

**FY 2004 SPECIAL PROJECT GRANTS  
CONCEPT PAPER DEVELOPMENT  
REQUEST FOR APPLICATIONS  
(APPLICATION B)**

**Applications Must Be  
Received By  
Thursday, July 1, 2004**

**Submit Applications to:**

**Lisa Johnson, Grants Management Specialist  
Food and Nutrition Service, USDA  
Grants Management Division  
WIC Special Project Concept Paper Development  
3101 Park Center Drive, Room 738  
Alexandria, VA 22302**

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

**FY 2004 SPECIAL PROJECT GRANTS  
REQUEST FOR CONCEPT PAPERS**

**INTRODUCTION**

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The USDA Food and Nutrition Service (FNS) announces the availability of approximately \$150,000 dollars in fiscal year (FY) 2004 funds for concept paper development. These funds will be used to develop preliminary FY 2004 concept papers into full grant proposals for FY 2005 WIC Special Project Grants. Up to 10 grants of \$15,000 each will be awarded to State Agencies by September 30, 2004. The actual number of concept paper awards will depend on how much of the FY 2004 funds will be used to fund the FY 2004 WIC Special Project Grants.

The following steps outline the process of applying for FY 2004 concept paper grants:

- State Agencies will submit FY 2004 concept papers by July 1, 2004.
- The most promising concepts will be selected for funding by September 30, 2004.
- Each State agency selected for funding should include someone with experience in designing, developing, implementing and evaluating social or public health research projects. The person could be a social scientist or someone with a public health nutrition or public health research background from a university, institute, consulting firm or government agency. This person should work with the WIC State agency and any participating local agencies to develop the concept paper into a full grant proposal. **FNS prefers, to the extent possible, that this person will also be responsible for the evaluation of the Special Project if it is selected for FY 2005 funding. This will help ensure the continuity between the development of the grant proposal and subsequent evaluation of the project.** State agencies are responsible for entering into and administering any necessary subcontract and for ensuring that grant proposals are completed in time to submit for FY 2005 Special Project Grant funds (around June 1, 2005).
- State Agencies that receive concept paper grants **must** submit the fully developed grant proposals for consideration for FY 2005 Special Project Grants funds by the deadline for such proposals (around June 1, 2005), and grant funds for FY 2004 concept paper development must be expended by September 30, 2005.
- State Agencies that do not submit a concept paper or whose concept papers are not selected for funding will still be allowed to submit proposals for FY 2005 Special Project Grants funds.
- FNS will use a competitive award process to select grant proposals for funding with FY 2005 Special Project Grants money. However, grant funding in FY 2005 is not guaranteed.

## WHO MAY APPLY

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As specified in legislation, these grants are only available to the 88 WIC State Agencies responsible for administering WIC in States, Territories, and Indian Tribal Organizations (ITOs). Concept paper development funds may be awarded to individual State Agencies or to a consortium of State Agencies. FNS encourages smaller State Agencies or ITOs to consider collaborating with other State Agencies on concept papers. Each State Agency may submit only one concept paper. If a State Agency submits a concept paper as part of a consortium of agencies, it may not also submit one individually. State Agencies that apply for FY 2004 WIC Special Project Grants (Application A) **are also allowed** to submit applications for FY 2004 Concept Paper funding. State Agencies are allowed to receive funding for both concept papers and WIC Special Project Grants.

## CONCEPT PAPER APPLICATION FORMAT

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State agencies should submit a narrative concept paper that provides the following information:

- Name, address, and phone number of the appropriate State Agency contact person;
- A description of the problem that the proposed project addresses and how the expected results of the project can be used to improve program services at either the regional or national level;
- Potential contribution of the project to the theme of “Revitalizing Quality Nutrition Services in WIC”. Details on the focus area are contained in Attachment 1;
- Project goals and objectives;
- Essential features of the project design including a description of how the project will be accomplished and the goals achieved, and
- A description of how the \$15,000 grant will be used to develop the concept paper into a full grant proposal and what oversight will be provided to ensure timely completion of the grant proposal for submission for FY 2005 grant funds.

Concept papers should meet the following formatting guidelines:

- **five page maximum length**, exclusive of any letters of commitment or support and any resumes or curriculum vitas,
- 8 ½” by 11” paper,
- single-spaced text,
- at least 1” margins on top, bottom, and sides,
- 12 point font size,
- numbered pages, and
- printing on one side of page only.

## **Electronic Application Procedure**

All grant applications must be received by FNS on or before **Thursday, July 1, 2004, 5:00 p.m., Eastern Daylight Time**. Applications can be submitted electronically by accessing <http://www.grants.gov/>. Applications submitted via direct e-mail or fax will not be accepted. This new government website was designed for electronic submission of grant applications/proposals. In order to apply online, you will need to have the Catalog of Federal Domestic Assistance Number (10.557) available. Regardless of the delivery method you choose, please do so sufficiently in advance of the due date to ensure your application package is received by the deadline. It is your responsibility to meet this deadline. Late applications will not be considered. We will not consider additional information or revisions to applications once *the submission deadline has passed*.

Additionally, there is a new requirement for applicants of Federal Government awards to have a Data Universal Numbering System (DUNS) number. 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 and is required to be included on all applications for Federal assistance, regardless of the method they are submitted. The DUNS number is also required to complete the additional steps to become a registered Grants.gov user. To apply online through <http://www.grants.gov/>, you will need to follow a number of steps before submitting applications electronically, including registering in the Federal Government's Central Contractor Registry (CCR). We urge you to visit <http://www.grants.gov/> and click on the "Getting Started" tab *well in advance of the submission deadline* to get a thorough understanding of the steps you will need to follow to use this means of applying for Federal grant opportunities.

If there are any questions regarding the WIC Special Projects Request for Applications, please contact Lisa Johnson of the Grants Management Division at 703-305-2848.

## **FOCUS AREA FOR CONCEPT PAPERS**

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Attachment 1 outlines the Focus Area for the FY 2004 Concept Papers. All Concept Papers **must** fall within this Focus Area. Concept Papers which do not fit into the Focus Area will not be evaluated further.

## **EVALUATION OF CONCEPT PAPERS**

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FNS will convene a panel to review each Concept Paper. The papers will be evaluated against the following criteria:

- The significance of the problem to be addressed is demonstrated and specific gaps or weaknesses in regional or national services have been identified and will be addressed through the proposed project **(20 points)**.
- Potential contribution of the project to the theme of "Revitalizing Quality Nutrition Services in WIC", and focus on counseling methods to improve fruit and vegetable consumption **(50 points)**.
- Uniqueness and innovation of project goals, objectives, and design **(30 points)**.

## **APPLICATION PROCEDURES**

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The complete application package must be received by FNS no later than 5:00 p.m., Thursday July 1, 2004. In addition to an original and two copies of the concept paper, the following forms should be enclosed:

### STANDARD FORMS (Original and 2 copies)

- \_\_\_\_\_ Standard Form 424, Application for Federal Assistance
- \_\_\_\_\_ Standard Form 424A, Budget Summary
- \_\_\_\_\_ Standard Form 424B, Assurances - Non-Construction Programs

### CERTIFICATIONS (Original and 2 copies)

- \_\_\_\_\_ Certification Regarding Non-Procurement Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions, AD-1047
- \_\_\_\_\_ Certification Regarding Non-Procurement Debarment, Suspension, and Other Responsibility Matters - Lower-Tier Transactions, AD-1048<sup>1</sup>
- \_\_\_\_\_ Certification Regarding Drug-Free Workplace Requirements, AD-1049
- \_\_\_\_\_ Certification Regarding Lobbying - Contracts, Grants, Loans, and Cooperative Agreements

One copy of each application document **must** be ready for copying, that is single-sided, unstapled, unbound, on 8 ½" X 11" paper, and single spaced. State Agencies must mail or deliver applications to:

Lisa Johnson, Grants Management Specialist  
USDA Food and Nutrition Service  
Grants Management Division  
3101 Park Center Drive, Room 738  
Alexandria, VA 22302

**ALL APPLICATIONS MUST BE RECEIVED BY FNS  
NO LATER THAN 5:00 PM E.D.T ON THURSDAY, JULY 1, 2004  
FAXED APPLICATIONS WILL NOT BE ACCEPTED**

ATTACHMENT 1

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<sup>1</sup>The AD-1048 is included for any Lower-Tier Transactions and must be submitted to the primary grantee, not to FNS.

## FISCAL YEAR 2004 WIC SPECIAL PROJECT GRANTS

### FOCUS AREA FOR CONCEPT PAPERS

#### REVITALIZING QUALITY NUTRITION SERVICES (RQNS)

FNS has selected a focus area for the WIC Concept Papers in FY 2004 in consultation with the National WIC Association and WIC States Agencies. Proposals that do not fit the focus area will not be evaluated further.

#### **Revitalizing Quality Nutrition Services in WIC through Effective Participant Counseling Methods**

In the report, *WIC Faces Challenges in Providing Nutrition Services*<sup>2</sup> the General Accounting Office (GAO) identified assessing the effect of nutrition services and improving WIC's ability to respond to emerging health issues as two of the six challenges facing the WIC Program today that impact the delivery of high-quality nutrition services to its participants. In addition, studies have shown that WIC needs to: 1) strengthen its nutrition education component; 2) adopt a more behavioral approach in nutrition counseling; 3) be more client oriented; and 4) focus on healthy behavior for life.

RQNS is an evolving process of continuous program improvement for better customer service at the Federal, State, and local levels, that is refocusing attention on nutrition services as the core benefits and heart of the WIC Program. Nutrition Services encompass the following: assessment for certification and counseling, nutrition education, food package prescription, breastfeeding promotion and support, and referrals to health and social services. WIC staff excels in many aspects of nutrition services, but more can be done in order to deliver quality nutrition services that impact participant behavior change. Projects that study the effects of different counseling methods that identify potentially effective counseling methods, and adapt these methods to train staff, implement and evaluate their effectiveness in the WIC setting will be useful in enhancing and strengthening the effectiveness of WIC nutrition services in helping participants to achieve and maintain optimal nutritional status.

Proposals that will be considered for this year's funding are limited to projects that address the participant counseling methods focus area, with the specific goal of implementing and evaluating the effectiveness of a **participant counseling method** (client or family-centered, facilitated group, or motivational interviewing) **designed to improve fruit and vegetable consumption among the WIC population.**

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<sup>2</sup> WIC Faces Challenges in Providing Nutrition Services (GAO-02-142). United States General Accounting Office, Washington, D.C. (December 7, 2001).

**WIC SPECIAL PROJECT GRANTS- FY 2004  
WIC CONCEPT PAPERS  
TECHNICAL EVALUATION SHEET**

STATE AGENCY: \_\_\_\_\_

Reviewer's Name: \_\_\_\_\_

Reviewer's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

<b>TECHNICAL EVALUATION CRITERIA</b>	<b>MAX</b>	<b>SCORE</b>
1. The significance of the problem to be addressed is demonstrated and specific gaps or weaknesses in regional or national services have been identified and will be addressed through the proposed project.	20	_____
2. Potential contribution of the project to the theme of "Revitalizing Quality Nutrition Services in WIC".	50	_____
3. Uniqueness and innovation of project goals, objectives, and design.	30	_____
	<b>Grand Total</b>	_____

1. The significance of the problem to be addressed is demonstrated and specific gaps or weaknesses in regional or national services have been identified and will be addressed through the proposed project

Score = \_\_\_\_\_

STRENGTHS

WEAKNESSES

2. Potential contribution of the proposed project to the theme of “Revitalizing Quality Nutrition Services in WIC”.

Score= \_\_\_\_\_

STRENGTHS

WEAKNESSES

3. Uniqueness and innovation of project goals, objectives, and design.

Score = \_\_\_\_\_

STRENGTHS

WEAKNESSES

**GRANT AGREEMENT**

GENERAL TERMS AND CONDITIONS

U.S. DEPARTMENT OF AGRICULTURE  
FOOD AND NUTRITION SERVICE

Public Law 105-394 authorizes the United States Department of Agriculture (USDA) to provide a grant to the \_\_\_\_\_ State WIC Program (Grantee) for the WIC Special Project Grant Concept Paper Development.

The Grantee has been designated by FNS in order to manage this Grant Agreement, and it is considered to be the Grantee herein.

The agreement period shall begin on September 30, 2004 and extend to June 30, 2005.

The parties hereby mutually agree with each other as follows:

A. **THE GRANTEE AGREES:**

1. To conduct the grant project as described in the Request for Applications and your approved proposal.
2. The state agency shall submit a bi-yearly Financial Status Report, SF-269A, on the use of funds provided under this agreement. An original and two copies of the Report must be submitted to: Lisa Johnson, Financial Management, Grants Management Division, Food and Nutrition Service, 3101 Park Center Drive, Room 738, Alexandria, Virginia 22302, 30 days after the close of each Federal fiscal year quarter in accordance with 7 CFR 3016.41(b), until the grant agreement is closed out. A final financial status report will be required upon expiration of the grant agreement and not later than 90 days after the expiration or termination of the grant agreement.
3. The State Agency shall submit a semi-annual progress report which describes in detail:
  - A description of progress to date,
  - Major problems or delays encountered and how they will be resolved,
  - Additional detail on work planned for the upcoming quarter, and
  - Any other pertinent information.

Any problems, delays or adverse conditions that impair the ability to meet the objectives should be reported to FNS immediately. The notification should include information on any action taken or contemplated.

Due dates for Quarterly Progress Reports are as follows:

- |    |                       |                |
|----|-----------------------|----------------|
| 1) | First Progress Report | April 1, 2005  |
| 2) | Grant Proposal        | June 1, 2005   |
| 3) | Final Report          | August 1, 2005 |

An original and two copies of the Progress Reports shall be submitted to:

Lisa Johnson, Grants Officer  
 Grants Management Branch  
 Food and Nutrition Service, USDA  
 3101 Park Center Drive, Room 738  
 Alexandria, VA 22302

4. To manage the program consistent with legislation, administrative rules, regulations, and procedures of the State, including coordination and approval of all accounting procedures and with applicable Federal administrative requirements contained in OMB Circulars A-21, A-87, A-122, and A-133 and the regulations implementing them. Also, adherence is required to the 7 CFR Part 3015, 3016, 3017, 3018, and 3019 and 41 CFR 1-15.2 (FAR Part 31).
5. That the Grantee is authorized to utilize subcontractors on this Grant Agreement. It is understood that the subcontractor(s) shall follow the same requirements and regulations as the Grantee. FNS may review any such grant agreement, sub-grants, sub-agreements, or subcontracts entered into with other entities.
6. The Grantee will partner with a Social Scientist or someone with a public health nutrition or public health research background who will be responsible for developing the concept paper into a full grant proposal. This person can come from a university, institute, consulting firm, or government agency.
7. The Grantee shall submit a fully developed grant proposal for consideration for FY 2005 WIC Special Project Grant funds by the deadline for such proposals. The full grant proposal will be developed without the provision of technical assistance of FNS.

**B. THE DEPARTMENT OF AGRICULTURE, FNS AGREES:**

1. That the fully developed grant proposal submitted by the State Agency for consideration for FY 2005 WIC Special Project Grant funds will be considered within the scope of allowable topics for such funds.

**C. THE GRANTEE AND FNS MUTUALLY AGREE:**

1. That the Grantee may seek and apply for funds from other sources, in support of the mission of the program, and shall ensure that externally funded projects reflect Federal regulations and policies.
2. That this Grant Agreement may be amended in writing at any time by mutual agreement between the parties. If the Grantee wishes to submit a revised budget and work description, a justification shall be included. This material must

be submitted to FNS at a minimum of 90 days prior to the end of the Grant Agreement Period.

3. That FNS may unilaterally terminate the Grant Agreement for reasons of non-performance upon written notice to the Grantee in conformance with the requirements of 7 CFR 3016.
4. In addition to the remedies for noncompliance specified at 7 CFR Part 3016.43, FNS may recover, withhold or cancel payment up to 100 percent of the funds made available under this agreement if an approved State agency fails to abide by the terms of this agreement.
5. The period of the grant shall be from September 30, 2004 to September 30, 2005. Funds not obligated within the grant agreement period must be returned to FNS by September 30, 2005.
6. The Grantee agrees not to seek any financial recourse from USDA as a result of any liabilities the grantee and designated State Agency might incur for bodily injury or personal property damage resulting from negligent acts, errors, or omissions of the State Agency, its officers, agents or employees, or if applicable its sub-recipients or their officers, agents, or employees, in performing this agreement. Liabilities of the United States are governed by the Federal tort Claims Act (FTCA), 28 U.S.C. 2671 et seq.
7. That any activities under the auspices of the program will be consistent with the mission of the program and will be executed through the designated State Agency.
8. The fully developed grant proposal submitted for FY 2005 WIC Special Project Grant funds will be evaluated through a competitive award process and is not guaranteed FY 2005 funding.