



Supplemental Nutrition Assistance Program (SNAP)

Process and Technology Improvement Grants

Fiscal Year 2024 Request for Applications (RFA)

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This information is being collected to assist the Food and Nutrition Service in evaluating applications for the Process and Technology Improvement Grant. This is a voluntary collection and FNS will use the information to rank and fund applicants for the Process and Technology Improvement Grant. This collection does not request any personally identifiable information under the Privacy Act of 1974. According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not 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 50 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. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Food and Nutrition Service, Office of Policy Support, 1320 Braddock Place, 5th Floor, Alexandria, VA 22314 ATTN: PRA (0584-0512). Do not return the completed form to this address.

APPLICATION CHECKLIST

This application checklist provides a list of the required documents. However, the Food and Nutrition Service (FNS) expects that applicants will read the entire Request for Application (RFA) prior to the submission of their application and comply with all requirements outlined in the solicitation. The Application Checklist is for applicant use only and applicants should not submit it as part of the Application Package. The RFA discusses these requirements in [Section 2 “Federal Award Information.”](#)

Complete the following **at least four weeks** prior to submission:

- ☐ Obtain a Unique Entity Identifier (UEI) number;
- ☐ Register the UEI number in the System for Award Management (SAM); and,
- ☐ Register in Grants.gov.

When **preparing your application**, ensure:

- ☐ Application format and narrative meet the requirements included in [Section 4 “Application and Submission Information.”](#) This includes page limits, priorities outlined in [Section 5 “Application Review Information”](#), and all necessary attachments.
 - The application should be 25 pages or less, excluding the cover sheet, table of contents, resumes, letter(s) of commitment, letter(s) of endorsement, appendices, and required forms.
 - The application **must** include a letter of commitment or letter of endorsement to be considered for funding unless the applicant is a State agency submitting an application on its own.
 - The application includes a line-item budget narrative, formatted in a table.
 - The line-item budget and other budget references in the application must be consistent with the SF-424A form.
- ☐ Your application meets the objective areas outlined in [Section 1 “Program Description.”](#)

When **preparing the application’s budget**, include the following information:

- ☐ Cost Allocation
 - ☐ If other programs will benefit from this project, as the costs supported by the grant will only fund the SNAP aspects of the project.
- ☐ Personnel
 - ☐ Proposal includes all key employees paid for by the grant.
 - ☐ Proposal identifies employees by name, position, and title.
 - ☐ The percentage of time the Project Director will devote to the project in full-time equivalents (FTEs).
 - ☐ Your organization’s fringe benefit rate and amount, as well as the basis for the computation.
 - ☐ Explain the type of fringe benefits covered with Federal funds.
- ☐ Travel
 - ☐ Itemize expenses and provide an explanation in the budget narrative. For example: origination/destination points, number and purpose of trips, number of staff traveling, mode of transportation, and cost of each trip.
 - ☐ Include attendee objectives and travel justifications in the budget narrative.

- ☐ Identify the basis for lodging estimates in the budget narrative.
- ☐ Equipment
 - ☐ Justify equipment costs in the budget narrative.
 - ☐ List the Types of equipment, unit costs, and number of items in the budget narrative, along with basis for cost per item.
- ☐ Supplies
 - ☐ List the types of supplies, unit costs, and number of items in the budget narrative, along with basis for cost per item.
- ☐ Contractual and Consultant Costs
 - ☐ Identify the need for a contractor in the proposal and justify the cost in the budget narrative.
 - ☐ Applicants required to issue a bid have provided a narrative explaining the requirement and provided a reasonable estimate for contractual and consultant costs.
- ☐ Indirect Cost Information
 - ☐ Indirect cost information (either a copy of a Negotiated Indirect Cost Rate Agreement (NICRA) or if no agreement exists and the applicant has never received for a NICRA, they may charge up to 10% de minimis). If applicant is requesting the de minimis rate or not requesting indirect costs, please indicate this in the budget narrative.
- ☐ Other
 - ☐ Itemize and explain any other reasonable costs associated with this project.

As part of the application, applicants must **certify**:

- ☐ They will use grant funds for a new project and **not** for ongoing costs to carry out an existing project.
 - ☐ No more than 25% of the required grant funds support outreach activities.
- The RFA discusses these requirements in [Section 2 “Federal Award Information.”](#)

When **submitting** your application, ensure you have submitted the following, which are available on the Grants.gov web portal:

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

When applicable, application packages must include the following documents:

- ☐ All non-profit organizations must include their 501(c)(3) determination letter issued by the Internal Revenue Service (IRS)
- ☐ Letter(s) of commitment
- ☐ Letter(s) of endorsement

The IRS determination letter, the letter of commitment, and the letter of endorsement are all discussed in [Section 4 “Application and Submission Information.”](#)

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1. PROGRAM DESCRIPTION AND OBJECTIVES

Executive Summary

The purpose of the Fiscal Year (FY) 2024 Process and Technology Improvement Grants (PTIGs) is to support efforts by State agencies and their community-based and faith-based partners to develop and implement projects that use technology to improve the quality and efficiency of Supplemental Nutrition Assistance Program (SNAP) application and eligibility determination systems. Section 11(t) of the [Food and Nutrition Act of 2008 \(Public Law 116-94\)](#), as amended, “Grants for Simplified Application and Eligibility Determination Systems and Improved Access to Benefits”, authorizes the Food and Nutrition Service Agency (FNS) to award up to \$5 million in grants that allow applicants to “develop and implement supplemental nutrition assistance program simplified application and eligibility determination systems.” SNAP intends to award up to \$5 million in grants to eligible entities and each applicant may apply for up to \$2 million in funding. [Eligible entities](#) include State agencies administering the SNAP; State or local governments; agencies providing health or welfare services; public health or educational entities; or private nonprofit entities, such as community-based or faith-based organizations, food banks, or other emergency feeding organizations.¹ Additional information is in the [federal award information](#) section. Throughout this Request for Applications (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.

Program Description

Section 11(t) of the [Food and Nutrition Act of 2008 \(Public Law 116-94\)](#), as amended, “Grants for Simplified Application and Eligibility Determination Systems and Improved Access to Benefits”, authorizes the Food and Nutrition Service Agency (FNS) to award up to \$5 million in grants that allow applicants to “develop and implement supplemental nutrition assistance program simplified application and eligibility determination systems.”

The purpose of the FY 2024 PTIGs is to support efforts by State agencies and their community-based and faith-based partners to develop and implement projects that use technology to improve the quality and efficiency of SNAP application and eligibility determination systems. This RFA is a funding opportunity for Fiscal Year 2024. Funds from this RFA are for new projects. Please see the [Eligible Entities](#) subsection below for a list of eligible entities.

Fiscal Year 2024 Key Objectives

Application proposals must include **at least one** of the following three objectives identified below. Proposals may contain more than one objective. As noted in [Section 4](#), applicants must map their proposed activities and indicators measuring success to the objective(s) using the [“Activities/Indicators Tracker.”](#) If awarded, grantees will be required to use the [FNS-908 Performance Progress Report](#) to report on progress towards activities that align with the required objective(s) listed on the “Activities/Indicators Tracker.” Carefully considering proposed activities and indicators will prepare grantees for their performance progress reporting requirements if awarded.

¹ These awards are contingent upon the availability of funds.

The project examples aligned with each objective listed below are only suggestions. A PTIG project may assist State agencies in making investments in systems to improve efficiency, provide excellent customer service, and meet Federal standards as they face unprecedented operational challenges. FNS welcomes other projects that support these objectives and encourages applicants to propose *innovative* ideas to solve both common and unique problems associated with SNAP application and eligibility processes.

1. Modernize SNAP customer service and client communication to improve accessibility, transparency, and responsiveness in processing applications and determining eligibility.

Proposals will use technology-based tools to help improve the customer experience and access to SNAP. Proposals may include activities such as:

- Creating or improving client self-service options, such as scripted chat bots or “virtual agents”,² updating personal information via a client portal, or tracking application status online;
- Improving communication with applicants and participants with electronic notices (eNotices) and text messaging reminders;
- Ensuring applications, verification requirements, notices, and other client communications are clear, in plain language, and accompanied by guides or instructions for easy understanding;
- Reducing technology-based barriers to entry for persons with a disability or Limited English Proficiency; or
- Developing and/or enhancing mobile responsive websites, mobile applications, online applications, and online portals.

2. Improve administrative infrastructure and day-to-day SNAP operations in processing applications and determining eligibility. Proposals will employ technology to maintain or improve service levels, reduce administrative burden and increase staff time available for accurate and timely case processing, and incorporate lessons learned about effective use of technology and new ways of working from the COVID-19 pandemic. Proposals may include activities such as:

- Improving call centers, such as increasing State call center capacity by adding phone lines, improving automated telephone systems like phone trees, establishing or enhancing telephonic interview and telephonic signature capabilities, or implementing Interactive Voice Response (IVR) technology or “virtual agents”;²
- improving paper document processing using intelligent or optical character recognition, or using robotic process automation (RPA) technology to process no-change periodic reports or populating case files information from Presumptive Eligibility Determiners in hospitals;
- Developing workload management dashboards to allow real-time monitoring of workload, case status, outstanding tasks, timeliness, and other key metrics;

² Virtual agents may be a combination of natural language processing, intelligent search, and robotic process automation (RPA) in a conversational user interface that automates dialogue with end users, provides information, and/or directly executes actions to meet user requests.

- Creating a hard-coded or scripted policy chat bot that would give eligibility workers answers to SNAP policy questions and information to facilitate the application process and eligibility determination; and
 - Enhancing eligibility systems and applications, such as using an Application Programming Interface (API) or software bot to automatically register an application in the eligibility system, eliminate duplicate entry, or prepopulate eligibility systems from the online application.
3. **Invest in technology and systems to encourage cross collaboration and cross enrollment between SNAP and other Federal, State, and local assistance programs.** Proposals will improve customer service and access to benefits for eligible populations, improve State administration between programs, as allowable by program requirements, and reduce administrative burden when processing combined applications. Proposals may include activities such as:
- Developing combined applications and partnerships across State operated assistance programs to increase client access and alignment between programs;
 - Enhancing cross-program enrollment through integrated mobile applications, online portals, and automated technologies for data population such as Application Programming Interfaces (APIs) or robotic process automation (RPA);
 - Improving data sharing and verification between SNAP and other Federal, State, and local assistance programs within the State agency to reduce administrative burden; or
 - Creating a technology improvement plan to enhance or develop easy cross-enrollment or administration between SNAP and other programs.

In addition, proposals must identify how one or more of the following SNAP processes will be improved as a result of the proposed project:

- | | |
|---|----------------------------------|
| • Timeliness | • Administrative cost and burden |
| • Program integrity | • Interview |
| • Program access, especially for underserved populations | • Recertification |
| • Application screening, especially for underserved populations | • Client reporting |
| • Verification | • Application intake |
| | • Notices |
| | • Error rates |

Waivers and Advanced Automation

Please note that applicants may not predicate Process and Technology Improvement Grant projects on waivers of SNAP regulations. Applicants must ensure their projects are allowable under current SNAP regulations and guidance. **FNS will only fund projects containing advanced automation technologies acknowledged as major changes** in the “[Use of Advanced Automation in SNAP](#)” memo and will **not** fund projects containing advanced automation technologies that go beyond those mentioned in the major changes section of the memo.³

PTIGs and Major Changes

³ Use of Advanced Automation in SNAP, <https://www.fns.usda.gov/snap/advanced-automation>.

SNAP regulations require that State agencies inform FNS of major changes in program design at least 120 days prior to implementation. Major change requirements intend to prevent adverse effects on access and integrity when State agencies change their SNAP benefit delivery processes and procedures.⁴ Common major changes include system enhancements, increased reliance on automated systems, new online applications or customer portals, and changes in the way that applicants and participants interact with the State's SNAP agency. If FNS approves a PTIG application to be a PTIG project, the PTIG approval will serve as the [major change notification](#).⁵ If FNS does not approve a PTIG application to be a PTIG project, and the applicant wishes to implement the project without PTIG funding, the applicant would need to submit a major change notification. Applicants should indicate whether their project proposal qualifies as a major change in the [executive summary](#). Applicants who are unsure whether their project proposal qualifies as a major change should contact their State or Regional Office, as appropriate.

Bonus Points

FNS may award bonus point(s) for applications that address [Agency priorities](#), which includes proposals that are particularly data driven, proposals from applicants that have never received a PTIG, and proposals that approach solutions from a human-centered design perspective to modernize program delivery and improve the customer experience. Proposals may receive up to nine total bonus points; up to three bonus points will be available for each bonus point area. Additional information is outlined in [Section 5 “Application Review Information”](#) under the Bonus Points sub-header.

2. FEDERAL AWARD INFORMATION

The following information provides applicants with information to help make informed decisions about proposal submissions.

- Total amount of funding expected to award: \$5,000,000
- Anticipated number of awards: Not to exceed 12 awards
- Minimum award amount (award floor): \$20,000
- Maximum award amount (award ceiling): \$2,000,000
- Anticipated award announcement date: August 2024
- Anticipated period of performance: September 1, 2024 through September 30, 2027
- Application due date: June 18, 2024; 11:59 PM, Eastern Daylight Time

Please note:

- Grant awards are subject to the availability of funding and/or appropriations of funds.
- FNS reserves the right to use this RFA and competition to award additional grants this or the subsequent fiscal year, should additional funds become available.

Allowable Costs

- Funds from this RFA are for new projects.

⁴ Major changes in program design, <https://www.ecfr.gov/current/title-7/subtitle-B/chapter-II/subchapter-C/part-272/section-272.15>.

⁵ Review of Major Changes in Program Design and Management Evaluation Systems, <https://www.fns.usda.gov/snap/fr-011916>

- Equipment and Supplies: Expenditures for both equipment (i.e., items of personal property having a useful life of more than one year and a cost of \$5,000 or more) and supplies are allowable expenses with prior approval by FNS. **While these expenditures are allowable, FNS reserves the right to approve/disapprove these expenditures based upon the needs of the Agency and the proposed project.** Approval of the budget will serve as the pre-award approval for capital expenditures.
- If the activities funded under this grant are part of a larger eligibility system project with total projected costs exceeding \$6 million, the applicant must submit, and FNS must approve, an Advance Planning Document (APD) prior to the expenditure of these grant funds. Guidance on the APD process is available at www.fns.usda.gov/apd/.
- Process and Technology Improvement Grant funded projects may benefit other governmental programs; however, grant funds must only support SNAP's share of the project costs and therefore be properly allocated.

Unallowable Costs

- Process and Technology Improvement Grant funds cannot fund the ongoing cost of carrying out an existing project.
- **Applicants may not budget more than 25% of grant funds towards SNAP outreach activities.** Process and Technology Improvement Grants cannot fund the drafting or printing of informational materials, pure application assistance, screening/pre-qualifying applicants, or other similar activities.

All costs proposed in the budget and detailed in the budget narrative must be allowable, reasonable, necessary, and allocable. Refer to [2 CFR Part 200 Subpart E – Cost Principles](#) for a detailed description of all allowable and unallowable costs.

3. ELIGIBILITY INFORMATION

ELIGIBLE APPLICANTS

FNS will deem entities that do not meet the eligibility definitions ineligible and remove them from competition without further consideration. If FNS determines an applicant failed to submit required elements or documents associated with this RFA, they will be considered ineligible and removed from consideration.

The entities eligible to receive grants under this competition are:

- The 53 State agencies that administer SNAP;⁶
- State or local governments;⁷
- Public and private agencies providing health or welfare services;

⁶ State agencies 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 they have obtained all necessary approvals for funding.

⁷ 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 they have obtained all necessary approvals for funding.

- Indian Tribal Organizations (ITOs);⁸
- Public health or educational entities; and
- Private non-profit entities such as community-based or faith-based organizations, food banks, or other emergency feeding organizations.⁹

Unless the applicant is a State agency submitting an application on its own, **a [letter of commitment or letter of endorsement](#) from the relevant State SNAP agency must be included in the application package** to be considered for funding.

NOTE: Those applicants who fail to submit any required documents or forms will be deemed NONRESPONSIVE and therefore will be INELIGIBLE to participate in the competition and removed from further consideration.

Ineligible Applicants

Entities not meeting the eligibility definitions above will be deemed ineligible for funding and removed from competition without further consideration. Additionally, any eligible entity that received a Process and Technology Improvement Grant award in either of the last two fiscal years (FY 2022 or FY 2023) **is ineligible to apply** and receive a PTIG this fiscal year (FY 2024). This restriction only applies to the lead entity on the award (i.e., the recipient whose name appears in block 9 of the awarded project's FNS-529) and not to partner organizations or government agencies on a particular project.

Cost Sharing or Matching Considerations

There is no cost sharing or matching required for this grant.

Pre-Award Costs

FNS will not award pre-award costs for these grant projects.

Number of Applications and Partnership Criteria

For the purposes of this grant competition, State agencies may submit more than one application each, or enter into more than one partnership, as explained in the [Letters of Commitment](#) subsection below. However, if the State agency submits more than one application, the State agency must make explicit in each application its relationship to any others. State agencies that submit more than one application should carefully consider the allocation of time stated in each application. State agencies with more than one partner organization may also 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. Additionally, if a State agency submits more than one application or is part of more

⁸ If an ITO applies for a PTIG, they must apply in partnership with their SNAP State Agency and provide a [letter of endorsement](#) from their State SNAP agency. Alternatively, the State agency can apply for a PTIG project with an ITO, and the ITO would need to provide a [letter of commitment](#).

⁹ Non-profit organizations must 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, and a list of their Board of Directors, if applicable. All corporations, including nonprofit corporations must complete the attached representation regarding felony convictions and tax delinquency.

than one partnership the State agency must ensure that costs are clearly allocated. For example, if a State agency submits more than one proposal and is using the same project manager under both project concepts, the budget must reflect proper cost allocation.

FNS has designed this grant competition to allow State agencies to work in concert with nongovernmental entities that wish to apply for this grant through [letters of commitment or endorsement](#). Additional information is in [Section 4, “Application and Submission Information”](#).

PRE-AWARD SCREENING REQUIREMENTS

In reviewing applications in any discretionary grant competition, prior to making a Federal award, Federal awarding agencies, in accordance with 2 CFR 200.205, must review information available through any OMB-designated repositories of government-wide eligibility qualifications or financial integrity information. Additionally, Federal awarding agencies are required to have a framework in place for evaluating the risks posed by applicants before they receive Federal awards. The FNS review of risk posed by applicants will be based on the following:

- SAM.gov, the *System for Award Management*, the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS;
- FAPIIS, the *Federal Awardee Performance and Integrity Information System* that has been established to track contractor misconduct and performance;
- FNS Risk Assessment Questionnaire
 - Applicants must complete the [Grant Program Accounting System & Financial Capability Questionnaire](#) (See Appendix C) that allows FNS to evaluate aspects of the applicant’s financial stability, quality of management systems, and history of performance, reports and findings from audits. The questionnaire contains a number of questions that may be an indicator of potential risk.

The evaluation of the information obtained from the designated systems and the risk assessment questionnaire may result in FNS imposing special conditions or additional oversight requirements that correspond to the degree of risk assessed.

ACKNOWLEDGEMENT OF USDA SUPPORT

As outlined in 2 CFR 415.2, grant recipients shall include acknowledgement of USDA Food and Nutrition Service support on any publications written or published with grant support and, if feasible, on any publication reporting the results of, or describing, a grant-supported activity. Recipients shall include acknowledgement of USDA Food and Nutrition Service support on any audiovisual which is produced with grant support and which has a direct production cost of over \$5,000.

- When acknowledging USDA support, use the following language: "This material is based upon work that is supported by the Food and Nutrition Service, U.S. Department of Agriculture." Grantees should follow the [USDA Visual Standards Guide](#) when using the USDA logo.
- Grant recipients *may* be asked to host USDA officials for a site visit during their grant award. All reasonable costs associated with the site visit will be paid for by USDA and are not expected to be included in grant budgets.

4. APPLICATION AND SUBMISSION INFORMATION

CONTENT AND FORM OF APPLICATION SUBMISSIONS

FNS strongly encourages eligible applicants interested in applying to this program to adhere to the following applicant format. The proposed project plan should be presented on 8 ½" x 11" white paper with at least 1-inch margins on the top and bottom. The application should be 25 pages or less, single-spaced and in 12-point font, not including the cover sheet, executive summary, table of contents, resumes, letter of commitment(s), endorsement letter(s), budget narrative(s), appendices, and required forms. Applicants must number all pages, excluding the form pages.

Special Instructions:

- FNS will not consider late application submissions in this competition. FNS will not consider additions or revisions to applications unless applicants submit them via Grants.gov by the deadline. FNS will not accept additions or revisions after the deadline.
- FNS will deem applications missing a written proposal, budget narrative, or other sections contained within the [Evaluation Criteria](#) as unresponsive (and therefore deem the applicant ineligible to participate in the competition) and will not consider the application for funding.
- FNS will not consider applications submitted without the required supporting documents, forms, and certification for funding.
- Applicants must submit [letters of endorsement and/or letters of commitment](#) with the application through Grants.gov. FNS will not consider letters submitted via email.
- FNS reserves the right to request clarification on any application submitted in response to this solicitation.
- FNS will not consider applications not submitted via Grants.gov.
- If the same applicant submits multiple application packages through Grants.gov in response to this solicitation, FNS will accept the latest application package successfully submitted. FNS will remove all other packages submitted by the applicant from this competition.

Application Evaluation

The review committee will evaluate proposals against the criteria below and score them based on how well they address the requirements in [Section 5 "Application Review Information"](#). Proposals can receive up to 109 points. FNS has provided a checklist at the beginning of this document to assist applicants in meeting the necessary requirements.

Every proposal must include the following sections: Cover Sheet, Table of Contents, Executive Summary, Project Narrative (including Project Design; Organizational Experience, Staff Capability, and Management; Evaluation; and Budget Appropriateness and Economic Efficiency), and the [Activities/Indicator Tracker](#). Unless the applicant is a State agency submitting an application on its own, **a [letter of commitment or letter of endorsement](#) must be included in the application package** to be considered for funding. Details on requirements for each section are below.

Cover Sheet

The cover page should include the following:

1. Grant program title;
2. Applicant's name and mailing address;
3. Project title and subproject title (if applicable);
4. Project summary (a one to two sentence description of project);
5. Primary contact's name, job title, phone number, and e-mail address; and
6. Between one and three secondary contacts' name(s), job title(s), phone number(s), and e-mail address(es).

Table of Contents

Proposals must include a table of contents that mirrors the outline included in this section of the RFA and include relevant topic page numbers.

Executive Summary

The executive summary should clearly describe the proposed project activities and anticipated outcomes that would result if the proposal were to be funded, including:

1. The specific problem that prompted the applicant to submit a Process and Technology Improvement Grant application;
2. How exactly the project proposed in this grant application solves the problem identified;
3. Identify the State agency and/or eligible entities involved in the project;
4. Amount of funding requested;
5. Which objective area(s)/activity(ies) the proposal addresses and whether the submission includes the bonus point area(s);
6. The proposed activities and anticipated outcomes that would result from the project;
7. Which SNAP processes the project will improve by; and
8. Whether the project qualifies as a [major change](#).

Note: The executive summary should not exceed one page.

Project Narrative

The project narrative should clearly identify what the applicant is proposing and how it will address a solution, the expected results and/or benefits, and how it will meet the RFA program scope and objectives. The proposed project methodology should describe the project design, address program specific methodology needs, procedures, timetables, monitoring/oversight, and the organization's project staffing. For additional details, please see [Section 5 "Application Review Information"](#) below.

Activities/Indicators Tracker

Proposed activities and indicators measuring success must be mapped to the objective(s) listed in the application. Activities are the elements of the project that will lead to the success of your identified objective. Indicators are any metric the applicant anticipates tracking during the period of performance of the grant to measure progress and success. Please use the format below and add additional Activities and Indicators as needed. One or more objectives may be listed. However, for each objective there must be at least one proposed activity and at least one proposed indicator. Please only include as many objectives, activities, and indicators as you anticipate having for your project within your Activities/Indicators Tracker tables.

Example Activities/Indicators Tracker

Objective #	2. Improve administrative infrastructure and day-to-day SNAP operations in processing applications and determining eligibility.
Activity	Hire and train call center staff
Indicator(s)	Number of call center staff hired and trained
Activity	Data collection and analysis of wait time, calls abandoned, dropped calls
Indicator(s)	Number of calls impacted
Activity	IVR System Implementation
Indicator(s)	Number (or percent) of phases of implementation completed

Letters of Commitment or Endorsement

Unless the applicant is a State agency submitting an application on its own, a letter of commitment or letter of endorsement **must** be included in the application package to be considered for funding. Address such letters to the [FNS Grants Officer](#). FNS will not consider applications that require a letter of commitment or letter of endorsement but fail to provide one. Please refer to the letter descriptions below for additional information.

Letters of Commitment

FNS requires applicants submit a letter of commitment if the grant proposal is from a State agency working in partnership with another organization(s), where the State agency is the lead entity on the award (i.e., the recipient whose name appears in block 9 of the awarded project's FNS-529). The State agency applying must submit a letter(s) of commitment from its partners. The letter(s) of commitment must:

- Be specific to the proposed project;
- Describe the organization's role in the project;
- Specify the amount of time the partner organization intends to commit to the project and an attestation that it will cooperate with the grant applicant in implementing the project; and
- Be on the respective organization's letterhead and signed by an authorizing individual.

Letters of Endorsement

FNS also welcomes grant proposals from entities other than a State agency; however, such applicants **must** demonstrate that the State agency strongly endorses and/or is involved in the proposed project through a *letter of endorsement*. This letter of endorsement serves as the "consent" requirement discussed in [Section 3 "Eligibility Information."](#) FNS requires applicants submit a letter of endorsement if an applicant is an entity other than a State agency and is not directly partnering with a State agency on the project. Letters of endorsement from the State agency are also required when local or county governments submit an application. The State agency's letter of endorsement must:

- Be specific to the proposed project;
- Explain that the State agency is aware of the project and its projected impact on the State agency's eligibility system;
- Acknowledge whether the project creates any additional work for the State agency and identify the State agency's capacity to address the additional work;
- Express support for the proposed project;

- Describe how the proposed project will support the State agency's current or planned technology and/or business process improvement efforts and priorities; and
- Be on the respective State agency's letterhead and signed by an authorizing official.

Letters must address the details of the specific project. FNS will **not** accept generic letters acknowledging an ongoing partnership with the State agency.

Application Budget Narrative

The budget narrative, formatted as a table, should correspond with the proposed project narrative and application budget. The narrative must justify and support the bona fide needs of the budget's direct cost. The budget and budget narrative must be in line with the proposed project description. If the budget includes indirect costs, the applicant must provide a copy of its most recently approved Federal indirect cost rate agreement. Budget categories in this table must match those listed on the SF-424A form. If the budget table is created in a spreadsheet, it must be formatted to fit on an 8.5 x 11-inch page, with a font no smaller than 11-point Times New Roman. All funding requests must be in whole dollars.

Indirect Cost Rate

A current **Negotiated Indirect Cost Rate Agreement (NICRA)**, negotiated with a cognizant Federal agency, should be used to charge indirect costs. Indirect costs may not exceed the negotiated rate. If a NICRA is used, the percentage and base should be indicated. If the applicant does not have, and has never been approved for, a NICRA, they may charge up to 10% de minimis. In this instance, the applicant must indicate they are requesting the de minimis rate. An applicant may elect not to charge indirect costs and instead use all grant funds for direct costs. If indirect costs are not charged, the phrase "none requested" should be stated in the budget narrative. For questions related to the indirect cost rate, please work with the Grant Officer as noted in Section 7 of this RFA.

Note: Each organization is assigned to a single federal agency (by the Office of Management and Budget) that acts on behalf of all federal agencies in indirect cost rate negotiations and is referred to as the "cognizant agency."

Required Grant Application Forms

The required Grants.gov forms are located at [Forms Repository](#).

- Non-Construction Grant Projects Forms: SF-424 Family
 - Application and Instruction for Federal Assistance (SF-424)
 - Budget Information and Instructions (SF-424A)
 - Assurance-Non-Construction Programs (SF-424B)
- SF LLL (Disclosure of Lobbying Activities)
 - Indicate on your form whether your organization intends to conduct lobbying activities. If your organization does not intend to lobby, write "Not Applicable" in boxes required to be completed.
- Additional Required Forms and Information
 - Unique Entity Identifier (UEI) number. Please see below for further information.
 - SAM registration. Please see below for further information.

SUBMISSION INFORMATION

Submission Date

Complete grant applications must be uploaded to [Grants.gov](https://www.grants.gov) by 11:59 PM EDT on the due date listed on the cover page.

- Applications must be submitted via [Grants.gov](https://www.grants.gov). Mailed, e-mailed or hand-delivered application packages will not be accepted. For further instructions, refer to the section “[How to Submit an Application via Grants.gov](#).”
- Late or incomplete applications will not be considered.
- FNS will not consider additions or revisions to applications unless they are submitted via Grants.gov by the deadline. No additions or revisions will be accepted after the deadline.
- If multiple application packages are submitted through Grants.gov by the same applicant in response to this solicitation, FNS will accept the latest application package successfully submitted. All other packages submitted by the applicant will be removed from this competition.

FNS strongly encourages applicants to begin the registration process at least **four weeks before** the due date and to submit applications to Grants.gov at least **one week** before the deadline to allow time to troubleshoot any issues, should they arise. Please note that upon submission, Grants.gov may send multiple confirmation notices; applicants should ensure receipt of confirmation that the application was **accepted**.

FNS will not accept applications outside of Grants.gov. Applicants experiencing difficulty submitting applications through grants.gov should contact applicant support via the toll-free number 1-800-518-4726 and email at support@grants.gov. This service is available 24/7.

Preparing for Electronic Submission Through Grants.gov

Applicants must register with [Grants.gov](https://www.grants.gov) and [SAM.gov](https://www.sam.gov) in order to submit an application to FNS via Grants.gov as required. FNS strongly encourages applicants to begin the registration process at least four weeks before the due date.

In order to submit an application, you must:

1. Obtain a Unique Entity Identifier (UEI)

What is a Unique Entity Identifier (UEI)?

A UEI is a unique number assigned to all entities (public and private companies, individuals, institutions, or organizations) who register to do business with the federal government. For more information, visit the [U.S. General Services Administration website](#).

Where do I go to learn more about the UEI?

The U.S. General Services Administration [Unique Entity Identifier Update](#) page contains the most up-to-date information about the UEI.

Note: After April 4, 2022, entities can register in SAM.gov and will be assigned their “SAM UEI.” They will no longer obtain or use a “DUNS UEI” for entity registration or reporting. For additional information on the UEI process, please visit [SAM.gov](https://sam.gov).

2. Register in the System for Award Management (SAM.gov)

- On April 4, 2022, the UEI used across the federal government changed from the DUNS number to the UEI (generated by SAM.gov).
- SAM combines federal procurement systems and the Catalog of Federal Domestic Assistance into one system. Visit [SAM.gov](https://sam.gov) for additional information.
- To register, you must have your organization’s UEI, the organization’s Tax ID Number (TIN), and taxpayer name (as it appears on the last tax return). It may take up to 5 to 7 business days or more to register and/or complete the migration of permissions and/or the renewal of an entity record.
- All applicants must have current SAM status at the time of application submission and throughout the duration of a Federal Award in accordance with 2 CFR Part 25.
- FNS strongly encourages applicants to begin this process at least **3 weeks** before the due date of the grant solicitation.

3. Create a Grants.gov Account

The next step in the registration process is to create an account with grants.gov. Applicants must know their organization’s Unique Entity Identifier (UEI) to complete this process. For more detailed instruction about creating a profile visit [Applicant Registration](#).

How to Submit an Application via Grants.gov

Applicants can apply online using [Workspace](#). *Workspace* is a shared, online environment where members of a grant team may simultaneously access and edit different web forms within an application. For each funding opportunity announcement or RFA, you can create individual instances of a workspace.

For additional training resources, including video tutorials, refer to: [How to Apply for Grants](#).

Applicant Support: Grants.gov provides applicants 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. The Support Center ticket number will assist the Center with tracking your issue and understanding background information on the issue.

For questions related to the specific grant opportunity, please contact the Grant Officer noted in the [Section 7 "Federal Awarding Agency Contact."](#)

Grants.gov Receipt Requirements and Proof of Timely Submission

All applications must be received by 11:59 PM EDT on the due date listed on the cover page. Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant Authorized Organization Representative (AOR) will receive an acknowledgement of

receipt and a tracking number (GRANTXXXXXXX) from Grants.gov with the successful transmission of their application. Applicant AORs will also receive the official date/time stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

When FNS successfully retrieves the application from Grants.gov and acknowledges the download of submissions, Grants.gov will provide an electronic acknowledgment of receipt of the application to the email address of the applicant with the AOR role. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application. Applications received by Grants.gov after the established due date for the program will be considered late and will not be considered for FNS funding.

Applicants using slow internet, such as dial-up connections, should be aware that transmission could take some time before Grants.gov receives your application. Again, Grants.gov will provide either an error or a successfully received transmission in the form of an email sent to the applicant with the AOR role. The Grants.gov Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application.

Additional Information on Grants.gov and the Registration Process:

NOTICE: Special Characters and Naming Conventions

All applicants **MUST** follow Grants.gov guidance on file naming conventions. To avoid submission issues, please follow the guidance provided by Grants.gov per the Grants.gov Frequently Asked Questions (FAQ):

Are there restrictions on file names for any attachment I include with my application package?

File attachment names longer than approximately 50 characters can cause problems processing packages. Please limit file attachment names. Also, do not use any special characters (examples: & – * % / # ' -). This includes periods (.) and spacing followed by a dash in the file. To separate words in naming a file, use underscore, as in the following example: Attached_File.pdf.

Please note that if these guidelines are not followed, your application will be rejected. FNS will not accept any application rejected from [Grants.gov](#) portal due to incorrect naming conventions. Additional information and applicant resources are available at: [Workspace Overview](#).

5. APPLICATION REVIEW INFORMATION

EVALUATION OF GRANT APPLICATION CRITERIA

Review Criteria

FNS will pre-screen all applications to ensure the applicants are eligible entities and are in compliance with all Program regulations. FNS will not approve any waivers from Program regulations for any projects submitted in response to this solicitation. **If an application does not include all appropriate information (proposal narrative, budget narrative, required forms/letters, etc.), FNS will consider the application to be non-responsive and will eliminate it from further**

evaluation.

Evaluation Factors and Criteria

FNS will review all complete applications competitively and score them against the criteria listed below, including:

- Project design (45 points)
- Organizational experience, staff capability, and management (15 points)
- Project evaluation (20 points)
- Budget and economic efficiency (20 points)
- Bonus points (up to 9 points)

Total points: 109

1. Project Design (45 points)

Problem Analysis

- The proposal clearly defines the problem facing the SNAP certification and eligibility determination process.
- The proposal clearly defines the solution and provides evidence or compelling justification that the proposed project will solve or ameliorate the identified problem.
 - The proposal includes a proposed solution that is either innovative, building on strengths of the current SNAP processes, or helps to address ongoing issues that the applicant is encountering in their SNAP activities.

Impact

- The proposal clearly quantifies the proposed project's direct effect on the SNAP certification and eligibility determination process and provides measurable evidence that the proposed changes will benefit the applicant, recipient, or caseworkers.
 - For example, proposals may demonstrate impact by measuring time savings or cost savings, listing out the benefit(s) that applicants or participants may experience while going through the application or certification process, the percentage of the caseload that is expected to benefit, or the size of positive impact on a specific population, such as elderly applicants.
- Proposed Activities and Indicators measuring success must be mapped to the objective(s) listed in the [Fiscal Year 2024 Key Objectives](#) using the [Activities/Indicators Tracker](#).
- The proposal should include a description of how the project integrates with and supports the State agency's current or planned process improvement and/or technology initiatives.
- Project proposals containing more than one sub-project must demonstrate how the sub-projects are related to each other and the overarching proposal's goals. Additionally, applicants must provide a funding breakdown for each sub-project within the [Budget](#) section.

Implementation

- The proposal clearly articulates how the applicant will implement this project.
- The proposal includes a project timeline that outlines proposed tasks and demonstrates that the applicant allotted sufficient time for each activity.

Racial Equity and Inclusion (REI)

- The proposal analyzes the project's impacts on specific underserved communities.¹⁰ All proposals must outline and analyze how their project will impact racial equity and inclusion. When completing this section, applicants should consider the following guiding questions. FNS does not require applicants to submit explicit answers to these questions or incorporate these activities into their proposals, they are only meant to assist in crafting meaningful applications.
 1. How will the project reduce racial/ethnic disparities in access to SNAP? How will the project promote equity as defined in [Executive Order 13985](#)?
 2. Does your project design include consultation with the SNAP participants that your project intends to serve? What type of consultation?
 3. How does your State agency or organization ensure that project outputs are accessible to all SNAP participants, especially underserved populations? How will your State agency or organization measure the project outputs?

Sustainability

- The proposal shows that the applicant has a plan for sustaining the project after the grant period of performance ends.

2. Organizational Experience, Staff Capability, and Management (15 points)

Oversight

- The proposal describes a plan for effective and consistent oversight by qualified project managers throughout the project.
- The proposal includes an organizational chart for the project, including names of key personnel where applicable.

Communication

- The proposal includes an internal communication plan.
- If applicable, the proposal provides a communication plan for communicating externally with partner organizations.

Staff

- The proposal identifies the project director or manager and other key staff.
- The proposal includes resumes and proposed project job descriptions that demonstrate that staff have the appropriate technical and experiential backgrounds to implement the project.
- If there are staff hired for this project, the proposal includes job descriptions for these positions.
- Applicants should address their contingency or back-up plans in the event of key staff departures.

Time Commitment

- The proposal identifies key staff and outlines the amount of time key staff will devote to the project, expressed as a percentage of Full Time Equivalents (FTE).
- If applicable, the proposal identifies the amount of time key staff will spend managing partnering organizations.

¹⁰ Underserved populations may include: persons of color; persons with Limited English Proficiency (LEP); immigrant communities and mixed status families; veterans; college students; and all other populations listed as underserved communities in [E.O. 13985 "Advancing Racial Equity and Support for Underserved Communities Through the Federal Government."](#)

Personally Identifiable Information (PII)

- Proposals must delineate how all data and client [personally identifiable information \(PII\)](#) would be protected in accordance with Section 11(e)(8) of the Food and Nutrition Act of 2008, Federal regulations at 7 CFR 272.1(c), and the Privacy Act of 1974.

3. Evaluation (20 points)

FNS expects applicants to conduct their own evaluation independent of the [Activities/Indicators Tracker](#) that includes evaluating overall success of the project at completion. The proposed evaluation plan should:

- Include information from the Activities/Indicators Tracker.
- Be a comprehensive evaluation process that is specific and data driven.
- Includes clear measures which assess whether the proposed project intervention addresses the problem identified.
- Measure the project's impact on underserved communities.
- Detail who will measure the goals of the project.
- Detail what criteria the applicant will evaluate and how the applicant will evaluate the criteria.
- Define the intervals at which the applicant will conduct evaluation during the grant period of performance.

4. Budget Appropriateness and Economic Efficiency (20 points)

Applications must include the required budget forms outlined in [Application Checklist](#) and a line-item budget narrative, formatted in a table, to receive the full point value for this criterion. If a discrepancy exists between the total funding request submitted on SF-424, SF-424A, and budget or budget narrative, FNS will only consider and evaluate the estimated funding request contained on SF-424. All non-profit organizations must include their 501(c)(3) determination letter issued by the Internal Revenue Service (IRS).

Cost Allocation

Where necessary, identify programs other than SNAP that may benefit from the implementation of the project and allocate project costs across the benefiting programs to demonstrate that this grant is only going to fund SNAP's share of project costs. For instance, if a project aimed to improve a joint application for SNAP and Medicaid, and SNAP represents 80 percent of applications received, the PTIG funding request should be 80 percent of the total project cost.

Budget Narrative Table

A well-written line-item budget narrative justifies the proposed project expenditures and assists reviewers during the proposal review process. The budget narrative should:

- Be formatted in a table in whole dollars.
- Include all items listed on the checklist at the beginning of this RFA.
- Align with the objectives described in the project description. If the applicant lists something in the budget narrative, list it in the project description.
- Provide enough detail for reviewers to easily understand how costs were determined and derived, and adequately justified based on current industry costs/standards or estimates from vendor(s) when possible. Applicants should obtain information on costs should from applicable organizations or from online sources.
- Include separate tables for each sub-project, if applicable.

- Mirror the requested amounts in the submitted SF-424A. If a discrepancy exists between the total funding request (submitted on SF-424, SF-424A, and budget or budget narrative) within the application package in response to this solicitation, FNS will only consider and evaluate the estimated funding request contained on SF-424.

- **No Sub-Projects Example:**

Line Item	Cost
Personnel (Person A: 0.25 FTE x \$150,000/year x 2 years)	\$ 75,000
Fringe Benefits (Person A: 20% annual salary)	\$ 15,000
Travel	\$0
Equipment (2 widgets at \$5,000 each)	\$ 10,000
Supplies	\$0
Contractual / Consultant Costs (3,200 hours of work at \$125/hour)	\$ 400,000
Indirect Costs	\$0
Other	\$0
Total	\$500,000

- **Sub-Projects Example:**

Sub-Project 1

Line Item	Cost
Personnel	\$ 0
Fringe Benefits	\$ 0
Travel	\$ 0
Equipment	\$ 0
Supplies	\$ 0
Contractual / Consultant Costs (2,400 hours of work at \$125/hour)	\$ 300,000
Indirect Costs	\$ 0
Other	\$ 0
Sub-Project 1 Total	\$300,000

Sub-Project 2

Line Item	Cost
Personnel (Person A: 0.25 FTE x \$150,000/year x 2 years)	\$ 75,000
Fringe Benefits (Person A: 20% annual salary)	\$ 15,000
Travel	\$ 0
Equipment	\$ 10,000
Supplies	\$ 0

Contractual / Consultant Costs (1,600 hours of work at \$125/hour)	\$ 200,000
Indirect Costs	\$ 0
Other	\$ 0
Sub-Project 2 Total	\$300,000
Project Total	\$600,000

Indirect Cost Rate

Applicants should use a current Negotiated Indirect Cost Rate Agreement (NICRA), negotiated with a cognizant Federal negotiating agency, to charge indirect costs. The Office of Management and Budget assigns each organization to a single federal agency that acts on behalf of all federal agencies in indirect cost rate negotiations and is referred to as the “cognizant agency.” Indirect costs may not exceed the negotiated rate.

- If an applicant uses a NICRA, applicants should indicate the percentage and base and provide a copy of the approved NICRA with the application.
- If the applicant does not have, and has never been approved for, a NICRA, they may charge up to 10% de minimis. In this instance, the applicant must indicate they are requesting the de minimis rate.
- An applicant may elect not to charge indirect costs and, instead, use all grant funds for direct costs. If applicants are not charging indirect costs, state the phrase "none requested" in the budget narrative.
- For questions related to the indirect cost rate, please work with the Grant Officer as noted in [Section 7 "Federal Awarding Agency Contact."](#)

Efficiency

- The proposal must demonstrate that the anticipated results are commensurate with the cost of the project.

Contractual and Consultant Costs

- Proposals that include hiring a consultant or contractor must provide the following information:
 - Consultant’s name and description of service;
 - Itemized list of all direct costs and fees;
 - The number of personnel, including position titles;
 - Specialty and specialized qualifications as appropriate to the salary;
 - Number of estimated hours times hourly wage for each staff member; and
 - All expenses and fees directly related to the proposed services to be rendered for the project.
- FNS requires applicants that are required to issue a bid to include a narrative explaining the requirement and a detailed description of contractor/consultant responsibilities/anticipated tasks and a reasonable estimate of contractual and consultant costs.

Bonus Points (up to nine points total)

- FNS will award up to three bonus points to proposals that are particularly data driven. This can include conducting surveys, interviews, or other data collection or research in advance of submission of a proposal to determine more accurately what the quantifiable

problem is that the proposed solution intends to solve. For example, sociodemographic and access data may bolster racial equity and inclusion analysis and the inclusion of specific quantifiable statistics may bolster the argument that the proposed project is necessary to better serve SNAP clients.

- FNS will award up to three bonus points to proposals that have never received a Process and Technology Improvement Grant as FNS believes such applicants would benefit from capacity building and modernization projects. Proposals received from new entities, i.e., those applicants that have not received a previous award, must demonstrate high need for the project in the Problem Analysis section. Additionally, the proposal must demonstrate a quantifiable and significant impact to receive the full three points. This may include improvement in customer service, such as reduced call hold times, or advances in equity, such as translated materials to better serve a percentage of the SNAP case load.
- FNS will award up to three bonus points to proposals that approach solutions from a human-centered design (HCD) perspective to modernize program delivery and improve the customer experience, as described in [Executive Order 14058](#), ensuring equitable and consistent access to FNS programs for eligible populations. Projects that incorporate HCD focus on usability through collaboration with program participants in usability testing, focus groups, user research, or other methods to improve SNAP processes for the end-users.¹¹

Review and Selection Process

Following the initial screening process, FNS will assemble a panel group to review and determine the technical merits of each application. The panel will evaluate the proposals based on how well they address the required application components. After review, the panel will array the applications from highest to lowest score. The panel members will recommend applications for consideration for a grant award based on the evaluation scoring. The Selecting Official reserves the right to accept the panel's recommendation or to select an application for funding out of order to meet agency priorities, to achieve a balance of eligible entities, for geographical representation, or project diversity. FNS reserves the right to use this RFA and competition to award additional grants in the next fiscal year should additional funds come available.

As mentioned above, FNS is interested in funding projects that address objectives specified in [Fiscal Year 2024 Key Objectives](#). 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.

NOTE: If a discrepancy exists between the total funding request (submitted on SF-424, SF-424A, and budget or budget narrative) within the application package in response to this solicitation, FNS will only consider and evaluate the estimated funding request contained on SF-424.

6. FEDERAL AWARD ADMINISTRATION INFORMATION

¹¹ Find additional information about HCD and resources to adopt HCD into your project at the 18F website: <https://methods.18f.gov/about/>.

FEDERAL AWARD NOTICE

The Government is not obligated to make any award as a result of this RFA. Unless an applicant receives a signed award document with terms and conditions, any contact from a FNS Grants or Program Officer should not be considered as a notice of a grant award. No pre-award or pre-agreement costs incurred prior to the effective start date are allowed. Only the recognized FNS authorized signature can bind the USDA, Food and Nutrition Service to the expenditure of funds related to an award's approved budget.

ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

Confidentiality of an Application

When an application results in an award, it becomes a part of the record of FNS transactions, available to the public upon specific request. Information that the Secretary determines to be of a confidential, privileged, or proprietary nature will be held in confidence to the extent permitted by law. Therefore, any information that the applicant wishes to have considered as confidential, privileged, or proprietary should be clearly marked within the application. Any application that does not result in an award will be not released to the public. An application may be withdrawn at any time prior to the final action thereon.

Safeguarding Personally Identifiable Information

Personally Identifiable Information (PII) is any information that can be used to distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's maiden name, or biometric records, and any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information (National Institute of Standards and Technology (NIST) SP 800-122, Guide to Protecting the Confidentiality of Personally Identifiable information, April 2010).

Applicants submitting applications in response to this RFA must recognize that confidentiality of PII and other sensitive data is of paramount importance to the USDA Food and Nutrition Service. All federal and non-federal employees (e.g., contractors, affiliates, or partners) working for or on behalf of FNS are required to acknowledge understanding of their responsibilities and accountability for using and protecting FNS PII in accordance with the Privacy Act of 1974; Office of Management and Budget Memorandum M-06-15, *Safeguarding Personally Identifiable Information*; M-06-16, *Protection of Sensitive Agency Information*; M-07-16, *Safeguarding Against and Responding to the Breach of Personally Identifiable Information*; and the NIST Special Publication (SP) 800-122, *Guide to Protecting the Confidentiality of Personally Identifiable Information*.

By submitting an application in response to this RFA, applicants are assuring that all data exchanges conducted throughout the application submission and pre-award process (and during the performance of the grant, if awarded) will be conducted in a manner consistent with applicable Federal laws. By submitting a grant application, applicants agree to take all necessary steps to protect such confidentiality, including the following: (1) ensuring that PII and sensitive data developed, obtained or otherwise associated with USDA FNS funded grants is securely transmitted. Transmission of applications through Grants.gov is secure; (2) ensuring that PII is not

transmitted to unauthorized users, and that PII and other sensitive data is not submitted via email; and (3) Data transmitted via approved file sharing services (WatchDox, ShareFile, etc.), CDs, DVDs, thumb drives, etc., must be encrypted.

Process and Technology Improvement Grant project proposals must delineate how all data and client personally identifiable information (PII) would be protected in accordance with Section 11(e)(8) of the Food and Nutrition Act of 2008, Federal regulations at 7 CFR 272.1(c), and the Privacy Act of 1974. Use and disclosure of information obtained from SNAP applications or recipient households is restricted to persons directly connected with the administration or enforcement of the Food and Nutrition Act of 2008 or its regulations as specified in 7 CFR 272.1(c). If a proposal involves the sharing of SNAP household data from a SNAP State agency to an external partner, the applicant must include the following information as a part of the grant proposal and, if awarded, the parties must sign an MOU outlining the following processes:

- All data and PII protection protocols the entity will take;
- How the data and findings will be used to further administration of SNAP;
- Data that will be exchanged using encrypted servers;
- How data will be stored and who will have access;
- Training procedures for individuals who will be handling PII;
- Procedures used to exchange the data between the two entities (may include a release of information signed by the client);
- Steps to be taken in case of a data breach; and
- Steps to securely destroy data 90 days after it is no longer in use.

Conflict of Interest and Confidentiality of the Review Process

The agency requires all panel reviewers to sign a conflict of interest and confidentiality form to prevent any actual or perceived conflicts of interest that may affect the application review and evaluation process. Names of applicants, including States and local governments, submitting an application will be kept confidential, except to those involved in the review process, to the extent permitted by law. In addition, the identities of the reviewers will remain confidential throughout the entire process. Therefore, the names of the reviewers will not be released to applicants.

Administrative Regulations

Federal Tax Liabilities Restrictions

None of the funds made available by this or any other Act may be used to enter into a contract, memorandum of understanding, or cooperative agreement with, make a grant to, or provide a loan or loan guarantee to, any corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency is aware of the unpaid tax liability, unless a Federal agency has considered suspension or debarment of the corporation and has made a determination that this further action is not necessary to protect the interests of the Government.

Felony Crime Conviction Restrictions

None of the funds made available by this or any other Act may be used to enter into a contract, memorandum of understanding, or cooperative agreement with, make a grant to, or provide a loan or loan guarantee to, any corporation that was convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency is aware of the conviction, unless a Federal agency has considered suspension or debarment of the corporation and has made a determination that this further action is not necessary to protect the interests of the Government.

Debarment and Suspension 2 CFR Part 180 and 2 CFR Part 417

A recipient chosen for an award shall comply with the non-procurement debarment and suspension common rule implementing Executive Orders (E.O.) 12549 and 12669, “Debarment and Suspension,” codified at 2 CFR Part 180 and 2 CFR Part 417. This common rule restricts sub-awards and contracts with certain parties that are debarred, suspended or otherwise excluded from or ineligible for participation in Federal assistance programs or activities. The approved grant recipient will be required to ensure that all sub-contractors and sub-grantees are neither excluded nor disqualified under the suspension and debarment rules prior to approving a sub-grant award by checking the System for Award Management (SAM) at [SAM.gov](https://sam.gov).

Universal Identifier and Central Contractor Registration 2 CFR Part 25

Requirement for System for Award Management. Unless you are exempted from this requirement under [2 CFR 25.110](#), you as the recipient must maintain current information in the SAM. This includes information on your immediate and highest-level owner and subsidiaries, as well as on all of your predecessors that have been awarded a Federal contract or Federal financial assistance within the last three years, if applicable, until you submit the final financial report required under this Federal award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another Federal award term.

Requirement for Unique Entity Identifier: If you are authorized to make subawards under this Federal award, you:

- Must notify potential subrecipients that no entity (see definition in paragraph C of this award term) may receive a subaward from you until the entity has provided its Unique Entity Identifier to you.
- May not make a subaward to an entity unless the entity has provided its Unique Entity Identifier to you. Subrecipients are not required to obtain an active SAM registration, but must obtain a Unique Entity Identifier.

Reporting Sub-award and Executive Compensation Information 2 CFR Part 170

The Federal Funding Accountability and Transparency Act (FFATA) of 2006 (Public Law 109–282), as amended by Section 6202 of Public Law 110–252, requires primary grantees of Federal grants and cooperative agreements to report information on sub-grantee obligations and executive compensation. FFATA promotes open government by enhancing the Federal Government’s accountability for its stewardship of public resources. This is accomplished by making Government information, particularly information on Federal spending, accessible to the general public.

Primary grantees, including State agencies, are required to report actions taken on or after October 1, 2010, that obligates \$30,000 or more in Federal grant funds to first- tier sub-grantees.

This information must be reported in the Government-wide FFATA Sub-Award Reporting System (FSRS). In order to access FSRS a current SAM registration is required. A primary grantee and first-tier sub-grantees must also report total compensation for each of its five most-highly compensated executives. Every primary and first-tier grantee must obtain a UEI number prior to being eligible to receive a grant or sub-grant award. Additional information will be provided to grant recipients upon award.

Duncan Hunter National Defense Authorization Act of Fiscal Year 2009, Public Law 110-417
Section 872 of this Act requires the development and maintenance of a Federal Government information system that contains specific information on the integrity and performance of covered Federal agency contractors and grantees. The Federal Awardee Performance and Integrity Information System (FAPIIS) is designed to address these requirements. FAPIIS contains integrity and performance information from the Contractor Performance Assessment Reporting System, information from SAM.gov, and suspension and debarment information from the SAM. FNS will review and consider any information about the applicant reflected in FAPIIS when making a judgment about whether an applicant is qualified to receive an award.

Freedom of Information Act (FOIA) Requests

The Freedom of Information ACT (FOIA), 5 U.S.C. 552, provides individuals with a right to access records in the possession of the Federal Government. The Government may withhold information pursuant to the nine exemptions and the three exclusions contained in the Act.

Application packages submitted in response to this grant solicitation may be subject to FOIA by requests by interested parties. In response to these requests, FNS will comply with all applicable laws and regulations, including departmental regulations.

FNS will forward a Business Submitter Notice to the requested applicant's point-of-contact. Applicants will need to review requested materials and submit and submit any recommendations within 10 days from the date of FNS notification. FNS will redact Personally Identifiable Information (PII).

For additional information on the Freedom of Information (FOIA) process, please contact the FNS Freedom of Information Act officer at FOIA@usda.gov.

USDA's Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

Privacy Policy

The USDA Food and Nutrition Service does not collect any personal identifiable information without explicit consent. To view the Agency's Privacy Policy, visit: usda.gov/privacy-policy.

CODE OF FEDERAL REGULATIONS AND OTHER GOVERNMENT REQUIREMENTS

This grant will be awarded and administered in accordance with the following regulations 2 Code of Federal Regulations (CFR), Subtitle A, Chapter II. Any Federal laws, regulations, or USDA directives released after this RFA is posted will be implemented as instructed.

Government-wide Regulations

- 2 CFR Part 25: "Universal Identifier and System for Award Management"
- 2 CFR Part 170: "Reporting Sub-award and Executive Compensation Information"
- 2 CFR Part 175: "Award Term for Trafficking in Persons"
- 2 CFR Part 180: "OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Non-Procurement)"
- 2 CFR Part 200: "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards"
- 2 CFR Part 400: USDA's implementing regulation of 2 CFR Part 200 "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards"
- 2 CFR Part 415: USDA "General Program Administrative Regulations"
- 2 CFR Part 416: USDA "General Program Administrative Regulations for Grants and Cooperative Agreements to State and Local Governments"
- 2 CFR Part 417: USDA "Non-Procurement Debarment and Suspension"
- 2 CFR Part 418 USDA "New Restrictions on Lobbying"
- 2 CFR Part 421: USDA "Requirements for Drug-Free Workplace (Financial Assistance)"
- 7 CRR Part 16: "Equal Opportunity for Religious Organizations"
- 41 U.S.C. Section 22 "Interest of Member of Congress"
- Freedom of Information Act (FOIA). Public access to Federal Financial Assistance records shall not be limited, except when such records must be kept confidential and would have been excepted from disclosure pursuant to the "Freedom of Information" regulation (5 U.S.C. 552)

General Terms and Conditions (T&Cs) of FNS grant awards may be obtained electronically in advance of an award. For a copy of T&Cs, please contact the Grant Officer noted in the [Section 7 "Federal Awarding Agency Contact."](#)

REPORTING REQUIREMENTS

Financial Reports

FNS requires grantees to enter the SF-425 (Federal Financial Report) into the FNS Food Program Reporting System (FPRS) on a quarterly basis. To access FPRS, the grant recipient must obtain USDA e-Authentication, verify their identity, and submit an FNS-674 form, which will be provided by the Grant Officer. A final Financial Status report is due 120 days after the termination date. For additional information on FPRS, visit fprs.fns.usda.gov/.

Performance Progress Reports (PPR)

Grantees will be required to submit progress reports to FNS 30 days following the end of each quarterly period, using the FNS-908 PPR form that will be sent to grantees at the time of award or the initial orientation. The reports should cover the preceding period of activity.

A final FNS-908 PPR identifying the accomplishments and results of the project will be due 120 days after the end date of the award. This report will be composed of an executive summary and the following:

- A project description including a summary of the major accomplishments, the difficulties encountered, and the solutions developed to resolve the difficulties.
- A discussion of the project results and lessons learned.
- Copies of any deliverables, media, or publicity releases/articles, and links to materials on websites, if applicable.

The final report should be sent in the form of an attachment to the FNS-908 not to exceed 25 pages.

Please note: The FNS-908 PPR form specific to this opportunity will be sent to grantees at the time of award or the initial orientation. Use of the FNS-908 PPR form for progress reports is required. Previous grantees that have not submitted reports timely will be evaluated as high risk. All activities reported on the FNS-908 must align with the required objective(s) from the [Fiscal Year 2024 Key Objectives](#) section above.

Major Change Reports

SNAP regulations at 7 CFR 272.15, require that State agencies inform FNS of [major changes](#) in program design at least 120 days prior to implementation and that State agencies collect and report data that FNS can use to identify and correct problems relating to integrity and access, particularly for certain vulnerable households. Grantees whose projects qualify as a major change must submit the major change quarterly report as well as the FNS-908 Performance Progress Report (PPR) form noted above.

FNS will host a webinar for recipients during the first quarter of the grant to provide more information on reporting responsibilities.

7. FEDERAL AWARDING AGENCY CONTACT

For questions regarding this solicitation, please contact the Grant Officer:

Jee Chang

Grant Officer, Grants and Fiscal Policy Division
U.S. Department of Agriculture, FNS
E-mail: jeewon.chang@usda.gov

8. OTHER INFORMATION

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. The Grants Officer will send additional information on debriefing requests to non-selected applicants. FNS reserves the right to provide this debriefing orally or in written format.

APPENDIX A: TIPS FOR PROPOSAL WRITERS

The **Project Design** section is the applicant's opportunity to convince reviewers that the proposed project meets the selection criteria. Below are general recommendations to help applicants present their project in a way the reviewers will find most compelling and persuasive.

- Utilize the resources on the Grants.gov [Applicant Training](#) webpage, [FedRAMP](#), Georgetown University's [Digital Benefits Hub](#), Urban Institute's [SNAP Modernization Projects](#), and other online resources.¹²
- Clearly define the proposal's impact on the SNAP certification and eligibility determination process.
- If the proposal involves improvements that will affect additional programs, ensure PTIG funds are only going to fund SNAP's share of project costs.
- Ensure the application includes all required information, including a letter of commitment or endorsement, if needed.
- The executive summary should address which of the FY 2024 Objectives the project aims to achieve, and which part of the SNAP certification process the project will improve by. The executive summary should not exceed one page.
- Avoid circular reasoning; for instance, don't define the problem addressed by the proposed project as the lack of the solution proposed in the application.
- Format the application to match the outline proposed in [Section 4 "Application and Submission Information."](#)
 - Follow the instructions and discuss each criterion in the order presented.
 - Use headings to differentiate narrative sections by criterion.
- Make sure budget figures are consistent across the required forms, budgets, and narratives.
- Address how the applicant will cover ongoing costs after the grant period ends.
- Ensure the project has a strong qualitative and quantitative evaluation plan that will use data to show that the project is resolving the problem identified.
- Be clear and succinct. Reviewers are not interested in jargon, boilerplate, rhetoric, or exaggeration. They are interested in learning precisely what you intend to do, and how your project responds to the selection criteria.
- Explicitly describe how the proposed project will meet the RFA's criteria and provide qualitative or quantitative data to show the impact of the proposed change on SNAP clients.
- Avoid making assumptions. Do not assume the reviewers know anything about you, your partner organizations, or the proposed project.
- Avoid overuse of acronyms and be sure to define any acronyms in the application.
- Ensure that your proposal does not require waivers of SNAP regulations.
- If you are a non-governmental organization, work with your SNAP office to ensure that your proposal is clear and follows SNAP regulations.

¹² Digital resources may be helpful in informing the content of your proposed project; however, FNS is not responsible for the contents of these webpages. It is the applicant's responsibility to ensure the project aligns with the objectives and requirements of the PTIG RFA.

APPENDIX B: RFA BUDGET NARRATIVE CHECKLIST

FOR GRANT APPLICANT USE ONLY. DO NOT RETURN THIS FORM WITH THE APPLICATION.

This checklist will assist you in completing the budget narrative portion of the application. Please review the checklist to ensure the budget narrative addresses the items below. The budget and budget narrative, as well as forms SF-424 and SF-424A, must be in line with the proposal project description (statement of work) bona fide need. FNS reserves the right to request information not clearly addressed. All funding requests must be in whole dollars.

ITEM	YES	NO
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 percentage of time the Project Director will devote to the project in full-time equivalents (FTE)?		
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 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? For example, include excerpt from travel regulations.		
Equipment		
Is the need for the equipment justified in the narrative?		
Are the types of equipment, unit costs, and the number of items purchased for the project listed in the budget?		
Is the basis for the cost per item or other basis of computation stated in the budget?		

ITEM	YES	NO
Supplies		
Are the types of supplies, unit costs, and the number of items purchased for the project 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 associated costs after FNS awards the contract .)		
Is the bona fide need clearly identified in the project description to justify the cost for a contract or sub-grant expense(s) shown on the budget?		
A justification for all Sole-source contracts is in the budget narrative prior to approving this identified cost.		
Other		
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 an itemized list of all direct cost and fees, number of personnel including the position title (specialty and specialized qualifications as appropriate to the costs), number of estimated hours and hourly wages per hour, and all expenses and fees directly related to the proposed services to be rendered to the project.		
For all other line items listed under the “Other” heading – List all items covered within “Other” along with the methodology on how the applicant derived the costs charged to the program.		
If the proposal involves improvements that will affect additional programs, are PTIG funds only going to fund SNAP’s share of project costs?		
Indirect Costs		
Has the applicant obtained a Negotiated Indirect Cost Rate Agreement (NICRA) from a Federal Agency? If yes, provide a copy of the most recent and signed negotiated rate agreement along with the application.		
2 CFR 200 allows any non-Federal entity (NFE) that has never received a negotiated indirect cost rate to charge a de Minimis rate of 10% of modified total direct costs (MTDC), which the NFE may use indefinitely as a Federally negotiated rate.		

APPENDIX C: 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 Food and Nutrition Service Agency's (FNS) uses the responses to this questionnaire to assist in the 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
1. Has your organization received a Federal award within the past 3 years?	<input type="checkbox"/>	<input type="checkbox"/>
2. Does your organization utilize accounting software to manage your financial records?	<input type="checkbox"/>	<input type="checkbox"/>
3. Does your accounting system identify the receipt and expenditure of program funds separately for each grant?	<input type="checkbox"/>	<input type="checkbox"/>
4. Does your organization have a dedicated individual responsible for monitoring organizational funds, such as an accountant or a finance manager?	<input type="checkbox"/>	<input type="checkbox"/>
5. Does your organization separate the duties for staff handling the approval of transactions and the recording and payment of funds?	<input type="checkbox"/>	<input type="checkbox"/>

6. Does your organization have the ability to specifically identify and allocate employee effort to an applicable program?	<input type="checkbox"/>	<input type="checkbox"/>
7. Does your organization have a property /inventory management system in place to track location and value of equipment purchased under the award?	<input type="checkbox"/>	<input type="checkbox"/>

AUDIT REPORTS AND FINDINGS		Yes	No
Requirement			
1. Has your organization been audited within the last 5 fiscal years? <i>(If the answer is “Yes” and this report was issued under the Single Audit Act please note this in the box below marked “Additional Information” and if not issued under the “Single Audit Act”, please attach a copy or provide a link to the audit report in the Hyperlink space below).</i>	<input type="checkbox"/>	<input type="checkbox"/>	
2. If your organization has been audited within the last 5 fiscal years, was there a “Qualified Opinion” or an “Adverse Opinion”?	<input type="checkbox"/>	<input type="checkbox"/>	
3. If your organization has been audited within the last 5 fiscal years, was there a “Material Weakness” disclosed?	<input type="checkbox"/>	<input type="checkbox"/>	
4. If your organization has been audited within the last 5 fiscal years, was there a “Significant Deficiency” disclosed?	<input type="checkbox"/>	<input type="checkbox"/>	
Hyperlink (if available):			
Additional information including expanding on responses in previous sections:			

APPLICANT CERTIFICATION

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

Signature of Authorized Representative

Date

Name of Authorized
Representative:
Phone Number:
Email:

APPENDIX D: FNS-908 PERFORMANCE PROGRESS REPORT (PPR)

FOR REFERENCE ONLY.

Validate Form	Submit by Email	UNITED STATES DEPARTMENT OF AGRICULTURE Food and Nutrition Service	<small>OMB Number: 0584-0512 Expiration Date: 7/31/2025</small>																																																																																								
PERFORMANCE PROGRESS REPORT			Management Settings																																																																																								
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<small>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 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 3 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. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Food and Nutrition Service, Office of Policy Support, 1320 Braddock Place, 5th Floor, Alexandria, VA 22314, ATTN: PRA (0584-0512*). Do not return the completed form to this address.</small>																																																																																											
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Form FNS-908
Version Number: 1.4 09-22

SBU
Page 1

Electronic Form Version Designed in Adobe AEM 6.4 Version

Program Management Information**1. Progress Summary**

Provide summary of progress this reporting period, highlighting your greatest achievements and challenges to date in this reporting period. For challenges, how did you resolve or overcome them? (Max 2000 characters):

2. Personnel Information

a. Number of FTEs:

b. Were there any changes in key personnel? Yes No

c. If yes, please describe the changes in key personnel, including the individual leaving/joining the project as well as the name and contact information (email address, phone number, and name of organization) of the individual. Note: This information does not serve as a formal request to approve the change in key personnel. This request must be forwarded to the Grants Officer in a separate request (Max 2000 Characters):

3. Projected Amendments (Cost and No-Cost)

a. Number of amendments projected this upcoming quarter?

b. Do the projected amendment(s) require FNS approval? Yes No

c. Please describe the type of amendment(s) projected and justification for each. Note: This information does not serve as a formal request to approve amendments. This request must be forwarded to the Grants Officer in a separate request (Max 2000 characters):

4. Expenditures/Purchases:

a. Were there any significant expenditures or purchases, including any contracts entered during this reporting period? Yes No

b. If so, please describe (Max 2000 Characters):

5. Deviations (Changes this quarter outside of the agreed upon budget, timeline, or scope):

a. Have there been any deviations? Yes No b. Type: Budget Timeline Scope Other

c. Describe any deviation(s), including a justification and impacts to budget/timeline (Max 2000 characters):

d. Please describe proposed activities to mitigate the impact of the deviation(s) (Max 2000 characters):

Page 2

Program Management Information (Continued)**6. Upcoming Activities and Anticipated Changes**

a. Please describe activities planned for next quarter (Max 2000 Characters):

b. Do you anticipate any changes in your project timeline, activities or cost? Yes No

c. If yes, please explain the anticipated changes (Max 2000 Characters):

7. Final Reporting Summary (Final Reporting Period Only)

a. Are all goals and objectives completed at this time? Yes No

b. If no to answer 7a, briefly describe the goals and objectives that were not completed and why they were not completed (Max 2000 Characters):

c. Was the project budget sufficient for meeting the project goals? Yes No

d. If no to answer 7c, briefly describe why the budget was insufficient for meeting the project goals (Max 2000 Characters):

8. Additional Comments (Max 2000 Characters)

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