

**FY2015 SNAP Process and Technology Improvement Grants
(PTIG) – Budget Components Webinar
May 21, 2015**



United States Department of Agriculture

FY2015 SNAP PROCESS AND TECHNOLOGY IMPROVEMENT GRANTS (PTIG) – BUDGET COMPONENTS WEBINAR

MAY 21, 2015, 3:00PM EST

CALL-IN: 888.844.9904

ACCESS CODE: 2620649

THIS WEBINAR IS BEING
RECORDED

Presented by Dawn Marie Williams, FNS Program Analyst and
Christina Palazzolo, FNS Program Analyst

Key Dates

- The complete application is due on June 2, 2015 by 11:59pm EST
- The complete application must be submitted and uploaded to www.grants.gov
- Grant Awards announced no later than September 30, 2015
- Project Periods: September 30, 2015 through August 31, 2018

Funding

- Up to \$5 million is available in Fiscal Year (FY) 2015 for the SNAP Process and Technology Improvement Grants.
- FNS will award the grants through a competitive process.
- FNS reminds applicants that the submission of a proposal does not guarantee funding.
- This grant funding can only be used for SNAP's share of the costs.
- There is no cost sharing or matching required to participate in this grant project.
- Funding per award is dependent on the number of awards granted; anticipated funding per award \$20,000 - \$2,000,000.

Funding Restrictions

- ❑ 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 the costs
- ❑ The project cannot devote more than 25% of the requested grant funds to outreach activities

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

- A line item budget **See Attachment C - Application Package Checklist** to assure each category is addressed in the budget.
- A narrative that demonstrates how funds will be spent, by whom and for what purpose
- Additionally, 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

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 (Continued)

Forms – Link:

- The following grants.gov forms are required of grant applicants. They are located at http://www.grants.gov/agencies/aforms_repository_information.jsp
- The following required OMB forms can be obtained at: <https://apply07.grants.gov/apply/FormsMenu?source=agency>

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 24-26 of the RFA

Questions

For questions regarding this RFA, contact:

□ Kimberly Shields, Grant Officer

E-mail: Kimberly.Shields@fns.usda.gov