

FORM 2 – APPLICANT’S ORGANIZATIONAL OVERVIEW

Instructions: The Applicant’s Organization Overview section shall contain the following information about the Applicant. If the Application is a cooperative or joint venture between two or more entities, all information required in this section shall be provided for all entities, even if a new legal entity has been created or is planned to be created for the purposes of the Subaward.

Organization Information. Applicant’s full legal name, including any other “doing business as” names, or any previous names the organization used. A UEI number shall be provided. A parent UEI number shall also be provided, if applicable.

Summary of Federal Grants Experience. A description of Applicant’s previous experience with receiving federal funds. This shall include, but not be limited to, experience receiving federal funds as a recipient or a Subrecipient. Applicants will need to outline the amount and sources of non-federal funds that will be used to provide services (these would be reimbursed at 50%). Applicant should describe and demonstrate knowledge of the Uniform Grant Guidance / HHS Grants Guidance (as applicable), as well as any specific experience with the particular federal program and funding source that funds this RFA. Applicants will provide details on prior experience with and capacity to manage governmental contracts. Funds must be accounted for separately and documented adequately to qualify for SNAP Next Step E&T reimbursement.

Summary of Programmatic Experience. A description of Applicant’s experience with the type of programming or work contained in the Project Description, or other relevant work. Applicants will detail their ability to maintain compliance with all aspects of the SNAP Next Step E&T programs funding requirements, including data tracking, assisting with the production of Annual Progress Reports, and submitting renewal documents.

Personnel and Management. Applicant should identify individuals employed by Applicant, on its board of directors, or otherwise affiliated with Applicant, who have a demonstrated knowledge or experience with federal grants, the Uniform Grant Guidance or the HHS Grants Guidance, programmatic experience, or other relevant experience.

Agreements Terminated or Costs Disallowed. Applicant must provide a summary of any agreements executed within the last five (5) years with federal awarding agencies or pass-through entities (either as grant agreements, cooperative agreements, Subawards, or contracts) that:

- Were terminated for cause; or
- Where Specific Conditions were placed on Applicant (see 2 CFR § 200.207 or 45 CFR § 75.207).

Monthly Reporting. Applicants will describe their ability to complete monthly reporting documents to capture required information. Information required by State and Federal governments changes rapidly, thus requiring changes in reporting during the contract period.

Comprehensive Management Information System. Applicants will describe the extent to which they have in place a comprehensive management information system and system unit to comply with the changing fiscal and performance reports required.

If an Applicant has been disbarred by the United States Federal government, it is not eligible to receive funding under this RFA.