

FISCAL YEAR 2008
FOOD DISTRIBUTION PROGRAM ON INDIAN RESERVATIONS
NUTRITION EDUCATION GRANT

REQUEST FOR APPLICATION

Applications must be Received by Friday, February 29, 2008

Submit Applications to:

Theresa Geldard
FDPNE Program Officer
USDA, Food and Nutrition Service
Food Distribution Division
3101 Park Center Drive, Room 500
Alexandria, VA 22302

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FOOD DISTRIBUTION PROGRAM ON INDIAN RESERVATIONS

FY 2008 NUTRITION EDUCATION GRANTS

REQUEST FOR APPLICATION (RFA)

INTRODUCTION

The USDA Food and Nutrition Service (FNS) expects to award additional administrative funding totaling approximately \$1 million in fiscal year (FY) 2008 for the provision of nutrition education to participants in the Food Distribution Program on Indian Reservations (FDPIR). Only Indian Tribal Organizations (ITOs) and State agencies (SAs) that currently administer FDPIR are eligible to receive these funds.

The goal of the Food Distribution Program on Indian Reservations Nutrition Education (FDPNE) program is to enhance the nutrition knowledge of FDPIR participants and to foster positive lifestyle changes for eligible household members, through intensive integrated nutrition education interventions. FNS is seeking proposals to provide nutrition education services to FDPIR participants and eligibles that are currently underserved by Food Stamp Nutrition Education (FSNE).

GENERAL INFORMATION

Who May Apply. ITOs and SAs that administer FDPIR may apply individually or as a consortium of ITOs and/or SAs (e.g., as a region or a regional nutrition advisory council). FNS encourages ITOs and SAs to consider collaborating with other ITOs or SAs, other FNS programs that serve FDPIR participants, and other nutrition education providers when designing and implementing FDPNE projects. While there is no limit on the number of proposals that an ITO/SA may submit either individually or collectively, the proposals must be significantly different in order to receive funding for more than one application.

Funding and Duration. Up to \$1 million in administrative funding is anticipated in FY 2008 for FDPNE. FDPNE funds must be obligated by September 30, 2008.

FNS reserves the right to reduce or increase the amount of funds requested. FNS also reserves the right to cancel this RFA, in whole or in part, if sufficient funds are not available.

While FNS expects to meet as much need as possible, award amounts will be based on funding availability, application quality, number of applications, and the total amount requested by all applicants. There is no minimum or maximum amount, although requests for \$250,000 or more should indicate whether the project can be separated into smaller pieces should less funding be available.

The submission of an application does not guarantee funding.

Funding for approved FDPNE projects will be provided through the Grant Award/Letter of Credit process, in the same manner as other Federal funds, upon receipt of a properly executed Federal-State/ITO FDPNE Grant Agreement and subject to the availability of funds.

Due Date. The completed application package must be received by FNS on or before 5:00 p.m. Eastern Daylight Time (EDT) on Friday, February 29, 2008.

Submission of application. Applications may be submitted by any of the following methods:

Fax: (703) 305-1410; Attention: Theresa Geldard

Hand deliver or mail one copy of your application to:

Theresa Geldard
FDPNE Program Officer
Food and Nutrition Service, USDA
Food Distribution Division
3101 Park Center Drive, Room 500
Alexandria, VA 22302

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

Mailed applications must be ready for copying (i.e., single-sided, on 8 ½" x 11" paper, unstapled, and unbound, except for a paper or binder clip).

Questions: All questions regarding this application should be referred to Theresa Geldard at (703) 305-2669 or Theresa.Geldard@fns.usda.gov

FNS Regional Office staff members are also available to provide technical and other assistance to ITOs and SAs in developing FDPNE proposals.

APPLICATION REQUIREMENTS

- 1) **Target Audience.** The target audience for FDPNE is FDPIR participants and those eligible to participate in FDPIR. FDPIR eligibles are defined as those who are not currently receiving FDPIR, but are eligible to receive it. FDPNE funds may not be used to provide services that are currently being funded by FSNE, although they may be used to augment such services. Coordination with local FSNE projects is encouraged.
- 2) **Proposal Focus.** The focus of your FDPNE proposal should be:
 - a) Health promotion – To help FDPIR participants and eligibles establish healthful eating habits and a physically active lifestyle; and/or
 - b) Primary prevention of disease – To help FDPIR participants and eligibles that have risk factors for diet-related chronic disease prevent or postpone the onset of disease by establishing more physically active lifestyles and healthier eating habits.

FDPNE proposals should include behaviorally focused, science based nutrition education interventions or health marketing campaigns¹ that are consistent with the *Dietary Guidelines for Americans* and the associated Food Guidance System, *MyPyramid*. Please refer to the USDA Center for Nutrition and Policy Promotion web site at <http://www.cnpp.usda.gov> for complete information on the *Dietary Guidelines for Americans* and *MyPyramid*.

The FSNE Guiding Principles, at <http://www.fns.usda.gov/oane/menu/FSNE/FSNE.htm>, articulate FNS' vision for FSNE and establish standards of excellence for nutrition education. ITOs and SAs should consider these principles as they develop their FDPNE proposal.

- 3) **Key Behavioral Outcomes.** Your proposal should address one or more of the following behaviors:
 - a) Increasing the consumption of fruits and vegetables, whole grains, and/or fat-free or low-fat dairy products.
 - b) Engaging in physical activity daily as part of a healthful lifestyle.
 - c) Balancing caloric intake from food and beverage with calories expended.
 - d) Any other behavioral outcome consistent with the *Dietary Guidelines for Americans* and *MyPyramid*, as long as the primary emphasis remains on dietary quality (i.e., the selection and consumption of healthful foods within a limited budget).
- 4) **Culturally Appropriate Interventions.** Special consideration will be given to culturally-based nutrition education interventions that have been shown to be effective with Native American/Alaska Native populations.
- 5) **Allowable Activities and Services.** FDPNE funds may be expended on a variety of nutrition education and health marketing campaigns. See Attachment B for examples of allowable activities.
- 6) **Coordination and Collaboration.** The likelihood of nutrition education messages successfully changing behaviors is increased when consistent, repeated messages are delivered through multiple channels in a relevant way. FNS encourages the ITOs and SAs to coordinate and collaborate with private, federal, state, local, and tribal nutrition education providers to facilitate a collaborative and integrated nutrition education approach. These collaborators may include, but are not limited to:
 - a) Special Supplemental Nutrition Program for Women, Infants and Children (WIC) providers;
 - b) USDA's Cooperative State Research, Education and Extension Service;
 - c) Tribal or State Departments of Health or Education;

¹ Health marketing campaigns involve **creating, communicating, and delivering** health information using customer-centered and science-based strategies to protect and promote the health of diverse populations (adapted from the Center for Disease Control's definition of Health Marketing, <http://www.cdc.gov/healthmarketing>).

- d) Indian Health Service (IHS);
- e) Tribal Colleges;
- f) State-level nutrition networks;
- g) County or local chapters of health organizations (e.g., American Diabetes Association, American Heart Association);
- h) Local nutrition education providers (such as FSNE), or;
- i) Other SAs or ITOs.

FNS also encourages the involvement of ITOs in the State Nutrition Action Plan (SNAP). State SNAP teams collaborate and share information across FNS programs to provide more integrated nutrition education and promotion activities at State and local levels. Information on SNAP, including a listing of SNAP coordinators by State, is available on the FNS web site at <http://www.fns.usda.gov/oane/SNAP/SNAP.htm>. Through participation in SNAP, ITOs can connect with the efforts and resources of State nutrition assistance programs and work with the SAs toward a common nutrition goal. For those ITOs and SAs participating in SNAP, your FDPNE proposal should include information on how your ITO/SA is participating in SNAP.

- 7) **Matching Funds.** ITOs and SAs must provide 25 percent of the total amount of funds spent on FDPNE. When ITOs and/or SAs apply as a consortium, the match may come from one or more of the members, but must total 25 percent of the application. FNS will consider compelling justification to waive the match requirement, in whole or in part.

The matching requirement may be satisfied by:

- a) ITO or SA contributions, including:
 - i) Cash outlays made by the ITO or SA; or,
 - ii) In-kind costs incurred by the ITO (e.g., the use of building space for the provision of nutrition education, when the building is owned by the ITO or SA at the time of the activity).
- b) Third-party in-kind contributions, including:
 - i) The value of goods and services contributed to the ITO or SA by other non-Federal public entities and institutions for FDPIR; or,
 - ii) The value of services rendered by volunteers (e.g., the use of volunteer dietetic interns to assist with nutrition education).

- 8) **Allowable Use of Funds.** See Attachment C for allowable and unallowable administrative expenses.

APPLICATION FORMAT

Applicants must respond to all of the following sections. It is strongly suggested that applicants adhere to the following application format.

- 1) **Table of Contents.** Include a one-page table of contents.

- 2) **Organizational Overview.** Include a short description of your organization, including any current nutrition education efforts, any resources available, and partnerships.
- 3) **Proposal Summary.** Provide a short summary that describes the needs to be addressed by the project, summarizes the proposed activities, and identifies the intended outcomes.
- 4) **Detailed Proposal.** The narrative section must address the following:
 - a) **Target Audience.** Describe who will benefit from your planned intervention.
 - b) **Partners.** If applicable, provide a list of any organizations, agencies, or individuals that will be providing, or assisting in the provision of, nutrition education to the target audience. Written agreements (e.g., Memorandum of Agreement) are needed for all collaborative projects. These agreements must be signed by a representative of each ITO/SA/organization participating in the collaboration. The agreement should outline the duties/functions to be performed by each partner, and any financial support each partner will provide.
 - c) **Goals.** Explain in broad terms what you hope to achieve through your nutrition education proposal.
 - d) **Objectives.** For each of your goals, list and discuss the associated objective(s). Objective(s) should be specific, measurable, and realistic (e.g., increase the proportion of participants knowledgeable about the importance of fruits and vegetables to good health by 25 percent; train 25 families on healthful snacking).
 - e) **Tasks for each objective.** Describe each task that you (or your partners) will perform during project design and implementation (e.g., design a nutrition education intervention; select participants for the intervention; train staff to perform the intervention; develop training materials). Explain how the tasks will meet your goals and objectives.
 - f) **Timeline.** Provide a list of key events and when they will occur. All FDPNE funds must be obligated by **September 30, 2008.**
- 5) **Sustainability.** Discuss whether your project and its results will be sustained financially and administratively once the grant ends. If the project is a one-time project designed only to be performed during the grant period, discuss why it is sufficient as a one-time project and how the results will be used in the future.
- 6) **Transferability.** Discuss how your project and its results might benefit other ITOs and SAs and how and why it might be adapted and implemented by other agencies or ITOs.
- 7) **Evaluation.** Describe your plan for evaluation, including a description of how data will be gathered to monitor progress toward meeting the project's objectives. Evaluation can be done internally; there is no requirement for external evaluation and no need to hire consultants or specialists to perform the evaluation. The evaluation should focus on measuring how well the program met the goals and objectives described in the proposal.

8) **Budget and Justification.**

- a) **Data Universal Numbering System (DUNS).** Applicants of Federal Government awards are required to have DUNS numbers. If your agency has not yet obtained a number, you will need to contact Dun & Bradstreet at 1-800-234-3867 to register for a number. There is no charge to obtain a DUNS number. The DUNS number will serve as a means of tracking and identifying applications for Federal assistance, and is required to be included on all applications for Federal assistance. If applying as a consortium of agencies, use the DUNS number of the lead agency.
- b) **Budget.** Use the Standard Form (SF) 424, 424A, and 424B to prepare a completed budget for the project. Provide amounts for all major budget categories. These forms will be available on the FNS website (<http://www.fns.usda.gov/fdd/programs/fdpi/default.htm>).
- c) **Budget Narrative.** Provide an 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 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.
- d) **Indirect Costs.** Applicants that intend to charge indirect costs to the FDPNE grant must provide copies of their current FDPIR administrative budget or, if an applicant is a consortium, a copy of the administrative budget for all entities in the consortium.

9) **Certifications.**

- a) Your application must include a Certification Regarding Lobbying, and, if required by paragraph two of the Certification Regarding Lobbying, the SF LLL.

10) **Appendices.**

- a) Copies of agreement or memoranda of understanding with partners.
- b) Other supporting documentation.

SELECTION CRITERIA

Applications will be screened to ensure that one or more of the behavioral outcomes are addressed in the project. Applications that do not meet these behavioral outcomes will not be evaluated further. A panel of FNS staff will review and evaluate the technical merit of each application.

The following selection criteria and weights will be used to evaluate applications.

1) **Project Design and Implementation** (25 percent)

- a) The goals and objectives are clearly identified and appropriate for the proposed project.
- b) Tasks are reasonable and appropriate for proposed objectives.
- c) Timeline appears reasonable and feasible given proposed activities.

- d) Evaluation plans are sufficient to determine whether project met its goals and objectives.
- 2) **Budget Appropriateness (25 percent)**
 - a) The budget is consistent with the project objectives and proposed activities.
 - b) Appropriate budget justifications are provided, including details on how costs were derived and how funds will be spent, by whom and for what activities.
 - c) Funding requested is economical and reasonable in relation to the proposed scope and effort of the proposed project.
- 3) **Sustainability, Transferability, and Use of Resources and Partnerships (25 percent)**
 - a) It is feasible to incorporate project purposes, activities, or results into the ongoing program of the ITO/SA at the end of Federal funding.
 - b) The project and its results can easily be adapted and implemented by other ITOs or SAs.
 - c) Resources and partnerships currently available to the ITO/SA are identified and integrated into the project.
- 4) **Need, Originality, Creativity, and Cultural Appropriateness (25 percent)**
 - a) The ITO/SA demonstrates a need for the proposed project.
 - b) Proposed project is original and creative.
 - c) A description is provided of the cultural relevance of the nutrition education approach, and, if applicable, a brief summary is provided of the successful outcomes in using this culturally based approach in other programs.

TERMS AND CONDITIONS OF APPLICATION APPROVAL

- 1) The ITO/SA is responsible for the implementation of the approved proposal. For ITOs/SAs applying as a consortium, one ITO/SA must assume lead responsibility for complying with these terms and conditions on behalf of the consortium.
- 2) The ITO/SA shall ensure that all expenditures paid under an approved FDPNE proposal are incurred for authorized activities. FDPNE funds must be managed in accordance with federal administrative rules, regulations, and procedures, including requirements contained in Office of Management and Budget Circulars A-21, A-87, A-122, and A-133 and the regulations implementing them. Also, adherence is required to the 7 CFR Parts 3015, 3016, 3017, 3018, 3019, 3021, 3052, and, 41 CFR 1-15.2 (FAR Part 31).
- 3) Following the close of the fiscal year, the ITO/SA must return any unobligated funds to FNS no later than December 30, 2008. Obligations incurred must be liquidated no later than December 30, 2008, unless an extension has been granted by FNS.
- 4) The ITO/SA is required to submit an SF-269A, Financial Status Report (short form), no later than December 30, 2008.
- 5) The ITO/SA is responsible for ensuring that FDPNE operators spend funds appropriately and for providing technical assistance to any sub-grantees to ensure that all projects support the

ITO's/SA's FDPNE goals and objectives. The ITO/State agency is fully liable for repayment of Federal funds should those costs later be determined unallowable.

- 6) The ITO/SA shall submit a written evaluation to the FDPNE Program Officer (see contact information below) no later than 90 days after completion of the project. The report shall contain a project summary including, but not limited to, description of implementation and impact, a description of how the project met its goals and objectives, lessons learned, and future implications within the ITO/SA. In instances where there is a lead ITO/SA, the lead agency shall compile the results from all funded ITOs/SAs into a single report and submit it to FNS.

FDPNE Program Officer: Theresa Geldard
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Food Distribution Division
3101 Park Center Drive, Room 500
Alexandria, VA 22302
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LIST OF ATTACHMENTS

Attachment A	General Application Tips
Attachment B	Examples of Allowable FDPNE Activities and Services
Attachment C	Allowable and Unallowable FDPNE Administrative Expenses
Attachment D	Application Checklist

Attachment A

General Application Tips

- Be thorough in your proposal. Write so that someone who knows nothing about your organization or your proposal can understand what you would like to do.
- Make sure that your budget narrative provides enough detail about planned expenditures so that reviewers can easily determine how the funds will be spent.
- Be sure to address all areas covered by the selection criteria.
- Link your planned expenditures to the goals and objectives of your project, and make sure you demonstrate that proposed expenditures are necessary to carry out your project and activities. Do not request funds for miscellaneous purposes.
- Make sure all required forms are included and signed by an authorized representative of your organization.
- Use the attached checklists to help prepare your application.
- Fillable copies of all required forms can be found online at <http://www.fns.usda.gov/fdd/programs/fdpir/default.htm>.

Examples of Allowable FDPNE Activities and Services

This list of examples is not inclusive. Other projects that meet the requirements listed in this application packet may receive funding.

- Gardening Projects – Gardening is a beneficial project that leads to the economical production and consumption of healthful and fresh food. Educational supplies, curricula, and staff salaries to teach gardening concepts that reinforce the beneficial nutrition aspects of gardening are allowable costs. However, the cost for the rental or purchase of garden equipment (e.g., fertilizer, tractors), the purchase or rental of land for garden plots, seeds, plants, and other gardening supplies can only be allowable costs if they directly relate to the provision of nutrition education.
- Nutrition Education Reinforcement Items – Includes calendars, refrigerator magnets, measuring cups, measuring spoons or other items of nominal value (\$4.00 or less per person) that reinforce an important nutrition message.
- Health Marketing Campaigns – Appropriate health marketing campaigns that target nutrition messages to FDPIR participants and those eligible to participate in FDPIR (eligibles). Health marketing campaigns involve **creating, communicating, and delivering** health information using customer-centered and science-based strategies to protect and promote the health of diverse populations (adapted from the Center for Disease Control’s definition of Health Marketing, <http://www.cdc.gov/healthmarketing>).
- Local radio and television spots – Local radio and television announcements of nutrition education events for FDPIR participants and eligibles.
- Nutrition Classes – Classes on nutrition related topics. The primary purpose of the class must be to provide nutrition education to FDPIR participants and eligibles. Relevant topics include, but are not limited to:
 - meal planning;
 - food portions;
 - selection of healthful foods from vending machines;
 - healthful cooking; and
 - food safety.
- The Pro-rata Share of Cost of Nutrition Classes – When FDPIR participants or eligibles are not the primary target of a nutrition class or the nutrition education is provided in conjunction with another program (e.g., FSNE, WIC, IHS Diabetes Prevention), FDPNE may be billed for the share of the class that includes FDPIR participants. For example, if a nutrition education class has 100 participants and 25 students are FDPIR participants, 25% of the cost of that class may be billed to FDPNE.

- Physical Activity Demonstration or Promotion – Physical activity demonstration or promotion that includes a nutrition message on healthful eating behaviors. Information on local sites where FDPIR participants and eligibles can access a diverse range of low or no-cost activities appropriate for different ages and physical abilities. The promotion of physical activity must be accompanied by a nutrition message on healthful eating behaviors.
- MyPyramid.gov Promotion – Provide instruction to FDPIR participants and eligibles on accessing MyPyramid.gov and MyPyramid Tracker. Provide a dedicated work area (with Internet access) for individuals to use at the FDPIR facilities or collaborate with Tribal schools, libraries or other facilities for participant access to a work area with Internet access.

Allowable and Unallowable FDPNE Administrative Expenses

Allowable costs are specified under OMB regulations at 2 CFR part 225 (OMB Circular A-87); 2 CFR 220 (OMB Circular A-21); 2 CFR 215 (OMB Circular A-110); and 2 CFR 230 (OMB Circular A-122). Departmental regulations at 7 CFR 3016 and Food Stamp Program regulations at 7 CFR 277 (both exhibits to FNS Handbook 501) also specify allowable costs. To be allowable, all costs charged to FNS must be valid obligations of the Tribe, State, local government or sub-grantee and must be necessary and reasonable as charges under an approved FDPNE proposal.

Allowable administrative costs are operational costs for FDPNE, which include all administrative expenses that are reasonable and necessary to operate approved nutrition education activities. Allowable administrative expenses include:

- salaries and benefits of personnel involved in FDPNE and administrative support;
- office equipment, supplies, postage, duplication costs and travel that are necessary to carry out the project's objectives (travel is listed here and below); development and production of FDPNE materials when no other appropriate materials exist;
- lease or rental costs;
- maintenance expenses;
- other indirect costs; and
- charges for travel for the purpose of fulfilling the approved proposal based on official Tribal, State, local or university travel regulations.

Reasonable and Necessary Costs – While OMB regulations define what is allowable, costs that may be covered by the FDPNE for nutrition education must also meet a “reasonable and necessary” test.

Reasonable Costs:

- Provide a program benefit generally commensurate with the cost incurred;
- Are in proportion to other program costs for the function that the costs serve;
- Are priority expenditures relative to other demands on availability of administrative resources; and
- Carry constructive nutrition education messages consistent with the *Dietary Guidelines for Americans*.

Necessary Costs:

- Are incurred to carry out essential elements of the FDPNE proposal;
- Cannot be avoided without adversely affecting the FDPNE proposal; and
- Do not duplicate existing efforts.

Unallowable administrative expenses - Unallowable costs per 2 CFR 225 (OMB Circular A87) and 2 CFR 220 (OMB Circular A-21) for State and local governments are listed below. Similar lists are found in 2 CFR 215 (OMB Circular A-110) and 2 CFR 230 (OMB Circular A-122), the OMB regulations applicable to universities and non-profit organizations).

- Bad Debts – uncollected accounts or claims, and related costs.

- Contingencies-contributions to an emergency reserve or similar provision for unforeseen events (these are not insurance payments which are allowable).
- Contributions and Donations (usually these are political in nature).
- Entertainment – costs that are primarily for amusement or social activities. (There are some exceptions that require reasonable judgment based on why or when the activity takes place. Consult the FNS Regional Office prior to incurring any entertainment related costs.)
- Fines and Penalties – violations or penalties for failure to comply with Federal, Tribal, State, or local laws.
- Governor’s Office – specifically costs of general government. Costs which may be directly charged to a Federal grant may be allowable. (For example, if a person assigned to the governor’s office devotes 100 percent of his/her time to the FDPIR, the cost may be allowable. Each situation, however, must be judged on its own merit).
- Indemnification – payments to third parties and other losses not covered by insurance.
- Legislative expenses.
- Losses not Covered by Insurance (See Indemnification above. These costs are similar, but not the same).
- Under Recovery of Costs under Federal Funding Agreements – shortfalls in one grant cannot be charged to another Federal grant. (This is not the same as charging two Federal grants for a share of the costs of the activity if both agencies benefit from the activity funded. However, an allocations basis must be established for sharing the costs in proportion to the benefit each receives.)
- Alcoholic Beverages.

Under 2 CFR 220 (OMB Circular A-21), there are some *unallowable cost* categories in addition to those listed above:

- Advertising and Public Relations – unless used for recruitment of staff, acquisition of material for the grant, or publishing the results of the grant.
- Alumni Activities.
- Commencement and Convocations.
- Legal Fees which result from a failure to follow Federal, State or Local laws. If certain conditions are met, the Federal government may allow some legal fees.
- Executive Lobbying.
- Goods and Services for Private Use.
- Housing and Personal Living Expenses.
- Interest, Fund Raising, and Investment Management. There may be exceptions for interest. If the cost is shown, it needs to be examined in light of the exceptions.
- Any and All Political Party Expenses.
- Pre-agreement Costs – all costs incurred prior to the grant award.
- Scholarships and Student Aid – there are exceptions that should be reviewed if these costs appear in budget.
- Student Activity Costs.
- Travel – allowable, but with restrictions as to amounts involved, level of transportation costs (e.g., no first class tickets).

Attachment D

Application Checklist

___ Register and obtain a Data Universal Numbering System (DUNS) number

___ Preface

- ___ table of contents
- ___ organizational overview
- ___ proposal summary

___ Proposal

- ___ target audience
- ___ partners (if applicable)
 - ___ letters of support from partners (in appendix)
- ___ goals
- ___ objectives
- ___ tasks for each objective
- ___ timeline

___ Evaluation

___ Budget and Application Forms (all required forms can be found online at <http://www.fns.usda.gov/fdd/programs/fdpir/default.htm>).

- ___ SF 424, Application for Federal Assistance
- ___ SF 424A, Budget Information
- ___ SF 424B, Assurances – Non-construction programs
- ___ budget narrative

___ Certification (all required forms can be found online at

<http://www.fns.usda.gov/fdd/programs/fdpir/default.htm>).

- ___ Certification Regarding Lobbying
- ___ SF LLL, Disclosure of Lobbying Activities (if required by the Certification Regarding Lobbying)