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U.S. DEPARTMENT OF AGRICULTURE
FOOD AND NUTRITION SERVICE

2015 Team Nutrition Training Grants

REQUEST FOR APPLICATIONS

CFDA#: 10.574

DATES:

RFA Release Date: *March 5, 2015*

Letter of Intent Date: *April 2, 2015*

Application Submission Date: *May 19, 2015*

Award Date: *August 2015*

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I.   PROGRAM DESCRIPTION

The Food and Nutrition Service (FNS) administers the nutrition assistance programs of the United States Department of Agriculture (USDA). The mission of FNS is to increase food security and reduce hunger by providing children and low-income people access to food, a healthful diet and nutrition education in a way that supports American agriculture and inspires public confidence. Among these nutrition assistance programs are the Child Nutrition Programs, including the National School Lunch Program (NSLP), School Breakfast Program (SBP), Summer Food Service Program (SFSP), and the Child and Adult Care Food Program (CACFP). The Child Nutrition Programs provide nutritionally balanced, low-cost or free meals and snacks. Team Nutrition (TN) is an FNS initiative that supports the Child Nutrition Programs through training and technical assistance for foodservice, nutrition education for children and their caregivers, and school and community support for healthy eating and physical activity.

TN Training Grants are two-year grants that have been awarded to State agencies on an annual basis since their inception in 1995. They have been identified in USDA's National Strategic Plan for Training and Technical Assistance as one of the anchor delivery systems for supporting the implementation of USDA's nutrition requirements and the *Dietary Guidelines for Americans* in meals served in schools and child care. TN Training Grants offer funding to State agencies to establish or enhance sustainable infrastructures for implementing Team Nutrition's goal of improving children's lifelong eating and physical activity habits.

TN Training Grants are authorized under Public Law 111–296, which amended Section 19 of the Child Nutrition Act of 1966.

Purpose

The purpose of this grant is for State agencies to expand and enhance their training and educational activities to support implementation of USDA nutrition standards for meals and snacks offered through the Child Nutrition Programs (NSLP, SBP, CACFP, SFSP). Activities to be funded under this grant apply at least one of Team Nutrition's **three behavior-focused strategies** in their proposals:

- Provide ***training and technical assistance*** to child nutrition foodservice professionals to enable them to prepare and serve nutritious meals that appeal to children.
- Provide ***fun and interactive nutrition education*** for children, teachers, parents, and other caregivers.
- Build ***school and community support*** for creating healthy school environments that are conducive to healthy eating and physical activity.

II.   FEDERAL AWARD INFORMATION

Funding and Duration

Up to $5.5 million is anticipated in Fiscal Year 2015 for TN Training Grants. Through a competitive grants process, TN Training Grants will be funded for the period of September 30, 2015 - September 30, 2017. Up to $350,000 may be requested per State agency. The submission of an application does NOT guarantee funding.

Funding for approved TN Training Grants will be provided through the Grant Award/Letter of Credit process upon receipt of a properly executed Federal-State TN Training Grant Agreement and subject to availability of funding. All TN Training Grant funds must be obligated and all activities under the TN Training Grant must be completed by September 30, 2017.

PROGRAM REQUIREMENTS

Activities must include one or more of the following objectives, but not necessarily all of the sample activities under each objective:

1. Use behavioral economics in the NSLP and/or CACFP to develop environmental cues to increase children's choice of whole grains, fat-free or low-fat dairy products, fruits, vegetables, and legumes.

   State agencies must describe how they will use the Cornell University Center for Behavioral Economics in Child Nutrition's (BEN) Self-Assessment Score Card (http://smarterlunchrooms.org/resource/lunchroom-self-assessment-score-card) to assist foodservice staff in one or more of the following areas:
   - Structure choices in the cafeteria to facilitate student selection of healthier meal options. Suggestions include:
     i. Fruit is displayed in two locations, one of which is near the cash register, on all lunch lines.
     ii. Creative/descriptive names are displayed with fruits, vegetables, dry bean/pea items, and combo meals in the lunch line as well as on posters/menu boards.
     iii. When offered, menu items containing dark-green, red, and orange vegetables, and dry beans/peas are displayed first or most prominently in the lunch line.
     iv. White milk is available in all service areas, represents at least 1/3 of all visible milk in each milk cooler, and is positioned in front of flavored milk whenever possible.
     v. Reimbursable "Combo Meal" pairings are given creative names and made available in all service and dining areas.

   - Train cafeteria and school staff members, especially those serving, to dialog with the students in a way that encourages them toward healthier meal options, particularly the daily fruit and vegetable options.

- Enhance the eating environment with positive nutrition education materials and activities promoting fruits, vegetables, whole grains, legumes, and low or fat-free dairy products.

The evaluation must include a description of baseline data to be collected prior to implementation, criteria for success, and how success will be measured. Evaluation measures should include changes in children's selection and consumption as a result of grant activities.

2. Provide training for child nutrition foodservice staff on implementing the most recent *Dietary Guidelines for Americans* (DGAs), applying for the HealthierUS School Challenge (NSLP/SBP), maximizing the use of USDA Foods, and meeting meal pattern requirements.

State agencies must describe how their training plan will assist foodservice staff in one or more of the following areas:
- Increase the variety and acceptance of whole grain-rich products offered to children.
- Increase the variety and acceptance of both fruits and vegetables within the meals programs.
- Reduce the amount of sodium in meals to meet targeted sodium levels in school meal programs.
- Improve the nutritional quality of a la carte foods and beverages and snacks to align with Smart Snacks requirements, as mandated in the *Healthy Hunger-Free Kids Act of 2010*.
- Increase awareness of and participation in the School Breakfast Program.
- Increase awareness of the nutritional benefits of USDA Foods, and how to maximize their use in nutritious, low-cost school meals.

The evaluation must include a description of baseline data to be collected prior to implementation, criteria for success, and how success will be measured. Evaluation measures may include the percentage increase in selection of target foods/food groups, changes to menu offerings, pre/post test scores from training, etc.

3. Provide schools or child care providers participating in the USDA Child Nutrition programs with technical assistance to create and maintain a healthier school or child care environment, including strategies supporting implementation and evaluation of wellness policies as specified in the Healthy Hunger Free Kids Act of 2010.

State agencies must describe how their plan will assist schools or child care providers participating in the USDA Child Nutrition programs in one or more of the following areas:

- Increase hours of interactive nutrition education provided to children, teachers, parents, and other caregivers through schools, child care centers and homes, and summer meal sites. .
- Increase children's acceptance of fruits, vegetables, and whole grain-rich foods through nutrition education and promotion efforts, including school gardening, farm-to-school, and cooking activities.
- Increase awareness of the importance of a healthy diet and physical activity to a child's growth, health, and learning through the use of multiple communication channels, including the cafeteria, classroom, community, media, and home.
- Develop and implement a nutrition promotion plan for the school or child care community.
- Increase opportunities for students to participate in efforts to make healthier foods available in schools.
- Evaluate compliance with existing local wellness policy and provide training and technical assistance, as appropriate, to ensure compliance.
- Increase awareness among parents, students, and the community of the healthfulness of school meals and snacks and the content and compliance with the local wellness policy.

Grant activities should provide instruction to students through a variety of developmentally-appropriate and interactive nutrition education lessons and activities, as well as training for teachers and caregivers. Instruction and training should include materials from USDA Team Nutrition, the National Food Service Management Institute (NFSMI), and USDA Foods Toolkit, as appropriate.

The evaluation must include a description of baseline data to be collected prior to implementation, criteria for success, and how success will be measured.

In addition, all grant proposals must:

    a. Provide justification of projects through a needs-assessment conducted at the appropriate State or local level.

    b. Include a grant evaluation plan that reflects attainable and measurable objectives. State agencies should describe how they plan to:

- Assess the effectiveness and usefulness of training approaches, programs, and activities. This includes measuring the outcomes of the grant activities to determine success;
- Document information on targeted audiences (such as number of students, foodservice staff, teachers, caregivers, parents, administrators, etc.) who were reached through the TN Training Grant; and
- Document best practices and lessons learned from implementing these grant activities, as well as document changes to the nutrition environment of targeted schools, if applicable.

    c. Include a plan that describes how activities will be sustained beyond the end of the grant period.

    d. Include the use of USDA or NFSMI-developed materials:
- USDA
  - Team Nutrition (http://www.fns.usda.gov/tn/resource-library);
  - USDA Core Nutrition Messages (http://www.fns.usda.gov/core-nutrition/core-nutrition-messages)
  - ChooseMyPlate.Gov (http://www.choosemyplate.gov)
  - USDA Foods (http://www.fns.usda.gov/usda-foods/usda-foods-toolkit);
- NFSMI (http://www.nfsmi.org/PageController.aspx?pID=2).

    e. Collaborate and partner with existing State and local organizations, businesses, and the local community at large to achieve the goals of the grant.

    f. All materials developed with TN grant funds must be submitted to the National Agricultural Library's Healthy Meals Resource System (hmrs@ars.usda.gov) prior to the end of the grant period.

Use of Materials Developed with TN Grant Funds

USDA/FNS reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for Federal Government purposes, the following:

- The copyright in any work developed under a grant, sub-grant, or contract under a grant or sub-grant; and

- Any rights of copyright to which a grantee, sub-grantee or a contractor purchases ownership with grant support.

Grantee Meetings

All applicants must include in their budget the costs for one key project staff to attend two grantee meetings (one each grant year in Alexandria, VA). The purpose of the Grantee meetings are to allow grantee States to share their plans/projects approved under the TN Training Grants; share their past successes; discuss barriers encountered; and seek solutions from peer grantee States. Technical assistance on grant administrative requirements and cost principles also will be provided during the meeting

Time Commitment and Responsibilities

A minimum 0.5 full-time equivalent (FTE) is required for the designated Project Director(s) for this grant (no more than two staff positions can be combined to reach 0.5 FTE). The Project Director(s) should be clearly identified by name with their FTE planned for work on the project.

The State agency is responsible for overseeing and coordinating grant activities; providing fiscal oversight; and exercising effective internal control of funds that are provided to a sub-contractor, school food authorities, and/or child care centers as sub-grant recipients, including the appropriate use of the "Guidance for Interpreting Cost Principles of Sub-Grant Awards (formerly Mini-Grants)" listed in Attachment C.

Use of Grant Funds

Funding will be used for State agencies to expand and enhance their training and educational activities to support implementation of USDA nutrition standards for meals and snacks offered through the Child Nutrition Programs (NSLP, SBP, CACFP, SFSP). All costs must be considered as allowable, allocable, necessary, and reasonable in accordance with new OMB Code of Federal Regulations Cost Principles as follows:

Code of Federal Regulations (Cost Principles):

- 2 CFR Part 200: "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards"
- 2 CFR Part 400 "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards"

Allowable use of funds includes, but is not limited to:

a. **Education and Training**
   - Deliver State-conducted training for foodservice personnel, TN school leaders, teachers, and/or school and child care decision-makers
   - Provide train-the-trainer workshops
   - Establish an instructors' network for State-wide training
   - Conduct a grant evaluation (shall not exceed 20% of the TN Training Grant)
   - Tuition for trainees
   - Cost for trainers
   - Travel reimbursement (reimbursement may only be paid for travel expenses in accordance with the Federal Travel Regulations 41 CFR 301 and shall not exceed the lesser of State or Federal maximum per diem rates)

b. **Local TN Training Grants**
   ▪ All sub-grant awards must follow the "Guidance for Interpreting Cost Principles of Sub-Grant Awards (formerly Mini-Grants)" (see Attachment C).

c. **Personnel Costs**
   ▪ Percentage of salary and benefits for the Project Director(s) and key staff (must be equal to their time spent on the grant activities)
   ▪ Contracted employee salaries (must be equal to their time spent on the grant activities)
   ▪ Pay for substitutes while teachers and/or foodservice staff attend training

d. **Materials/Resources and Other Supplies**

   ▪ While USDA requires States to use USDA or NFSMI-developed materials as appropriate for the target audience and project, a portion of grant funds may be used for justified development of needed materials[1] when: 1) no existing materials are available; or 2) materials have potential as a national resource.
   Examples include translation of materials into other languages, compilation of the best practices of TN activities, and/or innovative ideas for delivering nutrition messages using technology. All developed materials must be consistent with the most recent *Dietary Guidelines for Americans* and use positive nutrition messages.
   ▪ Purchase of nutrition education materials when no existing, comparable free materials are available. A list of materials should be included in the proposal.
   ▪ Printing, duplicating, and disseminating existing materials, when these materials are not available in print from USDA. A list of materials should be included in the proposal.

e. **Technology to Deliver Training/Nutrition Education**
   ▪ Procurement of hardware/software to implement grant activities (shall not exceed 10% of the TN Training Grant).

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[1] Any materials developed with TN Grant funds should be submitted in electronic format and be subject to other requirements specified in the Grant Agreement.

Determination of Grant Awards

The grants review panel will provide recommendations for funding to the selecting official. The selecting official will consider panel recommendations and may consider additional factors, such as geographic distribution or specific FNS/USDA priorities, as well as selecting officials' confidence in a prospective grantee's ability to perform grant requirements satisfactorily based on their past TN Grants performance. USDA reserves the right to not fund an application based on any of the above mentioned factors.

Determination of Award Amounts

If a State agency's application has been selected and approved for funding, is well-justified, and the budget submission is realistic and well-supported, the application will be funded at the level requested. USDA reserves the right to fund applications out of rank order and at a lesser dollar amount if it is judged that the application can be implemented with fewer Federal dollars, or if Federal funding is not sufficient to fully fund all applications that merit awards.

III.   ELIGIBILITY INFORMATION

ELIGIBLE APPLICANTS

State agencies that administer the NSLP, SFSP, and/or the CACFP may apply. Each State may submit only one application on behalf of all interested Child Nutrition State agencies within that State.

Cost Sharing / Matching Requirement

There is no cost sharing or matching requirement for this grant project.

Novice States

Novice States are those that have not received TN Training Grants for the past 3 fiscal years. Applications from novice states will receive an additional 5 points.

IV.   APPLICATION AND SUBMISSION INFORMATION

Applicants may request paper copy of this solicitation and required forms by contacting the FNS Grants Officer at:

<div align="center">

Leslie Byrd, Grant Officer
Grants and Fiscal Policy Division
U.S. Department of Agriculture, FNS
3101 Park Center Drive Room 740
Alexandra, VA 22302
E-mail: leslie.byrd@fns.usda.gov

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CONTENT AND FORM OF APPLICATION SUBMISSION

Applicants must organize the information in their application in the following order. All pages should be numbered consecutively.

1. **Cover Sheet**. This is the title page of your application. See Attachment B.

2. **Table of Contents**. Include a one-page table of contents.

3. **Proposal Summary**. Provide a **one-page** summary that describes the proposed activities and intended outcomes.

4. **Technical Proposal**. The narrative section must address all the selection criteria. The narrative must be limited to **20 typed pages**, not including the cover sheet, table of contents, resumes, letters of commitment, endorsement letter(s), budget narrative, appendices, and required forms. All pages must be numbered. The paper size shall be 8½ x 11 inches, single-spaced, with a one-inch margin. The pages must be numbered consecutively. The font size must be no smaller than 12-point type using Times New Roman. It is in the best interest of the applicants to ensure that the technical proposal section is easy to read, logically developed in accordance with the selection criteria, and fully addresses each rating factor.

5. **Budget**. Use the SF 424 and SF 424A forms (see Attachment F) to prepare a complete budget for the project. Provide amounts for all major budget categories.

6. **Budget Narrative**. Applicants should provide a detailed explanation for all funds requested on the Budget Form (SF 424A) **in the form of a line item budget** and describe how those costs relate to the project objectives and proposed activities. The budget narrative must be limited to **three typed pages**, single-spaced, with a one-inch margin. The paper size shall be 8 ½ x 11 inches, and the font size must be no smaller than 12-point font using Times New Roman. The budget narrative should provide enough detail for reviewers to easily understand how costs were determined and how they relate to the goals and objectives of the project. All non-profit organizations must include their 501(c)(3) determination letter issued by the Internal Revenue Service (IRS).

7. **Indirect Cost.** A copy of the State agency's negotiated and approved rate must be attached. Please note that the submission of an approved indirect cost rate plan is required only if indirect costs are charged to the TN Grant.

8. **Assurance and Disclosure**. The following forms must be attached (see Attachment F):

   - Assurances - Non-Construction Programs, SF 424B
   - Disclosure of Lobbying Activities, SF LLL

9. **Appendices.** This section must include only required supporting documentation that addresses the applicant's capacity to carry out the proposed project. Documentation includes resumes of the Project Director(s) and key staff (limit of 2 pages per resume); letters of commitment from Project director(s) and key staff, as well as their supervisors; and letters of agreement from partners, collaborators, and/or other State agencies. If applicable, also include how much time and resources these partners and collaborators

will contribute. <u>Do not</u> include the budget, the technical proposal, or timelines and deliverables in this section. The page limit of the appendices is **15 pages**.

Other attachments will not be reviewed nor returned to the applicant.

Special Instructions:

- Late application submission will not be considered in this competition. FNS will not consider additions or revisions to applications once they are received.
- Applications submitted without the required supporting documents, forms, or certifications will not be considered.
- Applications not submitted via the Grants.gov portal will not be considered.
- FNS reserves the right to use this solicitation and competition to award additional grants in the next fiscal year should additional funds be made available through future appropriations.
- Grant awards are subject to the availability of funds.
- Cost sharing/matching is not required for this grant.

<u>Required Grant Application Forms</u>

All applicants must complete the following forms:

The following grants.gov forms are required of grant applicants. They are located at http://www.grants.gov/agencies/aforms_repository_information.jsp:

The following required OMB forms can be obtained at: https://apply07.grants.gov/apply/FormsMenu?source=agency

Non-Construction Grant Projects Forms: SF-424 Family

1. Application and Instruction for Federal Assistance (SF-424)
2. Budget Information and Instruction (SF-424A)
3. Assurance-Non-Construction Programs (SF-424B)

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."

LETTER OF INTENT (*See Attachment A*)
The eligible applicant that intends to submit an application should submit a Letter of Intent notice by **April 2, 2105**. This notice does not obligate the applicant to submit an application but provides FNS with useful information in preparing for the review and selection process. The notice should include the potential applicant's name and address, organization's name, telephone number, and e-mail address of the primary point of contact. The applicant can send the letter via the mail or e-mail to the FNS Program Officer identified below:

Anna Arrowsmith, RD
Child Nutrition Programs
Food and Nutrition Services, USDA
3101 Park Center Drive, Room 639
Alexandria, VA 22302
Fax 703-305-2549
Email: anna.arrowsmith@fns.usda.gov

Electronic Submission: The complete application must be uploaded to www.grants.gov by 11:59 PM, Eastern Standard Time, on **(May 19, 2015).** Applications received after the deadline date will be deemed ineligible and will not be reviewed or considered. USDA will not consider any additions or revisions to an application once it is received. USDA will not accept mailed, faxed, or hand-delivered applications.

Dun and Bradstreet (DUNS) Number

In order to submit an application via grants.gov, applicants must have obtained a Data Universal Numbering System (DUNS) number and registered in both the new Systems for Award Management (SAM) and on grants.gov. The applicant is strongly advised to allow ample time to initiate the grants.gov application submission process. Please visit the following websites to obtain additional information on how to obtain a DUNS number (www.dnb.com) and register in SAM (https://www.sam.gov/portal/public/SAM/).

DUNS Number: In order to obtain a DUNS number, if your organization does not have one, or if you are unsure of your organization's number you can contact Dun and Bradstreet via the internet at http://fedgov.dnb.com/webform or by calling 1-888-814-1435, Monday thru Friday, 8am-9pm EST. There is no fee associated with obtaining a DUNS number. Obtaining a DUNS number may take several days to obtain.

System for Award Management (SAM)

What is SAM?
The System for Award Management (SAM) is combining Federal procurement systems and the Catalog of Federal Domestic Assistance into one new system. ‑

For additional information regarding SAM see the following link:

https://www.acquisition.gov/SAM_Guides/Quick%20Guide%20for%20Grants%20Registrations%20v1.pdf

Below is some additional information that should assist the applicant through this process:

SAM Registration: For applicant organizations that were previously registered in the CCR, relevant applicant information is already in SAM; set up a SAM account as necessary to update any information. To register in SAM, the applicant's DUNS number, Tax ID Number (TIN), and taxpayer name (as it appears on the applicant's last tax return) are all required. SAM verifies all information submitted by the applicant using several systems. This verification takes at least **48 hours** after your registration is submitted to SAM. Applicants must have a valid SAM registration no later than 3 days prior to the application due date of this solicitation. **Applicants that do not receive confirmation that SAM registration is complete and active should contact SAM at: https://www.fsd.gov/app/answers/list**.
SAM Presentation/Training

GSA has created a presentation of a SAM training. To view the presentation, please visit:
http://www.youtube.com/watch?v=mmHcKCchaiY

This will be extremely useful for SAM users that are:
- Registering at SAM for the first time
- Setting up user permissions from CCR into the SAM registration (called migrating)
- Updating / renewing CCR record in SAM

PLEASE BE AWARE: In some instances the process to complete the migration of permissions and/or the renewal of the entity record will require **5-7 days or more**. We strongly encourage grantees to begin the process at least **3 weeks before** grant the due date of the grant solicitation.

Grants.gov Registration: In order to apply for a grant, your organization must have completed the above registrations as well as register on Grants.gov. The Grants.gov registration process can be accessed at www.grants.govapplicants/get_reistered.jsp. Generally, the registration process takes between **3-5 business days**.

Allow your entity ample time to complete the necessary steps, for the submission of your grant application package, on grants.gov.

Please be aware that the grants.gov system provides several confirmation notices; applicants should ensure receipt of confirmation that the application was accepted.

NOTICE: Special Characters not Supported

All applicants **<u>MUST</u>** follow grants.gov guidance on file naming conventions. To avoid submission issues, please follow the guidance provided in the grants.gov Frequently Asked Questions (FAQ):

<u>Are there restrictions on file names for any attachment I include with my application package?</u>

File attachment names longer than approximately 50 characters can cause problems processing packages. Please limit file attachment names. Also, do not use any special characters (example: &,–,*,%,/,#', -), this includes periods (.), spacing followed by a dash in the file and for word separation, use underscore (example: Attached_File.pdf) in naming the attachments. **Please note that if these guidelines are not followed, your application will be rejected. FNS will not accept any application rejected from www.grants.gov portal due to incorrect naming conventions.**

In order to submit an application via grants.gov, applicants must have obtained a Data Universal Numbering System (DUNS) number and registered in both the new Systems for Award Management (SAM) and on grants.gov. The applicant is strongly advised to allow ample time to initiate the grants.gov application submission process. All applicants must have current Central Contractor Registry (CCR) status at the time of application submission and throughout the duration of a federal award in accordance with 2 CFR Part 25. Please visit the following websites to obtain additional information on how to obtain a DUNS number (www.dnb.com) and register in SAM (https://www.sam.gov/portal/public/SAM/).

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.

1. Submission Dates and Times

LETTER OF INTENT (See Attachment A)
The eligible applicant that intends to submit an application should submit a Letter of Intent notice by **April 2, 2015**. This notice does not obligate the applicant to submit an application but provides FNS with useful information in preparing for the review and selection process. The notice should include the potential applicant's name and address, organization's name, telephone number, and e-mail address of the primary point of contact. The applicant can send the letter via the mail or e-mail to the FNS Program Officer identified below:

Anna Arrowsmith, RD
Child Nutrition Programs
Food and Nutrition Services, USDA
3101 Park Center Drive, Room 639
Alexandria, VA 22302
Fax 703-305-2549
Email: anna.arrowsmith@fns.usda.gov

APPLICATION DUE DATE
The complete application must be uploaded on www.grants.gov by 11:59 PM, Eastern Time **May 19, 2015.** Applications received after the deadline date will be deemed ineligible and will not be reviewed or considered. FNS <u>will not</u> consider any additions or revisions to an application once it is received. FNS will not accept mailed, faxed, or hand-delivered applications.

Applicants experiencing difficulty submitting applications to www.grants.gov should contact the grants officer listing above for further instructions.

2. Funding Restrictions

Pre-award costs will/will not be awarded for this grant project.

3. Other Submission Requirements

Electronic Submission: The complete application must be uploaded to www.grants.gov by 11:59 PM, Eastern Standard Time, on **May 19, 2015.** Applications received after the deadline date will be deemed ineligible and will not be reviewed or considered. USDA will not consider any additions or revisions to an application once it is received. USDA will not accept mailed, faxed, or hand-delivered applications.

Applicants experiencing difficulty submitting applications to www.grants.gov should contact the grants officer listing above for further instructions.

V. APPLICATION REVIEW INFORMATION

1. Review Criteria

EVALUATION OF GRANT APPLICATION CRITERIA

FNS will pre-screen all applications to ensure that they contain the required documents and information. If an application does not include all appropriate information, FNS will consider the application to be non-responsive and will eliminate it from further evaluation.

Evaluation Factors and Criteria

The following selection criteria will be used to evaluate applications under this competition. The maximum score for all criteria is 100 points. Each criterion has a maximum score as indicated in parentheses. Novice State applicants will receive an additional five points. The maximum score a novice application can receive is 105 points.

Soundness or Merit of Project Design: (40 points)

Proposal is included and provides justification of the project(s) and activities being proposed, including needs assessment findings.

Proposal has objectives and goals that are appropriate to the target audience, are specific, measurable, realistic, achievable within the grant period, and address one or more focus areas (see page 4) requested in the 2015 Team Nutrition Training Grants Request for Application (RFA).

Project activities incorporate one or more of the TN behavior-oriented strategies (see page 3).

Proposal describes State agency's use of USDA or NFSMI-developed materials, and adequate justifications are made if a portion of the grant funds will be used to develop or purchase needed materials.

If sub-grants are to be awarded, proposal includes a description of the sub-grant application criteria, allowable costs, award process, and the State agency's plan for technical assistance, monitoring, and oversight.

Proposal adequately describes the tasks and activities with realistic and specific timelines.

Proposal includes a chronological timeline, not to exceed two pages.

Proposal is written concisely, succinctly, and demonstrates a comprehensive planning process.

Proposal includes a plan for sustainability after the grant period has ended.

Grant Evaluation (25 points)

Proposal adequately describes how the State agency will evaluate the effectiveness and usefulness of training approaches, programs, and proposed activities. Proposal specifies criteria for success and how success will be measured.

The evaluation methods and measures presented in the proposal are appropriate for the type of training activities.

Proposal clearly describes time-frames for data collection and how baseline data will be collected prior to implementation of training activities.

Proposal describes how the State agency will document the number of targeted audiences reached, as well as best practices and lessons learned as result of the grant activities.

Qualification of Project Personnel, Project Management, and Organizational Experiences (15 points)

Project Director (PD) is clearly identified. Time commitment for the grant is clearly stated as a percentage of a full time equivalent (FTE). If there will be two PDs, each should be clearly identified and the percent FTE given for each.

Proposal describes the qualifications of PD and other key personnel. Resumes must be provided which demonstrate that they have the appropriate educational, technical, and experiential backgrounds for their proposed roles.   A position description must be included for PD and/or key staff to be hired after the grant is awarded. The Project Director, or one of the Project Co-Directors, must have a four-year degree in nutrition/dietetics, public health, health education, or other related field.

Proposal describes the organization's credibility and capabilities to administer the grant.

The organization of the project allows sufficient time for proposed tasks, and clearly discusses and demonstrates that effective communication will exist among staff.

Proposal describes State agency's commitment to provide financial and administrative oversight for the grant. If part of proposal funding is used for local sub-grants to school districts/schools and/or child care centers, criteria for funding and plans for oversight must be provided.

Letters of commitment are provided by project director, project director's supervisor, and key staff.

Budget Appropriateness and Efficiency (20 points)

Budget narrative is included and describes how funds will be spent, by whom and for various categories.

Budget detail sufficiently itemizes costs within each budget category.

Budget demonstrates consistency with project objectives and specific activities/tasks planned. Budget line items are linked to specific grant objectives.

The level of funding requested is economical and reasonable in relation to the proposed scope and effort of the project.

2. Review and Selection Process

Following the initial screening process, FNS will assemble a peer panel group to review and determine the technical merits of each application. The peer panel will evaluate the proposals based on how well they address the required application components. The peer panel members will recommend applications for consideration for a grant award based on the evaluation scoring. The selecting official reserves the right to award a grant to meet agency priorities, program balance, geographical representation, or project diversity. FNS reserves the right to use this solicitation and competition to award additional grants in the next fiscal year should additional funds be made available through future appropriations.

VI.   FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notice

Unless an applicant receives a signed award document with terms and conditions; any contact from a FNS grants or program officer should not be considered as a notice of a grant award. No pre-award or pre-agreement costs incurred prior to the effective start date are allowed unless approved and stated on FNS' signed award document.

The Government is not obligated to make any award as a result of this RFA. Only the recognized FNS authorized signature can bind the USDA, Food and Nutrition Service to the expenditure of funds related to an award's approved budget.

2. Administrative and National Policy Requirements

CONFIDENTIALITY OF AN APPLICATION

When an application results in an award, it becomes a part of the record of FNS transactions, available to the public upon specific request. Information that the Secretary determines to be of a confidential, privileged, or proprietary nature will be held in confidence to the extent permitted by law. Therefore, any information that the applicant wishes to have considered as confidential, privileged, or proprietary should be clearly marked within the application. Any application that does not result in an award will be not released to the public. An application may be withdrawn at any time prior to the final action thereon.

CONFLICT OF INTEREST AND CONFIDENTIALITY OF THE REVIEW PROCESS

The agency requires all panel reviewers to sign a conflict of interest and confidentiality form to prevent any actual or perceived conflicts of interest that may affect the application review and evaluation process. Names of applicants, including States and tribal governments, submitting an application will be kept confidential, except to those involved in the review process, to the extent permitted by law. In addition, the identities of the reviewers will remain confidential throughout the entire process. Therefore, the names of the reviewers will not be released to applicants
ADMINISTRATIVE REGULATIONS

Federal Tax Liabilities Restrictions

None of the funds made available by this or any other Act may be used to enter into a contract, memorandum of understanding, or cooperative agreement with, make a grant to, or provide a loan or loan guarantee to, any corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency is aware of the unpaid tax liability, unless a Federal agency has considered suspension or debarment of the corporation and has made a determination that this further action is not necessary to protect the interests of the Government.

Felony Crime Conviction Restrictions

None of the funds made available by this or any other Act may be used to enter into a contract, memorandum of understanding, or cooperative agreement with, make a grant to, or provide a loan or loan guarantee to, any corporation that was convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency is aware of the conviction, unless a Federal agency has considered suspension or debarment of the corporation and has made a determination that this further action is not necessary to protect the interests of the Government.

 Debarment and Suspension 2 CFR Part 180 and 2 CFR Part 417

A recipient chosen for an award shall comply with the non-procurement debarment and suspension common rule implementing Executive Orders (E.O.) 12549 and 12669, "Debarment and Suspension," codified at 2 CFR Part 180 and 2 CFR Part 417. This common rule restricts sub-awards and contracts with certain parties that are debarred, suspended or otherwise excluded from or ineligible for participation in Federal assistance programs or activities. The approved grant recipient will be required to ensure that all sub-contractors and sub-grantees are neither excluded nor disqualified under the suspension and debarment rules prior to approving a sub-grant award by checking the Excluded Parties List System (EPLS) found at www.epls.gov.

<u>Universal Identifier and Central Contractor Registration 2 CFR Part 25</u>

Effective October 1, 2010, all grant applicants must obtain a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number as a universal identifier for Federal financial assistance.   Active grant recipients and their direct sub-recipients of a sub-grant award also must obtain a DUNS number. To request a DUNS number visit: http://fedgov.dnb.com/webform.

The grant recipient must also register its DUNS number in the new Systems for Award Management (SAM). If you were registered in the CCR, your company's information is already in SAM and you will just need to set up a SAM account. To register in SAM you will need your entity's DUNS and your entity's Tax ID Number (TIN) and taxpayer name (as it appears on your last tax return). Registration should take **3-5 days**. If you do not receive confirmation that your SAM registration is complete, please contact SAM at https://www.fsd.gov/app/answers/list or at www.SAM.gov.

FNS may not make an award to an applicant until the applicant has complied with the requirements described in 2 CFR 25 to provide a valid DUNS number and maintain an active SAM registration with current information.

<u>Reporting Sub-award and Executive Compensation Information 2 CFR Part 170</u>

The Federal Funding Accountability and Transparency Act (FFATA) of 2006 (Public Law 109–282), as amended by Section 6202 of Public Law 110–252 requires primary grantees of Federal grants and cooperative agreements to report information on sub-grantee obligations and executive compensation. FFATA promotes open government by enhancing the Federal Government's accountability for its stewardship of public resources. This is accomplished by making Government information, particularly information on Federal spending, accessible to the general public.

Primary grantees, including State agencies, are required to report actions taken on or after October 1, 2010, that obligates $25,000 or more in Federal grant funds to first- tier sub-grantees. This information must be reported in the Government-wide FFATA Sub-Award Reporting System (FSRS). In order to access FSRS a current CCR registration is required. A primary grantee and first-tier sub-grantees must also report total compensation for each of its five most-highly compensated executives. Every primary and first-tier grantee must obtain a DUNS number prior to being eligible to receive a grant or sub-grant award. Additional information will be provided to grant recipients upon award.

<u>Duncan Hunter National Defense Authorization Act of Fiscal Year 2009, Public Law 110-417</u>

Section 872 of this Act requires the development and maintenance of a Federal Government information system that contains specific information on the integrity and performance of covered Federal agency contractors and grantees. The Federal Awardee Performance and Integrity Information System (FAPIIS) was developed to address these requirements. FAPIIS contains integrity and performance information from the Contractor Performance Assessment Reporting System, information from the CCR database, and suspension and debarment information from the EPLS. FNS will review and consider any information about the applicant reflected in FAPIIS when making a judgment about whether an applicant is qualified to receive an award.

CODE OF FEDERAL REGULATIONS AND OTHER GOVERNMENT REQUIREMENTS

This grant will be awarded and administered in accordance with the following regulations 2 Code of Federal Regulations (CFR), Subtitle A, Chapter II. Any Federal laws, regulations, or USDA directives released after this RFA is posted will be implemented as instructed.

Government-wide Regulations

- 2 CFR Part 25: "Universal Identifier and Central Locator Contractor Registration"
- 2 CFR Part 170: "Reporting Sub-award and Executive Compensation Information"
- 2 CFR Part 175: "Award Term for Trafficking in Persons"
- 2 CFR Part 180: "OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Non-Procurement)"
- 2 CFR Part 200: "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards"
- 2 CFR Part 400: USDA's implementing regulation of 2 CFR Part 200 "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards"
- 2 CFR Part 415: USDA "General Program Administrative Regulations"
- 2 CFR Part 416: USDA "General Program Administrative Regulations for Grants and Cooperative Agreements to State and Local Governments"
- 2 CFR Part 417: USDA "Implementation of OMB Guidance on Non-Procurement Debarment and Suspension"
- 2 CFR Part 418 USDA "New Restrictions on Lobbying"
- 2 CFR Part 421: USDA "Requirements for Drug-Free Workplace (Financial Assistance)"
- 41 U.S.C. Section 22 "Interest of Member of Congress"
- Freedom of Information Act (FOIA). Public access to Federal Financial Assistance records shall not be limited, except when such records must be kept confidential and would have been excepted from disclosure pursuant to the "Freedom of Information" regulation (5 U.S.C. 552)

General Terms and Conditions of the award may be obtained electronically. Please contact the Grants Officer at:

<div align="center">

Leslie Byrd
Grant Officer, Grants and Fiscal Policy Division
U.S. Department of Agriculture, FNS
3101 Park Center Drive Room 740
Alexandra, VA 22301
E-mail: leslie.byrd@fns.usda.gov

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3. Reporting

FINANCIAL REPORTING

The award recipient will be required to enter the SF-425, Financial Status Report data into the FNS Food Program Reporting System (FPRS) on a quarterly basis. The recipient will also be required to submit a final Financial Status Report no later than 90 days after the termination date of the project. In order to access FPRS, the grant recipient must obtain USDA e-authentication

certification and access to FPRS. More detailed instructions for reporting will be included in the FNS Federal financial assistance award package.

PROGRESS REPORTING

The recipient will be responsible for managing and monitoring the progress of the grant project activities and performance. The award document will indicate the reporting schedule for submitting project performance/progress reports to FNS. The recipient may be required to submit performance/progress reports to FNS using SF-PPR, Periodic Progress Report. Any additional reporting requirements will be identified in the award terms and conditions, including results of the grant project.

VII. FEDERAL AWARDING AGENCY CONTACTS

For questions regarding this solicitation, please contact the Grants Officer at:

Leslie Byrd
Grant Officer, Grants and Fiscal Policy Division
U.S. Department of Agriculture, FNS
3101 Park Center Drive Room 740
Alexandra, VA 22301
E-mail: leslie.byrd@fns.usda.gov

VIII. OTHER INFORMATION

Projects that Include U.S. Department of Agriculture (USDA) Place Based Initiatives

Proposals with projects that include interventions in communities that have been designated USDA Place Based Initiatives may receive priority consideration.   The USDA Place Based Initiatives include but are not limited to:

1. **StrikeForce for Rural Growth and Opportunity (SF)** – StrikeForce aims to create self-sustaining, long-term economic development in persistent poverty rural communities by increasing investment through intensive outreach and stronger partnership with community leaders, businesses, and foundations. StrikeForce seeks to improve food security by increasing access to safe and nutritious foods.

2. **Promise Zones** (**PZ)** - Promise Zones are part of the President's plan where the Federal government partners with and invests in selected high-poverty urban, rural, and tribal communities. Promise Zones leverage Federal resources to build up existing local capacity to create jobs, increase economic security, leverage private investment, expand educational opportunities, increase access to quality affordable housing, reduce violent crime and improve public safety.

3. **White House Council on Strong Cities, Strong Communities (SC2)** – As part of the President's priority to strengthen the middle class, create jobs, and build ladders of opportunity, SC2 seeks to increase cooperation between community organizations, local leadership, and the federal government. SC2 pairs on the ground Federal inter-agency teams with the Mayor and city leadership to support the community's vision for economic development. These SC2 Teams offer technical assistance and expertise to help leverage existing Federal resources to grow local capacity and stimulate economic growth in distressed areas.

4. **Partnership for Sustainable Communities** - The Partnership for Sustainable Communities works to coordinate federal housing, transportation, water, and other infrastructure investments to make neighborhoods more prosperous, allow people to live closer to jobs, save households time and money, and reduce pollution.

5. **Know Your Farmer, Know Your Food (KYF2)** - KYF2 strengthens the connection between farmers and consumers to better meet critical goals, including reinvigorating rural economies, promoting job growth, and increasing healthy and local food access in America. Through KYF2, USDA integrates programs and policies that stimulate food- and agriculturally-based community economic development, foster new opportunities for farmers and ranchers, and cultivate healthy eating habits and educated consumers.

RFA APPLICATION CHECKLIST

All proposals submitted under this RFA must contain the applicable elements as described in this announcement. The application must be submitted electronically through www.grants.gov, by midnight on May 19, 2015. The following checklist has been prepared to assist in ensuring that the proposal is complete and in the proper order prior to submission.

- ✓ Read the RFA carefully, usually more than once.
- ✓ Have you obtained a Dun and Bradstreet Data Universal Numbering System (DUNS) number and registered the number in the System for Award Management (SAM)?
- ✓ Have you verified that your Central Contractor Registration is active?
- ✓ Have you registered your entity in grants.gov and are you authorized as a user in grants.gov to submit on behalf of your agency?
- ✓ Have you prepared and submitted the appropriate forms as shown under the Required Grant Applicant Forms section of this RFA?
- ✓ Have you included the RFA CFDA #10.574 on your application?
- ✓ Have you included your contact information: telephone number, fax number, and e-mail address?
- ✓ Have you addressed, met, and considered any program specific requirements or restrictions?
- ✓ Is the project's proposal clearly stated?
  - o Does it comply with any format requirements?
  - o Does it comply with the page limitation?
  - o Most importantly does it directly relate to the RFA's objectives and priorities?
  - o Don't assume that reviewers know anything about your organization and its work.
- ✓ Have one or more persons read your proposal who did not participate in its writing and ensure that it was it clear to them?
- ✓ Does the proposed project and budget meet the bona fide needs of the RFA?
- ✓ Is the budget summary included?
  - o Does it agree with the calculations shown on the OMB budget form?
  - o Is the budget in line with the project description?
- ✓ Be sure to submit a timely application into www.Grants.gov in order to meet the RFA application deadline.
- ✓ FNS reserves the right to request additional information not clearly addressed in the initial application.

RFA BUDGET NARRATIVE 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.

NOTE: The budget and budget narrative must be in line with the proposal project description (statement of work) bona fide need. FNS reserves the right to request information not clearly addressed.

	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 percentage of time the Project Director will devote to the project in full-time equivalents (FTE)?		
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?		

	YES	NO
Contractual: (FNS reserves the right to request information on all contractual awards and associated costs after the contract is awarded.)		
Has the bona fide need been clearly identified in the project description to justify the cost for a contract or sub-grant expense(s) shown on the budget?		
A justification for all Sole-source contracts must be provided in the budget narrative prior to approving this identified cost.		
Other		
Consultant Services. – Has the bona fide need been clearly identified in the project description to justify the cost shown on the budget. The following information must be provided in the justification: description of service, the consultant's name and an itemized list of all direct cost and fees, number of personnel including the position title (specialty and specialized qualifications as appropriate to the costs), Number of estimated hours X hourly wages, and all expenses and fees directly related to the proposed services to be rendered to the project.		
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		
Has the applicant obtained a Negotiated Indirect Cost Rate Agreement (NICRA) from a Federal Agency? If yes, a copy of the most resent and signed negotiated rate agreement must be 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.		

FOR GRANT APPLICANT USE ONLY. DO NOT RETURN THIS FORM WITH THE APPLICATION

Attachment A - Letter of Intent

If you intend to submit an application for a Team Nutrition Training Grant, please complete the section below and return this form by **April 2, 2015**. This intent does not obligate a State agency in any way, but will provide useful information to us as we prepare for the review and selection process. The intent may be e-mailed or faxed. Thank you for your interest. Please submit your Letter of Intent to:

> Anna Arrowsmith, RD
> Child Nutrition Programs
> Food and Nutrition Services, USDA
> 3101 Park Center Drive, Room 639
> Alexandria, VA 22302
> Fax 703-305- 2549
> anna.arrowsmith@fns.usda.gov

**2015 Team Nutrition Training Grant
Intent to Submit an Application**

Applicant (State agency name and address): _____

    _____
    _____
    _____
    _____

Project Director or Contact Person _____

Telephone _____

e-mail _____

State Child Nutrition Director _____

Telephone _____

e-mail _____

2015 Team Nutrition Training Grant
CFDA 10.574

State: _____

State Child Nutrition Director(s): _____

E-mail address: _____

Phone: _____   Fax: _____

_____

Grant Contact Person/Project Director: _____

Job Title: _____

Mailing Address: _____

_____

_____

E-mail address: _____

Phone: _____   Fax: _____

The complete application package **must be uploaded** on **www.Grants.gov** on or before Tuesday, May 19, 2015, no later than 11:59 PM Eastern Daylight Time. 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. *FNS will not accept mailed or hand-delivered applications.*

Attachment C – Guidance for Interpreting "Cost Principles of Sub-Grant Awards (formerly Mini-Grants)"

Use of Team Nutrition Training Grant Funds for Sub-Grants

State agencies that award Team Nutrition (TN) Training Grants in the form of sub-grants are expected to:

- Provide oversight to these sub-grant recipients to ensure that expenditures authorized under the sub-grants are allowable, allocable, and reasonable.

- Ensure that all expenditures are consistent with all local, State, and Federal policies, regulations, and procedures.

- Ensure that the expenditure does not exceed that which would be incurred by a prudent person under similar circumstances and would qualify as a sound business practice.

- Ensure that *schools* that receive sub-grants are enrolled as TN Schools.
  (Visit http://www.fns.usda.gov/tn/join-team to enroll)

- Ensure that Team Nutrition sub-grant funds support one or more of the Team Nutrition strategies and deliver Team Nutrition messages of healthy eating and being physically active. Team Nutrition strategies and nutrition messages must be part of the objectives and work plan of the sub-grant recipient.

  The three TN behavior-oriented strategies include:

  - Provide **training and technical assistance** to child nutrition foodservice professionals to enable them to prepare and serve nutritious meals that appeal to children and meet the recommendations of the Dietary Guidelines for Americans.
  - Provide **fun and interactive nutrition education** for children, teachers, parents and other caregivers.
  - Build **school and community support** for creating healthy school environments that are conducive to healthy eating and physical activity.

- Ensure that all activities and expenses specified in the sub-grants support and promote children's participation in the child nutrition programs.

Some general guidance for allowability of selected items of cost under the Cost Principles:

Food Cost
Team Nutrition funds may be used to pay for food if the food is part of a specific educational activity. For example, conducting a classroom taste test of specific fruits or vegetables, or demonstrating the making of simple, healthy snacks, is a reasonable request. The use of the food must be related to nutrition education activities specified under objectives of the sub-grant proposal or work plan. Team Nutrition funds should **not** be used to purchase a meal for anyone.
Food and Nutrition Equipment
Team Nutrition funds may **not** be used to purchase foodservice operation equipment, such as salad bar equipment, refrigerators, food processors, etc. However, small mobile kitchen equipment to be used for classroom food preparation demonstration or hands-on food

experiences may be permissible if such activities are part of the integrated nutrition education lessons specified under objectives of the proposed sub-grants. Teachers' commitment to teach nutrition in the classroom and share the use of the purchased mobile kitchen equipment among other teachers within the same building, if applicable, should be clearly indicated in the sub-grant proposal. A total expenditure of food and nutrition-related equipment purchases should not exceed 10% of the total sub-grant awarded.

Medical Equipment

Team Nutrition funds may **not** be used to purchase medical equipment or health services related to health assessments, such as obtaining clinical data on nutritional status, chronic disease, or chronic disease risk assessment. Therefore, measurement of height, weight, skin fold thickness, blood pressure, cholesterol, and blood glucose and iron levels are not allowable costs under the TN grant. Although the Body Mass Index (BMI) concept may still be part of the nutrition education component for the age-appropriate students, obtaining the height and weight status should come from the school nurse's office, students' health care providers, or the individual student's knowledge.

Physical Activity

Eating healthy and being physically active are desired behavior outcomes of Team Nutrition. States are encouraged to coordinate with community, youth and recreational organizations, and others whose primary mission is to make regular opportunities for physical activity accessible to children. Educational and program materials developed with TN funds to promote and reinforce physical activity for all target audiences must include messages that link nutrition and physical activity, such as "balance your day with food and play" (Eat Smart. Play Hard.™). It might be permissible to use sub-grant funds to purchase posters, pamphlets, audiovisuals, and small, consumable supplies, such as a few classroom jump ropes or hula hoops, to help teachers promote life-long physical activity habits as part of a classroom nutrition education activity. However, TN funds are **not** intended to purchase pedometers or award pins for everyone, or to subsidize the regular physical education program in the school. The costs associated with physical activities should not detract significantly from funds for promoting healthy eating.

Team Nutrition funds may **not** be used to purchase playground equipment, exercise or sports equipment, or sports lessons (swimming, skating, etc.), or to pay for the services of a for-profit physical fitness organization. Children should not be given the message that they must belong to a health club in order to be physically active. Schools are encouraged to look to other funding sources for physical activity such as forming partnerships with local non-profit organizations such as the YMCA, YWCA, Sierra Club, 4-H, and others in providing the kind of resources that might continue to supplement this type of activity when the Team Nutrition grant dollars are no longer available at the school.

Promotional/Incentive Items
The purpose of the Team Nutrition Grants is to promote nutrition messages that are consistent with the current Dietary Guidelines for Americans. Any promotional item or incentive should promote one or more of the Selected Messages for Consumers the Dietary Guidelines for Americans http://www.choosemyplate.gov/print-materials-ordering/selected-messages.html and/or the FNS Core Nutrition Messages http://www.fns.usda.gov/core-nutrition/core-nutrition-messages.

Any cost associated with such promotions or incentives must be reasonable in comparison to the sub-grant funding. A total expenditure of promotional/incentive items should not exceed 5% of the total sub-grant awarded.

Staff Development and/or Substitute Pay
If adequate funding is available and acceptable to the State agency, Team Nutrition funds may be used   to hire a substitute for a teacher, school administrator, or school foodservice staff representative to attend training (including HealthierUS School Challenge training), or participate in planning sessions or other avenues for staff development in nutrition education. For accounting purposes, a record of who attended the session, how long it lasted, and the purpose of the session is required.

Gardening
It is recognized that some of the Team Nutrition materials promote activities related to gardening, and gardening is an excellent way to involve the entire school, parents and the community in a Team Nutrition activity. If the plans submitted by the sub-grant recipient(s) specify a gardening activity, the proposal must include a nutrition education component and show a clear link between the garden and nutrition education activities. The proposal must also describe how the garden will be sustained beyond the grant period.

Schools are encouraged to partner with local gardening supply sources for creating sustainability of the gardening project after the TN Training Grant period. Schools may also contact their local Cooperative Extension office to see if there is a Master Gardener program that can provide assistance with the gardening project. The FNS Farm to School web page contains several resources, including links to funding opportunities to supplement the TN funds used for school or child care gardens.

Team Nutrition funds may be used to purchase a reasonable amount of supplies (e.g., seeds/seedlings, grow lights, potting soil and starter pots) for classroom gardening projects. Applicants whose proposals clearly show a strong indication of sustainability beyond the grant period may receive start-up funds for moderately sized, in-ground gardens, including structural supplies for building the garden. Proposals that describe activities that will not be sustained beyond the grant period may only be funded for smaller, classroom-sized, container gardens.

Summary
There is limited funding to accomplish Team Nutrition's important goal of improving children's lifelong eating and physical activity habits. State agencies will want to ensure that the best use of the limited funding is achieved. In approving sub-grant requests, a positive answer should always be sought to the following questions:

1. Is the cost applicable to my grant and the sub-grant's objectives?
2. Is the cost allowable according to program cost principles?

3. Is the cost reasonable?