



## REQUEST FOR APPLICATIONS – FEDERAL FUNDS

The State of Nebraska, Department of Health and Human Services, Division of Children and Family Services (“DHHS”) SNAP Next Step Employment and Training Program, 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 to provide important job training and educational options for low-income adults including those on or eligible for SNAP. A more detailed description may be found in **Project Description, Section 2.**

RFA #	RELEASE DATE
5965	
INITIAL APPLICATION DUE DATE	POINT OF CONTACT
Continuous	DHHS.grants@nebraska.gov
FUNDING MATCH REQUIREMENT	
50% Subrecipient(s) will receive fifty percent (50%) reimbursement of allowable and eligible costs from DHHS	

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.

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## 1. RFA OVERVIEW

### 1.1. Funding Information

Federal Agency Name	Catalog of Federal Domestic Assistance (CFDA) Name	CFDA Number
HHS- USDA – Food and Nutrition Service	State Administrative Matching Grants for the Supplemental Nutrition Assistance Program	10.561

A total award 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. 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 § 200.77 or 45 CFR § 75.2. The initial Period of Performance for this RFA starts either in March or October, depending on the timeframe in which applications are received, and shall extend for one year. The period of performance may be extended by DHHS as allowable by the Federal Funding Agency. Applications for this award are accepted on a continuous basis. Potential awardees will be notified of their anticipated start date prior to execution of any grant agreement.

For the initial Period of Performance, all costs must be liquidated (i.e., spent) by the end of the period of performance and invoiced to DHHS within 45 days. 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.

### 1.3. 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 5.7**, below, as well as in the Subaward itself.

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

## 1.4. Eligible Entities

The following entities are eligible to apply for funding through this award:

- “Non-federal entity,” as set forth in 45 CFR § 75.2 or 2 CFR § 200.69. A “non-federal entity” is limited to local governments, Indian tribes, institutions of higher education, or nonprofit organizations; further definitions in the UGG or the HHS GG may apply.
- For-profit entities are eligible to apply for funding through this award. Please note 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.

Additional requirements for determining the eligibility of entities may also be included in the Project Description.

Any Application submitted by an Applicant who is ineligible shall be rejected without scoring.

## 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.

This Subaward has the option to be renewed for four (4) additional one (1) year periods as mutually agreed upon by the parties. New annual budget must be submitted 90 days prior to termination of Subaward.

## 2. PROJECT DESCRIPTION

### 2.1. Background and Purpose

DHHS, Division of Children and Family Services is issuing this RFA for the purposes of providing Supplemental Nutrition Assistance Program (SNAP) Employment and Training (E&T) services to eligible SNAP E&T participants. SNAP E&T, through strong partnerships with subrecipients, assists SNAP recipients to access benefits, gain the skills needed to obtain gainful employment and successfully transition off public assistance. SNAP E&T expansion efforts will help improve SNAP recipients' job skills to become market ready and create an array of employment and training opportunities that align with each SNAP recipients' interests and career goals.

DHHS is committed to assisting SNAP recipients in order to gain the skills they need for jobs that employers are looking to fill. As SNAP recipients gain the skills employers are seeking, they can move into stable employment that pays a family-supporting wage, increase independence, and reduce their dependency on public assistance.

### 2.2. Program Overview

The State of Nebraska Department of Health and Human Services, is seeking eligible Subrecipients to implement additional workforce opportunities for SNAP recipients. The State wishes to engage a broad range of Subrecipients to bring new tools, resources, and capacity to build a better, stronger, and more robust SNAP E&T Program.

The State offers employment and training services to SNAP recipients who voluntarily choose to participate in SNAP E&T. Eligible SNAP Next Step E&T participants cannot be receiving Temporary Assistance for Needy Families (TANF) funds and must be actively receiving SNAP benefits. The program provides orientation, assessment, development of an employment plan, training as well as supportive services to program participants along with a range of activities. The SNAP Next Step E&T program is available in the central area of the State including Kearney, Columbus, Grand Island, North Platte, Scottsbluff, Sidney,

Lexington, Norfolk, and Hastings as well as Omaha. DHHS is in the process of expanding the SNAP Next Step E&T program to serve other areas of the state, specifically Lincoln, NE through Third party partners. Following Lincoln, DHHS intends to continue expanding in the rest of the state including adding Third Party Partners in current service areas. DHHS intends to start the expansion of the program with partners that are willing and able to assist with orientation, assessment, development of an employment plan and training, including job search, job search training, basic education, career or technical training and On-the-Job training. As the program continues to grow and develop, additional services and other community-based organizations may be added.

Third party partners can take many forms. In general, any entity that is offering employment and training programs, or has the capacity to and interest in providing employment and training programs should be considered as a potential partner. Frequently, third party partners are education institutions like community colleges, vocational training centers, or high school equivalency preparation centers. Third party partners could also be non-profits like libraries, service organizations hospitals, or other community-based organizations like food banks or homeless shelters.

Nebraska is required to develop and operate a SNAP E&T program that consists of one or more of the employment and training components determined by Food and Nutrition Services (FNS). The table below indicates approved components currently being used in Nebraska.

Allowable Component	Activity Type	Definition/Examples
Non-education, Non-work Components	Job Search	Supervised job search for participants who are work ready as determined by assessments, recently unemployed, underemployed. Includes telephone calling, walk-in contacts, and completion of applications, interviews, and record keeping with progress to be reviewed by E&T staff.
	Job Search Training	Assistance for participants who need soft skills for work readiness and job search. This includes goal setting, problem solving, choosing careers, using the internet, creating resumes, completing applications and improving interviewing skills.
	Job Retention	E&T participants who gain employment after participating in another component. Includes mentoring and job coaching and supportive services for up to 90 days after employment.
Education Components	Basic Education	Assistance for participants who need Adult Basic Education, High School Equivalency or English as a Second Language classes to increase employability or prepare participants for vocational education.
	Vocational Training	Short term training for in demand job skills or credentials needed to prepare participant for work in current or emerging high demand occupations.
Work Component	On-the-Job Training (OJT)	Training by an employer that is provided to a paid participant engaged in productive work to develop specific occupational skills or obtain specialized skills required by an employer that the participant does not already possess.
Other Activities	Orientation	Explanation of participation requirements.
	Assessment and Employment Plan	Individualized employability evaluations used to develop detailed Employment Plans.
	Social Services	Referrals to agencies or programs designed to assist participants with overcoming personal barriers which impede successful transition to work.

## 2.3. Funding Requirements

Subrecipient(s) must pay, up front, one hundred percent (100%) of the cost of operating a SNAP E&T program using non-federal funding. Subrecipient(s) will receive fifty percent (50%) reimbursement of allowable and eligible costs from DHHS. Reimbursed funds must be expended on allowable, reasonable, and necessary costs for services for eligible SNAP participants; and approved under Nebraska's SNAP E&T Plan by FNS. The non-federal share cannot be used to match another federal program and must be available throughout the year. In-kind sources cannot be used as a match. Examples of non-federal sources include but are not limited to: State, County, or local funding, private foundations, employer funded training, and low-income student support.

If selected, Subrecipient(s) will be notified of inclusion in Nebraska's SNAP E&T Plan. However, services will begin upon notification from FNS that the State Plan, as amended, is approved. Subrecipient(s) will be required to provide any information needed for the SNAP E&T Plan. This may include, but is not limited to, a budget, SNAP E&T activities, and projected service levels.

The SNAP E&T Plan is submitted by August 15 every year for approval for the subsequent federal fiscal year beginning October 1<sup>st</sup> and amended throughout the year as program changes are needed. An approved plan must be in place before the State can implement a SNAP E&T program.

## 2.4. Services and Activities

SNAP E&T services are designed to help SNAP recipients move promptly into employment. Subrecipient(s) would provide assistance for those participants working through the current SNAP Next Step E&T components. This includes:

- *Supervised Job Search*: Known to be the least administratively burdensome and inexpensive E&T component. A supervised job search program requires participants to make a pre-determined number of inquiries to prospective employers over a specified period of time where the participant has access to the tools they need.
- *Job Search Training*: Designed to enhance job readiness of participants by teaching job seeking techniques and increasing job search motivation. These may include job skills assessments and job placement services as well as other direct training or support activities.
- *Job Retention*: Provides services to participants who gain employment after completing another E&T component. Services may include case management and reimbursements for work supplies, clothing, fees, and transportation expenses for a minimum of 30 days up to 90 days.
- *Basic Education*: Includes contextualized programs such as English as a Second Language, high school equivalency, high school completion and Adult Basic Education.
- *Career or Technical Training*: Improves the employability of participants by providing training in a skill or trade, thereby allowing participants to move directly and promptly into employment. This service is typically provided by colleges or training institutions that provide a certification or diploma but may not necessarily result in credit-based learning.
- *On-the-Job Training (OJT)*: Training by an employer that is provided to a paid participant engaged in productive work to develop specific occupational skills or obtain specialized skills required by an employer that the participant does not already possess. Typically, this includes partnering with Department of Labor.

Refer to the table in 2.2 for allowable components and activities.

## 2.5. Reporting Requirements

Subrecipient(s) will be required to track SNAP Next Step E&T participants including eligibility status, service start and end date, components and supportive services and participant outcomes. Information must be reported on a monthly basis and support the information used in the invoice and billing documents. DHHS will work with the Subrecipient(s) in regard to tracking documents and information required for federal reporting.

## 2.6. Project Description

The Subrecipient(s) will work to connect with current SNAP recipients and applicants who participate with SNAP Next Step E&T or could participate with SNAP Next Step E&T. This will be done through knowledge the Subrecipient already has in regard to their customer base or SNAP Next Step E&T participants will be referred to the Subrecipient from DHHS. The Subrecipient(s) will work in coordination with DHHS to complete any needed assessments, employment plans and data tracking.

2.6.1. Subrecipient staff working with SNAP Next Step E&T participants will complete the following tasks:

- Identify participants who are potentially eligible for or receiving SNAP benefits.
- Confirm SNAP eligibility with DHHS for SNAP Next Step E&T enrollment.
- Refer participant to apply for SNAP and be enrolled in SNAP Next Step E&T.
- Receive SNAP Next Step E&T participants referred by DHHS.
- Provide enhanced case management which includes advising, navigation and support. This will include initial assessments and employment plans.
- Determine financial aid needs including how SNAP Next Step E&T may assist.
- Track non-federal funds expended at the individual participant level.
- Document staff time in support of SNAP Next Step E&T students and program administration with time and effort tracking.
- Coordinate with financial aid and other funding sources to document if and when PELL Grant, or any other funds are received and becomes the primary funding source.

2.6.2. Subrecipient staff providing SNAP Next Step E&T related services and tasks will learn the following skills and understanding:

- Basic SNAP program eligibility and application process.
- SNAP Next Step E&T referral, eligibility determination and enrollment process.
- Capacity to engage and support low income students with specific needs and obstacles.
- SNAP Student eligibility rules.
- How SNAP Next Step E&T aligns with PELL Grant and other financial aid programs.
- How to support SNAP Next Step E&T participants.
- Partnerships with other agencies or organizations that are able to provide additional services or supports to SNAP Next Step E&T participants.

## 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”)

DHHS Office of Procurement and Grants  
PO Box 96026  
Lincoln, NE 68509  
531-893-0649  
[DHHS.Grants@nebraska.gov](mailto: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). The Applicant may communicate with individuals DHHS has designated as responsible for negotiating the Subaward on behalf of DHHS only after an intent to subaward has been issued. 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 with or influence, any Evaluator.

The following exceptions to these restrictions are permitted:

- Contact made pursuant to pre-existing contracts, Subawards, or obligations;
- Contact required by the schedule of events, or an event scheduled later by the RFA POC; and
- 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
Release RFA	
Last day to submit initial written questions	Continuous
State responds to written questions through RFA “Addendum” and/or “Amendment” to be posted to the Internet at: <a href="http://dhhs.ne.gov/Pages/Grants-and-Contract-Opportunities.aspx">http://dhhs.ne.gov/Pages/Grants-and-Contract-Opportunities.aspx</a>	Ten (10) business days from receipt
Initial Application Review Period Begins (Application due date)	Upon receipt of completed application
Initial Evaluation Period	Applications received will be reviewed and scored within fifteen (15) business days of receipt. Applicants who score over 100 points will be asked to submit a presentation detailing currently offered or future employment and training programs
Last day to submit requested presentation	Presentation (when required) must be submitted to DHHS within fifteen (15) business days of request.
Initial Presentation Review	Presentation will be reviewed and scored on a pass/fail basis within seven (7) business days of receipt.
Post “Intent to Subaward” to Internet at: <a href="http://dhhs.ne.gov/Pages/Grants-and-Contract-Opportunities.aspx">http://dhhs.ne.gov/Pages/Grants-and-Contract-Opportunities.aspx</a>	Continuous
Period of Performance Start*	October 1 or March 1

*\*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 5965; Questions.**”

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.

DHHS will perform continuous outreach to potential applicants throughout the term of this RFA. Information and responses to questions received via email or at outreach events will be posted on <http://dhhs.ne.gov/Pages/Grants-and-Contract-Opportunities.aspx>

### 3.4. Submission of Applications

DHHS is accepting either electronically submitted responses or hard copy, paper responses for this funding opportunity. There is a limit of one application per agency. 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: <https://nebraska.sharefile.com/r-r872f4d6c00a24a58b3fda4571b16e5e8>

Applicants should reference **Attachment A: 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:

- **RFA5965 ABC Company**

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

- **RFA5965 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 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. 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.

### **3.6. 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. **(75 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 200 total points available for Applications under this RFA. Applicant must score a minimum of 100 points to be considered.

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.

### **3.7. Applicant Presentation**

DHHS will request a presentation from each Applicant that scores a minimum of 100 points. The presentation will cover the employment and training program that the Applicant already offers or intends to offer in the near future. If no employment and training program is currently offered, Applicant must agree to offer such a program on or before the start of the award period. This will be scored on a pass or fail basis.

Presentation may be submitted in two ways.

#### **Option 1: Virtual Presentation**

Virtual presentation will be provided live over Webex and scheduled through the Office of Procurement and Grants within fifteen (15) business days of notification. Presentation times are subject to change based on availability of DHHS staff and members of the evaluation committee. Virtual presentations should be ten (10) to twenty (20) minutes in length and must describe current employment and training program OR describe the plan to implement such a program on or before the start of the award period.

#### **Option 2: Recorded Presentation**

Pre-recorded video presentations may be submitted to the Office of Procurement and Grants electronically via ShareFile here <https://nebraska.sharefile.com/r-r872f4d6c00a24a58b3fda4571b16e5e8>. Presentations must be submitted within fifteen (15) business days of notification of a passing score by the Office of Procurement and Grants. Failure to submit requested presentations within this time frame will result in your application being denied.

Video presentations should be no more than three hundred megabytes (300 mb) and be in a common video format such as Mp4, WMV, or AVI. Video presentations should be ten (10) to twenty (20) minutes in length. We recommend 16:9 aspect ratio. Please encode your video using square pixels to avoid looking stretched when viewed by the evaluation committee. Speech should be clearly audible, and text should be easily readable. Closed captions are optional but recommended.

Presentations will be scored by the members of the evaluation committee, as outlined in Section 3.5. All presentations will be scored on a pass/fail basis. Presentations that demonstrate the applicant either offers an Employment and Training Program that aligns with the work of SNAP Next Ste E&T or displays the ability to operate an Employment and Training Program that aligns with SNAP Next Step E&T will be assigned a “passing” score, while presentations that do not demonstrate the ability to operate an employment and training program that aligns with SNAP Next Step E&T will be assigned a “failing” score.

Applicants who submit a presentation that receives a “passing” score will be notified within seven (7) business days with a decision on funding. Notification will be posted on DHHS’s Grant and Contract Opportunities page at <http://dhhs.ne.gov/Pages/Grants-and-Contract-Opportunities.aspx> as “Intent to Subaward”.

### **3.8. 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.

### **3.9. Grievance and Protest Procedures**

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

### **3.10. Cooperative / Joint Efforts**

Applicants may cooperate or submit Applications jointly, but all such Applications must clearly identify the Applicants involved, the roles each will have administering the Subaward, and that they are eligible for the Subaward, as set forth herein. Applicants may create a legal entity or describe a plan for the creation of a legal entity, as a cooperative or joint venture if the entity itself is eligible for the Subaward and all Applicants are also eligible. DHHS shall determine the proper method for any resulting Subaward, should the joint Applicants be selected for funding. The Applicant's response to the Organizational Overview must contain information on all entities.

### **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 of or all of an Application.
5. Accept or reject all Applications.
6. Withdraw the RFA; or
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 Form and Cover Sheet
2. Form 2 – Applicant's Organizational Overview
3. Form 3 – Applicant's Work Plan; and,
4. Form 4 – Applicant Budget

Applications that do not contain all the required sections will be rejected. Forms 1, 2, 3, and 4 are included at the end of this document.

### **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 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. Applicants will need to outline the amount and sources of non-federal funds that will be used to provide services (these would be reimbursed at 50%). 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. Applicants will provide details on prior experience with and capacity to manage governmental contracts. Funds must be accounted for separately and documented adequately to qualify for SNAP Next Step E&T reimbursement.
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. Applicants will detail their ability to maintain compliance with all aspects of the SNAP Next Step E&T programs funding requirements, including data tracking, assisting with the production of Annual Progress Reports and submitting renewal documents.
4. **Personnel and Management.** Applicant should identify individuals employed by Applicant, on its board of directors, or otherwise affiliated with Applicant, who have a demonstrated knowledge or experience with federal grants, the Uniform Grant Guidance or the HHS Grants Guidance, programmatic experience, or other relevant experience.
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 § 200.207 or 45 CFR § 75.207).
6. **Monthly Reporting.** Applicants will describe their ability to complete monthly reporting documents to capture required information. Information required by State and Federal governments changes rapidly, thus requiring changes in reporting during the contract period.
7. **Comprehensive Management Information System.** Applicants will describe the extent to which they have in place a comprehensive management information system and system unit to comply with the changing fiscal and performance reports required.

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 or state funding sources (or both), and, as applicable, descriptions of timelines, outcome/process measures, and program evaluation activities. Applicants are asked to include details regarding the geographic area the applicant has capacity to serve.

The work plan should be comprehensive and should address the following questions:

##### **Service Capacity:**

1. Does your organization offer appropriate and allowable E&T activities, or will it have to create new activities for SNAP Next Step E&T clients?
2. How will clients be identified as potentially eligible or currently receiving SNAP benefits?
3. How and when will clients be referred to apply for SNAP benefits and enrollment in SNAP Next Step E&T?
4. How will referrals be received from DHHS?
5. What support services can your organization provide?

6. What will the process be for providing enhanced advising, navigation and support including the completion of assessments and service plans?
7. How will financial aid needs be assessed and included in the client's plan?
8. How can your organization monitor and report on the participation of SNAP Next Step E&T clients?

#### **Financial Capacity:**

1. Does your organization have the cash flow to support E&T programming and handle delays between outlays and reimbursement?
2. How will non-federal funds be tracked and monitored?
3. How will staff time be tracked and documented?
4. Describe how your organization retains and stores records?

#### **4.4 Form 4 - Applicant's Budget**

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; or
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.

The budget needs to include amounts and sources of non-federal funds available. A breakout should include the following budget categories, but is not limited to:

1. Personnel costs
2. Travel costs
3. Space costs
4. Equipment costs
5. Materials and Supplies
6. Operating Services/Expenses
7. Indirect costs
8. Participant Reimbursements for Supportive Services

#### **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 here: <https://dhhs.ne.gov/Pages/Grant-Opportunities.aspx>

- Addendum A - DHHS Standard Terms – Subawards
- Addendum C - DHHS Business Associate Agreement Provisions

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; and
- 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 § 200.56 and 45 CFR § 75.2. All indirect costs may only be paid if they are consistent with the UGG or HHSGG, 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 § 200.80 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 addition method, Please see the regulations cited above for more detail.

### **5.6. Matching Requirements**

Subawards resulting from this RFA require the successful Applicant to match the funds awarded at a rate of 50% of total program costs. See 2 CFR § 200.306 or 45 CFR § 75.306. Match must be based on the total costs, not the percentage of the federal funds alone. Federal funds from another source may not be used as match.

Note: This is a reimbursement. Applicants must have funds in place to cover the expenses. Once expenses are submitted, all allowable costs will be reimbursed at 50%. Federal funds from another source may not be reimbursed.

### **5.7. Additional Requirements**

Subrecipient(s) must comply with Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352), section 11(c) of the Food and Nutrition Act of 2008, as amended, the Age Discrimination Act of 1975 (Pub. L. 94-135) and the Rehabilitation Act of 1973 (Pub. L. 93-112, sec. 504) and all requirements imposed by the regulations issued pursuant to these Acts by the Department of Agriculture to the effect that, no person in the United States shall, on the grounds of sex, race, color, age, political belief, religion, handicap, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination under SNAP.

## 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.*

**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 Website:** [www.dhhs.ne.gov](http://www.dhhs.ne.gov).

**Employment and Training (E&T):** The SNAP E&T program which is designed to help SNAP participants gain skills and find work that moves them forward to self-sufficiency.

**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.

**Food and Nutrition Service (FNS):** The Food and Nutrition Service (FNS) is an agency within the United States Department of Agriculture that works to end hunger and obesity through the administration of 15 federal nutrition assistance programs including WIC, Supplemental Nutrition Assistance Program (SNAP), and school meals.

**HHS Grants Guidance ("HHS GG"):** 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.

**Mandatory/Must:** Required, compulsory, or obligatory.

**May:** Discretionary, permitted; used to express possibility.

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

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

**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.

**Supplemental Nutrition Assistance Program (SNAP):** A program funded through the Food and Nutrition Service that provides nutrition benefits to supplement the food budget of needy families so they can purchase healthy food and move towards self-sufficiency.

**Subaward:** In addition to the definition in 2 CFR § 200.92 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 § 200.93 and 45 CFR § 75.2, Subrecipient means the Non-Federal Entity that has executed a Subaward with DHHS.

**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.

<b>RFA #</b>	<b>RELEASE DATE</b>
<b>5965</b>	Insert date here
<b>APPLICATION SUBMISSION DATE</b>	<b>POINT OF CONTACT</b>
	DHHS.Grants@nebraska.gov

### CERTIFICATION AND GUARANTEE OF COMPLIANCE

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.

ORGANIZATION\*: \_\_\_\_\_

ORGANIZATION UEI NUMBER: \_\_\_\_\_ PARENT UEI (IF APPLICABLE): \_\_\_\_\_

COMPLETE ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

CONGRESSIONAL DISTRICT: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

\_\_\_\_ I CERTIFY THAT THIS ORGANIZATION IS AN "ELIGIBLE ORGANIZATION" AS DEFINED BY THIS RFA.

\_\_\_\_ I CERTIFY THAT THIS ORGANIZATION IS NOT PRESENTLY DEBARRED OR SUSPENDED.

SIGNATURE: \_\_\_\_\_

TYPED NAME & TITLE OF SIGNER: \_\_\_\_\_

*\*Name must match UEI Number.*

## FORM 2 – APPLICANT’S ORGANIZATIONAL OVERVIEW

**Instructions:** 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.

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**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. Applicants will detail their ability to maintain compliance with all aspects of the SNAP Next Step E&T programs funding requirements, including data tracking, assisting with the production of Annual Progress Reports, and submitting renewal documents.

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- Were terminated for cause; or
- Where Specific Conditions were placed on Applicant (see 2 CFR § 200.207 or 45 CFR § 75.207).

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**Comprehensive Management Information System.** Applicants will describe the extent to which they have in place a comprehensive management information system and system unit to comply with the changing fiscal and performance reports required.

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

**Instructions:** The work plan should be comprehensive and should address the following questions.

### **Service Capacity:**

1. Does your organization offer appropriate and allowable E&T activities, or will it have to create new activities for SNAP Next Step E&T clients?
2. How will clients be identified as potentially eligible or currently receiving SNAP benefits?
3. How and when will clients be referred to apply for SNAP benefits and enrollment in SNAP Next Step E&T?
4. How will referrals be received from DHHS?
5. What support services can your organization provide?
6. What will the process be for providing enhanced advising, navigation and support including the completion of assessments and service plans?
7. How will financial aid needs be assessed and included in the clients plan?
8. How can your organization monitor and report on the participation of SNAP Next Step E&T clients?

### **Financial Capacity:**

1. Does your organization have the cash flow to support E&T programming and handle delays between outlays and reimbursement?
2. How will non-federal funds be tracked and monitored?
3. How will staff time be tracked and documented?
4. Describe how your organization retains and stores records?

## FORM 4 – APPLICANT’S BUDGET

**Instructions:** 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; or
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.

The budget needs to include amounts and sources of non-federal funds available. A breakout should include the following budget categories, but is not limited to:

1. Personnel costs
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3. Space costs
4. Equipment costs
5. Materials and Supplies
6. Operating Services/Expenses
7. Indirect costs
8. Participant Reimbursements for Supportive Services

Example budget template provided on next page.

### SUMMARY BUDGET

Organization Name

Project Title

Project Duration

	<b>Requested Funds</b>	<b>Matching Funds</b>	<b>Total Project Budget</b>
<b>A Personnel</b>	\$ -	\$ -	\$ -
<b>B Fringe Benefits</b>	\$ -	\$ -	\$ -
<b>C Travel</b>	\$ -	\$ -	\$ -
<b>D Equipment</b>	\$ -	\$ -	\$ -
<b>E Supplies</b>	\$ -	\$ -	\$ -
<b>F Consultants/Contracts</b>	\$ -	\$ -	\$ -
<b>G Other Direct Costs</b>	\$ -	\$ -	\$ -
<b>H Total Direct Costs</b>	\$ -	\$ -	\$ -
<b>I Total Indirect Costs</b>	\$ -	\$ -	\$ -
<b>J Total (Sum H+I)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>