ATTACHMENT B – Administrative Requirement Terms and Conditions

For each project selected for funding, the applicant must sign a grant agreement, which will contain the terms and conditions of the grant. The grant program will be awarded and administered in accordance with the following Federal regulations. The Code of Federal Regulations can be found at <http://www.gpoaccess.gov/cfr/index.html>, **and from the Grants Officer, upon request.**

These include but are not limited to:

- *7 CFR Part 3015*: USDA Uniform Federal Assistance Requirements;
- *7 CFR Part 3016*: USDA Uniform Federal Assistance Requirements for State and Local Governments;
- *7 CFR Part 3017*: Government-wide Debarment and Suspension (Non-procurement);
- *7 CFR Part 3018*: Restrictions on Lobbying;
- *7 CFR Part 3021*: Government-wide Requirements for Drug-Free Workplace (Grants);
- *7 CFR Part 3052*: (OMB Circular A-133) “Audits of States, Local Governments, and Non-Profit Organizations;
- *7 CFR Part 15*: Nondiscrimination;
- 2 CFR Part 215: (formerly OMB Circular A-21) Cost Principles for Educational Institutions;
- 2 CFR Part 225: (formerly OMB Circular A-87) Cost Principles for State and Local Governments;
- 2 CFR Part 230:(formerly OMB Circular A-122) Cost Principles for Nonprofit Organizations;
- 2 CFR Part 175: Award Terms for Trafficking in Person;
- 2 CFR Part 25: Universal Identifier and Central Contractor Registration;
- 2 CFR Part 170: Reporting Subaward and Executive Compensation;
- Title 17 Governmentwide Requirement for Drug-free workplace, US Code Title 41, Chapter 10, Sect 702. Drug-Free Workplace Requirements for Federal grant recipients.

ATTACHMENT C – Application Package Checklist

This checklist will assist you in completing the application and make certain you include all of the necessary information to be considered for a participation grant. Please review the checklist to ensure the items below are addressed clearly. Your project description should relate directly to the priorities of the request. This checklist will also assist you in completing the budget narrative portion of the application.

NOTE: The statement of work must capture the bona fide need. The budget and budget narrative must be in line with the project description. FNS reserves the right to request information not clearly addressed.

APPLICATION PACKAGE CHECKLIST	YES	NO
Cover Letter		
Does the cover letter specifically address the 2011 priorities in the request?		
Does the cover letter include clear statements as to the priorities being addressed?		
Proposal		
Does the proposal respond to the presentation criteria?		
Does the proposal include all of the required components?		
Mandatory Forms		
<ul style="list-style-type: none"> • SF 424 Application for Federal Assistance • The Government-wide Standard Form 424 (SF-424) is located on the Grants.gov Active Forms website. There is no fee associated with any of the forms available on Grants.gov. To obtain an Active Government-wide SF-424 application package, you must access the following website: http://www07.grants.gov/agencies/aforms_repository_information.jsp • This website also has a link to the list of Grants.gov compatible software that helps the applicant navigate, download software, and complete the grants.gov grant application package. Applicants that choose not to submit their application through grant.gov must apply for a grant by downloading the application package using the compatible software identified on grants.gov. 		
Certifications		
<ul style="list-style-type: none"> • Anti-Lobbying Certification Form can be found at the following website: (http://www.whitehouse.gov/omb/grants/sfillin.pdf) • If the entity or applicant does not conduct lobbying activities, please indicate “not applicable” on the form. 		
<ul style="list-style-type: none"> • Certification Regarding Debarment (Form AD – 1048) • Applicants chosen for award will be required to attest that they are not suspended or debarred and subsequently will also be required to verify that all subawardees and contractors are not suspended or debarred as well. 		
<ul style="list-style-type: none"> • Required for Non-Profit Organizations is the Application for Recognition of Exemption Under Section 501(c) (3) of the Internal Revenue Code (Form 1023) • To include a list of the Board of Directors (if applicable) • And most recent audited financial statements signed by the Treasurer or the Treasurer of the Board. <p>Applications submitted without this information will be considered non-responsive and eliminated from consideration.</p>		

Correct Format		
Is original application package on 8 1/2 x 11 inch white paper and single-sided?		
Is type size at least 12 point and margins set to one inch on all sides?		
Is application over 25 pages, including all required attachments? NOTE: Federal forms SF-424, 424 A & (B) , and Anti-Lobbying certifications do not count toward the 25 page limit.		
Does the original bear original signatures of the authorized representative for your organization?		

Personnel		
Did you include all key employees paid for by this grant under this heading?		
Are employees of the applicant's organization identified by name and position title?		
Did you reflect the current yearly salary as a percentage of time to be devoted to the project?		
Fringe Benefits		
Did you include your organization's fringe benefit amount along with the basis for the computation?		
Did you list the type of fringe benefits to be covered with Federal funds?		
Travel		
Are travel expenses itemized? For example origination/destination points, number and purpose of trips, number of staff traveling, mode of transportation and cost of each trip.		
Are the Attendee Objectives and travel justifications included in the narrative?		
Is the basis for the lodging estimates identified in the budget?		
Equipment		
Is the need for the equipment justified in the narrative?		
Are the types of equipment, unit costs, and the number of items to be purchased listed in the budget?		
Is the basis for the cost per item or other basis of computation stated in the budget?		
Supplies		
Are the types of supplies, unit costs, and the number of items to be purchased reflected in the budget?		
Is the basis for the costs per item or other basis of computation stated?		
Contractual (FNS reserves the right to request information on all contractual awards and costs after the award of contract.)		
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 in the budget?		
Has a justification for all sole-source contracts been provided in the budget narrative, prior to approving this identified cost?		
Cost Allocation		
If programs other than SNAP benefit from this project are costs allocated to demonstrate that the grant funds only SNAP's share?		

Other		
<p>Consultant Services: Has the bona fide need been clearly identified in the project description to justify the cost shown on the budget? The following information must be provided in the justification: description of service, the consultant’s name, and itemized list of all direct costs and fees. The cost of salaries and wages must have the number of personnel including the position title (specialty and specialized qualifications as appropriate to costs), number of estimated hours times hourly wages, and all expenses and fees directly related to the proposed services to be rendered to the project.</p>		
<p>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.</p>		
Indirect Costs		
<p>Is the amount requested based upon a rate approved by a Federal Agency? If yes, is a copy of the negotiated rate agreement provided along with the application?</p>		
<p>If no, does a negotiated indirect cost agreement exists to determine the base rate of this cost and does the application should show this cost as a direct cost to the budget?</p>		

Tips for Proposal Writers

1. **Read the RFA carefully, more than once.**
2. **State clearly in your cover letter if your application addresses the FY 2011 Priorities.**
3. **Use the five review criteria to structure your proposal correctly.**
4. **Make sure budget figures are consistent across displays and narratives.**
5. **Don’t leave out mandatory forms such as resumes, budgets, certifications, or letters of commitment/endorsement.**
6. **Don’t assume that reviewers know anything about your organization or its work.**
7. **Have one or more persons who were not involved in writing your proposal read it and give suggestions for possibly improving it.**