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**U.S. DEPARTMENT OF AGRICULTURE  
FOOD AND NUTRITION SERVICE**

**SPECIAL SUPPLEMENTAL NUTRITION PROGRAM FOR WOMEN, INFANTS  
AND CHILDREN (WIC)**

**Loving Support Makes Breastfeeding Work**

**WIC Breastfeeding Curriculum and Training**

**REQUEST FOR APPLICATIONS**

**CFDA#: 10.557**

RFA Release Date: **XXX**

Application Submission Date: **XXX**

Award Date: **XXX**

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## I. PROGRAM DESCRIPTION

**SUMMARY:** The Food and Nutrition Service (FNS) will fund a new competitive cooperative agreement award to a qualified applicant to:

(1) coordinate and conduct breastfeeding peer counseling program management training for staff in the Special Supplemental Nutrition Program for Women, Infants and Children (WIC) using the existing FNS curricula: *Loving Support Through Peer Counseling: a Journey Together – FOR WIC MANAGERS*;

(2) update the existing FNS breastfeeding curriculum “Using Loving Support to Grow & Glow in WIC” and convert it to the same interactive, relational presentation platform approach used in the FNS curricula, *Loving Support Through Peer Counseling: A Journey Together*. This updated competency-based curriculum will provide a common foundation for training all WIC staff, including peer counselors, on basic breastfeeding technique and management to promote and support breastfeeding in the WIC Program.

(3) develop a WIC training curriculum that defines the scope of practice and addresses the competencies required for the WIC Designated Breastfeeding Expert. The curriculum will use the same interactive, relational presentation approach used in the FNS curricula, *Loving Support Through Peer Counseling: A Journey Together*; and

(4) consolidate all FNS breastfeeding training curricula into one flexible presentation platform using a format similar in structure and functionality to the existing *Loving Support Through Peer Counseling: A Journey Together*. The platform will house the WIC breastfeeding training materials for all 4 audiences, i.e., general WIC staff, peer counselor trainers, peer counselor managers, and WIC designated breastfeeding experts, enabling easy access to all resources and flexibility to adapt to audience needs.

Authorizing program legislation: Public Law 113-235, the Consolidated and Further Continuing Appropriations Act, 2015, provides that funds are available for the purposes specified in section 17(h)(10) (B) of the Child Nutrition Act as amended. FNS may fund this project, in whole or in part, without further competition, in this or subsequent funding years.

## BACKGROUND AND PURPOSE

As part of its mission to improve the health of nutritionally at risk women, infants and children, the WIC Program provides breastfeeding promotion and support for its participants. WIC promotes breastfeeding as the optimal source of infant nutrition and funds are designated for education and support of breastfeeding activities. WIC State agencies are required to provide training on breastfeeding promotion and support to all local agency staff. All staff must have basic knowledge of breastfeeding and understand their roles and responsibilities in these efforts to effectively support the mission of the WIC Program. Information on breastfeeding promotion and support in WIC can be found at <http://www.fns.usda.gov/wic/breastfeeding-promotion-and-support-wic>. The 2013 [WIC Nutrition Services Standards](#) describe quality standards of practice for breastfeeding promotion and support in the WIC Program and the role of various staff.

**"Loving Support Makes Breastfeeding Work"** (*Loving Support*) is the name of the WIC breastfeeding promotion campaign, which is national in scope and implemented at the State agency level. The goals of the campaign are to: encourage WIC participants to initiate and continue breastfeeding (with a focus on exclusive breastfeeding); increase referrals to WIC for breastfeeding support; increase general public acceptance and support of breastfeeding; and provide technical assistance to WIC State and local agency professionals in the promotion of breastfeeding. WIC breastfeeding training curricula for staff and peer counselors fall under the umbrella of the Loving Support campaign.

This RFA seeks to update, develop and implement breastfeeding training curricula to meet the needs of various WIC staff audiences to improve breastfeeding rates in the WIC Program and support the campaign goals.

## PROJECT GOALS AND OBJECTIVES

**1. Coordinate and conduct breastfeeding peer counseling program management training for staff in the Special Supplemental Nutrition Program for Women, Infants and Children (WIC) using the existing FNS curricula: *Loving Support Through Peer Counseling: a Journey Together – FOR WIC MANAGERS*.**

Peer counselors play a vital role in WIC breastfeeding efforts by serving as models for breastfeeding behaviors, and providing mother-to-mother encouragement and support during pregnancy and at critical times during the postpartum period. Since 2004, funding has been provided to WIC State agencies to implement and expand peer counseling programs founded on research-based components of a successful peer counseling program – the [Loving Support Model](#). This model program includes a peer counseling management training curriculum for WIC managers and one for trainers of peer counselors.

In fiscal year (FY) 2011, FNS developed two peer counseling curricula *Loving Support Through Peer Counseling: a Journey Together – FOR WIC MANAGERS* and ***Loving Support Through Peer Counseling: A Journey Together – FOR TRAINING WIC PEER COUNSELORS***. The curriculum for managers of peer counseling programs provides

guidance for developing and sustaining peer counseling programs based on the research-based components of the [Loving Support Model](#). The second curriculum was developed for trainers of peer counselors and provides an evidence-based foundation for the key instructional elements needed to train WIC peer counselors. Included are the basic skills needed by successful WIC peer counselors, and strategies for providing appropriate breastfeeding education and support to WIC mothers.

Both curricula are housed on the same presentation “platform,” which serves as a centralized storehouse for a wide variety of content tools. The platform “dashboard” enables the presenter to see these resources at a glance, including the modules for both curricula with slides, videos, podcasts, animations, picture stories, counseling case studies, web links, and other resources. The quick and easy navigation to these resources is made possible through a sophisticated network of hyperlinks. The approach complements the participant-focused approach in WIC by enabling peer counselor trainees to set learning priorities, and enhances learning through emotional triggers from photo images with limited text, picture stories, video, and audio. A set of videos, webinars and tools to assist in using the training platform are also available. In addition to the presentation platform, the curriculum includes speaker notes, facilitator prompts, handouts, and a take home guide for peer counselors. In FY 2011, both trainings were offered in each of the 7 FNS geographic regions for State teams of WIC staff involved in managing and training peer counselors, and State agencies continue to provide training to local agencies using these materials. The materials, including a facilitator’s training guide that includes the rationale for the interactive, relational approach, can be accessed at: <http://lovingsupport.nal.usda.gov/content/peer-counseling-training>.

**OBJECTIVE:** The grantee will coordinate and conduct breastfeeding peer counseling program management training for WIC staff using the existing FNS curricula: *Loving Support Through Peer Counseling: a Journey Together – FOR WIC MANAGERS*. Based on FNS familiarity and experience with WIC agency peer counseling programs, certain areas of the management curriculum need to be especially emphasized in the training, such as scope of practice, definition of a peer counselor, and incorporating peer counselor services into the WIC clinic flow. Additional topics areas for emphasis will be determined with input from FNS and other sources such as the WIC Peer Counseling Phase 2 Follow up Implementation Report (to be published in 2015). If necessary, the grantee will be responsible for contacting a limited number (5-9) of WIC State and/or local agencies to obtain additional details on a particular program’s exemplary approaches to training local agencies on peer counseling management practices and adherence to the [Loving Support Model](#). While the grantee will use the existing curriculum as the basis for the trainings, it may be necessary to develop additional tools, handouts and other resources and make revisions to the existing training curriculum to further facilitate the learning needs of staff. FNS does not expect significant changes will need to be made to the curriculum, but some review and update may be appropriate.

The grantee will coordinate and conduct 1 day trainings in the designated format for up to 75 WIC State and local agency breastfeeding peer counseling management staff in each of the 7 FNS geographic regions. Peer counseling management training will take place in the Fall/Winter of 2015-2016. Coordination tasks include, but are not limited to:

- reserving a room for the training sessions;
- making arrangements for audiovisual equipment;
- providing training resources and materials for training attendees

**2. Update the existing FNS breastfeeding curriculum *Using Loving Support to Grow & Glow in WIC* and convert it to the same interactive, relational presentation platform approach used in the FNS curricula, “*Loving Support Through Peer Counseling: A Journey Together.*” The updated competency-based curriculum will provide a common foundation for training all WIC staff, including peer counselors, on basic breastfeeding technique and management to promote and support breastfeeding in the WIC Program.**

FNS wishes to update the existing breastfeeding competency-based training *Using Loving Support to Grow & Glow in WIC*. [Grow & Glow in WIC](#) is a competency-based basic level breastfeeding training curriculum that establishes a standard level of competency and essential skill sets in basic breastfeeding technique and management for all WIC local agency staff, including peer counselors. The intent of this updated WIC basic breastfeeding curriculum will be to provide a common foundation for training all WIC staff (managers, competent professional authorities, nutritionists, nurses, clerks, and peer counselors) on basic breastfeeding technique and management in order to promote and support breastfeeding in the WIC Program.

**OBJECTIVE:** The grantee will update the existing [Grow & Glow in WIC curriculum](#) with information and materials specific to WIC staff who provide basic WIC breastfeeding promotion and support in the WIC cli clinic, built around the competencies from the existing curriculum and consistent with the principles of *Loving Support*, the 2011 WIC Peer Counseling curricula and the [WIC Nutrition Services Standards](#). The new basic WIC breastfeeding curriculum will use the same interactive, relational presentation approach used in the FNS curricula, *Loving Support Through Peer Counseling: A Journey Together* to include photos, graphics, video clips, diagrams, animations, speaker notes, facilitator prompts and other tools as appropriate.

The grantee will obtain feedback and input from trainers and breastfeeding staff from select WIC State and local agencies, the National WIC Association, and appropriate Federal partners via such means as convening an Expert Panel, and pilot testing the curriculum with WIC staff.

**3. Develop a WIC training curriculum that defines the scope of practice and addresses the competencies required for the WIC Designated Breastfeeding Expert. The curriculum will use the same interactive, relational presentation approach used in the FNS curricula, *Loving Support Through Peer Counseling: A Journey Together.***

The WIC-Designated Breastfeeding Expert is an individual who is an expert with special experience or training in helping breastfeeding mothers and who provides breastfeeding expertise and care for more complex breastfeeding problems when WIC staff face situations outside of their scope of practice. Individuals with this designation can be WIC staff including Breastfeeding Coordinators, Peer Counselor Coordinators, International Board Certification Lactation Consultations (IBCLCs), Certified Lactation Counselors or Certified Lactation Educators, nutritionists, and nurses or community health care providers such as physicians or

nurses. FNS recognizes the need to identify key competencies and define the scope of practice for the position of WIC Designated Breastfeeding Expert consistent with the WIC Nutrition Services Standards.

FNS is seeking the development of a standard, competency based training curriculum/course for the WIC Designated Breastfeeding Expert to include the roles and responsibilities for these individuals in the WIC setting. Use of a standard curriculum will contribute to consistency and ensure that the WIC Designated Breastfeeding Expert in each WIC agency/clinic meets a common level of expertise necessary for this important position in WIC.

OBJECTIVE:

The grantee will determine WIC program needs for developing and implementing the curriculum. The project will use a strong collaborative approach with State and local WIC agencies to build buy-in and support. Program needs should be determined through input from staff from select WIC State and local agencies, the National WIC Association, Federal partners, and outside organizations (including those representing culturally diverse breastfeeding organizations); a literature review; review and assessment of key and common components of training courses similar in scope;; and pilot testing the curriculum with WIC staff. The feedback and input obtained from these sources will guide strategy formation and be the foundation upon which the WIC Designated Breastfeeding Expert curricula/course will be designed and implemented.

The WIC Designated Breastfeeding Expert curriculum/course will use the same interactive, relational presentation approach used in the FNS curricula, *Loving Support Through Peer Counseling: A Journey Together* to include photos, graphics, video clips, diagrams, animations, speaker notes, facilitator prompts and other tools as appropriate. The grantee will obtain approval for the course for CERPs by the International Board of Lactation Consultant Examiners and CPEUs by the Commission on Dietetic Registration.

**4. Consolidate all four WIC breastfeeding training curricula into one flexible presentation platform using a format similar in structure and functionality to the existing *Loving Support Through Peer Counseling: A Journey Together* platform.**

FNS wishes to house all 4 breastfeeding training curricula on one training presentation platform to facilitate training for all WIC audiences, enabling easy access to all resources and flexibility to adapt to audience needs.

OBJECTIVE: The grantee will create one flexible presentation platform using a format similar in structure and functionality to the existing *Loving Support Through Peer Counseling: A Journey Together* platform. The platform will include the two existing breastfeeding training curricula (for managers and peer counselor trainers), the new basic WIC breastfeeding curriculum, and the new curricula for the WIC Designated Breastfeeding Expert. Separate components within that platform, i.e., a separate “dashboard,” should be specific to the audience being trained, with each component having its own materials. The

platform should be designed to be flexible, enabling easy access to resources available to train the identified audiences, eliminating content overlap, and allowing training from common elements, such as videos and animations where appropriate. The grantee should ensure consistency among the 4 curricula where appropriate.

While FNS desires to retain the platform-based training curricula for the new and existing curricula, the grantee should determine and implement enhancements to the platform-based trainings to facilitate breastfeeding training for WIC staff in a variety of settings. For example, the platform-based trainings are large files with long download times. For staff with security and firewall issues that prohibit file downloads, FNS looks to ensure user-friendly technology to provide a seamless training experience. The grantee should consider and apply ways to minimize such technology issues to the extent possible. In addition, FNS is interested in technology that increases the flexibility of WIC State agencies to provide training, and ensures a training method that is familiar, comfortable and easy to operate (such as tablet computers).

Self-Study Enhancements. Some local agencies have found it difficult to train new staff in a timely manner due to initial lack of experience with the platform-based training and the preparation time necessary to effectively use the training. The grantee will recommend and implement methods to enhance the training for self-study purposes, such as use of voiceover on existing slides, self-study modules, etc.

**TECHNICAL ASSISTANCE:** The grantee will provide technical assistance on training content and/or presentation technology to State and local agency WIC staff, upon request, through duration of the funding period.

**INSTRUCTIONAL DESIGN AND EDITORIAL EXPERTISE:** The proposal must demonstrate that adequate instructional design and editing expertise will be employed in all stages of the development of the training curricula and accompanying materials. The training manuals should be written without excessive wordiness and jargon. Language and training approach should be appropriate for intended audiences. References and resources must be from peer-reviewed journals and not from lay books, magazines, commercial websites or similar sources.

**INTANGIBLE PROPERTY:** In accordance with 2 CFR Part 215.36, the Grantee is free to copyright any books, publications, or other copyright materials developed in the course of or under this Cooperative Agreement, but the U.S. Department of Agriculture's Food and Nutrition Service shall reserve a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use the work for government purposes.

## **OPTIONAL TASKS**

1. Coordinate and conduct trainings in each of the each of the seven FNS geographic regions for one or more of the following audiences using the appropriate training: WIC staff (*Grow and Glow* update); WIC peer counselor trainers (***Loving Support Through Peer Counseling: A Journey Together***); and WIC Designated Breastfeeding Experts (new grantee developed curriculum/course). Coordination tasks include, but are not limited to: (1) reserving a room for

the training sessions; (2) making arrangements for audiovisual equipment; and (3) providing training resources and materials for training attendees. The need for such training will depend on the needs of FNS and State and local agencies and will be determined in consultation with the grantee. If this option is selected, negotiations will be held depending on the availability of Federal funds.

2. Provide technical assistance on training content and/or presentation technology to State and local agency WIC staff, upon request, in optional years. If this option is selected, negotiations will be held depending on the availability of Federal funds.

## **II. FEDERAL AWARD INFORMATION**

FNS will fund a competitive cooperative agreement award of up to \$1 million in Fiscal Year 2015. A cooperative agreement will be awarded by FNS on a competitive basis to accomplish the goals and deliverables described in this RFA. FNS will provide only one award under this solicitation. This application is available only to a limited number of vendors who meet eligibility criteria. The award will be on a competitive basis, based on an objective review of all proposals according to the technical evaluation criteria outlined in this RFA. FNS has structured this award as a cooperative agreement; therefore, the grantee can expect substantial collaboration, participation, and/or intervention in the management of the project by FNS. This will include, but is not limited to, ongoing technical direction and involvement in updating, developing and implementing the training curricula and other deliverables, reviewing drafts, providing input, and approving revisions.

### **USE OF FUNDING AND DURATION**

This solicitation offers funding of this award in Fiscal Year (FY) 2015, subject to the availability of funds. A maximum of \$1 million will be available in FY 2015. FNS will award the funding through a competitive process. The grantee may use the FY 2015 funds for the duration of the project period, ending September 30, 2018. The applicant's budget submission should reflect a breakdown of costs for the full cooperative agreement period.

Funding of this award will be provided through the *Grant Award/Letter of Credit* process. The award will be made via a Cooperative Agreement between FNS and the grantee, upon receipt of a properly executed Cooperative Agreement and subject to the availability of funding. The submission of an application does not guarantee funding.

FNS may elect to fund an organization's application in its entirety, may limit funding to specific subgrantee proposals contained in an application, and/or may negotiate proposed applicants to stay within available funding. All funds must be obligated and all activities under the Cooperative Agreement must be completed by September 30, 2018.

FNS reserves the right to initiate a second competitive process if it receives few applications of technical merit through this RFA.

### **Determination of Award Amounts**

If an application is approved for funding, is realistically and appropriately budgeted, and has technical merit, the award may be funded at the requested amount. However, FNS reserves the right to:

- Fund applications outside of numerical ranking for the aforesaid reasons;
- Not fund an application based on a lack of merit; and
- Fund an award at less than the total amount requested, if:
  - Federal funding is not sufficient to fund the application(s) that merit(s) award;
  - It is judged that another proposal could be implemented with less funding; or
  - Other factors are considered, e.g., geographic, demographic, or socioeconomic diversity; agency priorities.

### **III. ELIGIBILITY INFORMATION**

This is a competitive, limited solicitation. Only businesses (non-profit organizations or for-profit organizations) with extensive experience in the provision of breastfeeding education and training and breastfeeding course development are eligible for this grant opportunity. FNS will not consider applications from entities that do not fit these eligibility criteria.

There is no cost-sharing or matching requirement to participate in this grant solicitation.

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

## IV. APPLICATION AND SUBMISSION INFORMATION

Applicants may request paper copy of this solicitation and required forms by contacting the FNS Grants Officer at:

*Gregory Walton, Chief*  
Grants and Fiscal Policy Division  
U.S. Department of Agriculture, FNS  
3101 Park Center Drive Room 740  
Alexandra, VA 22302  
E-mail *greg.walton@fns.usda.gov*

### 1. Content and form of application submission (form and format of application submissions)

FNS strongly encourages eligible applicants interested in applying to this program to adhere to the following applicant format. The proposed project plan should be typed on 8 ½" X 11" white paper with at least 1 inch margins on the top and bottom. All pages should be single-spaced, in 12 point font. The project description with relevant information should be captured on no more than 20 pages, not including the cover sheet, table of contents, resumes, letter of commitment(s), endorsement letter(s), budget narrative(s), appendices, and required forms. All pages, excluding the form pages, must be numbered.

#### Special Instructions:

- Late application submission will not be considered in this competition. FNS will not consider additions or revisions to applications once they are received.
- Applications not submitted via the Grants.gov portal will not be considered. USDA will not accept faxed, e-mailed or hand-delivered documents.
- FNS reserves the right to use this solicitation and competition to award additional grants in the next fiscal year should additional funds be made available through future appropriations.
- Grant awards are subject to the availability of funds.
- This RFA does not require cost sharing or matching funds.

#### **Allowable Use of Funds**

Funds must be used by the grantee to develop and implement the projects described in this RFA. Expenditures must conform to the project design and budget identified in the Grantee's approved proposal. Funds expended by the Grantee may be used to pay sub Grantees for specific elements of the project, as described in the approved proposal.

#### **Unallowable Use of Funds**

Cooperative agreements provided through this RFA are intended to provide WIC State agencies with curricula and training as described by the RFA. A project's proposed budget cannot include:

- any pre-award costs associated with the development of the award application;
- any payments to contracted sub grantees not directly specified by the grantee or associated with the project goals described in this RFA;
- any construction costs

Sub-Grantees are also subject to the applicable costs principles and uniform administrative regulations found in 2 CFR Part 200.

#### Cover Sheet

The cover page should include, at a minimum:

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

#### Table of Content

Include relevant topic page number

#### Application Project Summary

The application should clearly describe the proposed project activities and anticipated outcomes that would result if the proposal is funded.

#### Project Narrative

The project narrative should clearly identify what the applicant is proposing and how it will address a solution, the expected results and/or benefits once the solution is achieved, and how it will meet the RFA program scope and objectives. The proposed project methodology should describe the project design, address program specific methodology needs, procedures, timetables, monitoring/oversight, and the organization's project staffing. It should also address any additional RFA specific requirements.

#### Application Budget Narrative

The budget narrative should correspond with the proposed project narrative and application budget. The narrative must justify and support the bona fide needs of the budget's direct cost. If the budget includes indirect costs, the applicant must provide a copy of its most recently approved Federal indirect cost rate agreement. All non-profit organizations must include their 501(c)(3) determination letter issued by the Internal Revenue Service (IRS).

#### Required Grant Application Forms

All applicants must complete the following forms:

The following grants.gov forms are required of grant applicants. They are located at [http://www.grants.gov/agencies/aforms\\_repository\\_information.jsp](http://www.grants.gov/agencies/aforms_repository_information.jsp):

The following required OMB forms can be obtained at:  
<https://apply07.grants.gov/apply/FormsMenu?source=agency>

Non-Construction Grant Projects Forms: SF-424 Family

1. Application and Instruction for Federal Assistance (SF-424)
2. Budget Information and Instruction (SF-424A)
3. Assurance-Non-Construction Programs (SF-424B)

SF LLL (Disclosure of Lobbying Activities): Indicate on the form whether your organization intends to conduct lobbying activities. If your organization does not intend to lobby, write “Not Applicable.”

Non-profit or Corporate Entities

Non-Profit or Corporate Entities must submit the following forms:

1. AD-3030 (Representations Regarding Felony Conviction and Tax Delinquent Status for Corporate Applicants)
2. AD-3031 (Assurance Regarding Felony Conviction or Tax Delinquent Status for Corporate Applicants)

**Electronic Submission:** The complete application must be uploaded to [www.grants.gov](http://www.grants.gov) by 11:59 PM, Eastern Standard Time, on **(RFA DUE DATE)**. Applications received after the deadline date will be deemed ineligible and will not be reviewed or considered. USDA will not consider any additions or revisions to an application once it is received. USDA will not accept mailed, faxed, or hand-delivered applications.

### **Dun and Bradstreet (DUNS) Number**

In order to submit an application via [grants.gov](http://www.grants.gov), applicants must have obtained a Data Universal Numbering System (DUNS) number and registered in both the new Systems for Award Management (SAM) and on [grants.gov](http://www.grants.gov). The applicant is strongly advised to allow ample time to initiate the [grants.gov](http://www.grants.gov) application submission process. Please visit the following websites to obtain additional information on how to obtain a DUNS number ([www.dnb.com](http://www.dnb.com)) and register in SAM (<https://www.sam.gov/portal/public/SAM/>).

**DUNS Number:** In order to obtain a DUNS number, if your organization does not have one, or if you are unsure of your organization’s number you can contact Dun and Bradstreet via the internet at <http://fedgov.dnb.com/webform> or by calling 1-888-814-1435, Monday thru Friday, 8am-9pm EST. There is no fee associated with obtaining a DUNS number. Obtaining a DUNS number may take several days to obtain.

## SYSTEM FOR AWARD MANAGEMENT (SAM)

### What is SAM?

The System for Award Management (SAM) is combining Federal procurement systems and the Catalog of Federal Domestic Assistance into one new system.

For additional information regarding SAM see the following link:

[https://www.acquisition.gov/SAM\\_Guides/Quick%20Guide%20for%20Grants%20Registrations%20v1.pdf](https://www.acquisition.gov/SAM_Guides/Quick%20Guide%20for%20Grants%20Registrations%20v1.pdf)

Below is some additional information that should assist the applicant through this process:

**SAM Registration:** For applicant organizations that were previously registered in the CCR, relevant applicant information is already in SAM; set up a SAM account as necessary to update any information. To register in SAM, the applicant's DUNS number, Tax ID Number (TIN), and taxpayer name (as it appears on the applicant's last tax return) are all required. SAM verifies all information submitted by the applicant using several systems. This verification takes at least **48 hours** after your registration is submitted to SAM. Applicants must have a valid SAM registration no later than 3 days prior to the application due date of this solicitation. **Applicants that do not receive confirmation that SAM registration is complete and active should contact SAM at: <https://www.fsd.gov/app/answers/list>.**

### SAM Presentation/Training

GSA has created a presentation of a SAM training. To view the presentation, please visit: <http://www.youtube.com/watch?v=mmHcKCchaiY>

This will be extremely useful for SAM users that are:

- Registering at SAM for the first time
- Setting up user permissions from CCR into the SAM registration (called migrating)
- Updating / renewing CCR record in SAM

**PLEASE BE AWARE:** In some instances the process to complete the migration of permissions and/or the renewal of the entity record will require **5-7 days or more**. We strongly encourage grantees to begin the process at least **3 weeks before** grant the due date of the grant solicitation.

**Grants.gov Registration:** In order to apply for a grant, your organization must have completed the above registrations as well as register on Grants.gov. The Grants.gov registration process can be accessed at [www.grants.govapplicants/get\\_reistered.jsp](http://www.grants.govapplicants/get_reistered.jsp). Generally, the registration process takes between **3-5 business days**.

Allow your entity ample time to complete the necessary steps, for the submission of your grant application package, on grants.gov.

Please be aware that the grants.gov system provides several confirmation notices; applicants should ensure receipt of confirmation that the application was accepted.

**NOTICE: Special Characters not Supported**

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

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

File attachment names longer than approximately 50 characters can cause problems processing packages. Please limit file attachment names. Also, do not use any special characters (example: &, -, \*, %, /, #, ', -), this includes periods (.), spacing followed by a dash in the file and for word separation, use underscore (example: Attached\_File.pdf) in naming the attachments. **Please note that if these guidelines are not followed, your application will be rejected. FNS will not accept any application rejected from [www.grants.gov](http://www.grants.gov) portal due to incorrect naming conventions.**

In order to submit an application via grants.gov, applicants must have obtained a Data Universal Numbering System (DUNS) number and registered in both the new Systems for Award Management (SAM) and on grants.gov. The applicant is strongly advised to allow ample time to initiate the grants.gov application submission process. All applicants must have SAM status at the time of application submission and throughout the duration of a federal award in accordance with 2 CFR Part 25. Please visit the following websites to obtain additional information on how to obtain a DUNS number ([www.dnb.com](http://www.dnb.com)) and register in SAM (<https://www.sam.gov/portal/public/SAM/>).

Please be aware that the grants.gov system provides several confirmation notices; you need to be sure that you have confirmation that the application was accepted.

2. Submission Dates and Times

APPLICATION DUE DATE

The complete application must be uploaded on [www.grants.gov](http://www.grants.gov) by 11:59 PM, Eastern Time **(insert the due date)**. Applications received after the deadline date will be deemed ineligible and will not be reviewed or considered. FNS will not consider any additions or revisions to an application once it is received. FNS will not accept mailed, faxed, or hand-delivered applications.

Applicants experiencing difficulty submitting applications to [www.grants.gov](http://www.grants.gov) should contact the grants.gov Support Center at **Local Toll Free: 1-800-518-4726** or via e-mail at [support@Grants.gov](mailto:support@Grants.gov)

### 3. Intergovernmental Review

This funding opportunity is subject to the requirements of EO 12372, “Intergovernmental Review of Federal Programs”. This Executive Order was issued with the desire to foster the intergovernmental partnership and strengthen federalism by relying on State and local processes for the coordination and review of proposed Federal financial assistance and direct Federal development. The Order allows each State to designate an entity to perform this function. If you are located within a State that does not have a SPOC, you may send application materials directly to a Federal awarding agency.

For a list of State agency contacts, please visit the Office of Management website at: [http://www.whitehouse.gov/omb/grants\\_s poc/](http://www.whitehouse.gov/omb/grants_s poc/)

### 4. Funding Restrictions

Include any information on funding restrictions in order to allow the applicant to develop an application and budget consistent with program requirements. Items include:

Cooperative agreements provided through this RFA are intended to provide WIC State agencies with curricula and training as described by the RFA. A project’s proposed budget cannot include:

- any pre-award costs associated with the development of the award application;
- any payments to contracted sub grantees not directly specified by the grantee or associated with the project goals described in this RFA; or
- any construction costs

### 5. Other Submission Requirements

**Electronic Submission:** The complete application must be uploaded to [www.grants.gov](http://www.grants.gov) by 11:59 PM, Eastern Standard Time, on **(RFA DUE DATE)**. Applications received after the deadline date will be deemed ineligible and will not be reviewed or considered. USDA will not consider any additions or revisions to an application once it is received. USDA will not accept mailed, faxed, or hand-delivered applications.

Applicants experiencing difficulty submitting applications to [www.grants.gov](http://www.grants.gov) should contact the grants.gov Support Center at **Local Toll Free: 1-800-518-4726** or via e-mail at [support@Grants.gov](mailto:support@Grants.gov)

## V. APPLICATION REVIEW INFORMATION

### 1. Review Criteria

This cooperative agreement competition will support a proposal that:

- a. Demonstrates knowledge, skill, and experience in curriculum development and the design of training programs using adult learning strategies.
- b. Demonstrates knowledge of WIC as a public health nutrition program, and breastfeeding promotion and support services that are effective in a WIC setting;
- c. Demonstrates knowledge of evidence-based breastfeeding management skills;
- d. Demonstrates knowledge of the WIC population and research that addresses the challenges faced by low-income and culturally-diverse mothers;
- e. Demonstrates knowledge of WIC breastfeeding regulations, goals, policies and procedures and Nutrition Services Standards;
- f. Demonstrates knowledge of staff roles and responsibilities related to promoting and supporting breastfeeding in the WIC Program;
- g. Demonstrates experience with training of WIC staff and experience and skills sufficient to communicate effectively with WIC staff.
- h. Demonstrates consistency with training goals and objectives of existing FNS WIC breastfeeding curricula and components – ***Loving Support Through Peer Counseling: A Journey Together***; the [\*Loving Support Model\*](#), and *Using Loving Support to Grow and Glow in WIC*.
- i. Demonstrates knowledge of and expertise with developing and using the interactive, relational platform-based presentation approach used by the ***Loving Support Through Peer Counseling: A Journey Together*** curricula.
- j. Demonstrates expertise in technology-based curriculum and presentation development.
- k. Clearly describes an effective process for carrying out the projects and goals of the RFA;
- l. Proposes innovative and creative training strategies;
- m. Takes into account the competencies necessary for all WIC staff;
- n. Considers the multi-cultural population served by the WIC Program.

o. Demonstrates knowledge of breastfeeding community partnerships, role of coordination with other health care professionals, knowledge of community resources, health professional organizations and coalitions.

**Project Expertise and Staffing:** The proposal must demonstrate that sufficient qualified staff is available to accomplish the goals of the project in a timely manner with adequate lead time (2-3 weeks) for FNS review and cooperative discussion with the grantee at each stage of development. In the attachments section, a biographical sketch must be included for the project director and other key positions. Each of the biographical sketches must not exceed 2 pages in length. In the event that a biographical sketch is included for an individual not yet hired, a letter of commitment from that person must be included with his/her biographical sketch. Job descriptions for key personnel must not exceed 1 page in length. The suggested contents for biographical sketches and job descriptions are specified in the application packet in Section VII. The proposal should also include a current Organizational Chart.

### **Letters of Commitment**

This cooperative agreement will be made on a competitive basis to a single entity. However, the grantee may subaward, i.e., contract or subgrant, with other organizations to complete or provide aspects of the development of the curricula and training projects. If such subawards are anticipated, each subgrantee must submit a Letter of Commitment to the applicant, for inclusion with the cooperative agreement application, which describes its role in this project, the amount of time it intends to commit to this project, and an affirmation that it will cooperate with the grantee in implementing this project. The Letters of Commitment should be on the respective company or organization letterhead and should be addressed to the prospective applicant.

## **EVALUATION OF GRANT APPLICATION CRITERIA**

FNS will pre-screen all applications to ensure that they contain the required documents and information. If an application does not include all appropriate information, FNS will consider the application to be non-responsive and will eliminate it from further evaluation.

### **Evaluation Factors and Criteria**

The following selection criteria will be used to evaluate applications for this RFA.

### **Evaluation Factors and Criteria**

The following selection criteria will be used to evaluate applications for this RFA.

#### **Merit of Project Design (35 points)**

Project design: The proposal describes an effective method of updating, developing and implementing the breastfeeding training projects in accordance with and as described in this RFA. The proposal demonstrates a clear understanding of the purpose of the projects, the needs of FNS as described by the RFA, and the goals of breastfeeding training within the public health community-based setting such as the WIC Program. The technical approach is appropriate to address the project goals. (25 points)

Materials development: The proposal also includes the delivery of training materials, in a variety of formats and addressing a variety of skill sets in accordance with and as described in the RFA, that can be used by the WIC State agencies to train their local staffs. (10 points)

#### **Organizational Experience and Management/Staff Capability (30 points)**

Experience: The proposal describes each applicant's experience in and qualifications for administering Federal grants. The proposal includes resumes and/or job descriptions for key personnel in management, administration, and technical assistance, and describes the specific expertise that qualifies such personnel for their proposed roles. Adequacy of the proposed staff including evidence of the qualifications and experience of the proposed project staff to successfully carry out the projects goals as described in this RFA. The proposal also provides a contingency plan for the loss of key personnel. Project narrative description, SF-424, and SF-424b, are contained with the application package. The proposal demonstrates evidence of completing comparable work on time and within cost; and includes references from past projects. SF-LLL is contained within the application package. (20 points)

Oversight: The proposal details effective and continuing oversight of the awarded project by qualified project managers, establishes the credibility and capabilities of any subgrantees by which specific elements of the proposal will be provided, and provides the means for

successful communication both within the Cooperator organization and between the Cooperator and its subgrantees. (5 points)

Time commitments: The proposal includes a project timeline that shows sufficient time has been allotted for proposed tasks and justifies the proposed time commitments of key personnel and potential subgrantees. (5 points)

### **Budget Appropriateness and Economic Efficiency (35 points)**

**Budget Narrative:** In addition to the standard form 424A, the proposal should include a budget narrative by line item, that clearly explains and justifies all project costs and how they relate to the proposed goals and objectives of the project. The narrative should provide enough detail for reviewers to easily understand how costs were determined, how funds will be spent, by whom and for what purpose. There should be adequate justification for budget costs based on current industry costs/standards. If necessary, information on costs should be obtained from applicable organizations or from online sources. Budget narrative and SF-424a are complete and are contained within the application package. (20 points)

See Budget Narrative Checklist to assure the questions are addressed in the narrative.

**Efficiency:** The proposal is cost effective – it demonstrates that anticipated results identified in the proposal are commensurate with the cost of the project. A Copy of the approved indirect cost rate agreement must be provided (only if the application includes indirect costs). (15 points)

### **Selection of Cooperative Agreement Applications**

After the panel evaluates and scores each application, it will rank proposals by score, starting with the highest score. The panel will provide recommendations for funding to the selection official. The selection official may follow the panel's recommendation, or may consider other factors, such as geographic, demographic, or socioeconomic diversity, or agency priorities, in addition to the panel's recommendation. FNS reserves the right to fund this award out of rank order should it be deemed necessary to achieve the goals identified above. The selection official may also determine that, based on the subsequent scoring, few applications are of technical merit. As a result, FNS may not award or may commit less than the total amount established for this purpose.

### **Number of Applications and Proposals**

An organization may submit only one application for consideration under this RFA. However, applicants are not limited in the number of organizations with which they propose to subaward for specific elements of the project.

## 2. Review and Selection Process

Following the initial screening process, FNS will assemble a peer panel group to review and determine the technical merits of each application. The peer panel will evaluate the proposals based on how well they address the required application components and array the applications from highest to lowest score. The peer 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, program balance, geographical representation, or project diversity. FNS reserves the right to use this solicitation and competition to award additional grants in the next fiscal year should additional funds be made available through future appropriations.

## 3. Anticipated Announcement and Federal Award Dates

FNS expects to notify the Grantee in writing by \_\_\_\_\_ and to issue funds as promptly as possible thereafter, subject to the availability of funding.

# **VI. FEDERAL AWARD ADMINISTRATION INFORMATION**

## 1. Federal Award Notice

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.

The Government is not obligated to make any award as a result of this RFA. 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.

## 2. 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.

## CONFLICT OF INTEREST AND CONFIDENTIALITY OF THE REVIEW PROCESS

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

## ADMINISTRATIVE REGULATIONS

### **Federal Tax Liabilities Restrictions**

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

### **Felony Crime Conviction Restrictions**

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

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

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

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

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

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

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

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

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

Primary grantees, including State agencies, are required to report actions taken on or after October 1, 2010, that obligates \$25,000 or more in Federal grant funds to first-tier sub-grantees. This information must be reported in the Government-wide FFATA Sub-Award Reporting System (FSRS). In order to access FSRS a current SAM registration is required. A primary grantee and first-tier sub-grantees must also report total compensation for each of its five most-highly compensated executives. Every primary and first-tier grantee must obtain a DUNS number prior to being eligible to receive a grant or sub-grant award. Additional information will be provided to grant recipients upon award.

#### Duncan Hunter National Defense Authorization Act of Fiscal Year 2009, Public Law 110-417

Section 872 of this Act requires the development and maintenance of a Federal Government information system that contains specific information on the integrity and performance of covered Federal agency contractors and grantees. The Federal Awardee Performance and Integrity Information System (FAPIIS) was developed to address these requirements. FAPIIS contains integrity and performance information from the Contractor Performance Assessment Reporting System, information from the SAM database, 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.

## CODE OF FEDERAL REGULATIONS AND OTHER GOVERNMENT REQUIREMENTS

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

### Government-wide Regulations

- 2 CFR Part 25: “Universal Identifier and Central Locator Contractor Registration”
- 2 CFR Part 170: “Reporting Sub-award and Executive Compensation Information”
- 2 CFR Part 175: “Award Term for Trafficking in Persons”
- 2 CFR Part 180: “OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Non-Procurement)”
- 2 CFR Part 200: “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards”
- 2 CFR Part 400: USDA’s implementing regulation of 2 CFR Part 200 “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards”
- 2 CFR Part 415: USDA “General Program Administrative Regulations”
- 2 CFR Part 416: USDA “General Program Administrative Regulations for Grants and Cooperative Agreements to State and Local Governments”
- 2 CFR Part 417: USDA “Implementation of OMB Guidance on Non-Procurement Debarment and Suspension”
- 2 CFR Part 418 USDA “New Restrictions on Lobbying
- 2 CFR Part 421: USDA “Requirements for Drug-Free Workplace (Financial Assistance)”
- 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 of the award may be obtained electronically. Please contact the Grants Officer at:

*Gregory Walton, Chief*  
Grant Officer, Grants and Fiscal Policy Division  
U.S. Department of Agriculture, FNS  
3101 Park Center Drive Room 740  
Alexandra, VA 22301  
E-mail [greg.walton@fns.usda.gov](mailto:greg.walton@fns.usda.gov)

### 3. Reporting

## FINANCIAL REPORTING

The award recipient will be required to enter the SF-425, Financial Status Report data 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. More detailed instructions for reporting will be included in the FNS Federal financial assistance award package.

## PROGRESS REPORTING

The recipient will be responsible for managing and monitoring the progress of the grant project activities and performance. The award document will indicate the reporting schedule for submitting project performance/progress reports to FNS. The recipient may be required to submit performance/progress reports to FNS using SF-PPR, Periodic Progress Report. Any additional reporting requirements will be identified in the award terms and conditions, including results of the grant project.

## VII. FEDERAL AWARDING AGENCY CONTACTS

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

*Gregory Walton, Chief*

Grant Officer, Grants and Fiscal Policy Division

U.S. Department of Agriculture, FNS

3101 Park Center Drive Room 740

Alexandra, VA 22301

E-mail [greg.walton@fns.usda.gov](mailto:greg.walton@fns.usda.gov)

## VIII. 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.

### **Projects that Include U.S. Department of Agriculture (USDA) Place Based Initiatives**

Proposals with projects that include interventions in communities that have been designated USDA Place Based Initiatives may receive priority consideration. The USDA Place Based Initiatives include but are not limited to:

1. **StrikeForce for Rural Growth and Opportunity (SF)** – StrikeForce aims to create self-sustaining, long-term economic development in persistent poverty rural communities by increasing investment through intensive outreach and stronger partnership with community leaders, businesses, and foundations. StrikeForce seeks to improve food security by increasing access to safe and nutritious foods.
2. **Promise Zones (PZ)** - Promise Zones are part of the President's plan where the Federal government partners with and invests in selected high-poverty urban, rural, and tribal communities. Promise Zones leverage Federal resources to build up existing local capacity to create jobs, increase economic security, leverage private investment, expand educational opportunities, increase access to quality affordable housing, reduce violent crime and improve public safety.
3. **White House Council on Strong Cities, Strong Communities (SC2)** – As part of the President's priority to strengthen the middle class, create jobs, and build ladders of opportunity, SC2 seeks to increase cooperation between community organizations, local leadership, and the federal government. SC2 pairs on the ground Federal inter-agency teams with the Mayor and city leadership to support the community's vision for economic development. These SC2 Teams offer technical assistance and expertise to help leverage existing Federal resources to grow local capacity and stimulate economic growth in distressed areas.
4. **Partnership for Sustainable Communities** - The Partnership for Sustainable Communities works to coordinate federal housing, transportation, water, and other infrastructure investments to make neighborhoods more prosperous, allow people to live closer to jobs, save households time and money, and reduce pollution.
5. **Know Your Farmer, Know Your Food (KYF2)** - KYF2 strengthens the connection between farmers and consumers to better meet critical goals, including reinvigorating rural economies, promoting job growth, and increasing healthy and local food access in America. Through KYF2, USDA integrates programs and policies that stimulate food- and agriculturally-based community economic development, foster new opportunities for farmers and ranchers, and cultivate healthy eating habits and educated consumers.

## RFA APPLICATION CHECKLIST

All proposals submitted under this RFA must contain the applicable elements as described in this announcement. The application must be submitted electronically through [www.grants.gov](http://www.grants.gov), by midnight on [add the deadline date]. The following checklist has been prepared to assist in ensuring that the proposal is complete and in the proper order prior to submission.

- ✓ Read the RFA carefully, usually more than once.
- ✓ Have you obtained a Dun and Bradstreet Data Universal Numbering System (DUNS) number and registered the number in the System for Award Management (SAM)?
- ✓ Have you verified that your SAM is active?
- ✓ Have you registered your entity in grants.gov and are you authorized as a user in grants.gov to submit on behalf of your agency?
- ✓ Have you prepared and submitted the appropriate forms as shown under the Required Grant Applicant Forms section of this RFA?
- ✓ Have you included the RFA CFDA # [enter the number] on your application?
- ✓ Have you included your contact information: telephone number, fax number, and e-mail address?
- ✓ Have you addressed, met, and considered any program specific requirements or restrictions?
- ✓ Is the project's proposal clearly stated?
  - Does it comply with any format requirements?
  - Does it comply with the page limitation?
  - Most importantly does it directly relate to the RFA's objectives and priorities?
  - Don't assume that reviewers know anything about your organization and its work.
- ✓ Have one or more persons read your proposal who did not participate in its writing and ensure that it was clear to them?
- ✓ Does the proposed project and budget meet the bona fide needs of the RFA?
- ✓ Is the budget summary included?
  - Does it agree with the calculations shown on the OMB budget form?
  - Is the budget in line with the project description?
- ✓ Be sure to submit a timely application into [www.Grants.gov](http://www.Grants.gov) in order to meet the RFA application deadline.
- ✓ FNS reserves the right to request additional information not clearly addressed in the initial application.

**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.

	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 or sub-grant expense(s) shown on the budget?		
A justification for all Sole-source contracts must be provided in the budget narrative prior to approving this identified cost.		
Other		
Consultant Services. – Has the bona fide need been clearly identified in the project description to justify the cost shown on the budget. The following information must be provided in the justification: description of service, the consultant’s name and an itemized list of all direct cost and fees, number of personnel including the position title (specialty and specialized qualifications as appropriate to the costs), Number of estimated hours X hourly wages, and all expenses and fees directly related to the proposed services to be rendered to the project.		
For all other line items listed under the “Other” heading. - List all items to be covered under this heading along with the methodology on how the applicant derived the costs to be charged to the program.		

Indirect Costs		
Has the applicant obtained a Negotiated Indirect Cost Rate Agreement (NICRA) from an Federal Agency? If yes, a copy of the most recent and signed negotiated rate agreement must be provided along with the application.		
If no negotiated agreement exists, the basis and the details of the indirect costs to be requested should also be reflected in the budget.		

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