

**U.S. DEPARTMENT OF AGRICULTURE
FOOD AND NUTRITION SERVICE**



REQUEST FOR APPLICATIONS

Center of Excellence for School Food Safety Research

CFDA # 10.585

Intent To Submit Application Due Date: April 23, 2010

Application Due Date: May 21, 2010

OMB BURDEN STATEMENT: Public reporting burden for this collection of information is estimated to average 80 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. **An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.** Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Food and Nutrition Service, Office of Research and Analysis (#0584-0512), Alexandria, VA 22302. Do not return the completed application to this address.

OFFICE OF EMERGENCY MANAGEMENT AND FOOD SAFETY (OEMFS)

**CENTER OF EXCELLENCE FOR
SCHOOL FOOD SAFETY RESEARCH**

REQUEST FOR APPLICATIONS

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Critical Dates for Cooperative Agreement

Center of Excellence for School Food Safety Research

April 23, 2010	Intent to Submit an Application Due to FNS
May 21, 2010	Applications Due to FNS
August 23, 2010	Awards Recommended
September 30, 2010	Cooperative Agreement in Place and Funds Available

OFFICE OF EMERGENCY MANAGEMENT AND FOOD SAFETY (OEMFS)

CENTER OF EXCELLENCE FOR SCHOOL FOOD SAFETY RESEARCH

REQUEST FOR APPLICATIONS

INTRODUCTION

The U.S. Department of Agriculture, Food and Nutrition Service (FNS) is seeking to establish a Center of Excellence for School Food Safety Research, subsequently to be referred to as the Center, to provide science-based support to improve the safety of foods provided through the FNS nutrition assistance programs, particularly those served in schools and child care settings. The Center will be established at a university that has an interdisciplinary group of faculty available to address food safety issues, including but not limited to, expertise in food safety, food microbiology, foodservice management, agricultural production (both livestock and plants), psychology, sociology, research design, and statistics. The Center will address current food safety research needs identified by FNS and Center personnel, demonstrate flexibility in addressing these needs, and provide the level of staffing to deliver timely results.

Center Objectives

FNS Food Safety Staff (FSS) has established the following objectives for the Center:

1. Provide an interdisciplinary and timely approach to applied food safety research needs related to FNS nutrition assistance programs, particularly the child nutrition programs.
2. Develop written communications to convey research results to a variety of audiences, including scientists, policy makers, educators, and practitioners.

Period and Place of Performance

The Center will be funded for a minimum of two years, with continuation depending on availability of funds and Center performance. The annual funding will be contingent on the level of funding provided to the FSS. Once established, the Center would be encouraged to seek funding from other sources, consistent with the mission of the Center.

Performance will take place at the funded university. Center staff will work closely with FSS to accomplish the goals of the Center and specific projects. FSS may serve as technical advisors and may serve as co-principal investigators on specific projects as appropriate. The Center will follow all guidelines of its university.

FNS plans to award a cooperative agreement to one university by September 30, 2010. The University will be able to use funds provided for two years, and continued funding will be provided based on availability of funds and evaluation of the Center at the end of each year. FNS will require the University to submit quarterly and annual Financial Status Reports (Standard Form 425/425A). In addition, quarterly progress reports and an annual report will be

required. The first draft of the annual report will be due by October 31, 2011. Comments will be provided by FNS, and a revised final report will be due 30 days later.

To assist applicants in preparing an application, specifications and information on format, mandatory forms, and administrative procedures are provided on pages 13 through 16, and Attachment C, of this Request for Applications (RFA). This includes a list of critical application items that if not provided in or with the application will disqualify the applicant from further consideration. Applications that DO NOT meet these initial requirements will be deemed nonresponsive, and will not be evaluated further. FNS will not consider additions or revisions to applications once they are received. FNS will not accept late or incomplete applications.

Copies of this Request for Applications may be obtained electronically on the FNS website www.fns.usda.gov/fns/food_safety.htm and on www.grants.gov. If questions arise about the Request for Applications, FNS will post a list of these questions and Agency responses will be available on this site. Direct other questions regarding this Request for Applications to Gregory Walton, Grants Officer, Grants & Fiscal Policy Division, Food and Nutrition Service, USDA, at greg.walton@fns.usda.gov.

ELIGIBLE APPLICANTS FOR THE GRANTS

Competition for the grants is open to institutions of higher education.

FUNDS AVAILABLE AND ANTICIPATED NUMBER OF AWARDS

The estimated amount of support available in FY10 is \$800,000, with the possibility of continuing funding based on funds availability. One award will be made.

TERMS AND CONDITIONS OF AWARD

This cooperative agreement will be awarded and administered in accordance with 7 U.S.C. 3318(b) and applicable regulations and OMB grant circulars. A full listing of the applicable documents can be found in Attachment B, Terms and Conditions of Award. **Copies of these documents are available from the OMB website (www.WhiteHouse.gov/OMB/grants) or the Grants Officer upon request.**

Cooperative agreements are assistance mechanisms and subject to the same administrative requirements as grants; however, they are different from either a grant or a contract. Cooperative agreements allow more involvement and collaboration by FNS in the project compared to a grant, and they provide greater flexibility in direction of project activities than a contract. The roles and responsibilities of both the University and FNS will be stated in the cooperative agreement.

LEGISLATIVE AUTHORITY

Legislative authority for this Center comes from Section 6(a)(3) of the Richard B. Russell National School Lunch Act, 42 U.S.C. 1755(a)(3); Section 1472(b) of the National Agriculture Research, Extension, and Teaching Policy Act of 1977, 7 U.S.C. 3318(b); P.L. 110-80, Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act, 2010.

BACKGROUND

The United States Department of Agriculture mission is to provide leadership on food, agriculture, natural resources, and related issues based on sound public policy, the best available science, and efficient management. Food safety for school meals is a priority. Secretary Vilsack has said “nothing is more important than the health and well-being of our Nation’s school children. We must do everything to ensure that our kids are being served safe, high quality foods at school.”

The FNS mission is to reduce hunger and food insecurity in partnership with cooperating organizations by providing children and needy people access to food, a healthful diet, and nutrition education in a manner that supports American agriculture. FNS administers the nutrition assistance programs of the U.S. Department of Agriculture, including the National School Lunch Program, School Breakfast Program, Summer Food Service Program, Child and Adult Care Feeding Program, The Emergency Food Assistance Program, the Food Distribution Program in Indian Reservations, and Commodity Supplemental Food Program. FNS is committed to providing safe food through all of its programs, and supporting good food safety practices of program operators who prepare food.

School lunches and breakfasts are served in over 100,000 schools nationwide. School lunches are served to 31.2 million children daily and 11 million children receive a school breakfast. About 132 million meals are served through the Summer Food Service Program and 205 million snacks are served in the After School Snack Program. In 2009, 1.9 billion meals were served in the Child and Adult Care Food Program. In addition to cash reimbursements, about 19.5 cents in commodity foods are provided for each NSLP and CACFP meal served.

Many of the individuals served in FNS food assistance programs are very young or elderly, both of which are vulnerable groups for foodborne illness. Many steps have been taken to decrease foodborne illness risks in these feeding programs, particularly through the predominant use of precooked meats and poultry products. At the same time, there is growth in the use of fresh fruits and vegetables, which may increase risks of foodborne illness. In addition, foodservice workers may be a source of contamination in many kitchens.

The Child Nutrition and WIC Reauthorization Act of 2004 required school districts to develop and implement a food safety program based on Hazard Analysis and Critical Control Points (HACCP) principles and obtain two health inspections annually. There is no documentation about the effectiveness of these food safety programs, and inadequate staff at state and local health departments limits the number of inspections available to schools. Thus, the actual impact of these requirements is unknown.

Mission of FNS Food Safety Staff

The mission of the FSS is to increase awareness, visibility, and impact of food safety on USDA nutrition assistance programs and represent FNS programs in the broader Federal and State food safety community. The FSS has a variety of food safety initiatives underway, and sees this Center as a way to provide science-based research to support future educational initiatives. Examples of current initiatives include:

Norovirus Education. FSS recently collaborated with the National Education Association Health Information Network to develop and print a norovirus booklet entitled *The Stomach Bug Book: What School Employees Need to Know*. This booklet, which was reviewed by representatives from the Food and Drug Administration and the Centers for Disease Control and Prevention, is being distributed widely to schools. FSS is working with the National Food Service Management Institute (NFSMI) on developing additional educational materials related to norovirus for delivery to school foodservice personnel.

Cooling Practices in School Foodservice. FSS is collaborating with the National Center for Food Safety and Technology and the Food and Drug Administration on a project to determine the effectiveness of various cooling practices currently used in schools and develop best practice recommendations that can be implemented. Data are being collected on cooling times for several products commonly cooled in schools, computer cooling models are being generated, and data are being integrated into a predictive model for *Clostridium perfringens*. Results of this research will serve as the basis for developing educational resources for school foodservice personnel.

Produce Safety. FSS collaborated with the Joint Institute for Food Safety and Applied Nutrition on hosting a produce safety workshop in October 2009 to explore risks and mitigation strategies related to produce use in schools. FSS currently is working with the USDA Agricultural Marketing Service to develop “Produce Safety University” to educate state agency and school district personnel on purchasing and handling produce from commercial and farm-to-school sources.

Food Allergy. FSS is working on a number of initiatives to assist school foodservice personnel in addressing the food allergy needs of students. FSS collaborated with the School Nutrition Association to develop a series of three webinars (available for viewing at www.schoolnutrition.org), a preconference session, and a series of podcasts. FSS also is working with NFSMI to develop a series of fact sheets on the eight common food allergens, and a video for training school foodservice employees on handling foods for students with food allergies.

Inventory Tracking and Management. FSS is working with NFSMI on developing an educational resource on inventory tracking and management. The emphasis of the resource will be helping school districts develop systems to track foods so they can be identified and handled properly in the event of a food recall.

Holds and Recalls. FSS is involved with handling food recalls for USDA purchased foods, and is currently updating the commodity food recall policies and procedures. A hold and recall manual will be developed and published by NFSMI for training school district staff on their role in a food recall.

States' Communication of Hold and Recall Information. FSS is initiating an assessment of current communication procedures used by state agencies to provide hold and recall information to local school districts and other recipients of commodity foods. Grants will be provided to states to improve communications capabilities.

Food Defense. FSS is developing and pilot testing a do-it-yourself food defense exercise. This resource focuses on evaluating communication within a school and community in the event of intentional food tampering.

Food-Safe Schools Action Guide. FSS is updating the *Food-Safe Schools Action Guide*, including adding sections on food allergies and food defense. This is a one-stop resource for preventing foodborne illness in schools.

Past FSS annual reports may be viewed at www.fns.usda.gov/fns/food_safety.htm.

FNS provides funding annually through a cooperative agreement to the NFSMI to provide food safety education to personnel working in school meals programs and the Child and Adult Care Food Program. It is important for the Center to provide research findings to NFSMI staff to serve as the basis for developing educational programs.

PROJECT REQUIREMENTS

Reporting Requirements

Quarterly Reports—Quarterly progress and financial progress reports must be submitted to FNS. As outlined in 7 CFR 3016, Uniform Administrative Requirements for Grants and Agreements, quarterly progress reports must provide a description of the activities conducted during the reporting period, major accomplishments with completion dates and budget, deviations from the proposed plan, difficulties encountered, solutions developed to overcome difficulties, and major planned activities for the next quarter. These reports are due 30 days after the end of each calendar quarter. For the quarter ending December 31, the report is due January 31.

Annual Report—A final report of up to 10 pages must be submitted annually, within 30 days of the end of the funding year (the first year will end September 2011). This report will be composed of a short Executive Summary and the following:

- A project description including a concise summary of the major accomplishments, the difficulties encountered, and the solutions developed to resolve the difficulties;
- A discussion of the project results and lessons learned; and
- Plans for the upcoming year.

Attached to the final report should be copies of any published papers resulting from the project. Copies of media or publicity releases/articles and links to materials on websites also should be included.

The Recipient is required to enter the SF-425 reports into the Food Program Reporting System (FPRS). The awardee must obtain e-authentication certification, access to FPRS, and post the SF-425 data on-line.

More detailed specifications for the report will be included in the cooperative agreement.

The final financial status report will be due 90 days after September 30, 2012.

EVALUATION OF GRANT APPLICATIONS

All applications will undergo an initial screening to verify completeness and adherence to proposal preparation instructions, and that applicants meet basic selection criteria. The following basic selection criteria will be used for initial screening:

1. Demonstrated knowledge of FNS nutrition assistance programs, particularly the child nutrition programs.
2. Record of successful performance in interdisciplinary food safety research partnerships with public or private organizations.
3. Experience in applied food safety research related to foodservice operations.
4. Publications in referred journals related to applied food safety research in foodservice operations during the last five years.
5. Experience in research, training, or consulting on implementing HACCP-based food safety programs in foodservice operations.
6. Mandatory forms listed in Appendix C.

A discussion of how the applicant University meets these basic selection criteria should be included in the proposal summary. Applications also will be screened for inclusion of statements of commitment from proposed departments or sub-grantees. Applications that **DO NOT** meet these initial requirements **will not be evaluated further and will not be forwarded to the review panel**. After the initial screening of applications, FNS will convene a panel of technical and program staff from FNS and other qualified individuals to review and determine the technical merits of each grant application. The panel will evaluate each grant application on how well it addresses each application component. The panel will assign each application a score using the evaluation criteria and weights specified below.

Technical Evaluation Criteria and Weights

Management Plan

25 points

- Demonstrates a vision for the Center, based on the goals of FNS, including possible strategies to enhance funding support to further the research mission of the Center.

- Describes how the Center would be organized to maximize interdisciplinary approaches to research, including administrative organization to support interdisciplinary teams.
- Provides oversight necessary to ensure high quality research projects and to keep the projects on time and within budget, including a clearly defined chain of command, adequate contingency plans for key personnel, and appropriate plans for managing outside personnel.
- Develops a functional plan for the overall management, operation, and evaluation of the Center.
- Demonstrates a plan for implementing the Center immediately upon finalization of funding.
- Demonstrates the ability to develop branding for the Center and implement an active marketing plan to communicate about the Center to its target audiences.
- Specifies timelines and milestones. Implementation schedule is reasonable and compatible with the goals of the Center.
- Provides a plan for disseminating research findings, including working with NFSMI to translate research findings for educational programs.

Qualifications of Personnel

25 points

- Explains the roles and duties of all key personnel.
- Demonstrates availability of researchers from a variety of disciplines necessary to meet the research needs of FNS nutrition assistance programs, particularly school foodservice. Greater consideration will be given to applicants with multidisciplinary research capabilities within one university.
- Demonstrates the necessary education, skills, and experience of key personnel involved in the Center. This includes showing that key personnel have the ability to develop food safety research based on needs of FNS nutrition assistance programs, and the ability to manage scientific projects to successful completion. Supporting documentation (i.e., resume/vita, and position descriptions for vacant positions) is included for all key personnel.
- Demonstrates time commitment and availability of key personnel appropriate for their role in the Center. Supporting documentation (i.e., letters of support from supervisors or letters of commitment from key researchers) is included for all key personnel.
- Demonstrates that key personnel have an understanding of FNS nutrition assistance programs and experience in working with these programs.

Experience and Past Performance**20 points**

- Demonstrates success in past performance on food safety projects by providing a description of the projects' size, scope, and timely completion.
- Shows relevance and follow-through on research by documenting extension of findings through publications, presentations, and programs.

Facilities and Equipment**20 points**

- Demonstrates that the University has the facilities, equipment, and communication capabilities to accomplish the goals of the Center.
- Shows how technology has been used to support research dissemination efforts with previous projects.

Budget Plan**10 points**

- Demonstrates adequate and appropriate funding to support the Center.
- Provides detailed calculations and explanations for both Federal and non-Federal resources.
- Includes appropriate budget narrative, including descriptions of how costs within the budget categories were derived and links between expenditures and specific activities/tasks.

The award will be made to the University whose proposal, when all criteria are considered, represents the best value to the Government.

The selection official will consider the panel's recommendations; however he or she may consider other USDA or FNS priorities such as geographic, demographic or socioeconomic diversity, and agency priorities in addition to the scores assigned by the technical review panel.

TIME COMMITMENT AND RESPONSIBILITIES

A minimum time commitment of 50 percent is required for the designated Project Director.

The University is responsible for oversight of grant activities and fiscal matters. The University will exercise effective internal control of funds that are provided to any sub-grantees.

USE OF GRANT FUNDS

All costs must be considered as allowable, allocable, necessary, and reasonable in accordance with OMB Circular A-87; and A-21, and A-122 where appropriate. Allowable use of funds includes, but is not limited to, personnel costs; office and research supplies; travel for data collection; and technology (both hardware and software) necessary for operating the Center.

LETTER OF INTENT

Any University planning to submit an application for the Center should complete and submit the Intent to Submit an Application Form (Attachment A) by April 23, 2010. This Intent form does not obligate the University in any way, but will provide information to FNS in preparing for the application review and selection process.

Intent forms should be submitted electronically (See Attachment A).

REQUIRED FORMS

Please see Appendix C for a list of required forms that must be returned with your application package. Applications that do not contain these required forms will be deemed ineligible and will not be forwarded to the review panel for consideration.

APPLICATION DUE DATE

The complete application package **must be received** by FNS at the address listed below on or before 5:00 p.m. Eastern Daylight Time (EDT) on Friday, May 21, 2010. Applications received after the deadline date and/or time will be deemed ineligible and will not be reviewed or considered. FNS **WILL NOT** consider any additions or revisions to applications once they are received.

SUBMISSION OF APPLICATION

Applications may be submitted by hand delivery or mail, or electronically to www.grants.gov.

1. If choosing to submit the application by hand delivery or by mail, applications should be directed to the following address:

Gregory Walton, Grants Officer
Grants & Fiscal Policy Division
Food and Nutrition Services, USDA
3101 Park Center Drive, Room 738
Alexandria, VA 22302
Greg.Walton@fns.usda.gov

We advise that you meet the deadline by hand delivering the application or by mailing it sufficiently in advance of the deadline to ensure its timely receipt. If you opt to mail your

application we strongly suggest using a mail delivery service that guarantees delivery and allows you to track delivery to FNS. **FNS will not accept faxed or e-mailed applications.**

For mailed or delivered applications, one original and two copies must be submitted. The original copy must be ready for copying (i.e. single-sided, unstapled, unbound and on 8 ½ x 11 paper).

2. DUNS Number and Central Contractor Registration Number. Applicants for Federal Government awards are required to have a DUNS number. To obtain a DUNS number if you do not have one already, contact Dun and Bradstreet at 1-866-705-5711 or visit their website at <http://fedgov.dnb.com/webform>. There is no charge for a DUNS number. The DUNS number serves as a means of tracking and identifying applications for Federal assistance and is required to be included on all applications for Federal assistance, regardless of the method they are submitted. The DUNS number is also required to complete the steps to become a registered www.grants.gov user.

A CCR number is required only if you submit your application electronically. **FNS strongly encourages applicants to register for a CCR number early if the organization intends to submit their proposal electronically.** Completing the CCR Number registration process can take 3 to 5 business days if there are no problems with the applicant's registration. If there are problems, the process can take up to three weeks. A CCR is needed to access the www.grants.gov website and file your grant application electronically. For more information on how to obtain a CCR, visit <http://www.ccr.gov/> and <https://www.bpn.gov/ccr/scripts/index.html>. CCR Numbers are issued on an annual basis so you **may need to re-register** for one depending on when you registered previously.

3. The government-wide website www.grants.gov is designed for electronic submission of applications. If submitting the application electronically, we advise that you allow ample time to familiarize yourself with the system's requirements. You will need both a Data Universal Number (DUNS) and a Contract Registry Number (CCR) to access the system.

All applicants who opt to submit their application via www.grants.gov must **send an email to Gregory Walton** at Greg.Walton@fns.usda.gov that the application was submitted through the grants.gov portal. This e-mail must be received no later than 5:00 p.m. Eastern Daylight Time on the application due date. Please be aware that the grants.gov system provides several confirmation notices; you need to be sure that you have confirmation that the application was *accepted*.

APPLICATION FORMAT AND REQUIREMENTS

Application Format—All applicants must adhere to the following application format. Use of this format will make it easier for grant reviewers to locate the requested information and to evaluate your application.

Standard Forms:

All forms are available in fillable PDF at www.fns.usda.gov/fns/food_safety.htm. The SF series can also be found at http://www.grants.gov/agencies/aapproved_standard_forms.jsp or, if you submit your application via grants.gov, can be filled out and submitted online. All applicants must complete the following:

- SF 424 Core Form: Application for Federal Assistance, including:
 - o Data Universal Number (DUNS)
 - o Catalog of Federal Domestic Assistance number (CFDA #10.585)
- SF 424A (Budget Summary – Non-Construction Projects)
- SF 424B (Assurances – Non-Construction Projects)
- SF LLL (Disclosure of Lobbying Activities). Indicate on the form whether your organization intends to conduct lobbying activities. If your organization does not intend to lobby, write “Not Applicable.”
- USDA Grant Certification Forms:
 - o AD-1047 Certification Regarding Debarment, Suspension, and Other Responsibility Matters;
 - o AD-1048 Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction (Must submit with application only if a Sole Source Contractor is identified); and
 - o AD-1049 Certification Regarding Drug-Free Workplace Requirements.

Cover Sheet:

Name: University name and mailing address

Single Point of Contact (Program): Provide name of contact person, job title, mailing address, phone number, fax number, and email address

Time period for planning and operating the Center: (Must operate for minimum of 2 years, not to exceed September 30, 2012)

Level of grant support requested: (up to \$800,000)

Table of Contents: Include a one-page table of contents.

Proposal Summary: Provide a one-page summary that describes the proposed Center and how the Center would address research needs of FNS. A discussion of how the applicant University meets the basic selection criteria described under “Evaluation of Grant Applications” should be included in the proposal summary.

Technical Proposal: Provide information on the following:

Center Design and Implementation: Describe the need and role of the Center, and how it will be designed and implemented.

Research Projects: Provide a short discussion on research studies needed to improve food safety in schools. Evidence of knowledge of the research literature should be shown. FNS is interested in evaluating the current food safety programs in schools and suggesting improvements. Develop a research plan for this project, including:

- 1) Procedures, techniques, methods, or approaches to be used, including their feasibility;

- 2) Data analysis;
- 3) Results or expected outcomes;
- 4) Details of plans to communicate results to stakeholders;
- 5) Pitfalls that might be encountered and possible solutions; and
- 6) Limitations to proposed procedures, techniques, methodologies, or approaches.

Timeline: Present a 2-year timeline for the Center development, with key milestones for the first suggested research study.

Management Plan: Provide information on the following:

- **Chain of Command and Responsibilities:** Provide a flowchart that shows all key personnel, the management relationships and lines of authority. Include a written description of the flowchart. Identify who will prepare required quarterly performance reports and final report.
- **Contingency Plans:** Discuss contingency plans for ensuring that the project is not unduly disrupted by any unforeseen changes in key personnel.
- **Delineation of Substantive Involvement:** Substantive involvement by the awarding agency is inherent in the cooperative agreement award. FNS will be directly involved in the guidance and development of the Center and may participate in some research projects as a collaborator.

Qualifications of Personnel: Identify all individuals who bear a substantive responsibility for managing, developing, and administering all significant components of the Center, including the person who will be key contact. Provide the following for key personnel:

- Current position;
- Time commitment for each project-year;
- Specific role and duties in the project; and
- Relevant experience, including evidence of scholarly publications.

In the appendix, attach a current Vita for key personnel.

Experience and Past Performance: Provide information on past food safety research projects, including descriptions of project scope, outcomes, and timely completion.

Facilities and Equipment: All facilities and equipment that are available for use by the Center should be described briefly. Any potentially hazardous materials, procedures, situations, or activities should be explained fully, along with an outline of the precautions to be exercised. Examples include work with pathogenic organisms, toxic chemicals, and experiments that may put human subjects or animals at risk.

Budget: Use the SF-424 and SF-424A forms (see Attachment C) to prepare a complete budget for the project. Provide amounts for all major budget categories. It is estimated that about one-

third of the budget will support the administrative core and two-thirds will support the research core. Please see Budget Checklist (Attachment D) for additional guidance. Cost sharing is encouraged including, but not limited to, partial salary support for administrative staff and in-kind support (e.g., faculty salaries and facilities costs).

Budget Narrative: Provide a detailed explanation for all funds requested on the Budget Form (SF-424A) and describe how those costs relate to the project goals, objectives, and proposed activities. Non-Federal resources are all other Federal and non-Federal resources, including **in-kind** contributions. In-kind contributions are encouraged but not required.

It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal resources; next column, non-Federal resources; and last column, total budget.

The budget should include funds for at least one project official to attend a one-day orientation meeting in October 2010 and a similar one-day meetings in September 2011 and 2012 to discuss projects and research results. The meetings will be held at FNS headquarters in Alexandria, VA.

Indirect Cost: The University's negotiated and approved rate for USDA grants shall be used.

Appendices: Include each of the following as **separate** appendices:

- Vitas for key personnel, including a listing of related refereed research publications in the last 5 years (not to exceed 3 pages total),
- Letters of support from cooperating departments,
- Copies of agreements or memoranda of understanding with other organizations.

Attachments: Assurances and Disclosure (see Attachment C):

- Assurance – Non-Construction Programs, SF 424B; and
- Disclosure of Lobbying Activities, SF LLL.

Application Size Restrictions

1. Application content should typed on 8 ½" by 11" white paper, be single-spaced text, have at least 1" margins on top, bottom, and 12-point font size. **All pages should be numbered.**
2. The following page limits are required.
 - Technical Proposal: 15 pages
 - Vitas: 3 pages each, including a list of publication during the past 5 years
 - Budget Narrative: 3 pages

ATTACHMENT A – Letter of Intent

If you intend to submit an application for a cooperative agreement for the *Center of Excellence for School Food Safety Research*, please complete the section below and return this form by **April 23, 2010**. This intent does not obligate a University in any way, but will provide useful information to us as we prepare for the review and selection process. Thank you for your assistance. Please submit your Letter of Intent to:

Gregory Walton, Grants Officer
Grants & Fiscal Policy Division
USDA Food and Nutrition Service
3101 Park Center Drive, Room 738
Alexandria, VA 22302
Greg.Walton@fns.usda.gov

Electronic submission is preferred.

Center of Excellence for School Food Safety Research

Intent to Submit an Application

University Name and Address:

Project Director or Contact Person: _____

Telephone: _____ **Email:** _____

ATTACHMENT B – Terms and Conditions of Award

This cooperative agreement will be awarded and administered in accordance with 7 CFR Parts 3015, 3016, 3017, 3018, and 3019, and the applicable regulations and OMB grant circulars, as described below. **Copies of these documents are available from the OMB website (www.WhiteHouse.gov/OMB/grants) and from the Grants Officer, upon request.**

7 CFR Part 3015: “Uniform Federal Assistance Regulations” for Entitlement Programs (Reference OMB Circular A-110 Common Rule)

7 CFR Part 3016: “Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments” other than Entitlement Programs (Reference OMB Circular A-102 Common Rule)

7 CFR Part 3017: Subparts A-E “Government-wide Debarment and Suspension (Non-procurement)”

7 CFR Part 3017: Subparts F “Government-wide Requirements for Drug-free Workplace (Grants)”

7 CFR Part 3018: “New Restrictions on Lobbying”

7 CFR Part 3019: “Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations”

OMB Circular A-21: Cost Principles for Educational Institutions

OMB Circular A-87: Cost Principles for State and Local Governments

OMB Circular A-122: Cost Principles for Nonprofit Organizations

41 CFR 1-15.2 (FAR Part 31): Cost Principles for For-Profit Organizations

OMB Circular A-133: Audits of State, Local Governments and Nonprofit Organizations

ATTACHMENT C – Application for Federal Assistance Package

Complete and sign the following forms:

- Application and instructions for federal assistance (SF-424)
- Budget information and instruction (SF-424A)
- Assurances – Non-construction programs (SF-424B)
- Disclosure of lobbying activities (SF LLL)
- Certification Regarding Debarment, Suspension, and Other Responsibility Matters (AD-1047)
- Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction (Must submit with application only if a Sole Source Contractor is identified) (AD-1048)
- Certification Regarding Drug-Free Workplace Requirements (AD-1049)

These federal forms are available in electronic version at www.grants.gov.

ATTACHMENT D – BUDGET CHECKLIST

This checklist will assist you in completing the budget narrative portion of the application. Please review the checklist to ensure the items below are addressed in the budget narrative.

	YES	NO
Personnel		
Did you include all key employees paid for by this grant under this heading?		
Are employees of the applicant's organization identified by name and position title?		
Did you reflect the current yearly salary as a percentage of time to be devoted to the project?		
Fringe Benefits		
Did you include your organization's fringe benefit amount along with the basis for the computation?		
Did you list the type of fringe benefits to be covered with Federal funds?		
Travel		
Are travel expenses itemized? For example origination/destination points, number and purpose of trips, number of staff traveling, mode of transportation and cost of each trip.		
Are the attendee objectives and travel justifications included in the narrative?		
Is the basis for the lodging estimates identified in the budget? For example include excerpt from travel regulations.		
Equipment		
Is the need for the equipment justified in the narrative?		
Are the types of equipment, unit costs, and the number of items to be purchased listed in the budget?		
Is the basis for the cost per item or other basis of computation stated in the budget?		
Supplies		
Are the types of supplies, unit costs, and the number of items to be purchased reflected in the budget?		
Is the basis for the costs per item or other basis of computation stated?		
Contractual		
Are the products to be acquired or the professional services to be funded described in the budget?		
Has the justification for the need to contract or subgrant been included in the budget?		
For professional services, are the hours to be devoted to the project and the amounts to be charged to the project clearly stated?		
Is the methodology on how the applicant determined the contractual costs included in the budget?		
Are there sole-source contracts listed under this heading? If so, has sufficient information been provided in order to approve the use of a single source?		

Other		
Consultant Services – Are all instances in which consultant services would be required listed in the budget?		
Consultant Services – Is the need for consultant services justified in the budget?		
For all other line items listed under the “Other” heading, list all items to be covered under this heading along with the methodology on how the applicant derived the costs to be charged to the program.		
Indirect Costs		
Is the amount requested based upon a rate approved by a Federal Agency? If yes, is a copy of the negotiated rate agreement provided along with the application?		
If no negotiated agreement exists, the basis and the details of the indirect costs to be requested should also be reflected in the budget?		