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FOOD AND NUTRITION SERVICE
FISCAL YEAR 2008
APPLICATION FOR FUNDING TO IMPLEMENT
CERTIFICATION & VERIFICATION PROCEDURES

States are required to use this solicitation to apply for funds to implement certification and verification procedures for school nutrition programs.

APPLICATION DUE DATE: APRIL 16, 2008

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REQUEST FOR FUNDS TO IMPLEMENT CERTIFICATION & VERIFICATION PROCEDURES

PURPOSE

The Child Nutrition and WIC Reauthorization Act of 2004 (Act), P.L. 108-265, provides a one time appropriation of \$9 million to assist States in implementing mandatory direct certification, optional direct verification and other procedures found in Sections 104 and 105 of the Act related to certification and verification of students' eligibility to receive free and reduced price meal benefits in the school nutrition (SN) programs: the National School Lunch Program (NSLP) and the School Breakfast Program (SBP). Specifically the funds may be used for:

- Implementing an information technology (IT) solution to conduct direct certification and/or verification of eligible students by matching student names in NSLP databases with corresponding names in the databases of the Food Stamp Program (FSP) for direct certification and the State Medicaid program for direct verification.
- Implementing a system capable of issuing household applications to receive free or reduced price meal benefits; and
- Implementing a system capable of issuing, capturing and verifying electronic application and electronic signature data.

The purpose of this funding is to facilitate implementation of the new certification and verification provisions in the Act. These provisions are intended to improve access, to improve accuracy, and to reduce paperwork in SN programs by simplifying the certification and verification process. In order for this to occur, State agencies (SAs)¹ that administer SN programs are required to enter into an agreement with the State FSP agency to establish procedures for direct certification and direct verification. Funding is available for States to facilitate the certification and verification process; however, fiscal responsibility will be awarded to the agency administering SN programs. Only one application per State will be considered; therefore, if both a SN and another agency wish to receive funding, they must submit a joint application. In the event an application is submitted from a SA other than SN programs (eg., FSP), the fiscal responsibility will lie with that agency. Further, in the case where two or more States submit a joint proposal, States must agree on which State will take the lead and assume fiscal responsibility. FNS will make every effort to award funding for the full amount requested by SAs that are chosen for award, but reserves the right to partially fund requests.

This solicitation seeks innovative proposals that demonstrate a firm understanding of the task and offer creative solutions to address certification and verification. The proposals should include specific activities focused on creating and/or enhancing or adapting existing software and electronic databases designed for matching data, establishing a system for electronic

¹ In all cases, "State Agencies" means (a) the State educational agency; (b) any other agency of the State which has been designated by the Governor or other appropriate executive or legislative authority of the State and approved by the Department of Agriculture to administer the NSLP and SBP in schools, as specified in 7 CFR§210.3(b).

applications and electronic signatures, and/or implementing household applications. However, in all cases, priority will be given to systems that are transparent and transferable in nature so that other States can potentially benefit from them. In addition, the proposal can incorporate other activities as long as they are directly related to the areas specified in the statute as noted above. FNS is most interested in awarding grant funds to those States that will focus their efforts toward reaching the maximum number of potentially eligible students.

NOTE: We encourage SAs applying for funds to structure their proposal in a way that demonstrates that a maximum number of children in their respective States will be reached. In order to maximize funding availability, **FNS will consider partnerships, including consortia or collaborative efforts between States, and may award funding to create a new system or to import and/or modify an already working system.**

DATES

Applications must be received **on or before 5:00 p.m., Eastern Standard Time, April 16, 2008. Applications received after this date and time will not be considered for funding.**

I. What are certification and verification procedures?

Direct Certification

Direct certification is the process that allows a local educational agency (LEA) to work with the State or a local FSP agency to obtain information that determines that the student is in a FSP household, and is therefore entitled to free school meals. In this instance, no application is needed.

Direct certification has been an option for schools for over a decade and is used in many LEA's. Utilization of this option varies State by State. States are therefore at various points in implementation and development of systems to facilitate direct certification. Implementation of mandatory direct certification for FSP is phased in. By July 2006, LEAs with 25,000 or more students enrolled must conduct direct certification. By July 2007, LEAs with 10,000 or more students must comply, and finally, by July 2008 the mandate applies nationwide. However, direct certification for FSP households will remain discretionary until required as specified above.

Section 104 of P.L. 108-265 requires each State agency that administers SN programs to enter into an agreement with the State FSP agency to establish procedures for direct certification. It also amends the Food Stamp Act to require State FSP agencies to enter into an agreement to conduct direct certification.

Direct Verification

Direct verification is the process of verifying eligibility for free or reduced price meals by having the LEA first obtain and use income and program participation information from a public agency administering the State Medicaid program. Records from this public agency may be used to

verify the free or reduced price status of children who qualify based on submission of an application. The public agency records must be the most recent available at the time of the verification but may not be more than 180 days old at the time of application. For more information, see policy memo SP-32-2006 at:

http://www.fns.usda.gov/cnd/Governance/Policy-Memos/2006/SP_32-2006.pdf.

Household Applications

The term “household application” means an application for all children of a household to receive free or reduced price meals. Only one application is permitted per household for all children attending school in a LEA.

Electronic Applications and Electronic Signatures

A household application may be executed using an electronic signature if the application is submitted electronically and the electronic application filing system meets confidentiality standards established by the Secretary of Agriculture.

Purpose

The purpose of these funds is to facilitate implementation of the certification and verification requirements of P.L. 108-265. The advantages of the new certification and verification provisions are: 1) ease of applying for both households and LEAs; 2) increased participation; and 3) enhanced accuracy of the certification and verification processes.

Authority

Section 104(c) of the Child Nutrition and WIC Reauthorization Act of 2004 authorizes FNS to award \$9 million to assist SAs in implementing mandatory direct certification, optional direct verification and other provisions found in Sections 104 and 105 of the Act. To be eligible for these funds, States must submit an acceptable proposal that **will be evaluated under the criteria established in Section VIII of this document and the implementation provisions found in Sections 104 and 105 of P.L. 108-265.**

II. Who May Apply?

Eligible applicants include all SAs that administer SN, FS, or Medicaid programs; however, priority will be extended to those SAs that did not receive a grant award under this program in fiscal year (FY) 2006 and/or 2007. The following table illustrates the types of certification/verification projects that will be considered for funding under the grant and the SAs that may apply either independently or jointly with another agency. Only one application from each State or from a consortium of States will be accepted.

PROJECT TYPE	SCHOOL NUTRITION (SN) AGENCY AND/OR ALTERNATE SN AGENCY	FOOD STAMP AGENCY	SCHOOL NUTRITION & FOOD STAMP JOINTLY	SCHOOL NUTRITION & MEDICAID JOINTLY
Direct Certification	X	X	X	
Direct Verification	X	X	X	X
Household Application	X			
Electronic Application & Electronic Signature	X			

III. Available Funds and Deadlines

FNS awarded approximately \$5.4 million of the funding that was available in FY 2006 and 2007. FNS is soliciting proposals from SAs for a third round of grant funding. Approximately \$3.5 million will be available for the implementation of the new certification and verification provisions in FY 2008; however, the submission of an application does not guarantee funding.

Funds will be awarded to States that are able to demonstrate their capability to create an efficient process for the new certification and/or verification requirements. FNS may adjust the amounts requested in the application to ensure that funds are made available at appropriate levels. In addition, FNS reserves the right to suspend or terminate an award for materially failing to perform in accordance with a State proposal.

The award period for the funds received during FY 2008 will extend through September 30, 2010. All grant funds must be obligated and all program activities under the grant (other than activities relating to the close out of the grant) must be completed by September 30, 2010. The close out of the grant must occur 90 days later, by December 31, 2010, and all obligations incurred under the grant must be liquidated by this date. Any funds that are not liquidated by December 31, 2010, must be returned to FNS. The final reports are due to FNS no later than December 31, 2010. Please see Section V for additional reporting requirements.

IV. Administrative Requirements and Terms and Conditions

A. Administrative Requirements. The grant program will be awarded and administered in accordance with the following Federal regulations. These include but are not limited to:

7 CFR Part 175: Trafficking in Persons: Grants and Cooperative Agreements;

7 CFR Part 3015: Uniform Federal Assistance Requirements; implementing OMB directives (OMB Circular A-87, Cost Principles for State, Local and Indian Tribal Governments now codified at 2 CFR Part 225; OMB Circular A-21, Cost Principles for Educational Institutions now codified at 2 CFR Parts 215 and 220; and OMB Circular A-122, Cost Principles for Non-Profit Organizations now codified at 2 CFR Part 230;

7 CFR Part 3016: Uniform Federal Assistance Requirements for State and Local Governments;

7 CFR Part 3017: Government-wide Debarment and Suspension (Non-procurement);

7 CFR Part 3021: Government-wide Requirements for Drug-Free Workplace (Grants);

7 CFR Part 3018: Restrictions on Lobbying;

7 CFR Part 3052: (OMB Circular A-133) Audits of States, Local Governments, and Non-Profit Organizations.

B. Terms and Conditions. In addition to the administrative requirements mentioned above, the provisions below will also be a part of the agreement between FNS and the SA.

1. Funds authorized cannot be used to replace existing funding (e.g. State Administrative Expense (SAE) funds) earmarked by the SA for certification and verification procedures.
2. Current expenditures of State and local funds for the operation of school nutrition programs shall not be diminished as a result of receipt of funds to implement certification and verification procedures.
3. Funds cannot be used to shift existing staff from their normal duties paid with SAE funds to support the implementation of certification or verification activities unless the staff that are reassigned to the certification and verification activities are replaced with additional staff in the positions that are vacant.
4. Funds cannot be used for local level expenses.
5. Funds must be expended in accordance with the budget estimate submitted with the proposal, except with prior FNS approval or FNS revision. No more than ten percent of the funds budgeted by the SAs can be shifted from one cost category to another without prior approval from FNS.

6. Any change to a project that is outside the scope of an approved proposal requires prior approval by FNS.
7. Funding for approved proposals will be provided through the Letter of Credit process in the same manner as other funds. However, SAs will be required to separately track and report these funds via a SF-269(A), Financial Status Report.
8. FNS will obtain assurance that applicants are neither suspended nor debarred prior to making an award. If chosen, the applicant must also agree to make a good faith effort, on a continuing basis, to (A) maintain a drug-free workplace (including taking specific actions described at 7 CFR Sec. 3021.200 through 3021.230); and (B) identify all workplace locations where work under Federal award will be performed (7CFR sec. 3021.200). Since Federal entities will no longer collect a paper certification, this may include the following:
 - a) Notifying all sub-grantees and contractors of the Drug Free Workplace rules,
 - b) Making conforming changes to your internal procedures, directives, training materials, etc., and
 - c) Incorporating the new rules into your sub-grantee monitoring practices.
9. Applicants chosen for award will also be required to ensure that all sub-contractors and sub-grantees are neither excluded nor disqualified under the suspension and debarment rules found at 7 CFR sec. 3017.300 by doing any **one** of the following:
 - a) Checking the Excluded Parties List System (EPLS) found at www.epls.gov.
 - b) Collecting a certification that the entity is neither excluded nor disqualified. Since a Federal certification form is no longer available, the grantee or sub-grantee electing this method must devise its own
 - c) Including a clause to this effect in the sub-grant agreement and in any procurement contract expected to equal or exceed \$25,000, awarded by the grantee or a sub-grantee under its grant or sub-grant.
10. All SAs receiving funds to implement the new certification and verification provisions are required to submit the following reports in accordance with the deadlines noted:
 - a) Quarterly Financial Reports, SF-269A. FNS is transitioning to electronic submission of SF-269 financial data. At some point during fiscal year 2008, FNS will no longer accept paper SF-269A submissions from the grantee. Grantees will be required to electronically enter the quarterly as well as the final financial status report (SF-269A) into the Food Programs Reporting System (FPRS). This report must be certified by the grantee's chief fiscal officer or an officer of comparable rank. If you are selected for a grant, we will provide further instructions on electronically entering your data into FPRS. This report must be entered within 30 days after the close of each quarter. A Final Financial Report must be entered into FPRS within 90 days

of the expiration of the grant agreement. This report must also be certified by the grantee's chief fiscal officer or an officer of comparable rank.

- b) Semiannual Progress Reports. The Semiannual progress report must include **(in narrative form)**: 1) A brief description of what the planned activities were for the report period; 2) Major accomplishments for each activity and dates of accomplishment; 3) A description of any deviations from the proposed plan discussing difficulties encountered and solutions developed; 4) Discuss the budget impact and/or costs associated within this reporting period; 5) List key activities planned for the next report period and 6) Any unique aspects that you would like to share. An **original and one copy** of the Semiannual Progress Reports must be submitted no later than October 31, 2008, April 30, 2009, October 31, 2009, April 30, 2010 and October 31, 2010. In addition, at the completion of the grant period, a final report is due by December 31, 2010. The Final Progress Report should be a narrative project summary that includes lessons learned, future implications within the State, and transferability to other States.

V. How to Submit an Application for Funding

To be considered for funding, Applications must be received by close of business **(5 p.m. Eastern Standard Time) on April 16, 2008**. Applications received after this date and time will not be considered for funding. Applicants may receive the RFA package by downloading the application from the FNS website, by downloading the application from the www.grants.gov website or by contacting FNS and requesting a hard copy to be sent by mail.

1. **Mail or Hand Delivery**. In order to ensure timely receipt of applications by the deadline, applications may be delivered or mailed directly to FNS. Please mail or deliver one (1) original and two (2) copies of your application to:

**Lisa Johnson, Grant Officer
Grants Management Division
Food and Nutrition Service
3101 Park Center Drive, Room 738
Alexandria, Virginia 22302**

If you opt to mail your application, we strongly suggest using a mail delivery service that guarantees delivery and allows you to track delivery to FNS.

The original application must bear the original signature of your authorized representative. The original must be ready for copying, i.e., single-sided, unstapled, unbound, single spaced and on 8½" by 11" paper in 12 point font. Your original and copies must be on white paper.

2. **Electronic Application Submission Through Grants.Gov**. Applicants may apply for this opportunity directly through www.grants.gov. If you opt to submit the application via the www.grants.gov website, there are a number of steps in the registration process that will be required before the application may be submitted electronically. Please be aware that in order to

use the grants.gov system, the user will need to register online and obtain both a Data Universal Number (DUNS) and a Contract Registry Number. Thus, it is very important that users of the grants.gov system familiarize themselves with the requirements for system use. When using the grants.gov portal to apply, we strongly recommend that you submit the online application at least two weeks prior to the application due date in case there are problems with the government-wide website and you want to submit your application via a mail delivery service. If applying through www.grants.gov, applicants must send an email to the FNS Grant Officer, advising that their proposal has been submitted through the www.grants.gov portal and that the applicants have received a confirmation notice from www.grants.gov that their application was accepted by the system. This submission to the FNS Grants Officer must be received no later than 5:00 p.m. Eastern Standard Time on April 16, 2008.

Regardless of the delivery method you choose, please do so sufficiently in advance of the due date to ensure your application package is received on or before the deadline. It is your responsibility to meet the **April 16, 2008, 5:00 p.m. EST due date**. As noted above late applications will not be considered in the competition. Also, emailed and faxed applications will not be accepted. Furthermore, we will not consider additions or revisions to applications once they are received by FNS.

All questions regarding the applications should be referred to **Lisa Johnson** via e-mail at lisa.johnson@fns.usda.gov or telephone at (703) 305-2848.

VI. What to include in the Application

Applications must include a SF-424, Application for Federal Assistance, including a Data Universal Number (DUNS) (Effective October 1, 2003, all applicants of Federal Government Awards must include a DUNS number which can be obtained from the Dun and Bradstreet Group), a Catalog of Federal Domestic Assistance Number (CFDA number 10.579), an application cover page (see Attachment A), a Standard Form 424(A), Budget Summary, and all required assurances. In addition, the application package should include a proposal that responds to the criteria and includes all of the proposal components discussed herein. Thus, submitted proposals should describe in detail your plan to operate a project with the funds to implement certification and verification procedures. The proposal should contain a description of the activities in the plan and how you intend to achieve each goal and objective. This should be done using the narrative statement discussed below as well as the supplemental activity explanation sheets. Information provided to address the evaluation criteria must be sufficiently detailed in the narrative statement and activity sheets to demonstrate your ability to perform the proposed activities. In addition to the required Federal Application for Assistance forms, your proposal must address the following information and must be organized as follows:

1. Application Cover Page

The Application Cover Page (Attachment A) includes evidence of the basic eligibility requirements; additional information which will be used to evaluate proposals; and a description of current certification/verification procedures being used by the SA (where applicable).

2. Agreement Between Administering Agencies

If application is for funding for a direct certification and/or direct verification solution, please provide a copy of the Agreement as required by the Act between the SA that administers the school nutrition programs and the FSP administering agency.

3. Project Description (Narrative Statement)

As part of their proposal, SAs must submit a written statement identifying the activities associated with data matching between the SA, FS, and/or Medicaid agency, as well as the challenges of file sharing between the SA and LEAs. **The SA must provide an explanation on how they identified such challenges and describe in detail the activities that would be performed to address them.** Activities could include: working with LEAs to synchronize enrollment databases with common identifiers; working with State FS and/or Medicaid agencies to synchronize databases; training in database matches at the SA level; and/or cross training between the SA, FS, and/or Medicaid personnel; and any other certification and verification activities found in the Act such as the creation, issuance, capture and authentication of electronic applications and electronic signatures; or the coordination of the distribution of household applications in districts without centralized application capabilities. The activities must be described on no more than 5 pages, single spaced, 12 point font (see Attachment B). We reserve the right to reject any application containing a narrative statement that is over 5 pages in length. **Thus, your complete proposal must contain a narrative description for arriving at a complete solution and an estimated cost of performing these activities.**

4. Project Activity and Timeline

The proposal should include a chart of projected activities with a timeline showing key activities or tasks and their expected completion dates. The timeline should provide adequate/realistic periods to complete the proposed activities/tasks. A sample project activity and timeline chart is provided as Attachment C.

5. Budget

A two-page detailed budget summary for use of all funds requested by the SA on the Budget form SF-424A must be submitted as part of the application. **If the application is requesting funds for SN programs, FSP and/or Medicaid agencies, the detailed summary must reflect each agency's request separately.** This detailed budget summary is in addition to the SF-424A form that is also required, and must include the amount of funds projected to be used for the different activities planned. Applicants must also describe how those costs relate to the project objectives and proposed activities. Please refer to the attached budget checklist to assure that each question is addressed in your narrative. The budget narrative is limited to **2 pages**, single-spaced, printed only on one side, with a one-inch margin. The paper size shall be 8 ½ x 11 inches and use the **Times New Roman 12-point font**. The budget narrative should provide enough detail for reviewers to easily understand how costs were determined and how they relate to the goals and objectives of the project. Additionally, a copy of the State Agency's negotiated and approved rate must be attached if indirect costs are proposed to be charged to the Grant.

Applicants are reminded that they are liable for any costs incurred over and above the amount awarded. FNS is under no obligation to provide additional funds in such situations.

FNS will carefully consider how funds will be used. **Approved funds must be obligated and expended in accordance with the amounts indicated on the approved budget, except with prior FNS approval.**

6. Record Keeping

In addition to the items listed above, include a brief description (**not to exceed 1 page**) of your record keeping system for maintaining separate records of funds received and records pertaining to your organization's other financial operations.

7. Letters of Support

In keeping with Congressional intent of inter-agency cooperation, a letter of support is required from the respective agencies (those potentially eligible for funding under a specific project type) which are not a part of an application submitted for funding (see chart on page 4). In doing so, State social service agencies serving the same needy populations can better coordinate services and benefits.

VII. Evaluation Information

Panel Review

All applications that meet the deadline for submission will be screened for completeness and conformity to the requirements of this solicitation. If deemed fully responsive, the request will be considered for funding. Based on the responses to the criteria discussed below and data previously submitted on the Report of School Program Operations, FNS-10, a panel of FNS staff will determine the technical merit of each request and provide a numerical score.

Evaluation Criteria (All applications will be evaluated using the following criteria)

Identification and Description of the procedures for implementing certification and verification provisions (Narrative Statement) (30 Points)

FNS is most interested in awarding grant funds to those states or consortia of states that focus their efforts toward increasing participation in SN programs by implementing a process designed to reach the maximum number of children. Applications must clearly present a plan that enables LEAs to put into practice the certification and/or verification procedures as specified in Sections 104 and 105 of the Act; that is, direct certification, direct verification, electronic application, electronic signatures, and household applications. However, special consideration will be given to those applications that present a direct certification solution and those that come from a consortium or collaborative effort with other States. In all cases, the solution must be transparent in nature so that other States can potentially benefit from it.

More specifically, applications that propose a direct certification or direct verification process will be evaluated on their ability to certify or verify students for free or reduced price meals through data matching that compares school enrollment with FSP and other approved assistance programs. The SA must provide an explanation of how they will create a broad-based system that is able to use a combination of identifiers which will directly certify or verify eligible students through computer matching. In addition, the application must show that the Agreement

between the SA that administers school programs and the FSP administering agency provides a clear and thorough representation of each agency's role in the implementation process.

For proposals that focus on electronic applications or electronic signatures, the application must clearly demonstrate the ability to create, issue, capture, and authenticate electronic applications and electronic signatures. The application must detail the software, hardware, and encryption protocol(s) that enable validation of digital signatures. The proposal must also show that suitable security controls and mechanisms are in place to protect the transaction and to ensure the trust and confidence of the applicants.

For proposals that focus on household applications, the proposal must clearly identify how States intend to coordinate the distribution of household applications in districts without centralized application capabilities; i.e., the proposal must clearly identify and explain how it will create a system that ensures that an application from a household that lists students in two or more schools is processed in such a way that all children are appropriately certified and that the different students' respective schools are informed of the eligibility determination.

All proposals must also take into account the importance of securing and maintaining proper safeguards to protect personal data (e.g. name, address, date of birth, social security number, etc.). All proposals must also include a plan of implementation and the cost estimate of carrying it out. In addition, the applicant's plan for project operation must be feasible and reflect a thorough understanding of the purpose of the funding. Project descriptions should detail each step necessary to increase participation in school nutrition programs and all related activities and project implementation tasks should be clearly described, including the reasons for the decisions made for the activities in the plan and how each goal and objective will be achieved.

Staffing (20 Points)

The roles and duties of all key staff (new and existing) are thoroughly and clearly explained including identification of the person or entity responsible for project oversight and completion. The proposal should describe how additional resources will be provided while maintaining existing staff. Also, the proposal should include an explanation of how duties covered by existing staff will be funded. Please note that funds cannot be used to fund current staff whose salaries are paid with SAE funds, unless current staff is replaced with new staff.

Project Activity Timeline and Soundness of Program Design (25 Points)

The proposal includes a State level project activity chart with a timeline showing key activities or tasks and their due dates. The timeline provides adequate, realistic periods to start and complete the proposed activities/tasks (see Attachment C for a sample format).

Budget Appropriateness and Justification (25 Points)

Standard Form 424A, Budget Information, and a 2 page detailed budget summary that clearly explains and justifies costs for the SA that administers SN programs and the FSP and/or Medicaid administering agencies, if applicable, must be submitted with the application. Applicants must provide a detailed explanation for all funds requested on the Budget Form (SF 424A) and describe how those costs relate to the project objectives and proposed activities. The budget narrative must be limited to 2 **pages**, single-spaced, printed only on one side, with a one-inch margin. The paper size shall be 8 ½ x 11 inches and use the **Times New Roman 12-point**

font. The budget narrative should provide enough detail for reviewers to easily understand how costs were determined and how they relate to the goals and objectives of the project. Please see Attachment D entitled, “Budget Narrative Checklist” when preparing the budget narrative. Additionally, a copy of the State Agency’s negotiated and approved rate must be attached if indirect costs are proposed to be charged to the Grant.

Additional Points (8 Points)

FNS will give special weight to proposals which emphasize direct certification. In addition, in order to maximize the utilization of funding, FNS will give special weight to proposals submitted by a consortium of states. Therefore, up to four (4) additional points will be added to SAs which have a greater emphasis on direct certification or consortia, respectively. These extra points are based upon a greater emphasis on direct certification (4 points) and applications from consortia (4 points).

Total possible points = 108

VIII. Awards

Applications will be reviewed and scored by panel evaluators. The proposals will be ranked by score starting with the highest score. The panel will present their recommendation to the selecting official based on this ranking. Awards will be considered based on rank order until the total available funds are committed; however, the selection official reserves the right to fund out of rank order. The selecting official may consider other factors, such as past performance on FNS grants, geographic, demographic, or socioeconomic diversity, agency priorities, etc., in addition to the scores assigned by the technical review panel in making the final decision. FNS also reserves the right to fund successful applications at an amount less than requested if it is judged that the application can be implemented at a lower funding level or if federal funding is not sufficient to fully fund all successful applications.

At the completion of the review and awards process, FNS will provide funding for approved applications upon receipt of a properly executed agreement and subject to available funding.

ATTACHMENT A: COVER PAGE (sample format)

**APPLICATION FOR FUNDS
TO IMPLEMENT CERTIFICATION
AND VERIFICATION PROCEDURES**

APPLICANT INFORMATION (Include information for each Agency that is included in the Application for Funding)

1. School Nutrition (State agency name and address):
2. Food Stamp (State agency name and address):
3. Medicaid (State agency name and address):
4. **Official Contact for Funding Proposal (Only 1 agency in a State will receive funding):**
 - Name:
 - Title:
 - State agency name:
 - Phone number:
 - E-mail address:
5. **Total amount of funds requested: \$ _____**
 - Of the total requested:
 - Amount for SA that administers School Nutrition Programs: \$ _____
 - Amount for the Food Stamp agency: \$ _____
 - Amount for the Medicaid agency \$ _____

Attach a copy of the Agreement to coordinate the implementation of direct certification and/or verification between the SA that administers school programs and the FSP and/or Medicaid administering agency (where applicable).

In addition, attach copies of letters of support from the respective agencies which are not a part of this application.

**CERTIFICATION AND VERIFICATION GRANT
STATE AGENCY PROFILE**

Please provide the following program data from October 2006 for all SFAs administered by your State agency:

_____ Total number of SFAs with an electronic database of student records
_____ Total percentage of SFAs with an electronic database of student records

Please answer the following question and provide a description if applicable:

_____ Is your State currently conducting direct certification and/or direct verification (Yes/No)? If yes, please supply an addendum to the cover page describing your State's current direct certification and/or verification capabilities, including percentage of SFAs covered.

ATTACHMENT B

Narrative Description (not to exceed 5 pages) of: (a) the certification, verification, electronic application/signature and/or household application system that will be developed or implemented; (b) the activity(ies) the SN, FSP and/or Medicaid agency will use to address the proposed development or implementation of the above and; the amount budgeted for each activity by each agency.

ATTACHMENT C (sample format)

PROJECT ACTIVITY AND TIMELINE FOR:

(Check one)

School Nutrition State Agency _____

Food Stamp Agency _____

Medicaid Agency _____

ACTIVITY	ESTIMATED START DATE	ESTIMATED END DATE

Attachment D: 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.

	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 the current yearly salary as a percentage of time to be devoted to the project?		
Fringe Benefits		
Did you include your organization’s fringe benefit amount along with the basis for the computation?		
Did you list the type of fringe benefits to be covered with Federal funds?		
Travel		
Are travel expenses itemized? For example origination/destination points, number and purpose of trips, number of staff traveling, mode of transportation and cost of each trip.		
Are the Attendee Objectives and travel justifications included in the narrative?		
Is the basis for the lodging estimates identified in the budget? 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		
Are the products to be acquired or the professional services to be funded described in the budget?		
Has the justification for the need to contract or subgrant been included in the budget?		
For professional services, are the hours to be devoted to the project and the amounts to be charged to the project clearly stated?		
Is the methodology on how the applicant determined the contractual costs included in the budget?		
Are there sole-source contracts listed under this heading? If so, has sufficient information been provided in order to approve the use of a single source?		
Other		
Consultant Svcs. – Are all instances in which consultant services would be required listed in the budget?		
Consultant Svcs. – Is the need for consultant services justified in the budget?		
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		
Is the amount requested based upon a rate approved by a Federal Agency? If yes, is a copy of the 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 narrative?		

Checklist for the Application Package

The application package must include:

_____ **The Application for Funding**

- Cover Page – The cover page must be the first page of the application;
- Copy of Agreement between the SA that administers school programs and the FSP administering agency;
- Letters of support from the respective agencies (those potentially eligible for funds) which are not a part of this application.
- Proposal that responds to the criteria and includes all of the proposal components discussed herein;
- Standard Form 424, Application for Federal Assistance;
- Standard Form 424A, Budget Information – Non Construction Programs;
- Standard Form 424B, Assurances – Non Construction Programs;
- Anti-Lobbying Restrictions require that an applicant submit the required certification with each new submission of an application for funding.

_____ **The Correct Number of Copies**

- An original application bearing the original signature of the authorized representative.
- Two copies of the original application.

_____ **The Correct Format**

- The original must be ready for copying, i.e., single-sided, unstapled, unbound, single spaced and on 8 ½ by 11 white paper;
- Font size must be 12 point;
- Margins must be at least one inch;
- Original and copies must be on white paper;
- The application and attachments cannot include videotapes, brochures, binders, folders, or sleeves.