

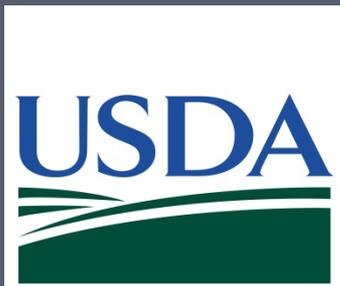
# FY2016 SNAP PROCESS AND TECHNOLOGY IMPROVEMENT GRANTS (PTIG)

APRIL 7, 2016, 3:00PM EST

**CALL-IN: 888.844.9904**

**ACCESS CODE: 2620649**

THIS WEBINAR IS BEING RECORDED



Presented by Christina Palazzolo, FNS Program Analyst and Kimberly Shields, FNS Grants Officer

# Webinar Agenda



- PTIG Basics
- FY16 Funding Priority Areas
- Review Criteria
- Application Submission and Additional Information

# Purpose

Support efforts by State Agencies and community based and faith-based partners to develop and implement:

- Simple SNAP application and eligibility determination systems; or
- Measures to improve access to SNAP by eligible applicants.

# Key Dates

- The complete application is due on April 18<sup>th</sup> by 11:59pm EST
- The complete application must be uploaded and submitted to [www.Grants.gov](http://www.Grants.gov)
- FNS will announce Grant Awards no later than September 30, 2016
- Project Periods: September 30, 2016 through September 30, 2019

# Eligible Entities



- 53 State agencies that administer SNAP;
- State or local government;
- Agencies providing health or welfare services;
- Public health or educational entities; and
- Private non-profit entities

# Award Information

- Up to \$5 million is available in Fiscal Year (FY) 2016
- FNS will award the grants through a competitive process
- No cost sharing or matching required by grantees
- Funding per award is dependent on the number of awards granted; Anticipated number of awards 6 to 11
- Anticipated funding per award \$20,000 – \$2,000,000
- Grant project period: September 30, 2016, through September 30, 2019
- Information on past PTIG recipients on the SNAP Program Improvement Page: <http://www.fns.usda.gov/snap/snap-program-improvement>

# Funding Restrictions for Grantees

- Pre-award cost will not be awarded
- Funds are for new projects and not ongoing costs of existing projects
- Projects predicated on waiving SNAP regulations are not allowable and will not be considered for funding
- The funds can only be used for SNAP's share of project costs
- The project cannot devote more than 25% of the requested grant funds to outreach activities

FY2016

FUNDING PRIORITY AREAS



# FY2016 PTIG Priorities

- Improve customer service
- Examine office processes through Business Process Reengineering (BPR)
- Use data analytics to inform improvements to local office procedures
- Enhance case management practices
- Employ mobile technology
- Develop infrastructure to support partnerships

# Priority:

## Improved Customer Service

- Projects that use technology to achieve procedural changes to simplify the enrollment process, facilitate reporting requirements, improve client retention, and enhance overall customer service.

### Examples:

- Electronic application filing
- Document imaging
- Increased phone line capacities
- Conducting telephone interviews
- Web-based access to case status information

# Priority:

## Mobile Technology

- Projects that use mobile technology to achieve procedural changes that streamline the enrollment process, facilitate verification and reporting requirements and reduce “churning.”

### Examples:

- ▣ Text message alerts and reminders
- ▣ Capability of uploading documents using a mobile device
- ▣ Review and update case information using apps designed for tablets and smartphones

# Priority:

## Business Process Reengineering (BPR)

- Projects that examine office processes *and* identify and implement efficiencies.

### Examples:

- ▣ Creating a two-track triage team for low-risk and higher-risk applications
- ▣ Forming paperwork and processing teams or maintenance teams for handling case re-certifications and changes
- ▣ Using specialized case workers
- ▣ Establish specialized units

# Priority:

## Case Management Improvement Measures

- Projects that promote innovative, technological enhancements to State eligibility systems resulting in more accurate and efficient case management subsequently enhancing service to clients.

### Example:

- ▣ Projects that address issues related to screening, tracking, notice, and reporting requirements for SNAP recipients that are Able-Bodied Adults Without Dependents (ABAWDs)

# Priority:

## Partnerships

- Projects that link a State agency with one or more private nonprofit organizations.
- Partnerships should enhance State agency practices and develop infrastructure resulting in **long-term** improvements and timely access to program benefits by eligible clients.

### Example:

- A partnership between a University and State agency could be used to facilitate a hackathon to brainstorm and develop innovated technological solutions.

# Priority:

## Data Analytics

- Projects that use data to improve local office business practices, customer service, and training of eligibility workers.

Examples of projects that use data to:

- ▣ Detect improper use and/or timing of notices
- ▣ Pinpoint eligibility workers in need of training
- ▣ Identify subgroups with high rates of churn
- ▣ Identify subgroups that do not receive timely service for regular or expedited SNAP
- ▣ Discover other systemic issues will help State agencies to better serve clients

# Recap – Deadline, Purpose, & Priorities

**Due Date:** Application are due in [www.Grants.gov](http://www.Grants.gov) on **April 18, 2016**, by 11:59pm EST

**Purpose:** To develop and implement simple SNAP application and eligibility determination systems; or Measures to improve access to SNAP by eligible applicants.

**Priorities:**

- ❑ Improve customer service
- ❑ Examine office processes through Business Process Reengineering (BPR)
- ❑ Use data analytics to inform improvements to local office procedures
- ❑ Enhance case management practices
- ❑ Employ mobile technology
- ❑ Develop infrastructure to support partnerships

**- Any Questions? -**

# REVIEW CRITERIA

**Technical Evaluation Criteria**

# Review Criteria

- ❑ Soundness or Merit of Project Design (40 points) –
- ❑ Budget Appropriateness and Economic Efficiency (25 points)
- ❑ Organizational Experience, Staff capability and Management (15 points)
- ❑ Implementation and Evaluation (15 points)
- ❑ Presentations (5 points)

## Review Criteria: Soundness or Merit of Project Design (40 points)

- The proposal included and clearly describes the problem to be solved and provides evidence that the proposed approach is well-suited to solve the identified issue.
  - Impact
  - Quality
  - Sustainability
  - Letters of Commitment or Endorsement
  - Innovation
  - Feasibility

# Special Instructions: Letters of Commitment

**A Letter of Commitment** is required if the grant proposal is from a State agency working in partnership with another organization(s). The letter(s) of commitment must describe:

- The organization's role in the project,
- The amount of time it intends to commit to the project and an attestation that it will cooperate with the grant applicant in implementing the project

\*\*\*Must be provided on the respective organization's letterhead and be signed by an authorizing individual

# Special Instructions: Letter of Endorsement

**A Letter of Endorsement** is required if an applicant is not partnering with a State agency. The State agency's letter of endorsement must:

- Explain that the State agency is aware of the projected impact on its system and is supportive of the proposed project
- Be on the respective State agency's letterhead and be signed by an authorizing official

## Review Criteria: Budget Appropriateness and Economic Efficiency (25 points)

- A line item budget
- A narrative that demonstrates how funds will be spent, by whom and for what purpose (**See Budget Narrative Checklist in RFA**)
- A copy of the approved negotiated indirect cost rate agreement must be attached if indirect costs are shown as a budget expense to the project.
- If applicable, the budget must show how the costs are allocated among the benefiting programs and demonstrate that this grant is only going to fund SNAP's share.

## Review Criteria: Budget Appropriateness and Economic Efficiency (25 points) - Continued

- If desired, a tiered budget and narrative that describes adjustments the applicant would make if it were awarded funding at different levels (only the primary budget will be analyzed against this criterion).
- All non-profit organizations must include their 501(c)(3) determination letter issued by the Internal Revenue Service (IRS).

# Review Criteria: Budget (continued)

## **Contractual and Consultant Costs:**

Applicants who wish to hire a consultant or contract work out must provide the following information:

### **Consultants name and description of service**

- Itemized list of all direct costs and fees
- Salaries must have the number of personnel including the position title
- Specialty and specialized qualifications as appropriate to the salary
- Number of estimated hours times hourly wage
- All expenses and fees directly related to the proposed services to be rendered to the project

# Budget Checklist – Things to Consider

- Does the proposed project and budget meet the bona fide needs of the RFA?
- Is the budget summary included?
  - ▣ Does it agree with the calculations shown on the OMB budget form?
  - ▣ Is the budget in line with the project description?
- Make sure budget figures are consistent across displays and narratives.
- Use the Budget RFA Checklist found on pages 25-27 of the RFA

## Review Criteria: Organizational Experience, Staff Capability and Management (15 points)

- Staff
- Credibility
- Oversight
- Communication
- Time Commitment

# Review Criteria:

Implementation and Evaluation (15 points)

Presentation (5 points)

## □ Implementation and Evaluation

- Timeline
- Evaluation

## □ Presentation

- Quality
- Format

# APPLICATION SUBMISSION & ADDITIONAL INFORMATION



# Forms - REQUIRED

- **Non-Construction Grant Projects Forms: SF-424 Family**
  1. Application and Instruction for Federal Assistance (SF-424)
  2. Budget Information and Instruction (SF-424A)
  3. Assurance-Non-Construction Programs (SF-424B)
  
- SF LLL (Disclosure of Lobbying Activities): Indicate on the form whether your organization intends to conduct lobbying activities. If your organization does not intend to lobby, write “Not Applicable.”

Forms can be found at:

<http://apply07.grants.gov/apply/FormLinks?family=15>

# PLEASE BE AWARE

- Obtaining a DUNS number may take several days
- To register in SAM, the applicant's DUNS number, Tax ID Number (TIN), and taxpayer name are required
- Verification takes **at least 48 hours** after registration is submitted to SAM
- Applicants must have a valid SAM registration **no later than 3 days prior** to the application due date
- Migration of permissions and/or the renewal of the entity record will require **5-7 days or more**
- Registration process for [www.Grants.gov](http://www.Grants.gov) generally takes between **3-5 business days**

# Special Characters **Not** Supported

- File attachment names longer than approximately 50 characters can cause problems processing packages.
- Please limit file attachment names.
- Do not use any special characters in naming the attachments.
- Special characters (example: &, -, \*, ,, %, /, #, ', -),

# Quick Reference Links

- For information regarding PTIG Grantees and Project Summaries – FNS Program Improvement Webpage: <http://www.fns.usda.gov/snap/snap-program-improvement>
- Questions regarding the RFA: Kimberly Shields, Grant Officer – [Kimberly.Shields@fns.usda.gov](mailto:Kimberly.Shields@fns.usda.gov)
- To submit your completed application: [www.grants.gov](http://www.grants.gov) by April 18, 2016, 11:59pm EST

QUESTIONS ? ? ?

