

MARYLAND DEPARTMENT OF HUMAN RESOURCES
FAMILY INVESTMENT ADMINISTRATION

GRANT APPLICATION – FEDERAL FISCAL YEAR 2013
(October 1, 2012 – September 30, 2013)

MARYLAND'S PROJECT TO INCREASE FOOD SUPPLEMENT PROGRAM (FSP)
CUSTOMERS' ACCESS TO FARMERS MARKETS

PROJECT INFORMATION AND FUNDING GUIDELINES

The following guidelines and deadlines have been established for Federal Fiscal Year 2013. Please read them carefully.

Section I. Project Purpose

1. The State of Maryland Department of Human Resources (DHR) received funding from the United States Department of Agriculture, Food and Nutrition Service (USDA - FNS) to increase Food Supplement Program (FSP) customer's access to farmers markets.

Maryland's Project to Increase FSP Customers' Access to Farmers Markets will **reimburse** farmers markets for the following allowable costs up to **\$2,200**: a. one-time cost of purchasing wireless point of sale (POS) equipment or the ongoing cost of leasing POS equipment; b. one-time cost of installing POS equipment and c. the ongoing cost of wireless access services. **Note: DHR will not reimburse farmers markets for costs in excess of the term of the farmers market's contract with the vendor or for expenses incurred after September 30, 2013.**

2. Applications will only be accepted from markets were authorized by the USDA-FNS to accept SNAP after November 18, 2011 or have submitted an online application to USDA-FNS to become authorized/licensed to accept SNAP. **Farmers markets that are selected for a Project Grant and are not authorized to participate in SNAP by March 29, 2013 must obtain authorization/licensure to accept SNAP, acquire wireless point of sale (POS) equipment through purchase or lease and obtain wireless access services by the effective date of the Grant Agreement with DHR or June 30, 2013, whichever comes later.** For information regarding how to become authorized/licensed to accept SNAP, please visit USDA – FNS webpage regarding this subject at <http://www.fns.usda.gov/snap/ebt/fm.htm>.
3. Per USDA – FNS' policy, Grant funds may only cover one unit of wireless POS equipment per farmers market. The equipment must be used to issue scrip or implement an alternative model approved by USDA – FNS.
4. Individual farmers, direct marketing farmers, individual farm stands and other individual vendors are not eligible to receive Grant funds.

5. **The maximum value of a Grant is \$2,200.** Once approved, the market must provide a detailed invoice outlining each expense separately. The Claims Reimbursement form cannot be submitted until DHR receives signed grant agreements. **Note: DHR will not reimburse farmers markets for costs in excess of the term of the farmers market's contract with the vendor or for expenses incurred after September 30, 2013.**

Section II. The SNAP Application

Be sure to answer all the questions on the application accurately and thoroughly. Applications that are incomplete, submitted without original signatures or required documentation may be deemed ineligible.

1. Documentation of your non-profit status SHALL be included with your application. **You must** submit verification, with your application, that your organization is a not for profit (see Section III. of the application). You must also provide DHR with your agency Federal ID number.
2. Section III. Description of Costs shall be accurately and thoroughly completed. Documentation of bills and contracts SHALL be included where applicable. Please list costs for the purchase and installation of equipment in the column entitled, "One-time Fees." Please list ongoing fees for leasing equipment and wireless access in the column entitled, "Ongoing Fees." Ongoing fees are calculated as follows: a. For month-to-month payment without a contract, ongoing fees are equivalent to costs that will be incurred as of September 30, 2013; b. For contracts that cover multiple months, ongoing fees are equivalent to the costs that will be incurred through the end of the contract.

Section III Sample Description of Costs:

Scenario #1: Farmers market A obtained authorization to participate in SNAP effective February 29, 2012 and entered into a 6-month contract for leased equipment and wireless access fees effective April 1, 2013. The vendor did not charge the farmers market for installation. The monthly lease fee is \$200 and the monthly fee for wireless access is \$65.

Allowable Cost Category	One-Time Fees	Ongoing Fees
One-time purchase cost for the wireless POS equipment (Please attach an estimated quote, a copy of the vendor's bill and any applicable contracts)	\$0	
Lease fee for the wireless POS equipment (Please attach an estimated quote, a copy of the vendor's bill and any applicable contracts) Indicate the number of months the fee covers		Total = \$1,200 (\$200 x 6 months = \$1400)
One-time equipment installation cost (Please attach an estimated quote, a copy of the vendor's bill and any applicable contracts)	N/A	
Wireless access fees (Please attach an estimated quote, a copy of the vendor's bill and any applicable contracts) Indicate the number of months the fee covers		Total = \$455 (\$65 x 6 months = \$390)

Total: \$1,590

Scenario #2: Farmers market B is not currently authorized to participate in SNAP. In accordance with Section I ___ if selected, Farmers market B will obtain authorization, acquire equipment (via purchase or lease under a multi-month contract) and enter into a multi-month contract for wireless access by **June 30, 2013**. In accordance with Section _____, Farmers market B submitted a copy of its application for authorization to participate in SNAP along with the Project Application. Farmers market B chooses to enter into a 12-month contract for equipment lease and wireless access in March 2013. The vendor charged the farmers market \$45 for installation. The monthly lease fee is \$100 and the monthly fee for wireless access is \$50.

Allowable Cost Category	One-Time Fees	Ongoing Fees
One-time purchase cost for the wireless POS equipment (Please attach an estimated quote, a copy of the vendor's bill and any applicable contracts)	N/A	
Lease fee for the wireless POS equipment (Please attach an estimated quote, a copy of the vendor's bill and any applicable contracts) Indicate the number of months the fee covers		Total = \$700 (\$100 x 7 months = \$700)
One-time equipment installation cost (Please attach an estimated quote, a copy of the vendor's bill and any applicable contracts)	\$45	
Wireless access fees (Please attach an estimated quote, a copy of the vendor's bill and any applicable contracts) Indicate the number of months the fee covers		Total = \$350 (\$50 x 7 months = \$350)

Total: \$1095

Farmer's Market B obtained SNAP authorization on March 1, 2013. Although Farmers Market B entered into a contract with his vendor for 12 months in March, we can only pay the installation (\$45), leasing and wireless access fees for **7 months** (\$700 and \$350).

Scenario #3: Farmers market C obtained authorization to participate in SNAP effective February 15, 2013. Farmers market C purchased the equipment for \$1,000. Since March 1, 2013, the market has paid for wireless access on a month-to-month basis at a cost of \$65. The vendor charged Farmers market C \$65 for installation. As discussed in Section 1 of the Guidelines, Farmers market C may only reflect 7 months of wireless access fees (costs from March 1, 2013 through September 30, 2013).

Allowable Cost Category	One-Time Fees	Ongoing Fees
One-time purchase cost for the wireless POS equipment (Please attach an estimated quote, a copy of the vendor's bill and any applicable contracts)	\$1,000	
Lease fee for the wireless POS equipment (Please attach an estimated quote, a copy of the vendor's bill and any applicable contracts)		N/A
One-time equipment installation cost (Please attach an estimated quote, a copy of the vendor's bill and any applicable contracts)	\$65	
Wireless access fees (Please attach an estimated quote, a copy of the vendor's bill and any applicable contracts) Indicate the number of months the fee covers		Total = \$455 (\$65 x 7 months = \$455)

Total: \$1520

Remember: Markets cannot be paid beyond September 30, 2013.

Grant Awards

Applicants will be notified of selection decisions by **April 19, 2013**. Selected applicants must enter into a Grant Agreement with DHR to receive the funds. The Claims Reimbursement form cannot be submitted until DHR receives signed grant agreements.

Awards will be based upon available funding. DHR reserves the right to deny a request due to lack of funding. In the event that the application volume exceeds available funding, DHR will use the following selection criteria: an award will be made to at least one farmers market per jurisdiction; selected farmers markets must operate on weekends and selected farmers markets or partner organizations must provide services on-site to farmers market customers in addition to market goods.

Application Deadline and Submission Information

If you have questions about the application, please contact Randy Graybeal at (410 767-7683 or via e-mail at rgraybea@dhr.state.md.us).

All applications must be addressed to:

**Maryland Department of Human Resources
Family Investment Administration
311 West Saratoga Street, Room 645
Baltimore, MD 21201
FIA/POS 13-002S
Attn: Randy Graybeal, Outreach Coordinator, FSP and Special Initiatives
Team**

The application must be received by DHR at the address above, no later than, **March 29, 2013 at 3:00 P.M.** Late applications will not be accepted. An application will be considered late if: (a) it was not received by the designated DHR personnel by the due date and time; or (b) hand-delivery is attempted after 3:00 P.M. Therefore, please allow sufficient time to ensure mail delivery prior to the submission deadline. Late applications will be returned unopened. Applications sent via e-mail or facsimile will not be accepted.
