U.S. DEPARTMENT OF AGRICULTURE
FOOD AND NUTRITION SERVICE

USDA Food and Nutrition Service
Child Nutrition Programs

201X Professional Standards Training Grants

REQUEST FOR APPLICATIONS

CFDA#: 10.547

DATES:

RFA Release Date: February XX, 201X

Letter of Intent Date: *April XX, 201X*

Application Submission Date: *June X, 201X*

Award Date: September XX, 201X

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I.   PROGRAM DESCRIPTION

The Healthy, Hunger-Free Kids Act (HHFKA) of 2010 (P.L. 111-296) made significant changes to the National School Lunch and School Breakfast Programs in all aspects of program administration. These changes require that school nutrition personnel at every level of administration have the knowledge, skills, and abilities to properly operate and oversee the programs. Among these requirements, Section 306 of the Act directed the Department of Agriculture (USDA) to establish minimum national professional standards for all school nutrition employees who manage and operate the School Meal Programs. Establishing professional standards will ensure that school nutrition personnel have the knowledge and training necessary to perform their duties and responsibilities effectively.

The proposed professional standards developed by USDA include minimum hiring standards for the selection of State directors and local school nutrition program directors; and continuing education/training requirements for all school nutrition program employees (79 FR 6488). A final rule was issued in early 2015, with the final requirements tentatively targeted for implementation July 1, 2015. While there will be modifications to the proposed rule based on public comments, the general training topics set forth in the proposed rule cover all key aspects of School Meal Program administration and may be relied upon in developing a training program.

This RFA is for a New Program and is a current fiscal year funding opportunity.

Description of funding opportunity:
To facilitate and support increased training efforts, including the future Professional Standards requirements, FNS is offering grants to State agencies to develop and implement training programs for school nutrition personnel.

The purpose of this Request for Applications (RFA) is to:

- Describe which entities are eligible to apply for grant funds;
- Describe the requirements for submitting a successful application; and
- Describe how applications will be reviewed and selected.

II.   FEDERAL AWARD INFORMATION

Funding and Duration

Up to $4 million total is anticipated in Fiscal Year 201X for Professional Standards Training Grants. Through a competitive grants process, Professional Standards Training Grants will be funded for two years. Up to $150,000 may be requested per State agency. The submission of an application does NOT guarantee funding.

The Professional Standards Training Grants are subject to the availability of funds and will be provided through the Grant Award/Letter of Credit process, upon receipt of a properly executed Federal-State Professional Standards Training Grant Agreement. All Professional Standards Training Grant funds must be obligated by the termination date of the grant award. These funds must be liquidated no later than 90 days after the grant termination date.

FNS anticipates 30 State Agency applications.

Up to $150,000 may be requested per State agency.

Anticipated start dates and period of performance:

March XX-XX, 201X	Child Nutrition Program Grants Meeting Alexandria, VA
April X, 201X	Intent to Submit an Application is due to FNS (see Attachment A)
June X, 201X	Applications are due to FNS
September XX, 201X	Award date

The complete application package **must be uploaded** into **www.Grants.gov**. Applications must be received by 11:59 pm Eastern time on the applications due date. The application deadline is June X, 201X.   Applications submitted after the deadline will not be processed.

FNS anticipates awarding a total of approximately $4 million in Professional Standards Training Grant funds to State agencies.

Use of funds: To facilitate and support increased training efforts, including the future Professional Standards requirements, FNS is offering grants to State agencies to develop and implement training programs for school nutrition personnel.

All costs must be considered as allowable, allocable, necessary, and reasonable in accordance with new OMB Code of Federal Regulations Cost Principles found at 2 CFR part 200 and 2 CFR part 400

- ***Type of Federal Financial Assistance: Grant***

III.   ELIGIBILITY INFORMATION

1. Eligible applicants

Only State agencies that administer the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP) may apply.

2. Cost Sharing / Matching Requirement

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

3. Other eligibility criteria:

Eligible applicants may only submit one application package in response to this solicitation.

IV.   APPLICATION AND SUBMISSION INFORMATION

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

XXX XXX, Grant Officer
Grants and Fiscal Policy Division
U.S. Department of Agriculture, FNS
3101 Park Center Drive Room 740
Alexandra, VA 22302
E-mail *xxx.xxx@fns.usda.gov*

2. Content and form of application submission:

FNS strongly encourages eligible applicants interested in applying to this program to adhere to the following applicant format. The proposed project plan should be typed on 8 ½" X 11" white paper with at least 1 inch margins on the top and bottom. All pages should be single-spaced, in 12 point font. The project description with relevant information should be captured on no more than *ten* pages, not including the cover sheet, table of contents, resumes, letter of commitment(s), endorsement letter(s), budget narrative(s), appendices, and required forms. All pages, excluding the form pages, must be numbered.

Content and form of application submission
Applicants must organize the information in their application in the following order. All pages should be numbered consecutively.

Required Information:

Cover Sheet
This is the title page of your application. See Attachment C "201X Professional Standards Training Grants Application Cover Sheet," for the form.

The cover page should include, at a minimum:

- Applicant's name and mailing address
- Primary contact's name, job title, mailing address, phone number and e-mail address
- Grant program title

Table of Content
Include a one-page table of contents with relevant topics and page numbers.

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

Project Narrative
The narrative section must address all the selection criteria. The narrative must be limited to **10 typed pages,** single-spaced, with a one-inch margin. The paper size shall be 8½ x 11 inches. 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 to achieve the best score.

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

Application 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).

Assurance and Disclosure.
The following forms must be attached (see Attachment E):

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

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. Do not include the budget, the technical proposal, or timelines and deliverables in this section.

All questions regarding the application should be referred to XXXX (XXX.XXXX@fns.usda.gov)

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, certification 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.

Required Grant Application Forms

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."

1.   Dun and Bradstreet Universal Numbering System and System for Award Management (SAM)

Electronic Submission: The complete application must be uploaded to www.grants.gov by 11:59 PM, Eastern Standard Time, on **June X, 201X.** 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.

2.   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 **MUST** 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):

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

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.

3. Submission Dates and Times:

LETTER OF INTENT (if applicable)
The eligible applicant that intends to submit an application should submit a Letter of Intent notice by April 14, 201X. 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 Grants Officer identified below:

XXX XXXX, Grant Officer
Grants and Fiscal Policy Division
U.S. Department of Agriculture, FNS
3101 Park Center Drive Room 740
Alexandra, VA 22302
E-mail *XXX.XXX_@fns.usda.gov*

APPLICATION DUE DATE
The complete application must be uploaded on www.grants.gov by 11:59 PM, Eastern Time **June 8, 201X.** Applications received after the deadline date will be deemed ineligible and will not be reviewed or considered. FNS will not 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.

4. Intergovernmental Review (if applicable)

This funding opportunity may be subject to the requirements of EO 12372, "Intergovernmental Review of Federal Programs". This Executive Order was issued with the desire to foster the intergovernmental partnership and strengthen federalism by relying on State and local processes for the coordination and review of proposed Federal financial assistance and direct Federal development. The Order allows each State to designate an entity to perform this function.
If you are located within a State that does not have a SPOC, you may send application materials directly to a Federal awarding agency.

For a list of State agency contacts, please visit the Office of Management website at: http://www.whitehouse.gov/omb/grants_spoc/

5. Funding Restrictions

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

6. Other Submission Requirements

Electronic Submission: The complete application must be uploaded to www.grants.gov by 11:59 PM, Eastern Standard Time, on June X, 201X**.** 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 for this RFA.

Applicants should reference Attachments F and G when considering development of their training programs under the RFA. Attachment F: Professional Standards Learning Topics with Codes includes all relevant trainings topics for school nutrition employees. FNS collaborated with the School Nutrition Association (SNA) to develop these topic and codes and used SNA's "Keys to Excellence" as a reference. Each learning topic has a related behavioral objective that should be met in the training on that subject (Attachment G, "Professional Standards Learning Objectives). Cost sharing or matching will not be considered in the review process.

Activities must include one or both of the following:

1. Provide **online and/or in person trainings** for school nutrition personnel that meet one or more of the training objectives outlined in Attachment G, "Professional Standards Learning Objectives".

    State agencies are encouraged to use training opportunities available through National Food Service Management Institute (NFSMI), Stalker Institute, Kansas State University, or other comparable training institutions to help school nutrition staff obtain the required hours of training for school nutrition directors, managers, or other personnel in one or more of the following areas:

    - Nutrition
    - Operations
    - Administration
    - Communications and Marketing

    Within each of these four broad areas, specific learning objectives must be met for all training.

2. Provide **train-the-trainer sessions** to meet Professional Standards Learning Objectives (Attachment G).
    - Sessions may be developed for one school nutrition expert in a district to provide training to other school nutrition staff.
    - Contractors who are subject matter experts in nutrition, operations, administration, and/or communications may be used to develop or provide training to school nutrition

employees. See page 10: Qualification of Project Personnel, Project Management, and Organization.
- Proposal may include plans for establishing an instructors' network for State-wide trainings.

Professional Standards Learning Topics and Codes (Attachment F) must be referenced in the grant proposal for any planned training.

In addition, all grant proposals must:

    a. Provide justification of training including how the audience, school districts, and training topics were determined.

    b. Include information on the number of individuals the State plans to train at the 3 levels: Director, Manager, and other staff. Document the total number of hours of training, and state the learning goals and objectives (including the Learning Topic Codes—Attachment F).

    c. State agencies should describe how they plan to:

- Assess the effectiveness and usefulness of the trainings.
- Document information on targeted audiences (such as participants and their employment category) who were reached.
- Document accomplishments, lessons learned, and success stories from implementing these grant activities.

    d. Include the use of USDA, NFSMI, State agency, university, or other existing resources, such as:

- Team Nutrition (http://www.fns.usda.gov/tn/resource-library); and/or
- USDA Foods (http://www.fns.usda.gov/usda-foods/usda-foods-toolkit); and/or
- NFSMI (http://www.nfsmi.org/PageController.aspx?pID=2);and/or
- Professional Standards Training Database (http://professionalstandards.nal.usda.gov/)

    e. Provide a Web link or pdf file of the training being utilized. Collaborate and partner with existing National, State and/or local organizations, industry, universities, and local community at large to achieve the goals of the grant.

    f. Grantees must distinguish between types of trainings (ex: webinars, online modules, or in person training) and describe the type of technology necessary for the trainings.

    g. If new trainings are developed, copies of the materials must be submitted electronically to the National Agricultural Library's Healthy Meals Resource System upon completion of the grant: hmrs@ars.usda.gov. Use of existing training resources is strongly encouraged.

Time Commitment and Responsibilities

A minimum 0.5 full-time equivalent (FTE) is required for the designated Project Director(s) for the Competitive 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, or school food authorities.

Use of Grant Funds

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"

For allowable use of funds includes refer to: 2 CFR Part 200.420 – 200.475. Allowable use of funds includes, but is not limited to:

a. **Education and Training**
    - Deliver State conducted training for school nutrition personnel
    - Provide train-the-trainer workshops to develop a network of trainers
    - Conduct an evaluation of grant activities
    - Tuition for trainees
    - Cost for trainers
    - Travel reimbursement for trainers and trainees (reimbursement may only be paid for travel expenses in accordance with the Federal Travel Regulations 41 CFR 301 and must not exceed the lesser of State or Federal maximum per diem rates)
b. **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 school nutrition staff attend trainings

c. **Materials/Resources and Other Supplies**
    - While USDA requires States to use some of the USDA, NFSMI, university, State agency, or other USDA funded materials, a portion of grant funds may be used for justified development of needed materials when: 1) no existing materials are available; 2) materials have potential as a national resource; or 3) materials require translation into other languages.
    - Purchase of 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. A list of materials should be included in the proposal

d. **Food Cost**
   - Professional Standards Training Grant funds may be used to pay for food if the food is part of a specific educational activity. For example, conducting a cooking skills class, or demonstrating food safety skills is a reasonable request. The use of the food must be related to education activities specified under objectives of the work plan. Professional Standards Training Grant funds should **not** be used to purchase any food or beverage for anyone

e. **Technology to Deliver Training**
   - Procurement of hardware and/or software for the purpose of conducting training on one or more of Professional Standards objectives (shall not exceed 10% of the TN Training Grant)

Determination of Grant Awards

The USDA 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 USDA priorities, as well as selecting officials' confidence in a prospective grantee's ability to perform grant requirements satisfactorily based on their past FNS 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.

SELECTION CRITERIA

The following selection criteria will be used to evaluate applications under this competition. The maximum score for all criteria combined is 100 points. Each criterion has a maximum score as indicated in parentheses. Each section has a number and letter assigned for easy reference in your applications.

1. **Soundness or Merit of Project Design** (40 points)

a. Proposal is included and provides justification of the project(s) and activities being proposed.

b. Proposal has goals, objectives, and expected outcomes that are appropriate to target audiences, are measurable, realistic, attainable, and address one or more of the activities requested in the 201X Professional Standards Training Grants Request for Application (RFA). The two activities are listed below:

- Provide online and/or in person trainings for school nutrition personnel that meet one or more of the learning objectives outlined in Attachment G, "Professional Standards Learning Objectives".
- Provide train-the-trainer sessions to meet Professional Standards Learning Objectives.
    - o Sessions may be developed for one school nutrition expert in a district to provide training to other school nutrition staff.
    - o Contractors who are subject matter experts in nutrition, operations, administration, and/or communications may be used to develop or provide training to school nutrition employees. See page 10, "Qualification of Project Personnel, Project Management, and Organizational", for specific qualifications of contractors.
    - o Proposal may include plans for establishing an instructors' network for State-wide trainings.

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

d. Proposal adequately describes the tasks and activities with realistic timelines. A timeline should be included.

e. Proposal includes a summary, technical proposal, budget narrative, and appendices with pages limits outlined in Attachment H, Tips for Applications.

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

g. Grantees must distinguish between types of trainings (ex: webinars, online modules, or in person trainings) and describe the complexity of technology necessary for the trainings. All applications will be considered for funding if they are received by FNS through the grants.gov web portal. Proposal clearly indicates the learning topics codes for any training as outlined in Attachment F, "Professional Standards Learning Topics with Codes"

2. **Grant Evaluation** (25 points)

    a. Proposal adequately describes how the State agency will assess the effectiveness and usefulness of training approaches, programs, and proposed activities to meet Professional Standards Learning Objectives outlined in Attachment G.

    b. Proposal describes how the State agency will document the number of individuals the State plans to train at three levels: Manager, Director, and other staff; the topics and number of trainings conducted; and best practices and lessons learned as result of the grant activities.

    c. Provide justification of projects describing how audience needs were determined at the State or local level, and determine the school districts with the greatest need for training and the training topics most needed.

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

    a. Project Director (PD) is clearly identified. Time commitment for the grant is clearly stated as a percentage of a full time equivalent (FTE).
    b. 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, should have a four-year degree in nutrition/dietetics, public health, health education, or other related field.
    c. The contractor must be a subject matter expert with prior experience conducting training sessions for school food service or similar personnel (i.e. trained culinary students)

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

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

f. Proposal describes State agency's commitment to provide financial and administrative oversight for the grant.

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

4. **Budget Appropriateness and Efficiency** (20 points)

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

b. Budget detail sufficiently itemizes costs within each budget category.

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

d. 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.

Dun and Bradstreet 2 CFR Part 25

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..

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.

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 System for Award Management (SAM) at www.sam.gov.

Reporting Sub-award and Executive Compensation Information 2 CFR Part 170

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.

<u>Government-wide Regulations</u>
- 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:

XXX XXXX, Grant Officer
Grants and Fiscal Policy Division
U.S. Department of Agriculture, FNS
3101 Park Center Drive Room 740
Alexandra, VA 22302
E-mail *XX.XXXX@fns.usda.gov*

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. A final Financial Status Report will be required no later than 90 days after the termination date of the grant 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. EDERAL AWARDING AGENCY CONTACTS

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

XXXX XXXXX, Grant Officer
Grants and Fiscal Policy Division
U.S. Department of Agriculture, FNS
3101 Park Center Drive Room 740
Alexandra, VA 22302
E-mail *xxx.xxx@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 June, 8, 201X. 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 # 10.547 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.

Attachment A - Letter of Intent

If you intend to submit an application for a Professional Standards Training Grant, please complete the section below and return this form by **April 14, 201X**. 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. Thank you for your interest. Please submit your Letter of Intent to:

U.S. *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*

201X Professional Standards Training Grants
Intent to Submit an Application

Applicant (State agency name and address):_____

Project Director or Contact Person _____

Telephone_____e-mail
_____

State Child Nutrition (CN) Director (s) _____

Telephone
_____ e-mail

_____

Attachment B – Terms and Conditions of Award

This grant will be awarded and administered in accordance with the following regulations and the corresponding cost circular that establishes the principles for cost determination found at OMB Code of Federal Regulations Cost Principles:

- 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)

Copies of these documents are available online:
(http://www.gpo.gov/fdsys/browse/collectionCfr.action?collectionCode=CFR) or upon request, from:

Leslie Byrd, Grants Officer
Grants & Fiscal Policy Division
Food and Nutrition Service, USDA
3101 Park Center Drive, Room 738
Alexandria, VA 22302
leslie.byrd@fns.usda.gov

Attachment C – 201X Professional Standards Training Grants Application Cover Sheet

201X Professional Standards Training Grant
CFDA #10.547

State: _____

State Child Nutrition Director(s): _____
E-mail address: _____
Phone: _   Fax: _____

_____

Grant Contact Person/Project Director: _____
E-mail address: _____
Phone: _   Fax: _____

_____

The complete application package **must be uploaded** on **www.Grants.gov** on or before 11:59 pm Eastern time on June 8, 201X. Applications received after the deadline 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.*** The font size must be no smaller than 12-point font using Times New Roman.

Attachment D 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?		
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 an 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 E-- Application for Federal Assistance Package

**Application
For
Federal Assistance
Package**

Complete and sign the following information that is included in this section:

- 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)

Professional Standards Learning Topics

With Learning Topic Codes (Attachment F)

1000   NUTRITION
  1100 MENU PLANNING
    1110 USDA NUTRITION REQUIREMENTS
    1120 CYCLE MENUS
    1130 LOCAL FOODS --FARM TO SCHOOL
    1140 STANDARDIZED RECIPES
    1150 MENU ANALYSIS
    1160 SPECIAL DIETS, INCLUDING FOOD ALLERGIES
    1170 USDA FOODS

  1200 NUTRITION EDUCATION
    1210 NUTRITION ACTIVITIES
    1220 CLASSROOM AND CAFETERIA INTEGRATION
    1230 SCHOOL GARDENS

  1300 GENERAL NUTRITION
    1310 DIETARY GUIDELINES FOR AMERICANS, MYPLATE AND SCHOOL
    NUTRITION
    1320 GENERAL NUTRITION

2000   OPERATIONS
  2100 FOOD PRODUCTION
    2110 STANDARDIZED RECIPES
    2120 FOOD PRODUCTION RECORDS
    2130 CULINARY SKILLS
    2140 USE AND CARE OF EQUIPMENT
    2150 CN LABELING, CREDITING

  2200 SERVING FOOD
    2210 PORTION SIZES/SPECIAL DIETS
    2220 OFFER VS SERVE
    2230 MAINTAINING FOOD QUALITY AND APPEARANCE
    2240 SERVING LINES

  2300 CASHIER AND POINT OF SERVICE (POS)
    2310 REIMBURSABLE MEALS
    2320 POS FINANCIAL RESPONSIBILITY
    2330 FREE OR REDUCED IDENTIFICATION

  2400 PURCHASING/PROCUREMENT
    2410 PRODUCT SPECIFICATIONS
    2420 BID SOLICITATION AND EVALUATION
    2430 PURCHASE FOOD, SUPPLIES, AND EQUIPMENT
    2440 FOOD AND SUPPLIES ORDERS
    2450 COOPERATIVE PURCHASING GROUPS

2460 CONTRACTS WITH FS MANAGEMENT CO.

2500 RECEIVING AND STORAGE
    2510 INVENTORY MANAGEMENT
    2520 RECEIVING AND STORAGE
    2530 HOLD AND RECALL

2600 FOOD SAFETY AND HACCP
    2610 HACCP
    2620 FOOD SAFETY-GENERAL
    2630 FEDERAL, STATE AND LOCAL FOOD SAFETY REGULATIONS
    2640 FOOD SAFETY CULTURE

3000　ADMINISTRATION
3100 FREE AND REDUCED PRICE MEAL BENEFITS
    3110 ELIGIBILITY
    3120 DIRECT CERTIFICATION

    3200 PROGRAM MANAGEMENT3210 STAFF MANAGEMENT
    3220 STANDARD OPERATING PROCEDURES
    3230 HEALTHY SCHOOL ENVIRONMENT
    3240 EMERGENCY PLANS
    3250 WATER, ENERGY, AND WASTE MANAGEMENT

3300 FINANCIAL MANAGEMENT
    3310 MEAL COUNTING, CLAIMING, MANAGING FUNDS
    3320 COMPLIANCE WITH REGULATIONS/POLICIES
    3330 BUDGETS
    3340 FINANCIAL ANALYSIS
    3350 PRICING
    3360 COMMUNICATE FINANCIAL INFORMATION

3400 HUMAN RESOURCES AND STAFF TRAINING
    3410 HUMAN RESOURCES MANAGEMENT
    3420 POLICIES AND PROCEDURES
    3430 TRAINING PLANS AND TRACKING
    3440 RETENTION, PROMOTION, AND RECOGNITION
    3450 EMPLOYEE HEALTH, SAFETY AND WELLNESS

3500 FACILITIES AND EQUIPMENT PLANNING
    3510 FACILITY AND EQUIPMENT PLANNING
    3520 EQUIPMENT PURCHASING & MAINTENANCE

4000　COMMUNICATIONS AND MARKETING
4100 COMMUNICATIONS AND MARKETING
    4110 STRATEGIC AND MARKETING PLANS
    4120 PROGRAM PROMOTION

4130 CUSTOMER SERVICE
4140 COMMUNICATION SKILLS
4150 SCHOOL AND COMMUNITY COMMUNICATION
4160 SMARTER LUNCHROOMS TECHNIQUES

Professional Standards Learning Objectives

Attachment G

All training taken to comply with the Professional Standards Regulation must meet one or more of the training objectives listed on the following pages. The training is divided into four key areas: Nutrition, Operations, Administration and Communications/Marketing. Each key area has several key topics and specific training subjects with objectives that should be met in the training. See the following pages.

KEY AREAS AND KEY TOPICS

NUTRITION
Menu planning
Nutrition education
General nutrition

OPERATIONS
Food production
Serving food
Cashier and point of service
Purchasing/Procurement
Receiving and storage
Food safety and HACCP

ADMINISTRATION
Free and reduced price meal benefits
Program management
Financial management
Human resources and staff training
Facilities and equipment planning

COMMUNICATIONS AND MARKETING
Communications and marketing

Nutrition

Objectives:

MENU PLANNING

Employee will be able to effectively and efficiently plan and prepare standardized recipes, cycle menus, and meals, including the use of USDA Foods, to meet all Federal school nutrition program requirements, including the proper meal components.

1. Plan menus that meet USDA nutrition requirements for reimbursable meals, including calculating meal components.
2. Plan cycle menus that meet all rules. Consider cost, equipment, foods available, storage, staffing, student tastes, and promotional events.
3. Utilize local food sources, especially Farm to School, when possible.
4. Write standardized recipes, and use Food Buying Guide.
5. Analyze menus for school meal pattern requirements.
6. Plan meals to accommodate students requiring special diets, including food allergies.
7. Plan for effective use of USDA Foods.

NUTRITION EDUCATION

Employee will be able to utilize resources to prepare and integrate age/grade appropriate nutrition education curriculum with school nutrition program.

1. Plan age/grade appropriate nutrition education activities using USDA Team Nutrition materials when possible.
2. Integrate nutrition education curriculum with school nutrition program, utilizing the cafeteria as a learning environment. (Including Team Nutrition resources.)
3. Support school gardens as a means to nutrition education.

GENERAL NUTRITION

Employee will be able to understand the Dietary Guidelines for Americans, USDA food guidance concepts and general nutrition principles.

1. Relate the Dietary Guidelines and USDA food guidance (such as MyPlate) concepts to the goals of the school nutrition programs.
2. Understand general nutrition concepts that relate to school meals, such as whole grains, sodium, etc.

Operations

Objectives:

FOOD PRODUCTION

Employee will be able to effectively utilize food preparation principles, production records, kitchen equipment, and food crediting to prepare foods from standardized recipes, including those for special diets.

1. Understand and effectively prepare food using a standardized recipe
2. Complete a food production record and other required paperwork.
3. Develop culinary skills necessary for school meal preparation
4. Properly use and care for equipment.
5. Understand CN labeling, product formulation statements and/or appropriate crediting information for school meal pattern.

SERVING FOOD

Employee will be able to correctly and efficiently serve food portions to meet all USDA school meal pattern requirements and encourage healthy food selections including those for special diets.

1. Identify/serve portions of food items according to USDA school meal pattern requirements and diet restrictions.
2. Use Offer Versus Serve correctly.
3. Serve food to maintain quality and appearance standards.
4. Manage serving lines for clean and efficient operation

CASHIER AND POINT OF SERVICE

Employee will be able to efficiently operate and utilize a Point of Service (POS) system, ensuring correct application of reimbursable meal components, Offer Versus Serve, and confidential student eligibility identification in a financially responsible manner.

1. Count reimbursable meals according to meal pattern requirements (including Offer Versus Serve) and eligibility status.
2. Use financial responsibility at Point of Service.
3. Apply proper measures to prevent overt identification of students receiving free or reduced price meals.

PURCHASING

Employee will be able to effectively and efficiently implement purchasing procedures and practices in order to appropriately and best utilize supplies

and USDA Foods to meet menu requirements and comply with all Federal, State, and local regulations.

1. Develop product specifications to best meet menu requirements.
2. Solicit, receive and evaluate bids for award in compliance with Federal, State, and local regulations
3. Purchase food, supplies, and equipment through vendors, meeting school district specifications in compliance with Federal, State, and local procurement regulations and availability of USDA Foods.
4. Generate food and supply orders.
5. Identify possible cooperative purchasing groups and geographic preference options.
6. Develop and monitor contract(s) with food service management company and/or others.

RECEIVING AND STORAGE

Employee will be able to ensure proper inventory management including correct delivery and storage of inventory, and that which has been placed on hold or recalled.

1. Develop processes for inventory management.
2. Apply safe and effective inventory receiving and storage procedures.
3. Understand hold and recall procedures.

FOOD SAFETY AND HACCP TRAINING

Employee will be able to effectively utilize all food safety program guidelines and health department regulations to ensure optimal food safety.

1. Practice a HACCP-based program.
2. Practice general food safety procedures
3. Practice Federal, State, and local food safety regulations and guidance.
4. Promote a culture of food safety behaviors in the school community.

Administration

Objectives:

FREE AND REDUCED PRICE MEAL BENEFITS

Employee will be able to effectively certify, process, and verify free and reduced price meal eligibility benefits in accordance with Federal and State regulations related to nutrition programs.

1. Certify, process, and verify free and reduced price meal eligibility benefits in compliance with Federal regulations.
2. Understand and practice direct certification procedures practiced by your state.

PROGRAM MANAGEMENT

Employee will be able to effectively manage staff and resources; emergency programs; and utilize Standard Operating Procedures (SOP).

1. Manage staff work including scheduling
2. Oversee Standard Operating Procedures for routine operations.
3. Evaluate and utilize resources to promote a healthy school environment.
4. Develop and implement emergency and disaster plans as needed.
5. Manage water, energy, and waste.

FINANCIAL MANAGEMENT

Employee will be able to manage procedures and records for compliance with Resource Management with efficiency and accuracy in accordance with all Federal, State, and local regulations, as well as the Administrative Review.

1. Implement a system of checks and balances to ensure accuracy and integrity of meal counting and claiming, funds collected, and record keeping.
2. Establish and document appropriate accounting procedures for all revenues and expenses, ensuring that all procedures comply with Federal, State, and local regulations and Administrative Review.
3. Prepare a budget that appropriately reflects financial goals.
4. Analyze financial statements and accounting procedures to make informed financial decisions and ensure alignment with budget and regulations.
5. Recommend prices for meals and other food items to district authorities, maintaining compliance with Federal, State, and local guidelines.
6. Communicate financial goals, status and other data to appropriate district and State authorities.

HUMAN RESOURCES AND STAFF TRAINING

Employee will be able to implement human resources management practices through maintenance and familiarity with current personnel policies and procedures and support employees through training and retention strategies.

1. Understand and apply human resource management practices
2. Implement current personnel policies and procedures.
3. Develop employee training plans, including a plan for tracking training.
4. Implement a system for retention, promotion and recognition.
5. Foster employee health, safety, and wellness

FACILITIES AND EQUIPMENT PLANNING

Employee will be able to evaluate school nutrition program equipment and facilities to ensure maximum efficiency and availability of healthy food choices.

1. Evaluate/plan facilities and equipment to meet program goals.
2. Maintain plans for purchasing and maintaining equipment.

Communications and Marketing

Objectives:

COMMUNICATIONS AND MARKETING

Employee will be able to develop plans that include involvement with school and community members, empower school nutrition leaders and address excellent customer service.

1. Develop strategic plans and marketing plans that reflect program goals and enhance interaction with stakeholders.
2. Promote the Child Nutrition Program
3. Empower school nutrition staff to provide excellent customer service.
4. Develop communications skills
5. Communicate within the school and to the community through multiple approaches to inform and educate stakeholders.
6. Create an environment that engages students to select and consume healthy foods with minimum waste, including Smarter Lunchroom techniques.

Tips for Applications
Attachment H

A. **Preparing Your Application**

- Before you begin your application package carefully read, and follow instructions in the Request for Applications (RFA). Review all requirements of RFA before submitting your application.

- This is a new grant opportunity offered by Food and Nutrition Service (FNS) to support Professional Standards Training requirements. Be thorough in your technical proposal. Write the application so that someone who knows nothing about your organization or your program plan can understand what you are proposing.

- Address each of the selection criteria in the application and respond comprehensively.

- As you describe expenditures, reference them in your budget narrative so reviewers can easily determine how the funds will be spent (see "Budget narrative checklist" in attachment D).

- Link your planned expenditures to the goals and objectives of your program, and explain why proposed expenditures are necessary to carry out your project and activities. DO NOT request funds for miscellaneous purposes. (See "Budget narrative checklist" in attachment D.)

B. **Submitting Your Application**

- Include all required forms signed by an authorized representative of your organization.

- Include letters of commitment from the Project Director, key staff and their supervisors, and partners (if applicable) in the appendices. (See page 9, 'Selection Criteria for Qualifications of Project Personnel').

- Your application must be **received** by Food and Nutrition Service (FNS) by June 8, 201X

- You may submit an application for a competitive grant (up to $150,000).

- Comply with the following page limitations for your application(s):

Competitive Grant

Proposal Summary:	1 page
Technical Proposal:	10 pages
Budget Narrative:	3 pages
Appendices:	15 pages