

Cover Page – Attachment A2-Track 2

**FY 2022 Team Nutrition Training Grant
for School Nutrition Professional Readiness and Retention**

Track 2: Incentivized Training for School Nutrition Professionals

CFDA: #10.574

State Agency: _____

State Child Nutrition Director: _____

Email: _____

Phone: _____

Grant Project Director: _____

Job Title: _____

Email: _____

Phone: _____

Mailing Address: _____

Grant Project Co-Director (optional): _____

Job Title: _____

Email: _____

Phone: _____

Mailing Address: _____

Please note that each section of the proposal narrative will be evaluated independently. Additional information outside the scope of each independent section will not be considered. Use only the space provided in each section. Expansion beyond what is provided will not be considered.

The complete application package must be uploaded on Grants.gov **on or before March 14, 2022, no later than 11:59 PM Eastern Time**. Applications received after the deadline date and/or time will be deemed ineligible and will not be reviewed or considered. FNS will not consider any additions or revisions to applications once they are received. Only one application per State agency is allowed.

FNS will not accept emailed, mailed, or hand-delivered applications.

State Agency: _____

Track 2: Incentivized Training for School Nutrition Professionals

A. Justification of Need and Reach to Underserved Communities (1 page):

Describe the need for the selected grant track in your State and how it will affect the nutritional quality of school meals. Address how grant and/or sub-grant activities will benefit schools serving at least 40% of students who are eligible for free or reduced-price meals and schools in rural areas.

State Agency: _____

Track 2: Incentivized Training for School Nutrition Professionals

B. Collaboration and Partnerships (1 page):

Discuss how your state will collaborate with community organizations, Farm-to-School efforts, and other grant programs (such as SNAP-Ed, EFNEP, WIC, and CACFP) in the implementation grant and sub-grant activities.

C. Staffing (1 page resume and position description of the Project Director and Project Coordinator – 4 pages)

Submit separately on Grants.gov.

1. Project Director (.25 Full Time Equivalent - FTE) – **Add resume and position description as an attachment on Grants.gov.**
 - 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 that are provided to a sub-contractor or sub-grantee.
 - The resume should describe the qualifications of the Project Director. The Project Director's resume must demonstrate the appropriate educational, technical, and experiential background for the proposed role.
2. Project Coordinator (1 FTE) – **Add resume and position description as an attachment on Grants.gov.**
 - Should be a Registered Dietitian with at least three years of experience in school foodservice.
 - The Project Coordinator is responsible for day-to-day oversight and coordination of all grant and sub-grant activities; data collection; and grant deliverables.
 - The resume should describe the qualifications of the Project Coordinator. The Project Coordinator's resume must demonstrate the appropriate educational, technical, and experiential background for the proposed role.

D. Project Work Plan Narrative (4 pages):

Describe how your state will implement incentivized training for School Nutrition Professionals, including:

- Selection, qualifications (education and experience), and anticipated number of trainers
- Recruitment, retention, and anticipated number of training participants (school nutrition managers/directors and frontline staff)
- Description of training methods and topics
- Expected number of hours of training per participant
- Description of incentive award protocols and delivery
- Description of training materials to be revised or developed
- Development of materials for limited English proficiency audiences
- The anticipated number of SFAs in the State with School Nutrition Professionals to receive training
- Methods to ensure that an incentivized training program is reaching underserved areas of the State

Project Work Plan Narrative (p.1)

Project Work Plan Narrative (p.2)

Project Work Plan Narrative (p.3)

Project Work Plan Narrative (p.4)

State Agency: _____

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E. Sub-grant Administration and Management (1 page):

Describe how your state will make sub-grants available to SFAs and provide oversight. Discuss the type of activities to be funded through the sub-grants, the anticipated number of sub-grants, and their amounts.

F. Budget Table (no limit on section length)

Add this section as an attachment on Grants.gov.

Provide an itemized budget in a table format, describing appropriate use of grant funds, including calculations for how all line-item expense were derived. All budget line item expenses must be allowable costs as defined in the RFA and 2 CFR 200 (<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E>). Ensure that all budget line items align with the activities described in the Project Work Narrative above.

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.

State Agency: _____

Track 2: Incentivized Training for School Nutrition Professionals

G. Budget Narrative (1.5 pages):

Provide a descriptive budget narrative that addresses every budget line-item expense. Briefly describe how the total amount for that line item was determined. Show how that expense supports the project goals and include the calculation that shows how that expense was derived. Provide details where necessary.

Budget Narrative, continued.

H. Evaluation Plan (1 page):

Describe how the grant will collect and report on the following (at a minimum):

- The number of training participants by category (school nutrition manager/director, frontline staff)
- Race/ethnicity of training participants
- Average duration (hours) of training program by participant by category
- Number of training participants receiving an incentive award
- Total monetary amount spent on incentive awards
- Languages of trainings provided
- Challenges and solutions to providing meal pattern training (i.e., best practices)

Evaluation Plan

State Agency: _____

Track 2: Incentivized Training for School Nutrition Professionals

I. Project Timeline (grant activities should not start before June 1, 2022) – Use Attachment C and upload to Grants.gov

Provide a timeline, using the template in **Attachment C**, showing the dates for the key activities within the period of performance of this grant, including:

- Hiring of the Project Coordinator and other program staff such as mentors, trainers, consultants, nutrition educators, and evaluators.
- Recruitment of participants, such as training, mentoring, and nutrition education participants.
- Implementation of key grant activities, such as coaching, training, and/or nutrition education.
- Award and implementation of sub-grants.
- Data collection and evaluation activities.

State Agency: _____

Track 2: Incentivized Training for School Nutrition Professionals

Activities and Indicators Tracker

Proposed Activities and indicators measuring success must be connected to the objective for the chosen grant track in the format below. All activities should have indicators associated with it as part of the proposal that relate back to the objective. A maximum of 5 activities and indicators can be added to support the application. Indicators are defined as any metric anticipated to be tracked during the period of performance of the grant.

Track 2 Incentivized Training for School Nutrition Professionals	
Objective	By June 30, 2024, provide at least 40 hours of meal pattern training for school nutrition managers and directors and 8 hours for school nutrition frontline staff (virtually or in-person). The training should focus on meal pattern standards and weekly dietary specifications and strategies to achieve compliance, including food preparation techniques, recipe standardization and use, and school food forecasting and procurement.
Activity	
Indicator(s)	
Activity	
Indicator(s)	

Activity	
Indicator(s)	
Activity	
Indicator(s)	
Activity	
Indicator(s)	

Content Summary

The applicant should enter where the grant application component can be found in the second column by entering the application page number or file name, if submitted separately on Grants.gov as an attachment. The applicant can also add comments in the third column from the left, if needed.

Grant Application Component	Application Section/Page Number or File Name (if placed on Grants.gov)	Applicant Comments
Need and Reach to Underserved Communities		
Collaboration and Partnerships		
Staffing – Resume and position description of Project Director and Project Coordinator	Project Director Resume Project Director Position Description Project Coordinator Resume Project Coordinator Position Description	
Project Work Plan Narrative		
Budget Table		
Budget Narrative		
Sub-grant Administration and Management		
Evaluation Plan		
Project Timeline		
Activities and Indicators Tracker		