

**FY 2005 WIC SPECIAL PROJECT GRANTS  
REQUEST FOR APPLICATIONS  
(APPLICATION A)**

**Submit Applications to:**

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

**Applications Must Be Received by Wednesday, June 1, 2005**

**Intent to Submit an Application Due by Friday, April 15, 2005**

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

**FY 2005 SPECIAL PROJECT GRANTS  
REQUEST FOR APPLICATION (RFA)**

**INTRODUCTION**

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The USDA Food and Nutrition Service (FNS) has approximately \$1.5 million in fiscal year (FY) 2005 funds available for special project grants to WIC State Agencies. The grant funds will be available only to the 88 WIC State Agencies responsible for administering WIC in the States, Territories, and Indian Tribal Organizations (ITOs). FNS anticipates making grant awards ranging from \$100,000 to \$500,000 each, depending on the quality of the applications. **FNS reserves the right to reduce, increase, or revise proposal budgets in accordance with the availability of funds.**

Grants may be awarded to individual State Agencies or to a consortium of WIC State Agencies. FNS encourages smaller State Agencies or ITO's to consider collaborating with other WIC State Agencies or ITO's on grant applications. Individual State Agencies may submit only one grant application per year. If a State Agency submits an application as part of a consortium of agencies, it may not also submit a separate individual application. State Agencies that were awarded FY 2004 Concept Paper Development funds last year **must** submit applications for the FY 2005 WIC Special Project Grants. State Agencies that did not apply for, or applied for but did not receive, FY 2004 Concept Paper development funds last year **are allowed** to apply for FY 2005 WIC Special Project Grant funding.

State Agencies may use the grant funds for the duration of the project period, not to exceed three years. The special project grant activities must be completed no later than September 30, 2008. All grants under this solicitation will be awarded as **cooperative agreements**. FNS will require State Agencies to submit a quarterly SF-269(a) as well as a final SF-269(a) to report each project's financial status. In addition, quarterly performance/progress reports will be required.

Direct questions regarding this RFA to Lisa Johnson, Grants Officer, Food and Nutrition Service, USDA, at (703) 305-2848.

**ALL APPLICATIONS MUST BE RECEIVED BY FNS  
NO LATER THAN 5:00 PM E.D.T. ON WEDNESDAY, JUNE 1, 2005.  
FAXED APPLICATIONS WILL NOT BE ACCEPTED**

## LETTER OF INTENT

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Any State planning to submit an application for a WIC Special Project Grant should **complete and submit the Intent to Submit an Application form (Attachment 2) by June 1, 2005**. This Intent does not obligate the State in any way, but will provide useful information to FNS in preparing for application review. State agencies that do not submit a letter of intent by April 15, 2005, **are still allowed** to submit a grant application by the due date of June 1, 2005.

## APPLICATION PROCEDURES

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The complete application package must be received by FNS no later than 5:00 p.m., EDT Wednesday, **June 1, 2005**. State Agencies should submit an original and two copies of each application document. One copy must be ready for copying, that is single-sided, unstapled, unbound, on 8 ½" X 11" paper, and single spaced. The number of pages for the entire Application should be no more than 30 pages, including appendices, with narrative in a font size no smaller than 12 point. State Agencies must mail or deliver applications to:

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

State Agencies must submit an application package which includes a grant application, a Standard Form 424, APPLICATION FOR FEDERAL ASSISTANCE, Standard Form 424A, BUDGET SUMMARY, Standard Form 424B, ASSURANCES, and the additional certifications as included in the attachments to this solicitation document. The regulations governing the attached certifications (i.e. Certification Regarding Lobbying) require that a grantee submit the required certification with each new submission of a grant at the time of application.

An **application checklist** is included as Attachment 3 to assist applicants in verifying that they have completed all components of the grant application.

### **Electronic Application Procedure**

All grant applications must be received by FNS on or before **Wednesday, June 1, 2005, 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 on or before the deadline. It is your responsibility to meet this deadline. Late applications will not be considered in the competition. 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 for Federal assistance 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/> there are a number of other steps in the registration process that will be required of you before you may submit applications electronically including registering in the Federal Government's Central Contractor Registry (CCR). We urge you to visit the grants.gov web page (<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.

All applicants who opt to submit their application/proposal via [www.grants.gov](http://www.grants.gov) must send an e-mail to [lisa.johnson@fns.usda.gov](mailto:lisa.johnson@fns.usda.gov), advising that the application was submitted through the grants.gov portal. This e-mail must be received no later than 5:00 PM EDT on the application due date. Also, the grants.gov system provides several confirmation notices when an application is submitted through the portal and therefore you need to be sure that you receive a confirmation notice which acknowledges that your application was accepted by the system.

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.

## **TERMS AND CONDITIONS OF AWARD**

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This cooperative agreement will be awarded and administered in accordance with 7 CFR Parts 3015, 3016, 3017, 3018, 3019, and 3052, and the applicable regulations and OMB grant circulars. A full listing of the applicable documents can be found in Attachment 4, Terms and Conditions of Award.

## **MODEL FOR WIC SPECIAL PROJECT GRANTS**

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For the last several years, FNS has been using a model for the WIC Special Project Grants that combines elements of the various approaches that have been used over the years. The model involves designating a specific focus area for the grants in consultation with National WIC Association (NWA) and the State Agencies. Within the designated focus area, a range of projects will be possible. These projects will be awarded as cooperative agreements. State agencies awarded funding will interact with each other and FNS staff on a regular basis to share project information. Extensive dissemination of project results is expected so that other State Agencies will have the opportunity to replicate the project and/or learn from its results. For an application to be successful, it is essential that the results of the project can be used to improve WIC program services, and that they are applicable at the regional and national level. **WIC is especially interested in projects that develop**

**resources/tools that are replicable by other states, or projects that utilize the WIC Works Resource System to disseminate information/resources.**

Funding will also be available for Concept Paper Development in FY 2005. Concept paper funds will be used to develop a preliminary concept into a full grant proposal for the following fiscal year. (For Concept Paper funding, see Application B).

The theme for the FY 2005 WIC Special Project Grants and the FY 2005 Concept Papers is "**Revitalizing Quality Nutrition Services in WIC (RQNS).**" Details on the focus area are contained in Attachment 1.

## **GRANT APPLICATION FORMAT AND REQUIREMENTS**

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Applicants must respond to all of the following sections. It is **strongly suggested** that applicants adhere to the following application format. Use of this format will make it easier for grant reviewers to locate the requested information and to evaluate your application. Failure to follow this format may result in reviewers being unable to locate the requested information within your application.

### **I. *Preface:***

- A. **Table of Contents:** Include a Table of Contents for your application.
- B. **Single Point of Contact:** Designate a single point of contact for your application. Provide the individual's name, title, mailing address, phone number, fax number, and email address.
- C. **Abstract:** Provide a 1-2 page summary of your project including goals and objectives, tasks, project environment, and project evaluation.
- D. **Focus Area:** Provide a description of how your project meets the focus area of "Revitalizing Quality Nutrition Services in WIC." Details on the focus area are contained in Attachment 1.<sup>1</sup>

### **II. *Project Design and Implementation:*** Provide a detailed description of the following:

- A. **Need for Project:** Discuss the problem that the proposed project addresses and how the expected results of the project can be used to improve program services in your State and at either the regional or national level.
- B. **Goals:** List and discuss each goal of the project design and implementation.
- C. **Objectives:** For each of the goals, list and discuss the associated objective(s). Objective(s) should be specific and measurable (e.g. increase the proportion of parents knowledgeable about the importance of fruits and vegetables to good

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<sup>1</sup> Concept Papers funded in FY 2004 automatically meet the Focus Area.

health; increase the proportion of parents who prepare and serve fruits and vegetables to their children daily; increase the proportion of children aged 2-5 who consume at least two servings of fruits daily; etc.).

- D. **Tasks:** Discuss each specific task that will be undertaken 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, etc.), how the tasks will meet the goals and objectives, **and** why the tasks are necessary to successfully design and implement the project.
- E. **Environment:** Depending on the structure of your project, respond to one and only one of the following. Choose the one that is most appropriate for your particular project.
- For projects that are intended to operate solely at the **state-level** (e.g. analysis of data from periodic telephone surveys of WIC participants' food intake) provide a state-level description of relevant characteristics that impact the operation of the project (e.g. participant characteristics, equipment, space, staffing, program operations, etc.). Provide a **justification** for operating the project at the state-level.
  - For projects that will be implemented **state-wide in every local WIC clinic** or agency, provide a state summary and a local level description of relevant characteristics that impact project operations (e.g. participant characteristics, equipment, space, staffing, and program operations, etc.). Provide a **justification** for state-wide project implementation.
  - For projects that will be implemented only **within selected local WIC clinics** and/or partner agencies, provide a local level description of relevant characteristics that impact the operation of the project (e.g. participant characteristics, equipment, space, staffing, and program operations, etc.). Provide a **justification** for your proposed choice of local clinics and/or partner agencies.
  - For projects that will be implemented only within selected local WIC clinics and/or partner agencies in which clinics or agencies have **not yet been selected**, provide a description of how you intend to select appropriate clinics or agencies. Provide a **justification** for your selection criteria.
- F. **Letters of Support:** If applicable, provide documentation of agreements or memoranda of understanding with local WIC clinics and/or partner agencies **in the appendix of the proposal.**

**III. Project Evaluation:** FNS recognizes that many WIC State Agencies may not have staff who are experienced in preparing evaluation plans. State agencies applying for funding should include a staff person with experience in designing, developing, implementing and evaluating social or public health research projects. This person could be a social scientist or some one with a public health nutrition or public health research background from a university, consulting firm, institute, or government

agency. As further assistance for developing your evaluation, the following publications are available on the FNS/OANE website at [www.fns.usda.gov/oane/](http://www.fns.usda.gov/oane/).

WIC Evaluation Resource Guide

WIC Special Project Grants Evaluation Technical Assistance Guide

- A. **Type of evaluation:** Indicate the type(s) of evaluation you are planning to use. There are three types of evaluations commonly used to assess WIC and other social programs. Process or implementation evaluations provide detailed descriptive information on the way a program operates. Impact analyses or outcome evaluations are usually more quantitative in nature and attempt to measure actual program outcomes or impacts. The third type, cost-benefit analysis, attempts to compare the cost of a project with its estimated benefit.
- B. **Research Design:**
1. **Research Questions:** For each of the objectives of the project design and implementation, list and discuss *specific* research questions that will be answered during the evaluation (e.g. Does the proposed nutrition intervention increase participant consumption of fruits and vegetables?; Does acceptability of the training seminar by WIC nutritionists differ by characteristics such as ethnicity and years of experience?).
  2. **Measures:** For each research question, discuss specific measures that you will use (e.g. maternal risk factors collected via telephone interview surveys; nutrition education attendance levels reported in administrative records). Discuss the strengths and weaknesses of the proposed measures.
  3. **Research Methods:** Discuss the methods that will be used to answer each research question including:
    - (a) Sampling plan and expected sample size
    - (b) Data collection methods (how and by whom)
    - (c) Data analysis methods (how and by whom)
    - (d) Strengths and weaknesses of the research methods.
  4. **Findings/Results:** Discuss the important results or findings you expect from the study/project. What makes them unique or different from other previous study findings or project results?

#### IV. ***Sustainability and Transferability:***

- A. **Sustainability:** Discuss how 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.

- B. **Transferability:** Discuss how your project and its results might inform other WIC State Agencies and how and why it might be adapted and implemented by other agencies. Discuss plans for preparing and disseminating a final report including how and with whom the report will be shared (e.g. FNS, National WIC Association, conferences, universities, journals, etc.).

**V. Key Personnel:**

- A. Applicants are responsible for identifying the individuals in their application that qualify as key personnel. Key personnel can include individuals receiving funding through this grant, individuals who are making an in-kind contribution, and contractors/sub-contractors. Key personnel generally are identified as those individuals who:

- Have a direct bearing on the outcome of the project by their participation,
- Bear a substantive responsibility for developing, modifying and achieving the objectives of the project or,
- Are responsible for managing, administering, conducting or providing oversight for a significant component of the project.

- B. For **all** identified key personnel, please provide the following information:

- Indicate the individual's current position and what their title will be on the proposed project.
- Describe the individual's specific role and duties on the project. Where possible, make reference to the project design/ implementation or project evaluation narrative (i.e. Jane Doe will be responsible for developing the training curriculum described on page 10 of the application).
- Describe prior relevant experience and how it relates to project duties.
- Identify time commitment for each key staff with percentages of FTE or total work hours per month for each of the three years of the project.
- Identify all other projects, job positions (governmental and/or contractual), and other work-related commitments that each key staff member will be scheduled to work on during the grant or concept paper time-frame.
- **In the appendix**, provide a current Resume or Vita for the individual.
- **In the appendix**, provide a letter of commitment from the individual's supervisor indicating the individual's time commitment to the project.

- For key project positions that are currently **vacant** that must be filled in the course of the project, provide the following information instead: 1) position title; 2) **in the appendix**, a detailed position description with required qualifications, skills, and knowledge; 3) a description of specific roles and duties on the project, making reference back to the project or evaluation narrative; 4) an anticipated date of hire; and 5) what arrangements will be made if the position is not filled in a timely manner.

## VI. *Management and Budget Plan:*

### A. **Management plans**

1. **Chain of Command and Responsibilities:** Provide a flowchart that indicates who has authority over whom, with a written description. Discuss how task leaders will be held accountable to keep the project on time and within budget. Describe how and by whom quarterly performance reports to FNS will be prepared as required by 7 CFR Part 3016.40<sup>2</sup>.
2. **Contingency Plans:** Discuss contingency plans for ensuring that the project is not unduly disrupted by unforeseen changes in key personnel. Where possible, identify specific individuals who will be able to take over project tasks and indicate their qualifications to do so. Otherwise, discuss the process you will use to select qualified replacements.
3. **Outside Personnel:** Discuss how and by whom relationships with **all** personnel outside of the primary grantee agency will be managed (e.g. personnel from local WIC clinics or partner agencies, personnel from other state agencies, university personnel, consultants, contractors, etc.).
4. **Task Table:** Present a table which includes, in chronological order, **every** distinct task involved in both the project design and implementation and the project evaluation (e.g. implementation of new procedures pertinent to the project, survey development, training activities, data collection, data analysis, report writing, etc.), the beginning and ending date of each task, and the key staff person(s) responsible for overseeing/working on the task. The sample task table on the top of page 10, **though neither comprehensive nor complete**, demonstrates the first few project design, implementation and evaluation tasks of a sample project.

### B. **Budget and Justification:**

1. **Budget:** Provide line item detail and calculations for each budget object class identified in Section B, Budget Categories (a-j), of SF424A. Detailed calculation must include estimation methods, quantities, unit costs, and other similar detail sufficient for it to be duplicated. Budget details must be provided for both Federal and non-Federal resources.

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<sup>2</sup> Copies of 7CFR Part 3016.40 may be requested from the FNS Grants Management Division.

## Sample Task Table

| Task No. | Task Name                    | Description  | Date Begins | Date Ends | Responsible Staff                                   |
|----------|------------------------------|--|-------------|-----------|---|
| 1        | Develop Curriculum           | Develop Curriculum for use in the infant feeding practices nutrition education intervention  | 9/29/05     | 12/31/05  | Jane Doe, Project Director & Suzy Que, Nutritionist |
| 2        | Test Curriculum              | Field test the curriculum with 15 participants and 3 staff, hold focus groups with staff and with participants to identify necessary changes | 1/1/06      | 2/1/06    | Suzy Que, Nutritionist                              |
| 3        | Analyze Focus Group Data     | Code, enter, and analyze data gathered in focus groups, identify necessary curriculum changes.   | 2/1/06      | 2/15/06   | Jack Data, research analyst                         |
| 4        | Revise Curriculum            | Revise curriculum based on results of focus groups   | 2/15/06     | 3/15/06   | Suzy Que, Nutritionist                              |
| 5        | Develop KAB pre & post tests | Develop surveys to test infant feeding knowledge of participants before and after intervention   | 2/15/06     | 3/15/06   | Lori Sample, Evaluation Consultant                  |
| 6        | Pre-test surveys             | Field test the KAB pre & post test surveys with 15 participants  | 3/16/06     | 4/10/06   | Jack Data, research analyst.                        |

For purposes of preparing the budget “Federal resources” refer only to the requested WIC Special Project Grant funds. Non-Federal resources are all other Federal and non-Federal resources, including **in-kind** contributions. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal resources; next column, non-Federal resources; and last column, total budget. A separate budget page is required for **each** budget year requested as well as a total across all years. As part of your budget, please assume the following:

- One meeting per year (**two meetings in the final year of the project**) at FNS headquarters: the meeting will last two days and each State should send two participants.
- Each state will assume the cost for one conference call with FNS and the other grantees during the course of the project. Assume that 10 lines will be needed for the call and that the call will last 120 minutes.

A sample budget table is provided on page 12. It is not comprehensive and the unit costs and rates of pay are not necessarily intended to represent standard or reasonable costs.

2. **Budget Justification:** For each part of Section B, Budget Categories, applicants **must** submit a written justification for each budget category. The written justification should: 1) describe how the categorical costs were derived (i.e., price comparisons, standard government cost, estimates by proposed local vendor, prior experience with similar projects, etc.); 2) discuss the necessity, reasonableness, and allocability of proposed costs; and 3) when possible, link expenditures to specific project activities/tasks.

For any contractual costs, please **also** provide a justification for the proposed selection method (i.e., competitive or sole source).

3. **Indirect cost rate agreements (ICRA):** Applicants claiming indirect costs **must** provide a copy of an approved ICRA for all indirect costs and a written explanation for how the indirect costs were applied to the budget. If indirect costs are not being claimed, then please indicate it.

**VII. *Appendices:***

Include each of the following sections as a **separate** appendix:

- A. Resumes and vitas for key personnel,
- B. Letters of commitment from supervisors of key personnel,
- C. Job descriptions for key personnel that must be hired,
- D. Copies of agreements or memoranda of understanding with local WIC clinics and/or partner agencies, and
- E. Any other supporting documentation.

Sample Budget Table (Year 1)

| Object Class Categories                     | Federal Resources  | Non-Federal Resources                                      | Total           |
|---|--|--|-----------------|
| <b>Personnel</b>                            | <b>\$25,000</b>  | <b>\$10,500</b>  | <b>\$35,500</b> |
| Jane Doe, Project Director                  | \$50,000 salary @ .40 FTE = \$20,000                                     |  | \$20,000        |
| Suzy Que, Nutritionist                      |  | \$35,000 salary @ .30 FTE = \$10,500                       | \$10,500        |
| Jack Data, Research Analyst                 | \$50,000 salary @ .10 FTE = \$5,000                                      |  | \$5,000         |
| <b>Fringe Benefits</b>                      | <b>\$5,000</b>   | <b>\$2,100</b>   | <b>7,100</b>    |
| Jane Doe, Project Director                  | \$20,000 * .20 fringe rate = \$4,000                                     |  | \$4,000         |
| Suzy Que, Nutritionist                      |  | \$10,500 * .20 fringe rate = \$2,100                       | \$2,100         |
| Jack Data, Research Analyst                 | \$5,000 * .20 fringe rate = \$1,000                                      |  | \$1,000         |
| <b>Travel</b>                               | <b>\$2,356</b>   |  | <b>\$2,356</b>  |
| Travel to FNS headquarters                  | Airfare @ \$600 x 2 staff + per diem @ \$145 x 2 staff x 2 days = \$1780 |  | \$1780          |
| Meetings between staff                      | .32 per mile @ 150 miles x 4 trips x 3 staff = \$576                     |  | \$576           |
| <b>Equipment</b>                            | <b>\$2,000</b>   |  | <b>\$2,000</b>  |
| Computer                                    | 1 computer @ \$2,000   |  | \$2,000         |
| <b>Supplies</b>                             | <b>\$150</b>   |  | <b>\$150</b>    |
| Photocopying                                | 1000 copies @ .05/copy = \$50  |  | \$50            |
| Fedex                                       | 20 Fedex packages @ \$5.00 = \$100                                       |  | \$100           |
| <b>Contractual</b>                          | <b>\$20,000</b>  |  | <b>\$20,000</b> |
| Evaluation Consultant                       | \$20,000   |  | \$20,000        |
| <b>Construction</b>                         | <b>\$0</b>   |  | <b>\$0</b>      |
| <b>Other</b>                                | <b>\$1400</b>  |  | <b>\$1400</b>   |
| Long-distance                               | 3000 minutes @ .30/minute = \$900  |  | \$900           |
| Conference call with FNS and other grantees | 1 call @ \$500   |  | \$500           |
| <b>Total Direct</b>                         | <b>\$55,906</b>  | <b>\$12,600</b>  | <b>\$68,506</b> |
| <b>Indirect Charges</b>                     | <b>\$9,000</b>   | <b>\$3,780</b>   | <b>\$12,780</b> |
|   | .30 indirect rate * \$30,000 salaries and fringe = \$9,000               | .30 indirect rate * \$12,600 salaries and fringe = \$3,780 |                 |
| <b>Totals</b>                               | <b>\$64,906</b>  | <b>\$16,380</b>  | <b>\$81,286</b> |

## **EVALUATION OF GRANT APPLICATIONS**

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Applications will initially be screened to make sure that they meet the designated focus area. Applications that do not meet this initial screen **will not be evaluated further**. After initial screening, FNS will convene a panel of FNS staff and representatives from the National WIC Association (NWA) to review and determine the technical merit of each grant application. The panel will evaluate each grant application according to how well it addresses each application component. The panel will assign each application a score using the evaluation criteria and weights specified below.

### **WEIGHTS: Scores will be assigned as follows:**

|                               |  |   |                            |
|-------------------------------|--|---|----------------------------|
| <b><u>5-Point Scale:</u></b>  | <b>1</b> = Unsatisfactory;<br><b>4</b> = Good;       | <b>2</b> = Fair;<br><b>5</b> = Excellent.       | <b>3</b> = Satisfactory;   |
| <b><u>10-Point Scale:</u></b> | <b>1-2</b> = Unsatisfactory;<br><b>7-8</b> = Good;   | <b>3-4</b> = Fair;<br><b>9-10</b> = Excellent.  | <b>5-6</b> = Satisfactory; |
| <b><u>15-Point Scale:</u></b> | <b>1-3</b> = Unsatisfactory;<br><b>10-12</b> = Good; | <b>4-6</b> = Fair;<br><b>13-15</b> = Excellent. | <b>7-9</b> = Satisfactory; |

## **TECHNICAL EVALUATION CRITERIA AND WEIGHTS**

### **Project Design and Implementation** **25 points**

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. 5

Project implementation and design goals are appropriate 5

Objectives of the project are clearly specified, linked to the project goals, and measurable. 5

Project design and implementation tasks follow directly from project goals and objectives and the necessity of the tasks is adequately explained. 5

The environment in which the project will operate is appropriate and compatible with project goals and objectives, and proper justifications for the choice of the environment are provided. If applicable, letters of support/memoranda of understanding are included in the application. 5

### **Project Evaluation** **20 points**

Extent to which the research/project design, including research questions, measures, sampling, data collection, and data analysis is thorough, 15

feasible and appropriate to the goals and objectives of the project.

Potential problems and weaknesses with the research/project design are acknowledged and discussed. 5

**Sustainability and Transferability** **20 points**

Feasibility of incorporating project purposes, activities, or results into the ongoing program of the agency at the end of Federal funding. 5

Transferability of the project and its results for adaptation and implementation by other State WIC agencies. 10

Development of resources that would facilitate the sustainability and transferability of the project (e.g. implementation manual, tool kit, training materials). 5

**Key Personnel** **20 points**

Key personnel have the necessary education, skills, and experience for their proposed roles on the project. Supporting documentation (i.e. resume/vita, position descriptions for vacant positions) is included for all key personnel. 10

The time commitment, duties, staffing mix, and concurrent staff responsibilities within and outside the grant (i.e. staff responsibilities with other projects, job positions, consultant work, etc.), contingency plans, and a clearly defined chain of command of key personnel are reasonable and appropriate to successfully complete the grant. Supporting documentation (i.e. letters of commitment from supervisors) should be included for all key personnel. 10

**Management and Budget Plan** **15 points**

The management plan provides oversight necessary to ensure high quality products, services, or outcomes, and keep the project on time and within budget, including appropriate plans for managing outside personnel, and clearly specified timelines and milestones. Past performance may be reviewed during the evaluation and selection process. 5

The budget request is adequate to support the project and detailed calculations and budget details for both Federal and non-Federal resources are provided. 5

Appropriate budget justifications are provided, including descriptions of how categorical costs were derived, discussions of necessity, reasonableness, 5

and allocability of costs, and links between expenditures and activities/tasks. If applicable, justifications for contract selection methods are provided.

## **SELECTION OF GRANT APPLICATIONS**

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After evaluation and scoring, grant applications will be arrayed by score, starting with the highest score. In general, awards will be made in ranking order until available funds are committed. However, if the selecting officials determine that, based upon their scores, few of the applications are of technical merit, FNS can award no grants or less than the total amount of set aside for this purpose. In addition, FNS reserves the option to select out of ranking, or to select an ITO in order to achieve a diversity and regional representation.

Once the grant is awarded, the State Agency must sign an agreement containing the terms and conditions of the grant contained in the regulations described in 7 CFR 3015/3016/3017/**3018/3019/3021/3052**. (A copy of these regulations may be obtained at <http://www.gpoaccess.gov/cfr/index.html>.) Applicants must agree to comply with the USDA regulations above (which codify Office of Management and Budget [OMB] circulars) listed below.

- 7 CFR Part 3015: "Uniform Federal Assistance Regulations;"
- 7 CFR Part 3016: "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments" (Reference OMB Circular A-102 Common Rule);
- 7 CFR Part 3017: Subparts A-E, "Government-wide Debarment and Suspension (Non-Procurement);"
- 7 CFR Part 3017: Subpart F, "Government-wide Requirements for Drug-Free Workplace (Grants);"
- 7 CFR Part 3018: "New Restrictions on Lobbying;"
- 7 CFR Part 3019: OMB Circular A-110, "Uniform Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations;" and
- 7 CFR Part 3052: OMB Circular A-133, "Audits of States, Local Governments and Non-Profit Organizations."

## **LIST OF ATTACHMENTS**

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1. FOCUS AREA DESCRIPTION
2. INTENT TO SUBMIT A WIC SPECIAL PROJECT GRANT APPLICATION
3. APPLICATION CHECKLIST
4. TERMS AND CONDITIONS OF AWARD
5. STANDARD FORM 424 - APPLICATION FOR FEDERAL ASSISTANCE (FOR NON-CONSTRUCTION)

6. STANDARD FORM 424a - BUDGET SUMMARY
7. STANDARD FORM 424b – ASSURANCES – NON CONSTRUCTION PROGRAMS
8. EVALUATION FORM
9. COOPERATIVE AGREEMENT

**REQUIRED CERTIFICATION**

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1. CERTIFICATION REGARDING LOBBYING

**FISCAL YEAR 2005 WIC SPECIAL PROJECT GRANTS****FOCUS AREA FOR FULL GRANTS****REVITALIZING QUALITY NUTRITION SERVICES (RQNS)**

The focus area for the FY 2005 WIC Special Project Grants is designed for the purpose of identifying, evaluating, enhancing and strengthening the effectiveness of WIC nutrition services with strong emphasis on counseling methods that demonstrate effectiveness in specific WIC settings (i.e. rural or urban) and/or WIC populations (i.e. Native Americans participants, Hispanic participants, etc.). Proposals that do not fit into the focus area will not be evaluated further. Awardees that received funding for FY 2004 concept papers are required to submit a grant proposal.

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

Nutrition Services in WIC include the WIC nutrition assessment (for certification purposes and for application towards the tailoring of subsequent nutrition services and benefits), nutrition education, food package prescription, breastfeeding promotion and support, and referrals to health and social services. In the report *WIC Faces Challenges in Providing Nutrition Services*<sup>3</sup>, the General Accounting Office (GAO) identified six challenges facing the WIC Program, including two challenges that specifically impact the delivery of high-quality nutrition services to participants. Those two challenges are assessing the effect of nutrition services and improving WIC's ability to respond to emerging health issues. In addition, recent 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.

The RQNS initiative is a comprehensive and ongoing process of continuous program improvement at the Federal, State, and local levels that is refocusing attention on nutrition services as a core benefit of the WIC Program. Under the RQNS umbrella, the Value Enhanced Nutrition Assessment (VENA) initiative was implemented as a response to the two Institute of Medicine (IOM) reports: *WIC Nutrition Risk Criteria: A Scientific Assessment (1996)* and *Dietary Risk Assessment in the WIC Program (2002)*. The reports may be obtained at the IOM website at <http://www.iom.edu>. In light of the IOM recommendations in these two reports, the VENA initiative is intended to improve and enhance the WIC assessment process, reflect the WIC risk criteria that have changed as a result of the IOM reports, and streamline the dietary assessment in order to collect more relevant and appropriate client information which can guide the nutrition education provided by the WIC Program.

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<sup>3</sup> WIC Faces Challenges in Providing Nutrition Services (GAO-02-142, December 7, 2001). United States General Accounting Office, Washington, D.C.

The implementation of VENA will require more emphasis on counseling methods, thus the impetus for this focus area. Knowledge of different participant counseling methods and the acquisition of such counseling method skills will assist WIC staff to determine and use the most effective counseling method for the purposes of developing a positive rapport with participants, collecting more accurate and relevant information (without the traditional use of a food frequency questionnaire and 24 hour recall), and enhancing the effectiveness of the WIC nutrition services provided.

The 2005 special project grants are expected to implement and evaluate participant counseling methods (such as motivational interviewing, three step counseling, facilitated group discussion, client or family-centered, etc.) and provide materials and/or other tangible outputs that can be reproduced in other WIC settings and be published in peer reviewed journals. The final reports of the grants and any materials and/or tangible outputs may be made available after completion of the grant on USDA's WIC Works Resource Center at <http://www.nal.usda.gov/wicworks/>.

The most appropriate projects will be those that: (1) identify and evaluate counseling methods for effectiveness in the WIC setting, (2) can be replicated in a variety of WIC settings (without changes or with minor changes for the purpose of regional preferences and cultural needs), and (3) include materials, products or other tangible outputs that can be adapted for participants and/or WIC staff training purposes.

Projects that will be considered for this year's funding are limited to:

- Proposals that address the focus area of participant counseling methods, with the specific goal of implementing and evaluating the effectiveness of participant counseling methods (i.e. client or family-centered, facilitated group discussion, motivational interviewing, etc.), regardless of the medium (i.e. face-to-face contact, phone, electronic, etc.) selected. The counseling methods used are expected to incorporate WIC appropriate health and nutrition-related educational messages and include the initiation and/or the maintenance of at least one nutrition-related behavior (i.e. making healthy food choices, choosing foods appropriately based on a participant's identified risk(s), increasing fruit and vegetable consumption, etc.) that is supported and used within the WIC Program.
- Proposals developed under the FY 2004 WIC Special Project Grant Concept Paper awards.

**Intent to Submit a WIC Special Project Grant Application**

If you intend to submit an application for a WIC Special Project Grant, please complete the section below and return this form by **April 15, 2005**. This intent does not obligate the State in any way, but will provide useful information to us as we prepare for the review and selection process. Please submit the letter of intent to:

Sheku G. Kamara, PhD  
Project Manager  
Food and Nutrition Service, USDA  
Office of Analysis, Nutrition, and Evaluation  
3101 Park Center Drive  
Alexandria, VA 22302  
FAX: (703) 305-2576  
E-MAIL: skamara@fns.usda.gov

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**WIC Special Project Grant**

**Intent to Submit an Application for FY 2005 WIC Special Project Grant**

General Topic Area/Title of Project \_\_\_\_\_

Applicant (State agency name and address): \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

## APPLICATION CHECKLIST

## PROPOSAL

- \_\_\_\_\_ Number of pages: no more than thirty (30) including appendices.
- \_\_\_\_\_ Copy Ready for Copying
  - \_\_\_\_\_ Single-sided
  - \_\_\_\_\_ unstapled
  - \_\_\_\_\_ unbound (except for paper clip or binder clip)
  - \_\_\_\_\_ 8 ½" X 11" paper
  - \_\_\_\_\_ Single spaced
- \_\_\_\_\_ Two additional copies
- \_\_\_\_\_ I. Preface
  - \_\_\_\_\_ A. Table of Contents
  - \_\_\_\_\_ B. Single Point of Contact
  - \_\_\_\_\_ C. Abstract
- \_\_\_\_\_ II. Project Design and Implementation
  - \_\_\_\_\_ A. Need for Project
  - \_\_\_\_\_ B. Goals
  - \_\_\_\_\_ C. Objectives
  - \_\_\_\_\_ D. Tasks
  - \_\_\_\_\_ E. Environment
  - \_\_\_\_\_ F. Letter of Support
- \_\_\_\_\_ III. Project Evaluation
  - \_\_\_\_\_ A. Type of Evaluation
  - \_\_\_\_\_ B. Research Design
- \_\_\_\_\_ IV. Sustainability and Transferability
  - \_\_\_\_\_ A. Sustainability
  - \_\_\_\_\_ B. Transferability
- \_\_\_\_\_ V. Key Personnel
- \_\_\_\_\_ VI. Management and Budget Plan
  - \_\_\_\_\_ A. Management Plans
  - \_\_\_\_\_ B. Budget and Budget Justification
- \_\_\_\_\_ VII. Appendices
  - \_\_\_\_\_ A. Resumes and vitas for key personnel
  - \_\_\_\_\_ B. Letters of commitment from supervisor's of key personnel
  - \_\_\_\_\_ C. Job descriptions for key personnel that must be hired
  - \_\_\_\_\_ D. Copies of agreements and memoranda of understanding with local WIC clinics and/or partner agencies
  - \_\_\_\_\_ E. Any other supporting documentation

**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

**CERTIFICATION** (Original and 2 copies)

\_\_\_\_\_ Certification Regarding Lobbying - Contracts, Grants, Loans, and Cooperative Agreements

**OBTAIN A DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER**

\_\_\_\_\_ Registered and obtained a Data Universal Numbering System (DUNS) number.

**TERMS AND CONDITIONS OF AWARD**

This grant will be awarded and administered in accordance with 7 CFR Parts 3015, 3016, 3017, 3018, 3019, and 3052, and the applicable regulations and OMB grant circulars, as described below. **Copies of these documents are available from the Grants Officer upon request.**

- 7 CFR Part 3015: "Uniform Federal Assistance Regulations".
- 7 CFR Part 3016: "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments".
- 7 CFR Part 3017: Subparts A-E "Government-wide Debarment and Suspension (Non-procurement)".
- 7 CFR Part 3017: Subparts F "Government-wide Requirements for Drug-free Workplace (Grants)".
- 7 CFR Part 3018: "New Restrictions on Lobbying".
- 7 CFR Part 3019: "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations".
- 7 CFR Part 3052: "Audits of States, Local Governments and Non-Profit Organizations."
- OMB Circular A-21: Cost Principles for Educational Institutions.
- OMB Circular A-87: Cost Principles for State and Local Governments.
- OMB Circular A-122: Cost Principles for Nonprofit Organizations.
- 41 CFR 1-15.2 (FAR Part 31): Cost Principles for For-Profit Organizations.
- OMB Circular A-133: Audits of State, Local Governments and Nonprofit Organizations.

- 1. STANDARD FORM 424 - APPLICATION FOR FEDERAL ASSISTANCE  
(FOR NON-CONSTRUCTION)**
- 2. INSTRUCTIONS FOR COMPLETING STANDARD FORM 424**
- 3. CERTIFICATION REGARDING LOBBYING**
- AND**
- 4. DISCLOSURE OF LOBBYING ACTIVITIES**

**APPLICATION FOR  
FEDERAL ASSISTANCE**

|   |            |   |                              |                      |
|---|------------|---|------------------------------|----------------------|
| 1. TYPE OF SUBMISSION:<br>Application<br><input type="checkbox"/> Construction<br><input type="checkbox"/> Non-Construction   |            | Pre-application<br><input type="checkbox"/> Construction<br><input type="checkbox"/> Non-Construction   | 2. DATE SUBMITTED            | Applicant Identifier |
| 3. DATE RECEIVED BY STATE   |            |   | State Application Identifier |                      |
| 4. DATE RECEIVED BY FEDERAL AGENCY  |            |   | Federal Identifier           |                      |
| 5. APPLICANT INFORMATION  |            |   |                              |                      |
| Legal Name:   |            | Organizational Unit:<br>Department:   |                              |                      |
| Organizational DUNS:  |            | Division:   |                              |                      |
| Address:  |            | Name and telephone number of person to be contacted on matters involving this application (give area code)  |                              |                      |
| Street:   |            | Prefix:   | First Name:                  |                      |
| City:   |            | Middle Name:  |                              |                      |
| County:   |            | Last Name:  |                              |                      |
| State:  | Zip Code:  | Suffix:   |                              |                      |
| Country:  |            | Email:  |                              |                      |
| 6. EMPLOYER IDENTIFICATION NUMBER (EIN):<br>□□-□□□□□□□□   |            | Phone Number (give area code)   | Fax Number (give area code)  |                      |
| 8. TYPE OF APPLICATION:<br><input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision<br>If Revision, enter appropriate letter(s) in box(es)<br>(See back of form for description of letters.)<br><br>Other ( specify)                    |            | 7. TYPE OF APPLICANT: (See back of form for Application Types)<br><br>Other (specify)   |                              |                      |
| 10 CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:<br>□□-□□□□  |            | 9. NAME OF FEDERAL AGENCY:  |                              |                      |
| 12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc):  |            | 11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:   |                              |                      |
| 13. PROPOSED PROJECT<br>Start Date:                      Ending Date:   |            | 14. CONGRESSIONAL DISTRICTS OF:<br>a. Applicant                      b. Project   |                              |                      |
| 15. ESTIMATED FUNDING:  |            | 16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?  |                              |                      |
| a. Federal  | \$         | a. Yes <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON<br>DATE:<br>b. No <input type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372<br><input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW |                              |                      |
| b. Applicant  | \$         |   |                              |                      |
| c. State  | \$         |   |                              |                      |
| d. Local  | \$         |   |                              |                      |
| e. Other  | \$         |   |                              |                      |
| f. Program Income   | \$         | 17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?<br><input type="checkbox"/> Yes If "Yes" attach an explanation. <input type="checkbox"/> No  |                              |                      |
| g. TOTAL  | \$         |   |                              |                      |
| 18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED. |            |   |                              |                      |
| a. Authorized Representative  |            |   |                              |                      |
| Prefix  | First Name | Middle Name   |                              |                      |
| Last Name   |            | Suffix  |                              |                      |
| b. Title  |            | c. Telephone Number (give area code)  |                              |                      |
| d. Signature of Authorized Representative   |            | e. Date Signed  |                              |                      |

Previous Edition Usable  
Authorized for Local ReproductionStandard Form 424 (Rev. 9-2003)  
Prescribed by OMB Circular A-102

## INSTRUCTIONS FOR THE SF-424

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET, SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

This is a standard form used by applicants as a required face sheet for pre-applications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

| Item: | Entry:  | Item: | Entry:   |
|-------|---|-------|--|
| 1.    | Select Type of Submission.  | 11.   | Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project.  |
| 2.    | Date application submitted to Federal agency (or State if applicable) and applicant's control number (if applicable)  | 12.   | List only the largest political entities affected (e.g., State, counties, cities).   |
| 3.    | State use only (if applicable).   | 13.   | Enter the proposed start date and end date of the project.   |
| 4.    | Enter Date Received by Federal Agency Federal identifier number: If this application is a continuation or revision to an existing award, enter the present Federal Identifier number. If for a new project, leave blank.  | 14.   | List the applicant's Congressional District and any District(s) affected by the program or project   |
| 5.    | Enter legal name of applicant, name of primary organizational unit (including division, if applicable), which will undertake the assistance activity, enter the organization's DUNS number (received from Dun and Bradstreet), enter the complete address of the applicant (including country), and name, telephone number, e-mail and fax of the person to contact on matters related to this application.   | 15.   | Amount requested or to be contributed during the first funding/ budget period by each contributor. Value of in kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15. |
| 6.    | Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.   | 16.   | Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process.  |
| 7.    | Select the appropriate letter in the space provided.<br>A. State Institution<br>B. County of Higher Learning.<br>C. Municipal<br>D. Township<br>E. Interstate<br>F. Intermunicipal<br>G. Special District<br>H. Independent School District Organization<br>I. State Controlled<br>J. Private University<br>K. Indian Tribe<br>L. Individual<br>M. Profit Organization<br>N. Other (Specify)<br>O. Not for Profit   | 17.   | This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.  |
| 8.    | Select the type from the following list:<br><ul style="list-style-type: none"> <li>• "New" means a new assistance award.</li> <li>• "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date.</li> <li>• "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision enter the appropriate letter:<br/>                             A. Increase Award      B. Decrease Award<br/>                             C. Increase Duration    D. Decrease Duration</li> </ul> | 18.   | To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)  |
| 9.    | Name of Federal agency from which assistance is being requested with this application.  |       |  |
| 10.   | Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested.   |       |  |

SF-424 (Rev. 7-97) Back

## CERTIFICATION REGARDING LOBBYING

### CERTIFICATION FOR CONTRACTS, GRANTS, AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated-funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of congress, or an employee of a member of congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal-appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, sub-grants, and contracts under grants, loans and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

By \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature of Official (Executive Director) Authorized to Sign Application)

By \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature of Official (Chief Financial Officer) Authorized to Sign Application)

For \_\_\_\_\_  
Name of Grantee

\_\_\_\_\_  
Title of Grant Program



## INSTRUCTIONS FOR COMPLETION OF SF-LLL DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required within 30 days of each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks subawardee, then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 [e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency]. Include prefixes, e.g., RFP-DE-90-001.
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

|  |
|--|
| Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503. |
|--|

**STANDARD FORM 424A - BUDGET SUMMARY**

| } BUDGET INFORMATION - Non-Construction Programs |  | OMB Approval No. 0348-0044          |                    |                       |                    |              |
|--|--|-------------------------------------|--------------------|-----------------------|--------------------|--------------|
| SECTION A - BUDGET SUMMARY                       |  |                                     |                    |                       |                    |              |
| Grant Program Function or Activity<br>(a)        | Catalog of Federal Domestic Assistance Number<br>(b) | Estimated Unobligated Funds         |                    | New or Revised Budget |                    |              |
|  |  | Federal<br>(c)                      | Non-Federal<br>(d) | Federal<br>(e)        | Non-Federal<br>(f) | Total<br>(g) |
| 1. ANA SEDS                                      | 93-612   | \$                                  | \$                 | 0                     | 0.00               | 0.00         |
| 2.   |  |                                     |                    |                       |                    | 0.00         |
| 3.   |  |                                     |                    |                       |                    | 0.00         |
| 4.   |  |                                     |                    |                       |                    | 0.00         |
| 5. TOTALS  |  | \$ 0.00                             | \$ 0.00            | \$0.00                | \$ 0.00            | \$ 0.00      |
| SECTION B - BUDGET CATEGORIES                    |  |                                     |                    |                       |                    |              |
| 6. OBJECT CLASS CATEGORIES                       |  | GRANT PROGRAM, FUNCTION OR ACTIVITY |                    |                       |                    | Total (5)    |
|  |  | (1) ANA SEDS                        | (2)                | (3)                   | (4)                |              |
| a. Personnel                                     |  | \$                                  | \$                 | \$                    | \$                 | 0            |
| b. Fringe Benefits                               |  |                                     |                    |                       |                    | 0            |
| c. Travel  |  |                                     |                    |                       |                    | 0            |
| d. Equipment                                     |  |                                     |                    |                       |                    | 0            |
| e. Supplies                                      |  |                                     |                    |                       |                    | 0            |
| f. Contractual                                   |  |                                     |                    |                       |                    | 0            |
| g. Construction                                  |  |                                     |                    |                       |                    | 0            |
| h. Other   |  |                                     |                    |                       |                    | 0            |
| i. Total Direct Charges (sum of 6a - 6h)         |  |                                     | 0.00               | 0.00                  | 0.00               | 0            |
| j. Indirect Charges                              |  |                                     |                    |                       |                    | 0            |
| k. TOTALS (sum of 6i and 6j)                     |  | \$                                  | \$0.00             | \$0.00                | \$ 0.00            | \$ 0         |
| 7. Program Income                                |  | \$ 0.00                             | \$                 | \$                    | \$                 | 0.00         |

| } SECTION C - NON-FEDERAL RESOURCES   |                                |             |                               |             |             |
|---|--------------------------------|-------------|-------------------------------|-------------|-------------|
| (a) Grant Program   | (b) Applicant                  | (c) State   | (d) Other Sources             | (e) TOTALS  |             |
| 8. ANA SEDS   | \$ 0.00                        | \$ 0.00     | \$ 0.00                       | \$ 0.00     |             |
| 9.  |                                |             |                               | 0.00        |             |
| 10.   |                                |             |                               | 0.00        |             |
| 11.   |                                |             |                               | 0.00        |             |
| 12. TOTAL (sum of lines 8 and 11)   | \$ 0.00                        | \$ 0.00     | \$ 0.00                       | \$ 0.00     |             |
| SECTION D - FORECASTED CASH NEEDS   |                                |             |                               |             |             |
| 13. Federal   | (Total for 1st Year)           | 1st Quarter | 2nd Quarter                   | 3rd Quarter | 4th Quarter |
|   | \$ 0.00                        | \$ 0.00     | \$ 0.00                       | \$ 0.00     | \$ 0.00     |
| 14. NonFederal  | 0.00                           | 0.00        | 0.00                          | 0.00        | 0.00        |
| 15. TOTAL (sum of lines 13 and 14)  | \$ 0.00                        | \$ 0.00     | \$ 0.00                       | \$ 0.00     | \$ 0.00     |
| SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT |                                |             |                               |             |             |
| (a) Grant Program   | FUTURE FUNDING PERIODS (Years) |             |                               |             |             |
|   | (b) First                      | (c) Second  | (d) Third                     | (e) Fourth  |             |
| 16. ANA SEDS  | \$ 0.00                        | \$ 0.00     | \$ 0.00                       | \$ 0.00     |             |
| 17.   |                                |             |                               |             |             |
| 18.   |                                |             |                               |             |             |
| 19.   |                                |             |                               |             |             |
| 20. TOTALS (sum of lines 16 - 19)   | \$ 0.00                        | \$ 0.00     | \$ 0.00                       | \$ 0.00     |             |
| SECTION F - OTHER BUDGET INFORMATION  |                                |             |                               |             |             |
| (Attach additional sheets if Necessary)   |                                |             |                               |             |             |
| 21. Direct Charges: \$ 0.00   |                                |             | 22. Indirect Charges: \$ 0.00 |             |             |
| 23. Remarks:  |                                |             |                               |             |             |

**ASSURANCES – NON CONSTRUCTION PROGRAMS**

Public reporting burden for this collection of information is estimated average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the intergovernmental Personnel Act of 1970 (42 U.S.C. 4278-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).
6. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the bases of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to non-discrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to non-discrimination on the bases of alcohol abuse or alcoholism; (g) 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of the alcohol and drug abuse patient records; (h) Title VII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to non-discrimination in the sale, rental or financing of housing; (i) any other non-discrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other non-discrimination statute(s) which may apply to the application.
7. Will comply, or has already complies, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or Federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a to 276a-7), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for Federally assisted construction sub agreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires

11. recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
12. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
13. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
14. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
15. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
16. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
17. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.) which prohibits the use of lead based paint in the construction or rehabilitation of residence structures.
18. Will cause to be performed the required financial and compliance audits in accordance with the single Audit Act of 1984.
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

|   |                |
|---|----------------|
| SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL | TITLE          |
| APPLICANT ORGANIZATION                      | DATE SUBMITTED |

Standard Form 424B (Rev. 7-97) Back

**EVALUATION FORM  
WIC SPECIAL PROJECT GRANTS**

Directions: Evaluate how well this proposal meets the evaluation criteria. Assign a score for each evaluation criterion using the rating standards described below and the indicated weighting factor. You must justify the score by describing in writing the strengths and weaknesses on each criterion. Refer to specific page numbers of the proposal when justifying the ratings. After you have assigned a rating and a score for each criterion, add the scores and derive a total score.

**WEIGHTS: Assign scores using the following scales:**

- 5-Point Scale:**     **1** = Unsatisfactory;     **2** = Fair;     **3** = Satisfactory;  
    **4** = Good;     **5** = Excellent.
- 10-Point Scale:**     **1-2** = Unsatisfactory;     **3-4** = Fair;     **5-6** = Satisfactory;  
    **7-8** = Good;     **9-10** = Excellent.
- 15-Point Scale:**     **1-3** = Unsatisfactory;     **4-6** = Fair;     **7-9** = Satisfactory;  
    **10-12** = Good;     **13-15** = Excellent.

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

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

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

| <b><u>TECHNICAL EVALUATION CRITERIA</u></b>  | <b><u>MAX</u></b>        | <b><u>SCORE</u></b> |
|--|--------------------------|---------------------|
| <b>1. Project Design and Implementation</b>  | <b>25 points</b>         | _____               |
| <b>2. Project Evaluation</b>                 | <b>20 points</b>         | _____               |
| <b>3. Sustainability and Transferability</b> | <b>20 points</b>         | _____               |
| <b>4. Key Personnel</b>                      | <b>20 points</b>         | _____               |
| <b>5. Management and Budget Plan</b>         | <b>15 points</b>         | _____               |
| <b><u>TOTAL SCORE</u></b>                    | <b><u>100 Points</u></b> | _____               |

| <b>TECHNICAL EVALUATION CRITERIA</b> | <b>MAX</b> | <b>SCORE</b> |
|--------------------------------------|------------|--------------|
|--------------------------------------|------------|--------------|

|  |                  |              |
|--|------------------|--------------|
| <b>Project Design and Implementation</b> | <b>25 points</b> | <b>_____</b> |
|--|------------------|--------------|

- |  |          |       |
|--|----------|-------|
| a. The significance of the problem is demonstrated and specific gaps and weaknesses in regional or national services have been identified and will be addressed through the proposed project.  | 5 points | _____ |
| b. Project implementation and design goals are appropriate.  | 5 points | _____ |
| c. Objectives of the project are clearly specified, linked to the project goals, and measurable.   | 5 points | _____ |
| d. Project design and implementation tasks follow directly from the goals and objectives of the project, and the necessity of the tasks is adequately explained.   | 5 points | _____ |
| e. The environment in which the project will operate is appropriate for the project and compatible with the goals and objectives, and appropriate justifications for the choice of the environment are provided. If applicable, letters of support/memoranda of understanding are included in the application. | 5 points | _____ |

**Strengths**

**Weaknesses**

| <b><u>TECHNICAL EVALUATION CRITERIA</u></b> | <b>MAX</b> | <b>SCORE</b> |
|---|------------|--------------|
|---|------------|--------------|

|                           |                  |              |
|---------------------------|------------------|--------------|
| <b>Project Evaluation</b> | <b>20 points</b> | <b>_____</b> |
|---------------------------|------------------|--------------|

- |   |           |       |
|---|-----------|-------|
| a. Extent to which the research/project design (including research questions, measures, sampling, data collection, and data analysis) is thorough, feasible and appropriate to the goals and objectives of the project. | 15 points | _____ |
| b. Potential problems with the research design are acknowledged and discussed.  | 5 points  | _____ |

**Strengths**

**Weaknesses**

| <b>TECHNICAL EVALUATION CRITERIA</b>   | <b>MAX</b>       | <b>SCORE</b> |
|--|------------------|--------------|
| <b>3. Sustainability and Transferability</b>   | <b>20 points</b> | _____        |
| a. Feasibility of incorporating project purposes, activities, or results into the ongoing program of the agency at the end of Federal funding.                       | 5 points         | _____        |
| b. Transferability of the project and its results for adapting and implementation by other State WIC agencies.   | 10 points        | _____        |
| c. Development of resources that would facilitate the sustainability and transferability of the project (i.e., implementation manual, tool kit, training materials). | 5 points         | _____        |

**Strengths**

**Weaknesses**

| <b>TECHNICAL EVALUATION CRITERIA</b>   | <b>MAX</b>       | <b>SCORE</b> |
|--|------------------|--------------|
| <b>4. Key Personnel</b>  | <b>20 points</b> | _____        |
| a. Key personnel have the necessary education, skills, and experience for their proposed roles on the project. Supporting documentation (i.e., resume/vita, position descriptions for vacant positions) is included for all key personnel.   | 10 points        | _____        |
| b. The time commitment, duties, staffing mix, and concurrent staff responsibilities within and outside the grant (i.e., staff responsibilities with other projects, job positions, consultant work, etc.), contingency plans, and a clearly defined chain of command of key personnel are reasonable and appropriate to successfully complete grant. Supporting documentation (i.e., letters of commitment from supervisors) should be included for all key personnel. | 10 points        | _____        |

**Strengths**

**Weaknesses**

**TECHNICAL EVALUATION CRITERIA**

**MAX**

**SCORE**

**Management and Budget Plan**

**15 points** \_\_\_\_\_

- a. The management plan provides oversight necessary to ensure high quality products, services, or outcomes, and keep the project on time and within budget, including appropriate plans for managing outside personnel, and clearly specified time-lines and milestones. Past performance may be reviewed during the evaluation and selection process. 5 points \_\_\_\_\_
  
- b. The proposed budget request is adequate to support the project, and detailed calculations and budget descriptions for both Federal and non-Federal resources are provided. 5 points \_\_\_\_\_
  
- b. Appropriate budget justifications are provided, including descriptions of how categorical costs were derived, discussions of the necessity, reasonableness, and allocability of proposed costs, and links between expenditures and specific activities/ tasks. If applicable, appropriate justifications for contract selection methods are provided. 5 points \_\_\_\_\_

**Strengths**

**Weaknesses**

**COOPERATIVE AGREEMENT**

**GENERAL TERMS AND CONDITIONS**

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

**AGREEMENT** made and entered into by and between the Government of the United States of America, acting through the United States Department of Agriculture's Food and Nutrition Service (hereinafter referred to as the "Agency") and the \_\_\_\_\_ located at \_\_\_\_\_ (hereinafter referred to as the "Recipient").

**WHEREAS**, the Agency is conducting the Women, Infant, and Children (WIC) Special Project Grant as authorized under Public Law 108-447;

**WHEREAS**, the Agency deems it desirable to assist the Recipient in furtherance of the purpose of this program; and

**WHEREAS**, the Recipient is qualified and has indicated its willingness to carry out the program provided for herein in a manner and on conditions acceptable to the Agency.

**ARTICLE I**

**Purpose**

- A. The Agency hereby awards \$ \_\_\_\_\_
- B. The catalog of Federal Domestic Assistance Number for this project is 10.557.
- C. The Recipient shall carry out this agreement in accordance with its proposal dated \_\_\_\_\_, 2005 and any revisions to which both parties agree to in writing. However, the Recipient's budget shall be in accordance with the Items of Expenditure stipulated under Section C of Article III of this Agreement.

**ARTICLE II**

**PERIOD**

- A. The period of Agreement shall be from \_\_\_\_\_, **2005 through** \_\_\_\_\_, **2008**. All expenditures paid with funds provided by this Agreement must be incurred for authorized activities which take place during this period, unless stipulated otherwise. Funds not obligated within the cooperative agreement period must be returned to FNS by December 31, 2008.

- B. In the event the time prescribed herein should prove insufficient for the Recipient to carry out the project provided for herein, the Agency may provide such extension of the period of the Agreement as may be deemed advisable. Any extension will be effective only upon the execution of an amendment to the Agreement for this purpose. All requests for extensions must be received [in writing] prior to the expiration date, and should not be included within the contents of the progress reports.

**ARTICLE III**

**PAYMENT AND EXPENDITURES**

- A. The funds awarded pursuant to this Agreement shall be used for the purpose described in Article I; shall be paid to the Recipient in accordance with the provisions of Section B herein below; and shall be expended in accordance with the Items of Expenditure set forth in Section C herein below.
- B. Payments under this Agreement will be made through the Agency's ASAP Letter of Credit payment system. Instructions have been provided to the Recipient by the Agency. Recipients should request funds based on immediate disbursement requirements and disburse funds as soon as possible to minimize the Federal cash on hand in accordance with policies established by the Treasury Department.
- C. 

|                             |               |
|-----------------------------|---------------|
| <u>Items of Expenditure</u> | <u>Amount</u> |
|-----------------------------|---------------|

**Total Grant Amount**

**ARTICLE IV**

**RESPONSIBILITIES**

- A. In carrying out the purposes of this Agreement, the Recipient shall be responsible for:
  - 1. Planning, organizing and administering the projects described in Article I, and in accordance with the Recipient's proposal referenced in Article I, C and any revisions to which both parties agree to in writing.

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2. Maintaining accounting control over the funds provided by this agreement with proper documentation such as invoices, cancelled checks, airline ticket stubs, etc., that will adequately substantiate all payments charged to this Agreement. Costs paid with funds provided by this Agreement must be identifiable in the Recipient's accounting system as costs charged to this Agreement. Lack of such documentation could result in a disallowance of charges to this Agreement upon audit.
3. 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, 3052 and 41 CFR 1-15.2 (FAR Part 31).
4. Ensuring that Contractors and subcontractors utilized under this project follow the appropriate cost principles as set forth by the Recipient, including Nonprocurement Debarment and Suspension Certification. The Recipient needs to have a written agreement with the Subcontractors and the Agency may review any such cooperative agreement, subgrants, subagreements or subcontracts entered into with other entities.
5. Making available to the program any other resources indicated in the Cooperative Agreement.
6. Assuming the cost for one conference call with FNS and the other Special Project grant Recipients during the course of the project.
7. Sending two representatives to a meeting at FNS headquarters each year during the project. During the final year of the project, the Recipients shall send two representatives to two meetings at FNS headquarters. The second meeting in the final year will be for the purpose of making a presentation of the results from all State projects to FNS.
8. Acknowledging the support of USDA/FNS whenever publicizing works under this cooperative Agreement. To this end, the Recipient shall include in any publication resulting from work performed under this Cooperative Agreement, an acknowledgement in substantially the form set below:

"This project has been funded at least in part with Federal funds from the U.S. Department of Agriculture, Food and Nutrition Service. The contents of this publication do not necessarily reflect the view or policies of the U.S. Department of Agriculture, nor does mention of trade names, commercial products, or organizations imply endorsement by the U.S. Government."

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9. Suspension/Debarment. The Grantee agrees to ensure that all 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](http://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 it 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 it grant or sub-grant.
  
10. Drug-Free Workplace (DFW) Rules. The Grantee agrees to (A) make a good faith effort, on a continuing basis, to maintain a DFW (including taking specific actions described at 7CFR 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.
  - c) Incorporating the new rules into your sub-grantee monitoring practices.

**B.** In carrying out the purpose of this Agreement, the Recipient and the Food and Nutrition Services 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, amendment request and/or revised 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.

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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 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.
6. FNS reserves the royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for Federal Government purposes: (1) the copyright in any work developed under this grant, under any sub-grant or contract under this grant, or under any agreement under such sub-grant; and (2) any rights of copyright to which the Recipient, sub-Recipient or a contractor purchases ownership with grant funds.
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.

## **ARTICLE V**

### **Reporting Requirements**

**A. Quarterly Progress Reports** – The Recipient shall submit an original and one copy of the Quarterly progress report to the FNS Program Office (See address and due dates below). The first report should reflect progress up to December 31, 2005 and should include details on:

- Major problems or delays encountered and how they will be resolved,
- Additional detail on work planned for the upcoming quarter, and
- A description of progress to date,
- 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.

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- B. Final Progress Reports** – The Recipient shall submit two copies of the final progress report to the FNS Program Officer (See address and due dates below) by **December 31, 2008**. This report shall contain a project summary including, but not limited to, lessons learned, future implications within the State, and information on how the project will be sustained. In instances where there is a lead state involved, the lead State shall compile the results from all funded States into a single report and submit it to FNS. An original and one copy of the Progress Reports shall be submitted to:

**Sheku G. Kamara, Ph.D., Program Officer  
Food and Nutrition Service, USDA  
3101 Park Center Drive, 5<sup>th</sup> Floor  
Alexandria, VA 22302**

- C. Quarterly Financial Reports** - The Recipient shall submit an original and one copy of the quarterly financial status report (SF-269A) to the Grant Officer (See address and reporting dates below). Each report should reflect expenditures set forth in Section C. of Article III. This report must be certified by the Recipient's chief fiscal officer or an officer of comparable rank.

- D. Final Financial Reports** – The Recipient shall submit an original and a copy of the final financial status report (SF-269A) to the FNS Grant Officer within 90 days of the expiration date of the grant agreement (See address and reporting dates below). This report must be certified by the Recipient's chief fiscal officer or an officer of comparable rank. Financial Reports are to be forwarded to the address below:

**Lisa Johnson, Grant Officer  
Food and Nutrition Service  
3101 Park Center Drive, Room 738  
Alexandria, VA 22302**

**REPORT DUE DATES:**

- |     |                 |  |
|-----|-----------------|--|
| 1)  | First Report    | Jan 31, 2006   |
| 2)  | Second Report   | Apr 30, 2006   |
| 3)  | Third Report    | July 31, 2006  |
| 4)  | Fourth Report   | Oct 31, 2006   |
| 5)  | Fifth Report    | Jan 31, 2007   |
| 6)  | Sixth Report    | Apr 30, 2007   |
| 7)  | Seventh Report  | July 31, 2007  |
| 8)  | Eighth Report   | Oct 31, 2007   |
| 9)  | Ninth Report    | Jan 31, 2008   |
| 10) | Tenth Report    | Apr 30, 2008   |
| 11) | Eleventh Report | July 31, 2008  |
| 12) | Twelfth Report  | Oct 31, 2008   |
| 13) | Final Reports   | <b>Dec 31, 2008. This is also the final date the letter of credit will be available.</b> |

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