The Emergency Food Assistance Program (TEFAP) Reach and Resiliency – Round 2 Grants

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Fiscal Year 2023 Request for Applications (RFA)

Catalog for Federal Domestic Assistance Number (CFDA): 10.568

Release Date:	**December 5, 2022**
Application Due Date:	**March 6, 2023**
Anticipated Award Date:	**July 2023**

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

When **preparing your application**, ensure:
- Application format and narrative meet the requirements included in Section 4 of this RFA. This includes page limits, content requirements, and attachment requirements. Please note that **FNS strongly suggests use of the TEFAP Reach and Resiliency – Round 2 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:
- All key staff proposed to be paid by this grant.
- The percentage of time the Project Director will devote to the project in full-time equivalents.
- 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.
- Itemized travel expenses (including type of travel), travel justifications and basis for estimates.
- Types of equipment and supplies, justifications, and estimates, ensuring that the budget is in line with the project description.
- Information for all contracts, sub grants, and justification for any sole-source contracts.
- Justification, description and itemized list of all consultant services.
- 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:
- SF-424 – Application for Federal Assistance (fillable PDF in Grants.gov). Note: total requested funding amount listed in the SF-424 should not exceed the amount indicated for the State agency in the Maximum Eligible Funding Worksheet (Appendix B).
- SF-424A – Budget Information and Instruction Form (fillable PDF in Grants.gov). Note: total requested funding amount listed in the SF-424A should not exceed the amount indicated for the State agency in the Maximum Eligible Funding Worksheet (Appendix B).
- SF-424B – Assurances for Non-Construction Programs (fillable PDF in Grants.gov).
- SF-LLL – Disclosure of Lobbying Activities (fillable PDF in Grants.gov)
- FNS-906 – Grant Program Accounting System & Financial Capability Questionnaire (Appendix D). A version is also available under "Related Documents" in Grants.gov. Fill out the form and upload using the "Add Attachments" button
- Negotiated Indirect Cost Rate Agreement (PDF - Upload using the "Add Attachments" button)

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On June 4, 2021, the U.S. Department of Agriculture (USDA) announced a $1 billion investment in the country's emergency food network so that food banks and local organizations can reliably serve their communities. Of that $1 billion amount, USDA is making $100 million available for a grant initiative – TEFAP Reach and Resiliency - aimed at helping food assistance organizations meet The Emergency Food Assistance Program (TEFAP) requirements, strengthen infrastructure, and expand TEFAP's reach into underserved communities.

In December 2021, USDA's Food and Nutrition Service (FNS) published a Request for Applications (RFA), announcing the availability of $50 million in TEFAP Reach and Resiliency grant funds. The funds were made available to TEFAP State agencies on a competitive basis, for expanding TEFAP's reach into remote, rural, Tribal, and/or low-income areas that are underserved by current program operations. After the RFA closed in February 2022, FNS awarded approximately $39.42 million to 38 TEFAP State agencies to operate specific projects tailored to the needs of the requesting State/Territory. FNS refers to those projects as TEFAP Reach and Resiliency – Round 1 projects. Please see the FNS webpage, https://www.fns.usda.gov/tefap/reach-resiliency-grant, for summary descriptions of each State agency's Round 1 project. The period of performance for Round 1 projects is approximately two years (June 2022 - June 2024).

At this time, FNS is making available the remaining balance of funding for the grant initiative, approximately $60.58 million, for a *second round* of TEFAP Reach and Resiliency grants as described below. All State agencies that operate TEFAP are eligible to apply for this funding. Funding and legislative authority to issue TEFAP Reach and Resiliency grants is provided by Section 1001(b)(4) of the American Rescue Plan Act of 2021 (ARPA, P.L. 117-2).

Grant Description

The COVID-19 pandemic has had devastating impacts on our nation's food systems and economy, forcing many 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. However, some inequities within the broader emergency food network remain – especially in remote, rural, Tribal, and/or low-income communities. Thus, the key objective of the TEFAP Reach and Resiliency – Round 2 grant 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 – Round 2 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 opportunity, among other application requirements as outlined in Section 4 of this RFA. **FNS strongly encourages eligible applicants interested in applying to this grant to utilize the TEFAP Reach and Resiliency - Round 2 Grant Application Template (Appendix A), to prepare an application package.**

An important first step towards achieving the grant objective may be to examine the current reach of TEFAP; 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

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implementing strategies to expand reach in these areas. TEFAP Reach and Resiliency – Round 2 grants provide State agencies with another opportunity to re-envision how they can work with current TEFAP partner organizations and/or new partner organizations to reach underserved populations with available resources or when new resources become available. 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 of emergency food resources into remote, rural, Tribal, and/or low-income areas that are currently underserved. Underserved areas are defined as those in which TEFAP foods are not easily accessible to all eligible populations, as determined by the State agency.

The $60.58 million in TEFAP Reach and Resiliency – Round 2 funds is being made available 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 the Maximum Eligible Funding Worksheet (Appendix B). The total amount of funding requested for a 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 for all State agencies, and an incentive amount incorporated for those State agencies that did not receive Reach and Resiliency – Round 1 funds. No minimum funding amount is established, and State agencies can choose to apply for less grant funding than their maximum eligible funding amount. Although State agencies may not request more funding than that allocated to them in the Maximum Eligible Funding Worksheet (Appendix B), they may indicate in their application an interest in funds beyond their maximum eligible funding amount, should funding be available. Once all State agency applications are received and processed, FNS will determine if additional funding is available and will request additional information from those State agencies that indicated an interest in the additional funds, to determine final award amounts.

Only those State agency projects that meet the purposes of the TEFAP Reach and Resiliency – Round 2 grants will be funded; and FNS reserves the right to fund projects in whole or in part. TEFAP Reach and Resiliency - Round 2 grants will be available for an approximately two-year period of performance.

Key Objective
The key objective for this grant is below. Please note that all proposed grant 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.

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

- Total amount of funding expected to award: $60.58 million
- Anticipated number of awards: 54
- Anticipated award announcement date: July 2023
- Expected amounts of individual Federal awards: $350,000 - $6 million State agencies are eligible to apply for any amount of funding up to their State agency's maximum eligible funding amount as outlined in the Maximum Eligible Funding Worksheet (Appendix B), and may indicate an interest in funds beyond that amount, should additional funding be available. Once all State agency applications are received and processed, FNS will determine if additional funding is available and will request additional information from those State agencies that indicated an interest in the additional funds, to determine final award amounts.
- Anticipated start dates and period of performance: July 2023 – June 2025
- Application due date: March 6, 2023
- Letter of intent (optional) due date: January 4, 2023

Please note:
- Grant awards are contingent upon the availability of Federal funding and/or appropriations of funds.
- 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 remain or become available.

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. 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.

State agencies may provide grant funds to TEFAP eligible recipient agencies (ERAs) and/or other organizations through a sub grant process if they so choose. Please see "Application Budget Narrative" in Section 4 of this RFA, for guidance on how to structure a project Budget and Budget Narrative if planning to pass throughor sub grant some portion of grant funds.

Budget Category	FNS will consider funding	FNS will not fund
Personnel and Fringe Benefits Note: staff will only be funded for the duration of the grant period (2 years)	Salaries and benefits of staff directly involved in organizing, managing, or conducting activities outlined in the proposed TEFAP Reach and Resiliency – Round 2 project plan.	Salaries and benefits of staff who are not directly involved in organizing, managing, or conducting activities outlined in the proposed TEFAP Reach and Resiliency – Round 2 project plan. In cases where staff work on the normal operation of

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Budget Category	FNS will consider funding	FNS will not fund
		TEFAP, staff time must be properly cost allocated between normal TEFAP duties and those activities conducted for the grant. This would also apply to work done for other grants (e.g., Commodity Supplemental Food Program grants or TEFAP Farm to Food Bank grants) that the staff member may manage. For example, if the staff member spends 50% of their time managing the TEFAP Reach and Resiliency – Round 2 grant, 25% of their time managing the normal operations of TEFAP, and 25% of their time managing other grants unrelated to the Round 2 grant, only 50% of their salary may be charged to the Reach and Resiliency – Round 2 grant.
Travel (in-State and out of State)	In-State travel expenses (food – not including alcohol, lodging, transportation) for staff directly involved in organizing, managing, or conducting activities outlined in the proposed TEFAP Reach and Resiliency – Round 2project plan.	Travel to conferences and/or training with no relation to the objective of the TEFAP Reach and Resiliency – Round 2 grant.
	In State or out of State travel expenses (food – not including alcohol, lodging, transportation) for staff to attend conferences and/or training that will be utilized to carry out the proposed TEFAP Reach and Resiliency – Round 2 project plan.	
Materials/Supplies	Crates, boxes, shelving, thermometers, personal protective equipment, and other such materials and supplies necessary for reaching underserved areas or populations.	Food to be used as refreshments during a meeting, activity, or event.
	Handouts, flyers, posters, bulletin boards, banners, or other like materials necessary for reaching underserved areas or populations.	Food intended for distribution to needy persons, through TEFAP ERAs or other organizations.
Equipment and Capital Expenses (items with more	Forklifts, pallet jacks, refrigerators, freezers, vehicles, and other such equipment necessary for reaching	Purchase of land or buildings, and the construction of new buildings.

Budget Category	FNS will consider funding	FNS will not fund
than a $5,000 unit cost). Note that these items may require additional documentation for approval.	underserved areas or populations.	
	Building and warehouse renovations necessary for reaching underserved areas or populations.	
	Computer software or hardware, or other information technology equipment, necessary for reaching underserved areas or populations.	
Contractual	Contracts to identify underserved areas or gaps in current TEFAP coverage, or to perform other activities as outlined in the proposed TEFAP Reach and Resiliency – Round 2 project plan.	
Other	Training for staff or volunteers on the safe and efficient distribution of TEFAP food, necessary for reaching underserved areas or populations.	
	Training for staff necessary to identify underserved areas or gaps in TEFAP coverage.	
	Training for staff or volunteers on topics such as cultural competency, community engagement/ organization, and racial equity, which are necessary for reaching underserved areas or populations.	
	Translation of materials into other languages, necessary for reaching underserved areas or populations.	
	Improving accessibility of resources or facilities for persons with disabilities, necessary for reaching underserved areas or populations.	
	Sub grants to TEFAP ERAs or other organizations, who will carry out allowable activities as outlined in this RFA.	

3.   ELIGIBILITY INFORMATION

Eligible Applicants
- State agencies that administer TEFAP (i.e., TEFAP State agencies), as defined at [7 CFR 251.3(i)](#), are the only entities that are eligible to apply. Other program stakeholders may assist with preparing an application package provided it is ultimately submitted by the TEFAP State agency. FNS encourages State agencies to work collaboratively with program stakeholders as feasible to develop an application package.

Cost Sharing or Matching Considerations
- There are no cost sharing or matching requirements for this grant.

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:
- SAM.gov, the *System for Award Management*, the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS
- FAPIIS, the *Federal Awardee Performance and Integrity Information System* that has been established to track contractor misconduct and performance
- FNS Risk Assessment Questionnaire. Applicants must complete the [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.
- 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.

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- 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

Form of Application Submission

FNS strongly encourages eligible applicants interested in applying to this grant to utilize the [TEFAP Reach and Resiliency - Round 2 Grant Application Template](#) (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 in the application template 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 submissions 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, or certification will not be considered. Applications missing a written proposal or budget narrative will not be considered. However, FNS reserves the right to request clarification on any application submitted in response to this solicitation.
- 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.

Content of Application Submission
All applications must include the following elements: Cover Sheet, Table of Contents, Application Project Summary, Project Narrative, Activities/Indicators Tracker, and Budget Narrative. Applicants must also submit all required forms and should submit a Letter of Intent. A description of these requirements is included below:

Cover Sheet
The cover page should include, at a minimum, the applicant's name and mailing address; the primary contact's name, job title, phone number and email address; and the grant title and subprogram title (if applicable).

Note: Filling out Section 1 of the [TEFAP Reach and Resiliency - Round 2 Grant Application Template](#) (Appendix A) in full, 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 template, in a similar format.

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

Note: Filling out Section 2 of the [TEFAP Reach and Resiliency - Round 2 Grant Application Template](#) (Appendix A) in full, fulfills the Table of Contents requirement. The information requested in Section 2 of the application template is required for an 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 template, in a similar format.

Application Project Summary
The application project summary should concisely describe the proposed Round 2 project activities and how those activities will help you meet the objective outlined in [Section 1](#) of this RFA. Applicants should also include mention of the organizations and/or agencies that they will partner with on the project in the project summary.

Note: Filling out Section 3 of the [TEFAP Reach and Resiliency - Round 2 Grant Application Template](#) (Appendix A) in full, fulfills the requirements of this section. The information requested in Section 3 of the application template is required for an 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 template, in a similar format.

Project Narrative
The project narrative should include, at minimum:
- A list of all TEFAP ERAs currently operating in the State/Territory, 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 1, Section 4 of the [TEFAP Reach and Resiliency - Round 2 Grant Application Template](#)(Appendix A);
- For TEFAP State agencies that <u>did not</u> receive a Reach and Resiliency – Round 1 grant, the submission of a detailed assessment of TEFAP's current reach within the State/Territory, 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, and must include an explanation of how the assessment was conducted. If applicants plan to utilize grant funds to conduct an assessment of TEFAP reach, they may provide an explanation of how they will utilize Round 2 grant funds to complete the assessment in lieu of submitting an assessment in their project narrative;

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- For TEFAP State agencies that <u>did</u> receive a Reach and Resiliency – Round 1 grant, a description of planned Round 1 project activities and an update on implementation of those activities, indicating how the proposed Round 2 project plan will expand or complement Round 1 activities (if applicable). If Reach and Resiliency – Round 1 grant funds were utilized to conduct an assessment of TEFAP reach within the State/Territory, this update must include a brief description of any interim or final results of the assessment, or a description of progress made on the assessment thus far. Please note that the Round 2 grant will be a separate award from the Round 1 grant, and this information is solely intended to provide context about the operating environment for the proposed Round 2 project;
- A description of how the State agency defines "remote," "rural," "Tribal," and "low-income" in the context of the proposed project. 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[1];
- A description of the State agency's specific plans for utilizing TEFAP Reach and Resiliency – Round 2 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 into remote, rural, Tribal, and/or low-income areas underserved by the program;
- A description of how the State agency consulted with relevant stakeholders and/or utilized available data to form their Round 2 project plan;
- The expected results of the Round 2 grant project and a description of how the State agency will monitor and measure progress toward the expected results;
- The name and title of the Round 2 grant Project Manager(s) or Coordinator(s), and a description of their qualifications to manage or coordinate project activities. Local agency staff and/or contractual staff may be designated as Project Manager(s) or Coordinator(s); however, the TEFAP State agency must remain the main point of contact for the grant and will be responsible for submitting all required reports and overseeing all awarded grant funds;
- A description of planned Round 2 sub grant processes, including (if known) a list of sub grantees, the amount of grant funds that will be awarded to each sub grantee, and a description of activities that each sub grantee will carry out with grant funds. This description must also include a description of any sub grant monitoring and oversight processes that will be established for sub grants. If specific sub grantees are not yet identified, this description must include, at minimum, the amount of grant funding that will be allocated to sub grants in total, the eligible entities for the sub grants, a description of the allowable costs of the sub grants, and the estimated number of sub grant awards;
- A list of any other partners that the State agency will work with to carry out Round 2 grant activities, that are not considered to be sub grantees; and
- A summary timeline of proposed grant activities.

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[1] 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.

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Note: Filling out Section 4 of the [TEFAP Reach and Resiliency - Round 2 Grant Application Template](#) (Appendix A) in full, fulfills the requirements of this section. The information requested in Section 4 of the application template is required for an 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 template, in a similar format.

Activities/Indicators Tracker

The project narrative must include a list of proposed Round 2 activities and associated indicators. 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 mapped to the Program Objective as described in [Section I](#) of this RFA and be submitted in the below format. An indicator is defined as a metric that relates to the Objective (*Expand TEFAP's reach into remote, rural, Tribal, and/or low-income areas that are underserved by the program*) and is able to be tracked during the period of performance of the grant. Examples of indicators include: number of people attending community meetings; number of local 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.

Note: Filling out Section 5 of the [TEFAP Reach and Resiliency - Round 2 Grant Application Template](#) (Appendix A) in full, fulfills the requirements of this section. The information requested in Section 5 of the application template is required for an 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 template, in a similar format.

Objective: Expand TEFAP's reach into remote, rural, Tribal and/or low-income communities underserved by the program.				
Activity	**Estimated Start Date**	**Estimated Completion Date**	**Indicator (may have multiple indicators for one activity)**	**Indicator Target(s)**
(Ex.) 1 - Identify remote, rural, Tribal, and/or low-income communities that are underserved by TEFAP and brief TEFAP stakeholders on results.	*(Ex.) July 2023*	*(Ex.) December 2023*	*(Ex.) 1.1 - Professional evaluation of TEFAP's current reach completed.*	*(Ex.) 1 evaluation completed*
			(Ex.) 1.2 - Number of briefing meetings held with stakeholders to present evaluation results and discuss plans for increasing program reach.	*(Ex.) 6 meetings held*
(Ex.) 2 – Establish six TEFAP distribution sites in rural Current County and outfit new sites with freezing and cooling equipment.	*(Ex.) January 2024*	*(Ex.) December 2024*	*(Ex.) 2.1 – Community meetings held*	*(Ex.) 12 meetings held*
			(Ex.) 2.2 – ERA agreement signed	*(Ex.) 6 agreements signed*

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Objective: Expand TEFAP's reach into remote, rural, Tribal and/or low-income communities underserved by the program.				
Activity	**Estimated Start Date**	**Estimated Completion Date**	**Indicator (may have multiple indicators for one activity)**	**Indicator Target(s)**
			(Ex.) 2.3 –ERA staff/volunteers trained in food safety and social service delivery	*(Ex.) 50 staff/volunteers trained*
			(Ex.) 2.4 – Freezers and coolers purchased	*(Ex.) 15 freezers and coolers purchased*
			(Ex.) 2.5 – Eligible recipients accessing TEFAP foods in Current County	*(Ex.) 400 recipients served*
(Ex.) 3 – Expand TEFAP distribution hours for eligible populations living on Tribal land through mobile distributions.	*(Ex.) January 2024*	*(Ex.) June 2025*	*(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 Tidal Town	*(Ex.) June 2024*	*(Ex.) June 2025*	*(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.) December 2024*	*(Ex.) June 2025*	*(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*

Application Budget Narrative

The budget narrative, which is required in addition to the SF-424A, should correspond with the proposed Round 2 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. The budget narrative must clearly state the percentage of grant funds that the applicant would keep at the State/Territory level; whether or not the State agency is interested in requesting additional funding to carry out additional allowable grant activities, should additional funding be available; and an amount of additional funding that the State agency would be able to utilize should additional funding be available (please note that although State agencies may indicate interest in additional funds at this time, they may not request *more* funding in their SF-424, SF-424A, and Budget Narrative than what is indicated for their State agency in Appendix B). The budget narrative should contain the calculations or support statements that show

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how each expense was derived. Estimates, statement of work and quotes are encouraged to be submitted as separate attachments to the narrative to support expenses over $15,000. 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 (see additional information below under 'Indirect Cost Rate'). All funding requests must be in whole dollars.

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.

Sub grants
If the State agency is planning to award sub grant funding, then the total of the sub grant funding must be listed under the "Other" budget category on the SF-424A and in the budget narrative. If sub grantees have already been identified, the application should include a completed budget, budget narrative, or statement of work with project expenses for each sub grantee that can be uploaded as an attachment to the official budget narrative. The budget narrative attachments should be named so that they are easily identifiable and must show how costs were calculated. For example, if there were three sub grants planned for local agencies, the State agency would list a total amount for each of these local agencies in the "Other" budget category on the SF-424A and in the budget narrative. The State agency would then submit a separate budget narrative for each of the three sub grantees as attachments to the official budget narrative. Estimates, statement of work and quotes are encouraged to be submitted as separate attachments to sub grantee budget narrative attachments to support expenses over $15,000.

If the State agency has not selected the sub grantees at the time of application for grant funding, the total planned amount of funding for sub grants must be listed under the "Other" budget category on the SF-424A. Additionally, the budget narrative should include the amount of grant funding that will be allocated to sub grants in total, the eligible entities for the sub grants, the allowable costs of the sub grants, and the estimated number of sub grant awards.

Note: Filling out Section 6 of the TEFAP Reach and Resiliency - Round 2 Grant Application Template (Appendix A) in full, fulfills the requirements of this section. Applicants may also need to submit additional attachments to Section 6 of the grant application template if they plan to award sub grants, as outlined above. The information requested in Section 6 of the application template is required for an 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 template, in a similar format.

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 4, 2023. 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 (Appendix C) is also provided for optional State agency use.

Submission Date

Complete grant applications must be uploaded to www.grants.gov by 11:59 PM EST on the due date listed on the cover page and in Section 2 of this RFA. Applications must be submitted via 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. However, FNS reserves the right to request clarification on any application submitted in response to this solicitation. 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 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, 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 **Unique Entity Identifier (UEI) number**

    What is a Unique Entity Identifier (UEI)?
    A Unique Entity Identifier (UEI) is a unique number assigned to all entities (public and private companies, individuals, institutions, or organizations) who register to do business with the federal government. (U.S. General Services Administration)

    What is the difference between a "DUNS UEI" and a "SAM UEI" in the System for Award Management (SAM.gov)?
    "DUNS UEI" refers to your current 9-digit Data Universal Numbering System (DUNS) Number issued by DUNS. DUNS Numbers are no longer accepted as of April 4, 2022. "SAM UEI" refers to your new 12-character unique entity identifier that will be assigned by SAM.gov.

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Which UEI should I enter into the UEI field on the Grants.gov website and mobile app?
Grants.gov will require that applicants use their "SAM UEI" after they have been assigned one. Grants.gov will not accepts applicants' "DUNS UEI" Number after April 4, 2022."

Which UEI should I enter into application package forms?
Where the field label reads "UEI", enter your "SAM UEI".

Where do I go to learn more about the UEI?
The U.S. General Services Administration Unique Entity Identifier Update page contains the most up-to-date information about the UEI.

NOTE: On and after April 4, 2022, entities can register in SAM.gov and will be assigned their Unique Entity ID (SAM) within SAM.gov. They will no longer obtain or use a UEI (DUNS) for entity registration or reporting. For additional information on the UEI process, please visit: SAM.gov | Duns - Sam UEI.

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

- On **April 4, 2022**, the unique entity identifier used across the federal government changed from the DUNS Number to the Unique Entity ID (generated by SAM.gov).
- SAM 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://sam.gov/content/home
- To register, you must have your organization's UEI (DUNS), entity's Tax ID Number (TIN), and taxpayer name (as it appears on last tax return). It may take up to 5 – 7 business days or more to register and/or complete the migration of permissions and/or the renewal of an entity record.
- All applicants must have current SAM status at the time of application submission and throughout the duration of a Federal Award in accordance with 2 CFR Part 25.
- 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 Unique Entity Identifier (UEI) to complete this process. For more detailed instructions about creating a profile on Grants.gov, refer to https://www.grants.gov/web/grants/applicants/registration.html.

How to Register a Grants.gov Account

a) Click the **Register** link in the top-right corner of the Grants.gov banner.
b) Click the **Get Registered Now** button on the Register page.
c) Complete the **Contact Information** and **Account Details** sections. All fields with a red asterisk (*) are required.
   a. Email Address - When entering an email address, please keep in mind that all correspondence with Grants.gov will be sent to that email address.
   b. Username - Enter a username to log in to Grants.gov. It may only contain alphanumeric characters, question, watermarks, periods, dashes, underscores, and

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the @ symbol. Your username cannot contain a space, nor can it only include numbers. Select a username you will remember.

    c. Password - The password you choose must meet the following password requirements:

        i. Must contain at least eight (8) characters
        ii. Must contain at least one (1) uppercase letter (A-Z)
        iii. Must contain at least one (1) lower case letter (a-z)
        iv. Must contain at least one (1) number (0-9)
        v. Must contain at least one (1) special character (e.g. ! @ # $ % ^ & *)
        vi. Cannot be the same as the previous six (6) passwords
        vii. Cannot contain dictionary words, names, or your Username

d) Select whether to subscribe or unsubscribe from Grants.gov Communications. The **Alerts** are important messages about time-sensitive or major system changes. The **Newsletter** features training, system enhancement updates, and other resources to help the federal grants community.

e) Click the **Continue** button.

f) Click the **Send Temporary Code** button, then access your email account to access the temporary code.

g) Enter the temporary code you received in the email from Grants.gov into the **Temporary Code** field and click the **Continue** button.

h) Decide if you would like to add a profile to your Grants.gov account or click the **Continue** button to log in. You need to add a profile to submit an application. After registering, review the Workspace Overview page to learn how to apply for a grant.

i) For more detailed instructions about creating a profile on Grants.gov, refer to: https://www.grants.gov/web/grants/applicants/registration.html

4. Authorize Grants.gov Roles:

After creating an account on Grants.gov, the E-Business Point of Contact (EBiz POC) receives an email notifying them of the registration and request for roles. The EBiz POC will need to Grants.gov and authorize the appropriate roles. An approved Authorized Organizational Representative (AOR) must complete and submit the application online at Grants.gov. To learn more about the EBiz POC role and other profile roles, please visit https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html.

How to Authorize Grants.gov Roles (*steps for the EBiz POC*)

a) Log in to Grants.gov as an EBiz POC, using your UEI (DUNS) number and password.

b) Click the Manage Applicants link, search for the new user, and assign the appropriate roles in Grants.gov. For more detailed instructions, review the Applicant Management help article.

c) After approval, Grants.gov automatically sends the registered applicant a notification email.

    a. To learn more about the EBiz POC role and other profile roles, please visit https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html

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. 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 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 and in Section 2 of this RFA. 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 **<u>MUST</u>** 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)):

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

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 portal due to incorrect naming conventions.

Additional information and applicant resources are available at:
https://www.grants.gov/web/grants/applicants/workspace-overview.html

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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/Territory to designate an entity to perform this function.

If you are located within a State/Territory 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)

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* sub score will make up 85 points of the final score assigned to an application. Criteria that will be used to score the *Appropriate Project Design* sub score includes but is not limited to:
    - The applicant submitted a thorough assessment of TEFAP's current reach in the State/Territory (or submitted a plan to conduct a thorough assessment of TEFAP reach using grant funds); OR the applicant submitted a thorough update on implementation of planned Round 1 project activities (if applicable);
    - The applicant adequately described how "remote," "rural," Tribal," and "low-income" are defined in the context of the proposed grant project;
    - The applicant's narrative plans for utilizing grant funds describe how planned activities and purchases will contribute to the grant objective;
    - The proposed Activities/Indicators correlate with the narrative plans to meet the grant objective;
    - 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
- The application is clearly organized with page numbers and section headings; and
- The supporting documentation and attachments are clearly labeled and easily identifiable.

- **Appropriate Budget**– Applications will be scored on the appropriate and efficient use of grant funds, as evidenced by the submitted Budget (SF-424A), Budget Narrative, and Budget Narrative attachments (if applicable). This includes an assessment of reasonability of outlined costs. All submitted budget materials (including sub grant information) will also be assessed to ensure that they align and clearly relate to the narrative project plans. The *Appropriate Budget* sub score will make up 15 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 <u>only</u> 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.

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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.

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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.

Universal Identifier and Central Contractor Registration 2 CFR Part 25

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

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

   1. Must notify potential subrecipients that no entity (*see* definition in paragraph C of this award term) may receive a subaward from you until the entity has provided its Unique Entity Identifier to you.

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2. May not make a subaward to an entity unless the entity has provided its Unique Entity Identifier to you. Subrecipients are not required to obtain an active SAM registration, but must obtain a Unique Entity Identifier.

Reporting Sub-award and Executive Compensation Information 2 CFR Part 170
The Federal Funding Accountability and Transparency Act (FFATA) of 2006 (Public Law 109–282), as amended by Section 6202 of Public Law 110–252, requires primary grantees of Federal grants and cooperative agreements to report information on sub-grantee obligations and executive compensation. FFATA promotes open government by enhancing the Federal Government's accountability for its stewardship of public resources. This is accomplished by making Government information, particularly information on Federal spending, accessible to the general public.
Primary grantees, including State agencies, are required to report actions taken on or after October 1, 2010, that obligates $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 UEI number prior to being eligible to receive a grant or sub-grant award. Additional information will be provided to grant recipients upon award.

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

Freedom of Information Act (FOIA) Requests
The Freedom of Information Act (FOIA), 5 U.S.C. 552, provides individuals with a right to access records in the possession of the Federal Government. The Government may withhold information pursuant to the nine exemptions and the three exclusions contained in the Act.
Application packages submitted in response to this grant solicitation may be subject to FOIA by requests by interested parties. In response to these requests, FNS will comply with all applicable laws and regulations, including departmental regulations.

FNS will forward a Business Submitter Notice to the requested applicant's point-of-contact. Applicants will need to review requested materials and submit 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 Act (FOIA) process, please contact the FNS Freedom of Information Act officer at 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.

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 "Nonprocurement 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 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: 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. **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.

Supplemental Reporting Questions

Grantees will also be required to submit answers to two additional progress report questions, as outlined in Round 2 – Supplemental Reporting Questions Template (Appendix F).

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
Alexandria, 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.

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9. APPENDICES

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

TEFAP REACH AND RESILIENCY– ROUND 2 GRANT APPLICATION TEMPLATE

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

TEFAP Reach and Resiliency Grant – Round 2
Grant Application
CFDA#: 10.568

TEFAP State agency:	
TEFAP State agency address:	
TEFAP State agency contact person and title:	
Email address:	
Phone number:	

TEFAP REACH AND RESILIENCY– ROUND 2 GRANT APPLICATION TEMPLATE

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

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

TEFAP REACH AND RESILIENCY– ROUND 2 GRANT APPLICATION TEMPLATE

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

Below, please provide a high-level summary of your Round 2 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– ROUND 2 GRANT APPLICATION TEMPLATE

SECTION 4: Project Narrative (suggested no more than five pages, attachments not included)
The information requested in Section 4 of this application template is required for your application to be considered complete. If this application template is not used, applicants must submit all requested information as outlined in Section 4 of the TEFAP Reach and Resiliency - Round 2 Grant Application Template, in a similar format.

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

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

Name of ERA	Is the ERA operating under an agreement with the State agency or another ERA?	Other ERA name (if applicable):	Street address of ERA distribution site (if applicable)	City, State of ERA distribution site (if applicable)	Zip code of ERA distribution site (if applicable)

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(Example) Ocean Breeze Food Bank	*(Example) State agency*	*(Example) N/A*	*(Example) N/A*	*(Example) N/A*	*(Example) N/A*	
(Example) Wave Food Pantry	*(Example) ERA*	*(Example) Ocean Breeze Food Bank*	*(Example) 47832 Red Coral Avenue*	*(Example) Seaside, ME*	*(Example) 12820*	
(Example) Wave Food Pantry - Additional Distribution Site	*(Example) N/A*	*(Example) N/A*	*(Example) 843 Shell Circle*	*(Example) Seaside ME, VA*	*(Example) 12821*	

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

   If you plan to utilize Round 2 grant funds to complete such an assessment, you should indicate that in your response, and you are not required to provide the detailed narrative assessment outlined above. However, you must include a detailed explanation of how the planned assessment will be conducted, in your response to question #5 of this section.

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

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

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

5. Below, please describe your specific plans for utilizing TEFAP Reach and Resiliency – Round 2 grant funds to work with stakeholders (including but not limited to recipients of TEFAP food, current TEFAP organizations, new and/or future partner TEFAP organizations, other community organizations involved in food security and/or emergency feeding, and local

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and/or State governmental agencies) to expand TEFAP's reach in remote, rural, Tribal, and/or low-income areas underserved by the program. Your response to this question should correlate with the list of proposed activities provided in response to SECTION 5 of the TEFAP Reach and Resiliency - Round 2 Grant Application Template: Activities/Indicators, and should identify the remote, rural, Tribal, and/or low-income areas that will be reached with grant funding.

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

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

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

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

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

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

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

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TEFAP REACH AND RESILIENCY– ROUND 2 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 - Round 2 Grant Application Template, in a similar format.

List the Round 2 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, SECTION 6: Budget Narrative, and the submitted SF-424A. 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)**
(Ex.) 1 – Establish six TEFAP distribution sites in rural Current County and outfit new sites with freezing and cooling equipment.	*(Ex.) January 2024*	*(Ex.) December 2024*	*(Ex.) 1.1 – Community meetings held*	*(Ex.) 12 meetings held*
			(Ex.) 1.2 – ERA agreement signed	*(Ex.) 6 agreements signed*
			(Ex.) 1.3 –ERA staff/volunteers trained in food safety and social service delivery	*(Ex.) 50 staff/volunteers trained*
			(Ex.) 1.4 – Food distributed through ERA	*(Ex.) 20,000 lbs. distributed*
			(Ex.) 1.5 – Eligible recipients accessing TEFAP foods in Current County	*(Ex.) 300 recipients served*
(Ex.) 2 – Expand TEFAP distribution hours for eligible populations living on Tribal land through mobile distributions.	*(Ex.) January 2024*	*(Ex.) June 2025*	*(Ex.) 2.1 – Mobile distribution trucks purchased*	*(Ex.) 4 trucks purchased*
			(Ex.) 2.2 – Eligible recipients accessing TEFAP on Tribal land	*(Ex.) 5000 recipients served*
			(Ex.) 2.3 – Eligible recipients satisfied with program access	*(Ex.) 80% of recipients satisfied*

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TEFAP REACH AND RESILIENCY– ROUND 2 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 - Round 2 Grant Application Template, in a similar format. Note that you may need to provide attachments to this template in order for this section to be considered complete. 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. The budget narrative should contain the calculations or support statements show how each expense was derived. Estimates, statement of work and quotes are encouraged to be submitted as separate attachments to the narrative to support expenses over $15,000. For example, the total cost of setting up a new TEFAP distribution site should include prices for specific items (e.g., signs, shelving, cooler, freezer, 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. For additional guidance on how to structure the budget narrative, including how planned sub grants should be accounted for in the narrative, please see "Application Budget Narrative" in Section 4 of the RFA.

    Note: the total project cost must be less than or equal to the amount indicated for the State agency in the Maximum Eligible Funding Worksheet (Appendix B).

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

    _____%

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

    _____ Yes   _____No

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

A. Personnel– Budget Narrative

Please use the format provided below to list all personnel to be funded by this grant directly by the State agency (see "Budget Narrative" in Section 4 of the RFA for how to incorporate personnel expenses that will be funded through a planned sub 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.

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

B. Fringe Benefits– Budget Narrative

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

Organization Fringe Benefit Rate:_____

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

C. Contractual– Budget Narrative

Please list all planned contracts here.

	Federal Funds Requested	Narrative/Justification
C1. [Insert Contract Here]		[provide a justification for why this contract is necessary; what activities contractor will carry out; explain rationale for estimated cost; submit a completed budget, budget narrative, or statement of work with project expenses for each contractor as an attachment if details are available at this time]
C2. [Insert Contract Here]		[provide a justification for why this contract is necessary; what activities contractor will carry out; explain rationale for estimated cost; submit a completed budget, budget narrative, or statement of work with project expenses for each contractor as an attachment if details are available at this time]
Contractual Subtotal		
Amount of Contractual Not Subject to Indirect Costs		

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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

Please include all travel to be funded by this grant directly by the State agency (see "Budget Narrative" in Section 4 of the RFA for how to incorporate travel expenses that will be funded through a planned subgrant).   Provide justifications for each trip. GSA per diem rates can be found here. You may insert additional rows as needed.

	Federal Funds Requested	Narrative/Justification
D1. [Insert travel expense here]		[include description of expense and justification of why it is necessary]
D2. [Insert travel expense here]		[include description of expense and justification of why it is necessary]
Travel Subtotal		

E. Materials and Supplies – Budget Narrative

Materials and Supplies are items with a unit cost of less than $5,000. See Section 2 of the RFA for restrictions. Requests for supplies must be accompanied by a justification for the need for such items. Please only list here the materials and supplies that will be funded by this grant directly by the State agency (see "Budget Narrative" in Section 4 of the RFA for how to incorporate materials/supplies expenses that will be funded through a planned subgrant).

	Federal Funds Requested	Narrative/Justification
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]
Materials and Supplies Subtotal		

F. Equipment – Budget Narrative

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 of the RFA for restrictions. Requests for equipment must be accompanied by a justification of the need for such items.   Estimates, statement of work and quotes are encouraged to be submitted as separate attachments to the narrative to support expenses over $15,000. Please only list here the equipment that will be funded by this grant directly by the State agency (see "Budget Narrative" in Section 4 of the RFA for how to incorporate equipment expenses that will be funded through a planned subgrant).

	Federal Funds Requested	Narrative/Justification
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]
Equipment Subtotal		

G. Other – Budget Narrative

Provide a description for any "other" budget items here. This should include description of any planned sub grants, including any sub grant attachments as necessary. See "Budget Narrative" in Section 4 of the RFA for how to incorporate expenses that will be funded through a planned sub grant.

	Federal Funds Requested	Narrative/Justification

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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]
G.3 [Insert Planned Sub Grant Here]		[provide a justification for why this sub grant is necessary; what activities sub grantee will carry out; explain rationale for estimated cost; submit a completed budget, budget narrative, or statement of work with project expenses for each sub grantee as an attachment if details are available at this time]
G.3 [Insert Planned Sub Grant Here]		[provide a justification for why this sub grant is necessary; what activities sub grantee will carry out; explain rationale for estimated cost; submit a completed budget, budget narrative, or statement of work with project expenses for each sub grantee as an attachment if details are available at this time]
Other Subtotal		

H. Totals – Budget Narrative

Total Direct Costs (Section H1): The total direct costs should be the sum of all **bolded** subtotals listed for Sections A-G. This number represents the total of all costs prior to calculating indirect costs.

Indirect Costs (Section H2): 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 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). **The total project cost must be less than or equal to the amount indicated for the State agency in the Maximum Eligible Funding Worksheet (Appendix B).**

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

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APPENDIX B: Maximum Eligible Funding Worksheet

Each TEFAP State agency is eligible to apply for an amount of Round 2 TEFAP Reach and Resiliency grant funding less than or equal to the amount outlined for their State/Territory below. Maximum eligible funding amounts were established utilizing the TEFAP funding formula, with a base funding amount incorporated for all State agencies, and an incentive amount incorporated for those State agencies that did not receive Round 1 funds. No minimum funding amount is established, and State agencies can choose to apply for less funding than their maximum eligible funding amount. Although State agencies may not request *more* funding in their SF-424, SF-424A, and Budget Narrative than what is indicated here, they may indicate in their application an interest in funds beyond their maximum amount. Once all State agency applications are received and processed, FNS will determine if additional funding is available and will request additional information from those State agencies that indicated interests, to determine final grant amounts. Please see "Budget Narrative" in Section 4 of the RFA for more information.

REGION/STATE	MAXIMUM ELIGIBLE FUNDING AMOUNT FOR ROUND 2 TEFAP REACH AND RESILIENCY GRANT
NORTHEAST	
Connecticut	$836,841
Maine	$456,515
Massachusetts	$1,136,262
New Hampshire	$508,074
New York	$3,089,697
Rhode Island	$526,367
Vermont	$360,909
Virgin Islands	$426,189
TOTAL-NERO	$7,340,854
MID-ATLANTIC	
Delaware	$527,253
District of Columbia	$521,014
Maryland	$1,160,088
New Jersey	$1,393,223
Pennsylvania	$2,031,526
Puerto Rico	$1,395,325
Virginia	$1,152,423
West Virginia	$554,145
TOTAL-MARO	$8,734,997
SOUTHEAST	
Alabama	$944,754
Florida	$2,848,831
Georgia	$1,707,051
Kentucky	$951,993
Mississippi	$770,246
North Carolina	$1,609,330
South Carolina	$953,143
Tennessee	$1,150,905
TOTAL-SERO	$10,936,253

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REGION/STATE	MAXIMUM ELIGIBLE FUNDING AMOUNT FOR ROUND 2 TEFAP REACH AND RESILIENCY GRANT
MIDWEST	
Illinois	$1,986,678
Indiana	$989,497
Iowa	$649,733
Michigan	$1,647,382
Minnesota	$908,235
Ohio	$1,936,766
Wisconsin	$910,311
TOTAL-MWRO	$9,028,602

REGION/STATE	MAXIMUM ELIGIBLE FUNDING AMOUNT
SOUTHWEST	
Arizona	$1,165,042
Arkansas	$698,622
Louisiana	$1,053,400
New Mexico	$661,296
Oklahoma	$796,693
Texas	$4,437,904
Utah	$661,273
TOTAL-SWRO	$9,474,230

REGION/STATE	MAXIMUM ELIGIBLE FUNDING AMOUNT
MOUNTAIN PLAINS	
Colorado	$949,487
Kansas	$597,694
Missouri	$1,129,721
Montana	$414,757
Nebraska	$480,638
North Dakota	$379,757
South Dakota	$495,043
Wyoming	$464,822
TOTAL-MPRO	$4,911,919

REGION/STATE	MAXIMUM ELIGIBLE FUNDING AMOUNT
WESTERN	
Alaska	$392,204
California	$5,609,582
Guam	$436,123
Hawaii	$467,114
Idaho	$490,414
Nevada	$755,335
Oregon	$822,039
Washington	$1,180,402
TOTAL-WRO	$10,153,213

NATIONAL TOTAL	$60,580,068

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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 2 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, and we (do/do not) intend to indicate interest in additional funds past that amount in our application for 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)

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PURPOSE

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

ORGANIZATION INFORMATION

Legal Organization Name:

UEI Number:

FINANCIAL STABILITY AND QUALITY OF MANAGEMENT SYSTEMS

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

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	Yes	No
F. Does your organization have the ability to specifically identify and allocate employee effort to an applicable program?	☐	☐
G. Does your organization have a property /inventory management system in place to track location and value of equipment purchased under the award?	☐	☐

AUDIT REPORTS AND FINDINGS

Requirement	Yes	No
• Has your organization been audited within the last 5 fiscal years? *(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).*	☐	☐
• If your organization has been audited within the last 5 fiscal years, was there a "Qualified Opinion" or an "Adverse Opinion"?	☐	☐
• If your organization has been audited within the last 5 fiscal years, was there a "Material Weakness" disclosed?	☐	☐
• If your organization has been audited within the last 5 fiscal years, was there a "Significant Deficiency" disclosed?	☐	☐

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

Management Settings

PERFORMANCE PROGRESS REPORT

Recommended File Name: FNS908_{Organization Name}_{Type of Report}_{Reporting Fiscal Year}_{Period}_{Original Revision}.pdf
Copy value then paste in **Save As** *dialog when saving*

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.

1. Recipient Organization
a. Organization Name:

b. Street Address:

City: ____ State: ____ Zip: ____

2. Program Information:
Program Area:
Federal Fiscal Year of Award:
Program:
Tag:

3. Primary POC:
a. First Name: ____ Last Name: ____ b. Title:
c. Telephone (Area Code & Number): ____ d. Email Address:

6. Federal Grant Agreement Number:

4. Federal Award Identification Number (FAIN):

5. Type of Report (Select One):
Quarterly   Semi-Annual   Final
Reporting Fiscal Year: ____ Period: ____
Original/Revision: ____

7. Additional POC (Optional)
a. First Name: ____ Last Name: ____ b. Title:
c. Telephone (Area Code & Number): ____ d. Email Address:

8. Report Submitted By:
a. First Name: ____ Last Name: ____ b. Title:

9. Certification
☐ 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.

10. Date Report Submitted:

Form FNS-908
Version Number: 1.3 06-20

SBU

Electronic Form Version Designed in Adobe AEM 6.4 Version

Program Management Information

1. Progress Summary

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

2. Personnel Information

a. Number of FTEs: [   ]   b. Were there any changes in key personnel? [Yes] [No]

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

3. Projected Amendments (Cost and No-Cost)

a. Number of amendments projected this upcoming quarter? [   ]
b. Do the projected amendment(s) require FNS approval? [Yes] [No]
c. Please describe the type of amendment(s) projected and justification for each. Note: This information does not serve as a formal request to approve amendments. This request must be forwarded to the Grants Officer in a separate request (Max 2000 characters:):

4. Expenditures/Purchases:

a. Were there any significant expenditures or purchases, including any contracts entered during this reporting period? [Yes] [No]
b. If so, please describe (Max 2000 Characters):

5. Deviations (Changes this quarter outside of the agreed upon budget, timeline, or scope):
a. Have there been any deviations? [Yes] [No]   b. Type: ☐ Budget ☐ Timeline ☐ Scope ☐ Other
c. Describe any deviation(s), including a justification and impacts to budget/timeline (Max 2000 characters):

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

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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

		Activity	Type	Anticipated Completion Date	Actual Completion Date	Location	Beneficiaries/ Audience	Topic (if training)
- +	1							

		Indicator Description	Indicator Type	Target	Actual (Cumulative)	Comments
- +	1					

[Add Objective] [Remove Objective]

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APPENDIX F: Round 2 Supplemental Reporting Questions Template

TEFAP Reach and Resiliency Grant – Round 2
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. 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 agency's TEFAP network or are being better served as a result of Round 2 grant funding to date.

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

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APPENDIX G: RFA Budget Narrative Checklist

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
Personnel		
Did you include all key employees paid for by this grant under this heading?		
Are employees of the applicant's organization identified by name and position title?		
Did you reflect percentage of time the Project Director will devote to the project in full-time equivalents (FTE)?		
Fringe Benefits		
Did you include your organization's fringe benefit amount along with the basis for the computation?		
Did you list the type of fringe benefits to be covered with Federal funds?		
Travel		
Are travel expenses itemized? For example, origination/destination points, number and purpose of trips, number of staff traveling, mode of transportation and cost of each trip.		
Are the Attendee Objectives and travel justifications included in the narrative?		
Is the basis for the lodging estimates identified in the budget? For example, include excerpt from travel regulations.		
Equipment		
Is the need for the equipment justified in the narrative?		
Are the types of equipment, unit costs, and the number of items to be purchased listed in the budget?		
Is the basis for the cost per item or other basis of computation stated in the budget?		
Supplies		
Are the types of supplies, unit costs, and the number of items to be purchased reflected in the budget?		
Is the basis for the costs per item or other basis of computation stated?		
Contractual: (FNS reserves the right to request information on all contractual awards and 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 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.		
Other		
For all line items listed under the "Other" heading – List items to be covered along with the methodology on how costs were derived.		
Are all sub grantees and associated information listed in accordance with the guidance found in "Application Budget Narrative" in Section 4 of the RFA?		
Indirect Costs		

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ITEM	YES	NO
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 **10%** of modified total direct costs (MTDC), which the NFE may use indefinitely as a Federally negotiated rate. Is this included where applicable?		
Additional Budget Narrative Requirements	**YES**	**NO**
Is the requested funding amount listed in the SF-424, SF-424A, and the Budget Narrative less than or equal to the amount indicated for your State agency in the Maximum Eligible Funding Worksheet (Appendix B)?		
Did you state in your application, the percentage of requested grant funds that will be kept at the State level or that would be expended on State agency expenses?		
Did you indicate in your application, whether or you are interested in requesting additional funding to carry out additional allowable Reach and Resiliency activities (if applicable)? If you indicated interested in requesting additional funding, did you state in your application a maximum amount of additional funds that you would be able to utilize on allowable activities?		