



U.S. DEPARTMENT OF AGRICULTURE

## FY 2023 Team Nutrition Grant Supporting Nutrition Education for School-Aged Children

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### Fiscal Year 2023 Request for Applications (RFA)

Catalog for Federal Domestic Assistance Number (CFDA): [10.574](#)

**Release Date:** March 22, 2023

**Grant Informational Webinar:** April 5, 2023

**Letter of Intent Due Date:** April 24, 2023

**Application Due Date: 11:59 PM, Eastern Standard Time (EST):** May 22, 2023

**Anticipated Award Date:** August 2023

**OMB Burden Statement:** The valid OMB control number for this information collection is 0584-0512. The estimated average time required to complete this information collection is 60 hours per response, including time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Food and Nutrition Services, Office of Policy Support, 1320 Braddock Place, 5th Floor, Alexandria, VA 22314 ATTN: PRA (0584-0512). Do not return the completed form to this address.

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## APPLICATION CHECKLIST

This Application Checklist provides applicants with a list of the required documents. However, United States Department of Agriculture (USDA) Food and Nutrition Service (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.

**Please Note:** Whether applying as a State agency or School Food Authority (SFA), application checklist remains the same. See [Section 3.1: Eligible Applicants](#) for additional details.

Complete the following **at least four weeks** prior to submission:

- Obtain a Unique Entity ID (UEI);
- Register in the System for Award Management (SAM); and
- Register in <https://www.grants.gov/>.

When **preparing your application**, ensure:

- Application format and narrative meet the requirements included in [Section 4: Application and Submission Information](#). This includes page limits, priorities outlined in [Section 4: Application and Submission Information](#), and all necessary attachments.

When **preparing your budget**, refer to [Appendix A: RFA Budget Narrative Checklist](#) and 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.
- Inclusion of Objectives and travel justifications narratives.
- 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 ([Appendix B: Grant Program Accounting System & Financial Capability Questionnaires](#))
- Negotiated Indirect Cost Rate Agreement (PDF - Upload using the “Add Attachments” button under SF-424 item #15)

### **SFAs Only:**

- Letter of Support from National School Lunch Program (NSLP) State agency (**Attachment E**). See [Section 3.1: Eligible Applicants](#) for additional details.

## 1. PROGRAM DESCRIPTION & OBJECTIVES

### 1.1 Program Description

In 1995, the Team Nutrition initiative was established to support the nutritional health of school children of the United States through nutrition education and the use of Team Nutrition messages and materials based on the current [Dietary Guidelines for Americans \(DGAs\)](#), published under Section 301 of the National Nutrition Monitoring and Related Research Act of 1990 ([7 U.S.C. 5341](#)). Authorized under [Public Law 111–296](#) and Section 6(a)(3) of the Richard B. Russell National School Lunch Act, USDA makes grants for State agencies and Local Educational Agencies (LEA) to establish Team Nutrition networks to promote nutrition education. FNS hereby offering up to \$10 million in Fiscal Year (FY) 2023 Team Nutrition Grants to provide nutrition education for children, for their parents/caregivers, and for school staff that provide nutrition education or that are in a position to facilitate the selection of nutritious food choices in the school environment using *MyPlate* nutrition education. *MyPlate* nutrition education is further discussed in [Appendix E: Guidelines for Nutrition Education](#) and [Appendix C: Key Definitions](#).

The [Biden-Harris Administration National Strategy on Hunger, Nutrition, and Health](#) calls for expanding nutrition education for children and emphasizes the opportunity for school meals to be a setting for “engaging children around healthy food.” Providing meaningful nutrition support for children and adolescents is also a key component of USDA activities to improve nutrition security. USDA FNS Team Nutrition initiative supports nutrition security efforts by providing grants and resources to support nutrition education in the USDA FNS Child Nutrition Programs, including the NSLP, School Breakfast Program (SBP), and Child and Adult Care Food Program (CACFP). Together, these programs provide multiple opportunities to provide high-quality nutrition education throughout the day.

- **School Meals:** The SBP and NSLP are Federally assisted meal programs operating in public and nonprofit private schools and residential childcare institutions. These programs provide nutritionally balanced, low-cost, or no-cost meals to children each school day. Each LEA that participates in the SBP or NSLP is required to have a Local School Wellness Policy (LWP), which is a written document drafted by school stakeholders, that guides the school district’s efforts to establish a school environment that promotes students’ health, well-being, and ability to learn. In addition, the Smart Snacks in School nutrition standards are a Federal requirement for all foods sold outside of the school meals programs in schools that participate in the NSLP and/or SBP.
- **Afterschool:** CACFP and NSLP are Federal programs that provide reimbursements for nutritious meals and snacks for children and youth. In school-based facilities or settings, this includes meals and snacks offered through At-Risk Afterschool Care centers, Outside School Hours Care Centers (OSHCC), and NSLP Afterschool Snack Service. CACFP At-Risk Afterschool Programs must provide enrichment activities that are open to all children in an organized, structured, and supervised environment.

Concurrently working with the FY 2023 Team Nutrition Grant to a similar end, the [Healthy Meals Incentives Initiative \(HMI\)](#) aims to improve the nutritional quality of school meals through food system transformation. Starting school year 2023-24, FNS will provide HMI Recognition Awards under a separate grant award process to celebrate SFAs that have made significant improvements to the nutritional quality of their school meals and engage students in the process. To supplement this objective, part of HMI’s approach is to provide technical assistance in the form of sub-grants to small and/or rural SFAs participating in the NSLP and/or SBP to assist them in overcoming staffing, training, food purchasing, and supply and equipment challenges, improving the nutritional quality of school meals and meeting HMI Recognition Award criteria. The FY 2023 Team Nutrition Grants will complement and support the goals of HMI Recognition Award criteria by helping schools introduce school meal prerequisites and requirements for future award recognition. Eligible applicants include State agencies that administer the NSLP, CACFP At-Risk Afterschool Meals Component and/or OSHCC and SFAs (only

in cases where neither the State NSLP or State CACFP agency chose to apply). Preferred applicants are further discussed in [Section 3.1: Eligibility Criteria](#).

There are many factors which can influence children’s eating decisions. USDA is employing a comprehensive approach to creating policies, systems, and environments that support the development of healthy eating patterns. See [Appendix D: USDA Food and Nutrition Service Efforts to Support Children’s Consumption of Nutritious Foods and Beverages at School](#) for additional details. In addition to the nutrition education activities funded under the FY 2023 Team Nutrition Grant, there are other USDA efforts underway including rulemaking to strengthen school meal pattern requirements, such as NSLP Equipment Assistance Grants, School Breakfast Expansion Grants for US Territories, Farm-to-School Grants, Healthy Meals Incentives Sub-Grants for Small and Rural SFAs, and school meal pattern requirement training offered through a cooperative agreement with the Institute of Child Nutrition. The Team Nutrition initiative is also supporting the development of new school meal recipes and efforts to improve school meal quality through Team Nutrition Training Grants awarded in FY 2019, FY 2021, and FY 2022. The nutrition education activities to be funded under the FY 2023 Team Nutrition Grant will also support valuable collaboration with Supplemental Nutrition Assistance Program Education (SNAP-Ed) efforts, to maximize the consistency of nutrition education messaging and leverage valuable opportunities for children to apply nutrition education at meals and snacks offered through USDA Child Nutrition Programs, specifically using *MyPlate* focused materials, resources and curriculum.

In alignment with the [Executive Order On Advancing Racial Equity and Support for Underserved Communities Through the Federal Government](#), the FY 2023 Team Nutrition Grant takes a comprehensive approach to advancing equity for all, including people of color and others who have been historically underserved, marginalized, and/or adversely affected by persistent poverty and inequality. To reflect this, FNS is seeking grant applications which demonstrate that the chosen approach is intended to improve racial equity by supporting underserved communities’ access to nutrition education. Further, allowable costs under the grant include the development of culturally appropriate nutrition education resources, recipe development of traditional, indigenous, or cultural foods and the translation of nutrition education resources into languages other than English.

## 1.2 Key Objectives

The goal of the FY 2023 Team Nutrition Grant is to facilitate the adoption of healthy eating patterns by school-aged children (grades Pre-K through 12) and their families through the coordination and implementation of *MyPlate* nutrition education connected to the nutritious meals and snacks offered through USDA Child Nutrition Programs.

#	Objectives
1	Increase the consumption of nutritious foods and beverages offered through the National School Lunch Program (NSLP), School Breakfast Program (SBP) and Child and Adult Care Food Program (CACFP) At-Risk Afterschool Meals and Outside School Hours Care Centers (OSHCC) via high-quality <i>MyPlate</i> nutrition education.
2	Increase awareness of the <i>MyPlate</i> symbol and accompanying <i>MyPlate</i> nutrition education tools, resources, and messages. Increase awareness of the nutritional contributions of meals and snacks offered to students from parents/caregivers, school coaches and athletic trainers, school nurses, afterschool program operators, and Pre-K-12 teachers.
3	Improve equity by increasing the number of students from historically underserved and marginalized populations who are reached by nutrition education resources, including resources and recipes that are culturally appropriate and/or in the preferred language of the students and their families.
4	Increase school community engagement in the development, implementation, and assessment of the Local School Wellness Policy (LWP).

### 1.3 Recommended Grant Activities

State agencies or SFAs applicants must include **activities that support all four of the key objectives** in their Project Work Plan (**Attachment A**). Examples of recommended activities are specified below, but applicants are free to propose others relevant to the specified objectives. Applicants may only submit one application. Applicants must carefully read the entire RFA before applying, including the Evaluation Criteria specified in [Section 5.2: Evaluation Factors and Criteria](#), which indicates how FNS plans to score applications.

Objective	
1	Increase the consumption of nutritious foods and beverages offered through the National School Lunch Program (NSLP), School Breakfast Program (SBP) and Child and Adult Care Food Program (CACFP) At-Risk Afterschool Meals and Outside School Hours Care Centers (OSHCC) via high-quality <i>MyPlate</i> nutrition education.

*Examples of Activities:*

- a. Facilitate connections between nutrition education activities for school-aged children and school meals and meals/snacks offered through afterschool settings participating in Child Nutrition Programs.
- b. Establish and/or maintain a statewide and/or regional coalition of all entities providing nutrition education for school-aged children, develop a plan for coordinating *MyPlate* nutrition messages, and measure outcomes in school and afterschool settings. Convene the coalition quarterly.
- c. Participate in State Nutrition Action Councils (SNAC), where available.
- d. Engage students in developing strategies to increase the consumption of nutritious foods at school meals and decrease food waste, such as through student competitions and challenges, student ambassador programs, and taste-test events.
- e. Collaborate with school nutrition services, students, and nutrition experts on ways to implement behavioral focused strategies in the cafeteria to promote the selection of nutritious food choices.
- f. Identify opportunities to coordinate with other grant programs (e.g., Farm-to-School, SNAP-Ed) and initiatives to maximize nutrition education message delivery without duplicating efforts.
- g. Collaborate with Farm to School efforts to promote the use of *MyPlate* nutrition education messages and the sharing of information about the nutritional quality of school meals.
- h. Collaborate grant activities with other school interventions offered under the Centers for Disease Control (CDC) and Prevention’s Whole School, Whole Community, Whole Child (WSCC) model, a framework for addressing health in schools.

Objective	
2	Increase awareness of the <i>MyPlate</i> symbol and accompanying <i>MyPlate</i> nutrition education tools, resources and messages and awareness of the nutritional contributions of meals and snacks offered to students among parents/caregivers, school coaches and athletic trainers, school nurses, afterschool program operators, and Pre-K-12 teachers.

*Examples of Activities:*

- a. Develop, implement, and assess a social marketing campaign to increase awareness of the nutritional quality of school meals. Use formative research to inform the development of the campaign.

- b. In collaboration with the School Nutrition Director, offer educational sessions and resources for parents/caregivers, school coaches, teachers, and other applicable stakeholders about the nutritional quality of school meals offered as part of the SBP, NSLP, and CACFP At-risk afterschool meals, OSHCC, and afterschool care snack service.
- c. Host school-based events and activities to increase awareness of the nutritional quality of school meals, such as National School Lunch Week and School Breakfast Week celebrations.
- d. Collaborate with secondary school athletic programs to provide student-athletes and their parents/caregivers with information about the availability and nutritional quality of meals and snacks offered through the SBP, NSLP, and CACFP At-risk afterschool meals, OSHCC, and afterschool care snack service.
- e. Provide training for school and afterschool staff on the use of Team Nutrition’s *MyPlate* nutrition education resources. See Appendix E: Guidelines for Nutrition Education and Social Marketing Campaigns Provided Under the Grant for additional details.
- f. Display nutrition education posters and signs in school and afterschool settings in places where foods are offered, including signs highlighting local agricultural products offered as part of school meals.
- g. Provide *MyPlate* nutrition education for school-aged children in school and afterschool settings.
- h. Assist SFAs in applying for Healthy Meals Incentives Recognition Awards, by providing technical assistance and resources.
- i. Encourage school and afterschool sites to sign up as *MyPlate* Ambassadors.
- j. Apply findings from evaluations of *MyPlate* nutrition education grant activities to improve the effectiveness and quality of nutrition education.

Objective	
3	Improve equity by increasing the number of students from historically underserved and marginalized populations who are reached by nutrition education resources, including resources and recipes that are culturally appropriate and/or in the preferred language of the students and their families.

*Examples of Activities:*

- a. Together with school nutrition services, collaborate with students, families, and the community to develop and implement meal patterns and recipes that reflect traditional, indigenous, or cultural foods while meeting meal pattern requirements.
- b. Provide nutrition education for students, families, and school staff on menu offerings related to specific cultures, such as Halal or Kosher, and plant-based options that meet meal pattern requirements.
- c. Conduct formative research to inform the development of culturally appropriate nutrition education.
- d. Identify translations services for preferred languages of the students and their families in all activities.

Objective	
4	Increase school community engagement in the development, implementation, and assessment of the Local School Wellness Policy (LWP).



*Examples of Activities:*

In collaboration with LWP Coordinators:

- a. Engage the school community in LWP efforts by inviting school administrators, students, parents/caregivers, school nutrition staff, teachers, coaches, nurses, and community members to be a part of the SFA’s Local Wellness Committee.
- b. Spread the word using a variety of communication tools to engage school staff and parents/caregivers in school wellness, using examples from Team Nutrition’s Local School Wellness Policy Outreach Toolkit.
- c. Strengthen LWPs by comparing them to a model policy and/or reviewing findings from recent wellness policy assessments, such as a triennial (3-year) assessment, if applicable.
- d. Propose policy updates to school administration and seek approval.
- e. Enhance implementation of LWPs by assigning roles and responsibilities for putting the policy into action; educating school administration, staff, and families about the policy; and building excitement by sharing examples of how SFAs are engaging students, families, staff, and principals in school wellness activities.
- f. Plan for and conduct the required triennial assessment of the LWP and share the results.

**1.4 Logic Model**

The below Logic Model is a graphic depiction that presents the shared relationship among the key objectives and example grant activities and their intended performance measures, short- and medium-term outcomes, and long-term impacts to meet the goal of the FY 2023 Team Nutrition Grant Supporting Nutrition Education for School-Aged Children listed in [Section 1.3: Recommended Grant Activities](#). Applicants **are required** to use the Logic Model below to complete the Activities and Performances Measure Tracker in their Project Work Plan (**Attachment A**) to map proposed grant activities with corresponding performance measures. As mentioned in [Section 1.3: Recommended Grant Activities](#), applicants must include **activities to support all four of the key objectives**. At minimum, applicants must include at **least one activity for each objective**.

Logic Model: Team Nutrition Grants Supporting Nutrition Education for School-Aged Children					
Inputs	Grant Objective	Activities	Performance Measures	Short-to-Medium Term Outcomes	Long-Term Impacts
Team Nutrition Coordinator(s)  Project Director  Funding for nutrition education activities and social marketing campaign  Evidence-based nutrition education strategies and resources	<b>Objective #1:</b> Increase the consumption of nutritious foods and beverages offered through the National School Lunch Program (NSLP), School Breakfast Program (SBP) and Child and Adult Care Food Program (CACFP) At-Risk Afterschool Meals and Outside School Hours Care Centers (OSHCC) via high-quality <i>MyPlate</i> nutrition education.	Classroom-based nutrition education lessons and activities.  Student engagement activities related to school meals (taste-test events, ambassador programs, advisory boards, etc.).  CACFP At-risk afterschool meals, OSHCC and afterschool care snack nutrition education activities.	<b>1.1:</b> Number of schools enrolled in schools implementing FY 2023 Team Nutrition grant.  <b>1.2:</b> Number of students reached through nutrition education activities (unduplicated counts).  <b>1.3:</b> Number of nutrition education activities offered.  <b>1.4:</b> Total hours of nutrition education offered.  <b>1.5:</b> Number of new, expanded/updated afterschool enrichment nutrition education activities.	Exposure to social marketing campaign.  Recognition of <i>MyPlate</i> .  Knowledge of school meal components.  Improved perceptions of the nutritional quality of school meals among parents/caregivers, school staff, and students.  Awareness of the benefits of nutritious food and beverage choices for child and	Decreased school meal food waste.  Improved nutrient consumption of students consuming school meals.  Increased school meal participation.

<p>Local School Wellness Policy Assessments and Evaluations</p> <p>USDA's Healthy Meals Incentives Recognition Awards Program</p>		<p>Behavioral focused strategies in school cafeteria.</p> <p>Cross-collaboration of concurrent nutrition education opportunities.</p>	<p><b>1.6:</b> Number of new or expanded collaborations with Farm-to-School or SNAP-Ed, and/or others.</p>	<p>adolescent growth, health, and academic performance.</p> <p>Awareness of how school meals contribute towards an overall healthy diet in school-aged children, including student athletes.</p>	
<p><i>MyPlate</i> Ambassador Program</p>	<p><b>Objective #2:</b> Increase awareness of the <i>MyPlate</i> symbol and accompanying <i>MyPlate</i> nutrition education tools, resources and messages and awareness of the nutritional contributions of meals and snacks offered to students among parents/caregivers, school coaches and athletic trainers, school nurses, afterschool program operators, and Pre-K-12 teachers.</p>	<p>Stakeholder (parents/caregivers, school staff) nutrition education activities.</p> <p>School nutrition education observances and events (e.g., National School Lunch Week, <i>MyPlate's</i> Birthday).</p> <p>Evaluation of <i>MyPlate</i> Nutrition Education efforts for effectiveness and quality.</p> <p>Nutrition visual management activities (e.g., signage, posters, etc.).</p> <p>Social marketing campaigns.</p> <p>Stakeholder trainings, awareness and collaboration activities focused on nutrition education.</p>	<p><b>2.1:</b> Number of parents/caregivers and/or school staff reached through nutrition education activities (unduplicated counts).</p> <p><b>2.2:</b> Number of nutrition education activities offered.</p> <p><b>2.3:</b> Total hours of nutrition education offered.</p> <p><b>2.4:</b> Number of social marketing campaign messages disseminated.</p> <p><b>2.5:</b> Number of SFAs that apply for at least one Healthy Meals Incentives Recognition Innovation Award.</p> <p><b>2.6:</b> Number of schools and/or afterschool programs enrolled as <i>MyPlate</i> Ambassadors.</p> <p><b>2.7:</b> Number of new or expanded pieces of school meal signage.</p>	<p>Support for changes to improve the nutritional quality of school meals.</p> <p>Best practices for engaging students in nutrition education connected to school meals.</p> <p>Increased implementation of LWPs at the school level.</p> <p>Increased strength of LWPs as measured by the Well-Sat or other assessment tool.</p> <p>Connection of nutrition education to meals and snacks provided through the Child Nutrition Programs.</p> <p>Increased collaboration between school nutrition services and afterschool nutrition education efforts.</p>	
	<p><b>Objective #3:</b> Improve equity by increasing the number of students from historically underserved and marginalized populations who are reached by nutrition education resources, including resources and recipes that are culturally appropriate and/or in the preferred language of the students and their families.</p>	<p>Formative research to determine social marketing approach and to inform the development of culturally appropriate.</p> <p>Development of culturally appropriate nutrition education and social marketing resources in English and other languages as identified by need.</p> <p>Recipe and menu development of traditional, indigenous, or cultural foods.</p>	<p><b>3.1:</b> Number of students reached through nutrition education activities.</p> <p><b>3.2:</b> Number of new, expanded, or refreshed nutrition education materials.</p> <p><b>3.3:</b> Number of new or expanded, recipes or meal items reflecting cultural sensitivities.</p> <p><b>3.4:</b> Number of language translations offered.</p>		

	<p><b>Objective #4:</b> Increase school community engagement in the development, implementation, and assessment of the Local School Wellness Policy (LWP).</p>	<p>Local School Wellness Policy development, implementation, and assessment.</p> <p>State, Regional, and local coalition involvement to coordinate nutrition education messages for school-aged children.</p> <p>Plan and complete tri-annual assessments with result dissemination.</p>	<p><b>4.1:</b> Number of SFAs reporting new-modified Local School Wellness Policies.</p> <p><b>4.2:</b> Number of SFAs that apply for at least one Healthy Meals Incentives Recognition Innovation Award.</p> <p><b>4.3:</b> Number of wellness policy nutrition education activities.</p> <p><b>4.4:</b> Number of new, expanded, or existing partnerships for nutrition education.</p>		
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## 2. FEDERAL AWARD INFORMATION

### 2.1 Total Amount of Funding Expected to Award

The following information is intended to provide applicants with information to help make informed decisions about proposal submissions.

- **Total amount of funding expected to award:** \$10,000,000.00
- **Anticipated number of awards:** 5-10
- **Minimum award amount (award floor):** \$500,000.00
- **Maximum award amount (award ceiling):** \$1,000,000.00
- **Anticipated award announcement date:** August 2023
- **Anticipated period of performance (start and end date) of the award:** 3 year(s), September 15, 2023-September 30, 2026
- **Application due date:** May 22, 2023

**Please Note:**

- Grant awards are subject to the availability of funding and/or appropriations of funds.
- FNS reserves the right to use this solicitation and competition to award additional grants this year or the subsequent fiscal year, should additional funds become available.

### 2.2 Anticipated Award Amounts

FNS anticipates awarding between 5 and 10 awards but, 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 grant follow-on funds for projects beyond 3 year(s) if the grantee demonstrates success in the final year of their period of performance. Follow-on funds will be awarded on a competitive basis, using past performance, proposed plan for sustainment, and established collaboration infrastructure.

### 2.3 Sub-Grant Funding

Sub-grants are not a required part of the FY 2023 Team Nutrition Grant. However, the grantee may issue sub-grants to the following entities for purposes of meeting the objectives under this grant:

- SFAs
- CACFP Sponsoring Organizations of At-risk afterschool meals or OSHCC
- Land-grant colleges and universities
- Tribal organizations
- Non-profit organizations with expertise in *MyPlate* nutrition education for children

*Mandatory Oversight:*

- All sub-grants must follow allowable costs as outlined [in Section 2.7.1: Allowable Costs for Sub-grants](#).
- State agencies must have oversight of sub-grant recipients, by either Project Director or Team Nutrition Coordinator, to ensure that expenditures authorized are allowable, allocable, and reasonable.
- State agencies must ensure that all expenditures are consistent with all local, State, and Federal policies, regulations, and procedures.

All potential sub-grants must be described in the Project Work Plan (**Attachment A**) in [Section 4.1: Content and Form of Application Submission](#).

## 2.4 Anticipated Start Dates and Period of Performance

Through a competitive grants process, the anticipated grant period of performance is **September 15, 2023, through September 30, 2026** (a thirty-six-month period of performance).

## 2.5 Type of Federal Financial Assistance

Funding for approved Team Nutrition Grant Supporting Nutrition Education for School-Aged Children 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 and apportionment of Federal funds. All Team Nutrition Grant funds must be obligated, and all activities must be completed by **September 30, 2026**.

## 2.6 Use of Grant Funds

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.”

## 2.7 Allowable Costs

### Food

Team Nutrition Grant funds may be used to pay for food if the food is part of a specific nutrition education activity that is solely intended for targeted populations and/or used in development of new school menu items or recipes. All food used to sample or taste test portions must be  $\frac{1}{3}$  of a serving. This may include activities during afterschool hours, that are open to all students. Grant funds must NOT be used to purchase food for meals. No more than 10 percent of the grant funds may be used for necessary food purchases in the grant budget regardless of funding source.

### **Professional Allowances**

Memberships and professional activities are allowable expenses ([2 CFR 200.454](#)). Costs of **institutional memberships** in technical and professional organizations necessary to effectively implement activities as approved under this grant are allowable (e.g., Academy of Nutrition and Dietetics, School Nutrition Association, Society for Nutrition Education and Behavior) during the grant period of performance. Costs of individual professional memberships in such organizations for personnel that work in school nutrition or dietetics are not allowable. Professional registration or license fees paid by individuals are unallowable costs because the fees would be considered personal expenses, not institutional expenses.

### **Personnel Costs and Benefits**

Salaries and benefits of personnel involved in nutrition education and administrative support of activities under this grant are allowable expenses. All staff wages, salaries, and benefits must be computed on a reasonable hourly basis commensurate with duties being performed, or the Federal minimum hourly wages established by the United States Department of Labor (DOL). The wages and salaries shall be commensurate to the task an individual is performing under this grant, as opposed to reflecting other positions for which he/she is credentialed (e.g., if a physician is teaching a nutrition education lesson as a Nutrition Classroom Educator, pay will be commensurate with the activity of nutrition education in a classroom rather than that of a physician).

### **Property Usage**

Cost of leasing a space to rent to complete administrative, professional, or other nutrition education activities is an allowable expense in accordance with [2 CFR 200.465](#). This cost includes depreciation based on the building's original acquisition cost, and such building-related costs as maintenance and utilities; must not include costs of maintenance, utilities, etc. directly if they are already charged as indirect costs.

### **Nutrition Education Reinforcement Materials**

Nutrition education reinforcement materials refer to products given to students or that convey nutrition messages, such as stickers, buttons, and refrigerator magnets. These items are an allowable expense as long as they have a direct relationship to the nutrition education program under the grant. Any material given out as a prize for involvement, participation, or winning of a nutrition education activity, must follow the requirements below. Terms used to describe these items include enhancement items, home reinforcements, incentives, and educational extenders. Such items are allowable costs only if they are reasonable and necessary, contain or reinforce nutrition messages, and are of nominal value. FNS shall apply the general rules for determining the allowability of costs, as described in OMB guidance, paramount among which are the reasonable and necessary cost tests. Program reinforcement materials for nutrition education should:

- Have a clear, relevant, and useful connection to the nutrition education activities under this grant.
- Contain a nutrition education message that is directly relevant to school meals and consistent with current *Dietary Guidelines* or *MyPlate*.
- Be offered only after weighing and assessing other relative needs and cost effectiveness.
- Cost \$5.00 or less per item.
- Follow guidelines specified in [Appendix E: Guidelines for Nutrition Education and Social Marketing Campaigns Provided Under the Grant](#).

### **Cookware**

Team Nutrition Grant funds may be used to purchase small equipment necessary for food storage, preparation, production, and display of food prepared for nutrition education purposes, including, but not limited to:

- Food storage containers.
- Pots.
- Pans.

- Mixing bowls.
- Knives.
- Utensils.
- Tabletop cooking equipment.

### **Demonstration Equipment, Apparel, and Supplies**

Team Nutrition Grant funds may be used to purchase food production demonstration equipment, apparel, and supplies, related to nutrition education including, but not limited to:

- Mobile food carts (<\$5,000.00).
- Demonstration Tables (<\$5,000.00).
- Aprons.
- Gloves.
- Hairnets.
- Single-serving cups.
- Bowls.
- Paper bowls.

### **Technology/Software**

Team Nutrition Grant funds may be used to purchase premium subscriptions to social media platforms, productivity and communication software, and other software used to provide nutrition education as part of this grant. Procurement of hardware such as laptops and tablets that are used specifically for the purposes of the grant activities is also permitted. A one-time purchase of a Wi/Fi hotspot to support tablet/iPad function is allowable. Procurement of technology may not exceed 10 percent of requested funds.

### **Travel**

Team Nutrition Grant funds may be used for travel costs necessary for conducting grant activities. Travel justifications and their respective objectives may include:

- Travel reimbursement for attending in-State trainings or meetings related to activities under this grant (reimbursement may only be paid for travel expenses in accordance with the Federal Travel Regulations 41 CFR Part 301 and shall not exceed the lesser of State or Federal maximum per diem rates).
- Travel costs and stipends may be used to reimburse for local travel and hotel costs to attend nutrition education conferences and continuing education opportunities.
- Travel costs and stipends may be used to reimburse grantees for official travel to meet USDA program cross collaboration, orientation, annual grantee meeting, or other mandatory grantee requirements (e.g., SNAP-Ed, CACFP, WIC, SNAC partnership meetings), as applicable.
- Travel costs should not exceed those prescribed by the General Services Administration (GSA), which can be found online at <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

### **Translation Services**

Team Nutrition Grants may be used to purchase translation or accessibility services for all print, electronic, social media, and web postings. Ensure that translation service provider is qualified, professional, experienced, who possess a high level of translation skill and proficiency in both English and the language of the target audience.

Translation service used should have at least **one** recognized language or translation certification/qualification below:

- Translator Certification/Degree from an Accredited University or Institution.
- American Translators Association (ATA) Certification.
- American Council on the Teaching of Foreign Languages (ACTFL) Certification.

- The Translators and Interpreters Guild Certification.
- Defense Language Institute, State/Federal Courts.
- Successful completion of the translation examination administered by the Office of Language Services, Translating Division of the U.S. Department of State.

### 2.7.1 Allowable Costs for Sub-grants

- Funds may be used for food, professional allowances, reinforcement materials, cookware, technology, travel translation services, training, and other direct costs specifically to assist in nutrition education activities as described in the above in Section 2.7: Allowable Costs.
- All sub-grant budget line-items must be allowable costs as defined in this RFA and 2 CFR Part 200.
- Proposed costs must be necessary, reasonable, and allocable to carry out the project's goals and objectives. Expenditure must not exceed that which would be incurred by a prudent person under similar circumstances and would qualify as a sound business practice.

## 2.8 Unallowable Costs

Unallowable costs for this grant (or sub-grants, if applicable) include:

### Food

- Foods used to prepare a meal for which reimbursement will be provided under the FNS nutrition assistance programs, including the Summer Food Service Program (SFSP).
- Foods used as an incentive or prize for a nutrition education event.
- Foods provided directly to students and families to prepare and eat at home such as groceries or supplemental food.
- Meal sized portions or complete meal service.
- Meals or snacks used as refreshments during coalition meeting (e.g., LWP committee, SNAC meeting, etc.).
- Foods for activities outside the academic calendar (e.g., summer breaks, etc.).
- Alcoholic beverages.

### Marketing and Materials

- Advertising and public relations materials, except when incurred for social marketing campaigns as defined under this grant, recruitment of staff, acquisition of material for the grant, or publishing the results or accomplishments of the grant. Costs incurred to publicize the organization, as opposed to Team Nutrition Grant activities, are not allowable.
- Purchase or production of written or visual material for purposes of lobbying or influencing Federal, State, or local officials to pass or sign legislation or to influence the outcomes of an election, referendum, or initiative.
- Distribution of nutrition education and physical activity reinforcement items costing over \$5.00 each.
- Costs for any nutrition education materials that have already been charged to another Federal or private program or source.
- Purchase or production of written or visual nutrition education messages that are not consistent with current *Dietary Guidelines* and/or *MyPlate*.
- Any material that endorses or promotes brand name products or retail stores.
- Manufacturer or store (cents off) coupons.

### Equipment

- Large-scale, commercial foodservice equipment (>\$5,000).
- Medical equipment.

- Physical activity equipment.
- Gym memberships, trainers, equipment, or facilities.

### Activities and Education

- Staff wellness activities outside of the scope of the nutrition education described under this grant (such as physical activity, meditation, blood pressure monitoring, and other such screening activities).
- Classes that are designed to provide case management or “life skills” training such as classes on English as a second language, parenting, child development, and crisis management.
- Nutrition education related to dietary needs of individuals, specific disease states, or altered physiological states.
- Food safety education, outside of education needed as part of a broader nutrition education curriculum, to prepare foods safely.
- Weight loss classes specific to individuals, individualized meal plans, or obesity treatment programs.
- Activities conducted under programs that are not the SBP, NSLP, NSLP afterschool snack service, or CACFP At-risk afterschool meals, or OSHCC.
- Body Mass Index “Report Cards” Programs.
- Health screenings.
- Backpack programs.
- Nutrition education for preschoolers that is not conducted in a school offering pre-school meals under the NSLP and/or SBP.
- Nutrition education provided outside of the regular school year, such as through the Seamless summer option of the NSLP and/or SBP or through the Summer Food Service Program.

### Summary

There is limited funding to accomplish Team Nutrition Grants Supporting Nutrition Education for School-Aged Children objectives. State agencies or SFAs 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?
2. Is the cost allowable according to program cost principles?
3. Is the cost reasonable and appropriate?

## 3. ELIGIBILITY INFORMATION

### 3.1 Eligibility Criteria

#### 3.1.1 Eligible Applicants

The goal of the FY 2023 grant is focused on connecting nutrition education to the school meals programs, State agencies that administer the NSLP are the preferred applicant. However, to increase access to Team Nutrition grant funding across the United States and its territories<sup>1</sup>, FNS will consider applications from the following entities eligible:

1. **State agencies<sup>2</sup>** that administer:
  - USDA’s NSLP

<sup>1</sup> Puerto Rico, Guam, or the United States Virgin Islands

<sup>2</sup> Contiguous United States, Hawaii, Alaska, District of Columbia, Puerto Rico, Guam, or the United States Virgin Islands



- USDA's CACFP At-risk Afterschool Meals Component and OSHCC (only in cases when the State agency administering the NSLP chooses not to apply).
2. **School Food Authorities (SFA)**<sup>2</sup> (only in cases where neither the State NSLP or State CACFP agency chose to apply).

Applying SFAs will require a Letter of Support (**Attachment E**) from their respective State agency that includes the following:

- Name of SFA.
- Address of SFA.
- Locality code (using [NCES-CCD Navigator](#)).
- Total student enrollment.
- Grade ranges.
- Student demographics (using [ACS-ED Dashboard](#)).
- Free and Reduced Meal percentage.
- Participation USDA Child Nutrition Programs (SBP, NSLP, CACFP).
- Documentation of good standing status of NSLP and SBP administration.
- Disclose of any deficiencies received within the previous 12 months.

State agencies must provide Letters of Support for SFAs on a first come, first served, basis. Each State agency may provide no more than **three** Letters of Support to applying SFAs. The State agency has the discretion, and is encouraged, to deny Letters of Support, or at a minimum, require additional evidence of financial and administrative capability from SFAs that have had significant problems operating other USDA Child Nutrition Programs.

Letters of Support should be written in size 12-point Times New Roman font using standardized letter formatting and are not to exceed one page. The applicant must submit the Letters of Support with their application on grants.gov.

### 3.1.2 Cost Sharing or Matching Considerations

There are no cost sharing or matching considerations.

### 3.1.3 Other Eligibility Criteria

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

## 3.2 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 Part 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.
- Unique Entity ID (UEI). Existing entities can find their UEI by following the steps on the Federal Service Desk. New entities can get their UEI at SAM.gov and, if required, complete an entity registration.
- FNS Risk Assessment Questionnaire: Applicants must complete the FNS-906- 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 several 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 Part 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."

## **4. APPLICATION AND SUBMISSION INFORMATION**

### **4.1 Content and Form of Application Submission**

Eligible applicants interested in applying to this grant opportunity must adhere to the following application guidelines:

- Limit the narrative portion of the application to the page lengths provided in the RFA. Going beyond the page limits provided will result in elimination from the competition.
- Use at least one-inch margins on the top and bottom of the page, and an easily readable 12-point font, such as Times New Roman (for applicant-created documents).
- Complete the Content Summary section on the final page of the grant application.

Submit completed application via Grants.gov. Files should be submitted as a Portable Document Format (.PDF) file through the Grants.gov workspace.

### **Additional Information:**

- Grant awards are contingent upon the availability and apportionment of Federal funds.
- There are no requirements for cost sharing or matching; therefore, it will not be considered in the review process.
- 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.

- Applications not submitted via Grants.gov will not be considered.
- Late application submissions 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.
- FNS reserves the right to request clarification on any application submitted in response to this solicitation.
- 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.
- SFA applicants who apply and don't include a Letter of Support from their State agency will be eliminated from consideration.
- FNS reserves the right to use this solicitation and competition to award additional grants this year or the subsequent fiscal year, should additional funds become available.

### Letter of Intent

Eligible applicants who intent to submit an application should submit a Letter of Intent (**Attachment C**) by **April 24, 2023**. The applicant can send the Letter of Intent via e-mail to the FNS Grants Officer identified below:

**Anna Arrowsmith**, Grants Officer  
 Grants and Fiscal Policy Division  
 U.S. Department of Agriculture, FNS  
 E-mail: Anna.Arrowsmith@usda.gov

Letters of Intent are encouraged but **not** required to participate in the grant competition.

Applicants must complete Project Work Plan (**Attachment A**) in its entirety. The Project Work Plan contains the following sections:

### Cover Sheet (1 page)

The cover page (included in **Attachment A**) should include, at minimum:

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

### Content Summary (no page requirement)

Include all pages, appendices, and attachments. All pages of the application should be sequentially numbered, including the attachments. Exclude form pages.

### Executive Summary (maximum 2 paragraphs)

Summary to clearly describe activities selected, scope and other key elements of project proposed.

### Project Work Plan (maximum 10 pages)

The project narrative should clearly identify what the applicant is proposing and how it will achieve the objectives included in the RFA. Must include Activities and Performance Measures tracker (**Attachment D**). The Project Work Plan includes the following sections:

- **Potential Outcome of Grant Activities** (maximum ½ page)  
 Using needs assessment findings and data, justify how grant activities will improve the nutritional quality of children's eating patterns and the expected reach of these efforts. Demonstrate how the

selected grant activities will achieve the performance measures and outcomes listed in the Logic Model in [Section 1.4: Logic Model](#).

- **Reach to Underserved Communities** (maximum ½ page)  
Describe how the proposed grant activities will advance equity for all programming, including efforts to engage people of color and those historically underserved, marginalized, and/or adversely affected by persistent poverty and inequality. Discuss how any tribal consultations conducted by SNAP-Ed State agency have been considered in determining activities to be conducted in this Team Nutrition Grant.
- **Nutrition Education and Marketing Methods** (maximum 1 page)  
Discuss how nutrition education and social marketing efforts to be conducted under this grant will increase awareness of the nutritional quality of school meals and meals/snacks offered through CACFP At-risk afterschool meals, OSHCC, or the NSLP afterschool snack service. Identify methods and strategies to be used to deliver *MyPlate* nutrition education for school-aged children. Name which *MyPlate* nutrition education resources will be used as part of nutrition education efforts and for which audiences. Provide justification for the development or adaptation of any new *MyPlate* nutrition education resources. Describe how nutrition education strategies and methods will use:
  - Behaviorally focused strategies.
  - Motivators and reinforcements that are personally relevant to the target audience.
  - Multiple channels of communication to convey healthier behaviors.
  - Approaches that allow for active personal engagement.
  - Intensity and duration that provide opportunities to reinforce behaviors.

Describe how grant activities will coordinate with existing school-based nutrition education programs, such as SNAP-Ed or EFNEP. Describe how grant activities will potentially support and encourage SFAs to apply for and receive Healthy Meals Incentives Recognition Awards, particularly in the areas of nutrition education. Describe how school and afterschool programs will be encouraged to become *MyPlate* Ambassadors.

- **Local School Wellness Policy and Environmental Efforts** (maximum 1 page)  
Describe how grant activities will increase school community engagement in the development, implementation, and assessment of LWPs. Describe how behavioral focused strategies and signage will be used to promote and encourage healthy food and beverage choices in school and afterschool settings. Describe the selection, responsibilities and focus of the LWP Coordinator.
- **Collaboration and Partnerships** (maximum 1 page plus Letter(s) of Commitment if applicable)  
Describe how grant activities will improve collaboration and communication among organizations and individuals providing nutrition education for school-aged children and promote the use of consistent, positive nutrition messages based upon current *Dietary Guidelines* and *MyPlate*. Identify any specific partners or collaborators that will be part of grant efforts and help ensure that nutrition education reaches underserved communities and is provided in a culturally appropriate manner. Address how CACFP At-risk afterschool meals, OSHCC and NSLP afterschool snack service will be part of grant efforts and how these activities will be connected to other nutrition education efforts.
- **Evaluation Plan** (maximum 3 pages, including Activities and Performance Measures Tracker)  
The Performance Measures grantees are expected to achieve by the end of the period of performance are based upon the Logic Model in [Section 1.4: Logic Model](#). Applicants must use the previously mapped Key Objectives, Recommended Grant Activities and Performance Measures as they appear in the Logic Model. Grantees may also propose to measure and report on additional short or mid-term outcomes consistent with the Logic Model. The SNAP-Ed Toolkit references several validated assessment tools, which may be useful for the purposes of measuring additional outcomes.

At a minimum, applicants must address how they plan to collect and compile **five** of the following performance measures:

- Number of schools implementing FY 2023 Team Nutrition grant activities.
- Number of nutrition education activities offered.
- Total hours of nutrition education activities offered.
- Number of new, expanded, or refreshed nutrition education materials.
- Number of students reached through nutrition education activities (unduplicated counts).
- Number of parents/caregivers and/or school staff reached through nutrition education activities (unduplicated counts).
- Number of new or expanded/updated afterschool enrichment nutrition education activities.
- Number of new or expanded pieces of school meal signage.
- Number of SFAs that apply for at least one Healthy Meals Incentives Recognition Innovation Award.
- Number of schools and/or afterschool programs enrolled as *MyPlate* Ambassadors.
- Number of language translations offered.
- Number of SFAs reporting new-modified Local School Wellness Policies.
- Number of social marketing campaign messages disseminated.
- Number of new or expanded, recipes or meal items reflecting cultural sensitivities.
- Number of new, expanded, or existing partnerships for nutrition education and other USDA Nutrition Program (e.g., Farm-to-School, SNAP-Ed).

At a minimum, the evaluation plan must describe:

- How the applicant will collect data and use evaluation findings for continuous program quality improvement.
- How key program partners will participate in the performance measurement and evaluation processes.
- Available data sources, feasibility of collecting appropriate performance and evaluation data, and other relevant data (e.g., Performance Measures proposed by the applicant).

The grantee will report on Performance Measures using the Activities and Performance Measures Tracker (see below). All objectives, activities, and performance measures have already been mapped in [Section 1.4: Logic Model](#).

**Table #1: Objectives, Activities, and Performance Measures**

Additional Activities and Performance Measures can be added as needed.

**Please Note:** Performance Measures are defined as any metric the applicant anticipates tracking during the period of performance of the grant.

**(EXAMPLES)**

Activities and Performance Measures Tracker	
<b>Objective #1</b>	Increase the consumption of nutritious foods and beverages offered through the National School Lunch Program (NSLP), School Breakfast Program (SBP) and Child and Adult Care Food Program (CACFP) At-Risk Afterschool Meals and Outside School Hours Care Centers (OSHCC) via high-quality <i>MyPlate</i> nutrition education.
<b>Activities</b>	CACFP At-risk afterschool meals and OSHCC nutrition education activities.

<b>Performance Measures</b>	<b>1.5:</b> Number of new, expanded/updated afterschool enrichment nutrition education activities.
<b>Objective #2</b>	Increase awareness of the <i>MyPlate</i> symbol and accompanying <i>MyPlate</i> nutrition education tools, resources, and messages. Increase awareness of the nutritional contributions of meals and snacks offered to students from parents/caregivers, school coaches and athletic trainers, school nurses, afterschool program operators, and Pre-K-12 teachers.
<b>Activities</b>	Stakeholder (parents/caregivers, school staff) nutrition education activities.
<b>Performance Measures</b>	<b>2.1:</b> Number of parents/caregivers and/or school staff reached through nutrition education activities (unduplicated counts).
<b>Objective #3</b>	Improve equity by increasing the number of students from historically underserved and marginalized populations who are reached by nutrition education resources, including resources and recipes that are culturally appropriate and/or in the preferred language of the students and their families.
<b>Activities</b>	Development of culturally appropriate nutrition education and social marketing resources in English and other languages as identified by need
<b>Performance Measures</b>	<b>3.3:</b> Number of new or expanded, recipes or meal items reflecting cultural sensitivities.
<b>Objective #4</b>	Increase school community engagement in the development, implementation, and assessment of the Local School Wellness Policy (LWP).
<b>Activities</b>	Local School Wellness Policy development, implementation, and assessment.
<b>Performance Measures</b>	<b>4.1:</b> Number of SFAs reporting new-modified Local School Wellness Policies.

Applicants should allocate appropriate resources to ensure that they can carry out and track the activities outlined in their proposal.

- **Project Timeline (Grant activities must start on or before September 15, 2023)** (maximum 2 pages): Using **Attachment B**, provide a timeline showing the dates for the key activities within the period of performance of this grant, including:
  - Hiring of Team Nutrition Coordinator and other staff.
  - Project planning and information gathering.
  - Implementation of key grant activities, such as nutrition education and PSE projects.
  - Data collection and evaluation activities.
  - Concurrent work related to other Team Nutrition Grants (if applicable).
- **Organizational Capacity, Project Management, Quality Assurance, and Key Personnel** (maximum 5 pages plus resumes/position descriptions)

Describe your organizational capacity including your organization’s knowledge, skills, experience, and access to specific settings (SFAs, schools, CACFP At-risk afterschool meals and OSHCC) and populations (parents/ caregivers, teachers, afterschool program providers, and students) to successfully implement the project activities and achieve the expected outcomes. Submit a staffing plan that identifies specific individuals who are involved in this grant and the amount of their time that will be devoted to the grant. Outline plan and strategies for hiring a Team Nutrition Coordinator within the first six months of the grant period of performance. Resumes and position descriptions should demonstrate the appropriate educational, technical, and experiential background for the proposed roles. Describe the organizational structure and role of the Project Director and Team Nutrition Coordinator as it relates to sub-grantee oversight and execution of grant activities.

This includes:

- **Project Director** [at least 0.25 FTE staff position, separate from the Team Nutrition Coordinator], who ensures the terms and conditions of the grant are met, including all reporting requirements. The Project Director must have experience managing grants or projects of similar size and scope. The Project Director is responsible for overseeing all grant activities, providing fiscal oversight, and exercising effective internal control of funds, including any awarded sub-grantee funds. See Section 2.3: Sub-Grant Funding for additional details.
- **Team Nutrition Coordinator** [1.0 FTE staff position] to lead collaboration efforts, serve as a facilitator between school meals and other nutrition education efforts, and to work with SFAs, schools, and afterschool programs to implement activities under the grant. The Team Nutrition Coordinator must be a Registered Dietitian (RD/RDN) with experience providing nutrition education for school-aged children. Experience building coalitions and community engagement among underserved communities is highly desired.

Both the Project Director and the Team Nutrition Coordinator will be required to attend the following during the entirety of the grant period of performance:

- Virtual Orientation Meeting with USDA personnel at the beginning of the grant.
- Virtual, FNS lead *MyPlate* nutrition education training.
- Cohort FY 2023 quarterly collaboration calls.
- Annual grantee meetings hosted by USDA during the grant period of performance. Meetings will take place at FNS Headquarters in Alexandria, VA.
- Quarterly meetings/conference calls with SFAs and/or schools and afterschool programs implementing nutrition education activities under the grant.

As an attachment to your application on Grants.gov, the following staffing information must be provided:

- Letter(s) of Commitment from the Project Director, Project Director’s supervisor, and Team Nutrition Coordinator (if already identified).
- Details for each key project position (other than Project Director) that must be filled during the grant, including:
  - Position title.
  - A detailed position description with required qualifications, experience, skills, and knowledge.
  - An anticipated date of hire.
  - Contingency plan if the position is not filled in a timely manner or turns over during the period of performance.

- Current resumes for all staff to be funded through the grant, reflecting prior relevant experience and the appropriate education and technical background for their proposed role.
- Organizational chart that indicates chain of command.
- Description of any noted conflicts of interests, if applicable.

The State agency or SFA is responsible for overseeing and coordinating all grant activities, providing fiscal oversight, and exercising effective internal control of funds that are provided to subgrantees, as applicable. Applicants should provide a description of their approach to managing the project to ensure that project activities are completed on time, within budget, and with quality results.

- **Budget Table and Narrative** (maximum 3 pages)

*Narrative*

Provide a descriptive budget narrative that addresses every budget line-item expense. Briefly describe how the total amount for that line-item was determined and how expense supports the project goals. Ensure objectives and travel justifications are included in the narrative. Provide details where necessary.

*Table*

Provide an itemized budget, formatted in a table, describing the appropriate use of grant funds, including calculations for how all line-item expenses were derived. All budget line-item expenses must be allowable costs as defined in this RFA and [2 CFR Part 200](#) and must align with the activities described in the Project Work Plan and Budget Narrative for this grant. Proposed costs must be necessary, reasonable, and allocable to carry out the project's goals and objectives. All funding requests must be in whole dollars only. Budget categories in this table must match those listed on the SF-424A form. If the budget table is created in a spreadsheet, it must be formatted to fit on an 8.5 x 11-inch page, with a font no smaller than 11-point Times New Roman.

**Indirect Cost Rate** (include as an Appendix)

A current Negotiated Indirect Cost Rate Agreement (NICRA), negotiated with a cognizant Federal 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.

**Letter(s) of Commitment** (not to exceed 3, if applicable)

Provide Letter(s) of Commitment from other organization(s) who will partner with the applicant. Letter(s) should include:

- Organization name and address.
- Contact name, email, and telephone number.
- A description of the organization.
- Role and responsibility in achieving the proposed project.
- Demonstrated experience or expertise with executing the assigned role/responsibility.

Letter(s) of Commitment should be written using standardized letter formatting and are not to exceed one page each. The applicant must submit the Letter(s) of Commitment with their application on grants.gov.



## Letter of Support

As mentioned in Section 3.1.1: Eligible Applicants, applying SFAs must include a Letter of Support (**Attachment E**) from their respective State agency that includes the following:

- Name of SFA.
- Address of SFA.
- Locality code (using [NCES-CCD Navigator](#)).
- Total student enrollment.
- Grade ranges.
- Student demographics (using [ACS-ED Dashboard](#)).
- Free and Reduced Meal percentage.
- Participation USDA Child Nutrition Programs (e.g., SBP, NSLP, and CACFP).
- Documentation of good standing status of NSLP and SBP administration.
- Disclose of any deficiencies received within the previous 12 months.

## Required Grant Application Forms

Refer to the Application Checklist for a list of required grant forms.

### 4.1.1 Submission Date

**Complete grant applications must be uploaded to Grants.gov by 11:59 PM, Eastern Standard Time (EST), on May 22, 2023.**

- Applications must be submitted via Grants.gov. Mailed, e-mailed, or hand-delivered application packages will not be accepted. For further instructions, see [Section 4.1.3: How to Submit an Application](#) via Grants.gov.
- 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:** upon submission, Grants.gov sends multiple confirmation notices; applicants should ensure receipt of confirmation that the application was **accepted**. Applicants having trouble submitting applications to Grants.gov should contact the Grant Officer noted in Section 7: Federal Awarding Agency Contacts. FNS will evaluate submission issues on a case-by-case basis.

### 4.1.2 Preparing for Electronic Application Submission through Grants.gov

Applicants must register with Grants.gov, obtain a Unique Entity (UEI), and register with 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.

To submit an application, you must:

### 1. Obtain a Unique Entity ID (UEI)

Existing entities can find their UEI by following the steps on the Federal Service Desk. New entities can get their UEI at SAM.gov and, if required, complete an entity registration.

### 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 UEI 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 [2 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 UEI 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. 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.**

#### 4.1.3 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 7. Federal Awarding Agency Contacts](#).

#### 4.1.4 Grants.gov Receipt Requirements and Proof of Timely Submission

All applications must be received by **11:59 PM Eastern time**, as detailed, 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.

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:

All applicants **must** follow grants.gov guidance on file naming conventions. To avoid submissions 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?**

**Please Note: Special characters are not supported.**

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>

## 4.2 Funding Restrictions

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

## 5. APPLICATION REVIEW INFORMATION

### 5.1 Review Criteria

USDA FNS will pre-screen all applications to ensure the applicants are eligible entities. Eligible applications are those that meet the following requirements:

1. Be submitted by eligible applicants, as described in [Section 3.1.1: Eligible Applicants](#).
2. Meet all other eligibility requirements, as described in [Section 3.1.1: Eligible Applicants](#).
3. Include all the required documentation in the format requested within the RFA, as outlined in [Section 4.1: Content and Form of Application Submission](#).
4. A complete application was successfully submitted on or before the required deadline, as mentioned in [Section 4.1: Content and Form of Application Submission](#).

### 5.2 Evaluation Factors and Criteria

The Project Work Plan (**Attachment A**) should demonstrate an understanding of the Grant Objectives, Logic Model, and Eligibility Information of this RFA. See [Sections Section 1.3: Recommended Grant Activities](#), [1.4: Logic Model](#), and [Section 3.1: Eligibility Criteria](#) respectively for additional details.

The following selection criteria will be used to evaluate applications for this RFA. Total possible points for scoring are 100, including 15 bonus points. Each criterion has a maximum score as indicated in parentheses. Scores will be impacted if an application does not include all required information. Evaluation of application will be based on:

#### **Potential Outcome of Grant Activities (10 points)**

The applicant uses needs assessment findings and data to justify how grant activities will improve the nutritional quality of children's eating patterns and the expected reach of these efforts. Applicant demonstrates how the selected grant activities will achieve the performance measures and outcomes listed in the Logic Model in [Section 1.4: Logic Model](#).

#### **Reach of Underserved Communities (10 points)**

Grant activities are likely to advance equity for all programming, including people of color and those historically underserved, marginalized, and/or adversely affected by persistent poverty and inequality. The applicant has proposed activities, partnerships, and collaborations that increase the likelihood that grant activities will be effective in reaching the proposed audiences with effective nutrition education strategies, to include tribal consultations by SNAP-ed State agencies.

#### **Nutrition Education and Marketing Methods (20 Points)**

The application provides a clear and specific strategy for providing *MyPlate* nutrition education that is distinctly connected to the school meals programs, thereby maximizing the school cafeteria as a learning laboratory where students can practice and apply nutrition education instruction in the selection of food and beverage choices. The application also presents innovative strategies for engaging students in the delivery of nutrition education and school meals, such as through student challenges, student ambassador programs, and taste-test events. The approach includes efforts to support SFAs in applying for and receiving Healthy Meals Incentives Recognition Awards, particularly in nutrition education. Additionally, the approach is likely to increase the number of schools and afterschool programs enrolled as *MyPlate* Ambassadors. The approach maximizes the

use of existing Team Nutrition, *MyPlate*, and SNAP-Ed nutrition education resources. When new resources are proposed, the applicant provides justification for the new development and a development approach that is consistent with the nutrition education guidelines set forth in this RFA. A social marketing campaign is proposed to increase awareness of the nutritional quality of school meals and meals/snacks offered through the CACFP At-risk afterschool meals and OSHCC Centers, or the NSLP afterschool snack service. The campaign as described identifies specific audience segmentation and an approach that uses formative research to inform the development of the campaign. The application provides a clear description on how grant activities will coordinate with existing school-based nutrition education programs, such as SNAP-Ed or EFNEP.

### **Local School Wellness Policy and Environmental Strategies (10 points)**

The proposal describes a clear plan for increasing school community engagement in the development and implementation of the LWP. The proposal clearly outlines a plan for encouraging consistent implementation of the LWP in all schools, which includes the selection, responsibilities, and focus of the LWP Coordinator. The approach also includes activities to strengthen the LWP based upon findings from a triannual assessment and/or other policy evaluation tools. The approach addresses methods and strategies for getting school administration approval for any LWP changes. Proposal describes how LWP will inform behavioral focused policy strategies and signage to promote and encourage healthy food and beverage choices in school and afterschool settings.

### **Collaborations and Partnerships (20 points)**

The proposal provides a coherent plan to improve collaboration with other state and local organizations and collaborators. Plan details key rationale as to why collaborations and partnerships were identified and selected to take part in grant efforts to include resource leveraging, capacity, and other needs. Proposal illustrates a clear sense of the role and responsibilities of each identified partner or collaborator to prevent duplication of work. Furthermore, plan outlines thoroughly how CACFP At-risk afterschool meals, OSHCC, and NSLP afterschool snack service will be used to achieve grant efforts. Proposal includes Letters of Support from respective State agency and Letter(s) of Commitment from partners including all required information as noted in [Section 3.1.1: Eligible Applicants](#).

### **Evaluation (10 points)**

Clearly describes evaluation tools to be used for tracking Logic Model performance measures and outcomes as found in [Section 1.4: Logic Model](#). A clear plan is in place that describes how grant activities will be monitored, how progress will be measured, and how data will be used for continuous improvement in the completion of objectives for, at medium, **five** of the provided performance measures. Roles and responsibilities for monitoring and evaluating activities are clearly outlined (e.g., contractors, designating a current staff member). The evaluation plan is linked to the proposed objectives, activities, timeline, and literacy or language accommodations, if applicable. Includes Activities and Performance Measures Tracker found in [Section 4.1: Content and Form of Application Submission](#).

### **Project Management, Quality Assurance, and Key Personnel (10 points)**

Clearly outlines the management approach (staffing, quality assurance planning, tracking timelines, monitoring progress, etc.) that indicates the applicant has the capacity, knowledge, experience, and access to manage and execute the grant activities within specific settings and populations. Clearly outlines the roles and responsibilities of proposed sub-grantee awardees, as applicable. Includes a Project Director at a minimum of 0.25 FTE for this grant, commensurate with the scope of the proposed grant activities. Includes a Team Nutrition Coordinator at a minimum of 1.0 FTE for this grant and outlines a plan and strategies for hiring within the first six months of the period of performance. The Team Nutrition Coordinator must be a Registered Dietitian with experience providing nutrition education for school-aged children. Describes how and by whom the FNS quarterly financial, performance progress reports, and final progress reports will be prepared. Discusses how and by whom relationships with all collaborators outside of the applying State agency/SFA (e.g., partner entities, other State agencies, universities, consultants, sub-grantees) will be managed. Discusses and

demonstrates that effective communication will exist among staff and partners. Discusses how the Project Director will be held accountable for keeping the project on time and within budget, that he/she/they has the authority to make decisions. Any conflicts of interest are identified.

The following is included as appendices:

- Letter(s) of Commitment from the Project Director, Project Director’s supervisor, and Team Nutrition Coordinator (if already identified).
- Details for each key project position (other than Project Director) that must be filled during the grant, including:
  - Position title.
  - A detailed position description with required qualifications, experience, skills, and knowledge.
  - An anticipated date of hire.
  - Contingency plan if the position is not filled in a timely manner or turns over during the period of performance.
- Current resumes for all staff to be funded through the grant, reflecting prior relevant experience and the appropriate education and technical background for their proposed role.
- Organizational chart that indicates chain of command.
- Description of any noted conflicts of interests, if applicable.

**Budget (10 points):**

Identifies that the level of funding requested is 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. Proposed budget for sub-grants is included, if applicable. The budget narrative, itemized budget, and the proposal narrative are in alignment. Includes Indirect cost agreement. The proposed budget must be consistent with the OMB Code of Federal Regulations Cost Principles-[2 CFR Part 200](#) and [Part 400](#).

\* Review the Budget Narrative Checklist to ensure the required items are addressed in the budget narrative. See [Appendix A: RFA Budget Narrative Checklist for additional details](#).

**BONUS POINTS**

**Racial Equity (15 points):**

FNS will provide 15 bonus points to those applications which are likely to incorporate and describe the project’s ability to affect a meaningful impact on racial equity and inclusion. This could be accomplished by demonstrating a relevant way to eliminate barriers while achieving the selected performance measures in reaching underserved or marginalized populations or communities disproportionately affected by diet-related diseases.

**5.3 Review and Selection Process**

Following the initial screening process, FNS will assemble a panel(s) to review and determine the technical merits of each application. The panel(s) 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 or other Agency priorities. FNS reserves the right to use this solicitation and competition to award additional grants during FY 2023 or the subsequent fiscal year, should additional funds become available.

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

### 5.3.1 Anticipated Announcement and Federal Award Dates

The anticipated grant project award and announcement date is August 2023.

## 6. FEDERAL AWARD ADMINISTRATION INFORMATION

### 6.1 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 FNS to the expenditure of funds related to an award's approved budget.

### 6.2 Administrative and National Policy Requirements

#### 6.2.1 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 USDA 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.

### 6.2.2 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.

### 6.2.3 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 12698, "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 April 4, 2022, all grant applicants must obtain Unique Entity Identifier (UEI) 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 UEI. To request a UEI visit: <https://sam.gov/content/home>.

The grant must also register its UEI in 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 UEI 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/gsafsd\\_sp](https://www.fsd.gov/gsafsd_sp).

USDA FNS may not make an award to an applicant until the applicant has complied with the requirements described in [2 CFR Part 25](#) to provide a valid UEI 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 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](mailto:FOIA@usda.gov).

### **USDA Nondiscrimination Policy**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights

activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.

### **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 CFR, Subtitle A, Chapter 2. Any Federal laws, regulations, or USDA directives released after this RFA is posted will be implemented as instructed.

## **6.2.4 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 Grants Officer Anna Arrowsmith at:

**Anna Arrowsmith**, Grants Officer  
Grants and Fiscal Policy Division  
U.S. Department of Agriculture, FNS  
E-mail: [Anna.Arrowsmith@usda.gov](mailto:Anna.Arrowsmith@usda.gov)

## 6.3 Reporting Requirements

### 6.3.1 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/>.

### 6.3.2 Performance Progress Report (PPR)

Grantees will be required to submit quarterly progress reports to FNS 30 calendar days following the end of each reporting period, using the FNS-908 PPR form that will be sent to grantees at the time of award or orientation. The reports should cover the preceding period of activity. A final report identifying the accomplishments and results of the project will be due 120 days after the end date of the award.

Grantees must also participate in quarterly collaboration calls to discuss progress with FNS.

### 6.3.3 Final Reports

Within 120 days after the end of the grant period, Grantees will be required to submit a final report to FNS. The purpose of the final report is to summarize all information and data collected over the entire period of performance of the grant.

To promote transparency of grant-funded work, FNS reserves the right to publish Grantees' Final Reports on the FNS website and/or sharing site.

Each Grantee must submit all final deliverables that are 508-compliant to the [Child Nutrition Sharing Site \(CNSS\)](#) prior to submitting the final report to FNS. All deliverables also should be placed in Microsoft Teams as a file, not as a link. Deliverables include all grant-developed materials, photos with accompanying releases, and success stories.

### 6.3.4 Final Deliverables

The grantee must electronically submit or transfer a set of final grant materials that are 508-compliant (e.g., training curricula, images, etc.) as part of their final report. Grantees should submit the following final deliverables, but are not limited to:

- Success stories.
- Best practices, barriers, and challenges in providing nutrition education centered around school meals.
- All illustrations, graphics, fonts, or other files for professional printing, social media and web posting in JPEG, PDF and/or TIFF format.
- A minimum of five high-resolution (300 pixels per inch, minimum) photographs of grant projects in action and accompanying signed photo releases. Ensure use of all USDA logos, graphics have USDA approval and in accordance with the USDA Style Guide.

## 7. FEDERAL AWARDING AGENCY CONTACTS

### 7.1 Contacts

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

**Anna Arrowsmith**, Grants Officer  
Grants and Fiscal Policy Division  
U.S. Department of Agriculture, FNS  
E-mail: [Anna.Arrowsmith@usda.gov](mailto:Anna.Arrowsmith@usda.gov)

## 8. OTHER INFORMATION

### 8.1 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.

### 8.2 Data Collection and Ownership

Any data, electronic files, or webpages developed or created from this Initiative are the property of USDA FNS. At the end of the cooperative agreement, all materials, data, electronic files, or webpages will be the property of USDA FNS and must be securely transmitted to USDA FNS. The cooperator shall provide USDA FNS with appropriate releases for all photographs, images, and other materials as directed, giving USDA sole ownership with unlimited rights to the use of the materials, including the right to redistribute, use, and print items without restriction. Any materials developed under this grant can be used/shared/reproduced by USDA.

## APPENDIX A: RFA BUDGET NARRATIVE CHECKLIST – FOR REFERENCE ONLY

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.

**Please Note:** The budget and budget narrative, as well as forms SF-424 and SF-424A 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. All funding requests must be in whole dollars only.

ITEM	YES	NO
<b>Personnel</b>		
Did you include all employees paid for by this grant under this heading?		
Are employees 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)?		
Did you reflect percentage of time the Team Nutrition Coordinator will devote to the project in full-time equivalents (FTE)?		
<b>Fringe Benefits</b>		
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?		
<b>Travel</b>		
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.		
<b>Equipment</b>		
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?		
<b>Supplies</b>		
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?		
<b>Contractual:</b> (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.		
<b>Other</b>		

ITEM	YES	NO
<p>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 and hourly wages per hour, and all expenses and fees directly related to the proposed services to be rendered to the project.</p>		
<p>For all other line-items listed under the “Other” heading –            List all items to be covered within “Other” along with the methodology on how the applicant derived the costs to be charged to the program.</p>		
<b>Indirect Costs</b>		
<p>Has the applicant obtained a Negotiated Indirect Cost Rate Agreement (NICRA) from a cognizant Federal agency? If yes, a copy of the most recent and signed NICRA agreement must be provided along with the application.</p>		
<p>2 CFR Part 200 allows any non-Federal entity (NFE) that has never received a negotiated indirect cost rate to charge a de Minimis rate of <b>10%</b> of modified total direct costs (MTDC), which the NFE may use indefinitely as a Federally-negotiated rate.</p>		

## APPENDIX B: FNS-906 GRANT PROGRAM ACCOUNTING SYSTEM & FINANCIAL CAPABILITY QUESTIONNAIRES – FOR REFERENCE ONLY

### PURPOSE

Recipients of Federal funds must maintain adequate accounting systems that meet the criteria outlined in 2 CFR §200.302 Standards for Financial and Program Management. The responses to this questionnaire are used to assist in the Food and Nutrition Service Agency’s (FNS) evaluation of your accounting system to ensure the adequate, appropriate, and transparent use of Federal funds. Failure to comply with the criteria outlined in the regulations above may preclude your organization from receiving an award. This form applies to FNS’ competitive and noncompetitive grant programs. Please submit this questionnaire along with your application package.

### ORGANIZATION INFORMATION

Legal Organization Name:

Unique Entity ID (SAM):

### FINANCIAL STABILITY AND QUALITY OF MANAGEMENT SYSTEMS

Requirement	Yes	No
1. Has your organization received a Federal award within the past 3 years?	<input type="checkbox"/>	<input type="checkbox"/>
2. Does your organization utilize accounting software to manage your financial records?	<input type="checkbox"/>	<input type="checkbox"/>
3. Does your accounting system identify the receipt and expenditure of program funds separately for each grant?	<input type="checkbox"/>	<input type="checkbox"/>
4. Does your organization have a dedicated individual responsible for monitoring organizational funds, such as an accountant or a finance manager?	<input type="checkbox"/>	<input type="checkbox"/>
5. Does your organization separate the duties for staff handling the approval of transactions and the recording and payment of funds?	<input type="checkbox"/>	<input type="checkbox"/>
6. Does your organization have the ability to specifically identify and allocate employee effort to an applicable program?	<input type="checkbox"/>	<input type="checkbox"/>





## APPENDIX C: KEY DEFINITIONS

**Afterschool Care Snack Service:** Federally assisted snack service under the National School Lunch Program (NSLP) that fills the afternoon hunger gap for school children. The snack service is administered at the Federal level by USDA's Food and Nutrition Service. At the state level, it is administered by state agencies, which operate the snack service through agreements with local school food authorities (SFA). SFAs are ultimately responsible for the administration of the snack service.

**Behavioral Focused Strategies:** Insights into how subtle environmental factors can influence decisions and human behaviors. Within the school environment, several strategies can be used to aid in increasing student selection and consumption of healthy foods. Examples include offering healthy items as “grab n’ go” selections, changing the location of the salad bar in relation to the cashier, arranging fruits in attractive displays, and using creative names for menu items.

**Centers for Disease Control and Prevention (CDC):** A Federal government agency whose mission is to protect public health by preventing and controlling disease, injury, and disability.

**Child and Adult Care Food Program (CACFP) At-risk afterschool meals:** The At-risk afterschool meals component of CACFP offers Federal funding to Afterschool Programs that serve a meal or snack to children in low-income areas. An Afterschool Program must also provide organized regularly scheduled education or enrichment activities.

**Child and Adult Care Food Program (CACFP) Outside-School-Hours Care Centers (OSHCC):** CACFP is a Federal program that provides reimbursements for nutritious meals and snacks to eligible children and youth. This includes meals and snacks offered through at-risk afterschool care centers and outside-school-hours care centers. Outside-School-Hours Care Centers provide organized nonresidential childcare services to children during hours outside of school.

**Code of Federal Regulations (CFR):** Codification of the general and permanent rules published in the Federal Register by the departments and agencies of the Federal Government.

**Effectiveness:** The extent to which pre-established objectives are attained because of program activity, as indicated by achievement of performance measures.

**Enrichment Activity:** CACFP At-risk afterschool meals operators must provide educational or enrichment activities that are open to all children in an organized, structured, and supervised environment. Although there are no specific requirements for the types of educational and enrichment activities that a program can offer, examples include, but are not limited to: cooking classes, nutrition education, homework assistance, and organized fitness activities.

**Expanded Food and Nutrition Education Program (EFNEP):** is a Federal Extension (community outreach) program that currently operates through the 1862 and 1890 Land-Grant Universities (LGUs) in every state, the District of Columbia, and the six U.S. territories – American Samoa, Guam, Micronesia, Northern Marianas, Puerto Rico, and the Virgin Islands. EFNEP uses education to support participants’ efforts toward self-sufficiency, nutritional health, and well-being. EFNEP combines hands-on learning, applied science, and program data to ensure program effectiveness, efficiency, and accountability.

**Healthy Meals Incentives Initiative (HMI):** USDA's Food and Nutrition Service initiative charged with improving the nutritional quality of school meals through food systems transformation, school food authority recognition and technical assistance, the generation and sharing of innovative ideas and tested practices, and grants.

**Local Educational Agency (LEA):** Public board of education or other public authority legally constituted within a State for either administrative control or direction of, or to perform a service function for, public elementary schools or secondary schools in a city, county, township, school district, or other political subdivision of a State, or for a combination of school districts or counties as are recognized in a State as an administrative agency for its public elementary schools or secondary schools.

**Local School Wellness Committee:** An interdisciplinary group of parents, teachers, school staff, students, and/or the community. The group focuses on both the health and well-being of everyone in schools and the community. The wellness committee is also responsible for assessing the wellness policy, monitoring goals, and setting action items.

**Local School Wellness Policy Coordinator:** Designated person charged with overall leadership of local wellness policy and its initiatives within an LEA. This person has the authority and responsibility to ensure each school complies with the policy.

**Local School Wellness Policies (LWP):** Written document of official policies that guide a local educational agency (LEA) or school district's efforts to establish a school environment that promotes students' health, well-being, and ability to learn by supporting healthy eating and physical activity.

**Logic Model:** A Logic Model is a graphic depiction (road map) that presents the shared relationships among the resources, activities, outputs, outcomes, and impact for your program. It depicts the relationship between your program's activities and its intended effects.

**MyPlate Nutrition Education:** Nutrition education that promotes the key messages of the current *Dietary Guidelines for Americans* and utilizes the *MyPlate* icon to encourage people to adopt healthy eating patterns.

**National School Lunch Program (NSLP):** Federally assisted meal program operating in public and nonprofit private schools and residential childcare institutions. It provides nutritionally balanced, low-cost, or free lunches to children each school day. The Food and Nutrition Service administers the NSLP at the Federal level. State education agencies administer the NSLP at the state level, and local school food authorities operate the program in schools. The program was established under the National School Lunch Act, signed by President Harry Truman in 1946.

**Nutrition Security:** The consistent access, availability, and affordability of foods and beverages that promote well-being and prevent (and if needed, treat) disease, particularly among racial/ethnic minority populations, populations living under the Federal poverty line, and rural and remote populations.

**Office of Management and Budget (OMB):** OMB serves the President of the United States in overseeing the implementation of his or her vision across the Executive Branch. OMB's mission is to assist the President in meeting policy, budget, management, and regulatory objectives and to fulfill the agency's statutory responsibilities.

**Policy, Systems, and Environmental (PSE) Change:** Formal or informal systems approach to changing the landscape of health through policies (e.g., laws, ordinances, regulations, and rules). Systems interventions are changes that impact all areas of an organization, institution, or community. Environmental interventions involve changes to the economic, social, or physical environment. PSE change interventions have a great potential to improve a community's health by addressing socioeconomic factors and by making healthy choices more accessible, easier and the default choice through changing all three of the elements described above.

**Registered Dietitian (RD) or Registered Dietitian Nutritionist (RDN):** Food and nutrition professionals who have met the Commission on Dietetic Registration's (CDR) criteria to earn the RD/RDN credential. RD/RDNs

work in a wide variety of employment settings, including health care, business and industry, community/public health, education, research, government agencies, and private practice.

**School-Aged Children:** As defined by this grant, children in grades Pre-Kindergarten (Pre-K) through 12th grade, who are enrolled in schools participating in the National School Lunch Program.

**School Breakfast Program (SBP):** Federally assisted meal program operating in public and nonprofit private schools and residential childcare institutions. It provides nutritionally balanced, low-cost, or free breakfasts to children each school day. The Food and Nutrition Service administers the SBP at the Federal level. State education agencies administer the SBP at the state level, and local School Food Authorities operate the program in schools.

**School Food Authority (SFA):** The governing body that is responsible for the administration of one or more schools and has the legal authority to operate the Program (e.g., NSLP, SBP) or be otherwise approved by USDA Food and Nutrition Service to operate the Program.

**School Meals:** A meal that qualifies for reimbursement with Federal funds because it has met USDA meal requirements and nutritional standards for school meal programs (e.g., NSLP, SBP).

**Social Marketing Campaign:** As defined by this grant, a coordinated set of communications delivered to market segments identified. It is typically branded, communicates a common call to action, is delivered in multiple complementary settings and channels, and focuses on one or more priority behavior changes.

**Supplemental Nutrition Assistance Program Education (SNAP-Ed):** An evidence-based program that helps people lead healthy, active lives. SNAP-Ed teaches people how to make their SNAP dollars stretch, how to shop for and cook healthy meals, and how to stay physically active. SNAP-Ed partners with state and local organizations to meet people where they are. SNAP-Ed initiatives include nutrition education classes, social marketing campaigns, and efforts to improve the policies, systems, and environment that impact communities.

**State Agency:** As defined by this grant, State agencies are responsible for the administration of Child Nutrition Programs, including but not limited to the School Breakfast Program, National School Lunch Program, or Child and Adult Care Food Program. State agencies are a link between USDA Food and Nutrition Service and local Program operators, ensuring the Programs are managed according to Federal requirements. To see a list of State agencies, visit the FNS Contacts webpage.

**State Nutrition Action Council (SNAC):** State-level coalition of stakeholders charged with identifying solutions and implementing collaborative nutrition education and obesity prevention programs.

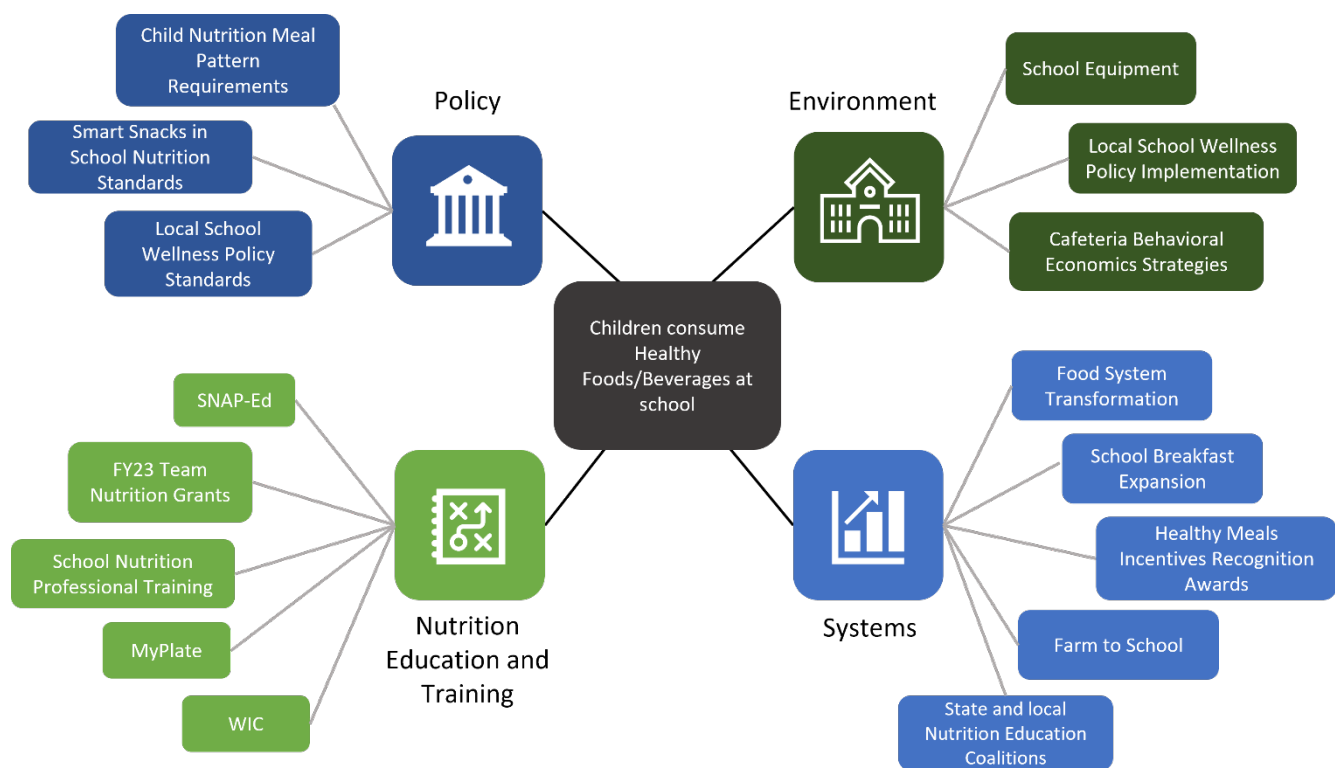
**Sub-grant:** An award of financial assistance in the form of money made under a grant by a grantee to an eligible sub-grantee.

**Triennial Assessment:** An assessment of a local education agency's Local School Wellness Policy that is required by USDA every 3-years, at a minimum. The assessment determines compliance with the wellness policy, how the wellness policy compares to model wellness policies, and progress made in attaining the goals of the wellness policy.

**Whole School, Whole Community, Whole Child (WSCC):** CDC framework for addressing health in schools. The WSCC model is student-centered and emphasizes the role of the community in supporting the school, the connections between health and academic achievement and the importance of evidence-based school policies and practices. This includes activities like having a Local School Wellness Policy Coordinator and Local School Wellness Committee to steer focus and build capacity.

# APPENDIX D: USDA FOOD AND NUTRITION SERVICE EFFORTS TO SUPPORT CHILDREN'S CONSUMPTION OF NUTRITIOUS FOODS AND BEVERAGES AT SCHOOL

There are many factors which can influence children's eating decisions. USDA employs a comprehensive approach to creating policies, systems, and environments that support the development of healthy eating patterns. In addition to the nutrition education activities under this grant, there are other USDA efforts addressing these factors including rulemaking to strengthen school meal pattern requirements, NSLP Equipment Assistance Grants, School Breakfast Expansion Grants for US Territories, Farm-to-School Grants, Healthy Meals Incentives Sub-Grants for Small and Rural SFAs, and school meal pattern requirement training offered through a cooperative agreement with the Institute of Child Nutrition. The Team Nutrition initiative also supports the development of new school meals recipes and efforts to improve school meal quality through Team Nutrition Training Grants awarded in FY 2019, FY 2021, and FY 2022.



## APPENDIX E: GUIDELINES FOR NUTRITION EDUCATION AND SOCIAL MARKETING CAMPAIGNS PROVIDED UNDER THE GRANT

The *Dietary Guidelines for Americans (DGAs)* are the basis for USDA Team Nutrition Initiative’s nutrition education resources and shall serve as the basis for any nutrition education provided under this FY 2023 Team Nutrition Grant. *MyPlate* is a consumer translation of the *Dietary Guidelines* and is used as part of nutrition education strategies to help people make healthy food and beverage choices over time. *MyPlate* nutrition education resources are required to be used for grant activities under the FY 2023 Team Nutrition Grant. In addition, nutrition education provided under the grant must incorporate methods that include strategies such as:

- Behaviorally focused strategies.
- Motivators and reinforcements that are personally relevant to the target audience.
- Multiple channels of communication to convey healthier behaviors.
- Approaches that allow for active personal engagement.
- Intensity and duration that provide opportunities to reinforce behaviors.

Nutrition education may not promote or depict any branded food products. Grantees must use existing *MyPlate* nutrition education resources rather than developing new resources, when such resources are appropriate and available for the target audience.

The following sources of *MyPlate* nutrition education resources are encouraged:

### **Team Nutrition**

1. [Grow It, Try It, Like It! \(Pre-K\)](#)
2. [Discover MyPlate: Nutrition Education for Kindergarten](#)
3. [Serving Up MyPlate: A Yummy Curriculum \(Grades 1-6\)](#)
4. [The Great Garden Detective Adventure \(Grades 3-4\)](#)
5. [Dig In! Nutrition Education from the Ground Up \(Grades 5-6\)](#)
6. [Fueling My Healthy Life \(Grades 6-8\)](#)
7. [Team Nutrition Cooks \(Afterschool Ages 8-12\)](#)

### **MyPlate.gov**

1. [Start Simple with MyPlate App Student Lesson Plan](#)
2. [Start Simple with MyPlate App](#)
3. [MyPlate.gov Kids Page](#)
4. [MyPlate.gov Professionals Toolkit](#)
5. [Shop Simple with MyPlate](#)

### **SNAP-Ed**

1. [SNAP-Ed Toolkit](#)
2. [SNAP-Ed Connection](#)

### **Guidelines for the use of the MyPlate and Team Nutrition graphics and resources**

Any use of the *MyPlate* graphic must be in accordance with the [MyPlate Style Guide](#). [MyPlate graphics](#) are available in .eps, .png, and .jpg formats. If new *MyPlate* resources are developed or adapted, they must include the *MyPlate* icon, previously linked.

When any changes or additions are made to the content or design of Team Nutrition materials, the USDA logo and Team Nutrition image art must be removed, and the following statement must be added:

***“Adapted from U.S. Department of Agriculture, Team Nutrition initiative. USDA does not endorse any products, services, or organizations. Provided by (organization’s name).”***

If the name or logo of an organization or company is added to the document, the USDA logo and Team Nutrition image art must be removed, and the following statement must be added:

***“Adapted from U.S. Department of Agriculture, Team Nutrition initiative. USDA does not endorse any products, services, or organizations. Provided by (organization’s name).”***

See [Section 8.2: Data Collection and Ownership](#) for additional details.

### **USDA Non-Discrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

The full non-discrimination statement is available at the link below:

<https://www.fns.usda.gov/civil-rights/usda-nondiscrimination-statement-other-fns-programs>