



Food and Nutrition Service

Braddock Metro Center

1320 Braddock Place Alexandria VA 22314

DATE: August 11, 2023

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SUBJECT: Fiscal Year (FY) 2023 Child Nutrition Non-Competitive Technology Innovation Grant (nTIG) Funding for State Agencies

TO: Regional Directors
Special Nutrition Programs
All Regions

Regional Directors
Grants Management and Administrative Services (GMAS)
All Regions

State Directors
Child Nutrition Programs
All States

Issuing Agency/Office:	FNS/Child Nutrition Programs
Title of Document:	Fiscal Year (FY) 2023 Child Nutrition Non-Competitive Technology Innovation Grant (nTIG) Funding for State Agencies
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Summary:	This FY 2023 Non-Competitive Technology Innovation Grant (nTIG) Notice of Funding Availability (NOFA) announces the distribution of \$25 million provided by the Consolidated Appropriations Act, 2022 (Public Law 117-103), to State agencies for the purposes of developing, improving, and maintaining automated information technology systems used to operate and manage all Child Nutrition (CN) Programs.
Disclaimer:	The contents of this guidance document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.

This FY 2023 Non-Competitive Technology Innovation Grant (nTIG) Notice of Funding Availability (NOFA) announces the distribution of \$25 million provided by the Consolidated Appropriations Act, 2022 (Public Law [117-103](#)), to State agencies for the purposes of developing, improving, and maintaining automated information technology systems used to operate and manage all Child Nutrition (CN) Programs (i.e., School Meal Programs, Summer Food Service Program, and Child and Adult Care Food Program). The Food and Nutrition Service (FNS) recognizes that State CN technology investments are essential to improving program accountability, data accuracy, program performance measurement, and the capacity to identify and target error-prone areas within and across the CN Programs at the State and Local Educational Agency or Sponsor Organization. Therefore, we strongly encourage every State agency to fully utilize the allocated funding for all technology needs including maintenance and operations. In addition, funds can be used to make the system changes necessary to implement the Summer Non-Congregate Meal Service in rural areas and for system development for Summer Electronic Benefit Transfer Program (SEBT), as authorized by the Consolidated Appropriations Act, 2023 ([PL 117-328](#)). FNS intends to provide additional technology grant funding to support SEBT early in FY 2024.

This NOFA and attachment provide guidance on the grant awards, funding, funding goals, period of performance, award/award timelines, administration, and reporting for these grants.

Grant Awards

In FY 2023, 67 State agencies are administering the CN Programs and, therefore, are eligible to receive an allocation for the Non-competitive Technology Innovation Grants (nTIGs). All eligible State agencies will receive an equal distribution based on the \$25 million in available funds (from FY 2022). Each State agency is offered \$373,134 (see attachment).

For the purposes described herein State agencies are directed to use these funds for all State technology needs. Potential uses for the nTIG funds may be applied toward system planning, system implementation, and/or system maintenance, enhancements and operations purposes which include, **but are not limited to**, the following:

- Planning activities, such as:
 - Feasibility studies and cost/benefit analyses to plan for automation projects;
 - Conducting an internal review of the data and administrative processes;
 - Hiring a contractor or university to conduct a study of the processes and recommend system solutions;
 - Consulting with stakeholders; and/or
 - Assessing current system training and oversight capabilities, needs, and effective system training.
- Implementation activities, such as:
 - Web-based software;
 - Uniform interfaces between diverse systems;
 - Interfaces to improve automation between State and local agencies, including sub-grant awards to local Sponsor Organizations or Local Education Agencies;
 - Technology equipment and/or software;

- Other innovative business automation solutions to improve program operation efficiencies, accountability, monitoring and overall program integrity at the State and local levels;
- Hiring contractors such as business analyst, project manager, program developer;
- Training for staff and/or local Sponsor Organizations or Local Education Agencies on new technology module(s) or equipment; and/or
- Purchasing hardware to implement changes accordingly.
- Maintenance and Enhancement activities, such as:
 - Annual software licensing costs;
 - System hosting costs;
 - Staffing for ongoing technology support;
 - Discreet system changes needed for FNS and State reporting changes.

FNS has issued a series of memoranda pertaining to topics related to State information technology solutions replacement or upgrade. This series, along with other valuable resources, can be found in the CN Program's "Technology Training and Resources" folder on the FNS [PartnerWeb](#).

The Catalog of Federal Domestic Assistance (CFDA) number for this grant project award is: 10.541.

Funding

For the funding available in FY 2023, FNS is offering an equal share of the \$25 million to each State agency in the amount of \$373,134.

Funding Goals

As with all Federal grant funds, procurement regulations at 7 CFR Part 210.21 and 2 CFR Part 200.317-326 apply, and technology competitively procured using these grant funds must be necessary, reasonable, and allocable. State agencies follow all Federal and State procurement laws when purchasing equipment with these grant awards.

How to Apply

To receive these funds, State agencies must submit the Standard Form (SF) -424 grants application package via email to their respective FNS Regional Office Grants Management and Administrative Services (GMAS) point-of-contact with cc: to Regional Office Program staff listed below.

Applications must be received no later than 11:59 PM Eastern Time by September 8, 2023. Late applications will not be considered.

State agencies may reach out to their respective FNS Regional Office GMAS POC with questions or technical assistance requests when preparing their application package. The Regional Office GMAS will coordinate with the CN Program POC, as applicable.

All Standard Forms (SFs) listed below can be found on Grants.gov (where they must be opened in Adobe and saved as a PDF) or as an attachment to this announcement. Please ensure all Standard Forms (SF-424, SF-424A, SF-424B, SF-LLL disclosure form, if required) are signed (i.e., print, sign, and scan/email with application). State agencies

must list the total amount of funding they will be accepting on the SF-424(a) budget form, i.e., \$373,134, under the line indicated for the “total”. The SF-424 application package for these grants does not require a wet signature.

Please note: State agencies do not have to categorize their budget total by line item on the SF-424(A).

FNS Regional Office	GMAS POC	CN POC
Mid-Atlantic Regional Office	Howard.Lockstein@usda.gov	Roberta.Hodsdon@usda.gov
Midwest Regional Office	Michael.Chambers@usda.gov	Samia.Hamden@usda.gov
Mountain Plains Regional Office	Deborah.Hammack@usda.gov	Stephanie.Faris-Willingham@usda.gov
Northeast Regional Office	Li.Liu@usda.gov	Cheryl.Fogerty@usda.gov
Southeast Regional Office	Dionne.Bounds@usda.gov	Lilly.Bouie@usda.gov
Southwest Regional Office	Jeff.Wingate@usda.gov	Efraim.Longoria@usda.gov
Western Regional Office	Rebecca.Hobbs@usda.gov	Marisa.Cheung@usda.gov

Award/Award Timeline

State agencies are responsible for signing the FNS-529, Grant Award Agreement, accompanied by Standard Terms and Conditions and returning it to their respective FNS Regional Office by no later than September 15, 2023. The FNS-529, Grant Award Agreement, does require a wet signature .

Period of Performance

The period of performance for these grants will begin on September 20, 2023, and end on September 30, 2026 (i.e., the performance period end date).

Funds not obligated by the State agency by September 30, 2026, must be returned to FNS.

Reporting

State agencies are required to electronically enter the quarterly and final financial status report (SF-425) into the Food Program Reporting System (FPRS) under the report name “*CN-TECH-INVT – CN Technology Innovation Grants*”. This report must be entered within 30 days after the close of each quarter. The final Financial Report must be entered into FPRS within 120 days of the expiration of the grant agreement. State agency staff who do not already have access to the “*CN- TECH-INVT – CN Technology Innovation Grants*” report in FPRS will need to submit an FNS-674 to their Regional Office point-of-contact (POC). The FNS-674 can be found on the FPRS Welcome page (Click Here: <https://fprs.fns.usda.gov/>)

A quarterly FNS-908 Performance Progress Report and final will be submitted via email to the Regional Office Program POC in PDF (not Word or Excel) form. On this form, State agencies will only be required to provide a narrative of how the funding was used (this can be included in the narrative portion of the form), which should include annual cost of the maintenance and operations of the State’s Child Nutrition system and identification of the goals and objectives completed each quarter. Additional instructions on how to complete limited sections of the FNS-908 will be provide under separate cover.

Key Dates and Deadlines	
September 8, 2023	Date by which State agencies submit their SF-424, Grants Application Package.
September 15, 2023	Date by which State agencies must sign their new FNS-529, Grant Award Agreement.
September 20, 2023	Date by which FNS will sign the FNS-529, Grant Agreement Award document.
September 30, 2026	States must fully obligate funds by September 30, 2026.

Questions regarding this announcement should be directed to the appropriate Regional Office. Regional Office questions should be directed to the Child Nutrition Program Monitoring and Operational Support Division (sm.fn.pmos-osb@usda.gov).

Jessica Saracino
 Director
 Program Monitoring and
 Operational Support Division
 Child Nutrition Program

Lynn Rodgers-Kuperman
 Director
 Grants and Fiscal Policy Division
 Financial Management

Attachment: FY 2023 State Funding Allocations

Agency	IT Formula Allocation for ALL State Agencies
Alaska Department of Education	\$373,134.00
Alabama Department of Education	\$373,134.00
Arkansas Department of Education	\$373,134.00
Arizona Department of Education	\$373,134.00
California Department of Education	\$373,134.00
California Department of Social Services	\$373,134.00
Colorado Department of Education	\$373,134.00
Colorado Department of Public Health and Environment	\$373,134.00
Connecticut Department of Education	\$373,134.00
District of Columbia Office of the State Superintendent of Education	\$373,134.00
Delaware Department of Education	\$373,134.00
Florida Department of Agriculture and Consumer Services	\$373,134.00
Florida Department of Health	\$373,134.00
Georgia State Department of Education	\$373,134.00
Georgia Department Of Early Care and Learning	\$373,134.00
Guam Department of Education	\$373,134.00
Hawaii Department of Education	\$373,134.00
Iowa Department of Education	\$373,134.00
Idaho Department of Education	\$373,134.00
Illinois State Board of Education	\$373,134.00
Indiana Department of Education	\$373,134.00
Kansas Department of Education	\$373,134.00
Kentucky Department of Education	\$373,134.00
Louisiana Department of Education	\$373,134.00
Massachusetts Dept. of Elementary and Secondary Education	\$373,134.00
Maryland State Department of Education	\$373,134.00
Maine Department of Education	\$373,134.00
Michigan Department of Education	\$373,134.00
Minnesota Department of Education	\$373,134.00
Missouri Department of Elementary and Secondary Education	\$373,134.00
Missouri Department of Health	\$373,134.00
Mississippi Department of Education	\$373,134.00
Montana Department of Public Health & Human Services	\$373,134.00
Montana Office of Public Instruction	\$373,134.00
Nebraska Department of Education	\$373,134.00
Nevada Department of Agriculture	\$373,134.00
New Hampshire Department of Education	\$373,134.00
New Jersey Department of Agriculture	\$373,134.00
New Mexico Public Education Department	\$373,134.00
New Mexico Early Childhood Education and Care	\$373,134.00
New York State Department of Education	\$373,134.00
New York Department of Public Health	\$373,134.00

Regional Directors and State Directors

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Agency	IT Formula Allocation for ALL State Agencies
North Carolina Department of Health and Human Services	\$373,134.00
North Carolina Department of Public Instruction	\$373,134.00
North Dakota Department of Public Instruction	\$373,134.00
Ohio Department of Education	\$373,134.00
Oklahoma Department of Human Services	\$373,134.00
Oklahoma State Department of Education	\$373,134.00
Oregon Department of Education	\$373,134.00
Pennsylvania Department of Education	\$373,134.00
Puerto Rico Department of Education	\$373,134.00
Rhode Island Department of Education	\$373,134.00
South Carolina Department of Education	\$373,134.00
South Carolina Department of Social Services	\$373,134.00
South Dakota Department of Education	\$373,134.00
Tennessee Department of Education	\$373,134.00
Tennessee Department of Human Services	\$373,134.00
Texas Department of Agriculture	\$373,134.00
Utah State Board Of Education	\$373,134.00
Virginia Department of Education	\$373,134.00
Virginia Department of Health	\$373,134.00
Virgin Islands Department of Education	\$373,134.00
Vermont Agency of Education	\$373,134.00
Washington State Office of Superintendent of Public Instruction	\$373,134.00
Wisconsin Department of Public Instruction	\$373,134.00
West Virginia Department of Education	\$373,134.00
Wyoming Department of Education	\$373,134.00
Total	\$25,000,000