

FY2017 SNAP
PROCESS AND TECHNOLOGY
IMPROVEMENT GRANTS
(PTIG)

MAY 9, 2017, 3:00PM EST

CALL-IN: 888.844.9904

ACCESS CODE: 5094077

THIS WEBINAR IS BEING RECORDED



Presented by Christina Palazzolo, SNAP Program Analyst

Webinar Agenda



- PTIG Basics
- FY17 Funding Priority Areas
- Review Criteria
- Application Submission
- Questions

Purpose

Support efforts by State Agencies and community based and faith-based partners to develop and implement:

- Simple SNAP application and eligibility determination systems; or
- Measures to improve access to SNAP by eligible applicants and recipients.

Key Dates

- The complete application is due on June 19th by 11:59pm EST
- The complete application must be uploaded and submitted to www.Grants.gov
- FNS will announce Grant Awards no later than September 30, 2017
- Project Periods: September 30, 2017 through September 30, 2020

Eligible Entities

- 53 State agencies that administer SNAP;
- State or local government;
- Agencies providing health or welfare services;
- Public health or educational entities; and
- Private non-profit entities

Award Information

- Up to \$5 million is available in Fiscal Year (FY) 2017
- FNS will award the grants through a competitive process
- No cost sharing or matching required by grantees
- Funding per award is dependent on the number of awards granted; Anticipated number of awards 6 to 11
- Anticipated funding per award \$20,000 – \$2,000,000
- Grant project period: September 30, 2017, through September 30, 2020
- Information on past PTIG recipients on the [FY2017 SNAP Process and Technology Improvement Grants](#) page

Funding Restrictions for Grantees

- Pre-award cost will not be awarded
- Funds are for new projects and not ongoing costs of existing projects
- Projects predicated on waiving SNAP regulations are not allowable and will not be considered for funding
- The funds can only be used for SNAP's share of project costs
- The project cannot devote more than 25% of the requested grant funds to outreach activities

FY2017

FUNDING PRIORITY AREAS



FY2017 PTIG Priorities



- Modernization and Innovation of Office Operations
- Improved Customer Service
- Increased Efficiencies in Case Management

Priority:

Modernization and Innovation of Office Operations

- Projects that examine office processes and identify and implement efficiencies

Examples:

- ▣ Upgrades to eligibility systems
- ▣ Document Imaging systems
- ▣ Business Process Re-engineering (BPR) techniques
- ▣ Enhancements to mailings and notification processes
- ▣ Improvements to customer service call centers

Priority:

Improved Customer Service

- Projects that provide clients with straightforward information regarding their case status
- Use technology to simplify the enrollment process, facilitate reporting requirements, improve client retention, and enhance overall customer service

Examples:

- ▣ Electronic application filing
- ▣ Increased phone line capacities
- ▣ Conducting telephone interviews
- ▣ Web platforms that send text message alerts and reminders
- ▣ Web-based access to case status information

Priority:

Increased Efficiencies in Case Management Improvement

- Projects that promote innovative, technological enhancements to State eligibility systems resulting in more accurate and efficient case management

Example:

- ▣ Using data to detect patterns
- ▣ Improve reporting/tracking functionality of eligibility systems
- ▣ Enhanced monitoring of application processing and timeliness

Recap – Purpose, Priorities, & Deadline

Purpose:

To develop and implement:

- ❑ Simple SNAP application and eligibility determination systems;
- ❑ Improve access to SNAP by eligible applicants and recipients.

Priorities:

- ❑ Modernization and Innovation of Office Operations
- ❑ Improved Customer Service
- ❑ Increased Efficiencies in Case Management

Due Date:

- ❑ Application must be submitted to www.Grants.gov on **June 19, 2017**, by 11:59pm EST

REVIEW CRITERIA

Technical Evaluation Criteria

Review Criteria

- Soundness or Merit of Project Design (40 points) –
- Budget Appropriateness and Economic Efficiency (25 points)
- Organizational Experience, Staff capability and Management (15 points)
- Implementation and Evaluation (15 points)
- Presentations (5 points)

Review Criteria: Soundness or Merit of Project Design (40 points)

- The proposal includes and clearly describes the problem to be solved and provides evidence that the proposed approach is well-suited to solve the identified issue.
 - Impact
 - Quality
 - Sustainability
 - Letters of Commitment or Endorsement
 - Innovation
 - Feasibility

Special Instructions: Letters of Commitment

A Letter of Commitment is required if the grant proposal is from a State agency working in partnership with another organization(s). The letter(s) of commitment must describe:

- The organization's role in the project,
- The amount of time it intends to commit to the project and an attestation that it will cooperate with the grant applicant in implementing the project

***Must be provided on the respective organization's letterhead and be signed by an authorizing individual

Special Instructions: Letter of Endorsement

A Letter of Endorsement is required if an applicant is **not** partnering with a State agency. The State agency's letter of endorsement must:

- Explain that the State agency is aware of the projected impact on its system and is supportive of the proposed project
- Be on the respective State agency's letterhead and be signed by an authorizing official

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

- A line item budget
- A narrative that demonstrates how funds will be spent, by whom and for what purpose (**See Budget Narrative Checklist in RFA**)
- If indirect costs are shown as a budget expense, a copy of the approved negotiated indirect cost rate agreement must be attached
- If programs other than SNAP are involved with and benefit from the project, the budget must show how the costs are allocated among the benefiting programs and demonstrate that this grant is only going to fund SNAP's share.

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

- If desired, a tiered budget and narrative that describes adjustments the applicant would make if it were awarded funding at different levels (only the primary budget will be analyzed against this criterion).
- All non-profit organizations must include their 501(c)(3) determination letter issued by the Internal Revenue Service (IRS).

Review Criteria: Budget (continued)

Contractual and Consultant Costs:

Applicants who wish to hire a consultant or contract work out must provide the following information:

Consultants name and description of service

- Itemized list of all direct costs and fees
- Salaries must have the number of personnel including the position title
- Specialty and specialized qualifications as appropriate to the salary
- Number of estimated hours times hourly wage
- All expenses and fees directly related to the proposed services to be rendered to the project

Budget Checklist – Things to Consider

- Does the proposed project and budget meet the bona fide needs of the RFA?
- Is the budget summary included?
 - ▣ Does it agree with the calculations shown on the OMB budget form?
 - ▣ Is the budget in line with the project description?
- Make sure budget figures are consistent across displays and narratives.
- Use the Budget RFA Checklist found on pages 27-29 of the RFA

Review Criteria: Organizational Experience, Staff Capability and Management (15 points)

- Staff
- Credibility
- Oversight
- Communication
- Time Commitment

Review Criteria:

Implementation and Evaluation (15 points)

Presentation (5 points)

□ Implementation and Evaluation

- Timeline
- Evaluation

□ Presentation

- Quality
- Format

APPLICATION SUBMISSION & ADDITIONAL INFORMATION



Forms - REQUIRED

- **Non-Construction Grant Projects Forms: SF-424 Family**
 1. Application and Instruction for Federal Assistance (SF-424)
 2. Budget Information and Instruction (SF-424A)
 3. Assurance-Non-Construction Programs (SF-424B)

- SF LLL (Disclosure of Lobbying Activities): Indicate on the form whether your organization intends to conduct lobbying activities. If your organization does not intend to lobby, write “Not Applicable.”

Forms can be found at:

<https://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1>

Grant Program Accounting System & Financial Capability Questionnaire

- Complete the questionnaire on pages 30 – 32 of the RFA and submit with your application package
- Responses to this questionnaire are used to assist Food and Nutrition Service Agency's (FNS) in evaluation of your accounting system to ensure the adequate, appropriate, and transparent use of Federal funds.

PLEASE BE AWARE

- Obtaining a DUNS number may take several days
- To register in SAM, the applicant's DUNS number, Tax ID Number (TIN), and taxpayer name are required
- Verification takes **at least 48 hours** after registration is submitted to SAM
- Applicants must have a valid SAM registration **no later than 3 days prior** to the application due date
- Migration of permissions and/or the renewal of the entity record will require **5-7 days or more**
- Registration process for www.Grants.gov generally takes between **3-5 business days**

Special Characters **Not** Supported

- File attachment names longer than approximately 50 characters can cause problems processing packages.
- Please limit file attachment names.
- Do not use any special characters in naming the attachments.
- Special characters (example: &, -, *, ,, %, /, #, ', -),

Quick Reference Links

- For information regarding PTIG Grantees and Project Summaries – [FY2017 SNAP Process and Technology Improvement Grants](#)
- Questions regarding the RFA: Kimberly Shields, Grant Officer – Kimberly.Shields@fns.usda.gov
- To submit your completed application: www.Grants.gov by June 19, 2017, 11:59pm EST

QUESTIONS ? ? ?

