APPENDIX D

FY 2013 Direct Certification Improvement Grant Narrative
Tier 2 Full-Scope Grant Proposal Template & Instructions

TIER 2 APPLICATION INSTRUCTIONS

IMPORTANT – TIER 2 APPLICATION SUBMISSION

- ✓ **Applications must be submitted to www.grants.gov by 11:59 pm ET, on the 2013 deadline dates - *April 1, 2013 or July 1, 2013*. Applications submitted after April 1, but before July 1, will be held for processing until the July 1, 2013 deadline. Applications received after July 1, 2013 will not be considered for funding.**
- ✓ **When submitted successfully, applicants must notify the FNS Grant Officer Carla Garcia by email at Carla.Garcia@fns.usda.gov that the application has been accepted by the Grants.gov system.**
- ✓ **Electronic or paper applications sent via any other method will not be accepted.**
- ✓ **FNS encourages State agencies to apply at the April 1 deadline, as the RFA may be closed following any application deadline when sufficient applications are received to exhaust available funds.**
- ✓ **All questions regarding the application and notifications regarding electronic submission should be referred to the FNS Grant Officer Carla Garcia via email at Carla.Garcia@fns.usda.gov.**

Introduction

For a Tier 2 direct certification (DC) improvement implementation project proposal to be considered complete, applicants must structure and develop their project proposal by addressing **all** items in the ***Tier 2 - Full-Scope Grant Proposal Template & Instructions*** that follow. The questions are designed to guide applicants in thinking through all aspects of proposed solutions, with particular emphasis on reducing risks associated with technology related activities, building the project budget, and bringing consistency to the proposal process for evaluation purposes. The responses also establish the foundation for an overall project management plan prior to grant award. This is intended to facilitate moving forward with development of a full project management plan and successful execution of the Tier 2 direct certification improvement grant project for those State agencies whose applications are approved for grant funding.

How to Use the Application Template

Applicants may copy and use the template as it appears, or set up their own format ***as long as responses to all items are numbered and addressed in the order listed in the template, beginning with the cover page***. The template contains reminder notes and tips with scenarios and suggestions for the kind of content to include in the proposal when describing the requested elements. You may use (and expand as needed) the sample tables throughout or insert your own table format to address specific questions. It is acceptable to use the template for some items and your own format for others, as long as all items are numbered and addressed in the order listed. Additional information may be attached to the application narratives as needed. A 35-page limit for the Tier 2 response applies to the content of the narrative proposal (responses to questions 1 through 22) and any attached explanations. The limit does not include other required forms and supporting documents, such as forms SF-424, SF-424A, SF-424B, SF-LLL, indirect cost agreement, letters of support, and other required Federal forms and assurance statements.

FNS understands that your agency may not have fully addressed every element detailed in the template prior to submission of a grant application. If an element is not addressed in your application proposal, your application should explain why. **Applications must have an entry for every item.** For each element of the guidance document, please do one of the following:

(1) Respond to the element;
(2) State that this element will be addressed if the State agency is awarded a grant;
(3) State that this element is not applicable and why; or
(4) If there is duplication with a previous answer(s), explain that the answer is included in the response to a previous item and give the referenced item and response number. However, be sure that you have provided sufficient information to fully respond to both items.

Sample worksheets for building the budget (personnel, travel, equipment related requests, etc.) are included as part of the template. Please refer to ***Appendix B, Grant Project Budget Checklist***, for additional guidance. **FNS encourages your agency to replicate the worksheets in your proposal if you find them to be a helpful model for your agency. Applicants are not required to use the worksheet formats displayed in this document.** Again, however, applicants should provide all information requested in the sample worksheets, in addition to other narrative information to explain estimates and calculations. See ***Appendix A: OMB Cost Principles 2 CFR 225*** to review OMB Circular A-87, which addresses allowable costs.

Important Note: Please check to be sure that all budget estimates contained in the Appendix D narrative responses match the budget estimates entered on the Budget Information Form SF-424A, and the total grant funding requested in Section 18 on the Application for Federal Assistance Form SF-424. Also be sure that the project timeline described in the narrative responses matches the proposed project start and end dates in Section 17 of the SF-424 application form.

Application Packet

The Tier 2 grant application packet must include:

1. Fully completed Appendix D proposal template (or other format), including cover page and questions 1 through 22;
2. All required Federal forms: SF-424, SF-424A, SF-424B, and SF-LLL (links to forms can be accessed at www.grants.gov or at http://www.fns.usda.gov/cnd/grants.htm
3. Signed copy of the applicant agency’s most current approved indirect cost rate agreement with a Federal agency, if indirect costs are included in budget estimates; and
4. Clear justification for any sole source contracts to be funded under the grant, including references/copies of applicable State statutes, regulations, and policies.

NOTE: In the following sections, examples and tips are given in most sections. To use the template, review the tips and examples, then delete the tips and example data in each question and add your own information. Expand as much as needed to answer every question. You also may copy the questions to another format, if you prefer.

Tier 2 Grant Proposal Cover Page

A State Agency may apply for only ONE grant under this RFA. A State Agency that Applies for a Tier 2 grant may not apply for a Tier 1 grant, and vice versa.

Tier 2 Implementation Grant - Maximum $1,000,000

Check Application Deadline for this Application

☐ April 1, 2013 ☐ July 1, 2013

APPLICANT CONTACT INFORMATION	
State Agency Name & Address:	**Agency Administrator Name, Title & Contact Information:** (Telephone, Email, Fax)
	Application Contact Name, Title & Contact Information: (Telephone, Email, Fax)

PROJECT ABSTRACT
PROJECT ABSTRACT: Enter brief abstract (250 word limit) describing your proposed project to improve direct certification rates under the grant award. *(Note: If your application is approved, this abstract will be posted on the FNS website to inform other States about your project)*:

APPENDIX D

PROJECT PURPOSE, GOALS AND IMPACT ON PROGRAM INTEGRITY

1. <u>PROJECT OVERVIEW AND BACKGROUND</u>: Briefly summarize your State agency's challenge(s) involved in implementing DC processes:

[Tip: Provide a brief description about your State's DC system operation (IT capabilities and deficiencies, policies and procedures governing direct certification, staffing levels, interagency cooperation etc). Explain the situation or factor(s) that impact your State agency's ability to more accurately conduct direct certification in Local Education Agencies (LEAs).]

2. <u>PROJECT PURPOSE, GOALS AND PERFORMANCE</u>: Summarize the project goals, objectives and proposed solution(s) that will address the gaps identified in #1. For each project goal, describe the performance measures that will be used to evaluate the outcomes of your project activities to determine whether your project is successful in meeting your goals and objectives.

[Tip: Explain what your agency expects to accomplish through the proposed project (e.g., increase frequency of matching, develop more complex matching algorithms to improve matching accuracy, interface with point of service (POS) systems automatically, prioritize unmatched student lists, develop monitoring capability for State and LEA levels, implement probabilistic matching, develop training for LEAs, improve data coming from SNAP/TANF agency, change from district level matching to state level matching, improve direct certification reporting tools, etc. Then define what "success" looks like, once the gaps have been fully identified and solutions proposed in the grant application have been implemented. <u>Explain how the State agency will measure success and be able to demonstrate whether the purposes of the DC Improvement grant have been met</u> (e.g. what is the State agency now able to do/offer/analyze, etc. that it couldn't before? What is impacted as a result of this?) Note: specific measures related to tracking progress of the grant project itself are to be reported in the Project Schedule and Risk Management Sections found later in Appendix D.]

Sample Table: Project Goals, Objectives, Solutions and Performance Measure

<u>Project Goal 1</u>:	
Objectives	**Proposed Solutions**
A.	
B.	
Project Goal 1 Performance Measures:	
<u>Project Goal 2</u>:	
Objectives	**Proposed Solutions**
A.	
B.	
Project Goal 2 Performance Measures:	

PROJECT PLANNING, DESIGN AND MANAGEMENT

3. PARTNERS AND STAKEHOLDERS

a) Identify the *internal* entities (*offices within* your agency) and *external entities (*LEAs, other experts or key partners, other government agencies) the State agency engaged in planning a solution(s) and developing this grant proposal. Explain briefly the *role each played during your project planning and solution development processes* and the steps taken to ensure the proposed project solutions will be compatible with other State government and LEA business processes.

[Tip: Review your proposed solution(s) and list all of the offices within your organization that need to collaborate with your team to achieve project success according to the established time and budget requirements. These are the offices you have contacted (or will contact) concerning integration of the project with their business processes. You should work with internal offices such as IT, Finance, Acquisition, Human Resources, Communications, and/or any other applicable internal or external offices such as the LEA or point of sale vendors used by the LEA to understand how initiatives (e.g., enhancing an IT solution, providing end-user training) will impact current systems, financial planning and payment processes, and internal training policies.]

b) Identify the required partners (internal and external agencies, stakeholder groups, etc.) or vendors that will work with your State agency to successfully complete the DC project. Explain their roles in the project and steps you have taken to ensure their commitment and availability to partner with your agency in carrying out the proposed implementation activities and sustaining the solutions following implementation, as applicable.

*[Tip: Consider those internal and external offices, organizations, and vendors whose assistance or contributions may directly impact the success of the project, including progress toward meeting key project milestones, deliverables, and staying on schedule. Name the partners, and indicate how the collaboration between the project team and partners will strengthen your agency's project proposal application and their role if any with ongoing implementation once the project is fully completed. Letters of support or partnership are not required; however, they may demonstrate a well supported project plan. Letters of support will **not** count in the 35-page limit for the narrative proposal.]*

To avoid duplication, a table such as the following may be used to list the internal and external entities described in 3a and 3b combined.

Sample Table: Internal and External Entities Involved with Project Planning and/or Implementation

Organization and Contact Name	**Brief Description of Connection to Project in Planning/Solution Development and/or Implementation**	**Check Phase**	
		3a Planning	**3b Implem**
1			
2			

4. TIMELINE: List the proposed grant project timeline for each key phase of the project, including major milestones and deliverables, with estimated start and end dates for each. Assume a start date no earlier than 90 days from the Request for Applications due date.

[Tip: Describe how long each phase of your project will take and include the key milestones and deliverables mapped to each phase. For example, provide a timeline with milestone information for: each phase of the project and major task areas necessary for accomplishing a solution; Launch period for each solution; Implementation

period for each solution; Operations period for each applicable solution and major task areas necessary for accomplishing a solution; Major benchmark and deliverable dates; and Anticipated project completion date. Applicants need to demonstrate a realistic approach to planning the project timeline. A project timeline will help reduce extension requests. Refer to the Sample Timeline Table below as a sample method to provide timeline details within your proposal.]

Key Phases and Major Tasks	Begin Date	Major Milestones	Target Date	Deliverables	End Date
(Example) Grant Project Management	*9/01/12*	*- Assess all required deliverables and assign staff and completion dates to all milestones and deliverables*	*9/05/12*	*-Completed Project Plan*	*9/10/12*
		- Risk assessment and recommendations memo based on internal review of project plan and grant requirements	*9/10/12*	*-Completed Risk Management Plan*	*9/14/12*

5. RISK MANAGEMENT:

a) **Identify existing and/or probable project risks. *Note: Indicating there are no risks, is not a reasonable approach to the project. All projects involve some risks, (i.e. unexpected change in staff, unforeseen costs, etc.).***

[Tip: To provide information on your project's risks, your agency and partners should consider the realities of the work involved that are exposed to potential breakdown. Causes of risks may include any of the following, as well as others: a complex timeline, inability to procure an acceptable vendor in time to meet the project timeline, unexpected project costs, use of flawed data, or involvement of a high number of partners that have not traditionally worked together, inadequate requirements for system development, system testing failures, etc. Some risks may be known or assumed in advance, while other risks are seen as potential or probable.]

b) **Briefly describe how the project will be managed to minimize overall risks. In reference to the risks identified in #5a above, explain what actions the project team and partners will take to reduce the potential negative impacts from those risks. Describe the processes that the State agency will implement to monitor, identify and mitigate risks that become known throughout the life of the project, in addition to those identified upfront before the project begins.**

[Tip: Describe how the State agency will track and monitor for project risks throughout the project. In describing actions that will be taken to minimize identified and/or probable risk(s), address what actions the agency plans to take to mitigate the risk and reduce the potential for negative outcomes. Give responses specific to the potential risks already identified in #5 a, as well as the processes you will put in place to mitigate risks that surface after the project begins.

6. PROJECT TRACKING AND QUALITY MANAGEMENT: Briefly describe how the project will be managed to ensure that project activities are completed on time, within budget and with quality results. Include a description of the method(s) and tools that will be used to track project progress, ensure that project risks are identified and mitigated, and ensure the quality and acceptability of deliverables throughout the project. Indicate the frequency and method(s) that will be used for project monitoring and tracking.

[Tip: Provide information on how often the project schedule will be reviewed and the process for adjusting the schedule; what will be the processes for monitoring budgeted costs; list the tools that will be used to help manage the grant, e.g. Excel to track budget estimates, (forecasts and actual), requirements traceability matrix for testing all system requirements, and review/approval process for key deliverables using Microsoft Project (or other tools), checklists for compliance with project requirements. Example explanation, "two project assistants, R. Thompson and J. Smith, will create an Excel tracking sheet tool with key milestones and budget details for every phase central to accomplishing each deliverable. The tool will track the review and approval decision points for each deliverable, including rejection and revision when deliverables do not meet the requirements. Every applicable project accomplishment will be recorded with weekly status updates, after which the project assistants will then load the applicable dates and background information into the tracking sheet tool. At the end of each week the project assistants will produce a report including deadlines that must be met over the next two weeks; milestone dates that have been missed and by how much time; other deadlines that are put at risk due to the unmet milestone(s); and a summary of risks reported back by project staff as vetted by applicable project managers. A process will be in place for all core managers and staff to receive this weekly progress report. The reports will be saved past the period of performance of the grant and corrective project plans will be put in place (by the applicable managers) for milestones and/or deliverables that are delayed by more than 21 days. The Excel tracking sheet tool will be designed and finalized within a week of the project kick-off."]

7. <u>STAFFING PLAN:</u> Briefly describe the plan for staffing the grant project with the needed personnel, including the process for identifying and hiring or contracting for needed staff. .

[Tip: Include a copy of the anticipated organizational chart for all grant project staff showing how they report to the agency administrator identified on the cover page. List title and name of project staff if known. Explain if agency staff will be used and/or if staff or contractors will have to be hired. Briefly define the process to be used for hiring and the anticipated timetable.]

8. <u>KEY PERSONNEL:</u> Identify the roles, responsibilities, and level of relevant experience for all project personnel supporting the project at least 20% of the time, or managing key project areas if less than 20% on the project.

a) As <u>part</u> of this response, list the name(s) and title(s) of individual(s) that will be responsible for: 1) monitoring project scope, tracking schedules/costs/resources, monitoring for quality assurance, and submitting progress reports to FNS; 2) verifying overall goals of the grant have been met; 3) measuring results to determine if the project activities are indeed helping to improve direct certification results; and 4) assuring that the plan for sustainability of the project is implemented.

b) Identify the funding source (e.g., DC grant, State Administrative Expense (SAE) funds, or other) for each staff person listed. If a staff person assigned to the project is being transferred from another role currently funded by SAE funds, include an explanation for how the individual's SAE funded duties will be handled once the grant project begins. ***Note: Staff funded directly by the grant (hired directly by the State agency or via a contract for services) and staff funded by SAE or other means should <u>all be listed here</u> to fully demonstrate the overall project staffing.***

c) Indicate whether each identified staff person is a State employee or a contractor.

[Tip: The Sample Personnel Table below will help guide you in providing sufficient staffing information, although additional narrative may be needed to fully respond to a), b) and c) above. Regardless of what format is

used, indicate the title of the project role, name of staff (if known), whether or not the person is already on board as an existing State employee or contractor, whether the person is internal to the agency but being transferred from other responsibilities, or if the person is yet to be identified and/or hired. Also show the percent of time the staff person will work on the project throughout the grant period and the source of funding for each person. If a staff member is an existing employee paid for through State Administrative Expense (SAE) funds, but you plan to charge this person to the grant, explain how you will replace them on the SAE work previously assigned]

Sample Personnel Staffing Table

Position Title	**Staff Name**	**Existing, Transfer, or New Hire / State Staff or Contractor**	**Project Role & Duties**	**Minimum Level of Direct Experience Required**	**Percent Time on Project**	**Funding Source**
LEA Coordinator	*Mary Andrews**	*Existing-State Staff*	*Facilitates applicable project work among LEAs*	*3 years successful experience in providing similar stakeholder coordination support for CN programs.*	*50%*	*DC Grant*
Lead Database Analyst	*TBD*	*New Hire-Contractor*	*Manage development of new databases for business intelligence tools*	*5 years successful experience in database development and certification in business intelligence design*	*100%*	*DC Grant*

**A half-time temporary employee will be hired and funded with SAE funds to perform the SAE functions Mary would have done if she were not coordinating activities related to grant.*

9. <u>TRAINING - PURPOSE AND CONTENT:</u> Describe the purpose of any training that is central to the project plan scope.

[Tip: Explain why training is needed in the project, including the type of training and the benefits of administering/offering the specified training. Note: Training must be related to DC improvements. Training funded with this grant may not supplant other required training.]

10. <u>TRAINING – LOGISTICS:</u> Summarize the training logistics – Type of training (in person, online, other), location and number of sessions, length of sessions, who will deliver the training, the audience for each training event, etc. *Note: All costs related to proposed training must be reported in the appropriate budget plan cost category: personnel, travel, supplies, contractual, etc. Training related costs are not reported separately on Budget Form SF-424A.*

[Tip: Explain which group of employees (title of individuals) will take the training; whether the training is administered online, by CD-ROM, or is classroom-based; and specify the travel plans (location, travel mode, etc.) required to attend classroom-based training. If using the framework of the sample table, provide additional detail as applicable for your particular project. If your agency prefers not to use this table, it is necessary to provide content within the DC grant application proposal describing the training logistics.]

Sample Training Logistics Table

Training name	# Attendees	Participant Description	Location	Travel Requirement
(Example) ABC Training Course	*10*	*LEA Reporting Analysts*	*Online*	*None*
New Procedures Training	*500*	*School Meals Directors & Managers*	*5 Regional Locations*	*2 trainers will travel by car to each of 5 Regions- 5 trips, 1.5 days each with one night's lodging and meals each trip.*

11. <u>TECHNOLOGY GAP ANALYSIS</u>: Summarize the gap analysis performed on your current automated processes.

[Tip: Provide goals for the future system processes, and a needs assessment to improve the current state of the existing system. This summary should provide evidence that the agency's internal IT staff validated the gap analysis/functionality, and strongly agrees that the technology solution meets the agency's needs and goals stated in the DC grant project proposal.]

Sample Gap Analysis Table

End State (Desired)	Current State	Gaps/Action
(Example) State agency is able to run DC data matches at least once per week with current student enrollment and SNAP/TANF data.	*Data provided from both SNAP/TANF agency is received only three times during the school year, so matches are run approximately every 3 months.*	*Work with SNAP/TANF agency to create web service that can access real-time SNAP/TANF data and run matches once per week.*

12. <u>PROPOSED TECHNOLOGY SOLUTION</u>:

a) Briefly identify the functional requirements and type of technology solution needed for project completion.

[Tip: Explain the function, capabilities, and/or features of the DC system that are required for the proposed project. For example, System X needs to support input from end users; System X needs to track the number of DC matches implemented at the LEA/POS level; System X needs to produce probable matches prioritized by level of probability; System X must include a web portal for LEAs to search for SNAP/TANF matches for new students. Include diagrams, charts, or tables for further explanation as needed. In anticipation of this grant, <u>list the hardware/software</u> you have researched as possible candidates to procure: Include hardware/software type and functionality, and identify possible vendors or systems developed in other States. If there is an upgrade to an existing system, name the hardware/software. In inquiring about items that involve acquisition, FNS reminds agencies that they must comply with all state and federal acquisition regulations.]

b) Summarize the proposed hardware/software configuration.

[Tip: Provide details of the proposed new and/or existing systems design. Include information regarding the type of system, hardware/software's platform, data storage methods, data security methods, relevant

charts, and diagrams.]

c) **Explain how the proposed technology solution will fit into your business and organizational needs.**

[Tip: Provide details in your agency's proposal that evidences that x, y and z offices have reviewed relevant proposal components and agreed with the feasibility of acquiring such solutions, and on the proposed schedule and cost.]

d) **If there is an existing system/software application in place with similar functions, describe the integration plans and its ability to integrate with the existing databases.**

[Tip: Explain how your agency or applicable partner offices would integrate the new equipment/software with the existing system. Provide evidence that the new hardware/software will be able to communicate with the existing system, for example, include verification information from your IT Office describing the integration within the DC project proposal.]

e) **If there is a need to migrate or convert data to the new system, describe the process.**

[Tip: Explain what procedures are needed to transfer old data into the new system; describe if and how unused data will be archived, discarded, or cleansed.]

f) **Describe the test plan for your system/software, including user acceptance testing.**

[Tip: Describe how you will verify that your system and/or software is functioning properly; provide the high level functional, data, user and system performance testing procedures; and include the test item, risk issues, and features to be tested complete with proposed test schedule, if available.]

PROJECT BUDGET PLAN

13. PLANS FOR ALLOCATING COSTS: If the DC grant project proposal includes the implementation of an automated system solution that will benefit programs other than the FNS school meals programs (such as developing an automated system that will benefit both the NSLP and the Child and Adult Care Food Program (CACFP), the State agency's application must clearly describe the cost allocation methodology that will be used to determine the cost share for each program. Only the cost share that can be reasonably allocated to direct certification in the school meals programs can be charged to the DC grant funding.

Please describe the State agency's cost allocation methodology, if applicable to this project:

14. STATE PERSONNEL & FRINGE COSTS: Summarize the projected Level of Effort (LOE), inclusive of time and cost, for project staff that are (or will be) hired directly by the State agency. Include only personnel costs that will be covered with DC grant funding. If fringe benefits will be charged to the grant, include a list or description clearly identifying what has been included in determining the fringe benefit amount. If listing fringe benefit costs as a % of total salary, clearly show methodology for calculating; or if actual cost is known state as such. Fringe benefit costs should be shown by individual. If no fringe benefit costs will be charged to the grant, explain why.

Note: Staff hired or expected to be hired as part of a Contract for Services are to be included in the Contractual costs section of Appendix D. Do not report contractor staff in this section. Also, if indirect costs will be charged on personnel costs, report the indirect costs charged to personnel as part of the Indirect Cost Section, later in Appendix D.

[Tip: Describe how the LOE was calculated for staff hours and labor costs to complete project work. The Personnel Cost Breakdown Table will assist in determining Total Cost of Project Personnel to be supported by the grant funding. If using the framework of the sample table, provide additional detail as applicable for your particular project. If your agency prefers not to use this table, it is necessary to provide content within the DC application proposal describing how LOE estimates were calculated.]

Sample Level of Effort Table

Quantity	Position Title/Role	Hourly Rate or Annual Salary	Total Hours on DC Grant Project	Direct Personnel Cost to be charged to grant	Fringe Benefit Cost List % of salary or actual cost by individual
(Example) 1	*ABC Systems Administrator (2 years on project at 25% time)*	*$20/hour*	*520 hours annually x 2 years = 1040 hours*	*$20,800*	*30% x $20,800 = $6,240*
(Example) 1	*Trainer (1 year on project at 50% time)*	*$25/hour*	*1040 hrs annually x 1 year*	*$26,000*	*30% x $26,000 = $7,800*
Total Cost of State Personnel supported by DC Grant funding				**$46,800**	**$14,040**
Report Totals on Form SF-424A as noted				***Section B. Line 6a***	***Section B. Line 6b***

Example: The 30% fringe benefit cost, was derived by calculating the projected annual total fringe benefit costs for all full time School Program staff and dividing by total salaries. Fringe benefit costs included are single dental plan coverage, single health insurance coverage, $50,000 in life insurance, long term disability, worker's compensation, 15 days annual sick leave, and 8 paid holidays.

15. TRAVEL COSTS: Summarize the anticipated travel details and costs for all phases of the DC Grant project. In this section, for each year of the grant period, be sure to include the estimated cost of travel to be charged to the DC grant funding as necessary to accomplish the project. All costs must be itemized and calculations explained.

Important*: Travel costs for contractors should be included in their Contract for Services and included in the Contractual costs section (question #18) of Appendix D. Do not report contractor travel costs in this section. Also, if indirect costs will be charged on travel costs, report the indirect costs charged to travel as part of the Indirect Cost Section later in Appendix D.*

[Tip: Include the positions of individuals traveling, the purpose of travel, projected location and mode of travel. The sample Travel Cost Breakdown Table will assist in determining Total Costs for Travel to be supported by the grant funding. Provide sufficient detail within the travel categories to identify if the travel is related to training (noted above), meetings with stakeholders for input, visits for a software demonstration, etc. Only actual travel related costs should be reported here. If using the framework of the sample table, provide additional detail as applicable for your particular project. Applicants may choose to use a different format, but must provide all the requested information.

Sample Travel Cost Breakdown				
Name(s) or Position(s) Traveling & Purpose	**Type of Expense**	**Quantity**	**Unit Rate**	**Line Total**
(Example) Trainer traveling to deliver 2 one day regionally based application training sessions for LEA staff,	Mode of Travel*: Rental of car (unlimited mileage) for 3 days* Meal and/or Per Diem Expenses*:* Lodging Expenses: Other Travel related expenses:	*3days* *3 days* *2 nights*	*$60/day* *$70/day* *$100/night*	*$180* *$210* *$200*
			Total for Travel	***$590***
			Report Totals on Form SF-424A as noted	**Section B. Line 6c**

16. EQUIPMENT COSTS: Provide estimated costs for all hardware and other equipment items costing $5,000 or more. *(Equipment items costing less than $5,000 should be listed as supplies in section 17 or as Other in Section 19). Costs reported as equipment should be consistent with OMB, State and local policies for capital costs. [Tip: List the hardware/software product and how many items are needed to implement your project proposal.]*

Sample Hardware/Equipment Cost Breakdown			
Item of Equipment	**Quantity**	**Cost per Item**	**Total Cost**
Server (describe type, size and purpose)	*2*	*$10,000*	*$20,000*
		Equipment Total	***$20,000***
		Report Totals on Form SF-424A as noted	**Section B. Line 6d**

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17. COSTS FOR SUPPLIES: Summarize the estimated cost for all supplies. Costs reported as supplies should be consistent with OMB, State and local policies. *Note: if indirect costs will be charged on supply costs, report the indirect costs charged to supplies as part of the Indirect Cost Section later in Appendix D.*

[Tip: Include all incidental costs to be charged to the grant.]

Sample Supply Cost Breakdown				
Supply Categories	**Purpose**	**Quantity**	**Unit Rate**	**Line Total**
(Example) Workbooks for New Procedures Training	*Training Manual*	*500 copies*	*$20/copy*	*$1,000*
(Example) Laptops	*Testing & training*	*2*	*$1,500/ea*	*$3,000*
Training Related Expenses:				
List items				
General Grant Supply Expenses:				
List items				
			Total for Supplies	***$4,000***
			Report Totals on Form SF-424A as noted	**Section B. Line 6e**

18. CONTRACTUAL COSTS:

a) **Identify all grant work that will be outsourced to a contractor for completion. List each contract, what services will be provided under each contract, and describe the procurement process the State agency will follow to acquire the listed services. If the procurement process will vary for different contracts, describe each process separately. Be sure that all procurement processes are accounted for in the project timeline and milestones. If contractual costs are included in budget estimate and the contractor is (or will be) acquired without competition, the applicant must provide justification for a sole source contract (e.g., State statute or policy references describing circumstances under which competition is not required).**

[Tip: All contracting must be in compliance with the State and Federal procurement policies and regulations. Contracting related to the use of these grant funds will be the same as for all other federal dollars.

b) **Summarize the estimated cost for all Contractual costs and explain what work is represented by the cost. (Listing only a total cost is not acceptable. Sufficient detail must be provided to allow FNS to determine how the State agency came up with the estimate(s) for any proposed contracts.)**

[Tip: Include all contracted costs to be charged to the grant, such as training consultants, software developers, software hosting services, etc.]

Sample Contractual Cost Breakdown

Contractual Categories	Purpose	Quantity	Unit Rate	Line Total
Contract #1 with expert to Train the Trainers for State agency to conduct Regional New Procedures Training	*Develop Training & Train LEAs on new procedures*	*1*	*$75/hr for 1,000 hrs*	*$75,000*
Contract #2 for Software upgrades - software developers	*Develop web portal for LEA access to match data. Upgrade matching algorithm. Develop reporting tools. Develop automatic real time match process*	*2*	*$60/hr for 2000 hrs =$120,000 ea*	*$240,000*
Training Related Expenses:				
List items				
System Development Contract:				
List items				
Other Contractual expenses:				
List items				
Total for Contractual Costs				***$315,000***
Report Totals on Form SF-424A as noted				**Section B. Line 6f.**

19. OTHER COSTS: Summarize the estimated cost for all Other costs. Costs reported as Other should be consistent with OMB, State and local policies.

[Tip: Include all incidental/other costs to be charged to the grant that do not belong in another budget category]

Sample Other Cost Breakdown				
Other Categories	**Purpose**	**Quantity**	**Unit Rate**	**Line Total**
(Example) Printing costs	*Registration*	*10*	*$100*	*$1,000*
(Example) Software permanent licenses for LEAs	*To connect to State Direct Cert online software.*	*200*	*$1,000*	*$200,000*
List items				
			Total Other Costs	***$201,000***
			Report Totals on Form SF-424A as noted	**Section B. Line 6h**

20. INDIRECT COSTS: If indirect costs are included in the State agency's cost estimates, you must submit a copy of your agency's current approved Indirect Cost Rate Agreement (ICRA) with a Federal agency. Only indirect costs that comply with the ICRA will be allowed. Explain what rate was used and to what direct costs it was applied. Show your calculations. *Note: be sure all indirect charges included are consistent with the State agency's ICRA, including applicability to sub awards and other contracts. Only charge indirect costs to allowable items per the ICRA. (Refer to Appendix A: OMB Cost Principles and the Budget Grant Project Checklist provided in Appendix B for guidance.)*

[Tip: Explain how the indirect costs were calculated – to what costs the ICRA was applied and the rate that was used. Include a copy of the indirect cost rate agreement and any necessary explanation.]

Sample Indirect Cost Breakdown		
Indirect Cost Rate charged to the Grant as follows:	**Total Direct Costs**	**Direct Costs to Which Indirect Cost Rate Can be Applied**
Example: Personnel Salary Costs	*$46,800*	*$46,800*
Personnel Fringe Benefit Costs	*$14,040*	*$14,040*
Travel Costs	*$590*	*$590*
Equipment (Indirect not allowed for capital equip over $5,000)	*$20,000*	*0*
Supplies (including equipment costing less than $5,000)	*$4,000*	*$4,000*
Contract #1 (usually applied to first $25,000 per year- see ICRA)	*$75,000 (1 yr)*	*$25,000*
Contract #2 (usually applied to first $25,000 per year - see ICRA)	*$240,000 (2 yr)*	*$50,000*
Other Direct Costs	*$201,000*	*$201,000*
Total Direct Costs	***$601,430***	***$341,430***
Indirect Cost Rate		*10%*
	Total Indirect Costs	***$34,143***
	Report Totals on Form SF-424A as noted	**Section B. Line 6j**

Sample Total Estimated Grant Budget	
Indirect Cost Rate charged to the Grant as follows	**Totals**
Total Direct Costs	*$601,430*
Total Indirect Costs	*$34,143*
Total Estimated Project Costs= Grant Total to be Requested	***$635,573***
Enter Total on Form SF-424A as noted	***Section B. Line 6k***

PROJECT SUSTAINABILITY AND TRANSFERABILITY

21. SUSTAINABILITY: Describe the plans to maintain the overall project, system and/or software. Indicate the cost of ongoing maintenance and how the State will fund these costs to keep the system in operation beyond the grant period.

[Tip: If there are ongoing costs associated with the grant purposes after the grant ends, describe how these costs will be covered. If the State agency anticipates a need for periodic updates to the project or system, describe how this will be accomplished. Provide information on procedures to sustain the project, system and/or software: Define the support environment, roles and responsibilities, and maintenance activities; monitor the system for continued performance and provide the necessary system modifications; and identify the support environment, including the development, maintenance, and target host environments.]

Ongoing Operation and Maintenance Costs after grant ends *(These **will not be charged to the grant**, but are costs estimates needed for the State agency to plan and budget for sustainability of the project)*				
	Quantity	Unit/Hourly Rate	Ongoing Operation & Maintenance Cost Total	How costs will be funded
Maintenance contractor	*1*	*$50.00/hr*	*200 hrs x $50 = $10,000 annually*	*State IT Funds*
Example: Vendor annual maintenance fee for 1 year maintenance contract	*1 annually*	*$10,000*	*$10,000 annually*	*SAE Funds*

22. TRANSFERABILITY: Describe how the proposed implementation project is likely to produce outcomes and information that not only will aid the applicant State agency in accomplishing program improvements, but also will produce knowledge that is transferable to other State agencies for similar improvement projects.