



REQUEST FOR APPLICATIONS – FEDERAL FUNDS

The State of Nebraska, Department of Health and Human Services, Division of Child and Family Services, Office of Economic Assistance (“DHHS”), is issuing this Request for Applications (“RFA”) for the purposes of entering into grant agreement(s) (“subaward” or “subawards”) and awarding federal funds to an eligible and qualified entity(s) to support food banks and food pantries in Nebraska by increasing access to or improving services of safe food availability and distribution.

Eligible entities include non-profit organizations with a certificate of exemption under section 501(c)(3) of the Internal Revenue Code that distributes food in ten or more counties in Nebraska and qualifies for the Emergency Food Assistance Program (TEFAP) administered by the United States Department of Agriculture. Individuals and for-profit entities may not apply for this funding. Applicants must provide evidence that they have been operating a food bank or food pantry serving ten or more counties in Nebraska for at least one year. Additionally, applicants must show proof that they currently provide food assistance to low-income persons. The applicant must further demonstrate that they have adequate space and are able to keep food safe from spoilage, rodents, and insects.

A more detailed description may be found in **Project Description, Section 2.**

RFA #	RELEASE DATE
6458	May 1 st , 2024
APPLICATION DUE DATE	POINT OF CONTACT
JUNE 5, 2024	Office of Procurement and Grants

INITIAL PERIOD OF PERFORMANCE	TOTAL FUNDING AVAILABLE
AUGUST 1, 2024, TO JUNE 30, 2025	\$10,000,000.00

The resulting subaward from this RFA is subject to and shall follow federal regulation, as set forth herein. Subrecipients receiving subawards may only be paid up to the actual and allowable costs (as defined herein) of completing the **Project Description, Section 2.** No Subawards resulting from this RFA will be fee-for-service contracts, regardless of the method of payment, and no Subrecipient may keep a profit from its subaward. More detail about the terms of this funding is set forth in **Terms, Section 5**, below.

A copy of this RFA may be found online at DHHS’ website at <http://dhhs.ne.gov/Pages/Grants-and-Contract-Opportunities.aspx>. Until final Subawards are signed, all other information pertinent to this RFA, including but not limited to any amendments or addenda, will be posted on the DHHS website.

TABLE OF CONTENTS

1. RFA Overview	4
1.1. Funding Information	4
1.2. Funding Restrictions	4
1.3. Period of Performance	4
1.4. Applicable Law	4
1.5. Award of Funding	5
2. Project Description	5
2.1. Background and Purpose.....	5
2.2. Project goals and objectives	5
2.3. Activities	5
2.4. Performance Requirements	6
2.5. Eligibility Information	6
2.6. Attachments	7
3. RFA Procedure	7
3.1. RFA Point of Contact (“POC”).....	7
3.2. Schedule of Events	7
3.3. Written Questions and Answers.....	8
3.4. Submission of Applications	8
3.5. Form of Application Submission.....	9
3.6. Evaluation Committee	9
3.7. Evaluation of Applications	10
3.8. Late Applications	10
3.9. Corrections	10
3.10. Grievance and Protest Procedures.....	11
3.11. DHHS Reservations of Authority During Application and Evaluation Process	11
4. Application Instructions	11
4.1. Application Contents	11
4.2. Form 2 - Applicant’s Organizational Overview	11
4.3. Form 3 - Applicant’s Work Plan.....	12
4.4. Form 4 - Applicant’s Budget.....	13
4.5. Form 5 - Additional Certifications and Program Requirements	13
5. Terms	14
5.1. Addenda	14
5.2. Budget Changes	14
5.3. Direct Costs	14
5.4. Indirect Costs	14
	2

5.5. Program Income..... 15

5.6. Additional Program Requirements 15

6. Glossary of Terms..... 15

1. RFA OVERVIEW

1.1. Funding Information

Federal Agency Name	Assistance Listing Program Name	Assistance Listing Number	Federal Award Date	Federal Award Identifier Number (FAIN)
Department of Health and Human Services (HHS), Administration for Children and Families	Temporary Assistance for Needy Families (TANF)	93.558	October 27, 2021	2201NETANF

The total anticipated available funds for Subaward(s) under this RFA is \$10,000,000.00 (ten million 00/100 dollars). A total award of this amount of funds is not guaranteed, but is subject to the Applications received, to actual money awarded to DHHS from the Federal Awarding Agency, and to DHHS' discretion. DHHS may establish a cap on total amount of funds that any one Applicant, or Applicants acting jointly, may request. Any cap shall be set forth in the **Applications Instructions, Section 4.4**, below. The total funds may be split among multiple Subrecipients in the discretion of DHHS.

1.2. Funding Restrictions

The maximum amount of funding any one organization can apply to receive is \$10,000,000.00 (ten million 00/100 dollars).

1.3. Period of Performance

The Period of Performance is the time during which a successful Applicant may incur costs to carry out the work authorized under this RFA and the resulting Subaward. See the definitions in 2 CFR § 200.1 or 45 CFR § 75.2. The initial Period of Performance for this RFA is from February 1, 2024, to June 30, 2025. This period may be extended by DHHS as allowable by the Federal Funding Agency.

For the initial Period of Performance, all costs must be liquidated (i.e., spent) by June 30, 2025, and invoiced to DHHS by July 31, 2025. These dates are dependent on federal periods of allowability and DHHS' own ability to timely process payments. They may be subject to change; final dates will be included in the final Subaward between the parties. If an Applicant believes it cannot meet these deadlines, it should not apply for funding under this RFA. Obligation and liquidation deadlines may be extended as allowed by the Federal Funding Agency, but no extensions are guaranteed. Future Periods of Performance, as allowed by DHHS, may have different obligation and liquidation deadlines.

1.4. Applicable Law

Because the funds to support the activities under this RFA involve federal funds, usage of these funds is subject to federal law, in addition to any applicable state law. The Uniform Grant Guidance, [2 CFR §§ 200 et seq.](#) ("UGG") applies to subawards funded from the United States Department of Agriculture (USDA), the Department of Housing and Urban Development (HUD), the Department of Labor (DOL), the Environmental Protection Agency (EPA) or other federal agencies. The United States Department of Health and Human Services (HHS) has adopted the UGG, but has implemented and re-codified it at [45 CFR §§ 75 et seq.](#) ("HHS GG"); for awards funded by HHS, those regulations apply. Throughout this RFA, both the UGG and the HHS GG will be cited, although they are substantially similar.

The HHS GG shall apply to this RFA if it awards funds from block grants authorized by the Omnibus Budget Reconciliation Act of 1981, unless Nebraska statute or regulation has established provisions for the payment costs and services; in all other respects, as provided herein, those block grant subawards are governed by [45 CFR §§ 96 et seq.](#)

Additional federal and state statutes and regulations may apply to the funding contained herein. These may be included in **Additional Program Requirements, Section 5.6**, below, as well as in the Subaward itself.

Further information about allowable costs and activities may be set forth herein.

1.5. Award of Funding

DHHS will evaluate Applications in the manner set forth herein. An Intent to Subaward will be posted on the DHHS Website with selected Applicants. Funds will be awarded through a written agreement, termed a Subaward, which will incorporate this RFA by reference. No promise for funds is binding on DHHS, and no funds will be paid to any Applicant until a Subaward has been executed by both the Applicant and DHHS.

In the Evaluation of Applications, DHHS shall not discriminate for or against an organization on the basis of the organization's religious character or affiliation, as consistent with [45 CFR §§ 87 et seq.](#)

2. PROJECT DESCRIPTION

2.1. Background and Purpose

DHHS, Division of Children and Family Services, Office of Economic Assistance is issuing this RFA for the purposes of better serving Nebraska's low-income families and communities experiencing food insecurity by increasing access or improving services of safe food availability and distribution.

During the 2023 Nebraska State Legislature session, LB814 passed, which appropriated \$10,000,000 in federal Temporary Assistance for Needy Families (TANF) funds for grants to nonprofit organizations holding a certificate of exemption under section 501(c)(3) of the Internal Revenue Code that distributes food in ten or more counties in Nebraska and qualifies for The Emergency Food Assistance Program (TEFAP) administered federally by the United States Department of Agriculture and operated through DHHS in Nebraska.

The TANF program provides states with flexibility in operating programs designed to help low-income families with children achieve economic self-sufficiency. TANF funds support a wide range of services that are designed to address one or more of the programs four broad purposes:

1. Provide assistance to needy families so that children can be cared for in their own homes or in the homes of relatives.
2. End the dependency of needy parents on government benefits by promoting job preparation, work, and marriage.
3. Prevent and reduce the incidence of out-of-wedlock pregnancies.
4. Encourage the formation and maintenance of two-parent families.

These purposes were outlined in the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA), the laws that created TANF, replacing the Aid to Families with Depended Children (AFDC) and related programs. Food banks and food pantries that apply for this funding will meet TANF Purpose One, to provide assistance to needy families so that children can be cared for in their own homes or in the homes of relatives.

2.2. Project goals and objectives

The objective of this project is to better serve Nebraska's low-income families and communities experiencing food insecurity by increasing access or improving services of safe food availability and distribution.

2.3. Activities

The funds are designed to support eligible food banks and food pantries in the administration of their food distribution programs by improving health and safety standards, hiring additional staff, training so that staff and volunteers can better serve their communities, or purchasing food so that agencies can increase their distribution.

For a family to be eligible for TANF-funded food bank services, they must be a Nebraska resident and have income at or below two hundred percent (200%) of the Federal Poverty Level (FPL). In addition, to be eligible for the services, there must be a parent of a minor child aged eighteen or younger, or eighteen and high school, a non-custodial parent of a minor child, or a pregnant parent in their household. The food banks will not conduct individual family income determinations. Instead, the food banks will use a reasonable estimation methodology to determine the portion of recipients who meet the income eligibility requirement by providing funds to food banks that qualify for The Emergency Food Assistance Program (TEFAP). The applicant should describe how eligibility requirements will be verified, including the information collected to determine and ensure eligibility.

Unallowable Activities

Unallowable activities for this RFA include the following:

- Construction
- Purchasing buildings or facilities
- Purchasing real property
- Entertainment expenses (sports tickets, movie tickets, etc.)
- Medical services

Geographical Area Served

This application is open to food bank and food pantries serving any area in the state of Nebraska.

2.4. Performance Requirements

Performance Measure	Methodology
The entire amount of funds will need to be used for low-income families.	Describe reasonable estimation methodology for determining what percentage of population served will use TANF funds.

2.5. Eligibility Information

Eligible entities for this funding opportunity include non-profit organizations with a certificate of exemption under section 501(c)(3) of the Internal Revenue Code that distributes food in ten (10) or more counties in Nebraska and qualifies for the Emergency Food Assistance Program (TEFAP) administered by the United States Department of Agriculture.

Requirements for The Emergency Food Assistance Program (TEFAP) are available at:

<https://www.ams.usda.gov/sites/default/files/media/CPNewVendorQualificationRequirements.pdf>

Successful applicants must provide evidence that they have been operating a food bank or food pantry serving ten (10) or more counties in Nebraska for at least one (1) year. Additionally, applicants must show proof that they currently provide food assistance to low-income persons. The applicant must further demonstrate that they have adequate space and are able to keep food safe from spoilage, rodents, and insects.

Individuals and for-profit entities may not apply for this funding. Applicants may submit a maximum of one (1) application under this funding announcement.

2.6. Attachments

The following documents are incorporated as attachments to this RFA proposal.

1. Attachment 1: End User Guide Shared File Link

3. RFA PROCEDURE

This RFA seeks Applications to complete activities allowable under the funding source identified in 1.1, above. All Applications must conform to all instructions, conditions, and requirements included in this RFA. Applicants should carefully examine this RFA, as well as the requirements on the state or federal funds involved. Applications that DHHS determines do not conform to the requirements of this RFA, or Applications from ineligible entities, may be considered non-responsive and rejected without scoring.

3.1. RFA Point of Contact (“POC”)

Nebraska Department of Health and Human Services (DHHS)
Division of Operations
Office of Procurement and Grants
PO Box 94926
Lincoln, NE 68508
DHHS.Grants@nebraska.gov

From the date the RFA is issued until the Intent to Subaward is issued, communication from the Applicant or prospective Applicant is limited to the POC listed above (but see exceptions, below). After the Intent to Subaward is issued, the Applicant may communicate with individuals DHHS has designated as responsible for negotiating the Subaward on behalf of DHHS. No member of the state government, employee of the state, or member of the Evaluation Committee is empowered to make binding statements regarding this RFA. The POC will issue any clarifications or opinions regarding this RFA in writing. Only the POC has the authority modify the RFA, answer questions, or render opinions on behalf of DHHS. Applicants shall not have any communication with or attempt to communicate or influence any Evaluator.

The following exceptions to these restrictions are permitted:

1. The electronic submission of the Application to the address designated in **Submission of Applications, Section 3.5**.
2. Contact made pursuant to pre-existing contracts, subawards, or obligations.
3. Contact required by the schedule of events, or an event scheduled later by the RFA POC.
4. Contact required for negotiation and execution of the final subaward.

DHHS reserves the right to reject an Applicant’s application, withdraw an Intent to Subaward, or terminate a Subaward if DHHS determines there has been a violation of these procedures.

3.2. Schedule of Events

#	ACTIVITY	DATE/TIME
1	Release RFA	May 1, 2024
2	Last day to submit written questions	May 15, 2024
3	State responds to written questions through RFA “Addendum” and/or “Amendment” to be posted to the Internet at: http://dhhs.ne.gov/Pages/Grants-and-Contract-Opportunities.aspx	May 22, 2024
4	Application Review Period Begins (Application due date)	June 5, 2024
5	Evaluation Period	June 6, 2024 – June 21, 2024

6	Post "Intent to Subaward" to Internet at: http://dhhs.ne.gov/Pages/Grants-and-Contract-Opportunities.aspx	June 24, 2024
7	Period of Performance Start*	August 1, 2024

**The Period of Performance start may occur before a Subaward is finalized, agreed to, and executed by the parties. Because this is just the period during which costs are allowable, it does not reflect that any agreement between DHHS and any successful Applicant has gone into effect or is binding in any way. No binding agreement has been made between DHHS and any Applicant until a Subaward is fully executed by both parties.*

3.3. Written Questions and Answers

Questions regarding information needed for an application, as well as the meaning or interpretation of any RFA provision, must be submitted in writing to POC via email and clearly marked "RFA Number 6458 Questions." The POC is not obligated to respond to questions that are received late, as set forth in the Schedule of Events.

Applicants should present, as questions, any assumptions upon which the Application is or might be developed. Applications will be evaluated without consideration of any known or unknown assumptions of an Applicant. The Subaward will not incorporate any known or unknown assumptions of an Applicant.

Questions must be sent via e-mail to **DHHS.Grants@nebraska.gov**. DHHS recommends that Applicants submit questions using the following format:

RFA Section Reference	RFA Page Number	Question

Written answers will be posted at the DHHS Website per the Schedule of Events. Written answers will become part of this RFA.

3.4. Submission of Applications

DHHS is accepting either electronically submitted responses or hard copy, paper responses for this funding opportunity. Applicants must submit a complete Application, including all the parts required herein, in one of two ways:

1. Electronic Response:

Applicants submitting electronically can upload the response via ShareFile here:

ShareFile link:

<https://nebraska.sharefile.com/r-rc07e82fbc6d842369c1b11c6b8f83518>

Applicants should reference **Attachment 1 End User Guidance: Shared File Link** for more information regarding ShareFile.

The submission shall include the Application as a single Portable Document Format (PDF) or multiple PDFs. Failure to provide the Application in the correct format may result in DHHS being unable to read or open the Application and thus rejecting it without Evaluation.

The applicant should clearly identify the uploaded response files. To assist in identification please use the following naming convention:

RFA6458 ABC Company

If multiple files are submitted for one funding opportunity, add number of files to file names:

RFA6458 ABC Company File 1 of 2

If multiple responses are received, DHHS will retain only the most recently submitted response. It is the applicant's responsibility to submit the response by the date and time indicated in the Schedule of Events. Electronic responses must be received by DHHS by the date and time of the due date per the Schedule of Events. No late responses will be accepted.

2. Physical Mailing Response:

Option 1. Submission directly to the POC via United States Postal Service mail. The Application shall be sent to the POC's address listed above in **RFA Point of Contact, Section 3.1**. The Application itself shall remain sealed and shall not be opened until the beginning of the Application Review Period.

Option 2. Hand delivered responses or responses delivered by FedEx or UPS should be delivered to:

ATTN: Office of Procurement and Grants
DHHS - 3rd Floor Reception Desk
301 Centennial Mall South
Lincoln, NE 68509

The Application itself shall remain sealed and shall not be opened until the beginning of the Application Review Period.

Regardless of submission method, Applicants must use the forms supplied by DHHS in this RFA unless specifically otherwise indicated herein. All Applications must be received by the beginning of the Application Review Period, as stated in the **Schedule of Events, Section 3.2**.

3.5. Form of Application Submission

Applications will not have a limit to the number of pages submitted, the font size or typeface, or margin format. Applications shall be submitted as a single Portable Document Format (PDF) or multiple PDFs. Additional information for each form can be found in Table 1. Required forms are provided by DHHS as part of as this RFA and are noted below:

Table 1

Submission Requirement	Required Content	Required form provided by DHHS
Form 1 - Cover Sheet	Complete and signed per Section 4.1	Yes
Form 2 - Organizational Overview	See Section 4.2	No
Form 3 - Work Plan Template	See Section 4.3	No
Form 3 - Work Plan Narrative	See Section 4.3	No
Form 4 - Budget Template	See Section 4.4	Yes
Form 4 - Budget Narrative	See Section 4.4	No

3.6. Evaluation Committee

Applications are evaluated by members of an Evaluation Committee(s). The Evaluation Committee(s) will consist of individuals selected at the discretion of DHHS. All members of the Evaluation Committee will

disclose to DHHS any potential conflicts of interest before evaluation. Members with a conflict will be removed from the Evaluation Committee before scoring.

Any contact, attempted contact, or attempt to influence an evaluator that is involved with this RFA may result in the rejection of this Application and further administrative actions.

3.7. Evaluation of Applications

All complete Applications that are responsive to the RFA will be evaluated. DHHS reserves the right to evaluate Applicants and award funds in a manner utilizing criteria selected at DHHS' discretion and in the best interest of meeting the objectives of the funding involved. The Evaluation will be conducted by the following method:

DHHS will initially evaluate all Applications to determine whether the Applicant is an eligible entity; whether the Application meets the minimum requirements of this RFA; and whether the Applicant poses risk of noncompliance with federal statutes, regulations, and the terms and conditions of the Subaward, such that DHHS should not award funding. DHHS will award to the top scoring Applicant or Applicants, as DHHS determines and as funding allows. DHHS will conduct a fair, impartial, and comprehensive evaluation of all Applications in accordance with the predetermined criteria based on the Application. The Applicant's responses to the Forms will be scored through a point method set forth below. DHHS will evaluate on the following categories with a maximum point potential for each:

1. **Applicant's Organizational Overview.** Applicants will receive high scores if they have a defined and clear organizational structure; organizational experience in federal grants; qualified and capable personnel with experience in federal grants or equivalent credentials or experience; or can otherwise demonstrate that they will be a reliable subrecipient who will use all awarded funds in a manner consistent with law and the requirements of this RFA. (50 points)
2. **Applicant's Work Plan.** Applicants will receive higher scores if their work plan responds to the Project Description and meets the goals or objectives of the federal funding and RFA, as well as evidencing the ability to meet expected outcomes, adhere to reporting deadlines or other deadlines, and complete any required evaluation activities. DHHS exercises sole discretion as to whether the Application adequately addresses the purposes and objectives of the federal funding DHHS has received. (100 points)
3. **Applicant's Budget.** Applicants will receive higher scores if the budget is tailored to the work plan and utilizes allowable direct and indirect costs. Total request for funding itself will not determine score; rather, Applicants will be scored based on whether budget accurately reflects allowable costs of completing the work set forth in the work plan. (25 points)

There are **175** total points available for Applications under this RFA.

DHHS may award to a single top Applicant, or may award to multiple top scoring Applicants, in its sole discretion. If all Applicants meet the minimum requirements and are meritorious, DHHS may also elect to award to all Applicants.

3.8. Late Applications

Applications received after the time and date of the Application opening will be considered late Applications. Late Applications will be rejected. All Applications must be electronically or physically received by the date and time of the Application Opening. The State is not responsible for Applications that are late or lost regardless of cause or fault. It is the Applicant's responsibility to ensure Applications are received timely.

3.9. Corrections

An Applicant may correct a mistake in an application prior to the time of opening by giving written notice to the POC of intent to withdraw the Application for modification, or to withdraw the Application completely. Changes in an Application after the Evaluation Period has begun are acceptable only if the change is made to correct a minor error. Whether an error is minor shall be determined by DHHS.

3.10. Grievance and Protest Procedures

All grievances must follow the DHHS Subaward Grievance/Protests Procedures, available on the DHHS website. Grievances must be filed timely.

3.11. DHHS Reservations of Authority During Application and Evaluation Process

After Evaluation of the Applications, or at any point in the RFA process, DHHS may take one or more of the following actions:

1. Amend the RFA.
2. Extend the time of or establish a new Application opening time (i.e., allowing additional time to submit Applications).
3. Waive deviations or errors in the RFA process and in Applications that are not material, do not compromise the RFA process or an application, and do not improve an Applicant's position.
4. Accept or reject a portion, or all, of an application.
5. Accept or reject all applications.
6. Withdraw the RFA.
7. Elect to reissue the RFA.

DHHS reserves the right to adjust the Applicant's budget with successful Applicants after the Intent to Subaward is issued. DHHS also reserves the right to adjust the Work Plan with Applicant to meet the requirements of the grant, Federal Funding Agency, law, or to meet DHHS programmatic needs. DHHS also reserve the right to apply additional conditions based on the successful Application and the result of a pre-award risk assessment. If a scoring method is used to rank applications to determine funding amounts, all adjustments shall have no bearing on rank.

If DHHS rejects all Applications, it may enter either reissue an RFA with the same or different specifications and terms, or it may negotiate a single or multiple Subawards with individual Applicants or non-Applicants.

4. APPLICATION INSTRUCTIONS

4.1. Application Contents

A complete, responsive Application must contain the following completed documents:

1. Form 1 – Application Cover Sheet.
2. Form 2 – Applicant's Organization Overview.
3. Form 3 – Applicant's Work Plan.
4. Form 4 – Applicant's Budget.
5. Form 5 – Additional Certifications and Program Requirements

Applications that do not contain all of the required sections will be rejected. An editable Microsoft Word-formatted document of the Forms will be posted on the DHHS Website, which Applicants may fill in and submit.

4.2. Form 2 - Applicant's Organizational Overview

The Applicant's Organization Overview section shall contain the following information about the Applicant. If the Application is a cooperative or joint venture between two or more entities, all information required in this section shall be provided for all entities, even if a new legal entity has been created or is planned to be created for the purposes of the Subaward.

1. **Organization Information.** Applicant's full legal name, including any other "doing business as" names, or any previous names the organization used. A Unique Entity Identifier (UEI) number shall be provided. A parent UEI number shall also be provided, if applicable.
2. **Summary of Federal Grants Experience.** A description of Applicant's previous experience with receiving federal funds. This shall include, but not be limited to, experience receiving federal funds as a recipient or a subrecipient. Applicant should describe and demonstrate knowledge of the Uniform Grant Guidance / HHS Grants Guidance (as applicable), as well as any specific experience with the particular federal program and funding source that funds this RFA.
3. **Summary of Programmatic Experience.** A description of Applicant's experience with the type of programming or work contained in the Project Description, or other relevant work.
4. **Personnel and Management.** Applicant shall provide a current organizational chart (including any sub-grantees) and specify the key management and administrative personnel who will be assigned to this project. Applicant will provide a description of how the applicant recruits and manages staff and volunteers.
5. **Agreements Terminated or Costs Disallowed.** Applicant must provide a summary of any agreements executed within the last five (5) years with federal awarding agencies or pass-through entities (either as grant agreements, cooperative agreements, subawards, or contracts) that:
 - Were terminated for cause; or
 - Where Specific Conditions were placed on Applicant (see 2 CFR § 200.208 or 45 CFR § 75.207).

If an Applicant has been disbarred by the United States Federal government, it is not eligible to receive funding under this RFA.

4.3. Form 3 - Applicant's Work Plan

The Work Plan must respond in detail to the Project Description. It must contain a description of the work activities Applicant is proposing to complete under the RFA. It should contain an understanding of the requirements for the project under the applicable federal funding source, and, as applicable, descriptions of timelines, outcome/process measures, and program evaluation activities.

The Applicant's Work Plan will include the following information:

1. Identify the reason the applicant is applying for the funds, including how the funds will support the administration of their food distribution programs so that more low-income families can be served.
2. Identify the geographical areas the applicant currently serves and areas they plan to serve, including the hours of availability.
3. Identify how they will perform their intended purpose for the funds.
4. Provide the total number of families currently served and how many people are served. Also, provide an estimate of the total number of families projected to be served utilizing the grant funds and the projected increase of the number of families to be served and/or the projected percentage increase of the number of families to be served with these grant funds.
5. Describe how eligibility requirements will be verified, including the information collected to determine and ensure eligibility of low-income families.
6. Identify all sources of food and funds used to purchase food that is distributed by the applicant (i.e., local foodbank, private donations, charities, etc.)
7. A detailed description of the applicant's qualifications and history of the applicant, as well as any relevant and current accreditations, standards, and/or certifications that the applicant possesses.
8. Provide evidence that the applicant has been operating as a food bank or food pantry serving ten

- (10) or more counties in Nebraska for at least one (1) year.
9. A description of the size of the applicant's organization and the demand for food distribution services within the applicant's community.
 10. A narrative that defines how the applicant's organizational structure supports the project.
 11. Demonstrate how the applicant is able to keep all purchased and donated food secure so that it is only given out to eligible applicants.
 12. Identify, by position and name, those staff considered key to the project's success. This must include a food storage and distribution manager who has completed food safety training within the last five years.

There is no prescribed form for the applicant work plan, however submission must be made as a nonmodifiable PDF. See **Submission of Applications, Section 3.4** for additional information.

4.4. Form 4 - Applicant's Budget

Applicants must provide the following elements as part of the budget submission:

1. Budget (budget template provided)
2. Budget Narrative.

The budget must correlate to the activities of the work plan. It must contain a description of the expenses for the activities the Applicant is proposing under the RFA. It should contain an understanding of the cost principles under the applicable federal funding source. The budget narrative should explain the expenses listed in the budget and describe how the applicant arrived at the requested amounts. The narrative should provide an explanation as to why each item is necessary for the success of the project.

A budget template is provided but is not exhaustive. The applicant's budget may have additional items not listed here. Applicants may edit the template to reflect planned expenditures. All electronic documents must be submitted in Portable Document Format (PDF).

Each budget should contain only costs that are allowable under the applicable federal statutes, regulations, terms, and conditions of this RFA. Applicants will not be allowed to change their budgets once submitted to DHHS, unless the POC specifically requests, in writing, budget changes. Budgets may be modified as required by DHHS or in agreement between DHHS and the Applicant after the Intent to Subaward is announced. Applicants should not rely on budget changes or modifications in submitting their proposed budget but should be able to perform the program activities consistent with their budget.

If an Applicant has or has prepared a cost allocation plan for this subaward, it may submit it along with the Application.

If Applicants plan to charge indirect costs other than through a cost allocation plan, Applicants thus must provide one of the following along with their budget:

1. A current federally approved indirect cost rate agreement.
2. A currently approved indirect cost rate agreement with DHHS.
3. A calculation of de minimis indirect costs consistent with federal rules. DHHS may provide a calculator to aid programs in calculating de minimis indirect costs, upon request.

Indirect costs and cost allocation plans may also be negotiated after the Intent to Subaward. As consistent with law, Applicants may voluntarily opt to take a lower indirect rate than their approved agreement, or indirect cost calculation, allows.

4.5. Form 5 - Additional Certifications and Program Requirements

In addition to Forms 1-4, applicants are required to submit the following information as part of their application. Failure to include all documentation will result in your application being rejected.

- 501(c)3 determination letter
- Signed W9 from most recent tax year

5. TERMS

Applicants must be aware of the following terms when submitting their applications. These terms will be included in the resulting Subaward between the parties, as well.

5.1. Addenda

The following Addenda will be incorporated into any Subaward with a selected Applicant. They are available online at the [DHHS Website: https://dhhs.ne.gov/Pages/Grant-Opportunities.aspx](https://dhhs.ne.gov/Pages/Grant-Opportunities.aspx)

- Addendum A - DHHS Standard Terms – Subawards

DHHS reserves the right to amend these terms at any time during the RFA; to negotiate the terms with selected Applicants; to amend or change these terms for any subsequent Subaward signed and executed by the parties; or any combination of the above. Terms required by federal, or state law will not be negotiated, and if an Applicant cannot agree to these terms, DHHS may withdraw or modify the Intent to Subaward and take any of the actions set forth herein.

5.2. Budget Changes

The final Subaward may contain terms to allow a Subrecipient to modify a budget, with or without approval from DHHS. Applicants should not, however, rely on this when submitting budgets.

5.3. Direct Costs

Under this Subaward, DHHS shall only pay for actual and allowable costs (as defined in this section) incurred during the Period of Performance.

To be allowable, all costs must be:

- Necessary for the performance of the Subaward activities.
- Reasonable, as provided in 2 CFR § 200.404 or 45 CFR § 75.404.
- Allocable to the federal award, as provided in 2 CFR § 200.405 or 45 CFR § 75.405.
- Consistent with all other requirements of the Cost Principles in 2 CFR § 200 Subpart E or 45 CFR § 75 Subpart E.
- Consistent with all other law, regulation, policy, or other requirements applicable to the state or federal funds involved.

To be actual, all costs must be finalized and spent by the appropriate dates set forth in the Subaward.

Particular Federal Funding Agencies may have additional requirements and stipulations regarding allowable costs under that particular funding.

Applicants should be aware that direct personnel costs must be consistent with 45 CFR § 75.430 or 2 CFR § 200.430, as applicable. These costs must be able to be backed by sufficient documentation or must be shown to be allocable to the award via an alternative, allowable method, such as a random moment time study.

5.4. Indirect Costs

Federal law defines indirect costs as “costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved.” 2 CFR § 200.1 and 45 CFR § 75.2. All indirect costs may only be paid if they are consistent with the UGG or HHS GG, as applicable.

As provided in 2 CFR § 200.414 and 45 CFR § 75.414, indirect costs may only be paid from a federal grant if paid through a federally approved rate or a rate negotiated between DHHS and the Applicant. If the Applicant has never had a federally approved indirect rate, it may charge indirect costs as consistent with the federal rules for *de minimis* indirect costs.

Cost Allocation plans may set forth a direct allocation of all costs under a subaward or may allocate only a portion of those costs along with an indirect rate. Subrecipients may not, however, charge items as direct costs and also as indirect costs.

5.5. Program Income

Any revenue generated by the Subaward is Program Income (see definition in 2 CFR § 200.1 or 45 CFR § 75.2). Program Income requires an accounting of its use and must be handled in accordance with 2 CFR § 200.307 or 45 CFR § 75.307. As per the Notice of Award for the federal funds involved in this RFA or from other regulation, all program income generated by the Subawards awarded as a result of this RFA must be handled under the deduction method. Please see the regulations cited above for more detail.

5.6. Additional Program Requirements

This RFA and any resulting Subaward will be subject to the HHS Grants Policy Statement. A copy of it is available here: <https://www.hhs.gov/sites/default/files/grants/grants/policies-regulations/hhsgps107.pdf>

6. GLOSSARY OF TERMS

All terms shall have the meaning as set forth in 2 CFR §§ 200 et seq. or 45 CFR §§ 75 et seq. unless otherwise specifically set forth herein.

Aid to Families with Dependent Children (AFDC): established by the Social Security Act of 1935 as a grant program to enable states to provide cash welfare payments for needy children who had been deprived of parental support or care because their father or mother was absent from the home, incapacitated, deceased, or unemployed.

Agent/Representative: A person authorized to act on behalf of another.

Amend: To alter or change by adding, subtracting, or substituting.

Amendment: A written correction or alteration to a document.

Applicant: Non-Federal Entity that has applied for funding under this RFA.

Application: The written proposal submitted by the Applicant applying for funding under this RFA, which is composed of Forms 1 through 5.

Application Due Date: The date the RFA must be submitted to DHHS, and if not submitted by that time, rejected.

DHHS Grants Website: <http://dhhs.ne.gov/Pages/Grants-and-Contract-Opportunities.aspx>

DHHS Website: www.dhhs.ne.gov.

Evaluation: The process of examining an Applicant after opening to determine the Applicant’s responsibility, responsiveness to requirements, and to ascertain other characteristics of the Application that relate to determination of the successful award.

Evaluation Committee: Committee(s) appointed by DHHS that advises and assists DHHS in the evaluation of Applications.

Evaluator: An individual on the Evaluation Committee who advises and assists in the evaluation of Applications.

Federal Poverty Level (FPL): A measure of income issued every year by the Department of Health and Human Services (HHS).

Food Bank: non-profit organization with a certificate of exemption under section 501(c)(3) of the Internal Revenue Code that distributes food in ten or more counties in Nebraska and qualifies for the Emergency Food Assistance Program (TEFAP) administered by the United States Department of Agriculture.

Food Pantry: A distribution center supplied with food from a food bank, where hungry families can receive food at no cost.

Gross Income: represents the total income from all sources, including returns, discounts, and allowances, before deducting any expenses or taxes.

HHS Grants Guidance (“HHSGG”): The regulations codified at 45 CFR §§ 75 et seq., a re-codified version of the UGG, which provide the general administrative requirements for grant funding flowing down from the federal Department of Health and Human Services. See also Uniform Grant Guidance.

Intent to Subaward: A document noting the results of the RFA evaluation process and identified any identified Applicant(s) with whom DHHS intends to award federal funds, but not a binding agreement with any promise to award.

Low Income Persons: A Nebraska resident who has income at or below two hundred percent (200%) of the Federal Poverty Level (FPL).

Mandatory/Must: Required, compulsory, or obligatory.

May: Discretionary, permitted; used to express possibility.

Modified Adjusted Gross Income (MAGI): adjusted gross income (AGI) plus these, if any: untaxed foreign income, non-taxable Social Security benefits, and tax-exempt interest.

Must: See Mandatory/Must and Shall/Will/Must.

Needy Family: Family who are Nebraska residents and have income at or below two hundred percent (200%) of the Federal Poverty Level (FPL). In addition, there must be a parent of a minor child aged eighteen or younger, or eighteen and high school, a non-custodial parent of a minor child, or a pregnant parent in the household.

Non-Responsive: When an application does not meet the minimum requirements of this RFA.

Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA): a law that changed the nation’s welfare system into one that requires work in exchange for time-limited assistance.

Point of Contact (“POC”): The person designated to receive communications and to communicate.

Request for Applications (“RFA”): Written solicitation of competitive applications for federal grant funding.

Shall/Will/Must: An order/command; mandatory.

Should: Expected; suggested, but not necessarily mandatory.

Subaward: In addition to the definition in 2 CFR § 200.1 and 45 CFR § 75.2, Subaward means the Grant Agreement executed, pursuant to the terms of the RFA, with the Non-Federal Entity.

Subrecipient: In addition to the definition in 2 CFR § 200.1 and 45 CFR § 75.2, Subrecipient means the Non-Federal Entity that has executed a Subaward with DHHS.

Temporary Assistance for Needy Families (TANF): a federal program designed to help needy families achieve self-sufficiency.

The Emergency Food Assistance Program (TEFAP): a federal program that helps supplement the diets of people with low income by providing them with emergency food assistance at no cost.

Uniform Grants Guidance (“UGG”): The regulations codified at 2 CFR §§ 200 et seq., which provide the general administrative requirements for grant funding flowing down from the federal government. See also HHS Grants Guidance.

Will: See Shall/Will/Must.

FORM 1 – APPLICATION COVER SHEET

Instructions: This form must be signed and returned, along with the application materials, before the Application Due Date, to the POC or designated email address, as applicable.

RFA #	RELEASE DATE
6458	May 1, 2024
APPLICATION DUE DATE	POINT OF CONTACT
JUNE 5, 2024	Office of Procurement and Grants

CERTIFICATION AND GUARANTEE OF COMPLIANCE
<p>By signing this Application Cover Sheet, the Applicant guarantees compliance with the provisions stated in this Request for Application and certifies that all information contained in this Application is accurate. This Application is submitted pursuant to the terms of the RFA, and if the Applicant is awarded funding, it will be incorporated into the Subaward between the parties. I understand that if anything in this Application conflicts with the RFA or with the subsequent Subaward, the Subaward and RFA shall govern as set forth in the Subaward.</p> <p>ORGANIZATION*: _____</p> <p>ORGANIZATION UEI NUMBER: _____ PARENT UEI (IF APPLICABLE): _____</p> <p>COMPLETE ADDRESS: _____</p> <p>_____</p> <p>CONGRESSIONAL DISTRICT: _____</p> <p>TELEPHONE NUMBER: _____ EMAIL ADDRESS: _____</p> <p>____ I CERTIFY THAT THIS ORGANIZATION IS AN "ELIGIBLE ORGANIZATION" AS DEFINED BY THIS RFA.</p> <p>____ I CERTIFY THAT THIS ORGANIZATION IS NOT PRESENTLY DEBARRED OR SUSPENDED.</p> <p>SIGNATURE: _____</p> <p>TYPED NAME & TITLE OF SIGNER: _____</p> <p>_____</p>

*Name must match UEI Number.

FORM 2 – APPLICANT’S ORGANIZATIONAL OVERVIEW

The Applicant’s Organization Overview section shall contain the following information about the Applicant. If the Application is a cooperative or joint venture between two or more entities, all information required in this section shall be provided for all entities, even if a new legal entity has been created or is planned to be created for the purposes of the Subaward.

Organization Information. Applicant’s full legal name, including any other “doing business as” names, or any previous names the organization used. A Unique Entity Identifier (UEI) number shall be provided. A parent UEI number shall also be provided, if applicable.

Summary of Federal Grants Experience. A description of Applicant’s previous experience with receiving federal funds. This shall include, but not be limited to, experience receiving federal funds as a recipient or a subrecipient. Applicant should describe and demonstrate knowledge of the Uniform Grant Guidance / HHS Grants Guidance (as applicable), as well as any specific experience with the particular federal program and funding source that funds this RFA.

Summary of Programmatic Experience. A description of Applicant’s experience with the type of programming or work contained in the Project Description, or other relevant work.

Personnel and Management. Applicant shall provide a current organizational chart (including any sub-grantees) and specify the key management and administrative personnel who will be assigned to this project. Applicant will provide a description of how the applicant recruits and manages staff and volunteers.

Agreements Terminated or Costs Disallowed. Applicant must provide a summary of any agreements executed within the last five (5) years with federal awarding agencies or pass-through entities (either as grant agreements, cooperative agreements, subawards, or contracts) that:

- Were terminated for cause; or
- Where Specific Conditions were placed on Applicant (see 2 CFR § 200.208 or 45 CFR § 75.207).

If an Applicant has been disbarred by the United States Federal government, it is not eligible to receive funding under this RFA.

FORM 3 – APPLICANT’S WORK PLAN

The Work Plan must respond in detail to the Project Description. It must contain a description of the work activities Applicant is proposing to complete under the RFA. It should contain an understanding of the requirements for the project under the applicable federal funding source, and, as applicable, descriptions of timelines, outcome/process measures, and program evaluation activities.

The Applicant’s Work Plan will include the following information:

1. Identify the reason the applicant is applying for the funds, including how the funds will support the administration of their food distribution programs so that more low-income families can be served.
2. Identify the geographical areas the applicant currently serves and areas they plan to serve, including the hours of availability.
3. Identify how they will perform their intended purpose for the funds.
4. Provide the total number of families currently served and how many people are served. Also, provide an estimate of the total number of families projected to be served utilizing the grant funds and the projected increase of the number of families to be served and/or the projected percentage increase of the number of families to be served with these grant funds.
5. Describe how eligibility requirements will be verified, including the information collected to determine and ensure eligibility of low-income families.
6. Identify all sources of food and funds used to purchase food that is distributed by the applicant (i.e., local foodbank, private donations, charities, etc.)
7. A detailed description of the applicant’s qualifications and history of the applicant, as well as any relevant and current accreditations, standards, and/or certifications that the applicant possesses.
8. Provide evidence that the applicant has been operating as a food bank or food pantry serving ten (10) or more counties in Nebraska for at least one (1) year.
9. A description of the size of the applicant’s organization and the demand for food distribution services within the applicant’s community.
10. A narrative that defines how the applicant’s organizational structure supports the project.
11. Demonstrate how the applicant is able to keep all purchased and donated food secure so that it is only given out to eligible applicants.
12. Identify, by position and name, those staff considered key to the project’s success. This must include a food storage and distribution manager who has completed food safety training within the last five years.

FORM 4 – APPLICANT’S BUDGET

Applicants must provide the following elements as part of the budget submission:

1. Budget (budget template provided)
2. Budget Narrative.

The budget must correlate to the activities of the work plan. It must contain a description of the expenses for the activities the Applicant is proposing under the RFA. It should contain an understanding of the cost principles under the applicable federal funding source. The budget narrative should explain the expenses listed in the budget and describe how the applicant arrived at the requested amounts. The narrative should provide an explanation as to why each item is necessary for the success of the project.

Category	Amount Requested	Description
Personnel/Salary/Wages	\$	
Staff and Volunteer Training	\$	
Fringe Benefits	\$	
Staff Mileage/Other Travel	\$	
Supplies	\$	
Repairs/Maintenance	\$	
Printing/Materials	\$	
Food for Distribution	\$	
Contracted Services	\$	
Other: (Specify here)	\$	
Other: (Specify here)	\$	
Other: (Specify here)	\$	
Other: (Specify here)	\$	
Other: (Specify here)	\$	
Indirect Costs	\$	
Total:	\$	

Form 5 - Additional Certifications and Program Requirements

In addition to Forms 1-4, applicants are required to submit the following information as part of their application. Failure to include all documentation will result in your application being rejected.

- 501(c)3 determination letter.
- Signed W9 from most recent tax year.