




WE WILL BEGIN SHORTLY


Language Channels

1. In your meeting/webinar controls, click Interpretation 
2. Click the language you would like to hear.
3. (Optional) To hear the interpreted language only, click **Mute Original Audio**.

Notes:

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Canal de Idiomas

1. En los controles de su reunión en línea (webinar), presione [Interpretación](#). 
2. Presione sobre el idioma que desea escuchar.
3. (Opcional) Para escuchar al traductor en el idioma seleccionado solamente, oprima Mute Original Audio.

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- Usted tendrá que unirse a la reunión a través del audio VOIP en su computadora. No podrá escuchar la interpretación de idiomas usando las opciones de su teléfono [dial in](#) o [call me](#).

Submit Questions

Question & Answer : Open the Q&A window, allowing you to ask questions to the host and panelists. We will either reply back to you via text in the Q&A window or answer your question live at the end of the webinar.

To ask a questions:

1. Enter your question into the Q&A box, then click **Send**.

Notes

- Click send **Anonymously** if you do not want your name attached to your question in the Q&A.



WIC Community Innovation and Outreach Project: Round 1 Subgrants Request for Application Budget & Personnel Webinar | February 15, 2023

BACKGROUND

- WIC is one of the nation's largest federal nutrition programs, providing healthy foods, nutrition education, breastfeeding counseling and support, and healthcare and social service referrals to more than 6 million women and young children in 2022.
- Impact: WIC leads to healthy outcomes and helps reduce racial disparities in maternal and infant health outcomes.
- Despite this, only about 50 percent of WIC-eligible women, infants, and children participated in the Program in 2020.



BACKGROUND

- In September 2022, FRAC entered into a cooperative agreement with the U.S. Department of Agriculture (USDA) Food and Nutrition Service (FNS) for the WIC Community Innovation and Outreach Project (WIC CIAO).
- The WIC CIAO Project Team includes:



- WIC CIAO will take place from September 2022–September 2027, during which time the Project Team will solicit, review, award, and evaluate subgrantees' innovative WIC outreach projects.
- The information in this webinar pertains to the first round of subgrants. A subsequent RFA will be released in advance of the next funding opportunity.

AGENDA

WIC Community Innovation and Outreach Project: Round 1 Subgrants Request for Application Budget & Personnel Webinar

- **Overview of the WIC CIAO Subgrant**
Sally Mancini, FRAC
- **Budget & Personnel**
Polly Thibodeau, FRAC
- **Application Submission & Selection, Technical Assistance & Next Steps**
Sonia Ruiz-Bolaños, UnidosUS
- **Questions and Answers**

Overview of the WIC CIAO Subgrant

Overview of the WIC CIAO Subgrant

Purpose

The purpose of WIC CIAO is to assist WIC State and local agencies, including Indian Tribal Organizations (ITOs), and nonprofit entities and organizations, including community-based organizations, and nonprofit organizations chartered under the Tribal law of a state or federally recognized Tribe, to **develop, implement, and evaluate innovative outreach strategies to increase WIC awareness, participation, redemption of benefits, and reduce disparities in program delivery.**

WIC CIAO is an exciting opportunity to expand outreach and engagement between the WIC Program and community partners.

Overview of the WIC CIAO Subgrant

Purpose

- WIC CIAO aims to spur **community innovation** in designing outreach strategies to address disparities in WIC participation, health outcomes, and access to nutritious foods.
- Best practices and lessons learned from the innovative outreach efforts of subgrant projects will be synthesized to build a series of National WIC Outreach Toolkits.



Overview of the WIC CIAO Subgrant

Eligibility

Eligible WIC CIAO applicants include the following:

- **WIC agency:** Any WIC State or local agency, including Indian Tribal Organizations (ITOs) that administer the Program.
- **Nonprofit entity:** An association, cooperative, or other organization with IRS 501(c)(3) status and nonprofit organizations chartered under the Tribal law of a state or federally recognized Tribes may apply.

Examples may include, but are not limited to:

- | | |
|------------------------------------|---------------------------------------|
| ○ Community-based organizations | ○ Colleges & universities |
| ○ Community health centers | ○ Cooperative extension services |
| ○ Hospitals | ○ Migrant health centers & camps |
| ○ Public housing sites | ○ Faith-based organizations |
| ○ Indian Health Service facilities | ○ Advocacy organizations & coalitions |

Overview of the WIC CIAO Subgrant

Eligibility

An organization or agency may apply as a singular Applicant or as part of an Applicant Team.

If applying as an Applicant Team:

- All Applicant Teams must have one primary applicant, which should include the project lead, primary contact, and budget manager. The primary applicant will receive the project funds.
- Other organizations should be included in the proposal's Applicant Team if staff members will be serving key roles in the project.
- If applying as an Applicant Team, then a letter of support is required from each organization listed on the application (see RFA Section I-C).

Overview of the WIC CIAO Subgrant Eligibility

Letter of Support from a WIC State Agency

- Applicants will be required to obtain a letter of support from their WIC State agency, which could be either a geographic State agency, a territory, or an ITO that administers the Program. demonstrating willingness to support the innovative project. This applies to all applicants except for WIC State agencies themselves.
- A template for this letter of support is provided in the RFA Appendix.
- Interested applicants should reach out to their WIC State agencies *as early as possible* to obtain a letter of support, as the process may take a few weeks.



Overview of the WIC CIAO Subgrant

Key Funding Details & Dates

January 23, 2023: RFA released

March 23, 2023: Applications due by 11:59 pm ET

- **Total funding available:** up to \$10 million will be available under this RFA.
Minimum request amount: \$100,000
Maximum request amount: \$1,000,000
 - The amount of funding requested will *not* impact scoring priority; a proposal for a \$200,000 project is just as likely to be chosen as a proposal for \$800,000. All projects will be scored according to the Selection Criteria.
- **Subgrant length and dates:** 18 months, May 2023–November 2024

Overview of the WIC CIAO Subgrant

Expectations for Participating in Evaluation

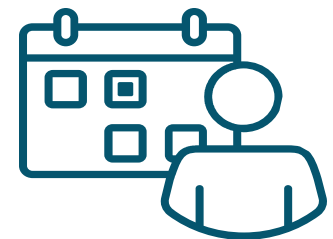
The Project Team will be responsible for the overall WIC CIAO evaluation. All subgrantees will support the Project Team's evaluation efforts. Subgrantees have options for how involved they want to be in the evaluation of their own subgrant. *See Section 3.C. of the RFA for details.*

Subgrantees are strongly encouraged to anticipate and include project staff time for evaluation support activities and other evaluation-related costs while developing budgets for their projects.

The WIC CIAO evaluation will generate robust evidence of the impact of innovative outreach projects on WIC agencies and participants.

Findings from this evaluation will be shared widely and aim to:

- Improve services in other communities and at WIC agencies
- Help ensure that all eligible families are aware of and using valuable WIC services



Overview of the WIC CIAO Subgrant

Expectations: Center Equity

The Project Team is committed to centering equity and addressing disparities. These are our definitions and guiding principles:

Equity

Equity exists when everyone has the fair and just opportunity to thrive, regardless of their identity or other social characteristics.

Equity is different from **equality**, where everyone has the same opportunity. In order to achieve equity, resources must be tailored to each person's (or community's) specific circumstances.¹

Disparity

A difference “that is closely linked with social, economic, and/or environmental disadvantage.

[D]isparities adversely affect groups of people who have *systematically* experienced greater obstacles based on their racial or ethnic group; religion; socioeconomic status; gender; age; mental health; cognitive, sensory, or physical disability; sexual orientation or gender identity; geographic location; or other characteristics [historically and/or currently] linked to discrimination or exclusion.”²

1. See figure from the [Robert Wood Johnson Foundation](#) on “equality” compared to “equity”. 2. [Healthy People 2030](#) definition of a health disparity.

Overview of the WIC CIAO Subgrant

Expectations: Center Equity

Center equity throughout the project,
including in subgrant goals and
innovative outreach strategies.

Centering equity means there is no single checkbox to show applicants are prioritizing equity.

Examples of centering equity include, but are not limited to:

- Engaging and obtaining valuable insight from community organizations and individuals
- Ensuring that the project does not have unintended negative consequences, like making disparities worse.

Budget & Personnel

Budget Overview

Allowable Expenses

Budgets may include expenses related to personnel, contractors, and approved meeting, conference, and training travel expenses (whether in-person or virtual). All funding requests should be in whole dollars.

Examples of allowable program expenses include, but are not limited to:

- Salary (personnel, contractors) and fringe benefits
- Incentives for participation by community partners and/or WIC participants
- Software (e.g., upgrades to Electronic Medical Records systems to incorporate referral processes)
- Meeting expenses (e.g., zoom accounts, travel to and from meetings, etc.)
- Outreach expenses (e.g., table fees to participate in community outreach events, flyers, travel for training purposes, such as to and from outreach events)
- Communication tool development (e.g., tools to track social media metrics)

Budget Overview

Non-Allowable Expenses

Budgets **may not** include:

- Equipment (e.g., laptops, cell phones, medical equipment)
- Supplies (e.g., office supplies for general use, although these may be covered under indirect costs through an organization's Negotiated Indirect Cost Rate Agreement (NICRA) from a Federal Agency or the 10% allowable rate)
- Travel expenses not related to training activities
- Funds for clinical care except to develop referral processes
- Reimbursement for pre-award costs
- Lobbying or advocacy
 - Publicity or propaganda purposes, for the preparation, distribution, or use of any material designed to support or defeat the enactment of legislation, appropriations, regulation, administrative action, or Executive Order before any legislative body.
 - The salary or expenses of any grant or contract recipient, or an agent acting for such recipient, related to any activity designed to influence the enactment of the legislation, appropriations, regulation, administrative action, or Executive Order proposed or pending before any legislative body.
 - Supporting events where elected officials will be present.

Budget Narrative & Budget Template: Better Together

WIC Community Innovation and Outreach Project

WIC Community Innovation and Outreach Project: Round 1 Subgrants Request for Application

Budget Narrative Template

Bullets, formulas, and tables are fine to demonstrate calculations. Please note: the subgrant period is 18 months.

Staffing

List all key employees of the primary applicant organization paid under the grant by name (or note "to be hired"), position title, description of project role, base annual salary, percentage of time devoted to project for each person/role, and number of months/years.

Example: Project Director Jane Williams, WIC Outreach Supervisor, will oversee the entire project.
 $\$100,000$ base annual salary @ 25% = \$25,000 in Year 1
 $\$101,000$ base annual salary @ 25%/6 months = \$12,625 in Year 2
 Project Total: \$

- Total Staffing Costs: \$

Links to [budget narrative](#) & [budget template](#)

WIC Community Innovation and Outreach Project: Round 1 Subgrants Request for Application Budget Template						
Please duplicate line items as needed						
Line Item				Year 1	Year 2	Total
Staffing	Position Name	% of time	Baseline salary			
	XXXX	0%	\$ -	\$0	\$0	\$0
	xxxx	0%	\$ -	\$0	\$0	\$0
Staffing Subtotal				\$0	\$0	\$0
		Rate				
Fringe Benefits		0%		\$0	\$0	\$0
Personnel Subtotal				\$0	\$0	\$0
Partner Regrant	description			\$0	\$0	\$0
Consultant/Contractor	description			\$0	\$0	\$0
Internet/Telephone				\$0	\$0	\$0
Copying/Printing/Materials				\$0	\$0	\$0
Travel				\$0	\$0	\$0
Office Space/Utilities				\$0	\$0	\$0
Other:				\$0	\$0	\$0
Other:				\$0	\$0	\$0
Other Direct Costs Subtotal				\$0	\$0	\$0
Direct Costs Subtotal				\$0	\$0	\$0
		Rate				
Indirect Costs		0%		\$0	\$0	\$0
TOTAL				\$0	\$0	\$0

Filling out the Budget Narrative

Staffing/Personnel



Staffing

List all key employees of the primary applicant organization paid under the grant by name (or note “to be hired”), position title, description of project role, base annual salary, percentage of time devoted to project for each person/role, and number of months/years.

Example: Project Director Jane Williams, WIC Outreach Supervisor, will oversee the entire project.

\$100,000 base annual salary @ 25% = \$25,000 in Year 1

\$101,000 base annual salary @ 25%/6 months = \$12,625 in Year 2

Project Total: \$37,625

Staffing Costs: **\$37,625**

Filling out the Budget Template

Staffing/Personnel



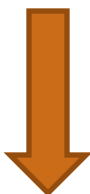
Example: Project Director Jane Williams, WIC Outreach Supervisor, will oversee the entire project.

\$100,000 base annual salary @ 25% = \$25,000 in Year 1

\$101,000 base annual salary @ 25%/2 = \$12,625 in Year 2

Total: \$37,625

Staffing Subtotal: **\$37,625**



WIC Community Innovation and Outreach Project: Round 1 Subgrants Request for Application						
Budget Template						
Please duplicate line items as needed						
Line Item				Year 1	Year 2	Total
Staffing	Position Name	% of time	Baseline			
Project Director, Jane Williams	WIC Outreach Supervisor	25%	\$ 100,000	\$25,000	\$12,625	\$37,625
	xxxx	0%	\$ -	\$0	\$0	\$0
Staffing Subtotal				\$25,000	\$12,625	\$37,625

Filling out the Budget Narrative

Fringe Benefits



Apply the primary applicant organization's fringe benefit rate to the Total Staffing Costs.

Fringe Benefit Rate: ____%

Basis for computation:

Total Fringe Benefits: \$

Example: Total Staffing Costs=\$37,625

- *Fringe Benefit Rate: 20%*
- *Basis for computation: Fringe Benefits are calculated at a rate of 20 percent of total salaries and are reflected in the personnel costs above. They include Payroll Taxes at 6%, Retirement Benefits at 5%, Health/Vision/Life/Long-Term Insurances @ 7%, Vacation @ 1%, and Flexible Spending Accounts & Dependent Care Assistance Plan @ 1%.*

Total Fringe Benefits: **\$7,525**

Filling out the Budget Template

Fringe Benefits



Example: Total Staffing Costs=\$37,625

Fringe Benefit Rate: 20%

- Year 1: 20% X \$25,000=\$5,000
- Year 2: 20% X \$12,625 =\$2,525

Total Fringe Benefits: **\$7,525**

WIC Community Innovation and Outreach Project: Round 1 Subgrants Request for Application						
Budget Template						
Please duplicate line items as needed						
Line Item				Year 1	Year 2	Total
Staffing	Position Name	% of Baseline				
Project Director, Jane Williams	WIC Outreach Supervisor	25%	\$100,000	\$25,000	\$12,625	\$37,625
	xxxx	0%	-	\$0	\$0	\$0
Staffing Subtotal				\$25,000	\$12,625	\$37,625
		Rate				
Fringe Benefits		20%		\$5,000	\$2,525	\$7,525

Filling out the Budget Narrative

Partner Regrant/Applicant Team member



For projects proposed by an Applicant Team, funding that the primary applicant will allocate to other partners should be noted as a Partner Regrant. A detailed line-item budget and budget narrative (using the templates provided below) for each Partner Regrant must be included. They should be inserted directly into the primary applicant's budget narrative.

Example: Partner regrant to Corn County Rural Child Health Coalition (RCHC). RCHC will conduct text-based outreach to their clientele. Their line item budget and budget narrative are inserted below. \$30,000 in Year 1 + \$15,000 in Year 2 = \$45,000 total

[RCHC budget and budget narrative would be inserted here, e.g., staffing, other direct costs.]

Total Partner Regrant Costs: **\$45,000**

Links to [budget narrative](#) & [budget template](#)

Filling out the Budget Template

Partner Regrant/Applicant Team member



Example: Partner regrant to Corn County Rural Child Health Coalition (RCHC).
RCHC will conduct text-based outreach to their clientele. Their line item budget and budget narrative are inserted below. \$30,000 in Year 1 + \$15,000 in Year 2 = \$45,000 total

[RCHC budget and budget narrative would be inserted here, e.g., staffing, other direct costs.]

Total Partner Regrant Costs: **\$45,000**

WIC Community Innovation and Outreach Project: Round 1 Subgrants Request for Application						
Budget Template						
Please duplicate line items as needed						
Line Item				Year 1	Year 2	Total
Staffing	Position Name	% of time	Base Rate			
Project Director, Jane Williams	WIC Outreach Supervisor	25%	\$ 0,000	\$25,000	\$12,625	\$37,625
	xxxx	0%	\$ -	\$0	\$0	\$0
Staffing Subtotal				\$25,000	\$12,625	\$37,625
		Rate				
Fringe Benefits		20%		\$5,000	\$2,525	\$7,525
Personnel Subtotal				\$30,000	\$15,150	\$45,150
Partner Regrant	RCHC to conduct text-based outreach			\$30,000	\$15,000	\$45,000

Filling out the Budget Narrative

Consultant/Contractor



For each consultant/contractor, provide the consultant's/contractor's name, a description of service, an itemized list of all direct costs and fees, number of personnel including the position title (specialty and specialized qualifications as appropriate to the costs), number of estimated hours and hourly wages per hour, and all expenses and fees directly related to the proposed services to be rendered to the project.

Examples: Consultant fees for Mrs. Castillo and Ms. Jimenez for their services providing in-depth feedback on the development of WIC outreach materials and dissemination strategies tailored to their communities, drawing on their experience as WIC participants. \$50/hour x 80 hours (40 hours each) over 18 months = \$4,000

Consultant fees for 10 WIC participants to share their experience with barriers and facilitators on keeping their children enrolled in the WIC program. 2 focus groups with 5 participants each, 1 hour. \$50/hour x 10 = \$500 in Year 1

Best Transcription Agency contractor service for transcription of 3 focus groups and 5 individual interviews. Cost estimate provided of 8 total transcriptions @ \$200 per transcription = \$1,600 in Year 1

Consultant/Contractor Costs: **\$6,100**

Filling out the Budget Template

Consultant/Contractor



Examples: Consultant fees for Mrs. Castillo and Ms. Jimenez for their services providing in-depth feedback on the development of WIC outreach materials and dissemination strategies tailored to their communities, drawing on their experience as WIC participants. \$50/hour x 80 hours (40 hours each) over 18 months = \$4,000

Consultant fees for 10 WIC participants to share their experience with barriers and facilitators on keeping their children enrolled in the WIC program. 2 focus groups with 5 participants each, 1 hour. \$50/hour x 10 = \$500 in Year 1

Best Transcription Agency contractor service for transcription of 3 focus groups and 5 individual interviews. Cost estimate provided of 8 total transcriptions @ \$200 per transcription = \$1,600 in Year 1

Consultant/Contractor Costs: **\$ 6,100**

WIC Community Innovation and Outreach Project: Round 1 Subgrants Request for Application						
Budget Template						
Please duplicate line items as needed						
Line Item				Year 1	Year 2	Total
Staffing	Position Name	% of time	Baseline			
Project Director Jane Williams	WIC Outreach Supervisor	25%	\$ 100,000	\$25,000	\$12,625	\$37,625
	xxxx	0%	\$ -	\$0	\$0	\$0
Staffing Subtotal				\$25,000	\$12,625	\$37,625
		Rate				
Fringe Benefits		20%		\$5,000	\$2,525	\$7,525
Personnel Subtotal				\$30,000	\$15,150	\$45,150
Partner Regrant	RCHC to conduct text-based outreach			\$30,000	\$15,000	\$45,000
Consultant/Contractor	Consultant fees for Mrs. Castillo and Ms. Jimenez			\$2,667	\$1,333	\$4,000
Consultant/Contractor	Consultant fees for 10 WIC participants			\$500	\$0	\$500
Consultant/Contractor	Best Transcription Agency			\$1,600	\$0	\$1,600

Filling out the Budget Narrative & Template

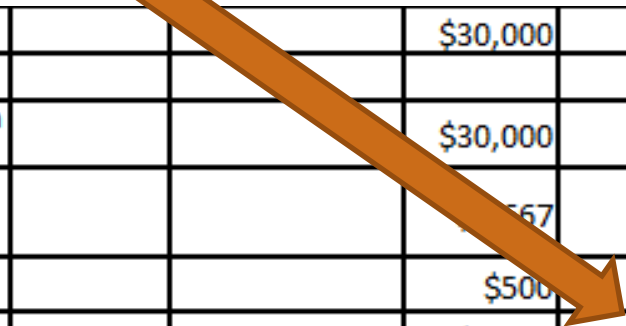
Internet/Telephone



Provide an estimate of telephone and internet resources for the project and how the amount is calculated.

Example: Cell phone allowance for 1 key project staff estimated at \$30/month to offset costs of internet and cell phone capabilities. $\$30/\text{month} \times 1 \text{ staff} \times 12 \text{ months} = \$360/\text{year} \times 1.5 \text{ years} = \540

Total Internet/Telephone Costs: **\$540**



Personnel Subtotal				\$30,000	\$15,150	\$45,150
Partner Regrant	RCHC to conduct text-based outreach			\$30,000	\$15,000	\$45,000
Consultant/Contractor	Consultant fees for Mrs. Castillo and Ms. Jimenez			\$567	\$1,333	\$4,000
Consultant/Contractor	Consultant fees for 10 WIC participants			\$500	\$0	\$500
Consultant/Contractor	Best Transcription Agency			\$1,600	\$0	\$1,600
Internet/Telephone				\$360	\$180	\$540

Filling out the Budget Narrative

Copying/Printing/Materials



Provide an estimate of copying/printing/materials required for the project, the types of copying/printing/materials, and how the amount is calculated (e.g., unit costs + number to be purchased or other basis of computation).

Example: Printing outreach postcards and flyers to distribute to potentially eligible families.

5,000 postcards @ \$0.104/piece = \$520

1,500 8x11 flyers @ \$0.19 = \$285

Subtotal = \$805 in Year 1

Total Copying/Printing/Materials Costs: **\$805**

Filling out the Budget Template

Copying/Printing/Materials



Example: Printing outreach postcards and flyers to distribute to potentially eligible families.

5,000 postcards @ \$0.104/piece = \$520

1,500 8x11 flyers @ \$0.19 = \$285

Subtotal = \$805 in Year 1

Total Copying/Printing/Materials Costs: **\$805**

Personnel Subtotal				\$30,000	\$15,150	\$45,150
Partner Regrant	RCHC to conduct text-based outreach			\$30,000	\$15,000	\$45,000
Consultant/Contractor	Consultant fees for Mrs. Castillo and Ms. Jimenez			\$667	\$1,333	\$4,000
Consultant/Contractor	Consultant fees for 10 WIC participants			\$500	\$0	\$500
Consultant/Contractor	Best Transcription Agency			\$1,600	\$0	\$1,600
Internet/Telephone				\$360	\$180	\$540
Copying/Printing/Materials				\$805	\$0	\$805

Filling out the Budget Narrative

Travel



Provide an itemized estimate of all travel expenses required for the project. Include origination/destination points, number and purpose of trips, number of staff traveling, mode of transportation (e.g., driving own car, flight, taxi, subway, etc.), and cost of each trip. If applicable, visit [GSA Per Diem Rates](#) to determine lodging and meals/incidentals rates. If applicable, visit [IRS Standard Mileage Rates](#) for driving mileage rates.

Example: Local travel driving from office (Sacramento) to 2 Partner service sites (Camino and Sunset) once a month for 1 staff. 50 miles roundtrip per visit x \$0.585 per mile = \$29.25 + \$10 parking per visit = \$39.25 x 2 sites/month x 12 months x 1 staff = \$942 in Year 1 + \$471 in Year 2 = \$1,413

Total Travel Costs: **\$1,413**

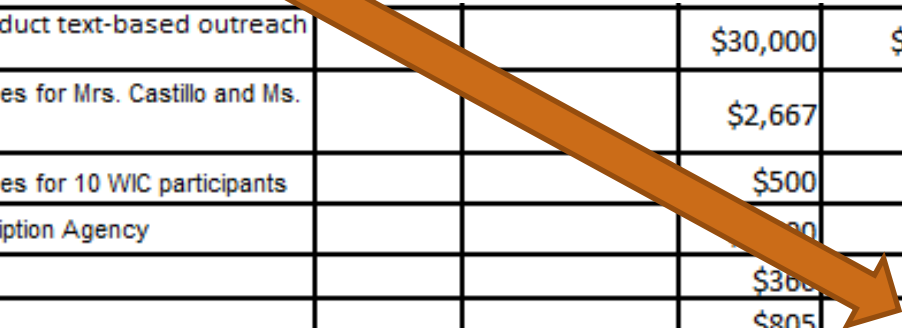
Filling out the Budget Template

Travel



Example: Local travel driving from office (Sacramento) to 2 Partner service sites (Camino and Sunset) once a month for 1 staff. 50 miles roundtrip per visit x \$0.585 per mile = \$29.25 + \$10 parking per visit = \$39.25 x 2 sites/month x 12 months x 1 staff = \$942 in Year 1 + \$471 in Year 2 = \$1,413

Total Travel Costs: **\$1,413**



Partner Regrant	RCHC to conduct text-based outreach			\$30,000	\$15,000	\$45,000
Consultant/Contractor	Consultant fees for Mrs. Castillo and Ms. Jimenez			\$2,667	\$1,333	\$4,000
Consultant/Contractor	Consultant fees for 10 WIC participants			\$500	\$0	\$500
Consultant/Contractor	Best Transcription Agency			\$1,600	\$0	\$1,600
Internet/Telephone				\$365	\$180	\$540
Copying/Printing/Materials				\$805	\$0	\$805
Travel				\$942	\$471	\$1,413

Filling out the Budget Narrative

Office Space/Utilities



Provide an estimate of office space and utility expenses required for the project and how the amount is calculated.

Example: Facilities costs (rent and utilities) are calculated based on the prorated costs (over an 18-month period) of the occupied space for the project. The formula for calculating this amount is \$25 per square foot x 465 square feet (the amount of space occupied by participants of the project based on the pro-rated amount of time they are expected to spend on the project). \$25/square foot x 50 square feet = \$1,250 in Year 1 + \$625 in Year 2 = \$1,875 in total.

Total Office Space & Utilities Costs: **\$1,875**

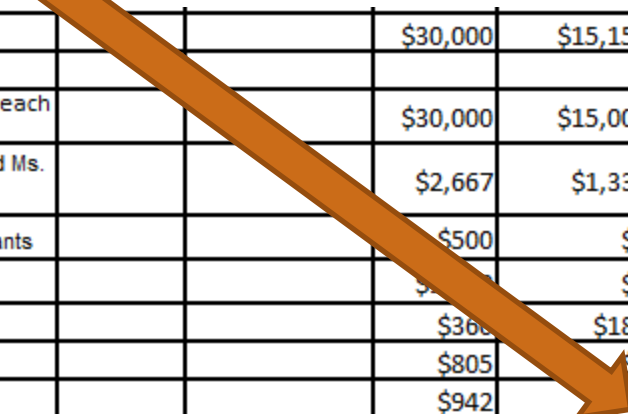
Filling out the Budget Template

Office Space/Utilities



Example: Facilities costs (rent and utilities) are calculated based on the prorated costs (over an 18-month period) of the occupied space for the project. The formula for calculating this amount is \$25 per square foot x 465 square feet (the amount of space occupied by participants of the project based on the pro-rated amount of time they are expected to spend on the project). \$25/square foot x 50 square feet = \$1,250 in Year 1 + \$625 in Year 2 = \$1,875 in total.

Total Office Space & Utilities Costs: **\$1,875**



Personnel Subtotal				\$30,000	\$15,150	\$45,150
Partner Regrant	RCHC to conduct text-based outreach			\$30,000	\$15,000	\$45,000
Consultant/Contractor	Consultant fees for Mrs. Castillo and Ms. Jimenez			\$2,667	\$1,333	\$4,000
Consultant/Contractor	Consultant fees for 10 WIC participants			\$500	\$0	\$500
Consultant/Contractor	Best Transcription Agency			\$1,600	\$0	\$1,600
Internet/Telephone				\$365	\$180	\$540
Copying/Printing/Materials				\$805	\$0	\$805
Travel				\$942	\$1	\$1,413
Office Space/Utilities				\$1,250	\$625	\$1,875

Filling out the Budget Narrative & Template

Other Costs

For all other line items listed under the “Other” heading, list all items along with the methodology on how the applicant derived the costs to be charged to the project.

Example: Incentives for participation in project-related activities. \$100 gift cards X 15 participants in Year 1. \$100 gift cards X 15 participants in Year 2. Total=\$3,000

Total Other Costs: **\$3,000**

Line Item				Year 1	Year 2	Total
Staffing	Position Name	% of time	Baseline			
Project Director, Jane Williams	WIC Outreach Supervisor	25%	\$ 100,000	\$25,000	\$12,625	\$37,625
	xxxx	0%	\$ -	\$0	\$0	\$0
Staffing Subtotal				\$25,000	\$12,625	\$37,625
		Rate				
Per Diem Benefits		20%		\$5,000	\$2,525	\$7,525
Personnel Subtotal				\$30,000	\$15,150	\$45,150
Partner Grant	RCHC to conduct text-based outreach			\$30,000	\$15,000	\$45,000
Consultant/Contractor	Consultant fees for Mrs. Castillo and Ms. Jimenez			\$2,667	\$1,333	\$4,000
Consultant/Contractor	Consultant fees for 10 WIC participants			\$500	\$0	\$500
Consultant/Contractor	Best Transcription Agency			\$1,600	\$0	\$1,600
Internet/Telephone				\$360	\$180	\$540
Copying/Printing/Materials				\$805	\$0	\$805
Travel				\$942	\$471	\$1,413
Office Space/Utilities				\$1,250	\$625	\$1,875
Other: Participant Incentives				\$1,500	\$1,500	\$3,000
Other:				\$0	\$0	\$0

Filling out the Budget Template

Total Direct Costs



Line Item				Year 1	Year 2	Total
Staffing	Position Name	% of time	Baseline			
Project Director, Jane Williams	WIC Outreach Supervisor	25%	\$ 100,000	\$25,000	\$12,625	\$37,625
	xxxx	0%	\$ -	\$0	\$0	\$0
Staffing Subtotal				\$25,000	\$12,625	\$37,625
		Rate				
Fringe Benefits		20%		\$5,000	\$2,525	\$7,525
Personnel Subtotal				\$30,000	\$15,150	\$45,150
Partner Regrant	RCHC to conduct text-based outreach			\$30,000	\$15,000	\$45,000
Consultant/Contractor	Consultant fees for Mrs. Castillo and Ms. Jimenez			\$2,667	\$1,333	\$4,000
Consultant/Contractor	Consultant fees for 10 WIC participants			\$500	\$0	\$500
Consultant/Contractor	Best Transcription Agency			\$1,600	\$0	\$1,600
Internet/Telephone				\$360	\$180	\$540
Copying/Printing/Materials				\$805	\$0	\$805
Travel				\$942	\$471	\$1,413
Office Space/Utilities				\$1,250	\$625	\$1,875
Other: Participant Incentives				\$1,500	\$1,500	\$3,000
Other:				\$0	\$0	\$0
Other Direct Costs Subtotal				\$39,624	\$19,109	\$58,733
Direct Costs Subtotal				\$69,624	\$34,259	\$103,883

Filling out the Budget Narrative

Indirect Costs

Provide the calculation used to determine how the indirect cost rate is applied to direct costs. Indicate if the applicant has obtained a Negotiated Indirect Cost Rate Agreement (NICRA) from a Federal Agency.

- If yes:
 - Upload a copy of the most recent and signed negotiated rate agreement
 - Negotiated Indirect Cost Rate: ____%
- If no:
 - 2 CFR 200 allows any non-Federal entity (NFE) that has never received a negotiated indirect cost rate to charge a de Minimis rate of **10%** of modified total direct costs (MTDC), which the NFE may use indefinitely as a Federally-negotiated rate.
 - Negotiated Indirect Cost Rate: 10%

Example: We do not have a Negotiated Indirect Cost Rate Agreement (NICRA). As such, we are applying the 10 percent de minimis rate to calculate indirect costs. The 10 percent rate is applied to all direct costs, except our partner sub-grant to RCHC for \$45,000. For that subgrant, we have applied the 10 percent rate to the first \$25,000 per subgrant, which comes to \$2,500 in Year 1.

TOTAL INDIRECT COSTS: \$8,387

Filling out the Budget Template

Indirect Costs



Line Item				Year 1	Year 2	Total
Staffing	Position Name	% of time	Baseline			
Project Director, Jane Williams	WIC Outreach Supervisor	25%	\$ 100,000	\$25,000	\$12,625	\$37,625
	xxxx	0%	\$ -	\$0	\$0	\$0
Staffing Subtotal				\$25,000	\$12,625	\$37,625
		Rate				
Fringe Benefits		20%		\$5,000	\$2,525	\$7,525
Personnel Subtotal				\$30,000	\$15,150	\$45,150
Partner Regrant	RCHC to conduct text-based outreach			\$30,000	\$15,000	\$45,000
Consultant/Contractor	Consultant fees for Mrs. Castillo and Ms. Jimenez			\$2,667	\$1,333	\$4,000
Consultant/Contractor	Consultant fees for 10 WIC participants			\$500	\$0	\$500
Consultant/Contractor	Best Transcription Agency			\$1,600	\$0	\$1,600
Internet/Telephone				\$360	\$180	\$540
Copying/Printing/Materials				\$805	\$0	\$805
Travel				\$942	\$471	\$1,413
Office Space/Utilities				\$1,250	\$625	\$1,875
Other: Participant Incentives				\$1,500	\$1,500	\$3,000
Other:				\$0	\$0	\$0
Other Direct Costs Subtotal				\$39,624	\$19,109	\$58,733
Direct Costs Subtotal				\$69,624	\$34,259	\$103,883
		Rate				
Indirect Costs		10%		\$6,462	\$1,925	\$8,387

Filling out the Budget Template

Total Request



Line Item				Year 1	Year 2	Total
Staffing	Position Name	% of time	Baseline			
Project Director, Jane Williams	WIC Outreach Supervisor	25%	\$ 100,000	\$25,000	\$12,625	\$37,625
	xxxx	0%	\$ -	\$0	\$0	\$0
Staffing Subtotal				\$25,000	\$12,625	\$37,625
		Rate				
Fringe Benefits		20%		\$5,000	\$2,525	\$7,525
Personnel Subtotal				\$30,000	\$15,150	\$45,150
Partner Regrant	RCHC to conduct text-based outreach			\$30,000	\$15,000	\$45,000
Consultant/Contractor	Consultant fees for Mrs. Castillo and Ms. Jimenez			\$2,667	\$1,333	\$4,000
Consultant/Contractor	Consultant fees for 10 WIC participants			\$500	\$0	\$500
Consultant/Contractor	Best Transcription Agency			\$1,600	\$0	\$1,600
Internet/Telephone				\$360	\$180	\$540
Copying/Printing/Materials				\$805	\$0	\$805
Travel				\$942	\$471	\$1,413
Office Space/Utilities				\$1,250	\$625	\$1,875
Other: Participant Incentives				\$1,500	\$1,500	\$3,000
Other:				\$0	\$0	\$0
Other Direct Costs Subtotal				\$39,624	\$19,109	\$58,733
Direct Costs Subtotal				\$69,624	\$34,259	\$103,883
		Rate				
Indirect Costs		10%		\$6,462	\$1,925	\$8,387
TOTAL				\$76,086	\$36,184	\$112,270

Preparing budget forms

Final checklist

Make sure you've included:

- All key staff who are paid by this grant.
- Percentage of time the project director and project staff will devote to the project.
- Your organization's/agency's fringe benefit amount.
- Itemized travel expenses, travel justifications, and basis for estimates.
- Detailed information and justification for all contracts, consultants, and subgrants.
- Detailed information and justification for all other direct expenses.
- Your organization's/agency's indirect cost rate, which is capped at 10 percent of total modified indirect costs, unless your organization/agency has a Negotiated Indirect Cost Rate Agreement (NICRA) from a federal agency (if so, please provide).
- Double-check that the staff and other resources needed to accomplish your work plan are reflected in your project budget, and vice versa.



Application Submission & Selection, Technical Assistance & Next Steps

Application Submission

Application Checklist

When submitting your application, in addition to your budget forms you'll be asked to submit the following:

- Application narrative (available through the application portal at https://webportalapp.com/sp/frac_wic-ciao, [RFA Application Template](#)).
- Work plan (template provided in RFA Appendix).
- Two-page maximum resume or biosketch for each key project staff member.
- Letter of support from a WIC State agency, including ITOs that administer the Program (required for all applicants except WIC State agencies, template provided in RFA Appendix).
- Letters of support from project partners (required if applying as an Applicant Team) and other organizations (not required) (template provided in RFA Appendix).
- Governmental information letter from IRS (for WIC State and local agencies) **or** 501c3 letter of determination from IRS (for nonprofit organizations).
- A copy of your organization's most recent audited financial statements and IRS Form 990.
- A copy of your organization's overall line-item budget for 2021 and 2022.

Application Selection

Review Process

- 1. Screening process:** Project Team staff will confirm an applicant organization's eligibility.
 - Disqualifications may occur due to one of two reasons: (1) failure to prove eligible entity status or (2) failure to submit by the closing deadline.
- 2. Application Scoring:** Project Team staff and select external reviewers will independently score proposals using the **Selection Criteria** (RFA Section VI-E). Scores will be averaged and discussed.
- 3. FNS Final Selection:** FNS will review the recommendations from the reviewers and approve final subgrantee award decisions.

A note on debriefing: Upon request, the Project Team will provide a brief written response of proposals that are not accepted for funding.

Technical Assistance

Webinars & Office Hours

The following webinars were recorded and posted on the WIC CIAO website:

- February 1, 2023: Overview of the WIC CIAO Subgrant RFA (English & Spanish)
- February 8, 2023: Project Design & Work Plan (English & Spanish)

Optional office hours will be available on the following days (you may attend more than one):

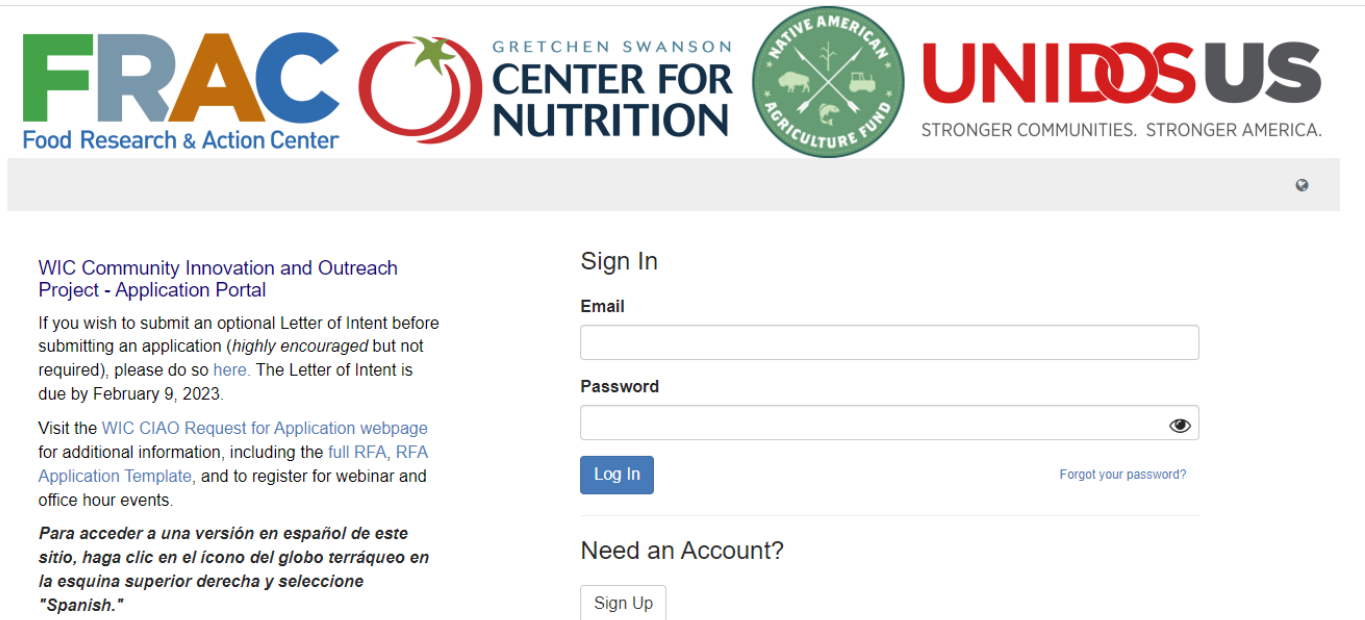
- [March 1, 2023: Office Hours \(English & Spanish\) Registration](#)
- [March 8, 2023: Office Hours \(English & Spanish\) Registration](#)
- [March 15, 2023: Office Hours \(English & Spanish\) Registration](#)

The questions submitted through webinars, office hours, or email will be collected, summarized, and answered in a regularly updated FAQ list on the [WIC CIAO webpage](#). No identifying information will be shared.

All applicants can direct questions at any time to: wic-ciao@frac.org.

Next Steps

- **Contact your State Agency *as soon as possible* for a letter of support**
- Direct questions to wic-ciao@frac.org
- Create an account through the online submission portal for the WIC Community Innovation and Outreach Project (https://webportalapp.com/sp/frac_wic-ciao)
- Applications due:
March 23, 2023



The screenshot shows the top of a web portal. At the top, there is a navigation bar with logos for FRAC (Food Research & Action Center), Gretchen Swanson Center for Nutrition, Native American Agriculture Fund, and UNIDOS US (Stronger Communities. Stronger America.). Below the navigation bar, the main content area is divided into two columns. The left column contains text about the application portal, including a link to the WIC CIAO Request for Application webpage and a link to the Spanish version. The right column contains a 'Sign In' section with fields for Email and Password, a 'Log In' button, and a 'Forgot your password?' link. Below the 'Sign In' section is a 'Need an Account?' section with a 'Sign Up' button.

FRAC Food Research & Action Center

GRETCHEN SWANSON
CENTER FOR NUTRITION

NATIVE AMERICAN
AGRICULTURE FUND

UNIDOS US
STRONGER COMMUNITIES. STRONGER AMERICA.

WIC Community Innovation and Outreach Project - Application Portal

If you wish to submit an optional Letter of Intent before submitting an application (*highly encouraged* but not required), please do so [here](#). The Letter of Intent is due by February 9, 2023.

Visit the [WIC CIAO Request for Application webpage](#) for additional information, including the [full RFA](#), [RFA Application Template](#), and to register for webinar and office hour events.

Para acceder a una versión en español de este sitio, haga clic en el icono del globo terráqueo en la esquina superior derecha y seleccione "Spanish."

Sign In

Email

Password

Log In

[Forgot your password?](#)

Need an Account?

Sign Up

Questions & Answers

Questions & Answers

- Please post your question in the Q&A section.
- Questions will be answered by Project Team members.
- All questions submitted during the webinar will be included in the Frequently Asked Question document on the [WIC CIAO webpage](#).

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