USDA

United States Department of Agriculture

Food and Nutrition Service

3101 Park Center Drive Alexandria, VA 22302-1500

November 24, 2010

SUBJECT: Process for Funding WIC Management Information Systems (MIS)

TO: WIC State Agency Program Directors
        All States

In May 2010, the Food and Nutrition Service (FNS) released a memorandum, titled "FY 2010 WIC Technology Funding", that established the FY 2010 funding priorities for WIC technology projects. The referenced memorandum also included a new funding approval and award process for management information systems (MIS) that would be linked to Advanced Planning Document (APD) submission and approval. This memorandum (with attachments) provides additional information on the new approval process and includes sample documents that will assist State agencies with their funding requests.

We believe these modifications to the MIS funding process are positive steps that will allow WIC State agencies greater flexibility in document preparation and submission, which will improve the quality of documents submitted and the timely receipt of grant funds.

If you have any questions, please contact your regional office.

DEBRA R. WHITFORD
Director
Supplemental Food Programs Division

Attachment

Process for Funding Management Information Systems (MIS)
Through the Advance Planning Document (APD) Process

Funding Process Overview

In May 2010, FNS established a tiered structure for prioritizing funding for WIC technology projects and a new method for awarding funding for management information systems (MIS) using the APD process. As stated in the May memorandum, FNS will no longer release a grant solicitation with set deadlines for MIS funding opportunities. Rather, approval and funding award for management information systems (MIS) will be linked to Advance Planning Document (APD) submission and approval. This new method should reduce duplication of efforts in preparing approval documents and funding requests and result in more timely funding awards.

The details described below outline the document requirements for requesting MIS funding from the National office. This process applies to requests for National technology/MIS funding, as well as other National office funds that might be used for this purpose in the future, such as multipurpose funding. Requests for operational adjustment and/or regional infrastructure funding are to be processed through regional offices following regional office protocol. *Please note that this process does NOT apply to EBT.*

System *approvals*, to include both SAM and non-SAM system transfers, will still follow the APD process (for a SAM system transfer the streamlined documentation applies).

The established tiered structure for funding priority will allow for 100 percent funding for Tier 1 and Tier II projects and 75 percent for Tier III systems (see specific conditions below). For fiscal year (FY) 2010, we did not approve any new SAM transfer State agencies; however, in the future, newly approved SAM transfer projects will be funded at 100 percent and be included in Tier I priority. *Please note that information will be released soon on the status of the SAM systems available for transfer for FY 2011.* Additionally, after further consideration, MIS Planning APDs will be funded as a Tier I priority, with 100 percent funding allowed.

Funding Process Details

All State agencies must complete the established Advance Planning Document (APD) process detailed in FNS Handbook 901 - APD Handbook (2007) for submission of a Planning APD (PAPD), an Implementation APD (IAPD), or an APD Update (APDU) as is appropriate to their situation. Upon receipt of the approval letter from the Regional Office, the State agency can apply to the National WIC Office for funding (see Attachment A).

MIS projects that can be funded through this process include the following:

Tier I – (100% funding):

- SAM transfer State agencies that are part of a Users Group; and
- Planning Advance Planning Documents (PAPD).

Tier II – (100% funding):

Continuation of existing ARRA projects for:

- new systems; and
- multi-State projects that are converting to a web based system (.Net)

Tier III – (75% funding):

- State agencies that are approved to select a SAM as a result of their Alternative Analysis but chose to NOT be part of the SAM Users Group; and
- State agencies that have not, as a result of their approved Alternatives Analysis, chosen a SAM transfer.

Activities funded include planning, development and/or implementation costs (to include, but not limited to, Quality Assurance (QA) and Design, Development and Implementation (DDI) contractor costs, project management, travel, training and equipment). Funding for these projects will be based on the criticality of need and the determination if costs are allowable, reasonable, and within the scope of the project.

Percentages of funding award, i.e., either 100% or 75%, will be based on the tiered priorities as noted above Funding will be based on the approval of an APD (PAPD, IAPD, or APDU), a thorough budget review, availability of funds, and timing of the submission and approval of the APD documents.

Required Documents:

The following components are required when submitting a request for funding an MIS project through the APD process:

➢ **Letter of Request** – A Letter of Request signed by the appropriate State official with authority to commit State resources for the project must be submitted. (A sample letter is provided as Attachment A). The Letter of Request must clearly express the following:

- Confirmation that APD was approved
- Total funding request amount
- Obligation timeframes for requested funds

➢ **Copy of APD Approval Letter** – The State agency must include a copy of the final PAPD, IAPD or APDU approval letter.

➢ **Project Budget** – The State agency must include a detailed project budget, expressed by Federal Fiscal Quarter. The detailed budget must correspond with the approved PAPD, IAPD or APDU project timeline. (A sample project budget is provided in Attachment B-Figure 1). If the project budget included in the APD reflects funding needs by quarter, by fiscal year, this budget may be submitted.

➢ **Project Timeline** – The State agency must include a copy of the approved PAPD, IAPD or APDU project timeline.

➢ **Funding Sources** - If applicable, the State agency should include a copy of their identified funding sources demonstrating all project costs and allocated contributions. This applies to those projects receiving 75% funding and projects that require a cost allocation plan. (A sample table listing funding sources is provided in Attachment B - Figure 2).

➢ **Application for Federal Assistance** –Federal grant rules require an SF-424 to be submitted as part of the funding award process. Please note that this is in addition to the project budget listed above. The forms below can be found at www.grants.gov :

- SF-424 (Application)
- SF-424A (Budget Summary)
- SF-424B (Assurances – Non-Construction Programs)

WIC State agencies are encouraged to utilize the sample documentation provided by FNS to insure complete application submissions. These sample documents are posted as downloadable files on the FNS website: http://www.fns.usda.gov/wic/StateInformationSystems/menu.htm, and include a sample letter, budget spreadsheet by quarter, by fiscal year and a sample table listing funding sources.

Attachment A - *Sample Letter of Request*

FNS encourages the State agency to use this sample Letter of Request when applying for Management Information Systems (MIS) funding through the APD Process.

Month, DD YYYY

Debra R. Whitford
Director, Supplemental Food Programs Division
Food and Nutrition Service, USDA
3101 Park Center Dr., Room 520
Alexandria, VA 22302-1594

Dear Ms. Whitford:

In accordance with the Process for Funding WIC Management Information Systems (MIS) guidance memorandum dated November 24, 2010, the *[insert State agency name]* is submitting this request for technology funding based on our WIC MIS [*Planning / Implementation/APD Update]* APD. The [insert *WIC State agency name]* has received confirmation of our [*PAPD / IAPD/APDU]* approval from [*SSO / RO]* dated [*Month, DD YYYY]*. The requested documentation for consideration of this request is attached.

The total funding amount requested for this MIS project is *$[###,###.##]* with expected funding obligations to begin in [*Q#,* FY *YYYY]* and end in [*Q#,* FY *YYYY]*.

Thank you for the opportunity to submit this request. If you have questions please contact *[contact name]* at [(###) ###-####].

Sincerely,

SA WIC Director

Attachment(s):
 1. Copy of APD Approval Letter
 2. Budget (by quarter, by fiscal year)
 3. Copy of APD Project Timeline
 4. Identified Funding Sources (if applicable)
 5. Application for Federal Assistance (SF-424, SF-424A, SF-424B)

Attachment B – *Sample Budget Plan*

This sample budget and funding source plan is intended to assist the State agency with meeting the application document requirements when applying for management information systems (MIS) funding through the APD Process. The complete and detailed budget spreadsheet is available via the FNS website:

http://www.fns.usda.gov/wic/StateInformationSystems/menu.htm.

Budget - 2 Years (Quarterly)

	Year 1				Year 2				
	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Totals
Funding									
Total Funding Requested	1,536,402	1,536,402	1,536,402	1,536,402	1,536,402	1,536,402	1,536,402	1,536,402	12,291,216
Total Funding Sources	**1,536,402**	**1,536,402**	**1,536,402**	**1,536,402**	**1,536,402**	**1,536,402**	**1,536,402**	**1,536,402**	**12,291,216**
Budget Activities									
SA Personnel									
WIC Director	893	534	464	393	893	534	464	393	4,568
WIC Directors Fringe Benefits	179	107	93	79	179	107	93	79	914
Procurement Director	2,680	1,604	1,391	1,181	2,680	1,604	1,391	1,181	13,712
Procurement Directors Fringe Bene	1,072	642	556	472		642	556	472	5,485
	14,044	8,406	7,292	6,191		8,406	7,292	6,191	71,866

Figure 1: Example budget plan spreadsheet (not a representation of the entire spreadsheet)

Funding Sources (Encompasses 100% of project funding):			
		Budget Amount:	$ 12,291,216
Source of Funds	**Funding Source Share of Cost (%)**	**(Status) Appvd/ Secured**	**Share Amount ($)**
National Technology Grant	75%	Requested	$ 9,218,412
Nutrition Services Administration (NSA) (If Applicable)	15%	Approved	$ 1,843,682
Operational Adjustment (OA) (If Applicable)	10%	Proposed	$ 1,229,122
Regional Infrastructure Funds (If Applicable)	0%		$ -
State Appropriations (If Applicable)	0%		$ -
Other_1	0%		$ -
Other_2	0%		$ -
Other_3	0%		$ -
			$ -

Figure 2: Example funding sources spreadsheet (not a representation of the entire spreadsheet)