



## **The Emergency Food Assistance Program (TEFAP) Reach and Resiliency Grants**

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**Fiscal Year 2022 Request for Applications (RFA)**

**Catalog for Federal Domestic Assistance Number (CFDA): 10.568**

**Release Date: December 6, 2021**  
**Application Due Date: 11:59 PM, Eastern Standard Time (EST), February 4, 2022**  
**Anticipated Award Date: March 2022**

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## APPLICATION CHECKLIST

This Application Checklist provides applicants with a list of the required documents. However, FNS expects that applicants will read the entire 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 should not be submitted as part of the Application Package.

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

1. Obtain a Dun & Bradstreet Data Universal Numbering System (DUNS) number;
2. Register the DUNS number in the System for Award Management (SAM); and,
3. Register in Grants.gov.

When **preparing your application**, ensure:

1. Application format and narrative meet the requirements included in Section 4 “[Application and Submission Information](#).” This includes page limits, priorities outlined in Section 4, and all necessary attachments. Please note that **FNS strongly suggests use of the TEFAP Reach and Resiliency grant application template, as provided in Appendix A, to prepare an application package.**

When **preparing your budget (SF-424A and corresponding Budget Narrative)**, ensure the following information is included:

1. All key staff proposed to be paid by this grant.
2. The percentage of time the Project Director will devote to the project in full-time equivalents (FTEs).
3. Your organization’s fringe benefit rate and amount, as well as the basis for the computation and a list of the type of fringe benefits to be covered with Federal funds. You must also provide a copy of the Fringe Benefit Rate Agreement.
4. Itemized travel expenses (including type of travel), travel justifications and basis for lodging estimates.
5. Types of equipment and supplies, justifications, and estimates, ensuring that the budget is in line with the project description.
6. Information for all contracts and justification for any sole-source contracts.
7. Justification, description and itemized list of all consultant services.
8. Indirect cost information (either a copy of a Negotiated Indirect Cost Rate Agreement (NICRA) or if no agreement exists and the applicant has never been approved for a NICRA, they may charge up to 10% de minimis). If applicant is requesting the de minimis rate or indirect costs are not requested, please indicate this in the budget narrative.

When **submitting** your application, ensure you have submitted the following:

1. SF-424 – [Application for Federal Assistance](#) (fillable PDF in Grants.gov)
2. SF-424A – [Budget Information and Instruction Form](#) (fillable PDF in Grants.gov)
3. SF-424B – [Assurances for Non-Construction Programs](#) (fillable PDF in Grants.gov)
4. SF-LLL – [Disclosure of Lobbying Activities](#) (fillable PDF in Grants.gov)
5. FNS-906 – [Grant Program Accounting System & Financial Capability Questionnaire](#) (Appendix D – a version is also available under “Related Documents” in Grants.gov. Fill out the form and upload using the “Add Attachments” button)
6. Negotiated Indirect Cost Rate Agreement (PDF - Upload using the “Add Attachments” button under SF-424 item #15)

## Table of Contents

<b>Application Checklist</b>	<b>2</b>
<b>1. PROGRAM DESCRIPTION &amp; OBJECTIVE</b>	<b>4</b>
Grant Description .....	4
Key Objective .....	5
<b>2. FEDERAL AWARD INFORMATION</b>	<b>5</b>
Allowable Costs.....	6
<b>3. ELIGIBILITY INFORMATION</b>	<b>8</b>
Eligible Applicants.....	8
Cost Sharing or Matching Considerations .....	8
Other Eligibility Criteria .....	8
Pre-Award Screening Requirements.....	8
Acknowledgement of USDA Support.....	9
<b>4. APPLICATION AND SUBMISSION INFORMATION</b>	<b>9</b>
Content and Form of Application Submission .....	9
Submission Date .....	14
Preparing for Electronic Application Submission through Grants.gov .....	15
How to Submit an Application via Grants.gov .....	16
Grants.gov Receipt Requirements and Proof of Timely Submission .....	16
Intergovernmental Review .....	17
<b>5. APPLICATION REVIEW INFORMATION</b>	<b>17</b>
Evaluation of Grant Application Criteria.....	17
REVIEW CRITERIA.....	17
EVALUATION FACTORS AND CRITERIA .....	17
Review and Selection Process .....	18
<b>6. FEDERAL AWARD ADMINISTRATION INFORMATION</b>	<b>18</b>
FEDERAL AWARD NOTICE .....	18
ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS .....	19
Confidentiality of an Application .....	19
Conflict of Interest and Confidentiality of the Review Process .....	19
Administrative Regulations.....	20
Code of Federal Regulations and Other Government Requirements .....	21
REPORTING REQUIREMENTS .....	22
Financial Reports .....	22
Performance Progress Report (PPR).....	22
<b>7. FEDERAL AWARDED AGENCY CONTACTS</b>	<b>23</b>
<b>8. OTHER INFORMATION</b>	<b>23</b>
Debriefing Requests.....	23
<b>9. APPENDICES</b>	<b>24</b>
APPENDIX A: TEFAP Reach and Resiliency Grant Application Template .....	24
APPENDIX B: Maximum Eligible Funding Worksheet .....	34
APPENDIX C: Template Letter of Intent.....	36
APPENDIX D: FNS -906 Grant Program Accounting System & Financial Capability Questionnaire.....	37
APPENDIX E: FNS-908 Performance Progress Report – For Reference Only.....	39
APPENDIX F: Supplemental Reporting Questions Template .....	42
APPENDIX G: RFA Budget Narrative Checklist .....	43

## 1. PROGRAM DESCRIPTION & OBJECTIVE

On June 4, 2021, the U.S. Department of Agriculture (USDA) announced a \$1 billion investment in its [Build Back Better](#) Initiative to support and expand the country's emergency food network so that food banks and local organizations can reliably serve their communities. Build Back Better efforts are intended to improve access to nutritious food and provide resources to historically underserved and marginalized populations adversely affected by persistent poverty and inequality. Additionally, Build Back Better efforts are designed to provide ongoing support for producers and workers, and create a more resilient food system. Of the \$1 billion investment, USDA announced that \$100 million is being offered through a new grant initiative aimed at helping food assistance organizations meet The Emergency Food Assistance Program (TEFAP) requirements, strengthen infrastructure, and expand TEFAP's reach into underserved communities. These grants will be offered directly to State agencies that operate TEFAP.

Out of the \$100 million, \$50 million is being made available at this time for a *first round* of TEFAP Reach and Resiliency grants, as described below. Funding and legislative authority to issue the TEFAP Reach and Resiliency grants are provided by Section 1001(b)(4) of the American Rescue Plan Act (ARPA, P.L. 117-2).

### Grant Description

The COVID-19 pandemic has had devastating impacts on our nation's food systems and economy, forcing millions of Americans to turn to the country's emergency food network for aid. Food banks, food pantries, and other community organizations have valiantly stepped up to meet this increase in need while simultaneously ensuring that staff and recipients are not unnecessarily exposed to the dangers of COVID-19. We applaud them for these efforts, while also recognizing that the pandemic has exposed some inequities within our Nation's broader emergency food network – especially in remote, rural, Tribal, and/or low-income communities. As the country rebounds from the most devastating effects of the pandemic, we must take the time to reflect on how we can build back better so that TEFAP's collective reach spreads to all ends of the country and to all eligible individuals in need.

In accordance with 7 CFR 251.4(k) and USDA's Build Back Better initiative, the key objective of the TEFAP Reach and Resiliency grants is to:

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

TEFAP State agencies are invited to apply for TEFAP Reach and Resiliency grant funding by submitting an application for funding. That application must include a project plan that details how the State agency will work with stakeholders to achieve the objective of the grant program, among other applications requirements as outlined in [Section 4](#) of this RFA.

An important first step towards achieving the grant objective may be to examine reach of the program; and grant funds can be used to support assessments of Program reach within a State/Territory to identify underserved remote, rural, Tribal, and/or low-income communities in addition to implementing strategies to expand reach in these areas. TEFAP Reach and Resiliency grants provide State agencies with an opportunity to re-envision how they can work with currently participating organizations and/or new partner organizations, including second priority organizations as defined at 7

CFR 251.4(h), to reach underserved populations. Activities undertaken with grant funds may look vastly different among States/Territories; however, in all cases, activities should be informed by relevant data and/or the expert advice of program stakeholders. These stakeholders may include but are not limited to eligible recipients of TEFAP food, current TEFAP organizations, new and/or future partner TEFAP organizations, other community organizations involved in food security and/or emergency feeding, and local and/or State governmental agencies. All activities must also focus on expansion into remote, rural, Tribal, and/or low-income areas that are currently underserved by the program. Underserved areas are defined as those in which TEFAP foods are not easily accessible to all eligible populations as determined by the State agency.

As noted earlier, at this time, \$50 million of the \$100 million in TEFAP Reach and Resiliency grants are being made available to TEFAP State agencies on a competitive basis. Each TEFAP State agency is eligible to apply for an amount of funding up to the maximum amount outlined for their State/Territory in Appendix B. The total amount of funding requested for the project must be outlined in the applicant’s submitted SF-424, SF-424A, and Budget Narrative. Maximum eligible funding amounts as outlined in Appendix B were established utilizing the TEFAP funding formula at 7 CFR 251.3(h), with a base funding amount incorporated. No minimum funding amount is established. Only those State agency projects that meet the purposes of the TEFAP Reach and Resiliency grants will be funded; and FNS reserves the right to fund projects in whole or in part.

TEFAP Reach and Resiliency grants will be available for approximately a two-year period of performance.

A second round of TEFAP Reach and Resiliency grants will be announced at a later date. The second round of grants will include the remaining \$50 million dedicated to TEFAP from the Build Back Better initiative plus any portion of round one TEFAP Reach and Resiliency funds that are not utilized. FNS will use lessons learned from this first round of TEFAP Reach and Resiliency grants to determine how best to target and allocate the second round of funding.

### Key Objective

The key objective for this grant is below. As noted in the “Activities/Indicators Tracker” [section](#) below (Section 4), proposed activities should be clearly aligned to this objective.

Objective
Expand TEFAP’s reach into remote, rural, Tribal and/or low-income areas that are underserved by the program.

## 2. FEDERAL AWARD INFORMATION

The following information is intended to provide applicants with information to help applicants make informed decisions about proposal submissions.

1. Total amount of funding expected to award: \$50,000,000
2. Anticipated number of awards: 54
3. Anticipated award announcement date: March 2022
4. Expected amounts of individual Federal awards: \$270,160 - \$5,009,485. State agencies are eligible to apply for any amount of funding up to their State agency’s maximum eligible funding amount as outlined in Appendix B.
5. Anticipated start dates and period of performance: April 1, 2022 – March 31, 2024
6. Application due date: February 4, 2022

7. Letter of intent due date: January 5, 2022

Please note:

1. Grant awards are contingent upon the availability of Federal funding and/or appropriations of funds.
2. FNS reserves the right to use this solicitation, i.e., Request for Application, and competition to award additional grants this year or the subsequent fiscal year, should additional funds become available.
3. A second round of TEFAP Reach and Resiliency grant funding will be made available at a future date. Grant requirements for the second round of funding will build upon lessons learned from this initial opportunity.

### Allowable Costs

Only costs that are necessary, reasonable, and allocable under 2 CFR Part 200, Uniform Administrative Requirements, and which meet the specific criteria of the grant may be charged to this grant. State agencies may provide the funds to TEFAP eligible recipient agencies (ERAs) through a subgrant process if they so choose.

The provisions of 2 CFR Part 200 Subpart E allow FNS to make reasonable judgments as to what is necessary and reasonable to be approved for funding in a project proposal. The chart included below provides examples of activities and services in each budget category that may be considered for funding through TEFAP Reach and Resiliency as well as those activities and services that will not be considered for funding.

Budget Category	FNS will consider funding	FNS will not fund
<b>Personnel and Fringe Benefits</b> Note: staff will only be funded for the duration of the grant period (2 years)	Salaries and benefits of State agency and/or ERA staff directly involved in organizing, managing, or conducting activities outlined in the proposed TEFAP Reach and Resiliency project plan.	Salaries and benefits of State agency or ERA staff who are not directly involved in organizing, managing, or conducting activities outlined in the proposed TEFAP Reach and Resiliency project plan (i.e., staff time must be properly cost allocated between normal TEFAP duties and those activities conducted for the grant).
<b>Travel</b> (in-State and out of State)	In-State travel expenses (food – not including alcohol, lodging, transportation) for State agency and/or ERA staff directly involved in organizing, managing, or conducting activities outlined in the proposed TEFAP Reach and Resiliency project plan.	Travel to conferences and/or training with no relation to the objective of the TEFAP Reach and Resiliency grant.
	In State or out of State travel expenses (food – not including alcohol, lodging, transportation) for State agency and/or ERA staff to attend conferences and/or training that will be utilized to carry out the proposed TEFAP Reach and	

<b>Budget Category</b>	<b>FNS will consider funding</b>	<b>FNS will not fund</b>
	Resiliency project plan.	
<b>Food</b>	Food is not an allowable use of funding unless intended for the purposes mentioned above.	Food to be used as refreshments during a meeting, activity, or event.
		Food intended for distribution to TEFAP participants or through TEFAP ERAs.
<b>Materials/Supplies</b>	Crates, boxes, shelving, thermometers, personal protective equipment, and other such materials and supplies necessary for reaching underserved areas or populations.	
	Handouts, flyers, posters, bulletin boards, banners, or other like materials necessary for reaching underserved areas.	
<b>Equipment (items with more than a \$5,000 unit cost)</b>	Forklifts, pallet jackets, refrigerators, freezers, vehicles, and other such equipment necessary for reaching underserved areas or populations.	Purchase of land or buildings, and the construction of new buildings.
	Building and warehouse renovations at the State or ERA level necessary for reaching underserved areas or populations.	
	Computer software or hardware, or other information technology equipment, necessary for reaching underserved areas or populations.	
<b>Contractual</b>	Contractual staff who will work to identify underserved areas or gaps in current TEFAP coverage, or who will perform other activities as outlined in the proposed TEFAP Reach and Resiliency project plan.	
<b>Other</b>	Building and warehouse renovations at the State or ERA level necessary for reaching underserved areas or populations.	
	Training for State agency and/or ERA staff on the safe and efficient distribution of TEFAP food, necessary for reaching underserved areas or populations.	
	Training for State agency and/or ERA staff necessary to identify underserved areas or gaps in TEFAP coverage.	

Budget Category	FNS will consider funding	FNS will not fund
	Training for State agency and/or ERA staff on topics such as cultural competency, community engagement/organization, and racial equity, which are necessary for reaching underserved areas or populations.	
	Translation of State agency or ERA materials into other languages, necessary for reaching underserved areas or populations.	

### 3. ELIGIBILITY INFORMATION

#### Eligible Applicants

- State agencies that administer TEFAP, as defined at 7 CFR 251.3, are eligible to apply.

#### Cost Sharing or Matching Considerations

- There are no cost sharing or matching requirements for this program.

#### Other Eligibility Criteria

- N/A

#### 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, are required to 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:

1. SAM.gov, the *System for Award Management*, the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS
2. FAPIIS, the *Federal Awardee Performance and Integrity Information System* that has been established to track contractor misconduct and performance
3. Dun & Bradstreet, the system where applicants establish a DUNS number that is used by the Federal government to better identify related organizations that are receiving funding under grants and cooperative agreements
4. FNS Risk Assessment Questionnaire (Appendix D). Applicants must complete the FNS-906: Grant Program Accounting System & Financial Capability Questionnaire in Appendix D 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.

1. 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.
2. Grant recipients *may* be asked to host USDA officials for a site visit during the course of their grant award. All 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 Submission

FNS strongly encourages eligible applicants interested in applying to this program to adhere to the following applicant format **and to utilize the TEFAP Reach and Resiliency grant application template, as provided in Appendix A, to prepare an application package. The information requested in the application template is required for your application to be considered complete. If the application template is not used, all requested information must be submitted in a similar format.**

Regardless of whether the template is used or an alternative format, the proposed project plan should be presented on an 8 ½” x 11” document with white background with at least 1-inch margins on the top and bottom. All pages should be single-spaced, in 12-point font. We anticipate that the project plan with relevant information will be captured on no more than 8-10 pages, not including the cover sheet, table of contents, resumes, letter of commitment(s), endorsement letter(s), budget narrative(s), attachments/appendices, and required forms. All pages, excluding the form pages, should be numbered.

### Special Instructions:

- Late application submission will not be considered in this competition. 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.
- Applications submitted without the required supporting documents, forms, certification will not be considered.
- Applications missing a written proposal or budget narrative will not be considered.
- FNS reserves the right to request clarification on any application submitted in response to this solicitation.
- Applications not submitted via Grants.gov will not be considered.
- 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.

All applications must include the following elements:

#### Cover Sheet

The cover page should include, at a minimum:

- Applicant's name and mailing address
- Primary contact's name, job title, mailing address, phone number and e-mail address
- Grant title and subprogram title (if applicable)

**Filling out Section 1 of the TEFAP Reach and Resiliency grant application template in full, as provided in Appendix A, fulfills the Cover Sheet requirement. The information requested in Section 1 of the application template is required for your application to be considered complete. If the application template is not used, applicants must submit all requested information as outlined in Section 1 of the TEFAP Reach and Resiliency grant application template (Appendix A), in a similar format.**

#### Table of Contents

The Table of Contents should include relevant sections, subsections and associated page numbers.

**Filling out Section 2 of the TEFAP Reach and Resiliency grant application template in full, as provided in Appendix A, fulfills the Table of Contents requirement. The information requested in Section 2 of the application template is required for your application to be considered complete. If the application template is not used, applicants must submit all requested information as outlined in Section 2 of the TEFAP Reach and Resiliency grant application template (Appendix A), in a similar format.**

#### Application Project Summary

The application project summary should concisely describe the proposed project activities and how those activities will help you meet the key objective of the TEFAP Reach and Resiliency grant. Applicants should also include mention of the organizations and/or agencies that they will partner with on the project in the project summary.

**Filling out Section 3 of the TEFAP Reach and Resiliency grant application template in full, as provided in Appendix A, fulfills the requirements of this section. The information requested in Section 3 of the application template is required for your application to be considered complete. If the application template is not used, applicants must submit all requested information as outlined in Section 3 of the TEFAP Reach and Resiliency grant application template (Appendix A), in a similar format.**

#### Project Narrative

The project narrative should clearly identify what the applicant is proposing and how it will address and examine the objective outlined above in the sections entitled, *Program Description*, and *Key Objective*, and the expected results and/or benefits achieved. In their project narrative, applicants must provide responses to all questions as outlined in Section 4 of the TEFAP Reach and Resiliency grant application template (Appendix A). These questions relate to project design, methodology, procedures, timetables, monitoring/oversight, expected results, and staffing. The project narrative must also contain all attachments requested in Section 4 of the TEFAP Reach and Resiliency grant application template (Attachment A). Grantees should reference Section 4 of the TEFAP Reach and Resiliency grant application template (Appendix A) for a full list of project narrative requirements. A summary of requirements is listed here:

- The submission of a current TEFAP State plan of operation, as an attachment;
- The submission of a list of all TEFAP ERAs currently operating in the State, including those ERAs that have an agreement with another ERA, as an attachment. The list should indicate whether or not the ERA is operating TEFAP under an agreement with the State agency or another ERA, the name of the other ERA (if applicable), and the street address(es) of any TEFAP distribution sites (as defined in 7 CFR 251.3(c)) that are operated by the ERA. Applicants must submit the list as an Excel attachment that follows the format outline in Question 2, Section 4 of the TEFAP Reach and Resiliency grant application template (Appendix A);
- The submission of a detailed assessment of TEFAP’s current reach within the State, including the identification of any remote, rural, Tribal, and/or low-income areas that are currently underserved by the program (i.e., areas in which TEFAP foods are not easily accessible to all eligible populations, as determined by the State agency). This assessment may be accompanied by attachments (e.g., a map of served/underserved zip codes within the State/Territory, or a map of TEFAP ERAs overlaid with a map of remote, rural, Tribal, and/or low-income areas) if necessary. As an alternative to submitting a detailed assessment, applicants may provide an explanation of how they will utilize grant funds to complete such an assessment to identify remote, rural, Tribal, and/or low-income areas underserved by the Program;
- An explanation of how the above mentioned assessment was conducted, or how it will be conducted with grant funds;
- A description of how “remote,” “rural,” “Tribal,” and “low-income” were defined in the assessment, or a description of how those terms will be defined in any assessment conducted with grant funds. There are many available definitions of these concepts to draw from, and the description provided should include an explanation of why specific definitions were chosen and how they were adapted to local context, if necessary<sup>1</sup>;
- A description of the applicant’s specific plans for utilizing TEFAP Reach and Resiliency grant funding to work with stakeholders (including but not limited to recipients of TEFAP food, current TEFAP organizations, new and/or future partner TEFAP organizations, other community organizations involved in food security and/or emergency feeding, and local and/or State governmental agencies) to expand TEFAP’s reach in remote, rural, Tribal, and/or low-income areas underserved by the program;
- A description of how applicants consulted with relevant stakeholders and/or utilized available data to form their project plan;
- The expected results of the grant project and a description of how the applicant will monitor and measure progress toward the expected results;
- The name and title of the grant Project Manager(s) or Coordinator(s), and a description of their qualifications to manage or coordinate project activities;
- A list of any partnerships that the State will enter into to carry out grant activities, or any sub grant processes that will be established, and a description of any sub grant monitoring and oversight processes that will be established; and
- A summary timeline of grant activities.

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<sup>1</sup> Numerous Federal definitions of “remote,” “rural,” and “low-income” exist and may be useful to State agencies looking for guidance on definitions to employ in a TEFAP Reach and Resiliency grant project. Please see the following resources for more information: [USDA Economic Research Service \(ERS\) Frontier and Remote Area Codes](#); [U.S. Office of Management and Budget Metropolitan and Micropolitan Statistical Areas](#); [Census Bureau Rural-Urban Classifications](#); [USDA ERS Rural-Urban Commuting Area Codes](#); and [Census Bureau American Indian and Alaska Native Geographic Areas](#); and Census Bureau. The following data tools may also be of use: [USDA ERS Food Environment Atlas](#); [USDA ERS Food Access Research Atlas](#); [FNS Summer Food Service Program Rural Designation Map](#); and [Centers for Disease Control and Prevention Social Vulnerability Index](#).

**Filling out Section 4 of the TEFAP Reach and Resiliency grant application template in full, as provided in Appendix A, fulfills the requirements of this section. The information requested in Section 4 of the application template is required for your application to be considered complete. If the application template is not used, applicants must submit all requested information as outlined in Section 4 of the TEFAP Reach and Resiliency grant application template (Appendix A), in a similar format.**

Activities/Indicators Tracker

Proposed Activities and indicators measuring success must be mapped to the Program Objective (as described in [Section I](#) – PROGRAM DESCRIPTION) in the below format. Proposed activities should include an estimated timeline for start and completion and should be listed in chronological order. Activities must also be accompanied by one or more indicators. An indicator is defined as a metric that relates to the grant objective (*Expand TEFAP’s reach into remote, rural, Tribal, and/or low-income areas that are underserved by the program*) and that you anticipate that you will be able to track during the period of performance of the grant. Examples of indicators include Number of people attending community meetings; Number of ERA and/or State agency staff trained on a specific topic; Percentage of TEFAP recipients in specific remote, rural, Tribal, and/or low-income areas satisfied with program access; Number of eligible participants in specific remote, rural, Tribal, and/or low-income areas with improved access to a TEFAP distribution site; Percentage of eligible recipients residing in specific remote, rural, Tribal, and/or low-income areas who accessed the Program during the reporting period; etc.

<b>Objective: Expand TEFAP’s reach into remote, rural, Tribal and/or low-income communities underserved by the program.</b>				
<b>Activity</b>	<b>Estimated Start Date</b>	<b>Estimated Completion Date</b>	<b>Indicator (may have multiple indicators for one activity)</b>	<b>Indicator Target(s)</b>
<i>(Ex.) 1 - Identify remote, rural, Tribal, and/or low-income communities that are underserved by TEFAP and brief TEFAP stakeholders on results.</i>	<i>(Ex.) March 2022</i>	<i>(Ex.) September 2022</i>	<i>(Ex.) 1.1 - Professional evaluation of TEFAP’s current reach completed.</i>	<i>(Ex.) 1 evaluation completed</i>
			<i>(Ex.) 1.2 - Number of briefing meetings held with stakeholders to present evaluation results and discuss plans for increasing program reach.</i>	<i>(Ex.) 6 meetings held</i>
<i>(Ex.) 2 – Establish TEFAP distribution site in rural Clay County.</i>	<i>(Ex.) March 2022</i>	<i>(Ex.) March 2023</i>	<i>(Ex.) 2.1 – Community meetings held</i>	<i>(Ex.) 3 meetings held</i>
			<i>(Ex.) 2.2 – ERA agreement signed</i>	<i>(Ex.) 1 agreement signed</i>
			<i>(Ex.) 2.3 –ERA staff/volunteers trained in food safety and social service delivery</i>	<i>(Ex.) 6 staff/volunteers trained</i>

<b>Objective: Expand TEFAP’s reach into remote, rural, Tribal and/or low-income communities underserved by the program.</b>				
<b>Activity</b>	<b>Estimated Start Date</b>	<b>Estimated Completion Date</b>	<b>Indicator (may have multiple indicators for one activity)</b>	<b>Indicator Target(s)</b>
			(Ex.) 2.4 – Food distributed through ERA	(Ex.) 20,000 lbs. distributed
			(Ex.) 2.5 – Eligible recipients accessing TEFAP foods in Clay County	(Ex.) 300 recipients served
(Ex.) 3 – Expand TEFAP distribution hours for eligible populations living on Tribal land through mobile distributions.	(Ex.) September 2022	(Ex.) September 2023	(Ex.) 3.1 – Mobile distribution trucks purchased	(Ex.) 4 trucks purchased
			(Ex.) 3.2 – Eligible recipients accessing TEFAP on Tribal land	(Ex.) 5000 recipients served
			(Ex.) 3.3 – Eligible recipients satisfied with program access	(Ex.) 80% of recipients satisfied
(Ex.) 4 – Better serve eligible immigrant and ESL populations in Oak City,	(Ex.) December 2022	(Ex.) June 2023	(Ex.) 4.1 Cultural competency trainings held for ERA staff/volunteers	(Ex.) 5 trainings held
			(Ex.) 4.2 ERA staff/volunteers trained in cultural competency	(Ex.) 100 staff/volunteers trained
			(Ex.) 4.3 Materials translated into different languages.	(Ex.) 5000 flyers printed
			(Ex.) 4.4 Meetings held with immigrant and ESL stakeholder groups	(Ex.) 3 meetings held
(Ex.) 5 – Improve TEFAP infrastructure in remote areas.	(Ex.) March 2023	(Ex.) February 2024	(Ex.) 5.1 Improved refrigeration capacity	(Ex.) 7 new freezers/fridges installed
			(Ex.) 5.2 Building repairs completed	(Ex.) 1 leaking roof replaced
			(Ex.) 5.3 Trucks purchased for home deliveries	(Ex.) 2 trucks purchased

**Filling out Section 5 of the TEFAP Reach and Resiliency grant application template in full, as provided in Appendix A, fulfills the requirements of this section. The information requested in Section 5 of the application template is required for your application to be considered complete. If the application template is not used, applicants must submit all requested information as outlined in Section 5 of the TEFAP Reach and Resiliency grant application template (Appendix A), in a similar format.**

Application Budget Narrative

The budget narrative, which is required in addition to the SF-424A, should correspond with the proposed project narrative and the information provided in the SF-424A. The narrative must justify

and support the bona fide needs of the budget's direct costs. If the budget includes indirect costs, the applicant must provide a copy of its most recently approved Federal indirect cost rate agreement as an attachment. All funding requests must be in whole dollars. The budget narrative must also clearly state the percentage of grant funds that the applicant would keep at the State level.

**Filling out Section 6 of the TEFAP Reach and Resiliency grant application template in full, as provided in Appendix A, fulfills the requirements of this section. The information requested in Section 6 of the application template is required for your application to be considered complete. If the application template is not used, applicants must submit all requested information as outlined in Section 6 of the TEFAP Reach and Resiliency grant application template, in a similar format.**

#### Indirect Cost Rate

A current Negotiated Indirect Cost Rate Agreement (NICRA), negotiated with a Federal negotiating 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.

#### Required Grant Application Forms

Please refer to the [Application Checklist](#) for a list of required grant forms.

#### Letter of Intent

The eligible applicant who intends to apply should submit a Letter of Intent to apply notice by January 5, 2022. This notice does not obligate the applicant to submit an application but provides FNS with useful information in preparing for the review and selection process. The notice should include the potential applicant's name and address, organization's name, telephone number, and e-mail address of the primary point of contact, in addition to an estimated grant project amount. The applicant can send the letter via mail or e-mail to the FNS Grant Officer identified in Section 7 of this RFA. A template letter of intent is provided in Appendix C for State agency use, if so desired.

#### Submission Date

Complete grant applications must be uploaded to [www.grants.gov](http://www.grants.gov) by 11:59 PM EST on the due date listed on the cover page. Applications must be submitted via [Grants.gov](http://Grants.gov). Mailed, e-mailed or hand-delivered application packages will not be accepted. For further instructions, go [here](#).

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**. Applicants experiencing difficulty submitting applications to Grants.gov should contact the Grant Officer noted in the [Agency Contacts](#) (Section 7) of this RFA. FNS will evaluate submission issues on a case-by-case basis.

### **Preparing for Electronic Application Submission through Grants.gov**

Applicants must register with [Grants.gov](#), Dun and Bradstreet, and 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 DUNS number
  - If your organization does not have a DUNS number, or if you are unsure of your organization's DUNS, contact Dun & Bradstreet at <https://fedgov.dnb.com/webform> or by calling 1-888-814-1435, Monday thru Friday, 8am-9pm ET. There is no fee associated with obtaining a DUNS number.
  - **It may take 2-3 business days to obtain a DUNS number.**
2. Register in the System for Award Management (SAM.gov)
  - SAM.gov combines Federal procurement systems and the Catalog of Federal Domestic Assistance into one system. For additional information regarding SAM.gov, see the following link: <https://www.sam.gov/SAM>
  - Must have your organization's DUNS, entity's Tax ID Number (TIN), and taxpayer name (as it appears on last tax return). **It may take 3-5 business days to register in SAM.gov; however**, in some instances the SAM process to complete the migration of permissions and/or the renewal of the entity record will require **5-7 days or more**.
  - All applicants must have current SAM status at the time of application submission and throughout the duration of a Federal Award in accordance with two CFR Part 25.
  - We strongly encourage applicants to begin the 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 DUNS number to complete this process. Completing this process automatically triggers an email request for applicant roles to the organization's E-Business Point of Contact (EBiz POC) for review. The EBiz POC is a representative from your organization who is the contact listed for SAM.gov. To apply for grants on behalf of your organization, you will need the Authorized Organizational Representative (AOR) role. For more detailed instructions about creating a profile on Grants.gov, refer to <https://www.grants.gov/web/grants/grantors/grantor-registration.html>
4. Authorize Grants.gov Roles:

After creating an account on Grants.gov, the EBiz POC receives an email notifying them of your registration and request for roles. The EBiz POC will then log in to Grants.gov and authorize the appropriate roles, which may include the AOR role, thereby giving you permission to complete and submit applications on behalf of the organization. You will be able to submit your application online any time after you have been approved as an AOR. For more detailed instructions about creating a profile on Grants.gov, refer to <https://www.grants.gov/web/grants/applicants/workspace-overview/workspace-roles.html>
5. Track Role Status: To track your role request, refer to <https://www.grants.gov/web/grants/applicants/workspace-overview/workspace-roles.html>

*Electronic Signature:* When applications are submitted through Grants.gov, the name of the organization's AOR that submitted the application is inserted into the signature line of the application, serving as the electronic signature. The EBiz POC **must** authorize individuals who are able to make legally binding commitments on behalf of the organization as an AOR; **this step is often missed and it is crucial for valid and timely submissions.**

#### [How to Submit an Application via Grants.gov](#)

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 (FOA) or RFA, you can create individual instances of a workspace.

For additional training resources, including video tutorials, refer to:

<https://www.grants.gov/web/grants/applicants/applicant-training.html>

*Applicant Support:* **Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and email at [support@grants.gov](mailto: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 [Agency Contacts](#) (Section 7) of this RFA.

#### [Grants.gov Receipt Requirements and Proof of Timely Submission](#)

All applications must be received by 11:59 PM EST on the due date listed on the cover page, as detailed [here](#). 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 AOR will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) 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 [www.grants.gov](http://www.grants.gov) portal due to incorrect naming conventions.**

### **Additional information and applicant resources are available at:**

<https://www.grants.gov/web/grants/applicants/workspace-overview.html>

#### **Intergovernmental Review**

This funding opportunity is subject to the requirements of EO 12372, “Intergovernmental Review of Federal Programs”. This Executive Order was issued with the desire to foster the intergovernmental partnership and strengthen federalism by relying on State and local processes for the coordination and review of proposed Federal financial assistance and direct Federal development. The Order allows each State to designate an entity to perform this function.

If you are located within a State that does not have a SPOC, you may send application materials directly to a Federal awarding agency.

For a list of State Agency contacts, please visit the Office of Management website at:

[Intergovernmental Review \(SPOC List\) \(whitehouse.gov\)](http://www.whitehouse.gov)

## **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.

#### **EVALUATION FACTORS AND CRITERIA**

The following selection criteria will be used to evaluate applications for this RFA. Evaluations will be based on a 100-point scale:

- **Appropriate Project Design** – Applications will be scored on the appropriateness of the project design, as outlined in the Project Narrative, Activities/Indicators, Budget (SF-424A), and Budget Narrative sections of the application. This will include a judgment as to whether the proposed project will allow the State agency to meet the objective of the grant. The *Appropriate Project Design* subscore will make up 75 points of the final score assigned to an

application. Criteria that will be used to score the *Appropriate Project Design* subscore includes but is not limited to:

- The applicant submitted a thorough assessment of TEFAP’s current reach in the State/Territory and identified the underserved remote, rural, Tribal, and/or low-income areas where project activities will take place, OR included a plan to conduct a thorough assessment of TEFAP reach using grant funds;
  - The proposed Activities/Indicators correlate with the narrative plans to meet the grant objective and the submitted Budget and Budget Narrative;
  - The project design was appropriately influenced by available data and/or the expert advice of relevant stakeholders, and involves those stakeholders in implementation of activities;
  - The expected results of the project are reasonable, attainable, and based on the proposed activities;
  - The project timeline, as outlined in the Project Narrative and Activities/Indicators tracker, is reasonable, includes an estimated completion date for all activities, and appropriate indicators for those activities;
  - The project plan includes a complete description of the project manager’s qualifications to manage or coordinate project activities, OR a complete description of the hiring criteria that will be used if someone will be hired for this purpose using grant funds; and
- **Appropriate and Efficient Budget**– Applications will be scored on the appropriate and efficient use of grant funds, as evidenced by the submitted Budget (SF-424A) and Budget Narrative. This includes an assessment of reasonability of outlined costs. The *Appropriate and Efficient Budget* subscore will make up 25 points of the final score assigned to an application.

## REVIEW AND SELECTION PROCESS

Following the initial screening process, FNS will assemble an evaluation panel 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 and then 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, or to balance out geographical representation or project diversity. FNS reserves the right to use this solicitation and competition to award additional grants in this or the subsequent fiscal year should additional funds be made available.

**NOTE:** If a discrepancy exists between the total funding request (submitted on SF-424, SF-424A, 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

### 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 unless approved and stated on

FNS' signed award document (FNS-529). 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.

### **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 tribal 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 [www.sam.gov](http://www.sam.gov).

### Universal Identifier and Central Contractor Registration 2 CFR Part 25

Effective October 1, 2010, all grant applicants must obtain a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number as a universal identifier for Federal financial assistance. Active grant recipients and their direct sub-recipients of a sub-grant award also must obtain a DUNS number. To request a DUNS number visit: <http://fedgov.dnb.com/webform>.

The grant recipient must also register its DUNS number in SAM.gov. If you were registered in the CCR, your company's information should be in SAM and you will need to set up a SAM account. To register in SAM you will need your entity's DUNS and your entity's Tax ID Number (TIN) and taxpayer name (as it appears on your last tax return). Registration should take **3-5 days**. If you do not receive confirmation that your SAM registration is complete, please contact SAM.gov at <https://www.fsd.gov/app/answers/list>.

FNS may not make an award to an applicant until the applicant has complied with the requirements described in 2 CFR 25 to provide a valid DUNS number and maintain an active SAM registration with current information.

### 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 \$25,000 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 DUNS 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 Jennifer Weatherly, FNS Freedom of Information Act officer at [FOIA@usda.gov](mailto:FOIA@usda.gov).

#### 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: <https://www.usda.gov/privacy-policy>. <https://www.usda.gov/privacy-policy>. <https://www.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

1. 2 CFR Part 25: “Universal Identifier and System for Award Management”
2. 2 CFR Part 170: “Reporting Sub-award and Executive Compensation Information”
3. 2 CFR Part 175: “Award Term for Trafficking in Persons”
4. 2 CFR Part 180: “OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Non-Procurement)”
5. 2 CFR Part 200: “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards”
6. 2 CFR Part 400: USDA’s implementing regulation of 2 CFR Part 200 “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards”
7. 2 CFR Part 415: USDA “General Program Administrative Regulations”
8. 2 CFR Part 416: USDA “General Program Administrative Regulations for Grants and Cooperative Agreements to State and Local Governments”
9. 2 CFR Part 417: USDA “Non-Procurement Debarment and Suspension”
10. 2 CFR Part 418 USDA “New Restrictions on Lobbying
11. 2 CFR Part 421: USDA “Requirements for Drug-Free Workplace (Financial Assistance)”
  - 7 CFR 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 [Agency Contacts](#) (Section 7) of this RFA.

## **REPORTING REQUIREMENTS**

### **Financial Reports**

The award recipient will be required to enter the SF-425 (Financial Status Report) into the FNS Food Program Reporting System (FPRS) on a quarterly basis. In order to access FPRS, the grant recipient must obtain USDA e-authentication certification and access to FPRS. For additional information on FPRS, visit: [www.fprs.usda.gov](http://www.fprs.usda.gov).

### **Performance Progress Report (PPR)**

Grantees will be required to submit progress reports to FNS 30 days following the end of each biannual period, using the FNS-908 PPR form that will be sent to grantees at the time of award. The reports should cover the preceding period of activity. A final report identifying the accomplishments and results of the project will be due 90 days after the end date of the award. For reference, sample of the PPR form can be found in Appendix E. Grantees will also be required to submit answers to two additional progress report questions, as outlined in Appendix F. **Please note:** the FNS-908 PPR form specific to this opportunity will be sent to grantees at the time of award. Use of the FNS-908 PPR form for progress reports is required.

## 7. FEDERAL AWARDING AGENCY CONTACTS

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

Dawn Addison  
Grant Officer, Grants and Fiscal Policy Division  
U.S. Department of Agriculture, FNS  
1320 Braddock Place, Suite 620  
Alexandra, VA 22314  
E-mail: dawn.addison@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. Additional information on debriefing requests will be forwarded to non-selected applicants. FNS reserves the right to provide this debriefing orally or in written format.

## 9. APPENDICES

### APPENDIX A: TEFAP Reach and Resiliency Grant Application Template

<b>TEFAP REACH AND RESILIENCY GRANT APPLICATION TEMPLATE</b>	
<p><b>SECTION 1: Cover Sheet - Applicant Information</b>            The information requested in Section 1 of this application template is required for your application to be considered complete. If this application template is not used, applicants must submit all requested information as outlined in Section 1 of the TEFAP Reach and Resiliency grant application template, in a similar format.</p>	
TEFAP Reach and Resiliency Grant Grant Application CFDA#: 10.568	
<b>TEFAP State agency:</b>	
<b>TEFAP State agency address:</b>	
<b>Name of Contact Person and Title:</b>	
<b>Email Address:</b>	
<b>Phone Number:</b>	

<b>TEFAP REACH AND RESILIENCY GRANT APPLICATION TEMPLATE</b>	
<p><b>SECTION 2: Table of Contents</b>            The information requested in Section 2 of this application template is required for your application to be considered complete. If this application template is not used, applicants must submit all requested information as outlined in Section 2 of the TEFAP Reach and Resiliency grant application template, in a similar format.</p>	
<b>Application Project Summary</b>	Page #
<b>Project Narrative</b>	Page #
<b>Project Activities and Indicators</b>	Page #
<b>Budget Narrative</b>	Page #
<b>Attachments (Please List)</b>	Page #

**TEFAP REACH AND RESILIENCY GRANT APPLICATION TEMPLATE****SECTION 3: Application Project Summary (suggested one page)**

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

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

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

**TEFAP REACH AND RESILIENCY GRANT APPLICATION TEMPLATE****SECTION 4: Project Narrative (suggested no more than five pages, attachments not included)**

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

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

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

<b>Name of ERA</b>	<b>Is the ERA operating under an agreement with the State agency or another ERA?</b>	<b>Other ERA name (if applicable):</b>	<b>Street address of ERA distribution site (if applicable)</b>	<b>City, State of ERA distribution site (if applicable)</b>	<b>Zip code of ERA distribution site (if applicable)</b>
<i>(Example) Summer Sun Food Bank</i>	<i>(Example) State agency</i>	<i>(Example) N/A</i>	<i>(Example) N/A</i>	<i>(Example) N/A</i>	<i>(Example) N/A</i>
<i>(Example) Falling Leaves Food Pantry</i>	<i>(Example) ERA</i>	<i>(Example) Summer Sun Food Bank</i>	<i>(Example) 47832 Red Maple Lane</i>	<i>(Example) Tree Town, VA</i>	<i>(Example) 12820</i>
<i>(Example) Falling Leaves Food Pantry - Additional Distribution Site</i>	<i>(Example) N/A</i>	<i>(Example) N/A</i>	<i>(Example) 843 Oak Circle</i>	<i>(Example) Tree Town, VA</i>	<i>(Example) 12820</i>

3. Below, please provide a detailed narrative assessment of current TEFAP reach within the State/Territory and identify any remote, rural, Tribal, and/or low-income areas that are currently underserved by TEFAP, and an explanation of how that assessment was conducted. Provide any attachments (e.g., a map of served/underserved zip codes within the State/Territory, or a map of TEFAP ERAs overlaid with a map of remote, rural, Tribal, and/or low-income areas) as necessary.

As an alternative to submitting a detailed assessment, please provide an explanation of how you will utilize grant funds to complete such an assessment to identify remote, rural, Tribal, and/or low-income areas underserved by the Program, and a detailed explanation of how that assessment will be conducted.

4. Below, please provide the definitions of “remote,” “rural,” “Tribal,” and “low-income” that were utilized (or that will be utilized) in the above assessment of current TEFAP reach. This description should include an explanation of why specific definitions were chosen. For further guidance or ideas on potential definitions to employ, please see Footnote 1 in the Project Narrative Section of the RFA (Section 4).
5. Below, please describe your specific plans for utilizing TEFAP Reach and Resiliency grant funds to work with stakeholders (including but not limited to recipients of TEFAP food, current TEFAP organizations, new and/or future partner TEFAP organizations, other community organizations involved in food security and/or emergency feeding, and local and/or State governmental agencies) to expand TEFAP’s reach in remote, rural, Tribal, and/or low-income areas underserved by the program. Your response to this

question should correlate with the list of proposed activities provided in response to SECTION 5: Activities/Indicators, and should identify the remote, rural, Tribal, and/or low-income areas that will be reached with grant funding.

If you are only utilizing grant funds to conduct an assessment of current reach (to identify remote, rural, Tribal, and/or low-income areas that are underserved by the Program), you do not need to answer this question.

6. Below, please describe how you consulted with relevant stakeholders and/or utilized available data to form your project plans as outlined in your response to Question #5.
7. What are the expected results of the grant project activities and how will you monitor and measure progress toward those expected results? Please describe below. Note that your plan to monitor and measure progress should detail how you will track the Indicators listed in Section 5: Activities/Indicators.
8. Below, please list the name and title of the grant Project Manager(s) or Coordinator(s), and a description of their qualifications to manage or coordinate project activities. If someone will be hired for this purpose using grant funds, please indicate so.
9. If not otherwise described, below, please list any partnerships that the State will enter into to carry out grant activities, or any sub grant processes that will be established.
10. If grant funds are to be awarded as sub grants, please indicate below, and discuss how you will provide monitoring and oversight to subgrantees.
11. Please provide below, or as an attachment if necessary, a summary timeline of grant activities. Please note that a more detailed timeline of individual project activities is required for SECTION 5: Activities/Indicators.

## TEFAP REACH AND RESILIENCY GRANT APPLICATION TEMPLATE

### SECTION 5: Activities/Indicators (suggested two pages)

The information requested in Section 5 of this application template is required for your application to be considered complete. If this application template is not used, applicants must submit all requested information as outlined in Section 5 of the TEFAP Reach and Resiliency grant application template, in a similar format.

List the activities that you plan to conduct to accomplish the grant objective. Provide an estimated timeline for each activity (e.g., when you expect the activity to occur), and insert an indicator(s) for each activity. An indicator is defined as a metric that relates to the grant objective (*Expand TEFAP's reach into remote, rural, Tribal, and/or low-income areas that are underserved by the program*) and that you anticipate that you will be able to track during the period of performance of the grant. You may insert more than one indicator per activity if necessary. The items listed here should support your response to SECTION 3: Application Project Summary, SECTION 4: Application Project Narrative, SF-424A, and SECTION 6: Budget Narrative. Please see Section 5 of the RFA for additional examples of activities and indicators.

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

Activity	Estimated Start Date	Estimated Completion Date	Indicator (may have multiple indicators for one activity)	Indicator Target(s)
<i>(Ex.) 1 – Establish TEFAP distribution site in rural Clay County.</i>	<i>(Ex.) March 2022</i>	<i>(Ex.) March 2023</i>	<i>(Ex.) 1.1 – Community meetings held</i>	<i>(Ex.) 3 meetings held</i>
			<i>(Ex.) 1.2 – ERA agreement signed</i>	<i>(Ex.) 1 agreement signed</i>
			<i>(Ex.) 1.3 – ERA staff/volunteers trained in food safety and social service delivery</i>	<i>(Ex.) 6 staff/volunteers trained</i>
			<i>(Ex.) 1.4 – Food distributed through ERA</i>	<i>(Ex.) 20,000 lbs. distributed</i>
			<i>(Ex.) 1.5 – Eligible recipients accessing TEFAP foods in Clay County</i>	<i>(Ex.) 300 recipients served</i>
<i>(Ex.) 2 – Expand TEFAP distribution hours for eligible populations living on Tribal land through mobile distributions.</i>	<i>(Ex.) September 2022</i>	<i>(Ex.) September 2023</i>	<i>(Ex.) 2.1 – Mobile distribution trucks purchased</i>	<i>(Ex.) 4 trucks purchased</i>
			<i>(Ex.) 2.2 – Eligible recipients accessing TEFAP on Tribal land</i>	<i>(Ex.) 5000 recipients served</i>
			<i>(Ex.) 2.3 – Eligible recipients satisfied with program access</i>	<i>(Ex.) 80% of recipients satisfied</i>

**TEFAP REACH AND RESILIENCY GRANT APPLICATION TEMPLATE**

**SECTION 6: Budget Narrative (suggested eight pages, but will depend on project)**

The information requested in Section 6 of this application template is required for your application to be considered complete. If this application template is not used, applicants must submit all requested information as outlined in Section 6 of the TEFAP Reach and Resiliency grant application template, in a similar format. A Budget Narrative checklist is found in Appendix G of the Request for Applications for your use in filling out this section.

1. Use the format below to outline project expenses, providing cost breakdowns for each line item in the Narrative/Justification column such that the expected cost of each item is listed. For example, the total cost of office supplies should include prices for specific items (e.g., pens, pencils, ink, etc.). Use the categories and columns that are relevant for your budget request. Be sure to explain how you calculated each cost and the reason each expense is necessary in the Narrative/Justification column. All dollar amounts should be rounded up to the nearest whole dollar, and should align with information provided in the SF 424A.
  
2. Please state the percentage of requested grant funds that will be kept at the State level or that will be expended on State expenses in the space below:

\_\_\_\_\_ %

**A. Personnel– Budget Narrative**

Please use the format provided below to list all personnel to be funded by this grant. You may insert additional rows as needed.

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

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

**B. Fringe Benefits– Budget Narrative**

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

**Organization Fringe Benefit Rate:** \_\_\_\_\_

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

**C. Contractual– Budget Narrative**

For all contract work, provide the number of hours the contract is expected to take as well as the anticipated hourly rate (e.g., # hrs. at \$XXX per hour).

	<b>Federal Funds Requested</b>	<b>Narrative/Justification</b>
C1. [Insert Service/Personnel Here]		[provide a justification for why this service is justified; explain rationale for estimated cost]
C2. [Insert Service/Personnel Here]		[provide a justification for why this service is justified; explain rationale for estimated cost]
<b>Contractual Subtotal</b>		
<i>Amount of Contractual Not Subject to Indirect Costs</i>		

**Are there indirect costs associated with any of the proposed contractual costs? [Yes/No]**

**If yes, provide the total amount of indirect costs associated with contracts in the space below.**

\$

**D. Travel– Budget Narrative**

For all travel, include origin and destination information as well as the anticipated dates of travel. Provide justifications for each trip and each person traveling. Enter each trip as a separate line item (e.g., flights to two separate conferences should be two line items: one for flights for Conference 1 and one for Conference 2). Examples for how to report each form of travel are included below. GSA per diem rates can be found [here](#).

<b>D1. Out-of-State</b>	<b>Federal Funds Requested</b>	<b>Narrative/Justification</b>
<u>Airfare</u> : round trip name of Airport to and from name of Airport, name of Airline, cost as of date, # people at \$XXX per person (\$XXX base fare + \$XX tax and fees)		
<u>Airline checked baggage fee</u> : # bags at \$XX per bag		
<u>Airport parking</u> : # days x # people at \$XX per day		
<u>Ground transportation</u> : # days x # people at est. \$XX per day		
<u>Lodging</u> : out-of-state rate, date, # nights x # people at \$XX per day		
<u>Lodging tax</u> : out-of-state rate, XX% per day, # nights x # people at \$XX.XX per day		
<u>Mileage</u> : round trip from place of business to destination, type of transportation, # mi. x # people at \$0.XXX per mi.		

<u>Per diem (M&amp;IE): out-of-state rate, full day, # days x # people at \$XX per day</u>		
<u>Per diem (M&amp;IE): out-of-state rate, first &amp; last days of travel, # days x # people at \$XX.XX per day</u>		
<b><i>Out-of-State Travel Subtotal</i></b>		
<b>D2. In-State Travel</b>		
Follow the format utilized for Out-of-State Travel (Section D1).		
	<b>Federal Funds Requested</b>	<b>Narrative/Justification</b>
<u>Airfare: round trip name of Airport to and from name of Airport, name of Airline, cost as of date, # people at \$XXX per person (\$XXX base fare + \$XX tax and fees)</u>		
<u>Airline checked baggage fee: # bags at \$XX per bag</u>		
<u>Airport parking: # days x # people at \$XX per day</u>		
<u>Ground transportation: # days x # people at est. \$XX per day</u>		
<u>Lodging: in-state rate, date, # days x # people at \$X per day</u>		
<u>Lodging tax: in-state rate, XX% per day, # days x # people at \$XX.XX per day</u>		
<u>Mileage: round trip from place of business to destination, type of transportation, # mi. x # people at \$0.XXX per mi.</u>		
<u>Per diem (M&amp;IE): in-state rate, full day, # days x # people at \$XX per day</u>		
<u>Per diem (M&amp;IE): in-state rate, first &amp; last days of travel, # days x # people at \$XX.XX per day</u>		
<b><i>In-State Travel Subtotal</i></b>		
<b><i>Combined Out-of-State and In-State Travel Subtotal</i></b>		
<b>E. Materials and Supplies – Budget Narrative</b>		
Materials and Supplies are items with a unit cost of less than \$5,000. See Section 2.0 of the RFA for restrictions. Requests for supplies must be accompanied by a justification for the need for such items.		
	<b>Federal Funds Requested</b>	<b>Narrative/Justification</b>

E1. [Insert item here]		[include an itemized list of the supplies requested and prices]
E2. [Insert item here]		[include an itemized list of the supplies requested and prices]
E3. [Insert item here]		[include an itemized list of the supplies requested and prices]
E4. [Insert item here]		[if applicable; include an itemized list of the supplies requested and prices]
E5. [Insert item here]		[if applicable; include an itemized list of the supplies requested and prices]
<b>Materials and Supplies Subtotal</b>		
<b>F. Equipment – Budget Narrative</b>		
Equipment is non-expendable, tangible personal property with a unit cost of \$5,000 or more with a useful life of more than one year. See Section 2.0 of the RFA for restrictions. Requests for equipment must be accompanied by a justification of the need for such items.		
F1. [Insert Item Here]		[provide a justification for why this item is justified; explain rationale for estimated cost]
F2. [Insert Item Here]		[provide a justification for why this item is justified; explain rationale for estimated cost]
<b>Equipment Subtotal</b>		
<b>G. Other – Budget Narrative</b>		
Provide a description for any other budget items here. As a reminder, any costs for renovations should be included here.		
	<b>Federal Funds Requested</b>	<b>Narrative/Justification</b>
G1. [Insert item here]		[provide a justification for why this item is justified; explain rationale for estimated cost]
G2. [Insert item here]		[provide a justification for why this item is justified; explain rationale for estimated cost]
G3. [insert item here]		
<b>Other Subtotal</b>		
<b>H. Totals – Budget Narrative</b>		
<p><b>Total Direct Costs (Section H1):</b> The total direct costs should be the sum of all <b>bolded</b> subtotals listed for Sections A-G. This number represents the total of all costs prior to calculating indirect costs.</p> <p><b>Indirect Costs (Section H2):</b> The Indirect Cost Rate should be applied to all appropriate funds as stipulated in your organization’s Indirect Cost Rate Agreement. Be sure to reference the terms of</p>		

your organization's Indirect Cost Rate Agreement prior to calculating indirect costs, and include the Indirect Cost Rate Agreement as an attachment to your grant application. If you require assistance, please contact your FNS Regional Office or the Grants Officer listed in Section 7.0 of the RFA.

Total Project Cost (Section H3): In Section H3, the value in your Federal Funds Requested should be the sum of the total direct costs (H1) and the total indirect costs (H2).

	<b>Federal Funds Requested</b>	<b>Narrative/Justification</b>
<b>H1. Total Direct Costs</b>		[Leave Blank]
<b>H2. Indirect Costs</b>		[Insert Indirect Cost Rate applied to your budget here as well as the effective and termination dates of your Indirect Cost Rate Agreement]
<b>H3. Total Project Cost</b>		

## APPENDIX B: Maximum Eligible Funding Worksheet

Each TEFAP State agency is eligible to apply for an amount of Round 1 TEFAP Reach and Resiliency grant funding less than or equal to the amount as outlined below.

<b>REGION/STATE</b>	<b>MAXIMUM ELIGIBLE FUNDING AMOUNT FOR ROUND 1 TEFAP REACH AND RESILIENCY GRANT</b>
<b>NORTHEAST</b>	
Connecticut	\$660,858
Maine	\$374,554
Massachusetts	\$942,290
New Hampshire	\$328,688
New York	\$2,725,338
Rhode Island	\$358,009
Vermont	\$297,464
Virgin Islands	\$270,160
<b>TOTAL-NERO</b>	<b>\$5,957,361</b>
<b>MID-ATLANTIC</b>	
Delaware	\$337,372
District of Columbia	\$353,532
Maryland	\$819,761
New Jersey	\$1,146,376
Pennsylvania	\$1,659,389
Puerto Rico	\$1,163,445
Virginia	\$990,974
West Virginia	\$468,829
<b>TOTAL-MARO</b>	<b>\$6,939,678</b>
<b>SOUTHEAST</b>	
Alabama	\$794,405
Florida	\$2,549,198
Georgia	\$1,413,782
Kentucky	\$761,629
Mississippi	\$683,185
North Carolina	\$1,428,919
South Carolina	\$820,781
Tennessee	\$1,009,468
<b>TOTAL-SERO</b>	<b>\$9,461,367</b>
<b>MIDWEST</b>	
Illinois	\$1,584,040
Indiana	\$890,373
Iowa	\$505,763
Michigan	\$1,269,077
Minnesota	\$678,941
Ohio	\$1,500,000
Wisconsin	\$705,034
<b>TOTAL-MWRO</b>	<b>\$7,133,228</b>
<b>SOUTHWEST</b>	
Arizona	\$1,052,462
Arkansas	\$592,370

<b>REGION/STATE</b>	<b>MAXIMUM ELIGIBLE FUNDING AMOUNT FOR ROUND 1 TEFAP REACH AND RESILIENCY GRANT</b>
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<b>SOUTHWEST (cont).</b>	
Louisiana	\$930,984
New Mexico	\$558,080
Oklahoma	\$660,980
Texas	\$3,759,351
Utah	\$454,943
<b>TOTAL-SWRO</b>	<b>\$8,009,170</b>

<b>MOUNTAIN PLAINS</b>	
Colorado	\$852,968
Kansas	\$481,005
Missouri	\$819,734
Montana	\$343,821
Nebraska	\$396,338
North Dakota	\$317,439
South Dakota	\$325,617
Wyoming	\$303,662
<b>TOTAL-MPRO</b>	<b>\$3,840,584</b>

<b>WESTERN</b>	
Alaska	\$334,148
California	\$5,009,485
Guam	\$278,553
Hawaii	\$417,128
Idaho	\$391,450
Nevada	\$652,983
Oregon	\$656,897
Washington	\$917,968
<b>TOTAL-WRO</b>	<b>\$8,658,612</b>

<b>NATIONAL TOTAL</b>	<b>\$50,000,000</b>
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## APPENDIX C: Template Letter of Intent

Dawn Addison  
Grant Officer, Grants and Fiscal Policy Division  
U.S. Department of Agriculture, FNS  
1320 Braddock Place, Suite 620  
Alexandra, VA 22314  
E-mail: dawn.addison@usda.gov

Dear Grant Officer:

Please accept this letter as evidence of (insert TEFAP State Agency)'s intent to apply for a Round 1 TEFAP Reach and Resiliency Grant award. At this time, we anticipate applying for approximately \$X (insert amount that is less than or equal to your TEFAP State agency's maximum funding amount as outlined in Appendix B of the Request for Applications) in grant project funding. The contact information for a primary point of contact is below:

Point of contact name: (Insert)  
Phone: (Insert)  
E-mail: (Insert)  
Address: (Insert)

Sincerely,

(Name)  
(Title)  
(Organization)

## APPENDIX D: FNS -906 Grant Program Accounting System & Financial Capability Questionnaire

### PURPOSE

Recipients of Federal funds must maintain adequate accounting systems that meet the criteria outlined in 2 CFR §200.302 [Standards for Financial and Program Management](#). The responses to this questionnaire are used to assist in the Food and Nutrition Service Agency's (FNS) evaluation of your accounting system to ensure the adequate, appropriate, and transparent use of Federal funds. Failure to comply with the criteria outlined in the regulations above may preclude your organization from receiving an award. This form applies to FNS' competitive and noncompetitive grant programs. Please submit this questionnaire along with your application package.

### ORGANIZATION INFORMATION

**Legal Organization Name:**

**DUNS Number:**

### FINANCIAL STABILITY AND QUALITY OF MANAGEMENT SYSTEMS

Requirement	Yes	No
<b>A. Has your organization received a Federal award within the past 3 years?</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>B. Does your organization utilize accounting software to manage your financial records?</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>C. Does your accounting system identify the receipt and expenditure of program funds separately for each grant?</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>D. Does your organization have a dedicated individual responsible for monitoring organizational funds, such as an accountant or a finance manager?</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>E. Does your organization separate the duties for staff handling the approval of transactions and the recording and payment of funds?</b>	<input type="checkbox"/>	<input type="checkbox"/>

<b>F.</b> Does your organization have the ability to specifically identify and allocate employee effort to an applicable program?	<input type="checkbox"/>	<input type="checkbox"/>
<b>G.</b> 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

Requirement	Yes	No
<b>1.</b> 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"/>
<b>2.</b> 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"/>
<b>3.</b> If your organization has been audited within the last 5 fiscal years, was there a “Material Weakness” disclosed?	<input type="checkbox"/>	<input type="checkbox"/>
<b>4.</b> 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 E: FNS-908 Performance Progress Report – For Reference Only

### FNS-908 Performance Progress Report (PPR) – For Reference Only

The following pages contain screenshots of the PPR form that grantees are required to use for progress and final reports submitted to FNS. Upon award, a PPR form (Adobe PDF), customized for the specific FNS program, will be included in award packages.

### FNS-908 Performance Progress Report (PPR) – For Reference Only

Print	Submit by Email	UNITED STATES DEPARTMENT OF AGRICULTURE Food and Nutrition Service	OMB Number: 0584-0512 Expiration Date: 7/31/2022
<b>PERFORMANCE PROGRESS REPORT</b>			Management Settings
<b>Recommended File Name:</b> FNS908_{Organization Name}_{Type of Report}_{Reporting Fiscal Year}_{Period}_{Original Revision}.pdf <i>Copy value then paste in Save As dialog when saving</i>			
<p>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.</p>			
<b>1. Recipient Organization</b> a. Organization Name: _____ b. Street Address: _____ City: _____ State: _____ Zip: _____		<b>2. Program Information:</b> Program Area: _____ Federal Fiscal Year of Award: _____ Program: _____ Tag: _____	
<b>3. Primary POC:</b> a. First Name: _____ Last Name: _____ b. Title: _____ c. Telephone (Area Code & Number): _____ d. Email Address: _____		<b>4. Federal Award Identification Number (FAIN):</b> _____ <b>5. Type of Report (Select One):</b> <input checked="" type="radio"/> Quarterly <input type="radio"/> Semi-Annual <input type="radio"/> Final Reporting Fiscal Year: _____ Period: _____ Original/Revision: _____	
<b>6. Federal Grant Agreement Number:</b> _____			
<b>7. Additional POC (Optional)</b> a. First Name: _____ Last Name: _____ b. Title: _____ c. Telephone (Area Code & Number): _____ d. Email Address: _____			
<b>8. Report Submitted By:</b> a. First Name: _____ Last Name: _____ b. Title: _____		<b>9. Certification</b> <input type="checkbox"/> I certify by checking this box that, to the best of my knowledge and belief, this report is correct and complete for performance of activities set forth in the award documents.	
<b>10. Date Report Submitted:</b> _____			

Form FNS-908  
Version Number: 1.3 06-20

**SBU**

Electronic Form Version Designed in Adobe AEM 6.4 Version

FNS-908 Performance Progress Report (PPR) – For Reference Only (Continued)

Program Management Information	
<b>1. Progress Summary</b> 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): <div style="border: 1px solid black; height: 40px; background-color: #e6f2ff;"></div>	
<b>2. Personnel Information</b> a. Number of FTEs: <input type="text"/> b. Were there any changes in key personnel? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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): <div style="border: 1px solid black; height: 30px; background-color: #e6f2ff;"></div>	
<b>3. Projected Amendments (Cost and No-Cost)</b> a. Number of amendments projected this upcoming quarter? <input type="text"/> b. Do the projected amendment(s) require FNS approval? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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): <div style="border: 1px solid black; height: 30px; background-color: #e6f2ff;"></div>	
<b>4. Expenditures/Purchases:</b> a. Were there any significant expenditures or purchases, including any contracts entered during this reporting period? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No b. If so, please describe (Max 2000 Characters): <div style="border: 1px solid black; height: 30px; background-color: #e6f2ff;"></div>	
<b>5. Deviations (Changes this quarter outside of the agreed upon budget, timeline, or scope):</b> a. Have there been any deviations? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No b. Type: <input type="checkbox"/> Budget <input type="checkbox"/> Timeline <input type="checkbox"/> Scope <input type="checkbox"/> Other c. Describe any deviation(s), including a justification and impacts to budget/timeline (Max 2000 characters): <div style="border: 1px solid black; height: 30px; background-color: #e6f2ff;"></div> d. Please describe proposed activities to mitigate the impact of the deviation(s) (Max 2000 characters): <div style="border: 1px solid black; height: 30px; background-color: #e6f2ff;"></div>	

FNS-908 Performance Progress Report (PPR) – For Reference Only (Continued)

**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)**

**Instructions:** Complete this section by adding all Activities and Indicators as listed on your submitted proposal for each listed objective. For each reporting period, update these Activities/ Indicators with the most up to date information. **Note:** Objectives will be added by FNS and should not be altered. Additionally, note that indicator values vary by Indicator Type selected.

Program Activities							
Objective 1							
- +	1	Activity	Type	Anticipated Completion Date	Actual Completion Date	Optional	
						Location	Beneficiaries/Audience
		Indicator Description	Indicator Type	Target	Actual (Cumulative)	Comments	
- +	1						
Add Objective		Remove Objective					

## APPENDIX F: Supplemental Reporting Questions Template

### TEFAP Reach and Resiliency Grant Supplemental Reporting Questions - Template

In addition to completion of the FNS-908 Performance Progress Report, grantees must also submit answers to the following two questions on a biannual basis, as outlined in the grant Request for Applications (RFA). Please provide an answer to each of the questions as they appear here in this template, and submit your answers to the Grant Officer outlined in Section 7 of the Request for Applications, Dawn Addison, at [dawn.addison@usda.gov](mailto:dawn.addison@usda.gov). The use of the template is not mandatory; answers to these mandatory supplemental reporting questions will be accepted for review as long as all questions listed below are answered in some form or another.

TEFAP State agency: (State Agency)

Progress Report Prepared by (Name, Title, Phone, and E-mail):

Due Date:

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

## APPENDIX G: 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 items below are addressed in the budget narrative.

NOTE: 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
<b>Personnel</b>		
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)?		
<b>Fringe Benefits</b>		
Did you include your organization’s fringe benefit amount along with the basis for the computation?		
Did you list the type of fringe benefits to be covered with Federal funds?		
<b>Travel</b>		
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.		
<b>Equipment</b>		
Is the need for the equipment justified in the narrative?		
Are the types of equipment, unit costs, and the number of items to be purchased listed in the budget?		
Is the basis for the cost per item or other basis of computation stated in the budget?		
<b>Supplies</b>		
Are the types of supplies, unit costs, and the number of items to be purchased reflected in the budget?		
Is the basis for the costs per item or other basis of computation stated?		
<b>Contractual:</b> (FNS reserves the right to request information on all contractual awards and associated costs after the contract is awarded.)		
Has the bona fide need been clearly identified in the project description to justify the cost for a contract or sub-grant expense(s) shown on the budget?		
A justification for all Sole-source contracts must be provided in the budget narrative prior to approving this identified cost.		
<b>Other</b>		
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		

ITEM	YES	NO
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 to be covered within “Other” along with the methodology on how the applicant derived the costs to be charged to the program.		
<b>Indirect Costs</b>		
Has the applicant obtained a Negotiated Indirect Cost Rate Agreement (NICRA) from a Federal Agency? If yes, a copy of the most recent and signed negotiated rate agreement must be provided 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 <b>10%</b> of modified total direct costs (MTDC), which the NFE may use indefinitely as a Federally-negotiated rate.		