

# **Phase 2 Produce Prescription Pilot Program (P4) Frequently Asked Questions (FAQ)**

*This FAQ consolidates questions received during the P4 Application Info Webinar and provides responses based on the Phase 2 Produce Prescription Pilot Program (P4) Notice of Funding Opportunity (NOFO), as well as clarifications provided during the webinar held June 3, 2026.*

**Note:** The NOFO was updated on June 3, 2026, to correct a clerical error in the scoring criteria points of the Project Narrative located on pages 23, 26, and 27.

## Part 1. Eligibility

### 1.1 Who is eligible to apply?

**Response:** Only the following organizations are eligible to apply: Federally recognized Indian Tribes, Tribal Organizations, and Urban Indian Organizations (UIOs) that meet the requirements outlined in the [Phase 2 P4 NOFO](#). Federal IHS facilities and departments are not eligible to apply.

### 1.2 Can a community partner or farm apply directly?

**Response:** No. Grant applications must be submitted by an eligible Tribe, Tribal Organization, or UIO. Community partners may participate as collaborators or subcontractors but cannot serve as the applicant organization.

### 1.3 Can organizations that previously received P4 funding apply?

**Response:** No. Organizations that previously received P4 funding are not eligible for Phase 2 P4 funding.

### 1.4 Can non-Tribal community members participate in the program?

**Response:** Applicants should focus on serving eligible American Indian and Alaska Native (AI/AN) populations and clearly describe the target population in their grant application. Any proposed service population should align with the goals and requirements of the NOFO. According to IHS Division of Diabetes Treatment and Prevention (DDTP) and the Office of General Counsel, it is fine for non-AI/ANs to participate in P4-sponsored community events (e.g., group classes) that are otherwise aimed at the AI/AN community. Therefore, community event attendees are not required to show ID or provide proof via Certificate of Degree of Indian Blood (CIB). Programs should use P4 funds exclusively for individual services and benefits provided to eligible IHS beneficiaries and maintain separate funding for services provided to non-beneficiaries.

## Part 2. Tribal Resolutions and Letters of Support

### 2.1 Does the Tribal Resolution need to be specific to this grant?

**Response:** Yes. The resolution should specifically authorize participation in the Phase 2 P4.

### 2.2 Can a Board Resolution be submitted instead of a Tribal Resolution?

**Response:** If the applicant has a governing structure other than a Tribal Council, an equivalent document such as a Board Resolution, Letter of Commitment, or Letter of Support may be submitted along with documentation explaining the governance structure.

### 2.3 Are letters of support required?

**Response:** Letters of support are encouraged but not required from key partners identified in the proposal, including healthcare providers, food access partners, and collaborating organizations. Applicants should include letters of support or commitment whenever possible.

## 2.4 For Urban Indian Organizations, is a tribal resolution required?

**Response:** No.

Page 29 of the NOFO lists the required documentation for proof of nonprofit status.

### *Proof of nonprofit status*

If your organization is a nonprofit, you need to attach proof. We will accept any of the following:

- A copy of a current tax exemption certificate from the IRS.
- A letter from your state's tax department, attorney general, or another state official saying that your group is a nonprofit and that none of your net earnings go to private shareholders or others.
- A certified copy of your certificate of incorporation. This document must show that your group is a nonprofit.
- Any of the above for a parent organization. Also include a statement signed by an official of the parent group stating that your organization is a nonprofit affiliate.

### *Letter of support*

Attach letters of support from your organization's board of directors, if relevant, and for any key partners collaborating and named in your proposal.

## Part 3. Needs-assessment Report

### 3.1 Do applicants have to submit a needs-assessment report?

**Response:** Yes. The NOFO states on page 24, "You must submit a needs-assessment report demonstrating the high-need status of the target community (food-insecurity rate, chronic-disease prevalence, etc.)."

- Your needs-assessment report, regardless of the number of pages, will not count towards your total page limit.
  - The needs-assessment report may take the form of a formal report, an informal assessment, or a self-identified summary of need. Regardless of the format, a needs-assessment report must be submitted as part of the application requirements.
- You will upload your attachments to Grants.gov using a single Other Attachments form.

## Part 4. Program Design and Allowable Activities

### 4.1 Can applicants expand an existing Produce Prescription program?

**Response:** Yes. Applicants may establish a new program or expand an existing produce prescription model.

### 4.2 Can foods other than fruits and vegetables be included?

**Response:** Yes. Programs may include traditional foods and other community-relevant foods that support nutritional, cultural, and community well-being.

### 4.3 Can vouchers be used at local markets?

**Response:** Yes. Voucher models, produce prescriptions, direct food distribution, and other food-access approaches may be used if clearly described in the scope of work.

### 4.4 Can produce be purchased from Tribal farms or local producers?

**Response:** Yes. Applicants may work with Tribal farms, local producers, retailers, farmers markets, and traditional food systems as food access partners.

### 4.5 If meat or fish is purchased by a Tribal producer, does it need to be processed in a USDA processing facility before distribution?

**Response:** Fresh fruits, vegetables, grains, legumes and shelf stable foods do not require USDA processing. Meat, poultry and certain processed egg products are subject to federal and state food safety laws and must come from USDA-inspected sources. If the foods are traditional indigenous foods (wild game, fish, berries, plants, etc.) additional tribal, state, and federal food safety rules may apply depending on how the food is obtained, processed and distributed. USDA guidance for traditional foods emphasizes compliance with applicable food safety laws rather than a universal USDA-processing requirement.

### 4.6 Can grant funds support a community garden?

**Response:** Yes. Community gardens may be supported when they contribute directly to the goals and objectives of the produce prescription program.

### 4.7 Can grant funds be used for kitchen equipment?

**Response:** Yes, equipment purchases, alterations, renovations, and infrastructure improvements that support program implementation may be allowable if appropriately justified. Construction costs are not allowable.

### 4.8 Is it acceptable to use Year 1 for planning or is the expectation to start Produce Prescription distribution right away?

**Response:** Applicants may include planning and infrastructure development activities in their timeline. The timeline should clearly describe when participant services and food distribution will begin.

### 4.9 Is there a limit on the dollar amount of vouchers provided to participants?

**Response:** The NOFO does not establish a specific limit. Applicants should justify the value, duration, and frequency of benefits provided.

## Part 5. Project Director and Staffing

### 5.1 Does the Project Director need to be a full-time staff member funded by the Phase 2 P4 grant?

**Response:** No. The NOFO does not require a full-time Project Director. Applicants should propose staffing that is appropriate for the scope of work.

### 5.2 Do programs need to have a full-time staff member dedicated to the project?

**Response:** Applicants should propose staffing that is appropriate for the scope of work and are encouraged to dedicate at least 1-2 full time equivalent staff members.

### 5.3 Can the SDPI Program Director also serve as the P4 Project Director?

**Response:** Yes. Staff may divide their time across multiple grants, provided effort is appropriately documented and budgeted.

### 5.4 Can there be co-Project Directors?

**Response:** Organizations may designate additional leadership staff; however, only one Project Director will be officially recognized on the Notice of Award.

### 5.5 When is the Project Director approved?

**Response:** After the grantee is awarded the grant. The Project Director is reviewed during the application review process and approved as part of the award process.

### 5.6 If the Project Director has not yet been hired, can a job description be submitted?

**Response:** A Project Director should be identified in the application because that individual serves as the primary point of contact. For other key positions that are vacant, applicants should describe desired qualifications. If a position isn't filled, attach a short description of the position and its qualifications in lieu of a biographical sketch.

## Part 6. Budget and Funding

### 6.1 How much funding may be requested for the first budget period?

**Response:** Applicants may request between \$200,000 and \$250,000 per year. We expect to fund projects in five 1-year budget periods for a total period of performance of five years. Continuation funding depends on the availability of funds and agency budget priorities.

### 6.2 What is the earliest start date of the Phase 2 P4?

**Response:** July 15, 2026

### 6.3 Does the funding cap include indirect costs?

**Response:** Yes. Total award funding includes both direct and indirect costs.

## 6.4 Is cost sharing required?

**Response:** No. There is no cost-sharing or matching requirement.

## 6.5 Should all 5 years be included in the budget narrative?

**Response:** Provide a budget narrative explaining first-year amounts for each SF-424A line item. You may include a more detailed spreadsheet (separate from the narrative). Clearly link each budget item to proposed objectives. Justify all “Other” costs; do not use the budget narrative to expand the project narrative. Include funding for at least two people to attend a two-day, in-person workshop identified by DDTP, in a location to be determined. See NOFO, page 28.

## 6.6 Should travel be budgeted?

**Response:** Yes. Applicants must budget for at least two staff members to attend a required two-day in-person workshop identified by DDTP.

# Part 7. Training, Evaluation, and Reporting

## 7.1 Do applicants need to identify specific trainings now?

**Response:** No. Applicants may budget reasonable training and travel costs that support project implementation.

## 7.2 What food insecurity screening tool is required?

**Response:** Awardees must use the Hunger Vital Sign screening tool to measure food insecurity. See [Phase 2 P4 NOFO](#), page 11.

## 7.3 What types of outcomes tracking is required?

**Response:** Awardees must track participant recruitment and retention, nutrition knowledge, food access, food insecurity, prescription issuance and redemption, participant satisfaction, indicators of health and well-being, and community-defined measures, where appropriate.

## 7.4 Is a logic model required?

**Response:** No. A sample logic model is provided in the appendix, on pages 45 and 46 of the Phase 2 P4 NOFO for reference, but applicants may use their own format and submission is not required.

# Part 8. Financial Audits and Application Requirements

## 8.1 What financial audit documentation is required?

**Response:** Applicants may satisfy the audit documentation submission requirement by providing one of the following: Federal Audit Clearinghouse confirmation documentation, audit face sheets, or audit reports.

## **8.2 Should financial audits be current at the time of the application process?**

**Response:** Yes. Missing or delinquent financial audits will disqualify an application from consideration.

## **8.3 Can attachments be uploaded separately?**

**Response:** Yes. Attachments may be uploaded to Grants.gov separately or combined, provided all required materials are included.

## **8.4 Is the long-term sustainability plan required with the grant application?**

**Response:** No. The long-term sustainability or phase-out plan is a post-award requirement and will be reviewed during Year 1.

## **Part 9. Additional Questions**

**For Programmatic Questions, email:**

- [IHSProducePrescriptionPilotProgram@ihs.gov](mailto:IHSProducePrescriptionPilotProgram@ihs.gov)

**For Grants Management Questions, email:**

- [DGM@ihs.gov](mailto:DGM@ihs.gov)