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USDA GusNIP Grant Program – Produce Prescription 2023 RFA Checklist

RFA Checklist I Due May 16, 2023, at 5:00pm ET / 2:00pm PT

Below are suggested guidelines to help applicants through the application process, based on GusNIP NTAE Center TA provider experiences.

Getting Organized - Roles/Responsibilities

If you have more than one person that is able to support the development of your GusNIP proposal, we recommend assigning the following roles:

- **Proposal Development Coordinator**
 - Keeps track of all proposal elements. Responsible for keeping the proposal development team on track with deadlines and coordinates the collection of all the proposal elements.
 - Coordinates with partner organizations and facilitates partner planning meetings.
 - Supports any/all process for community engagement in planning process.
 - This can also be the person that does the final submission to USDA NIFA on Grants.gov.
- **Project Narrative Lead** - Lead writer for developing the project narrative.
- **Budget Lead** - Develops the budget and budget narrative.

Getting Organized – Application Development Timeline

- 3/14 - Attend [USDA NIFA's webinar](#)

- 3/17 - Identify proposal development team and assign roles
 - Continue one-on-one conversations with potential GusNIP PPR project partners
 - Modify and adapt this checklist based on your preferences
 - Ensure that Lead Applicant's Grants.gov, Unique Entity ID, and SAM certifications are up to date
 - Download [grant application guide](#) from Grants.gov

- 3/25 Identify [consultation requirements](#) with the GusNIP NTAE Center's Nutrition Incentive Hub



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- 5/5 Complete an administrative review of your application to ensure that your package includes all required components and follows all guidelines as defined in Part IV Application and Submission section of the RFA (starting on page 16).

Letters of Support

- 3/17 Create list of people to request Letters of Support and draft Letters of Support
- 3/20 Request a Letter of Support from the following:
- Healthcare Partner ([Download template letter](#))
 - State/Territory SNAP/NAP Agency (This is only required if your project involves SNAP/NAP transactions)
 - Other Key Partner Organizations
 - Email ta@nutritionincentivehub.org to request consultation and letter of support
- 3/20 Schedule Working Group Meetings with Project Partners including:
- Healthcare Partner
 - Other Key Organizations

Considerations for Group Meetings:

- To the extent practicable, ensure that **residents are involved in planning**; in particular, describe how the communities being served (particularly the participants, residents, and organizations), have been or will be involved in planning the project and will be engaged in its implementation and evaluation processes. Please reference planning activities, assessments, meetings, or other activities that demonstrate community and healthcare entity input into key decision-making.
 - For historically underserved communities, it is very important to have partner(s) who have knowledge and experience working with such audiences, are members of the communities the project serves, and that such partner(s) be involved in the leadership of the project.
- 4/21 Complete collection of Letters of Support and Partner Meetings:
- Healthcare Partner
 - State/Territory SNAP/NAP Agency (if your project involves SNAP/NAP transaction)
 - Other Key Organizations
 - NTAE for 1 hour application consultation, request required Letter of Support

Project Narrative Development

- 3/24 Complete Working Group Meetings with Project Partners and discuss the following:



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- Relevant community data and factors, resident/patient/community member input process, and who/how community members will continue to be involved in planning.
 - Program Goals
 - Expected Outcomes
 - Any potential additional partners
 - Evaluation Plan
 - o Questions to consider: What are important learning goals for each partner?
What are important metrics of success?
 - [Review Core Metrics required](#)
 - Assign roles and responsibilities
 - Determine meeting frequency
 - Determine timeline for proposal development
 - Work Plan
 - Logic Model
 - Project budget and budget justification
- 3/31 Complete detailed Project Narrative outline
- Project Summary/Abstract
 - Project Narrative
 - o Introduction to the Communities to be Involved in the Project and the Benefit to the Communities
 - o Personnel and Resources of the Organizations and Communities Involved in the Project
 - o Project Goals, Intended Outcomes
 - o Activities to Achieve the Goals
 - o Relationship to GusNIP Produce Prescription Program Purpose and Priorities
 - o Evaluation
 - o Sustainability
 - o Non-Supplantation
 - o (If applicable) Response to Previous Review
- 4/14 First draft of Project Narrative
- 4/21 Hold Proposal Development Working Group Meeting
- Complete drafting Project Narrative
 - Review progress and timeline on all materials
- 4/28 Second draft of Project Narrative; First draft of Project Summary / Abstract



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5/5 Project Narrative finalized

Budget Development

Visit [NIFA's Grant Guidelines for Budget guidance](#)

Visit [Considerations for Building Evaluation Costs into a GusNIP Budget](#)

- 4/3 Discuss roles in the project and budget needs for each partner. Set a process for negotiating and fitting all needs into the context of the overall project budget. Question to consider: How much should the prescriptions be?
- 4/17 Sub awardee / subcontractor budgets due to lead applicant
- 4/14 First draft of Budget and Budget Justification
- 5/5 Budget and Budget Narrative finalized
- 5/8
 - Complete SF 424 R&R Cover Sheet form
 - Complete SF 424 R&R Project Performance Site Location(s) formMake sure budget does not exceed \$500,000

Additional Application Components

Please visit the [Nutrition Incentive Hub website for tools and templates](#)

- 3/27 Develop [Logic Model](#)
 - [Example template 1](#)
 - [Example template 2](#)
- 4/3 Develop [Data Management Plan](#) + an [\(Additional NTAE resource\)](#)
Develop Evaluation Plan
Determine how to complete your [Business Plan](#)
- 4/10 Collect Proof of Legal/Non-Profit Status
Complete R&R Senior/Key Person Profile (Expanded)
Complete spreadsheet for performance sites ([See Part V of the NIFA Grants Application Guide](#))
- 4/14 Complete collection of Key Organizations Support



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- Letter(s) from Healthcare Partner
- State/Territory SNAP/NAP Agency (if necessary due to integral SNAP component in PPR program)
- Key Organizations
- GusNIP NTAE's Nutrition Incentive Hub 1 hour consultation verification

4/28 Complete additional materials for submission

- Complete Bibliography
- Current and Pending Support documents
- Conflict of Interest Forms
- If necessary, Proof of Eligibility for a Government entity as lead applicant

4/14 Business Plan completed

4/21 Select Appendices

Submission

5/11 Convert all documents to be uploaded to PDFs (word documents will not be reviewed)

5/12 Submit application via grants.gov (try to submit before deadline to avoid any last day glitches)

5/16 Applications due at 5:00pm ET / 2:00pm PT

The Nutrition Incentive Program Training, Technical Assistance, Evaluation, and Information Center (NTAE) is supported by Gus Schumacher Nutrition Incentive Program grant no. 2019-70030-30415/project accession no. 1020863 from the USDA National Institute of Food and Agriculture.