United States Department of Agriculture
Food and Nutrition Service

Team Nutrition Training Grant

Fiscal Year 20XX Request for Applications (RFA)

Catalog for Federal Domestic Assistance Number (CFDA): 10.574

Release Date: X X, 20XX
Application Due Date: 11:59 PM, Eastern Standard Time (EST), X X, 20XX
Anticipated Award Date: X X, 20XX

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IMPORTANT NOTICE

On December 31, 2017, **Grants.gov officially retired the legacy PDF application package** as a method to apply for a Federal grant. This changed the way many Grants.gov users completed and submitted their grant applications. More information on the Grants.gov process can be found by visiting: **https://grants.gov/web/grants/applicants/workspace-overview.html.**

APPLICATION CHECKLIST

This Application Checklist provides applicants with a list of the required documents. However, FNS expects that applicants will read the entire Request for Applications (RFA) prior to the submission of their application and comply with all requirements outlined in the solicitation. The Application Checklist is for applicant use only and should not be submitted as part of the Application Package.

Complete the following **at least four weeks** prior to submission:
- ☐ Obtain a Dun & Bradstreet Data Universal Numbering System (DUNS) number;
- ☐ Register the DUNS number in the System for Award Management (SAM); and,
- ☐ Register in Grants.gov.

When **preparing your application**, ensure:
- ☐ Application format and narrative meet the requirements included in Section IV "Application and Submission Information." This includes page limits, priorities outlined in Section IV, and all necessary attachments.

When **preparing your budget,** ensure the following information is included:
- ☐ All key staff proposed to be paid by this grant.
- ☐ The percentage of time the Project Director will devote to the project in full-time equivalents (FTEs).
- ☐ Your organization's fringe benefit rate and amount, as well as the basis for the computation.
- ☐ The type of fringe benefits to be covered with Federal funds.
- ☐ Itemized travel expenses (including type of travel), travel justifications, and basis for lodging estimates.
- ☐ Types of equipment and supplies, justifications, and estimates, ensuring that the budget is in line with the project description.
- ☐ Information for all contracts and justification for any sole-source contracts.
- ☐ Justification, description, and itemized list of all consultant services.
- ☐ Indirect cost information (either a copy of a Negotiated Indirect Cost Rate Agreement (NICRA) or if no agreement exists and the applicant has never been approved for a NICRA, they may charge up to 10% de minimis). If applicant is requesting the de minimis rate or indirect costs are not requested, please indicate this in the budget narrative.

When **submitting** your application, ensure you have submitted the following:
- ☐ SF-424 – Application for Federal Assistance (fillable PDF in Grants.gov)
- ☐ SF-424A – Budget Information and Instruction Form (fillable PDF in Grants.gov)
- ☐ SF-424B – Assurances for Non-Construction Programs (fillable PDF in Grants.gov)
- ☐ SF-LLL – Disclosure of Lobbying Activities
- ☐ FNS-906 – Grant Program Accounting System & Financial Capability Questionnaire (Attachment C)
- ☐ Negotiated Indirect Cost Rate Agreement (PDF - Upload using the "Add Attachments" button under SF-424 item #15)

Application Checklist (continued)

When applicable, application packages are required to include the following documents:

AD-1047 – [Certification Regarding Debarment, Suspension, and Other Responsibility Matters Primary Covered Transactions](#)

AD-1048 – [Certification Regarding Department, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions](#)

AD-1049 – [Certification Regarding Drug-Free Workplace Requirements (Grants) Alternative I – For Grantees Other Than Individuals](#)

AD-1052 – [Certification Regarding Drug-Free Workplace State and State Agencies, Federal Fiscal Year](#)

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I. PROGRAM DESCRIPTION & OBJECTIVES

Program Description

A. Background and Legislative Authority

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 work with partners to provide food and nutrition education to people in need in a way that inspires public confidence and supports American agriculture. Among these nutrition assistance programs are the Child Nutrition Programs, including the National School Lunch Program (NSLP), School Breakfast Program (SBP), the Child and Adult Care Food Program (CACFP), and the Summer Food Service Program (SFSP). Administered by State agencies, the Child Nutrition Programs help fight hunger and obesity by reimbursing organizations such as schools, child care centers, and afterschool programs for providing nutritionally balanced meals to children at low or no cost.

Team Nutrition Training Grants are authorized under Public Law 111–296, which amended Section 19 of the Child Nutrition Act of 1966. As authorized under Section 6(a)(3) of the Richard B. Russell National School Lunch Act, 42 USC 1755(a)(3), FNS provides training and technical assistance for school nutrition professionals, nutrition education for children and their caregivers, and encourages school and community support for healthy eating and physical activity. These activities are implemented under the Agency's Team Nutrition initiative. Team Nutrition Training Grants have been a part of the Team Nutrition initiative since its inception in 1995. These grants have provided State agencies with funds to implement training and nutrition education within the Child Nutrition Programs in their State.

On X, the USDA FNS awarded over $X in funding to the Fiscal Year (FY) 20XX Team Nutrition Training Grant for School Meal Development (Cohort A) Grantees consisting of fifteen State agencies that administer the NSLP. The FY20XX Team Nutrition Training Grant for School Meal Recipe Development (Cohort B) focuses on the same grant purpose and objectives as the Cohort A grant, and is open to State agencies administering the NSLP that did not receive a FY20XX Team Nutrition Training Grant for School Meal Development in X as part of Cohort A.

The FY 20XX Team Nutrition Training Grant for School Meal Recipe Development supports States in understanding, developing, and using standardized recipes within the School Meal Programs. Using grant funds, States will be able to develop nutritious and tasty recipes that incorporate local agricultural products and appeal to students' taste preferences. States will build their capacity to standardize recipes, show how standardized recipes credit towards school meal pattern requirements, and assist School Food Authorities in engaging students in menu development. Standardized recipes are critical to the success of school meals because they provide consistent results in quality, quantity, and nutrient contribution, while helping to reduce food waste and food costs. FNS intends to share the recipes States develop under this grant via the FNS Team Nutrition website and the Institute of Child Nutrition's online resource center known as the Child Nutrition Recipe Box (https://theicn.org/cnrb).

B. Team Nutrition Grant Purpose

The purpose of the FY 20XX Team Nutrition Training Grant for School Meal Recipe Development (Cohort B) is to build State capacity and sustainable infrastructure to develop, standardize, prepare, test, and menu recipes for the School Meal Programs. In addition, these grants will help build a repository of school meal recipes that reflect local agricultural products

across the country. See "Appendix A: Definitions" for a definition of local agricultural products.

Key Objectives
Proposed activities should be documented on Attachment B and be clearly aligned to these objectives. Grant proposals should demonstrate how all four Key Objectives listed below will be addressed.

#	Objectives
1	Build State agency capacity and sustainable infrastructure to develop and evaluate standardized recipes in accordance with USDA guidance.
2	Develop appealing standardized recipes that utilize local agricultural products and meet USDA requirements.
3	Engage students and the school community in the process of developing standardized recipes.
4	Provide nutrition education to students on local agricultural products featured in the new school meal recipes.

II. FEDERAL AWARD INFORMATION

A. Total Amount of Funding Expected to Award
During FY 20XX, approximately $X in funding is anticipated to be awarded for the Team Nutrition Training Grant for School Meal Recipe Development (Cohort B), subject to the availability of funds.

B. Anticipated Award Amounts
FNS anticipates competitively awarding this FY 20XX Team Nutrition Training Grant for School Meal Recipe Development (Cohort B) to State agencies, with a total of approximately $X available for award. Up to $X may be requested per State agency. FNS reserves the right to make greater or fewer grant awards based upon the level of funding requested, the quality of applications received, or other Agency priorities.

The submission of an application does NOT guarantee funding. FNS reserves the right to reduce, increase, or revise proposed budgets based on the availability of funds. FNS reserves the right to use this solicitation and competition to award additional grants during FY 2021 or the subsequent fiscal year, should additional funds become available.

C. Anticipated Start Dates and Period of Performance
Through a competitive grants process, the anticipated grant period of performance is X X, 20XX through X X, 20XX (a twenty-five month period of performance).

D. Type of Federal Financial Assistance
Funding for approved Team Nutrition Training Grants for School Meal Recipe Development (Cohort B) will be provided through the Grant Award/Letter of Credit process, upon receipt of an executed grant agreement between USDA/FNS and the grantee. These awards are subject to the availability of

funding. All Team Nutrition Training Grant funds must be obligated and all activities must be fully completed by <mark>X X, 20XX</mark>.

E. Use of Grant Funds-Allowable Costs

Allowable Costs
All requested costs must be allowable, allocable, necessary, and reasonable in accordance with the OMB Code of Federal Regulations Cost Principles as follows:
- 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."

Food Expenses
Team Nutrition Training Grant funds may be used to pay for food if the food is part of a specific grant activity. Food purchases must be in accordance with the Agency's Buy American Provision. For more information, refer to the OMB Code of Federal Regulations Cost Principles-2 CFR Part 200 and Part 400.

Allowable costs include:
- Food purchases to develop and test standardized recipes developed under this grant. Local agricultural products featured in the recipes must be procured from a local producer, if available.
- Food purchases for taste-testing events conducted with students (who attend a school that is currently operating the NSLP or the Seamless Summer Option of the NSLP) to evaluate or promote the standardized recipes being developed under the grant.
- Food purchased to demonstrate or provide instruction to school nutrition professionals on the preparation of a standardized recipe developed under this grant.
- Food used as part of nutrition education activities with students in accordance with the objectives of this grant.
- For each sub-grant, the food expenditures may not exceed 20 percent of the funds awarded.
- The total expenditure of food purchases may not exceed 10 percent of the total State grant award.

Unallowable costs include:
- Purchasing meals and snacks for training participants.
- Foods used to prepare a meal for which reimbursement will be provided under the FNS nutrition assistance programs.
- Foods used as an incentive or prize.
- Foods provided directly to students and families to prepare and eat at home.
- Foods not related to the standardized recipes developed under this grant.

Food and Nutrition Equipment
Team Nutrition Training Grant funds may be used to purchase small (less than $5,000 each) foodservice operation equipment, such as slicers, "sectionizers" for fresh fruit and vegetables, food processors, electric skillets, blenders, coolers, worktables, utility carts, industrial can openers, cutting boards, knives, and mixers.
- Equipment purchased must support the development and preparation of standardized recipes as described under this grant.

- For each sub-grant, the total expenditure of food and nutrition equipment may not exceed five percent of the sub-grant awarded.
- The total expenditure of food and nutrition equipment for the grant may not exceed five percent of the total grant budget.

Garden Equipment

Team Nutrition Training Grant funds **may not** be used to purchase gardening tools, materials (including seeds, soil, planters, and plants), or equipment.

Personnel Costs

Allowable personnel costs include the Project Director, Chef or school nutrition professional for developing recipes, nutrition educator, trainer, photographer, etc. Each position needs to be justified and costs should be commensurate with the grant role and activities.

- Specifically, the salary for the Project Director shall be commensurate with the scope of the proposed standardized recipe development and training activities.
- Salary or wages for other key personnel shall also be commensurate with the scope of grant activities.

Prizes and Incentives

Any cost associated with prizes or incentive items related to activities or contests **are not** an allowable use of grant funds.

Training

Costs to provide training to State agency staff, consultants, contractors, and partners that will be developing standardized recipes under the grant are allowed.

- The costs may include meeting rooms, instructors, and trainings supplies. See the section on Travel for allowable costs associated with travel to training activities.
- Costs to provide training to school nutrition professionals on the preparation and meal service of standardized recipes developed under this grant are allowed (see page 15, Recipe Pilot here).

Staff Development and/or Substitute Pay

Team Nutrition Training Grant funds may be used to hire substitute school nutrition staff, in order that school nutrition staff may attend a training session or workshop. For accounting purposes, a record of who attended the training session, how long it lasted, and the purpose of the session is required.

Sub-Grants to Local School Food Authorities

State agencies may use grant funds to award sub-grants to School Food Authorities in support of meeting the Key Objectives. Examples of allowable sub-grants include:

- Sub-grants to School Food Authorities for training school nutrition professionals on the use and preparation of standardized recipes (developed under the grant) as part of school meal service (see page 15, Recipe Pilot here).
- Sub-grants to School Food Authorities to conduct activities to engage students in the development of standardized recipes and the offering of these foods as part of school meal service or meal service under the Seamless Summer Option of the NSLP. Examples of allowable activities include taste-testing events, cooking competitions, nutrition education, and cafeteria signage (all activities and costs must be connected to the standardized recipes developed under this grant).

State agencies that award sub-grants shall:

- Provide oversight to sub-grant recipients to ensure that expenditures authorized under the sub-grants are allowable, allocable, and reasonable.
- Ensure that all sub-grant expenditures are consistent with all local, State, and federal policies, regulations, and procedures.
- Ensure that sub-grant expenditures do not exceed that which would be incurred by a prudent person under similar circumstances and would qualify as a sound business practice.
- Ensure that School Food Authorities that receive sub-grants have schools that are enrolled as Team Nutrition Schools. Visit https://www.fns.usda.gov/tn/schools to enroll.
- Ensure that sub-grant funds support one or more of the Key Objectives (Page 8 here).
- Ensure that all sub-grant awards follow the OMB Code of Federal Regulations Cost Principles-2 CFR Part 200 and Part 400. For each sub-grant, the food expenditures may not exceed twenty percent of the funds awarded. The cost of food and nutrition equipment may not exceed five percent of the sub-grant funds awarded.

Technology

Procurement of technology (both software and hardware, such as tablets, laptops, menu boards, photography equipment, etc.) necessary to meet the Key Objectives (Page 8 here) is allowable under certain conditions:
- Procurement of technology may not exceed 10 percent of requested funds.
- Funds used to purchase high-resolution photography equipment shall not exceed $2,000 total.

Training and Nutrition Education Materials

Costs related to the development of training and nutrition education materials to support grant activities are allowable, but must be justified in the application. Such costs may include videography, photography, food styling, graphic design, printing, duplication, translation, online training development, 508 remediation of documents, and shipping.
- Any costs associated with prizes or incentive items related to activities or contests **are not** an allowable use of grant funds.
- Clothing such as chef hats, aprons, and shirts **are not** an allowable expense under this grant.
- The use of the food must be connected to recipes developed under this grant (see Food Expenses on page 9 here).

Travel

Team Nutrition Training Grant funds may be used for travel costs necessary for conducting grant activities. These may include:
- All associated costs for the Project Director and key personnel (up to a total of four) to attend a one-day recipe standardization training at the Institute of Child Nutrition in Oxford, Mississippi.
- All associated costs for the Project Director to attend and present grant findings during a grantee meeting to be held in the Washington, D.C. area.
- Travel reimbursement for attending local and out-of-State trainings (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).
- Travel of key personnel to taste-test events and other grant activities.
- Stipends may be used to reimburse for local travel and hotel costs for school nutrition professionals to attend grant-related trainings and activities.
- Travel costs associated with school-sanctioned field trips to visit farms or production facilities of local agricultural products featured in the standardized recipes.

Summary

There is limited funding to accomplish Team Nutrition's School Meal Recipe Development (Cohort B) Key Objectives. State agencies shall ensure the best use of the limited funding. 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 and appropriate?

F. Grantee Requirements

In the grant application, States must describe their approach to meeting all grant objectives. Applicants should refer to the definitions in Appendix A to ensure understanding of the terminology associated with the USDA Recipe Standardization Process and this RFA.

Applicants must demonstrate how local agricultural products shall be used as main ingredients in all standardized recipes developed under this grant. They shall also describe how these grant activities will be collaborated with any Farm to School efforts already in place. The applicant shall describe how activities under this Team Nutrition Training Grant would complement, but not duplicate, any existing Farm to School activities, if applicable. FNS is particularly interested in the development of recipes that utilize local agricultural products not currently featured in USDA Standardized Recipes for Schools (https://theicn.org/cnrb/recipes-for-schools/) and recipes that represent cultural or regional food preparation practices and customs.

All grant applications must:
1. Demonstrate how the State agency will increase capacity and sustainable infrastructure to develop and evaluate standardized recipes for the school meal programs, in accordance with USDA guidance.
2. Identify key personnel involved in developing and evaluating standardized recipes and describe their knowledge and experience with recipe development, school meal pattern requirements, and school foodservice.
3. Identify the individuals (maximum of four) who will attend the one-day Recipe Standardization Training at the Institute of Child Nutrition during February of 2022.
4. Describe the number of standardized recipes to be developed and the process. A minimum of three recipes shall be developed and standardized under this grant. Applicants should clearly describe how they will meet all recipe development and standardization requirements conveyed under this grant and document their standardization process.
5. Outline the local agricultural products that will be the focus of this grant and how the proposed recipes will reflect cultural or regional preferences and preparation methods of the State.
6. Demonstrate that a need for new recipes is well supported by formative research (e.g., student surveys) or previous evaluation activities.
7. Identify key personnel and methods for engaging students in the development of the standardized recipes and the implementation of the recipes as part of meal service under the NSLP, SBP, or Seamless Summer Option of the NSLP.
8. Describe the methods and key personnel for student taste testing of the recipes; and describe how this feedback will be used to revise and finalize standardized recipes.
9. Identify key personnel and methods for training School Food Authorities on the preparation and service of the standardized recipes developed under this grant.
10. Identify key personnel and methods for providing nutrition education to students on the local agricultural products used in the recipes developed under this grant and how this nutrition education will be coordinated with the school cafeteria.
11. Describe a plan for marketing and promoting the new recipes in the school meal programs.

12. Explain how sub-grants will be used and administered, if applicable.
13. Describe a plan for serving the new recipes as part of a reimbursable school meal during one meal service in at least one school site.
14. Explain how recipes will be revised based upon feedback from the school nutrition professionals. The State agency must ensure the recipes are practical and sustainable (as part of ongoing school meal service) and appealing.
15. Include a plan to obtain, gather, and provide to FNS grant success stories and photos, on at least a quarterly basis.
16. Explain how the State agency will report grant results on Appendix E.
17. Commit to providing finalized standardized recipes to FNS in the format of the USDA Standardized Recipe Template (Appendix B).

Recipe Development, Standardization, and Piloting

The applicant must clearly describe the key personnel who will be involved in evaluating recipes to ensure they meet USDA meal pattern requirements and follow USDA's Recipe Standardization Process. The director and other key personnel (up to four) must attend the one-day recipe standardization training at the Institute of Child Nutrition. Training topics covered will include:

- The USDA Recipe Standardization Process,
- Benefits of utilizing a standardized recipe,
- Components of a standardized recipe,
- How to read and use a standardized recipe, and
- How to utilize USDA's *Food Buying Guide for Child Nutrition Programs* and the *Recipe Analysis Workbook*.

Applicants must propose the number of recipes and type (entrée or side dish) that are to be developed, tested, and finalized under the grant. A minimum of three recipes shall be developed and standardized under the grant. No grain-based desserts may be developed under this grant. Alcohol and non-nutritive sweeteners may not be included in recipes developed under the grant. Only domestically produced fruits and vegetables may be included in recipes.

For each proposed recipe, the applicant shall describe:

- How the recipe includes a local agricultural product as a main ingredient, including information on the importance of the agricultural product to the State.
- How the proposed recipe reflects cultural or regional preferences or preparation methods.
- How the proposed recipe meets an identified need and is not already available as a USDA Standardized Recipe (https://theicn.org/cnrb/recipes-for-schools/).

The application must clearly describe key personnel who will be involved in developing the recipes and ensuring the recipes are appropriate, appealing, and practical for use in a school meal setting. These key personnel shall ensure that recipe ingredients, equipment, and instructions are applicable to the school meal setting and in accordance with school meal and food safety requirements. Applicants shall propose and justify how the recipes will be developed and for what grade groups. Some methods applicants may use to develop recipes include hiring a chef, contracting with a culinary program, or holding a recipe competition. The proposed approach must describe how the recipe development and standardization process will be coordinated.

Applicants shall submit a copy of proposed taste-testing assessment tools and instructions for the taste testing, and justify their use for the target audience. For instance, applicants may use different taste-test methods and tools for different ages of children. Applicants shall describe the process for serving the prepared recipes as a part of a reimbursable school meal during one meal service in at least one school

site. This process should include methods for training school nutrition staff on the preparation, serving, and marketing of the recipes.

The USDA Recipe Standardization Process
As part of this grant, grantees will solicit recipes from the school community. This can be accomplished in many different ways. School nutrition staff should provide input regarding the practicality of the recipe as part of ongoing school meal service operations. Identified recipes must include a local agricultural product (e.g., a locally produced meat, fish, fruit, vegetable, etc.) as a main ingredient. Once the recipe is identified, school nutrition staff will prepare and refine the recipe prior to the taste-testing and evaluation phase.

Grant applicants must describe how the recipes will be identified, prepared, tested, verified, and adjusted in accordance with the USDA Recipe Standardization Process:

1. Recipe Verification Phase
    This phase involves soliciting recipes from the school community; reviewing and preparing the recipes; verifying the recipe yields; and determining the contribution of the recipes towards meal pattern requirements and nutrition standards. Specifically, this phase includes:
    o   Recipe identification
    o   Reviewing the recipe
    o   Preparing the recipe
    o   Verifying recipe yield
    o   Recording recipe changes
    o   Determine contribution of the recipe toward meal pattern requirements and nutrition standards

2. Product Evaluation Phase
    This phase focuses on determining the acceptability of the product produced from the recipe using taste testing procedures and assessment tools to evaluate the appeal and quality of the recipes. States must document the results of the taste-testing activities and summarize the results. Specifically, this phase includes:
    o   Informal evaluation processes
    o   Formal evaluation processes
    o   Choosing an evaluation form
    o   Sampling the product and reviewing the evaluation results to determine next steps
        ▪   States must document the results of the taste-testing activities and summarize the results. A minimum of 50 students (from schools operating the NSLP, SBP, or Seamless Summer Option of the NSLP) shall taste test each recipe. Based upon the taste-testing results, the recipe may be: 1) accepted as is; 2) adjusted and re-tested; or 3) rejected. Eighty-five percent of the taste tasters must approve the recipe, for it to be accepted. Recipes that do not reach or exceed the acceptability threshold must be modified and re-tested.

3. Quantity Adjustment Phase
    The quantity adjustment phase is where changes to the recipe yield and ingredient amounts occur. For this grant, standardized recipes shall be developed in yields of 50 and 100 servings.
    o   Methods that can be used to adjust a recipe to get to the desired number of servings (50 – 100 yield) could include: The Factor Method; Direct Reading Tables Method; Percentage Method; and the Computerized Recipe Adjustment Method.

Recipe Pilot

These steps take place once the Recipe Standardization Process is complete. The recipe pilot involves serving the prepared recipe as a part of a reimbursable school meal during one meal service in at least one school site. This process should include methods for training school nutrition staff on the preparation, serving, and marketing of the recipes. Feedback should be collected from school nutrition professionals, who participated in the meal service regarding the practicality of the recipes as part of ongoing meal service operations. The recipe instructions may need to be modified based upon feedback and lessons learned during the pilot to improve ease of operations. Student acceptance of the new foods offered during the meal service should also be evaluated. Depending on modifications made to the recipe as a result of the pilot, USDA recipe standardization may need to be completed again.

Recipe Finalization

At the end of the grant, Grantees shall submit to FNS a final set of electronic standardized recipes as a PDF file that is 508-compliant and contains the following information (see Appendix B- Standardized Recipe Template and Appendix C- Sample USDA Standardized Recipe). FNS is able to provide the Standardized Recipe Template to grantees as an Adobe InDesign file, if desired. Grantees may also use the template as a formatting guide using another type of design software. To submit their final recipe to the Institute of Child Nutrition's Child Nutrition Recipe Box, grantees may also utilize a new recipe submission portal, if available. Key information that should be included in the recipe includes:

A. Recipe Title and Recipe Description
   The recipe should have a name along with a one-sentence description of the recipe.

B. Recipe Category
   Identify the recipe classification (entrée or side dish).

C. Ingredients
   Include all products used in a recipe. The ingredient name should include the name of the product, product type/form (fresh, frozen, canned), and any preparation technique(s) (peeled, grated, minced, diced). Be sure to indicate size for preparation techniques, such as slicing and dicing (e.g., "½ inch slices" or "¼ inch diced"). If using a specific brand of ingredient, note the name of the brand. List the ingredients in order of their use in preparing the recipe.

D. Weight/Volume of Each Ingredient
   List the quantity of each ingredient in weight and/or volume. Avoid using packaging to describe the amount of a product, such as "1 package." Packaging is variable and the size can vary depending on the supplier. The amount of product in a package may vary depending on its form. List quantities in the easiest unit of measure (e.g.; "1 lb. 4 oz." instead of "20 oz.," or "½ cup" instead of "8 Tbsp). Use standard abbreviations for units of measure and a fraction format.

E. Preparation Directions
   List the steps for the preparation of the recipe. This can include information on alternative preparation methods and helpful cooking tips.

F. Cooking Temperature, Time, and Preparation Time
   Include the cooking temperature and cooking time, if appropriate, as well as the amount of time required to prepare the recipe. This includes time for chopping or dicing ingredients, preparing individual servings, or placing items on a baking sheet, etc.

G. Serving Size
  Provide the amount of a single portion in volume and/or weight. Give this information in a practical amount as well, such as ½ cup, 1 slice, 2 squares, etc.

H. Recipe Yield
  Provide the amount of the finished or processed product (weight or volume and number of servings) that is available at completion of production.

I. Equipment and Utensils Needed
  List the cooking and serving equipment needed to prepare and serve the recipe.

J. Crediting Information
  This statement should identify which NSLP/SBP food component(s) the ingredients in the recipe can count towards: meats/meat alternates, vegetables (including subgroups), fruits, and/or grains. If an ingredient may be credited toward more than one food component, include both in the crediting statement (e.g. "This recipe credits X cups of vegetables or Y oz. eq. of meat alternate"). The *Recipe Analysis Workbook* (available at https://foodbuyingguide.fns.usda.gov/) shall be used to determine the crediting statement. See Appendix C for a sample recipe with crediting information.

K. Nutrient Analysis
  In this section, identify the nutrients provided per serving. The purpose of nutrient analysis is to determine compliance with school meal regulatory requirements for calories, saturated fat, and sodium, and to monitor levels of these dietary components in school meals. Grantees must follow the USDA Nutrient Analysis Protocol as outlined in Appendix D.

  1. Use an approved USDA software (https://www.fns.usda.gov/tn/usda-approved-nutrient-analysis-software) to complete nutrient analysis (optional ingredients do not need to be included). At a minimum, submit a complete nutrient analysis that includes Calories, Total Fat, Saturated Fat, Cholesterol, Sodium, Total Carbohydrate, Dietary Fiber, Total Sugars, Added Sugars, Protein, Vitamin D, Calcium, Iron, and Potassium.
  2. The following nutritional guidelines shall be followed for each recipe, as applicable:
     • Contains 200 mg or less of sodium/serving for side dish items; and, 450 mg or less of sodium/serving for an entrée. If a recipe exceeds either of these amounts, approval from FNS is required.
     • Saturated fat must be less than 10% of total calories.
     • Grains shall meet USDA's definition for whole-grain rich as defined at https://fns.usda.gov/sites/default/files/cn/SP30-2012os.pdf.

L. Marketing Guide
  Using *The Food Buying Guide for Child Nutrition Programs,* indicate the amount of product needed as purchased to the yield edible portion required for the recipe. See Appendix C for a sample Marketing Guide.

M. Food Safety Guidelines
  Include procedures designed to ensure the safe production and service of food. Indicate Hazard Analysis Critical Control Point (HACCP) information, if appropriate. Include the appropriate cooking temperature for any ingredients that require one (cooking and chilling, and a final holding temperature). As applicable, include information about major food allergens or developmental considerations (i.e., choking hazards for young children).

N. <u>Recipe Variations</u> - Optional
If appropriate, include alternative ways of preparing the recipe.

O. <u>Alternative Ingredients</u> - Optional
If appropriate, include ingredients that can be substituted for a listed recipe ingredient.

P. <u>Optional Ingredients</u> - Optional
If appropriate, mention ingredients that may be added to the recipe to enhance the flavor or acceptability. Alternative and optional ingredients do not need to be included in the nutrient analysis nor crediting information.

Grantees must also submit digital copies of:
- A high-resolution (300 DPI or greater) photo of the overall finished product(s) and one of a single serving of the final recipe.
- A description of the local agricultural product(s) used in the recipes and its significance to the State.
- Success stories (a template will be provided after the grant award), high-resolution (300 DPI or greater) photographs of the recipe standardization process, and photo releases;
- Materials developed and used as part of the grant.
- A detailed description of the recipe development and standardization approach.
- A sample menu for each recipe, showing how the standardized recipe contributes towards a reimbursable school meal.

FNS intends to share the recipes and grantee success stories via the Team Nutrition Website https://www.fns.usda.gov/tn and Child Nutrition Recipe Box https://theicn.org/cnrb.

Nutrition Education
Applicants must propose how students will be educated about the local agricultural products included in the standardized recipes, and how this nutrition education will be connected to meal service provided through the NSLP, SBP, or Seamless Summer Option of the NSLP. FNS is particularly interested in nutrition and food education efforts that include local farmers, ranchers, and fishers. Applicants must describe how their grant efforts will complement, but not duplicate, any existing Farm to School activities.

As part of this approach, applicants should propose how they will evaluate the effect of nutrition education activities on student knowledge and willingness to try the new recipes. Applicants may also propose activities to communicate information about the new school meal menu offerings developed under this grant to students, parents, caregivers, and families.

Management and Administration of Sub-Grants
Applicants that propose awarding sub-grants must clearly describe their approach for administering and managing sub-grants, including: selection criteria, timeline, and amount of sub-grant awards. The proposed approach must be consistent with the OMB Code of Federal Regulations Cost Principles-2 CFR Part 200 and Part 400.

Project Management and Quality Control
Applicants are required to have a Project Director at a minimum of .25 full-time equivalent (FTE) for this grant, commensurate with the scope of the proposed standardized recipe development and training activities. The Project Director is responsible for overseeing and coordinating all grant activities;

providing fiscal oversight; and exercising effective internal control of funds that are provided to a sub-contractor or sub-grantee.

The application should describe the qualifications of the Project Director. The Project Director's resume must demonstrate the appropriate educational, technical, and experiential background for the proposed role. A Letter of Commitment from the Project Director and the Project Director's supervisor is required.

Additionally, applicants must submit a staffing plan that identifies individual(s) with school meal experience who are a part of the USDA Recipe Standardization Process. They should be identified as key personnel in the application.

In an appendix, the following staffing and personnel information must be provided:
- Letters of Commitment from the Project Director and Project Director's supervisor.
- Current resumes for personnel that reflect relevant prior experience and the appropriate educational and technical backgrounds for their proposed roles.
- Details for each key personnel (other than the Project Director) that must be filled during the course of the grant, should include:
  1. The position title
  2. A detailed position description with required qualifications, skills, and knowledge
  3. A description of specific roles and duties on the project, referencing the project or evaluation narrative
  4. The anticipated date of hire
  5. The contingency plan if the position(s) is not filled in a timely manner
- An organizational chart that indicates chain of command of all key project entities.
- The applicant should identify any noted conflicts of interest, if applicable.

Grantee Reporting and Dissemination
At a minimum, the Project Director will be required to attend and participate in a Grant Orientation Webinar and quarterly collaboration calls, as scheduled.

Grantees are required to submit quarterly and final reports. The grantee will utilize the FNS-developed reporting template (Appendix E). The specific reporting format will be provided to grantees as a part of their Grant Terms and Conditions, and/or as part of the Grant Orientation Webinar.

Quarterly Reports are due thirty days after the end of each quarter. Grantees will submit the Progress Report via the Team Nutrition Training Grant Partner Website. Each quarter, grantees shall submit success stories (a template will be provided to grantees after the grant award), high-resolution photographs, and the accompanying signed photo releases.

Final Reports are due ninety days after the end of the grant period. Grantees will submit the final Progress Report via the Team Nutrition Training Grant Partner Website. Additionally, grantees should submit success stories, pictures, and the accompanying signed photo releases. Also, at a minimum, grantees should submit the following, but are not limited to:
- A summary of lessons learned and best practices gleaned from experiences throughout the duration of the grant that could inform future recipe development and standardization.
- A detailed description of the recipe development and standardization approach.
- A description of the local agricultural product(s) used in the recipe and its significance to the State.
- A sample menu for each recipe, showing how the standardized recipe contributes towards a reimbursable school meal.

- Submit a final set of electronic grant materials that are 508-compliant, including: standardized recipes using the Standardized Recipe Template (Appendix B), documentation of the standardization process (including *Recipe Analysis Workbook* results, taste-test findings, and nutrient analyses), materials developed under the grant, and photographs as outlined in this RFA.

The Project Director is expected to attend and present their final recipes at a grantee meeting at the end of the grant period of performance (between X 20XX and X of 20XX). Applicants should use the U.S. General Services Administration rate (GSA) for the Washington, D.C. area to estimate travel costs for this meeting.

III.   ELIGIBILITY INFORMATION

Eligible Applicants

Only State agencies that administer the USDA's School Breakfast Program (SBP) or National School Lunch Program (NSLP) and who **were not awarded** a FY 20XX Team Nutrition Training Grant for School Meal Recipe Development (Cohort A) grant in X 20XX may submit an application in response to this solicitation. Each State may submit only one application.

Cost Sharing or Matching Considerations

There are no cost sharing or matching considerations.

Other Eligibility Criteria

Suspended or debarred organizations are ineligible to submit applications in response to this grant solicitation.

Pre-Award Screening Requirements

In reviewing applications in any discretionary grant competition, prior to making a Federal Award, Federal Awarding Agencies, in accordance with 2 CFR 200.205, are required to review information available through any OMB-designated repositories of government-wide eligibility qualifications or financial integrity information. Additionally, Federal Awarding Agencies are required to have a framework in place for evaluating the risks posed by applicants before they receive Federal awards. The FNS review of risk posed by applicants will be based on the following:

- SAM.gov, the *System for Award Management*, the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS.
- FAPIIS, the *Federal Awardee Performance and Integrity Information System* that has been established to track contractor misconduct and performance.
- Dun & Bradstreet, the system where applicants establish a DUNS number that is used by the Federal government to better identify related organizations that are receiving funding under grants and cooperative agreements.
- FNS Risk Assessment Questionnaire: Applicants must complete the Grant Program Accounting System & Financial Capability Questionnaire that allows FNS to evaluate aspects of the applicant's financial stability, quality of management systems, and history of performance, reports and findings from audits. The questionnaire contains a number of questions that may be an indicator of potential risk.

The evaluation of the information obtained from the designated systems and the risk assessment questionnaire may result in FNS imposing special conditions or additional oversight requirements that correspond to the degree of risk assessed.

Acknowledgement of USDA Support

As outlined in 2 CFR 415.2, grant recipients shall include acknowledgement of USDA Food and Nutrition Service support on any publications written or published with grant support and, if feasible, on any publication reporting the results of, or describing, a grant-supported activity. Recipients shall include acknowledgement of USDA Food and Nutrition Service support on any audiovisual which is produced with grant support and which has a direct production cost of over $5,000. When acknowledging USDA support, grantees shall use the following language: "This material is based upon work that is supported by the Food and Nutrition Service, U.S. Department of Agriculture."

Grant recipients *may* be asked to host USDA officials for a site visit during the course of their grant award. All costs associated with the site visit will be paid for by USDA and are not expected to be included in grant budgets.

IV. APPLICATION AND SUBMISSION INFORMATION

Address to Request Application Package

Applicants may request a paper copy of this solicitation and required forms by contacting:

Anna Arrowsmith, Grant Officer
E-mail: Anna.Arrowsmith@usda.gov
Office phone: (703) 305-2998

Content and Form of Application Submission

FNS strongly encourages eligible applicants interested in applying to this program to adhere to the following applicant format.

- Include a table of contents (not counted towards page limit).
- Limit the narrative portion of the application to the page lengths stated below on page 21 in the "Application should follow this format" section here. Narrative response page restrictions apply only to content of the narrative application and do not apply to other required forms/attachments, nor the budget-related documents. Pages exceeding the stated page limits may be omitted during the review process.
- Use a 12-point Times New Roman font (smaller font may be used in tables, charts, and graphs as long as they are clearly readable).
- Use at least one-inch margins on the top and bottom of the page.
- All pages should be sequentially numbered, including the attachments. Exclude the form pages.

Submit completed application via Grants.gov. Files should be submitted as a PDF through the http://www.Grants.gov workspace.

Special Instructions:
- Only State agencies that administer the School Meal Programs (SBP/NSLP) and who **do not currently** have a FYXX Team Nutrition Training Grant for School Meal Recipe Development (Cohort A) may submit an application in response to this solicitation.
- Letters of Commitment and resumes are required for Project Director and key personnel. These must be submitted with the application package.
- Grant awards are contingent upon the availability of federal funds.

- There are no requirements for cost sharing or matching; therefore, this will not be considered in the review process.
- FNS reserves the right to make greater of fewer grant awards based upon the level of funding requested, the quality of applications received, or other Agency priorities. The submission of an application does NOT guarantee funding. FNS reserves the right to reduce, increase, or revise proposed budgets based on the availability of funds.
- Late application submission will not be considered in this competition. FNS will not consider additions or revisions to applications unless they are submitted via Grants.gov by the deadline. No additions or revisions will be accepted after the deadline.
- Applications submitted without the required supporting documents, forms, or certifications will not be considered.
- Applications missing a written proposal or budget narrative will not be considered.
- FNS reserves the right to request clarification on any application submitted in response to this solicitation.
- Applications not submitted via Grants.gov **will not** be considered.
- If multiple application packages are submitted through Grants.gov by the same applicant in response to this solicitation, FNS will accept the latest application package successfully submitted. All other packages submitted by the applicant will be removed from this competition.

The Application should follow this format:

Cover Sheet (Attachment A)
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 Contents (does not count toward page limit)
Include all pages, appendices, and attachments. All pages of the application should be sequentially numbered, including the attachments. Exclude the form pages.

Application Project Summary (Maximum of two paragraphs)
The summary should clearly describe the number of recipes to be developed, local agricultural product(s) to be featured in the recipes, cultural/regional food practices or preferences to be represented in the recipes, and key elements of the recipe standardization approach.

Project Narrative (Maximum of eight pages)
The project narrative should clearly identify what the applicant is proposing and how it will meet the RFA requirements. It must address all factors listed in Section II, Part F: Grantee Requirements.

Activities/Indicators Tracker - Attachment B (Maximum three pages)
Proposed Activities and indicators measuring success must be mapped to Key Objectives (as described in Section I – Program Description) in the format below. All objectives should have activities and indicators associated with it as part of the proposal. Additional Activities/Indicators can be added as needed, to support the application. Indicators are defined as any metric anticipated to be tracked during the period of performance of the grant. This could include the number of school nutrition professionals trained, number of recipes standardized, and student acceptance of new menu items.

Example

Objective # 1	Build State agency capacity and sustainable infrastructure to develop and evaluate standardized recipes in accordance with USDA guidance.
Activity	Train State agency staff on the development and evaluation of standardized recipes.
Indicator(s)	Pre- and Post-Test Knowledge and Skill Assessment.
Activity	Train 50 school nutrition professionals on the preparation and service of standardized recipes.
Indicator(s)	Pre- and Post-Knowledge Assessment, Observation of Meal Service.

Objective # 2	Develop appealing standardized recipes that utilize local agricultural products and meet USDA requirements.
Activity	Develop X entrée and X side dish recipes utilizing top X agricultural products produced in State.
Indicator(s)	X standardized recipes meeting USDA meal pattern requirements.

Objective # 3	Engage students and the school community in the process of developing standardized recipes.
Activity	Taste-test each standardized recipe with 50 children.
Indicator(s)	Number of taste-test ballots and acceptable ratings.

Objective # 4	Provide nutrition education to students on local agricultural products featured in the new school meal recipes.
Activity	Invite local farmer to discuss agricultural product with students in grade 6.
Indicator(s)	Pre-/Post-Assessment of number of children able to identify agricultural product.

Overall Project Timeline (Maximum of two pages)

Key Personnel and Staffing (Maximum of three pages)
Applicants must submit a staffing plan that identifies individuals who are a part of the recipe standardization process, as well as other personnel involved in this grant. Applicants are required to have a Project Director at a minimum of 0.25 full-time equivalent (FTE) for this grant, commensurate with the scope of the proposed standardized recipe development and training activities. At a minimum, the Project Director will be responsible for administration of the grant, including fiscal management, reporting to FNS, and providing oversight for grant activities. The application should describe the qualifications of the Project Director.
In an appendix, the following staffing and personnel information must be provided:

- Current resumes for personnel that reflect prior relevant experience and the appropriate educational and technical backgrounds for their proposed roles;
- Letters of Commitment from the Project Director, Project Director's supervisor, and Chef (if applicable);
- Details for each key project position (other than the Project Director) that must be filled during the course of the grant, should include:
    1. The position title;
    2. A detailed position description with required qualifications, skills, and knowledge;
    3. A description of specific roles and duties on the project, referencing the project or evaluation narrative;
    4. An anticipated date of hire;
    5. Contingency plan if the position is not filled in a timely manner;
- Organizational chart that indicates chain of command of all key project entities; and
- The applicant should identify any noted conflicts of interest, if applicable.

Project Management and Quality Control (Maximum of one page)
The State agency is responsible for overseeing and coordinating all grant activities; providing fiscal oversight; and exercising effective internal control of funds that are provided to a sub-contractor or sub-grantee. Applicants should provide a description of the approach to managing the project to ensure that project activities are completed on time, within budget, and with quality results.

Budget and Budget Narrative (Maximum of seven pages)
The budget narrative should correspond with the proposed project narrative and application budget. The narrative must justify and support the bona fide needs of the budget's direct cost. If the budget includes indirect costs, the applicant must provide a copy of its most recently approved Federal indirect cost rate agreement. All non-profit organizations must include their 501(c)(3) determination letter issued by the Internal Revenue Service (IRS). All funding requests must be in whole dollars.

Indirect Cost Rate (Include as an Appendix)
A current Negotiated Indirect Cost Rate Agreement (NICRA), negotiated with a Federal negotiating agency, should be used to charge indirect costs. Indirect costs may not exceed the negotiated rate. If a NICRA is used, the percentage and base should be indicated. If the applicant does not have, and has never been approved for, a NICRA, they may charge up to 10% de minimis. In this instance, the applicant must indicate they are requesting the de minimis rate. An applicant may elect not to charge indirect costs and, instead, use all grant funds for direct costs. If indirect costs are not charged, the phrase "none requested" should be stated in the budget narrative. For questions related to the indirect cost rate, please work with the Grant Officer as noted in this RFA.

Required Grant Application Forms
Please refer to the Application Checklist on page 3 for a list of required grant forms.

Letter of Intent
The eligible applicant who intends to submit an application should submit a Letter of Intent (Attachment D) notice by X X, 20XX. 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 e-mail to the FNS Grant Officer Anna Arrowsmith identified below:

E-mail: Anna.Arrowsmith@usda.gov

Office phone: (703) 305-2998

Submission Date

Complete grant applications must be uploaded to Grants.gov by 11:59 PM, Eastern Standard Time (EST), on X X, 20XX.

- Applications must be submitted via Grants.gov. Mailed, e-mailed, or hand-delivered application packages will not be accepted. For further instructions, see "How to Submit an Application via Grants.gov" on page 25 here.
- Late or incomplete applications will not be considered.
- FNS will not consider additions or revisions to applications unless they are submitted via Grants.gov by the deadline. No additions or revisions will be accepted after the deadline.
- If multiple application packages are submitted through Grants.gov by the same applicant in response to this solicitation, FNS will accept the latest application package successfully submitted. All other packages submitted by the applicant will be removed from this competition.

FNS strongly encourages applicants to begin the registration process at least **four weeks before** the due date and to submit applications to Grants.gov at least **one week** before the deadline to allow time to troubleshoot any issues, should they arise. Please note that upon submission, Grants.gov may send multiple confirmation notices; applicants should ensure receipt of confirmation that the application was **accepted**. Applicants experiencing difficulty submitting applications to Grants.gov should contact the Grant Officer noted in Section VII: Federal Awarding Agency Contacts here. FNS will evaluate submission issues on a case-by-case basis.

Preparing for Electronic Application Submission through Grants.gov

Applicants must register with Grants.gov, Dun & Bradstreet, and SAM.gov in order to submit an application to FNS via Grants.gov, as required. FNS strongly encourages applicants to begin the registration process at least **four weeks before** the due date.

In order to submit an application, you must:

1. Obtain a DUNS number
   - If your organization does not have a DUNS number, or if you are unsure of your organization's DUNS, contact Dun & Bradstreet at https://fedgov.dnb.com/webform or by calling 1-888-814-1435, Monday thru Friday, 8am-9pm ET. There is no fee associated with obtaining a DUNS number.
   - **It may take 2-3 business days to obtain a DUNS number.**

2. Register in the System for Award Management (SAM)
   - SAM.gov combines Federal procurement systems and the Catalog of Federal Domestic Assistance into one system. For additional information regarding SAM.gov, see the following link: https://www.sam.gov/SAM/
   - Must have your organization's DUNS, entity's Tax ID Number (TIN), and taxpayer name (as it appears on last tax return). **It may take 3-5 business days to register in SAM.gov; however,** in some instances the SAM process to complete the migration of permissions and/or the renewal of the entity record will require **5-7 days or more**.

- All applicants must have current SAM status at the time of application submission and throughout the duration of a Federal Award in accordance with two CFR Part 25.
- We strongly encourage applicants to begin the process **at least 3 weeks** before the due date of the grant solicitation.

3. Create a Grants.gov Account:

   The next step in the registration process is to create an account with Grants.gov. Applicants must know their organization's DUNS number to complete this process. Completing this process automatically triggers an email request for applicant roles to the organization's E-Business Point of Contact (EBiz POC) for review. The EBiz POC is a representative from your organization who is the contact listed for [SAM.gov](SAM.gov). To apply for grants on behalf of your organization, you will need the Authorized Organizational Representative (AOR) role.

   For more detailed instructions about creating a profile on Grants.gov, refer to
   https://www.grants.gov/web/grants/grantors/grantor-registration.html

4. Authorize Grants.gov Roles:

   After creating an account on Grants.gov, the EBiz POC receives an email notifying them of your registration and request for roles. The EBiz POC will then log in to Grants.gov and authorize the appropriate roles, which may include the AOR role, thereby giving you permission to complete and submit applications on behalf of the organization. You will be able to submit your application online any time after you have been approved as an AOR.
   For more detailed instructions about creating a profile on Grants.gov, refer to
   https://www.grants.gov/web/grants/applicants/workspace-overview/workspace-roles.html

5. Track Role Status: To track your role request, refer to
   https://www.grants.gov/web/grants/applicants/workspace-overview/workspace-roles.html
   Electronic Signature: When applications are submitted through Grants.gov, the name of the organization's AOR that submitted the application is inserted into the signature line of the application, serving as the electronic signature. The EBiz POC **must** authorize individuals who are able to make legally binding commitments on behalf of the organization as an AOR; **this step is often missed and it is crucial for valid and timely submissions.**

How to Submit an Application via Grants.gov

Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different web forms within an application. For each funding opportunity announcement (FOA), you can create individual instances of a workspace.

For access to complete instructions on how to apply for opportunities, refer to
https://www.grants.gov/applicants/apply-for-grants.html.

For additional training resources, including video tutorials, refer to
https://www.grants.gov/web/grants/applicants/applicant-training.html.

Applicant Support: Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and email at support@grants.gov. If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number. The Support Center ticket number will assist the Center with tracking your issue and understanding background information on the issue.

For questions related to the specific grant opportunity, please contact the agency contacts for this opportunity, as listed in Section VII. Federal Awarding Agency Contacts here.

Grants.gov Receipt Requirements and Proof of Timely Submission

All applications must be received by X X, 20XX by 11:59 PM Eastern time, as detailed in this section, on page 24 under "Submission Date", here. Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant AOR will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their application. Applicant AORs will also receive the official date/time stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

When FNS successfully retrieves the application from Grants.gov and acknowledges the download of submissions, Grants.gov will provide an electronic acknowledgment of receipt of the application to the email address of the applicant with the AOR role. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application. Applications received by Grants.gov after the established due date for the program will be considered late and will not be considered for FNS funding.

Applicants using slow internet, such as dial-up connections, should be aware that transmission could take some time before Grants.gov receives your application. Again, Grants.gov will provide either an error or a successfully received transmission in the form of an email sent to the applicant with the AOR role. The Grants.gov Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application.

Additional Information on Grants.gov and the Registration Process:

NOTICE: Special characters are 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 (examples: & – * % / # ' -). This includes periods (.) and spacing followed by a dash in the file. To separate words in naming a file, use underscore, as in the following example: Attached_File.pdf. **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.**

Additional information and applicant resources are available at:
https://www.grants.gov/web/grants/applicants.html

Funding Restrictions

Pre-award costs will not be awarded for the project.

V. APPLICATION REVIEW INFORMATION

1. REVIEW CRITERIA

Evaluation of Grant Application Criteria

FNS will pre-screen all applications to ensure the applicants are eligible entities and are in compliance with all Program regulations. FNS will not approve any waivers from Program regulations for any projects submitted in response to this solicitation.

There are no cost sharing or matching considerations for this grant or in the review process.

2. EVALUATION FACTORS AND CRITERIA

The following selection criteria will be used to evaluate applications for this RFA. The maximum score for all criteria is 100 points. Each criterion has a maximum score as indicated in parentheses. Scores will be impacted if an application does not include all required information.

Recipe Standardization Approach (25 points)

In the grant application, States must describe their approach to meeting all grant objectives. Applications must:
- Demonstrate how the State agency will increase capacity and sustainable infrastructure to develop and evaluate standardized recipes that include local agricultural products as a main ingredient, in accordance with USDA guidance;
- Identify key personnel involved in developing and evaluating standardized recipes and describe their knowledge and experience with recipe development, school meal pattern requirements, and school foodservice;
- Identify the individuals who will attend the Recipe Standardization Training at the Institute of Child Nutrition;
- Identify methods for training School Food Authorities on the preparation and service of the standardized recipes developed under this grant;
- Describe the number of standardized recipes (minimum of three) to be developed and the process. Applicants should clearly describe how they will meet all recipe development and standardization requirements conveyed under this grant and document their standardization process;
- Explain how recipes will be revised based upon feedback from the school nutrition professional(s) and students obtained through taste-testing events and meal service. The State agency must ensure the recipes are practical and sustainable as part of ongoing meal service, and appealing;
- Commit to providing finalized standardized recipes to FNS in the format of the USDA Standardized Recipe Template (see Appendices B & C) and providing all required information in an electronic PDF file that meets 508 accessibility standards;
- Include a plan to obtain, gather, and disseminate recipe standardization grant success stories and photos, on at least a quarterly basis;
- Include a timeline/action plan detailing all grant related activities; and
- Provide a project summary that is clear, concise, and a maximum of two paragraphs.

Value of Recipe Standardization (20 points)

The application must:
- Demonstrate the use of local agricultural products as a main ingredient in all standardized recipes developed under this grant;

- Demonstrate that grant efforts are coordinated with Farm to School efforts already in place, if applicable. Proposed activities under this Team Nutrition Training Grant compliment, but do not duplicate, any existing Farm to School activities;
- Show that recipes to be developed utilize local agricultural products not currently featured in USDA Standardized Recipes for Schools (https://theicn.org/cnrb/recipes-for-schools/) and/or represent cultural or regional food preparation practices and customs;
- Show that the proposed methods for developing the recipe or engaging students are unique and innovative; and
- Demonstrate that a need for recipes is well supported by formative research (e.g., student surveys) or previous evaluation activities.

Student Education and Engagement (25 points)
The application must:

- Identify key personnel and methods for engaging students in the development of the standardized recipes and the implementation of the recipes as part of meal service under the SBP, NSLP, or Seamless Summer Option of the NSLP;
- Identify key personnel and methods for providing nutrition education to students on the local agricultural products included in the recipes developed under this grant and how these efforts will be coordinated with the school cafeteria;
- Describe a plan for marketing and promoting the new recipes that include local agricultural products as a main ingredient in the school meal programs;
- Describe the methods and key personnel for student taste-testing of the standardized recipes and how this feedback will be used to revise and finalize the standardized recipes; and
- Describe a plan for serving the new recipes as part of a reimbursable school meal during one meal service in at least one school site.

Project Management and Quality Assurance (15 points)
The application must:
- Clearly outline the management approach (including staffing, procurement of contractors, quality assurance planning, tracking timelines, monitoring progress, etc.) that indicates the applicant has the capacity to manage and execute the grant;
- Clearly describe the sub-grant process (if applicable) and includes detailed information on the recruitment, application, criteria and selection process; timing and amount of sub-grants; reporting and accountability; and oversight;
- Clearly outline the roles and responsibilities of the staff;
- Include a Project Director at a minimum of 0.25 FTE for this grant, commensurate with the scope of the proposed standardized recipe development and training activities;
- Describe how and by whom the FNS quarterly and final reports will be prepared;
- Discuss how and by whom relationships with all personnel outside of the State agency will be managed (e.g., personnel from partner entities, other State agencies, universities, consultants, contractors);
- Discuss and demonstrate that effective communication will exist among staff;
- Discuss how the Project Director will be held accountable to keep the project on time, within budget, and has the authority to make decisions; and
- Identify any noted conflicts of interest, if applicable.

The following must be included in an appendix:

- Current resumes for personnel that reflect relevant prior experience and the appropriate educational and technical backgrounds for their proposed roles;
- Letters of Commitment from the Project Director, Project Director's supervisor, and Chef (if applicable);
- Details for each key personnel (other than the Project Director) that must be filled during the course of the grant, should include:
    1. The position title;
    2. A detailed position description with required qualifications, skills, and knowledge
    3. A description of specific roles and duties on the project, referencing the project or evaluation narrative;
    4. The anticipated date of hire; and
    5. The contingency plan if the position(s) is not filled in a timely manner.
- An organizational chart that indicates chain of command of all key personnel, illustrating supervisory and reporting roles.

Budget Plan (15 points)

- The level of funding requested is appropriate, economical and reasonable in relation to the proposed scope and effort of the project;
- The proposed costs are reasonable, necessary, and allocable to carry out the grant;
- The budget includes a line item description for every allowable cost and details how it supports the grant;
- The budget/ budget narrative illustrates how the costs were estimated;
- A detailed plan for sub-grants is included, if applicable;
- The budget narrative, itemized budget and the proposal narrative are in alignment;
- Any anticipated contracts are described, and whether the procurement will be competitive or sole source. If sole source procurement is planned, the budget plan includes a written request for an exception with the name of the proposed contractor; a brief explanation of why the state has decided to award this contract as sole source; and a description of how the state determined the proposed cost of the contract to be fair and reasonable.
- The proposed budget must be consistent with the OMB Code of Federal Regulations Cost Principles-2 CFR Part 200 and Part 400; and
- Review the Budget Narrative Checklist (Appendix F) to ensure the required items are addressed in the budget narrative.

3. REVIEW AND SELECTION PROCESS

Following the initial screening process, FNS will assemble a panel group to review and determine the technical merits of each application. The panel will evaluate the proposals based on how well they address the required application components and array the applications from highest to lowest score. The panel members will recommend applications for consideration for a grant award based on the evaluation scoring. The selecting official reserves the right to accept the panel's recommendation or to select an application for funding out of order to meet agency priorities, program balance, geographical representation, or project diversity. FNS reserves the right to reduce, increase, or revise proposed budgets based on the availability of funds. FNS reserves the right to use this solicitation and competition to award additional grants during FY 2021 or the subsequent fiscal year, should additional funds become available.

NOTE: If a discrepancy exists between the total funding request (submitted on SF-424, SF-424A, and budget or budget narrative) within the application package in response to this solicitation, FNS will <u>only</u> consider and evaluate the estimated funding request contained on SF-424.

Anticipated Announcement and Federal Award Dates

The anticipated date the selected applicants will be announced by FNS is August 2021. The anticipated grant project award date is August 2021.

VI. FEDERAL AWARD ADMINISTRATION INFORMATION

1. FEDERAL AWARD NOTICE

The Government is not obligated to make any award as a result of this RFA. 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 (FNS-529). 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.

Safeguarding Personally Identifiable Information

Personally Identifiable Information (PII) is any information that can be used to distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's maiden name, or biometric records, and any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information (National Institute of Standards and Technology (NIST) SP 800-122, Guide to Protecting the Confidentiality of Personally Identifiable information, April 2010).

Applicants submitting applications in response to this RFA must recognize that confidentiality of PII and other sensitive data is of paramount importance to the USDA Food and Nutrition Service. All federal and non-federal employees (e.g., contractors, affiliates, or partners) working for or on behalf of FNS are required to acknowledge understanding of their responsibilities and accountability for using and protecting FNS PII in accordance with the Privacy Act of 1974; Office of Management and Budget Memorandum M-06-15, *Safeguarding Personally Identifiable Information; M-06-16, Protection of Sensitive Agency Information*; M-07-16, *Safeguarding Against and Responding to the Breach of Personally Identifiable Information*; and the NIST Special Publication (SP) 800-122, *Guide to Protecting the Confidentiality of Personally Identifiable Information*.

By submitting an application in response to this RFA, applicants are assuring that all data exchanges conducted throughout the application submission and pre-award process (and during the performance of the grant, if awarded) will be conducted in a manner consistent with applicable Federal laws. By submitting a grant application, applicants agree to take all necessary steps to protect such confidentiality, including the following: (1) ensuring that PII and sensitive data developed, obtained or

otherwise associated with UDSA FNS funded grants is securely transmitted. Transmission of applications through Grants.gov is secure; (2) ensuring that PII is not transmitted to unauthorized users, and that PII and other sensitive data is not submitted via email; and (3) Data transmitted via approved file sharing services (WatchDox, ShareFile, etc.), CDs, DVDs, thumb drives, etc., must be encrypted.

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 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 System for Award Management (SAM) at https://www.sam.gov/SAM/pages/public/index.jsf

Universal Identifier and Central Contractor Registration 2 CFR Part 25
Effective X X, 20XX, all grant applicants must obtain a Dun & 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 Systems for Award Management (SAM.gov). If you were registered in the CCR, your company's information should be in SAM and you will 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.

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 SAM 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.

Duncan Hunter National Defense Authorization Act of Fiscal Year 2009, Public Law 110-417
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) is designed to address these requirements. FAPIIS contains integrity and performance information from the Contractor Performance Assessment Reporting System, information from SAM.gov, and suspension and debarment information from the SAM. 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.

Freedom of Information Act (FOIA) Requests
The Freedom of Information ACT (FOIA), 5 U.S.C. 552, provides individuals with a right to access records in the possession of the Federal Government. The Government may withhold information pursuant to the nine exemptions and the three exclusions contained in the Act.

Application packages submitted in response to this grant solicitation may be subject to FOIA by requests by interested parties. In response to these requests, FNS will comply with all applicable laws and regulations, including departmental regulations.

FNS will forward a Business Submitter Notice to the requested applicant's point-of-contact. Applicants will need to review requested materials and submit and submit any recommendations within 10 days from the date of FNS notification. FNS will redact Personally Identifiable Information (PII).

For additional information on the Freedom of Information (FOIA) process, please contact Jennifer Weatherly, FNS Freedom of Information Act officer at FOIA@usda.gov.

Privacy Policy

The USDA Food and Nutrition Service does not collect any personal identifiable information without explicit consent. To view the Agency's Privacy Policy, visit: https://www.usda.gov/privacy-policy
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.

Code of Federal Regulations and Other Government Requirements

Government-wide Regulations

- 2 CFR Part 25: "Universal Identifier and System for Award Management"
- 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 "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 (T&Cs) of FNS grant awards may be obtained electronically in advance of an award. For a copy of T&Cs, please contact the Grant Officer Anna Arrowsmith at:

E-mail: Anna.Arrowsmith@usda.gov
Office phone: (703) 305-2998

3. REPORTING REQUIREMENTS

Financial Reports

The award recipient will be required to enter the SF-425 (Financial Status Report) into the FNS Food Program Reporting System (FPRS) on a quarterly basis. In order to access FPRS, the grant recipient must obtain USDA e-authentication certification and access to FPRS. For additional information on FPRS, visit: https://fprs.fns.usda.gov/.

Performance Progress Report (PPR) – Appendix E

Grantees will be required to submit progress reports to FNS 30 days following the end of each quarter, using the FNS-908 PPR form that will be sent to grantees at the time of award. The reports should cover the preceding period of activity. A final report identifying the accomplishments and results of the project will be due 90 days after the end date of the award. For reference, a blank copy of the FNS-908 PPR form can be found in the Appendix Section: Appendix E. **Please note:** the FNS-908 PPR form

specific to this opportunity will be sent to grantees at the time of award. Use of the FNS-908 PPR form for progress reports is required.

VII. FEDERAL AWARDING AGENCY CONTACTS

For questions regarding this solicitation, please contact the Grant Officer Anna Arrowsmith at:

E-mail: Anna.Arrowsmith@usda.gov
Office phone: (703) 305-2998

VIII. OTHER INFORMATION

Debriefing Requests

Non-selected applicants may request a debriefing to discuss the strengths and weaknesses of submitted proposals. This information may be useful when preparing future grant proposals. Additional information on debriefing requests will be forwarded to non-selected applicants. FNS reserves the right to provide this debriefing orally or in a written format.