

WIC Community Innovation and Outreach Project

WIC Community Innovation and Outreach Project: Round 1 Subgrants Request for Application (RFA) Q&A Document (updated 3/22/2023)

[\(RFA in English\)](#) [\(RFA en español\)](#)

WIC CIAO RFA eligible Applicants & Applicant Team questions

- 1. Are public housing authorities that do not have IRS 501(c)(3) status eligible to apply as a primary Applicant?**
 - No, only a public housing authority with IRS 501(c)(3) status is eligible to apply as a primary Applicant.
 - Public housing authorities that do not have IRS 501(c)(3) status can be a part of an Applicant Team. (i.e., participating in the subgrant project and receiving funding) on one application and/or participate (i.e., be involved in the subgrant project but not receiving funding) on multiple applications.
- 2. Can a community-based Tribal organization apply for a WIC CIAO subgrant?**
 - Yes, 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.
- 3. Is this grant opportunity only for Native American areas?**
 - No, the WIC CIAO subgrant opportunity is available to all eligible applicants. Eligible Applicants include:
 - **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 Tribe.

- 4. Is a partnership with an Indian Tribal Organization (ITO) required to apply?**
 - No, the WIC CIAO subgrant does not require that an ITO be a part of an Applicant Team. However, all Applicants must get 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. Letters of Support demonstrate State agency willingness to support the innovative project, including providing administrative data to the Project Team.

- 5. Are Community Based Organizations (CBOs) required to involve their state WIC agency?**
 - No, CBOs do not need to include their State WIC agency as a part of their Applicant Team. However, all Applicants must get 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. Letters of Support demonstrate State agency willingness to support the innovative project, including providing administrative data to the Project Team.

- 6. Are for-profit entities eligible to apply for a WIC CIAO subgrant?**
 - For-profit entities are *not* eligible to be the primary Applicant, they are eligible to participate as part of an Applicant Team.

- 7. Can a for-profit wholly owned subsidiary of a non-profit hospital apply?**
 - For-profit entities are *not* eligible to be the primary Applicant, they are eligible to participate as part of an Applicant Team.

- 8. Are the local public health departments overseeing the WIC services eligible?**
 - Yes, WIC local agencies are eligible to apply for the WIC CIAO subgrant.

- 9. When you say this is a "subgrant" does that mean that this funding is intended for organizations that already receive funding through the WIC program?**
 - No, we are using the term "subgrant" because the Food Research and Action Center is re-granting funding received through its WIC CIAO Cooperative Agreement with the United States Department of Agriculture Food and Nutrition Service. Eligible Applicants for the WIC CIAO subgrant include:
 - **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 Tribe.

10. Is this subgrant for family group daycare providers? What will we be able to use it for?

- If a family group daycare provider is a nonprofit entity with 501(c)(3) status, it is eligible to apply for a WIC CIAO subgrant as a primary Applicant. Project proposals must address the overarching WIC CIAO goals: to increase WIC awareness, participation, redemption of benefits, and reduce disparities in program delivery.
- Family daycare providers may also be a part of an Applicant Team, if staff from the family group daycare are serving key roles in the project.

11. If applying as an Applicant Team, is there a limit to the number of Applicant members?

- No, there is not a limit on the number of organizations and/or agencies that apply for a WIC CIAO subgrant as an Applicant Team.

12. Can I apply as primary Applicant if one of my community partners is applying for a completely different project?

- Yes, it is okay to apply as a primary Applicant or as a part of an Applicant Team if a community partner is also applying for a WIC CIAO subgrant.
- Multiple applicants from the same geographic area can apply.

13. Can state health agencies be a primary Applicant?

- Non-WIC State and local governments and agencies are not eligible to be primary applicants. They can be a part of an Applicant Team (i.e., participating in the subgrant project and receiving funding) on one application and/or participate (i.e., be involved in the subgrant project but not receiving funding) on multiple applications.

14. Can local public health departments be a primary Applicant?

- Non-WIC State and local governments and agencies are not eligible to be primary applicants. They can be a part of an Applicant Team (i.e., participating in the subgrant project and receiving funding) on one application and/or participate (i.e., be involved in the subgrant project but not receiving funding) on multiple applications.

15. Are SNAP and Medicaid State agencies eligible to be a primary Applicant?

- Non-WIC State and local governments and agencies are not eligible to be primary applicants. They can be a part of an Applicant Team (i.e., participating in the subgrant project and receiving funding) on one application and/or participate (i.e., be involved in the subgrant project but not receiving funding) on multiple applications.

16. Are 501(C)4 nonprofits eligible to apply for a WIC CIAO subgrant?

- No, 501(C)4 nonprofits are not eligible to apply.

17. Can you explain what a Community Based Organization (CBO) chartered under the Tribal law of a state or federally recognized Tribe means?

- This terminology describes an instrumentality of a Tribe. Instrumentalities of Tribes (of State or federally recognized Tribes) can mean any number of things such as Tribal departments of agriculture, food authorities or even food processing or food marketing entities. Tribal governments have the latitude to determine which entities are instrumentalities of their governments. If an organization has eligible status as an educational institution or a 501(c)(3) nonprofit organization but wishes to be considered as an instrumentality of a Tribal government, it must secure and submit an authorizing document from a Tribal government to that specific effect. A statement from an organization other than a Tribal government will not suffice for this purpose.

WIC CIAO RFA Letter of Support from WIC State agency questions

1. Is the Letter of Support from a WIC State agency required?

- Applicants will be required to obtain a letter of support from a WIC State agency, including ITOs that administer the Program, demonstrating willingness to support the innovative project, including providing administrative data to the Project Team. This applies to all Applicants except for WIC State agencies themselves. Applicants can use these templates: [Letter of Support Template](#) or [Cartas de apoyo](#) when preparing their letter of support, depending on the language of preference of the State agency.

2. When is the Letter of Support from a WIC State agency due?

- The letter of support must be included as part of an Applicant's proposal. Applications are due on March 23, 2023 by 11:59 p.m. ET.

3. When should I reach out to the WIC State agency for a Letter of Support?

- 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.

4. Do Applicants need a Letter of Support from a State agency even if they have a WIC local office as a member of their Applicant Team?

- Yes, Applicants will be required to obtain a letter of support from a WIC State agency, including Indian Tribal Organizations that administer the Program, demonstrating willingness to support the innovative project, including providing administrative data to the Project Team. This applies to all Applicants except for WIC State agencies themselves.

5. As a WIC State Agency applying with one of our local WIC agencies, do we need a letter of support from the Local Agency?

- Yes, if you are applying as an Applicant Team, you need a letter of support from each member of the Applicant Team. Applicants can use page 2 of these templates: [Letter of Support Template](#) or [Cartas de apoyo](#) when preparing their letter of support.

6. What can I do if I'm having trouble getting the Letter of Support (LOS) signed by a WIC State Agency?

- WIC State Agencies are aware of this funding opportunity and that organizations will be reaching out to seek letters of support. However, if your State agency is not responsive, you should email wic-ciao@frac.org and we will help by answering questions that State agencies have about the LOS.

7. Can a WIC State Agency provide as many letters of support as requested?

- Yes, a WIC State Agency can provide as many letters of support as it deems appropriate.

WIC CIAO RFA project design questions

1. What counts as WIC outreach?

- USDA defines outreach as a way of conducting businesses to ensure that underserved individuals and groups are made aware of, understand, and have a working knowledge of USDA programs and services. Outreach will ensure that these programs and services are equitable and made accessible to all. Examples of potential outreach strategies can be found on pages 11-13 of the ([RFA in English](#)) ([RFA en español](#))

2. Can I use a subgrant to do WIC Farmers' Market Nutrition Program outreach?

- These subgrants are specific to WIC Program outreach. In areas where WIC Farmers' Market Nutrition Program (FMNP) operates, WIC participants automatically receive the FMNP benefit. Therefore, FMNP-only outreach is not necessary. It is allowable, however, for WIC CIAO subgrant projects to promote the FMNP benefit, where applicable, while implementing WIC outreach strategies.
- If applicants are interested in WIC FMNP innovation, please visit USDA FNS' WIC Innovation and Modernization webpage on Improving the Shopping Experience: <https://www.fns.usda.gov/wic/improving-shopping-experience>

3. What counts as a community-based organization?

- A community-based organization is an organization that addresses community needs and is led by community members.
- Community-based organizations are encouraged to apply as part of an Applicant Team, or as a primary Applicant if they have non-profit status.
- If a community-based organization would like to participate in a project but is not part of the Applicant Team (i.e., not receiving funding and does not have any staff playing key roles on the project), the organization can be engaged as a partner under strategies developed for the Expanding Partnerships Priority Area.

4. What counts as an underserved population? How can I prove my target population is underserved?

- A population can be considered a "priority population" if the group experiences disparities in (1) access to or use of WIC and/or (2) maternal and child health/nutrition outcomes.
- Potential data sources include, but are not limited to: the knowledge and experiences of community members and staff at community-based organizations, administrative data from WIC agencies, data from hospital Community Health Needs Assessments, and patient data from a federally qualified health center or other medical entity. For other examples of potential data sources, see page 12 of the ([RFA in English](#)) ([RFA en español](#))

5. How do I make sure equity is centered in my proposal?

- Include applicants that serve and/or are from historically and currently marginalized populations with disparities in access to WIC and other maternal and child health resources. This is one of the features of a successful project proposal. See RFA page 5, Section II-B for more information.
- Proposals should involve the input, feedback, and/or leadership of members of the priority population, and these individuals should be appropriately compensated for their time and expertise.
- The proposal narrative should reflect appropriate understanding of the historical and systemic reasons for existing disparities. In addition, the narrative should reflect that the applicants have thought through how their proposed goals and strategies will impact equity and anticipate potential unintended consequences. See RFA page 6, Section II-D for more information.
- Applications will be scored for *Community Assessment and Addressing Equity*, which includes clearly defining community strengths and resources and how they will be used in the proposed project to improve WIC, how the project impacts disparities, and describing how the applicant/Applicant Team has a history of serving, representing, and/or focusing on underserved communities (see Section VI-D for the full list of Selection Criteria). ([RFA in English](#)) ([RFA en español](#)).

6. Can I evaluate my proposed intervention?

- Yes, while the Project Team will be responsible for the overall WIC CIAO evaluation, and subgrantees will support the Project Team to develop robust evaluation plans for their subgrants, subgrantees may choose to conduct their own evaluation activities. The Project Team will be available to assist with evaluation activities for any subgrantee that needs assistance.

7. Do projects need to focus on a single community?

- No, projects do not need to focus on a single community. However, the proposal narrative should reflect appropriate understanding of the historical and systemic reasons for existing disparities in accessing WIC services. In addition, the narrative should reflect that the Applicants have thought through how their proposed goals and strategies will impact equity and anticipate potential unintended consequences. See RFA page 6, Section II-D for more information.

8. The workplan has sections for three separate goals. Are all three goals required?

- No, projects are not required to have three goals. We recommend Applicants address 1-3 goals in their project proposal.

9. Can WIC CIAO subgrant funding be used to screen potential participants for WIC eligibility?

- Yes, this could be an activity under the expanding existing and/or establish new partnerships priority area.
- The purpose of the WIC CIAO subgrant is to develop, implement, and evaluate innovative outreach strategies to increase WIC awareness, participation, redemption of benefits, and reduce disparities in program delivery.

10. Is the community assessment part of the grant application?

- The community assessment is part of the grant application. It is covered in questions 1-3 in the WIC CIAO subgrant online application. In the community assessment section, we ask applicants to describe the local context (population, barriers, needs, strengths, etc.), including identifying local community resources and challenges that affect different populations and impact the strength and reach of the community's WIC Program.

11. How should I approach the community assessment section of the WIC CIAO subgrant application?

- The community assessment is supposed to be completed as part of the application, but it is not the Project Team's intention that it be a complex process. The community assessment should be completed using input from community partners that are already part of the Applicant/Applicant Team's network, or data the Applicant/Applicant Team has in house or easy access to. The scope should just be large enough to (1) identify the priority population and (2) understand community needs and resources to make sure that the project proposal is tailored to local context and will likely reduce disparities. The community assessment is where the Applicant/Applicant Team demonstrates that they have a baseline level of understanding of their community and priority population.

12. If our WIC CIAO proposal includes conducting a needs assessment to better understand the needs and barriers in our community, can we expand our list of partners after a subgrant award based on the results of the needs assessment?

- Yes, there is flexibility allowed. You should identify who your partners will be as accurately as you can, but also note that some things may change based on the assessment in your narrative.

13. What is the definition of "innovation" for the WIC CIAO subgrant?

- For the purpose of this subgrant, innovation is defined as at least one of the following:
 - i. A new strategy that has not yet been evaluated for impact on WIC awareness, participation, redemption of benefits, and reducing disparities in program delivery.
 - ii. A strategy that will substantially improve upon a known outreach strategy or adapt it for diverse communities and circumstances.
- A number of [strategies](#) have been implemented to increase WIC awareness and participation. Applicants should use the linked report to learn more about promising strategies in WIC outreach and identify areas for further innovation.

14. Are subgrantees allowed to collect new data if there is limited existing data (particularly qualitative) that exists?

- Yes, Applicants are allowed to collect new data, if necessary, and we encourage the collection of qualitative data from community members and organizations. However, the goal of data collection is not necessarily to field new surveys or other types of large data collection that may require significant resources.
- Since we are looking for subgrantee projects to be transferable to other communities that will not have access to funding from this subgrant opportunity, we are most interested in creative ways of using data that is already available in the community.

15. Can you provide an example of innovation being sustained beyond the end of the grant period?

- Putting in place systems or processes that sustain partnerships and/or the use of community-level data beyond the WIC CIAO subgrant funding.

16. How should I structure the goals for my WIC CIAO subgrant?

- Goals should reflect what the subgrant intends to accomplish. Examples of goals include, but are not limited to:

- Improved awareness of WIC benefits and services among a county’s immigrant population.
- Increased WIC enrollment among those who are eligible in a rural community.
- Increased use of WIC food package benefits among enrolled participants who live in a neighborhood with low access to WIC-authorized vendors.
- Increased retention of children up to age 5 among military families.

For more information on the goal section of the WIC CIAO subgrant, see page 9 of the RFA.

WIC CIAO RFA evaluation questions

1. Are WIC State agencies expected to share data with non-WIC applicants/awardees for evaluation?

- No, WIC State agencies are not expected to share data with the funded subgrantee or its partners. FNS and the Project Team will work with WIC State agencies directly to collect data for evaluation purposes.
- FNS will be conducting an evaluation of all projects on WIC outreach, innovation, and program modernization efforts funded by the American Rescue Plan Act (P.L. [117-2](#)). Per the WIC program regulations at [7 CFR 246.26\(k\)](#), State and local WIC agencies and contractors must cooperate in studies and evaluations conducted by or on behalf of FNS, related to programs authorized under the Richard B. Russell National School Lunch Act and the Child Nutrition Act of 1966 ([42 U.S.C. 1786](#)).
- If necessary, the Project Team will work collaboratively with State agencies to identify and obtain, if possible, other types of aggregated and de-identified data needed for the evaluation of subgrant projects.

2. Do WIC State agencies need to help their local subgrantees with survey development/focus group questions?

- No, WIC State agencies are not expected to provide evaluation technical assistance to their local subgrantees.
- The CIAO Mentor and Project Team will provide technical assistance on evaluation to all subgrantees, including on developing surveys and/or focus group questions, if necessary.

For more evaluation information, see the WIC State Agency Briefing: [WIC CIAO Evaluation and Letter of Support \(LOS\)](#)

WIC CIAO RFA budget questions

- 1. Can the project lead, primary contact and budget manager be the same person?**
 - Yes, the primary Applicant can have the same person serve as project lead, primary contact and budget manager.

- 2. Can WIC CIAO funding be used to hire staff (i.e., community outreach coordinators)?**
 - Yes, WIC CIAO subgrant funding can be used to hire staff needed to carry out the proposed project. Budgets may include expenses related to personnel, contractors, and approved meeting, conference, and training travel expenses (whether in-person or virtual).
 - For a full list of allowable program expenses, see RFA Section V-D ([RFA in English](#)) ([RFA en español](#)).

- 3. Will new employees hired by a WIC State or local agency with funding through a WIC CIAO subgrant be considered WIC employees and have access to the State's management information system (MIS)?**
 - Subgrantees will need to follow the State and local agency's policies and procedures for employee hiring, onboarding, responsibilities, and MIS access.

- 4. When preparing my WIC CIAO subgrant budget documents, what are the timeframes for Year 1 and Year 2?**
 - Year 1: May 1, 2023-April 30, 2024
 - Year 2: May 1, 2024-October 31, 2024

- 5. I work for a department within a larger entity (e.g., health department within a city, research center within a university), do I submit my department's overall line-item budget or the overall line-item budget for the larger entity?**
 - The department or center's overall line-item budget would be more appropriate than that of the larger entity.

- 6. Will there be any meetings that our staff will need to attend in person?**
 - No, there will be no required, in-person meetings for WIC CIAO subgrantees.

- 7. Are the funds provided up front or reimbursed?**
 - Funds will be awarded up front, not reimbursed.

8. Can I include expenses for digital marketing or advertising in my WIC CIAO project budget?

- Yes, expenses related to a digital marketing/advertising campaign are allowed. They should align with your larger project goals and be informed by your community assessment.

9. Can I use a WIC CIAO subgrant to purchase a vehicle to provide mobile WIC?

- No, equipment purchases are not an allowable expense under this subgrant opportunity.

10. Are the travel costs associated with running a mobile WIC clinic an allowable expense?

- Yes, the travel costs associated with running a mobile WIC clinic would be an allowable expense.

11. What is the difference between a consulting/contracting line item and a partner regrant line item?

- The consulting/contracting line item is for expenses paid to entities that are not partners.
- The partner regrant line item is for Applicant Team members whose staff will be serving key roles in the project.
- See the [Budget Narrative Template](#) for more detailed information.

12. Should I include evaluation expenses in the budget or is that part of the built in support?

- Every subgrant application should include evaluation in the budget.
 - The amount of time and other expenses included in the budget will vary depending on the approach the Applicant or Applicant Team plans to take for evaluation. All subgrantees will be expected to work with the Project Team for the overall CIAO evaluation. Project Team time should not be included in Applicant budgets.
 - If the Applicant or Applicant Team proposes to evaluate their own subgrant project and/or to use an evaluation partner or contractor, then funds for those items, activities, and personnel effort should be included in the budget.
- If an Applicant or Applicant team proposes to request the Project Team's evaluation services, the Applicant does not need to include any Project Team expenses but should still plan for some Applicant or Applicant Team time. The Applicant or Applicant Team will still need to be involved in evaluation, even if the Project Team is leading the subgrant evaluation effort.

- In addition to staff time, all Applicants and Applicant Teams are strongly encouraged to anticipate other evaluation-related costs while developing budgets for their projects, including but not limited to participant incentives and survey software.

13. There is a formula in the WIC CIAO budget template that adds \$1,000/year in Year 2. Can we change to our real, forecasted increase or is the increase capped at \$1,000?

- Annual salary increases are not capped and should be included. The \$1,000 is provided only as an example, so please adjust the formula as needed.

14. Can the Budget Manager be included in the staff section of the WIC CIAO budget or would their work be categorized as an indirect cost because they are in the accounting department?

- Salary support for a Budget Manager should not be included under Personnel. Their support would be captured under indirect costs.

15. We plan to select consultants and contractors based on a competitive selection process, if funded. Is it acceptable to not name the consultant and explain the selection process?

- Yes, this is acceptable.

16. Can I include a faith-based group as a consultant/contractor for assisting with subgrant-related activities?

- Yes, a faith-based group can serve as a consultant/contractor to assist with subgrant-related activities.

17. If transportation to WIC appointments and/or to redeem benefits is identified as a barrier to service, would public transportation, contract transportation services, or transportation vouchers/incentives be allowable?

- Yes, a WIC State agency may use CIAO subgrant funds. A State agency may also use nutrition services and administration (NSA) program funds to support transportation to clinics *if the service is essential to assure program access* ([7 CFR 246.14\(c\)\(7\)](#)).
- Yes, a WIC local agency may use CIAO subgrant funds to support transportation to clinics. Additionally, a WIC local agency may use NSA program funds to provide transportation services to clinics with prior approval from the State agency ([7 CFR 246.14\(c\)\(7\)](#)).
- Yes, a WIC State or local agency may use CIAO subgrant funds to support transportation to WIC vendors to obtain supplemental foods. NSA funds must NOT be used to provide transportation, nor to directly reimburse participants for transportation ([7 CFR 246.14\(c\)\(7\)](#)).

- Yes, a non-WIC entity (e.g., a nonprofit applying as an Applicant or part of an Applicant Team) may use CIAO subgrant funds to support transportation to and from WIC clinics and WIC vendors.

18. Will a WIC CIAO subgrantee be required to provide quarterly financial reports?

- Yes, WIC CIAO subgrantees will be required to provide quarterly financial reports to FRAC throughout the 18-month subgrant period. FRAC will provide subgrantees with a template for completing the report. See pages 15-18 of the RFA for a table summarizing the responsibilities of WIC CIAO subgrantees.

19. Do you know what questions we will be asked in the quarterly reports so we can know how much time to allocate in the workplan and budget for completing those reports?

- We do not yet know those questions, but we are committed to minimizing the burden of reporting.

20. Is the final report due within the 18-month project period, or will we be able to finish all project activities and then subsequently report on what we did?

- The final report will be due at the end of the 18-month project period.

21. Will a WIC CIAO subgrantee be asked to track staffing time spent on this subgrant?

- You will be required to submit quarterly financial reports. The level of detail of those reports will be equivalent to that of the budget template itself. The onus will be on the WIC CIAO subgrantee to track staffing time and that it aligns with what was projected in the budget. You won't be required to submit copies of timesheets or hours, however.

22. Is there a maximum dollar value for incentive items or restrictions on what types of incentives could be provided?

- For purposes of this RFA, small incentives may be used to encourage participants to respond to evaluation-related activities (e.g., interviews, surveys, focus groups). These individuals should be appropriately compensated for their time and expertise. All proposed incentive costs should be reasonable and necessary to carry out the project's goals and objectives. Examples of allowable financial incentives include coupons or gift cards redeemable for food or general household items.

23. Are participant incentives (hypothetically, creating an advisory council of participants to help influence outreach) allowable?

- Yes, compensating WIC participants to serve on an advisory or otherwise elicit their feedback is allowable and encouraged.

24. If we haven't yet identified individuals or groups who will be providing feedback on material/outreach efforts, should they be added as incentives in our budget?

- Yes, if you plan to ask individuals or groups to provide feedback on outreach materials and efforts, you should include an estimate of compensation for them in the budget.

25. Is giving out checks to participant also considered incentive (if we prefer not to give gift cards)?

- Yes, providing compensation to WIC participants is allowable. You would treat them as consultants.

26. Is opening a new WIC clinic an allowable expense?

- No, initiating a new local agency or expanding a current local agency to a new clinic site is not an allowable cost.

27. Is developing referral processes in clinical settings an allowable expense?

- Yes, funds can be used to develop referral and other data sharing processes in clinical settings.

28. Is equipment an allowable expense?

- No, equipment is not an allowable expense.

29. If we have another grant around food systems advocacy, does that disqualify us from applying to WIC CIAO?

- No, having another grant for advocacy does not disqualify you from applying to WIC CIAO. You may conduct advocacy with support provided by a separate funding source, but you may not conduct advocacy with the support or funding of this subgrant.

30. If we have an approved cost allocation plan, are we able to follow it rather than use di minimis or modified total direct cost rate?

- If your organization has an approved cost allocation plan from a federal agency such as HHS or the Justice Department, then you should use the indirect cost rate of that plan.

31. Is the indirect cost rate capped at 10%?

- If you do not have a Negotiated Indirect Cost Agreement (NICRA) from a federal agency, then the indirect cost rate is capped at 10 percent.

32. How do I fill out the office space budget line item if my organization or agency owns the building?

- If you own the building, you can include the percentage of the mortgage that can be allocated to the project time devoted by the project staff.

33. Are office space and utility expenses considered to be part of indirect cost rate?

- No, office space and utilities are an allowable direct cost of this RFA and should be included as a line-item in the budget template.

34. Can we include depreciation, maintenance, and insurance costs for a building we own?

- If applicants want to include building depreciation in their subgrant budget, they should review the requirements and guidance at [2 CFR 200.436](#). Please remember that charges for depreciation must be supported by adequate property records, and physical inventories should be taken before the subgrant project ends to ensure that the assets exist and are usable, used, and needed.
- If applicants want to include maintenance and insurance costs in their subgrant budget, they should review the requirements and guidance at [2 CFR 200.452](#). All costs incurred for improvements (which add to the permanent value of the buildings and equipment or appreciably prolong their intended life) must be treated as capital expenditures. These costs are only allowable to the extent not paid through rental or other agreements.

35. Please clarify the cell phone & cell phone charge portions of the WIC CIAO budget.

- Cell phones are considered equipment, so the purchase of them for staff or WIC participants involved in WIC CIAO is not an allowable cost. You can, however, include funding for cell phone and internet use related to the project as a line item in your budget.

36. Does an organization have to have a past financial audit to be eligible to apply, or is a 990 sufficient?

- Organizations with a 2021 financial audit should submit their audit and their IRS Form 990 with their application in RFA Section 5: Attachments. If your organization has not had a financial audit, an IRS Form 990 is sufficient.

WIC CIAO RFA funding questions

1. My organization serves multiple communities, can I be on more than one application?

- WIC CIAO will fund a given organization or agency through only one subgrant; funding cannot be received through multiple subgrants. However, organizations or agencies may appear as partners (i.e., participating in the subgrant project but not receiving funding) on multiple applications.

2. Can funding for this project supplement an existing project?

- WIC CIAO subgrant funding cannot supplement an existing project. The purpose of the WIC CIAO subgrant projects is to fund new, innovative outreach strategies to increase WIC awareness, participation, redemption of benefits, and reduce disparities in program delivery.

3. How many subgrants will be awarded?

- There is not a predetermined total number of WIC CIAO subgrants that will be awarded.

4. Does our application have a better chance of being selected if we ask for more/less money?

- The amount of funding requested will not impact scoring priority. For example, a proposal for a \$200,000 project is just as likely to be chosen as a proposal for \$800,000.
- All proposed costs must be reasonable, necessary, and allocable to carry out the project's goals and objectives. All applications cleared for review will be reviewed using the same criteria. See section *E. Selection Criteria* in the WIC CIAO Subgrant Request for Application (RFA) for a full list of criteria that applications will be assessed on and the number of points possible for each criteria. ([RFA in English](#)) ([RFA en español](#)).

5. Is this a multi-year grant?

- The WIC CIAO subgrant is an 18-month grant with an anticipated start date of May 2023 and end date of November 2024.

- 6. What are the reporting requirements for WIC CIAO subgrantees?**
 - See pages 15-18 of the RFA for a table summarizing the responsibilities of WIC CIAO subgrantees. The table is meant to help subgrantees plan for required staff time and project management activities related to implementation of the WIC CIAO subgrant.

- 7. Will there be a 2nd round of grant opportunities? If so, do you know approximately when this opportunity will become available?**
 - Yes, there will be a 2nd round of WIC CIAO subgrant funding. A Request for Application will most likely be released in summer 2024.

- 8. Will subgrantees funded through the Round 1 RFA be given a preference in Round 2?**
 - No, Round 1 subgrantees will not be given a preference in Round 2 based on their participation in Round 1.

- 9. Can a WIC State Agency be involved in as many projects as requested and has capacity for, so long as they are not the primary applicant on more than one application?**
 - Yes, a WIC State Agency has the discretion to be involved as a partner (i.e., participating in the subgrant project but not receiving funding) in as many projects as it deems appropriate so long as it is not the primary Applicant or a part of an Applicant Team in more than one application.

- 10. Can you provide information on other organizations in our area that are interested in applying so we can form a project team?**
 - No. We encourage potential applicants to reach out to State, Tribal, local and community-based organizations within their area for potential partnerships and collaboration.

WIC CIAO RFA application submission questions

- 1. How can I apply? Where?**
 - To apply, please submit your application in the [WIC CIAO Application Portal](#). See section *VI Submitting an Application* in the WIC CIAO Subgrant Request for Application (RFA) for additional information on applying. ([RFA in English](#)) ([RFA en español](#)).

2. When is the WIC CIAO subgrant application due?

- Applications are due on March 23, 2023 by 11:59 p.m. ET.

3. Are there page limits to any of the descriptive answers?

- There is a maximum word limit for questions that require a narrative response. The word limits vary by question and range from 200 words to 1,500 words.

4. Are citations needed when answering WIC CIAO subgrant application questions?

- No, citations are not needed. If you do add citations, please include them in the narrative text box for the question.

5. Can I submit an emailed version of the application? Will paper submissions be allowed?

- Emailed applications and paper submissions will not be accepted. Applicants must submit via the [FRAC online portal](#). All applicants are required to register on the portal before commencing the application process. For more information about the application process, please refer to Section VI (Submitting an Application) of the ([RFA in English](#)) ([RFA en español](#)).

6. Can I submit my application in Spanish?

- Yes, you can submit an application in Spanish through the [FRAC online portal](#). In the upper right hand corner of the webpage, click on the world icon (see below). If your application is submitted in Spanish, it will be reviewed by Spanish-speakers, it will not be translated to English first.



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Spanish

Proyecto de extensión e innovación comunitaria de WIC - Portal de aplicaciones

Si desea enviar una carta de intención opcional antes de enviar una solicitud (*muy animado* pero no requerido), por favor hágalo [aquí](#). La carta de intención vence el 9 de febrero de 2023.

Visita el [Página web de solicitud de solicitud de WIC CIAO](#) para obtener información adicional, incluida la [RFA completo](#), [Plantilla de solicitud de RFA](#) y registrarse para seminarios web y eventos de horario

Registrarse

Correo electrónico

Contraseña

Iniciar sesión

[¿Olvidaste tu contraseña?](#)

7. How will I know that you received my application?

- When all required sections of the application are complete within the [Application Portal](#), the "Submit" button will become green and clickable. The submission is not fully submitted until you click the green "Submit" button. Once you click "Submit," you will receive a confirmation email to the email address you provided for the Applicant Contact in the Profile of the Application Portal. If you did not receive the confirmation email, please direct your questions to the WIC CIAO Project Manager at wic-ciao@frac.org.

6. Is a Letter of Support from each partner required when submitting an application?

- The letter of support is only required for Applicants applying as an Applicant Team and is due at the time of application. (see RFA Section I-C ([RFA in English](#)) ([RFA en español](#))).
- Organizations must be included in the proposal's Applicant Team if staff members will be serving key roles in the project. Only one Letter of Support is needed from each member of an Applicant Team.

7. Can additional users be added to work on the application in the portal?

- No, only one user can access an application in the [WIC CIAO Application Portal](#). We will look into adding this feature in the future.

8. Are we able to upload non-required attachments in the portal (e.g., a larger assessment)?

- There is not a way to upload non-required attachments. Applicants can describe the results of a larger assessment in their narrative or include a link if it's posted online.

WIC CIAO Technical Assistance questions

1. What is the purpose of the WIC CIAO Mentor Team?

- Each selected subgrantee will be assigned a WIC CIAO Mentor Team to provide individualized technical assistance to help reach your goals during the subgrant period. The WIC CIAO Mentor Team will include the WIC CIAO Project Manager, one Evaluation lead from GSCN, and one WIC Programmatic lead from FRAC or UnidosUS. For subgrantees from Native communities, the technical assistance team will also include one mentor from NAAF.

WIC CIAO RFA webinar & office hours questions

1. Will questions be answered via a return email or only posted to the FAQs?

- Questions raised during WIC CIAO RFA webinars will be posted in a Frequently Asked Question (FAQ) document on the [WIC CIAO Project website](#)
- Questions can also be emailed WIC CIAO Project Manager at wic-ciao@frac.org and answers will be returned via email. The Project Team will make every effort to return emailed questions in a timely manner.

2. When will questions that aren't answered during the webinar be posted online?

- A FAQ document will be posted to the [WIC CIAO Project website](#) and will be continuously updated with attendee questions during each webinar until March 22, 2023.

3. What level of detail will be shared during office hours?

- During the office hour sessions on March 1, 8, & 15, the Project Team will be able to answer questions related to the RFA in real time and go into more detail on a specific topic, as needed.

4. Will office hours be available in Spanish?

- Yes, there will be a breakout room for Spanish speakers.

5. How will office hours be organized?

- Office hours will be organized around sections of the RFA including, including but not limited to: (1) project design and innovation, (2) application requirements, and (3) specific considerations for applicants from Native communities.

6. Are there any questions that you will not be able to answer during office hours?

- We will not be able to provide feedback on an Applicant or Applicant Team's specific proposal.

7. Will the webinars be recorded?

- Yes, the webinar will be recorded, and will be posted to [FRAC's YouTube webpage](#) and the [WIC CIAO Project website](#)

8. Will registrants have access to the slides?

- Yes, registrants will have access to the slides. Slides will be posted to the [WIC CIAO Project website](#) after the webinar.

WIC CIAO RFA Letter of Intent questions

1. Is there a sample of a Letter of Intent?

- The Letter of Intent (LOI) is a short, five question online form. A link to the optional LOI is available on the left-hand side of the [WIC CIAO Application Portal](#). You can also access it directly through the [WIC CIAO LOI webpage](#).



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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), we 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

2. Will Applicants receive feedback on their Letter of Intent?

- No, the Letter of Intent is a short, five question online form. The Letter of Intent will *not* be considered in the review process. It is meant to provide useful information to the Project Team about (a) RFA dissemination and (b) preparing for subgrant technical assistance.

3. Is the Letter of Intent required for the primary applicant and/or all partners?

- a. The Letter of Intent (LOI) is *not* required by the primary Applicant or an Applicant Team. The LOI is optional and if an Applicant Team chooses to submit a LOI, one letter can represent the Application Team. The LOI will *not* be considered in the subgrant review process. WIC CIAO Applicants who do not submit a LOI by the specified deadline may still submit an application by the application due date of March 23, 2023.

