

APPENDIX C

FY 2013-2014 Direct Certification Improvement Grant Tier 1 Limited-Scope Grant Proposal Template & Instructions

APPLICATION INSTRUCTIONS

TIER 1 APPLICATION SUBMISSION (REVISED JULY 2013)

- ✓ Applications must be submitted to www.grants.gov by **11:59 pm ET**, on one of the deadline dates - **October 1, 2013; January 2, 2014; April 1, 2014; or July 1, 2014**. Applications submitted after a deadline will be held for processing until the next deadline. Applications received after **July 1, 2014** will not be considered for funding.
- ✓ When submitted successfully, applicants must notify the FNS Grant Officer 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 early, as the RFA may be closed at 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.

What to Include in a Tier 1 Grant Application Packet

The Tier 1 grant application packet must include:

1. Fully completed Appendix C proposal template (or other format), including cover page and questions 1 through 6f.
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.

Proposal Narrative: For a Tier 1 grant proposal to be considered complete, applicants must structure and develop proposals by answering all questions and addressing all items listed in this Appendix C template. If using some other format, applicants still must address all questions in the order they are listed in the template. The template and instructions are intended to simplify both the narrative development for applicants and the evaluation process for reviewers.

Timeline: Tier 1 grants may be awarded for up to one year.

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.

Budget: Applicants may request funding up to \$150,000 under Tier 1 grants.

Be sure that all budget estimates contained in the Appendix C 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. Remember that a Tier 1 grant budget for planning activities cannot exceed \$75,000. If your Tier 1 proposal contains both planning and implementation activities, the planning costs alone still cannot exceed \$75,000. See *Appendix B, Grant Project Budget Checklist*, for additional budget guidance.

FY 2013-2014 Direct Certification Improvement Grant Narrative
Tier 1 Limited-Scope Grant Proposal Template

Tier 1 Grant Proposal Cover Page

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

- Planning Only - Maximum \$75,000
- Implementation Only - Maximum \$150,000
- Planning & Implementation - Maximum \$150,000

Check Application Deadline for this Application

- October 1, 2013 January 2, 2014 April 1, 2014 July 1, 2014

Enter 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).*

FY 2013-2014 Direct Certification Improvement Grant Narrative
Tier 1 Limited-Scope Grant Proposal Template

TIER 1: LIMITED-SCOPE GRANT PROPOSAL TEMPLATE
DIRECT CERTIFICATION IMPROVEMENT GRANTS
Expand Table as Needed to Give Complete Answers for Each Question

1. Project Goals and Objectives. Briefly explain what you want to accomplish with this grant and what direct certification processes/systems you will address?

Enter Response to #1

2. Grant Activities. Briefly describe the activities that you plan to carry out with the grant funding to meet the goals and objectives in #1. Explain how each activity will help you improve direct certification performance.

Enter Response to #2

3. Project Management. Briefly describe how you will track and manage the project to ensure that activities are completed on time, within budget, and with quality results?

Enter Response to #3

**FY 2013-2014 Direct Certification Improvement Grant Narrative
Tier 1 Limited-Scope Grant Proposal Template**

4. Project Timeline. Provide your proposed schedule for carrying out grant activities. Identify significant project milestones, the major project activities to accomplish the milestone, and the planned start and end dates for each activity. Show when all milestones and grant activities will end. Remember that Tier 1 grants can be awarded for *up to one year*.

Enter Project Timeline. Expand as needed to include all major milestones and activities.

Milestone	Project Activities to Accomplish Milestone	Planned Start Date	Planned End Date
<i>Describe Milestone 1</i>	<i>Enter Activity 1 for Milestone 1</i>		
	<i>Enter Activity 2 for Milestone 1</i>		
<i>Describe Milestone 2</i>	<i>Enter Activity 1 for Milestone 2</i>		
	<i>Enter Activity 2 for Milestone 2</i>		

Comments:

5. Staffing. Identify the personnel proposed to manage or play a **key** role on the grant project. Indicate whether the staff person is an employee or contractor. Provide a brief description of the role and responsibilities, percent of time to be dedicated to the project and source of funding for the position (i.e., whether time dedicated to the project will be charged to the grant, SAE, or some other funding source).

Enter staffing information in response to #5

Staff Name	Is person Employee or Contractor?	Position and Responsibilities	Time dedicated to Project (% FTE)	Source of Funding

Comments:

**FY 2013-2014 Direct Certification Improvement Grant Narrative
Tier 1 Limited-Scope Grant Proposal Template**

BUDGET ESTIMATES

6. Budget (totals to be entered on SF-424A Budget Form). Provide a proposed budget estimating costs for all activities and purchases to be charged to the grant funding. **ENTER ONLY THE SECTIONS THAT APPLY TO YOUR PROPOSAL AND MARK OTHERS “NA”.** For example, if you are not proposing travel costs, leave section 6c blank.

Proposed costs must be reasonable, necessary, allowable and applicable to the grant purpose described in the RFA and the project activities described in #2 above. Be sure that your budget includes narrative explaining how you arrived at each cost estimation and how calculations were made for each line item.

Please see **Appendix A: OMB Cost Principles 2 CFR 225** to review OMB Circular A-87, which addresses allowable costs. Provide any additional explanation, as needed, in the Comments Sections.

6a & 6b. State Agency Personnel & Fringe Costs (SF-424A, Section B, Lines 6a & 6b). Enter information for State agency personnel assigned to project. You may erase sample information and expand, as needed, to enter your project estimates for employee staff assigned to project.

6a & 6b Sample Level of Effort Table

Quantity	Position Title/Role	Hourly Rate or Annual Salary	Total Hours on Grant Project	Direct Personnel Cost to be charged to grant	Fringe Benefit List % of salary or actual cost by individual
<i>1</i>	<i>Project Manager (1 year on project at 25% time)</i>	<i>\$30/hour</i>	<i>520 hours</i>	<i>\$15,600</i>	<i>35% x \$15,600 = \$5,460</i>
<i>1</i>	<i>Trainer (1 year on project at 25% time)</i>	<i>\$25/hour</i>	<i>520 hours</i>	<i>\$13,000</i>	<i>35% x \$13,000 = \$4,550</i>
Total Cost of State Personnel supported by Grant funding				\$28,600	\$10,010
<i>Enter Totals on Form SF-424A as noted</i>				Section B. Line 6a	Section B. Line 6b

Comments:

**FY 2013-2014 Direct Certification Improvement Grant Narrative
Tier 1 Limited-Scope Grant Proposal Template**

6c. Travel Costs (SF-424A, Section B, Line 6c). Enter estimated travel costs required for project staff, such as travel to training sites or project meetings. You may erase sample information and expand, as needed, to enter your project estimates for travel.

Important: Travel costs for contractors should be included in their Contract for Services and entered in the Contractual costs section (question #6f) of Appendix C. Do not report contractor travel costs in this section.

Sample Travel Cost Breakdown				
Name(s) or Position(s) Traveling & Purpose	Type of Expense	Quantity	Unit Rate	Line Total
(Example) Trainer traveling to deliver 3 one-day regionally based direct certification training classes for LEA staff	Mode of Travel: Rental of car (unlimited mileage) for 6 days (1 day travel plus 1 day training for each session)	6 days	\$60/day	\$360
same	Meal and/or Per Diem Expenses	6 days	\$50/day	\$300
same	Lodging Expenses	3 nights	\$100/night	\$300
Total for Travel				\$960
Enter Total on Form SF-424A as noted				Section B. Line 6c

Comments:

6d. Equipment Costs. (SF-424A, Section B, Line 6d). 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 6e or as Other in 6h). Costs reported as equipment should be consistent with OMB, State and local policies for capital costs. You may erase sample information and expand, as needed, to enter your project estimates for equipment.

Sample Hardware/Software/Equipment Cost Breakdown			
Item of Equipment	Quantity	Cost per Item	Total Cost
Server (describe type, size and purpose)	1	\$7,000	\$7,000
Equipment Total			\$7,000
Enter Total on Form SF-424A as noted			Section B. Line 6d

Comments:

**FY 2013-2014 Direct Certification Improvement Grant Narrative
Tier 1 Limited-Scope Grant Proposal Template**

6e. Costs for Supplies. (SF-424A, Section B, Line 6e). Provide the estimated cost for all supplies. Costs reported as supplies should be consistent with OMB, State and local policies. You may erase sample information and expand, as needed, to enter your project estimates for supplies.

Sample Supply Cost Breakdown				
Supply Items	Purpose	Quantity	Unit Rate	Line Total
Notebooks for Workbook materials	Hardcopies for Training	200 copies	\$5/ea	\$1,000
Laptop	Trainers to use in LEA training and for testing software	1	\$1,500	\$1,500
Total for Supplies				\$2,500
Enter Total on Form SF-424A as noted				Section B. Line 6e

Comments:

6f. Contractual Costs. (SF-424A, Section B, Line 6f). Identify all grant work that will be outsourced via contract or interagency agreement for completion. List each contract/agreement, what services will be provided under each contract/agreement, and describe the procurement process the State agency will follow to acquire the listed services. Be sure that all procurement processes are accounted for in the project timeline and milestones. If contractual costs are included in budget estimates 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). You may erase sample information and expand, as needed, to enter your project estimates for Contracts.

Sample Contractual Cost Breakdown					
Contracts for Services/Software/Etc.	Purpose	Quantity	Rate	Unit or Hours	Line Total
Contract #1 for Software upgrades - software developer	Upgrade matching algorithm and web portal	2	\$50/hr	250 hrs	\$25,000
Contract #2 with Expert Consultant to analyze direct cert process & develop recommendations	Planning for CIP development	1	\$100/hr	300 hrs	\$30,000
Total for Contractual Costs					\$55,000
Enter Total on Form SF-424A as noted					Section B. Line 6f

Comments:

**FY 2013-2014 Direct Certification Improvement Grant Narrative
Tier 1 Limited-Scope Grant Proposal Template**

6h. Other Costs. (SF-424A, Section B, Line 6h). Provide estimates for all Other costs. Include all incidental/other costs to be charged to the grant that do not belong in another budget category. You may erase sample information and expand, as needed, to enter your project estimates for Other costs.

Sample Other Cost Breakdown				
Other Categories	Purpose	Quantity	Unit Rate	Line Total
Web hosting for training materials during grant period	Host Direct Cert online materials	1	\$1000	\$1,000
Printing	Direct Cert Outreach Materials for LEAs & SNAP agency	1000	\$2.00	\$2,000
Software licenses (describe)	5 licenses for State staff to use direct cert software	5	\$3,000	\$15,000
Total Other Costs				\$18,000
Enter Total on Form SF-424A as noted				Section B. Line 6h

Comments:

6j. Indirect Costs. (SF-424A, Section B, Line 6j). If indirect costs are included in the SA's cost estimates, applicants must submit a copy of their 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. You may erase sample information and expand, as needed, to enter your project estimates for Indirect costs.

Sample Indirect Cost Breakdown		
Indirect Cost Rate charged to the Grant as follows	All Direct Costs	Direct Costs to Which Indirect Rate Can Be Applied
6a. Personnel Salary Costs	\$28,600	\$28,600
6b. Personnel Fringe Benefit Costs	\$10,010	\$10,010
6c. Travel Costs	\$960	\$960
6d. Equipment (Indirect not allowed for items listed)	\$7,000	0
6e. Supplies	\$2,500	\$2,500
6f. Contract #1 (applied to first \$25,000 - see ICRA)	\$25,000	\$25,000
6f. Contract #2 (applied to first \$25,000 - see ICRA)	\$30,000	\$25,000
6h. Other Direct Costs	\$18,000	\$18,000
Total Direct Costs	\$122,070	\$110,070
Indirect Cost Rate		10%
Total Indirect Costs		\$11,007
Enter Total on Form SF-424A as noted		Section B. Line 6j

Comments:

**FY 2013-2014 Direct Certification Improvement Grant Narrative
Tier 1 Limited-Scope Grant Proposal Template**

6k. Total Estimated Grant Project Costs. (SF-424A, Section B, Line 6k). *Total all estimated direct costs plus total indirect costs to arrive at budget total for the proposed Tier 1 grant activities. If project includes both planning and implementation costs, as described in the RFA, explain clearly what portion of costs are for the planning activities. Remember that planning costs cannot be approved for more than \$75,000.*

<i>Sample Total Estimated Grant Budget</i>	
Indirect Cost Rate charged to the Grant as follows	Totals
Total Direct Costs	\$122,070
Total Indirect Costs	\$11,007
Total Estimated Project Costs= Grant Total to be Requested	\$133,077
<i>Enter Total on Form SF-424A as noted</i>	<i>Section B. Line 6k</i>

Comments:

Sample explanation for planning budget: Project proposal includes both planning and implementation costs, so planning costs must be explained separately to show that they are under \$75,000, as follows:

(Sample) Planning Costs include:

1. *Contract #2 with Expert Consultant to analyze direct cert process & develop recommendations = \$30,000*
2. *Project Manager – 60 of the total 520 hours will be used to manage planning contract = \$1,800 Salary plus \$630 Fringe*
3. *Total costs that indirect is applied to equals \$25,000 in contract costs plus personnel and fringe for project management. = \$25,000+\$1,800+\$630=\$27,430 x 10% = \$2,743*
4. *Total Planning cost = \$32,430+\$2,743 = \$35,173 which is **under \$75,000.***

Cost Categories	Planning Costs
<i>6a. Personnel</i>	<i>60 hrs x \$30 = \$1,800</i>
<i>6b. Fringe</i>	<i>35% of \$1,800 = \$630</i>
<i>6c. Travel</i>	
<i>6d. Equipment</i>	
<i>6e. Supplies</i>	
<i>6f. Contractual</i>	<i>\$30,000</i>
<i>6h. Other</i>	
6i. Total Direct Charges	\$32,430
<i>6j. Indirect Charges (apply to first \$25,000 of contracts plus personnel and fringe)</i>	<i>10% x \$27,430 = \$2,743</i>
6k. Total Estimated Planning Costs	\$35,173