



COMMISSIONER SID MILLER

TEXAS DEPARTMENT OF AGRICULTURE

The Emergency Food Assistance Program (TEFAP)

Reach and Resiliency Grants

Request for Applications (RFA)

EXECUTIVE SUMMARY

The Texas Department of Agriculture (TDA) is administering The Emergency Food Assistance Program (TEFAP) Reach and Resiliency Grant, Request for Applications (RFA).

The program's purpose is to focus on expanding into remote, rural, Tribal, and/or low-income areas by improving or transforming how the current and/or new partnering organizations will reach underserved populations in their local and regional communities.

Dates

Applications must be received by Thursday, July 27, 2022, by 11:59 pm Central Time.

Agency Division

Food And Nutrition Division

Cost Sharing and Matching

There are no cost-sharing or matching requirements for this program.

Catalog of Domestic Federal Assistance (CFDA) Number

10.568 -- Emergency Food Assistance Program (Administrative Costs)

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PROGRAM OBJECTIVE & DESCRIPTION

Key Objective

Expand TEFAP's reach into remote, rural, Tribal, and/or low-income areas that are underserved by the program.

Program Description

The Texas Department of Agriculture (TDA) was awarded \$3,759,351 from the Build Back Better (BBB) Reach and Resiliency grant to fund State Distributing Agency (SDA) and Eligible Recipient Agency (ERA) projects in Texas that will expand the reach of The Emergency Food Assistance Program (TEFAP).

TDA plans to award \$3,182,702.04 to grant recipients to target TEFAP ERAs to fund projects that will assist in expanding their operations into targeted rural and low-income areas. As funding allows, TDA intends to use the grant funding towards equipment and outreach projects for food banks that have pre-existing contracts with TDA and are currently operating TEFAP in Texas. TDA will implement a competitive application process to accept, evaluate, award, and fund ERA-proposed projects that meet the grant objectives, indicators, and budget.

TDA will monitor all grant-funded projects to ensure RFA reporting requirements and project objectives are met. Visual confirmation of purchase for equipment will be executed for each funded project, and a financial review of invoices and expenses will also be reviewed for each project to ensure funds are allowable, allocable, and necessary. Project activities and indicators will be submitted with each grant and monitored by TDA to ensure grant objectives are met.

Outreach Initiative Extension Description

TDA would also like to focus funds on two state-level projects for TEFAP: outreach and training. The outreach project will increase awareness of TEFAP in rural/remote areas to expand the program's reach and assist more Texans in need of food access. The training project will develop more training resources to increase ERA's understanding of program operations, resulting in operational efficiencies and strategies that will allow for program expansion. TDA will require participation in the outreach and training initiatives through surveys, fact-finding/data gathering, trainings, and distribution of TDA provided materials throughout this grant to help us access the needs and improve proficiency of the TEFAP programs. In addition, TDA's Food and Nutrition Division (FND) will work closely with the TDA Rural Economic Development Division to compose a similar capacity-building grant that targets similar rural areas of Texas.

PROJECTED TIMELINE OF EVENTS

Application Availability	June 2022
Letter of Intent Deadline	June 30, 2022
Application Deadline	July 27, 2022
Anticipated Start Date of Project/Grant	September 1, 2022
End Date of Project	May 2024

ELIGIBILITY INFORMATION

Eligible Applicants

Food banks that have pre-existing contracts with TDA and are willing to assist in expanding their operations into targeted rural/remote areas are eligible to apply.

GRANT RECIPIENT RESPONSIBILITIES AND ACCOUNTABILITY

Monitoring and Documenting

Selected applicants (Grant Recipients), if any, will be responsible for the conduct of the project supported by the grant program and for the results achieved. Each grant recipient shall monitor the day-to-day performance of the grant project to assure adherence to statutes, regulations, and grant terms and conditions. The grant recipient must carry out the activities described in the approved scope of work.

The grant recipient will be accountable for documenting the use of grant funds and must ensure funds are used solely for authorized purposes. The grant recipient must ensure:

- Funds are used only for activities covered by the approved project;
- Funds are not used in violation of the restrictions and prohibitions of applicable statutes; and
- All budget and performance reports are completed in a timely manner.

Each grant recipient must ensure it has an adequate accounting system in place and sufficient internal controls to ensure expenditures and reimbursements are reported and maintained for four (4) years after the conclusion of the project, or longer if required by TDA.

FUNDING PARAMETERS

The following information is intended to provide applicants with information to help applicants make informed decisions about application submissions.

Selected grant projects, if any, under this RFA, will receive funding on a cost-reimbursement basis. Funds will not be given in advance to grant recipients. Grant recipients must have the financial capacity to pay for all project costs up front.

Grant awards, if any, are subject to the availability of funds. If no funds are appropriated or collected for this purpose, applicants will be informed accordingly.

These funds will be awarded through a competitive process and all applicants must be in good standing with TDA for funding. Projects may be funded at varying levels depending on the nature of the project. TDA reserves the right to accept or reject any or all applications submitted. TDA is under no legal or other obligation to make an award based on the response submitted to this RFA. TDA shall not pay for any costs incurred by any entity in responding to this RFA.

Applications must be complete and have all required documentation to be considered. Applications missing documentation or otherwise deemed incomplete will not be considered for funding until sufficient information has been received by TDA within a timeframe set forth by the agency during the administrative review process.

Written notifications will be made to all applicants. Favorable decisions will indicate the amount of award, duration of the award, and any special conditions associated with the project.

According to the U.S. Department of Agriculture (USDA), second round of the TEFAP Reach and Resiliency grant, funding will be announced at a later date. Federal Food and Nutrition Service (FNS) will use lessons learned from the first round of TEFAP Reach and Resiliency grants to determine how best to target and allocate the second round of funding.

EVALUATION AND SELECTION INFORMATION

An administrative review of applications will be conducted by TDA agency staff to determine whether the application is an adequately responsive to the requirements of this RFA. Only those responsive applications submitted by eligible applicants will be considered and evaluated under this RFA. Applications are considered final once submitted, and TDA staff will not communicate with any applicant regarding the content or status of an application until after formal evaluation of all applications.

Late applications or applicants that do not meet the minimum requirements of this RFA will be subject to disqualification and will receive no further consideration for funding.

Evaluation Factors and Criteria

The following selection criteria will be used to evaluate applications for this RFA. Evaluations will be based on a 100-point scale:

- **Appropriate Project Design** – Applications will be scored on the appropriateness of the project design, as outlined in the Project Narrative, Activities/Indicators, Budget, and Budget Narrative sections of the application. This will include a judgment as to whether the proposed project will allow the organization to meet the objective of the grant. The Appropriate Project Design sub-score will make up 60 points of the final score assigned to an application.
 - Criteria that will be used to score the Appropriate Project Design sub-score include but are not limited to:
 - Rate how well the proposal conveys the project’s purpose and its capacity to meet the expansion and outreach objectives of the program.
 - Rate how well the proposal conveys the project’s purpose and capacity to meet the sustainability objectives of the program.
 - Are the delivery methods and outreach activities appropriate to reach the intended and maximum number of underserved populations per the Census Tract - High and Very High-Risk counties?
- **Appropriate and Efficient Budget** – Applications will be scored on the appropriate and efficient use of grant funds, as evidenced by the submitted Budget and Budget Narrative. This includes an assessment of the reasonability of outlined costs. The Appropriate and Efficient Budget sub-score will make up 20 points of the final score assigned to an application.
- **Application Expansion and Outreach** – The applications will be scored on how extensive their reach into the identified 190 counties of High and Very-High Risk underserved communities from Census Tract. The criterion will make up 20 points of the final score assigned to an application.

Review And Selection Process

Following the initial screening process, TDA will assemble an evaluation panel to review and determine the technical merits of each application. The committee will evaluate the proposals based on how well they address the required application components and then array the applications from highest to lowest score. The panel members will recommend applications for consideration for a grant award based on the evaluation scoring. The Selecting Official reserves the right to accept the panel’s recommendation, select an application for funding in order to meet agency priorities, or balance out the geographical representation or project diversity. TDA reserves the right to use this solicitation and competition to award additional grants in this or the subsequent fiscal year should additional funds be made available.

TERM OF FUNDING OR DURATION OF PROJECTS

TDA anticipates that a Notice of Grant Award (NGA) will be made in June 2022, or as soon thereafter as practical. All approved grant projects will have an anticipated grant term of September 1, 2022, to May 31, 2024.

REPORTING REQUIREMENTS

To ensure attainment of program goals and to monitor progress, Grant Recipients are required to complete annual and final progress reports. Reporting timelines will be incorporated into the grant agreement. As part of TDA's ongoing monitoring of grant funds, Grant Recipients must regularly demonstrate progress toward achieving project goals. Failure to comply with reporting requirements may result in the withholding of requests for reimbursement and/or termination of the award. All performance reports will be submitted to the Grant Manager, Sylvia Garrett, at this email address: Sylvia.Garrett@TexasAgriculture.gov. Selected Grant Recipients will be provided guidance in post-award instructions.

Performance Progress Report (PPR)

Sub-grantees will be required to submit progress reports to TDA within 30 days following the end of each biannual period, using the form that will be sent to grant recipient at the time of the award. The reports should cover the preceding period of activity. A final report identifying the accomplishments and results of the project will be due 30 days after the end date of the award. For reference, a sample of the PPR form is below. **Please note:** The form specific to this opportunity will be sent to sub-grantees at the time of the award. Use of the form for progress reports is required.

TEFAP Reach and Resiliency Sub-Recipient Reporting Guide			
Reporting Period Start Date	Reporting Period End Date	Reporting Type	Reporting Period Due Date
9/1/2022	5/1/2023	Annual	6/1/2023
6/1/2023	5/31/2024	Final	6/30/2024

APPLICATION REQUIREMENTS

Content and Form of Application Submission

TDA requires applicants interested in applying to this program to adhere to the following applicant format and to utilize the TEFAP Reach and Resiliency grant application template to prepare an application package. **The information requested in the application template is required for your application to be considered complete.**

The proposed project plan should be presented on an 8 ½" x 11" document with white background with at least 1-inch margins on the top and bottom, right and left. All pages should be single-spaced, in 11-point font. We anticipate that the project plan with relevant information will be captured on no more than 20 pages, not including the cover sheet, table of contents, letter of commitment(s), support letter(s), budget narrative(s), attachments/appendices, and required forms. All pages, excluding the form pages, should be numbered.

Special Instructions:

- Late application submission will not be considered in this competition. No additions or revisions will be accepted after the deadline.

- Applications submitted without the required supporting documents, forms, and certification will not be considered.
- Applications missing a written proposal or budget narrative will not be considered.
- TDA reserves the right to request clarification on any application submitted in response to this solicitation.
- Fill out the TEFAP Reach and Resiliency grant application template in full.
- Fill out the Accounting System Financial Cap Question in full. The responses to this questionnaire are used to assist in the Texas Department of Agriculture's evaluation of your accounting system to ensure the adequate, appropriate, and transparent use of Federal funds.

All applications must include the following elements:

Cover Sheet

The cover page should include, at a minimum:

- Applicant's name and mailing address
- Primary contact's name, job title, mailing address, phone number, and e-mail address
- Grant title and subprogram title (if applicable) and the amount requested

Table of Contents

The Table of Contents should include relevant sections, subsections, and associated page numbers.

Application Executive Summary

The application executive summary should concisely describe the proposed project activities, plan for sustainability, and how those activities will help you meet the key objective of the TEFAP Reach and Resiliency grant.

Project Narrative

The project narrative should clearly identify what the applicant is proposing and how it will address and examine the objective outlined above in the sections entitled, "*Program Description and Key Objective*" and the expected results and/or benefits achieved. In their project narrative, applicants must provide responses to all questions as outlined in Project Narrative of the TEFAP Reach and Resiliency grant application template. These questions relate to project design, methodology, procedures, timetables, monitoring/oversight, expected results, and staffing.

Below is the risk level assessment that was completed by TDA to identify any remote, rural, Tribal, and/or low-income areas that are currently underserved by TEFAP. This grant will only be targeting the High Risk and Very High-Risk areas. Please use the [Census Tract](#) map for identifying High Risk and Very High-Risk areas.

Please click on the link to access the [Census Tract](#) map. The areas that are considered high and very high are shaded in red tones. Only these areas would be eligible for this grant. Once you chose a location you will receive information on the Census Tract. The Census Tract features the Risk Level, Risk Score, County, Rural/Urban, Remote FAR Class, Poverty %, Unemployment %, Population, and GEOID (Census Tract Identification number).

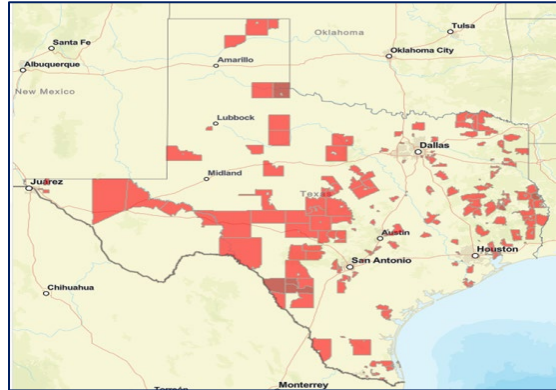
Please click on [Census Tract](#) web address below to view the map.

<https://tda-fn-pi.maps.arcgis.com/apps/mapviewer/index.html?webmap=1ced72bbf6704901b4fc78fa789048eb>

Figure 1 - The Targeted Classes of Risk of being Underserved based on Census Tract Scores

Level of Risk	
High Risk	Score is 4 or higher but less 5
Very High Risk	Score is 5 or higher

Figure 2 - Sample screenshot of final mapping application. [Census Tract](#)



Activities/Indicators Tracker

Proposed Activities and indicators measuring success must be mapped to the Program Objective in the below format. Each grant applicant is asked to identify up to three outcomes and to specify the measurable indicators that will be used to determine whether the outcomes have been achieved, including a target for each indicator. Organizations that are awarded will also be required to report on outcomes quarterly, annually and at closeout of the project. An indicator is defined as a metric that relates to the grant objective (*Expand TEFAP’s reach into remote, rural, Tribal, and/or low-income areas that are underserved by the program*) that you anticipate you will be able to track during the period of performance of the grant.

Objective: Expand TEFAP’s reach into remote, rural, Tribal, and/or low-income communities underserved by the program.		
Activity: Description of the outcome and indicator	Baseline/Estimated Number (Ex. Number, Percentage, and/or Dollars)	How did you derive the estimated outcome indicator?

TDA will be asking for the below Activity Outcome/Metrics every quarter so good records of marketing efforts must be kept. See below for the *Required Outreach Initiative Outcomes*.

Activity: Description of the outcome and indicator	Baseline/Estimated Number	How did you derive the estimated outcome indicator?
The total number of each TDA material distributed requested.		
The number of distribution locations that received outreach materials.		
The number of social media posts, clicks, and shares by partners. <ul style="list-style-type: none"> • Screenshots of the social media posts, if possible. 		
The number of social media posts by your organization (extension applicants), including total clicks and share rates. <ul style="list-style-type: none"> • Any well-received comments you would like to include. • Screenshots of the social media posts, if possible. 		

Application Budget Narrative

The narrative must justify and support the needs of the budget’s direct costs. All funding requests must be in whole dollars. The budget narrative must also clearly state the percentage of grant funds that the applicant would keep at the State level.

Indirect Cost Rate

The applicant may charge the TDA approved cost rate or up to 10% de minimis. In this instance, the applicant must indicate they are requesting the de minimis rate. An applicant may elect not to charge indirect costs and, instead, use all grant funds for direct costs. If indirect costs are not charged, the phrase "none requested" should be stated in the budget narrative.

Required Grant Application Forms

Please refer to the [Application Checklist](#) for a list of required grant forms.

Letter of Intent

The eligible applicant who intends to apply should submit a Letter of Intent to apply notice by June 30, 2022. This notice does not obligate the applicant to submit an application, but provides TDA with helpful information in preparing for the review and selection process. The notice should include the potential applicant’s name and address, the organization’s name, telephone number, and the e-mail address of the primary point of contact. Please provide an estimated grant project amount, and brief statement of the funding request as well. A template letter of intent is provided for agency use if desired.

Letter of Support

Applicants are required to provide a Letter of Support.

BUDGET INFORMATION

Payment. Grant funds will be paid to grant recipients only on a cost reimbursement basis. Grant recipients will be required to submit payment requests at least quarterly, but not more frequently than monthly, in order to show significant financial and project progress. Requests for reimbursement must include sufficient documentation detailing each allowable grant project expense. Acceptable documentation may include, but is not limited to: invoices, receipts, and/or detailed information regarding personnel costs. TDA has the sole discretion to determine the validity of the cost. No in-kind donations or matching funds are required. Reimbursement payment requests shall only be submitted by the grant recipient to TDA for reimbursement after the grant recipient purchases the approved budget item.

Allowable Costs

Only costs that are necessary, reasonable, and allocable under 2 CFR Part 200, Uniform Administrative Requirements, and which meet the specific criteria of the grant, may be charged to this grant.

The provisions of 2 CFR Part 200 Subpart E allows FNS to make reasonable judgments as to what is necessary and reasonable to be approved for funding in a project proposal. The chart included below provides examples of activities and services in each budget category that may be considered for funding through TEFAP Reach and Resiliency, as well as those activities and services that will not be considered for funding.

Budget Category	FNS will consider funding	FNS will not fund
Personnel and Fringe Benefits Note: staff will only be funded for the duration of the grant period (2 years)	Salaries and benefits of State agency and/or ERA staff directly involved in organizing, managing, or conducting activities outlined in the proposed TEFAP Reach and Resiliency project plan.	Salaries and benefits of State agency or ERA staff who are not directly involved in organizing, managing, or conducting activities outlined in the proposed TEFAP Reach and Resiliency project plan (i.e., staff time must be properly cost allocated between normal TEFAP duties and those activities conducted for the grant).
Travel (in-State and out of State)	In-State travel expenses (food – not including alcohol, lodging, transportation) for State agency and/or ERA staff directly involved in organizing, managing, or conducting activities outlined in the proposed TEFAP Reach and Resiliency project plan.	Travel to conferences and/or training with no relation to the objective of the TEFAP Reach and Resiliency grant.
	In State or out of State travel expenses (food – not including alcohol, lodging, transportation) for State agency and/or ERA staff to attend conferences and/or training that will be utilized to carry out the proposed TEFAP Reach and Resiliency project plan.	
Food	Food is not an allowable use of funding unless	Food to be used as

Budget Category	FNS will consider funding	FNS will not fund
	intended for the purposes mentioned above.	refreshments during a meeting, activity, or event. Food intended for distribution to TEFAP participants or through TEFAP ERAs.
Materials/Supplies	Crates, boxes, shelving, thermometers, personal protective equipment, and other such materials and supplies necessary for reaching underserved areas or populations. Handouts, flyers, posters, bulletin boards, banners, or other like materials necessary for reaching underserved areas.	
Equipment (items with more than a \$5,000 unit cost)	Forklifts, pallet jacks, refrigerators, freezers, vehicles, and other such equipment necessary for reaching underserved areas or populations. Building and warehouse renovations at the State or ERA level necessary for reaching underserved areas or populations. Computer software or hardware, or other information technology equipment, necessary for reaching underserved areas or populations.	Purchase of land or buildings, and the construction of new buildings.
Contractual	Contractual staff who will work to identify underserved areas or gaps in current TEFAP coverage, or who will perform other activities as outlined in the proposed TEFAP Reach and Resiliency project plan.	
Other	Building and warehouse renovations at the State or ERA level necessary for reaching underserved areas or populations. Training for State agency and/or ERA staff on the safe and efficient distribution of TEFAP food, necessary for reaching underserved areas or populations. Training for State agency and/or ERA staff necessary to identify underserved areas or gaps in TEFAP coverage. Training for State agency and/or ERA staff on topics such as cultural competency, community engagement/organization, and racial equity, which are necessary for reaching underserved areas or populations. Translation of State agency or ERA materials into other languages, necessary for reaching underserved areas or populations.	

Outreach Initiative Extension Applicants Allowable Costs

When utilizing TDA-provided materials, the below must be followed to ensure all standards for resource distribution are met.

Allowable	Not Allowable
<u>Only</u> utilize TDA-provided materials to maintain consistent messaging to participants.	Don't create your own outreach materials (it dilutes the message and participants become confused).
Promote across social media platforms of your choice.	Don't change colors or remove/add anything to the TDA provided materials, unless specified in this table.
Partner with trusted organizations within your community and provide them with TDA resources to help you promote.	Don't add your logo to any other TDA materials besides the items mentioned in the "Do's/Allowable" column of this table.
Your logo can be added in the blank space in the upper left- or right-hand corner of the digitally provided TDA Poster, One-Pager and Postcard <u>only</u> .	
Keep good records of distribution efforts; TDA will ask for the below Activity Outcome/Metrics <u>every</u> <u>quarter</u> .	

GENERAL INFORMATION

Debriefing Requests

Non-selected applicants may request a debriefing to discuss the strengths and weaknesses of submitted proposals. This information may be helpful when preparing future grant proposals. TDA reserves the right to provide this debriefing orally or in written format.

Acknowledgment of USDA Support

As outlined in 2 CFR 415.2, Grant Recipients shall include acknowledgment of USDA Food and Nutrition Service support on any publications written or published with grant support and, if feasible, on any publication reporting the results of, or describing, a grant-supported activity. Recipients shall include acknowledgment of USDA Food and Nutrition Service support on any audiovisual which is produced with grant support and which has a direct production cost of over \$5,000.

1. When acknowledging USDA support, use the following language: "This material is based upon work that is supported by the Food and Nutrition Service, U.S. Department of Agriculture." Grantees should follow the [USDA Visual Standards Guide](#) when using the USDA logo.
2. Grant recipients *may* be asked to host USDA officials for a site visit during the course of their grant award. All costs associated with the site visit will be paid for by USDA and are not expected to be included in grant budgets.

COMPLIANCE INFORMATION

1. Grantee (an applicant who receives a grant under this program) must comply with TDA's reporting requirements and financial procedures outlined in the grant agreement. Any delegation by a grantee to a subcontractor regarding any duties and responsibilities imposed by the grant award

must be approved in advance by TDA and shall not relieve the grantee of his/her responsibilities to TDA for performance of those duties.

2. Grantee must remain in full compliance with state and federal laws and regulations. Non-compliance may result in termination of the grant or ineligibility for reimbursement of expenses.
3. Grantee must keep separate records and a bookkeeping account (with a complete record of all expenditures) for a project. Records shall be maintained for a minimum of four (4) years after the completion of the project, or as otherwise agreed upon with TDA. If any litigation, claim, negotiation, audit or other action is initiated prior to the expiration of the four-year retention period, then all records and accounts must be retained until their destruction is authorized in writing by TDA. TDA and SAO reserve the right to examine all books, documents, records, and accounts relating to the project, including all electronic records, at any time throughout the duration of the agreement until all litigation, claims, negotiations, audits or other action pertaining to a grant is resolved, or until the expiration of the four-year retention period or a final judgment in litigation, whichever is longer. TDA and SAO shall have access to: all electronic data or records pertaining to the grant project; paper or other tangible documents or records, including the physical location where records are stored; and all locations related to project activities.
4. If Grantee has a financial audit performed during the time Grantee is receiving funds from TDA, upon request, TDA shall have access to information about the audit, including the audit transmittal letter, management letter, any schedules, and the final report or result of such audit.
5. Grantees must comply with Texas Government Code, Chapter 783 (Uniform Grant and Contract Management) and the Texas Grant Management Standards (TxGMS), along with 2 CFR Parts 200 and 400, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

DEADLINE FOR SUBMISSION OF RESPONSES

Submission Date

Complete grant applications submission must be in by 11:59 PM CST on the due date listed on the cover page. Applications must be submitted via online at [TEFAP Reach and Resiliency Application And Instructions](#). If there is any technical difficult, please notify the Grant Manager.

Late or incomplete applications will not be considered. No additions or revisions will be accepted after the deadline. If the same applicant submits multiple application packages in response to this solicitation, TDA will accept the latest application package successfully submitted. All other packages submitted by the applicant will be removed from this competition.

Applicant Support: For questions related to the specific grant opportunity, please contact the Grant Manager noted in the [Agency Contacts](#) of this RFA.

Receipt Requirements and Proof of Timely Submission

As detailed, all applications must be received by 11:59 PM CST on the due date listed on the cover page. Please keep proof of timely submission for your reference.

AGENCY CONTACTS

For questions regarding this solicitation, please contact at:

TEFAP State Agency:	Texas Department of Agriculture
TEFAP State Agency Address:	1700 North Congress Ave., 11 th Floor Austin, TX 78701
Name of Contact Person and Title:	Sylvia Garrett Contracted Grant Manager Food and Nutrition Division
Email Address:	Sylvia.Garrett@TexasAgriculture.gov
Phone Number:	512-463-8215

APPLICATION CHECKLIST

This Application Checklist provides applicants with a list of the required documents. However, TDA expects that applicants will read the entire RFA prior to submitting their application and comply with all requirements outlined in the solicitation. **The Application Checklist is for applicant use only and is required to be submitted as part of the Application Package.**

Complete the following by June 30, 2022, prior to submission of the grant application:

- Obtain a UEI Number and make sure the number is current. The Unique Entity Identifier, or the UEI, is the official name of the “new, non-proprietary identifier” that will replace the D-U-N-S® number, according to the General Services Administration (GSA). The UEI will be requested in, and assigned by, the System for Award Management (SAM.gov). For more information go to <https://sam.gov/content/duns-uei>
- Template Letter of Intent - RFA TEFAP Reach and Resiliency Grants.

When submitting your application, ensure you have submitted the following:

- TEFAP Reach and Resiliency Grant Application Template (Word)
- Accounting System Financial Cap Question
- There must be a current annual audit to demonstrate financial integrity. If not, please submit an audit with your application.

Resources for Potential Reach and Resiliency Grant Applicants:

- The Emergency Food Assistance Program (TEFAP) Reach and Resiliency Grants RFA
- Letter of Intent - RFA TEFAP Reach and Resiliency Grants Template

BUDGET NARRATIVE CHECKLIST

FOR GRANT APPLICANT USE ONLY. DO NOT RETURN THIS FORM WITH THE APPLICATION.

This checklist will assist you in completing the budget narrative portion of the application. Please review the checklist to ensure the items below are addressed in the budget narrative.

NOTE: The budget and budget narrative, as well as forms SF-424 and SF-424A must be in line with the proposal project description (statement of work) of the need. TDA reserves the right to request information not clearly addressed. All funding requests must be in whole dollars.

ITEM	YES	NO
Personnel		
Did you include all key employees paid for by this grant under this heading?		
Are employees of the applicant's organization identified by name and position title?		
Did you reflect percentage of time the Project Director will devote to the project in full-time equivalents (FTE)?		
Fringe Benefits		
Did you include your organization's fringe benefit amount along with the basis for the computation?		
Did you list the type of fringe benefits to be covered with Federal funds?		
Contractual: (TDA reserves the right to request information on all contractual awards and associated costs after the contract is awarded.)		
Has the need been clearly identified in the project description to justify the cost for a contract or sub-grant expense(s) shown on the budget?		
A justification for all Sole-source contracts must be provided in the budget narrative prior to approving this identified cost.		
Other		
Consultant Services – Has the need been clearly identified in the project description to justify the cost shown on the budget? The following information must be provided in the justification: description of service, the consultant's name and an itemized list of all direct cost and fees, number of personnel including the position title (specialty and specialized qualifications as appropriate to the costs), number of estimated hours and hourly wages per hour, and all expenses and fees directly related to the proposed services to be rendered to the project.		
For all other line items listed under the "Other" heading – List all items to be covered within "Other" along with the methodology on how the applicant derived the costs to be charged to the program.		
Indirect Costs		
2 CFR 200 allows any non-Federal entity (NFE) that has never received a negotiated indirect cost rate to charge a de Minimis rate of 10% of modified total direct costs.		

TDA-908 PERFORMANCE PROGRESS REPORT (PPR) – FOR REFERENCE ONLY

The following pages contain screenshots of the PPR form that grantees are required to use for progress and final reports submitted to USDA. These screenshots will give you an indication of what the PPR will be requesting from the grant recipients.

TDA-908 Performance Progress Report (PPR) – For Reference Only

Print	Submit by Email	UNITED STATES DEPARTMENT OF AGRICULTURE Food and Nutrition Service	OMB Number: 0584-0512 Expiration Date: 7/31/2022
PERFORMANCE PROGRESS REPORT			Management Settings
Recommended File Name: FNS908_{Organization Name}_{Type of Report}_{Reporting Fiscal Year}_{Period}_{Original Revision}.pdf <i>Copy value then paste in Save As dialog when saving</i>			

The public burden statement: According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0512. The time required to complete this information collection is estimated to average 3 hours per response, including the 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 this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Food and Nutrition Service, Office of Policy Support, 1320 Braddock Place, 5th Floor, Alexandria, VA 22314, ATTN: PRA (0584-0512*). Do not return the completed form to this address.

1. Recipient Organization		2. Program Information:	
a. Organization Name: <input style="width: 90%;" type="text"/>		Program Area: <input style="width: 90%;" type="text"/>	
b. Street Address: <input style="width: 90%;" type="text"/>		Federal Fiscal Year of Award: <input style="width: 90%;" type="text"/>	
City: <input style="width: 25%;" type="text"/> State: <input style="width: 25%;" type="text"/> Zip: <input style="width: 25%;" type="text"/>		Program: <input style="width: 90%;" type="text"/>	
3. Primary POC:		4. Federal Award Identification Number (FAIN): <input style="width: 90%;" type="text"/>	
a. First Name: <input style="width: 25%;" type="text"/>	Last Name: <input style="width: 25%;" type="text"/>	5. Type of Report (Select One):	
b. Title: <input style="width: 90%;" type="text"/>		<input type="radio"/> Quarterly <input type="radio"/> Semi-Annual <input type="radio"/> Final	
c. Telephone (Area Code & Number): <input style="width: 90%;" type="text"/>		Reporting Fiscal Year: <input style="width: 25%;" type="text"/> Period: <input style="width: 25%;" type="text"/>	
d. Email Address: <input style="width: 90%;" type="text"/>		Original/Revision: <input style="width: 25%;" type="text"/>	
6. Federal Grant Agreement Number: <input style="width: 90%;" type="text"/>			
7. Additional POC (Optional)			
a. First Name: <input style="width: 25%;" type="text"/>		b. Title: <input style="width: 90%;" type="text"/>	
Last Name: <input style="width: 25%;" type="text"/>		d. Email Address: <input style="width: 90%;" type="text"/>	
c. Telephone (Area Code & Number): <input style="width: 90%;" type="text"/>			
8. Report Submitted By:			
a. First Name: <input style="width: 25%;" type="text"/>		9. Certification	
Last Name: <input style="width: 25%;" type="text"/>		<input type="checkbox"/> I certify by checking this box that, to the best of my knowledge and belief, this report is correct and complete for performance of activities set forth in the award documents.	
b. Title: <input style="width: 90%;" type="text"/>			
10. Date Report Submitted: <input style="width: 25%;" type="text"/>			

DA-908 Performance Progress Report (PPR) – For Reference Only (Continued)

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UNITED STATES DEPARTMENT OF AGRICULTURE
Food and Nutrition Service

OMB Number: 0584-0512
Expiration Date: 7/31/2022

PERFORMANCE PROGRESS REPORT

Management Settings

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City:		Program:	
State:		Tag:	
Zip:		4. Federal Award Identification Number (FAIN):	
3. Primary POC:		5. Type of Report (Select One):	
a. First Name:	Last Name:	<input type="radio"/> Quarterly <input type="radio"/> Semi-Annual <input checked="" type="radio"/> Final	
b. Title:		Reporting Fiscal Year:	
c. Telephone (Area Code & Number):		Period:	
d. Email Address:		Original/Revision:	
6. Federal Grant Agreement Number:			
7. Additional POC (Optional)			
a. First Name:		b. Title:	
Last Name:		d. Email Address:	
c. Telephone (Area Code & Number):			
8. Report Submitted By:			
a. First Name:		b. Certification	
Last Name:		<input type="checkbox"/> I certify by checking this box that, to the best of my knowledge and belief, this report is correct and complete for performance of activities set forth in the award documents.	
b. Title:			
10. Date Report Submitted:			

Form FNS-908
Version Number: 1.3 06-20

SBU

Electronic Form Version Designed in Adobe AEM 6.4 Version

TDA-908 Performance Progress Report (PPR) – For Reference Only (Continued)

Program Management Information
<p>1. Progress Summary Provide summary of progress this reporting period, highlighting your greatest achievements and challenges to date in this reporting period. For challenges, how did you resolve or overcome them? (Max 2000 characters):</p> <div style="border: 1px solid red; height: 40px; background-color: #e6f2ff;"></div>
<p>2. Personnel Information</p> <p>a. Number of FTEs: <input type="text" value=""/> b. Were there any changes in key personnel? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>c. If yes, please describe the changes in key personnel, including the individual leaving/joining the project as well as the name and contact information (email address, phone number, and name of organization) of the individual. Note: This information does not serve as a formal request to approve the change in key personnel. This request must be forwarded to the Grants Officer in a separate request (Max 2000 Characters):</p> <div style="background-color: #e6f2ff; height: 20px;"></div>
<p>3. Projected Amendments (Cost and No-Cost)</p> <p>a. Number of amendments projected this upcoming quarter? <input type="text" value=""/></p> <p>b. Do the projected amendment(s) require FNS approval? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>c. Please describe the type of amendment(s) projected and justification for each. Note: This information does not serve as a formal request to approve amendments. This request must be forwarded to the Grants Officer in a separate request (Max 2000 characters):</p> <div style="background-color: #e6f2ff; height: 20px;"></div>
<p>4. Expenditures/Purchases:</p> <p>a. Were there any significant expenditures or purchases, including any contracts entered during this reporting period? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>b. If so, please describe (Max 2000 Characters):</p> <div style="background-color: #e6f2ff; height: 20px;"></div>
<p>5. Deviations (Changes this quarter outside of the agreed upon budget, timeline, or scope):</p> <p>a. Have there been any deviations? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No b. Type: <input type="checkbox"/> Budget <input type="checkbox"/> Timeline <input type="checkbox"/> Scope <input type="checkbox"/> Other</p> <p>c. Describe any deviation(s), including a justification and impacts to budget/timeline (Max 2000 characters):</p> <div style="background-color: #e6f2ff; height: 20px;"></div> <p>d. Please describe proposed activities to mitigate the impact of the deviation(s) (Max 2000 characters):</p> <div style="background-color: #e6f2ff; height: 20px;"></div>

TDA-908 Performance Progress Report (PPR) – For Reference Only (Continued)

Program Management Information (Continued)	
6. Upcoming Activities and Anticipated Changes	
a. Please describe activities planned for next quarter (Max 2000 Characters):	
b. Do you anticipate any changes in your project timeline, activities or cost? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
c. If yes, please explain the anticipated changes (Max 2000 Characters):	
7. Final Reporting Summary (Final Reporting Period Only)	
a. Are all goals and objectives completed at this time? <input type="checkbox"/> Yes <input type="checkbox"/> No	
b. If no to answer 7a, briefly describe the goals and objectives that were not completed and why they were not completed (Max 2000 Characters):	
c. Was the project budget sufficient for meeting the project goals? <input type="checkbox"/> Yes <input type="checkbox"/> No	
d. If no to answer 7c, briefly describe why the budget was insufficient for meeting the project goals (Max 2000 Characters):	
8. Additional Comments (Max 2000 Characters)	

Instructions: Complete this section by adding all Activities and Indicators as listed on your submitted proposal for each listed objective. For each reporting period, update these Activities/ Indicators with the most up to date information. **Note:** Objectives will be added by FNS and should not be altered. Additionally, note that indicator values vary by Indicator Type selected.

Program Activities								
Objective 1								
-	1	Activity	Type	Anticipated Completion Date	Actual Completion Date	Optional		
+						Location	Beneficiaries/ Audience	Topic (if training)
		Indicator Description	Indicator Type	Target	Actual (Cumulative)	Comments		
-	1							
+								
Add Objective		Remove Objective						