



Team Nutrition Training Grant: Growing Healthier Futures

Fiscal Year 2026 Request for Applications (RFA) Assistance Listing Number (ALN): 10.574

Release Date: July 1, 2026

Application Due Date: July 31, 2026 ; 11:59 p.m., Eastern Daylight Time (EDT),

Anticipated Award Date: September 2026

This information is being collected to assist USDA's Food and Nutrition Administration (FNA) in collecting information from grant applicants that is needed to evaluate and rank applicants and protect the integrity of the grantee selection process. This is a voluntary collection and FNA will use the information to solicit applications for the Team Nutrition Training Grant program. This collection does not request any personally identifiable information under the Privacy Act of 1974. According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0512. The time required to complete this information collection is estimated to average 60 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. 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 Administration, 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.

Application Checklist

This Application Checklist provides applicants with a list of the required actions and documents that must be completed. However, FNA expects that applicants will read the entire 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.

NOTE: This document refers to FNS forms instead of FNA temporarily, as the agency works towards an official process to update reporting form names.

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

- Obtain a Unique Entity Identifier (UEI) number;
- Register the UEI number in the System for Award Management (SAM); and,
- Register in [grants.gov](https://www.grants.gov).

When **preparing your application**, ensure:

- Application format and narrative meet the requirements included in [Section 4](#). This includes priorities outlined in [Section 5](#), and all necessary attachments.

When **preparing your budget**, ensure the following information is included:

- All key staff proposed to be paid by this grant.
- The percentage of time the Project Director will devote to the project in full-time equivalents (FTEs).
- Your organization's fringe benefit rate and amount, as well as the basis for the computation.
- The type of fringe benefits to be covered with Federal funds.
- Itemized travel expenses (including type of travel), travel justification, and basis for lodging estimate.
- 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 an itemized list of all consultant services.
- Indirect cost information. Provide either a copy of a Negotiated Indirect Cost Rate Agreement (NICRA) or if no agreement exists, the applicant may charge up to 15% de minimis. If an applicant is requesting the de minimis rate or indirect costs are not required, please state 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](#)
- AD-3030 – Representations Regarding Felony Conviction and Tax Delinquent Status for Corporate Applicants (fillable PDF in Grants.gov). This document is only required if your organization is a corporation. The form is located in the optional tab of the grants.gov application package.

- FNS-906 – Grant Program Accounting System & Financial Capability Questionnaire (fillable PDF in Grants.gov)
- Negotiated Indirect Cost Rate Agreement (PDF - Upload using the “Add Attachments” button under SF-424 item #15)
- Project Narrative (Appendix A)
- Budget Narrative and Instructions (Appendix B)
- State Partnership Letter (Appendix C, if applicable)
- Key Staff
 - Resumes

Table of Contents

1. Program Description and Objectives.....	7
1.1 Executive Summary	7
1.2 Program Description	7
1.3 Team Nutrition Training Grant Objectives	9
1.4 Sample Activities by Objective	10
1.4.1 Example Activities by Objective	10
1.4.2 Potential Resources for Objectives	13
2. Federal Award Information	15
2.1 Total Amount of Funding Expected to Award	15
2.2 Sub-grant Funding.....	15
2.3 Anticipated Start Dates and Period of Performance.....	16
2.4 Types of Federal Funds.....	16
2.5 Allowable Costs.....	16
2.5 Unallowable Costs	19
3. Eligibility Information	20
3.1 Eligible Applicants	20
3.1.1 Cost Sharing Considerations	21
3.1.2 Other Eligibility Criteria	21
3.1.3 Failure to Submit Required Documents and Forms	21
3.2 Pre-award Screening Requirements	21
3.3 Acknowledgement of USDA Support	22
4. Application Content Information	22
4.1 Content and Form of Application Submission	22
Special Instructions	23
4.2 Project Narrative.....	23
4.2.1 Coversheet/Contact Information:	23
4.2.2 Executive Summary:	24
4.2.3 Evaluation Plan	24
4.2.4 Project Timeline	24
4.2.5 Project Management, Key Personnel, and Quality Assurance	25
4.3 Budget Narrative.....	26

4.3.1 Budget	26
4.3.2 Budget Narrative	27
4.3 State Partnership Letter	27
4.4 Indirect Cost Rate	28
4.5 Required Grant Application Forms	28
5. Application Review Information	28
5.1 Review Criteria	28
5.2 Evaluation Criteria	29
Project Design (40 points).....	29
Evaluation Plan (10 points)	29
Project Management, Key Personal, and Quality Assurance (30 points)	30
Budget Plan (20 points)	30
Bonus Points (up to 10 bonus points)	31
5.3 Review and Selection Process.....	31
5.4 Anticipated Announcement and Federal Award Date.....	31
6. Application Submission Information	31
6.1 Submission Date	31
6.2 Preparing for Electronic Application Submission through Grants.gov	32
6.3 How to Submit an Application via Grants.gov.....	33
6.4 Grants.gov Receipt Requirements and Proof of Timely Submission	34
6.4 Funding Restrictions.....	34
7. Federal Award Administration Information	34
7.1 Federal Award Notice	34
7.2 Administrative and National Policy Requirements	35
7.2.1 Confidentiality of an Application.....	35
7.2.2 Conflict of Interest and Confidentiality of the Review Process.....	35
7.2.3 Administrative Regulations	36
7.2.4 Code of Federal Regulations and Other Government Requirements	39
7.3 Reporting Requirements	40
The frequency of reporting is quarterly.	40
7.3.1 Financial Reports	40
7.3.3 Performance Progress Reports (PPR)	40

7.3.3 Final Reports	40
7.3.4 Final Deliverables.....	41
8. Federal Awarding Agency Contacts.....	41
9. Other Information	41
9.1 Debriefing Requests.....	41
10. Appendices	42
Appendix A: Project Work Plan.....	42
Appendix B: Budget Narrative Template and Instructions.....	45
Appendix C: State Partnership Letter Template	49
Appendix D: Definitions.....	50
Appendix E: RFA Budget Narrative Checklist.....	53
Appendix F: FNA-908 Performance Progress Report (PPR)	55
Appendix G: Required Performance Measures.....	58
Appendix H: Progress Reporting.....	63

1. Program Description and Objectives

1.1 Executive Summary

Established in 1995, the Team Nutrition initiative supports the nutritional health of children across the United States through evidence-based nutrition education and the promotion of Team Nutrition messages and materials. These efforts are grounded in the [Dietary Guidelines for Americans, 2025-2030](#); published under Section 301 of the National Nutrition Monitoring and Related Research Act of 1990 ([7 U.S.C. 5341](#)).

Authorized by [Section 19 of the Child Nutrition Act of 1966](#), the United States Department of Agriculture (USDA), Food and Nutrition Administration (FNA) provides grants to State agencies to:

- Deliver training and technical assistance to child nutrition professionals;
- Offer nutrition education to students and their caregivers, and;
- Foster healthy school nutrition environments.

USDA FNA is offering up to \$10 million in Federal funding through the Team Nutrition Training Grant: Growing Healthier Futures. This competitive funding opportunity is open to State agencies that administer Child Nutrition Programs (CNP) and will empower State agencies to develop innovative strategies that strengthen CNPs in schools and child care settings. These grants support the [Dietary Guidelines](#), which promotes scratch cooking, meal quality innovation, professional development, and nutrition education programming.

While State agencies are well-positioned to lead these efforts for operators of the National School Lunch Program (NSLP), School Breakfast Program (SBP), Summer Food Service Program (SFSP), and the Child and Adult Care Food Program (CACFP) (including the At-Risk Afterschool Program), they often face financial and operational challenges that hinder long-term sustainability. This grant aims to help overcome those barriers and reinforce the core tenets of USDA's Team Nutrition initiative.

To ensure the success of grant-funded activities, funds will be awarded competitively to State agencies, contingent upon the availability of Federal funding.

1.2 Program Description

USDA FNA administers federally assisted meal programs—including the NSLP, SBP, SFSP, and the CACFP—that operate in public and nonprofit private schools and residential child care institutions. These programs provide nutritious, low-cost or free meals to children during the school day and, through SFSP and the At-Risk Afterschool Program, ensure access to healthy meals when school is not in session.

USDA recognizes the important role that child nutrition program operators play in serving nutritious meals and snacks to the children in their care, and that these meal programs are

essential to providing the healthiest meals and snacks most children receive each day. Meals served through these programs must meet Federal nutrition standards set in regulations based on the Dietary Guidelines. While release of the new [Dietary Guidelines](#) does not immediately impact program requirements, Secretary of Agriculture, Brooke L. Rollins, strongly encourages child nutrition program operators to familiarize themselves with the key recommendations and consider how these Guidelines can be incorporated into program meals and snacks to promote healthy outcomes and healthy families. While USDA FNA sets the overarching meal pattern requirements and dietary specifications, school food authorities (SFAs) and child care institutions determine the specific foods served and how they are prepared.

The Trump Administration's [Make Our Children Healthy Again](#) strategy seeks to reverse the childhood chronic disease crisis by addressing root causes through science-based, pro-growth policies. Aligned with the latest [Dietary Guidelines](#), this strategy aims to reduce chronic disease and build a healthier future for children. In summary, these guidelines have been updated by:

- Prioritizing a variety of high-quality, nutrient-dense protein foods at every meal from animal sources, including eggs, poultry, seafood, and red meat, as well as a variety of plant-sourced protein foods including beans, peas, lentils, legumes, nuts, seeds, and soy;
- Encouraging a variety of dairy fat options, including whole and reduced-fat milk;
- Promoting the consumption of vegetables and fruits of all types, including fresh, frozen, canned, juiced, and dried, throughout the day;
- Incorporating healthy fats from whole foods such as meats, poultry, eggs, seafood, nuts, seeds, full-fat dairy, olives, and avocados;
- Prioritizing fiber-rich whole grains while significantly reducing refined grains, especially those high in added sugars; and
- Limiting certain highly processed foods, added sugars, and refined carbohydrates.

USDA FNA supports this vision through Team Nutrition Training Grants and resources that enhance the CNPs.

Authorized by [Section 19 of the Child Nutrition Act of 1966](#), USDA FNA provides the Team Nutrition Training Grant to support training and technical assistance for child nutrition professionals, nutrition education for students and their caregivers, and activities to build a healthy school nutrition environment.

The FY 2026 Team Nutrition Training Grant: Growing Healthier Futures will help State agencies:

- Build capacity;
- Improve meal quality through professional development;

- Strengthen nutrition education, lifestyle interventions, and parent engagement;
- Provide targeted support for NSLP, SBP, SFSP, and the CACFP administrators to improve meal quality and;
- Build personnel infrastructure for NSLP, SBP, SFSP, and CACFP operators.

To encourage cross-State collaboration, USDA FNA will award **ten (10) bonus points** to applicants who partner with another State agency administering the NSLP, SBP, SFSP, or the CACFP. Please refer to [Section 5](#) for more information.

For more information on the Eat Real Food initiative and *Dietary Guidelines*, visit realfood.gov.

1.3 Team Nutrition Training Grant Objectives

The goal of the FY 2026 Team Nutrition Training Grant: Growing Healthier Futures is to enhance training for child nutrition professionals to improve meal quality, support wellness policies and nutrition education that emphasize whole, minimally processed foods, and build sustainable infrastructure for NSLP, SBP, SFSP, and CACFP program operators.

Applicants have the option of selecting one of the two objectives below. **Applicants must select only one (1) grant objective.** Applications proposing activities under multiple objectives will NOT be considered. For selected objective, applicants must demonstrate how program activities will support each respective sub-element (e.g. 1.1, 2.1).

Grant Objective #1: Deliver training and technical assistance to child nutrition professionals in the School Meals Programs to improve meal planning and preparation in line with the *Dietary Guidelines*, while promoting nutrition education and fostering healthy school environments that support nutritious food choices and active lifestyles. Proposals must focus on all three (3) School Meals Programs: NSLP, SBP and SFSP.

Focus Strategy: School Meals Program	
Sub-element	Objective #1
1.1	Provide training and technical assistance to child nutrition professionals (e.g., foodservice staff) to strengthen their skills in planning, preparing and serving meals that align with the <i>Dietary Guidelines for Americans</i> .
1.2	Provide nutrition education opportunities using Team Nutrition, <i>Dietary Guidelines</i> , and Realfood.gov materials or other evidence-based nutrition education.
1.3	Build support for healthy school environments that encourage nutritious, whole food choices and physically active lifestyles, year-round.

Grant Objective #2: Provide training, mentorship, and technical assistance to CACFP providers to enhance meal planning and preparation for children and adults, while delivering

nutrition education through multiple channels and promoting healthy food environments at CACFP sites.

Focus Strategy: Child and Adult Care	
Sub-element	Objective #2
2.1	Provide training, mentorship, and technical assistance to CACFP providers at child care centers, family child care homes, and adult day care centers who plan and prepare meals for children and adults. This may include Head Start and Early Head Start centers.
2.2	Provide nutrition education through a variety of communication channels (e.g., food service initiatives, child care activities, home activities, community programs and events, traditional and social media) for children and adults at CACFP sites.
2.3	Build and sustain a healthy food environment for children and adults at CACFP sites.

1.4 Sample Activities by Objective

Applicants must include proposed activities that are clearly aligned to their selected objective and their associated performance measures.

Applicants must include activities in support of all **three (3)** sub-elements (e.g. 2.1, 1.3,) outlined in the objective tables above. Examples of recommended activities are listed below, but applicants are free to propose others relevant to their selected objective.

NOTE: If awarded, grantees will be required to report on progress toward activities aligned with the required objective(s) and must use the FNS-908 Performance Progress Report. Carefully considering proposed activities and indicators will prepare grantees for their progress reporting requirements if awarded.

1.4.1 Example Activities by Objective

Grant Objective #1

Below is a list of sample activities that align with objective #1. Objective sub-element numbers are provided after each sample activity for reference.

- Train child nutrition professionals to apply the *Dietary Guidelines* for Americans recommendations in menu planning and scratch cooking, prioritizing whole foods, while reducing added sugar (1.2).
- Develop innovative nutrition education curricula, using the Real Food Pyramid visuals (1.2).

- Provide workshops and outreach materials to parents and caregivers that highlight the *Dietary Guidelines*, [U.S. Food and Drug Administration’s “Healthy” claim](#), and strategies for selecting and preparing healthier meals at home (1.2).
- Host school-based events and activities to increase awareness of the Real Food Pyramid, *Dietary Guidelines*, and the nutritional quality of school meals, such as National School Lunch Week and School Breakfast Week celebrations (1.1).
- Create self-reporting opportunities for SFAs on early adoption of cafeteria choices aligned with the new *Dietary Guidelines* (e.g., choosing lean protein, full-fat dairy, and healthy fats) (1.3).
- Establish school-based activities to promote and engage students around the Real Food Pyramid and *Dietary Guidelines* (e.g., recipe competitions, prep rallies, art submissions) (1.3).
- Identify opportunities to coordinate with other FNA grant programs (e.g., Patrick Leahy Farm to School Grant) and initiatives to maximize nutrition education message delivery and expanded ingredient procurement, prioritizing lean protein, full-fat dairy, and healthy fats, without duplicating effort (1.2).
- Train child nutrition professionals on behavioral economics strategies, culinary principles, USDA Professional Standards, and other relevant topics related to CNP (1.1).
- Offer sustainable, human-centered design supports (e.g., mentorship, coaching) to help school food service staff develop and strengthen their skills throughout their careers (1.1).
- Develop and maintain an online, on-demand resource portfolio for child nutrition professionals, offering materials appropriate for staff ranging from entry-level roles to highly experienced, tenured positions (1.1).
- Create/establish a Community of Practice (CoP) for nutrition education providers for coalition building and network sharing (1.2).
- Conduct training sessions to raise awareness among school staff, parents, and the community about the Local School Wellness Policy (LSWP) and its role in supporting student health and well-being (1.3).
- Educate parents and staff about Smart Snacks in School requirements (1.3).
- Host taste tests to get feedback on existing or new meal menu items and other sitewide events, on new recipes, meal items aligned with the *Dietary Guidelines for Americans* (1.3).
- Develop and provide support tools, networks, and systems to ensure effective execution and engagement of LSWP (1.3).

Grant Objective #2

Below is a list of sample activities that align with objective #2. Objective sub-element numbers are provided after each activity for reference.

- Develop innovative nutrition education curricula, centered around the Real Food Pyramid visuals and *Dietary Guidelines* (2.2)
- Provide nutrition education for adults in adult day care settings using the *Dietary Guidelines* (2.3).
- Conduct training for CACFP providers on ways to create a positive mealtime environment and family style meal service using the Real Food Pyramid and *Dietary Guidelines* (2.3).
- Provide nutrition education for children in child care settings using Team Nutrition's and the *Dietary Guidelines* suite of resources (2.2).
- Identify opportunities to coordinate with other grant programs (e.g., Farm to School,) and initiatives to maximize nutrition education message delivery and expanded ingredient procurement, prioritizing lean protein, full-fat dairy, and healthy fats, without duplicating efforts (2.2).
- Train CACFP operators on menu planning, meal pattern requirements, and behavioral economics strategies in care center settings, using the Real Food Pyramid and *Dietary Guidelines* (2.1).
- Train CACFP providers on easy-to-use components in the [Crediting Handbook for the Child and Adult Care Food Program](#) and the [Food Buying Guide for Child Nutrition Programs web tool](#) or [mobile app](#), such as the [Exhibit A Grains Tool](#) and the FBG Calculator (2.1).
- Offer sustainable, human-centered design supports (e.g., mentorship, coaching) for child care staff to develop and strengthen their skills throughout their careers (2.1).
- Establish state-wide coaching and mentorship program for program operators (2.1).
- Create/establish a Community of Practice (CoP) for nutrition education providers for coalition building and network sharing (2.2)
- Identify opportunities to coordinate with other programs and organizations that work with child care centers, family child care homes, and adult day care centers to ensure consistent messaging and awareness of CACFP meal pattern requirements and regulations (2.3).

1.4.2 Potential Resources for Objectives

Resources:

2025-2030 Dietary Guidelines for Americans:

- [Dietary Guidelines for Americans](#)
- [Dietary Guidelines for Americans, 2025-2030 – Promoting Real Food in Child Nutrition Programs](#)
- [The Scientific Foundation Appendices](#)
- [The Scientific Foundations for the Dietary Guidelines for American](#)
- [Daily Servings Guide](#)

Make American Healthy Again:

- [Make America Healthy Again](#)
- [The MAHA Report](#)

Training Tool References:

- [A Guide to Smart Snacks in School](#)
- [Crediting Tip Sheets in Child Nutrition Programs](#)
- [Food Buying Guide Training Resources](#)
- [Guide to Professional Standards for School Nutrition Programs](#)
- [Institute of Child Nutrition’s Shaking It Up: Small Changes Lead to Big Flavors](#)
- [Local School Wellness Policy Outreach Toolkit](#)
- [Menu Planner for School Meals](#)
- [Offering Meats and Meat Alternates at School Breakfast](#)
- [The Whole Grain Resource for the National School Lunch and School Breakfast Programs](#)
- [USDA Approved Nutrient Analysis Software](#)
- [USDA Recipe Standardization Process for School Nutrition Professionals \(ICN\)](#)

CACFP Resources:

- [Breastfed Babies Welcome Here! A Mother's Guide](#)
- [CACFP Meal Pattern Training Worksheets](#)
- [CACFP Trainer's Tools: Feeding Infants](#)
- [Child Care Organization | Food and Nutrition Administration \(usda.gov\)](#)
- [Crediting Handbook for the CACFP](#)
- [Family Style Meal Service with Children in the CACFP](#)
- [Feeding Infants in the Child and Adult Care Food Program](#)
- [Growing a Healthier Future with the CACFP Infographic](#)
- [Mealtimes With Toddlers in the CACFP](#)
- [Reducing the Risk of Choking in Young Children at Mealtimes](#)
- [CACFP Meal Pattern Training Slides](#)

- [CACFP Snack Menu Planner](#)
- [Step-by-Step Recipe Standardization Guide for the CACFP](#)

2. Federal Award Information

2.1 Total Amount of Funding Expected to Award

During FY 2026, USDA FNA plans to award up to \$10 million in Federal funding for the Team Nutrition Training Grant: Growing Healthier Futures, subject to the availability of funds. State agencies may request up to \$1,000,000 to support activities over the 3-year grant period. The following information is intended to provide applicants with information to help make informed decisions about proposal submissions.

- **Total amount of funding expected to be awarded:** \$10,000,000
- **Anticipated number of awards:** 8-10
- **Minimum award amount (award floor):** \$500,000
- **Maximum award amount (award ceiling):** \$1,000,000
- **Anticipated award announcement date:** September 2026
- **Anticipated period of performance (start and end date of the award):** September 30, 2026 – September 30, 2029
- **Application due date:** July 31, 2026, 11:59 pm EDT

NOTE:

- Grant awards are subject to the availability of funding and/or appropriations of funds.
- FNA reserves the right to use this solicitation and the results of this competition to award additional grants this year or the subsequent fiscal year, should additional funds become available.
- Applications, and all proposed activities, must comply with applicable laws, regulations, and executive orders. FNA reserves the right to exclude from consideration any applications proposing activities in contradiction of these requirements.

2.2 Sub-grant Funding

Sub-grants are not a required part of the FY 2026 Team Nutrition Training Grant. However, the grantee may issue sub-grants to the following entities for purposes of meeting the objectives of the grant:

- SFAs
- CACFP institutions
- Land-grant colleges and universities
- Tribal government-owned entity, arm, or instrumentality
- Native Hawaiian Organization as recognized by the Department of the Interior
- Other non-governmental entities including Tribal Colleges & Universities
- Nonprofit organizations with expertise in culinary training, school meals service, or other relevant areas.

All potential sub-grants must be described in application.

Grantees will be accountable for the performance of all subrecipients and must ensure that all sub-grants abide by all terms and conditions of the award.

2.3 Anticipated Start Dates and Period of Performance

The anticipated grant period of performance for this opportunity will be **September 30, 2026 to September 30, 2029** (approximately a 3-year period of performance).

Applicants should plan accordingly so that they can complete all grant activities including start-up, execution, and close-out activities (final financial and program reporting, accounting, etc.) within the period of performance.

2.4 Types of Federal Funds

Funding for approved the Team Nutrition Training Grant: Growing Healthier Futures will be provided through the grant award/letter of credit process, upon receipt of an executed grant agreement between USDA FNA and the grantee. These awards are subject to the availability and apportionment of Federal funds.

2.5 Allowable Costs

All costs proposed in the budget and detailed in the Budget Narrative must be allowable, reasonable, necessary, and allocable. Refer to [2 CFR Part 200 Subpart E – Cost Principles](#) for a detailed description of all allowable and unallowable costs.

A complete listing of selected items of costs is located at [2 CFR 200.420 – 200.476](#).

Food:

Team Nutrition Training Grant funds may be used to purchase food only when it is part of a culinary training activity or when small quantities are needed for menu development and testing. Funds may not be used to purchase food for serving part of a reimbursable meal. Grant funds may not be used to purchase food to provide meals for training participants. Food purchases must be in accordance with the USDA's [Buy American Provision](#). Any food purchase, as well as any expenditures associated with food purchases, must be clearly identified within the submitted budget narrative.

Kitchen Supplies:

Team Nutrition Training Grant funds may be used to purchase kitchen supplies (<\$10,000) necessary for food storage, preparation, production, and display of food prepared for training purposes, including but not limited to:

- Food storage containers
- Pots
- Pans
- Mixing bowls

- Knives
- Utensils
- Tabletop cooking equipment

Demonstration Tools, Apparel, and Supplies:

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

- Mobile food carts (<\$10,000)
- Demonstration tables (<\$10,000)
- Aprons
- Gloves
- Hairnets
- Single-serving cups
- Bowls
- Paper towels

Training Incentives:

Monetary awards (up to \$500 per child nutrition professional during the period of performance for the grant) to incentivize completion of training programs are an allowable cost. Applicant must explain how the incentive will be issued (rules, guidelines, recipient requirements, etc.) The total expenditure for training incentives should not exceed 5% of the total grant award.

Professional Allowances:

Memberships and professional activities are allowable expenses ([2 CFR Part 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 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. 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).

Staff Development and/or Substitute Pay:

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

Property Usage:

Cost of leasing a space to rent to complete administrative, professional, or other nutrition training activities is an allowable expense in accordance with [2 CFR Part 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.

Technology/Software:

Team Nutrition Training Grants may be used to purchase USDA approved nutrient analysis software, content learning management systems, premium subscriptions to design and visual communication platforms, productivity and communication software, and other software used to provide training as part of this grant. Procurement of hardware such as laptops and tablets that are used specifically for the purposes of the grant activities are also permitted. A one-time purchase of a Wi/Fi hotspot to support tablet/iPad function is allowable.

Procurement of technology may not exceed ten (10) percent of requested funds. Funds used to purchase high-resolution photography equipment shall not exceed \$2,000 total.

Travel:

Team Nutrition Training Grant funds may be used for travel costs necessary for conducting grant activities. Applicants are required to budget for travel to FNA for the grantee meeting.

Travel expenses may also include:

- Travel reimbursement for State agency staff attending local and 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 as reimbursement for local travel and hotel costs for child nutrition professionals (school district staff) to attend grant-related trainings and activities.

Allowable Cost for Sub-Grants:

Funds may be used for food (only if it is part of a culinary training or purchased in small amounts needed for menu development and testing), professional allowances, reinforcement materials, cookware, technology, travel, translation services, training, and other direct costs specifically to assist in meeting the key objectives specified.

Applicants must outline the guidance they will provide to sub-grant applicants for allowable/unallowable 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.

2.5 Unallowable Costs

Unallowable costs in the grant or sub-grants include:

Marketing and Materials:

- Advertising and public relations materials, except when incurred for social marketing campaigns as defined under the grant for the purposes of 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 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.
- Costs for any materials that have already been charged to another Federal or private program or source.
- Any material that endorses or promotes brand name products or retail stores.
- Manufacturer or store (cents off) coupons.

Equipment:

- Large-scale, commercial foodservice equipment (>\$10,000).
- Medical equipment.
- Physical activity equipment.

Activities and Education:

- Staff wellness activities outside the scope of this grant.
- 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 to prepare foods safely.
- Activities conducted in support of programs that are not the NSLP, SBP, SFSP, or the CACFP.

Entertainment:

Costs of entertainment, including amusement, diversion, and social activities and any associated costs are unallowable (mascot costumes, promotional items, etc.) unless there is a programmatic purpose, and prior approval is granted by USDA FNA.

Summary

There is limited funding to accomplish the Team Nutrition Training Grant: Growing Healthier Futures' objectives. State agencies shall ensure the best use of the limited funding. A positive answer should always be sought to the following questions:

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

All costs proposed in the budget and detailed in the budget narrative must be allowable, reasonable, necessary, and allocable. Refer to [2 CFR Part 200 Subpart E – Cost Principles](#) for a detailed description of all allowable and unallowable costs.

3. Eligibility Information

3.1 Eligible Applicants

State agencies in the contiguous US, Hawaii, Alaska, Puerto Rico, Guam, or the US Virgin Islands that administer the NSLP, SBP, SFSP, and the CACFP may apply in response to this solicitation. The goal of the Team Nutrition Training Grant: Growing Healthier Futures is to provide funding for State agencies in training for child nutrition professionals to improve meal quality, supports wellness policies and nutrition education that emphasize whole, minimally processed foods, and builds sustainable infrastructure for program operators.

Each State or partnering State may submit only one (1) application. State agencies may only apply as either the coordinating or partnering entity. If the same State agency is the coordinating entity in multiple applications, all applications submitted by that organization will be removed from consideration. For example, if a State agency submits one application as the coordinating entity and then the same State agency appears on a second application as the partnering entity, BOTH applications will be removed from consideration

For more information on State partnerships, see [Section 4](#).

3.1.1 Cost Sharing Considerations

There are no cost sharing requirements for this grant program.

3.1.2 Other Eligibility Criteria

To be considered for this Grant Program, all entities in receipt of any existing or prior year Team Nutrition Training Grants must be in good standing and current on required deliverables by the application deadline. Grant deliverables include all progress and financial status reports and an Action Plan, if applicable.

No statement in this RFA supersedes the terms and conditions of a previously awarded grant with respect to the final due date of any deliverables. Submitting all required deliverables, including reports and, if applicable, an Action Plan, is an independent requirement for applicants to the FY 2026 Team Nutrition Training Grant, regardless of the year of the prior award. FNA strongly advises past grantees interested in applying for the FY 2026 Team Nutrition Training Grant to contact FNA well in advance of the application deadline to ensure they have completed or are current on all grant requirements for their past grant. See [Section 8](#) for the appropriate point-of-contact for questions about this solicitation.

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

3.1.3 Failure to Submit Required Documents and Forms

In cases where an applicant is deemed nonresponsive for failing to submit required elements or documents associated with this RFA, they will be considered ineligible and removed from consideration. Any applicant who fails to submit required documents or forms will be deemed non-responsive and therefore will be ineligible to participate in the competition and removed from further consideration.

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 FNA 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.

- 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.
- [FNA Risk Assessment Questionnaire](#): Applicants must complete the Grant Program Accounting System & Financial Capability Questionnaire (FNS-906) that allows FNA 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 FNA imposing special conditions or additional oversight requirements that correspond to the degree of risk assessed.

3.3 Acknowledgment of USDA Support

As outlined in [2 CFR Part 415.2](#), grant recipients shall include acknowledgment of USDA FNA 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 acknowledgment of USDA FNA 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, use the following language: "This material is based upon work that is supported by the Food and Nutrition Administration, U.S. Department of Agriculture." Grantees should follow the [USDA Visual Standards Guide](#) when using the USDA logo. Grantees should follow guidance provided by USDA FNA when using Team Nutrition image art.

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

4. Application Content Information

4.1 Content and Form of Application Submission

Eligible applicants interested in applying for this grant opportunity must provide responses to prompts found in the Project Work Plan. Although not required, it’s recommended to use the provided templates:

- [Appendix A: Project Work Plan](#) for the selected objective.
- [Appendix B: Budget Narrative and Instructions](#)
- [Appendix B: Budget Narrative and Instructions](#)
- Follow all application instructions regarding budget, timeline, resumes, etc.
- All pages, excluding form pages, must be numbered sequentially.

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

Special Instructions

- Applications not submitted via Grants.gov will not be considered.
- Late application submission will not be considered in this competition. USDA FNA will not consider additions or revisions to applications unless they are submitted via Grants.gov by the deadline. No additions or revisions will be accepted after the deadline.
- Applications submitted without the required supporting documents, forms, or certifications will not be considered.
- Applications missing written proposals or budget narrative will not be considered and deemed nonresponsive and removed from further consideration.
- FNA reserves the right to request clarification on any application submitted in response to this solicitation.
- Letters of Commitment must be submitted with the application through Grants.gov. Letters submitted via email will not be considered.
- Applications that propose activities under multiple objectives will NOT be considered.
- If multiple application packages are submitted through Grants.gov by the same applicant for the same objective in response to this solicitation, FNA will accept the last application package successfully submitted. All other packages submitted by the applicant will be removed from this competition.
- State agencies may only apply as either the coordinating or partnering entity. If the same State agency is the coordinating entity in multiple applications, all applications submitted by that organization will be removed from consideration. For example, if a State agency submits one application as the coordinating entity and then the same State agency appears on a second application as the partnering entity, BOTH applications will be removed from consideration.

4.2 Project Narrative

The project narrative must include all the information listed below. Although not required, applicants are encouraged to use the [Appendix A: Project Work Plan](#) in its entirety for the selected objective. The Project Work Plan combines the required elements of the project narrative into a single document.

4.2.1 Coversheet/Contact Information:

The cover page should include at minimum:

- Applicant's name and mailing address
- Primary contact's name, job title, mailing address, phone number, and email address
- Organizational classification

- Objective selection
- Project Title

4.2.2 Executive Summary:

The Executive Summary should briefly and clearly describe the proposed grant activities and anticipated outcomes. This section should include a summary of your project that includes:

- Project purpose.
- Selected objective.
- Description of the planned project that specifies key activities under the three (3) Team Nutrition sub-elements and the targeted audience.
- Evaluation plan, including its basic research questions, research design, planned data collection and deliverables.

4.2.3 Evaluation Plan:

Describe a plan for evaluating all objectives and activities.

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 performance measures grantees are expected to achieve by the end of the period of performance are based upon Team Nutrition Training Grant Objectives in [Section 1](#).

Applicants must address six (6) performance measures: four (4) mandatory and two (2) additional measures provided. Applicants have the discretion to swap the non-mandatory measures, with others relevant to the specified objective. Refer to [Appendix G: Required Performance Measures](#) for more details.

Applicants must map their proposed activities to [Appendix G: Required Performance Measures](#), then to [Appendix H: Progress Reporting](#), and in aggregate on the [Appendix A: Project Work Plan](#).

4.2.4 Project Timeline:

Grant activities must start no earlier than September 30, 2026. 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.
- Data collection and evaluation activities.
- Concurrent work related to other Team Nutrition Grants (if applicable).

4.2.5 Project Management, Key Personnel, and Quality Assurance:

Describe your organizational capacity including your organization's knowledge, skills, experience, and access to specific settings (SFAs, schools, and populations) 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 (in FTEs) that will be devoted to the grant. Outline plan and strategies for hiring/assigning a Team Nutrition Coordinator within the first six (6) 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](#)).
- Team Nutrition Coordinator(s) [1.0 FTE staff position, may be split between no more than two individuals, hired/assigned within the first six (6) months] 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 have knowledge of the USDA CNP; their regulations and requirements; and experience planning, organizing, and leading professional development and/or adult learning activities. Experience building coalitions and community engagement among underserved communities is highly desired.

Both the Project Director and the Team Nutrition Coordinator(s) 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 period of performance.

- Cohort FY 2026-2029 quarterly collaboration calls.
- Annual grantee meetings hosted by USDA during the grant period of performance (one (1) meeting per year). Meetings will take place at FNA Headquarters.
- Quarterly meetings/conference calls with SFAs and/or schools, and partners implementing activities under the grant.

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

- 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.
 - 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 interest, if applicable.

The State agency is responsible for overseeing and coordinating all grant activities, providing fiscal oversight, and exercising effective internal control of funds that are provided to sub-grantees, 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.

4.3 Budget Narrative

The Budget Narrative must include all the information listed below. Although not required, applicants are encouraged to use [Appendix B: Budget Narrative Template and Instructions](#).

4.3.1 Budget

Provide an itemized budget formatted as a table that corresponds with the proposed project narrative that describes 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 Source Sans Pro and saved as a PDF prior to submission.

4.3.2 Budget Narrative

Include a brief descriptive narrative that addresses every budget line-item expense. Briefly describe how the total amount for the line-item was determined and how expense supports the project goals. Ensure objectives and travel justifications are included in the narrative. Provide details and calculations of how the costs were derived, where necessary. The narrative must justify and support the bona fide needs of the budget's direct cost. The budget narrative must be in line with the proposed project description. If the budget includes indirect costs, the applicant must provide a copy of its most recently approved Federal indirect cost rate agreement.

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

4.4 State Partnership Letter

Applicants looking to partner with another State agency as part of their application and be considered for the bonus points must submit an [Appendix C: State Partnership Letter](#). For purposes of this funding opportunity, the State agency tasked with leading the bulk of the work is considered the coordinating entity, thus submitting the proposal in Grants.gov and responsible for the grant administration in the post-award period. The State Partnership Letter, on formal letterhead, must include:

- Clear plan demonstrating mutual benefits for child nutrition professionals in both States;
- Roles and responsibilities of each State agency;
- Justification or rationale for partnership and information related to at least one (1) of the following:
 - Partnership with a State that has implemented other initiatives to improve food systems to leverage hands-on experience (e.g., SNAP waivers);
 - Collaboration with a State that has established focused activities to build existing infrastructure and programming in support of Eat Real Food initiatives;
 - Engagement with a State piloting innovative Eat Real Food strategies generating lessons learned to advance future policy.

4.5 Indirect Cost Rate

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 in the budget narrative, and a copy of the agreement must be submitted with your application. If the applicant does not have a current Federal negotiated indirect cost rate (including provisional rate) they may elect to charge a de minimis rate of up to 15 percent of modified total direct costs (MTDC). 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 [Section 8](#) of this RFA.

NOTE: Each organization is assigned to a single Federal agency (by the Office of Management and Budget) that acts on behalf of all Federal agencies in indirect cost rate negotiations and is referred to as the “cognizant agency.”

4.5 Required Grant Application Forms

The required Grants.gov forms may be previewed at grants.gov/web/grants/forms/forms-repository.html. These forms are part of the Grants.gov workspace application.

- Non-Construction Grant Projects Forms: SF-424 Family
 - Application and Instruction for Federal Assistance (SF-424)
 - Budget Information and Instructions (SF-424A)
 - Assurance-Non-Construction Programs (SF-424B)
- SF LLL (Disclosure of Lobbying Activities)
 - Indicate in your form whether your organization intends to conduct lobbying activities. If you organization does not intend to lobby, write “Not Applicable” in boxes required to be completed.
- FNS-906 (Grant Program Accounting System and Financial Capability Questionnaire)
- Additional Required Information
 - Unique Entity Identifier (UEI) number. Please see below for further information.
 - SAM registration. Please see below for further information.

5. Application Review Information

5.1 Review Criteria

USDA FNA will screen all applications to ensure they are eligible and in compliance with all applicable laws, regulations, and executive orders. USDA FNA will not approve any waivers from Program regulations for any projects submitted in response to this solicitation.

5.2 Evaluation Criteria

The following evaluation criteria will be used to evaluate applications for this RFA. Each criterion has a maximum score as indicated in parentheses. Scores will be impacted if an application does not include all required information. The maximum score for all criteria is 110 points (including 10 bonus points).

Project Design (40 points)

- Proposal provides justifications of the project(s) and activities being proposed, including needs assessments findings (if applicable).
- Proposal has relevant project goals and objectives that are specific, measurable, achievable, realistic, and appropriate for the target audience.
- Proposal addresses required performance measures for each strategy within the objective.
- If awarding sub-grants, applicants describe the purpose of the sub-grants, and their process for developing the sub-grant application, describing allowable and unallowable costs, evaluating applications, choosing awardees, transferring the funds, maintaining oversight of the funds, providing technical assistance to the grantees, collecting data, and reporting on sub-grantee progress to USDA FNA.
- Proposal adequately describes the tasks and activities supported by realistic and specific timelines.
- Proposal includes a detailed chronological timeline with realistic and specific benchmarks that include key personnel; appropriate time for planning, hiring, approving, processing; pretesting and validating materials; reporting; and contingency plan development when appropriate. The timeline describes when tasks will take place including a detailed outline of when evaluation activities will occur.
- Reviewers were able to clearly identify all required components.

Evaluation Plan (10 points)

- Proposal adequately describes how the State agency will collect the performance measures specified in this Request for Applications and how the agency will evaluate the effectiveness and usefulness of training approaches, programs, and proposed activities.
- Proposal specifies criteria for success and how success will be measured.
- Applicants clearly describe their ability to monitor activities and conduct evaluations. Costs associated with evaluation activities are included in the budget and budget narrative.
- Applicants provide activities/performance measures that demonstrate their ability to evaluate project implementation and outcomes.
- Evaluation plan is linked to proposed objective, activities, and timeline.
- Applicant describes a plan for collecting and reporting on necessary data.
- Roles and responsibilities for monitoring and evaluating activities are clearly outlined (e.g., contractors, designating a current staff member).

- Applicant describes a plan for conducting monthly check-ins with and submitting quarterly financial and progress reports to USDA FNA.
- Applicant describes a plan for collecting and reporting best practices and success stories.

Project Management, Key Personal, and Quality Assurance (30 points)

- Applicants designate a qualified Project Director, at no less than 0.25 FTE.
- Applicant designates a qualified Team Nutrition Coordinator(s) at no less than 1.00 FTE.
- Applicants include resumes of relevant key staff and the qualifications of the staff involved with the proposed project and/or organizational leadership reflect the expertise necessary to carry out the proposed project. If a key position has not been filled, a job description of no more than one (1) page in length, which includes required knowledge, skills, and education has been included in the application in lieu of a résumé. No more than three resumes should be submitted.
- The level of staff allocation is appropriate for program execution and program evaluation.
- Applicant describes a plan for addressing staff turnover while still completing project requirements in the designated time frame.
- Roles and responsibilities of staff are clearly outlined.
- Applicants describe a management approach (staffing, procurement of contractors, quality assurance planning, tracking timelines, monitoring progress, etc.) that demonstrates that they have the capacity to manage and execute the proposed project.
- Applicant describes a plan for coordination, data sharing, and reporting among members of the project team and stakeholder groups.
- Applicant provides a detailed description of the actions that will be taken to ensure that project activities are completed on time, within budget, and with quality results.
- Applicant discusses how they will provide the oversight necessary to ensure high-quality deliverables are provided on time and within budget.
- Applicant demonstrates effective internal controls to ensure funds are used only for project purposes, with an accounting record and audit trail (for themselves, and for sub-grantees if applicable) and describes how they will complete quarterly financial reporting for USDA FNA.

Budget Plan (20 points)

- Applicant demonstrates that all costs are necessary, reasonable, and allocable to carry out the project's objectives.
- Applicant clearly describes how costs within the budget categories were derived.
- Applicant identifies linkage between expenditures and specific activities/tasks within their proposal narrative.

- Applicant provides documentation within the budget and budget narrative of all implementation and operational costs that are necessary to accomplish the objectives of this project.
- Includes NICRA, if applicable.
- The proposed budget is consistent with [2 CFR Part 200 Subpart E – Cost Principles](#) and [Part 400 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.](#)

Bonus Points (up to 10 bonus points)

Applicants may receive 10 bonus points for partnering with another USDA State agency that administers the NSLP, SBP, SFSP, and the CACFP. For more information on State partnerships, see [Section 4](#).

Total Points Available: 110

5.3 Review and Selection Process

Following the initial screening process USDA FNA will assemble a panel(s) of USDA FNA Staff 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 order 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 or geographical representation. USDA FNA reserves the right to use this solicitation and competition to award additional grants during FY 2026 or the subsequent fiscal year, should additional funds become available.

5.4 Anticipated Announcement and Federal Award Date

The anticipated award and announcement date is September 2026.

6. Application Submission Information

6.1 Submission Date

Complete grant applications must be uploaded to [Grants.gov](#) by 11:59 p.m. EDT, July 31, 2026.

- Applications must be submitted via grants.gov. Mailed, emailed, or hand-delivered application packages will not be accepted. For further instructions, see the “Preparing for Electronic Application Submission through Grants.gov” below.
- **Late or incomplete applications will not be considered.**

- FNA 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, FNA will accept the latest application package successfully submitted. All other packages submitted by the applicant will be removed from this competition.
- **Those applicants who fail to submit any required documents or forms will be deemed NONRESPONSIVE and therefore will be INELIGIBLE to participate in the competition and removed from further consideration.**

FNA strongly encourages applicants to begin the registration process at least **four (4) weeks before the due date** and to submit applications to grants.gov at least **one week** before the deadline to allow time to troubleshoot any issues should they arise. Please note that upon submission, grants.gov may send multiple confirmation notices. Applicants should ensure receipt of confirmation that the application was **accepted**.

FNA will not accept applications outside of grants.gov. Applicants experiencing difficulty submitting applications through grants.gov should contact applicant support via the toll-free number 1-800-518-4726 and email at support@grants.gov. This service is available 24/7.

6.2 Preparing for Electronic Application Submission through Grants.gov

Applicants must register with grants.gov and [SAM.gov](https://sam.gov) in order to submit an application to FNA via grants.gov as required.

To submit an application, you must:

1. Obtain a UEI number

What is a Unique Entity Identifier (UEI)?

A UEI is a unique number assigned to all entities (public and private companies, individuals, institutions, or organizations) who register to do business with the Federal Government. For more information, visit <https://sam.gov/entity-registration>. For more information, visit the [U.S. General Services Administration website](https://www.gsa.gov).

Where do I go to learn more about the UEI?

The U.S. General Services Administration [Unique Entity Identifier Update page](#) contains the most up-to-date information about the UEI.

NOTE: Entities can register in SAM.gov and will be assigned their “SAM UEI.” For additional information on the UEI process, please visit [SAM.gov](https://sam.gov).

2. Register in the System for Award Management (SAM)

- On April 4, 2022, the UEI used across the Federal Government changed from the DUNS number to the UEI (generated by SAM.gov).
- SAM combines federal procurement systems and the Catalog of Federal Domestic Assistance into one system. Visit [SAM.gov](https://sam.gov) for additional information.
- To register, you must have your organization's UEI, the organization's Tax ID Number (TIN), and taxpayer name (as it appears on the last tax return). It may take up to 5 to 7 business days or more to register and/or complete the migration of permissions and/or the renewal of an entity record.
- 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.
- FNA strongly encourages applicants to begin this process at least **four (4) 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 Unique Entity Identifier (UEI) to complete this process. For more detailed instruction about creating a profile on grants.gov, visit grants.gov/web/grants/applicants/registration.html.

6.3 How to Submit an Application via Grants.gov

Applicants must 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 or RFA, you can create individual instances of a workspace.

For additional training resources, including video tutorials, visit grants.gov/web/grants/applicants/applicant-training.html.

Applicant Support: Grants.gov provides applicants 24/7 support (except Federal holidays) 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 contact grants.gov support and get a ticket number. The Support Center ticket number will assist the Center with tracking your issue.

For programmatic and financial-related questions regarding this specific grant opportunity, please contact the Grant Officer noted in [Section 8](#) of this RFA.

Additional information can be found at grants.gov/web/grants/applicants/applicant-faqs.html#attachments

6.4 Grants.gov Receipt Requirements and Proof of Timely Submission

All applications must be received by 11:59 p.m. EDT on the due date, as detailed in [Section 6](#). 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 Authorized Organization Representative (AOR) will receive an acknowledgment of receipt and a tracking number (e.g., GRANTXXXXXXXX) from grants.gov with the successful transmission of their application. Applicant AORs will also receive the official date/time stamp and a grants.gov tracking number in an email serving as proof of their timely submission.

When FNA successfully retrieves the application from grants.gov and acknowledges the download of submissions, grants.gov will provide an electronic acknowledgement 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 FNA funding.

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

For a list of State agency contacts, please visit <https://www.usda.gov/about-usda/general-information/staff-offices/office-chief-financial-officer/federal-financial-assistance-policy/intergovernmental-review>

6.4 Funding Restrictions

Pre-award costs will not be permitted for this project.

7. Federal Award Administration Information

7.1 Federal Award Notice

The Government is not obligated to make any award because of this RFA. Unless an applicant receives a signed award document with terms and conditions, any contact from a FNA 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 FNA's signed award document (FNS-529). Only the recognized FNA authorized signature can bind the USDA, Food and Nutrition Administration to the expenditure of funds related to an award's approved budget.

7.2 Administrative and National Policy Requirements

7.2.1 Confidentiality of an Application

When an application results in an award, it becomes a part of the record of FNA 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.

7.2.1.1 Safeguarding Personally Identifiable Information

“Personally identifiable information” means information that can be used to distinguish or trace an individual’s identity, either alone or when combined with other information that is linked or linkable to a specific individual (OMB Circular A-130, *Managing Information as a Strategic Resource*).

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 Administration. All federal and non-federal employees (e.g., contractors, affiliates, or partners) working for or on behalf of FNA are required to acknowledge understanding of their responsibilities and accountability for using and protecting PII in accordance with applicable law, regulation, and policy [e.g., the Privacy Act of 1974; Office of Management and Budget (OMB) Memorandum, M-17-12, *Preparing for and Responding to a Breach of Personally Identifiable Information*; OMB Circular A-130, *Managing Information as a Strategic Resource* (this is a non-exhaustive list of requirements in this area)].

By submitting an application in response to this RFA, applicants are assured 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, regulations, and policies. By submitting a grant application, applicants agree to take all necessary steps to protect PII, including the following: (1) ensuring that PII and sensitive data developed, obtained or otherwise associated with USDA FNA funded grants is securely transmitted; (2) ensuring that PII is not transmitted to unauthorized users, and that PII and other sensitive data is not submitted via email; (3) data is transmitted via FNA approved file sharing services or encrypted mobile media storage devices; and (4) ensuring that PII is encrypted and password protected both in transit and at rest.

7.2.2 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 addition, the identities of the reviewers will remain confidential throughout the entire process. Therefore, the names of the reviewers will not be released to applicants.

7.2.3 Administrative Regulations

7.2.3.1 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.

7.2.3.2 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.

7.2.3.3 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 12689, "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 [SAM.gov](#).

7.2.3.4 Universal Identifier and Central Contractor Registration 2 CFR Part 25

Requirement for System for Award Management. Unless you are exempted from this requirement under [2 CFR 25.110](#), you as the recipient must maintain current information in the SAM. This includes information on your immediate and highest-level owner and subsidiaries, as well as on all of your predecessors that have been awarded a federal contract

or Federal financial assistance within the last three years, if applicable, until you submit the final financial report required under this Federal award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another Federal award term.

Requirement for Unique Entity Identifier: If you are authorized to make subawards under this Federal award, you:

- Must notify potential subrecipients that no entity (see definition in paragraph C of this award term) may receive a sub-award from you until the entity has provided its Unique Entity Identifier to you.
- May not make a sub-award to an entity unless the entity has provided its Unique Entity Identifier to you. Subrecipients are not required to obtain an active SAM registration, but must obtain a Unique Entity Identifier.

7.2.3.5 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 obligate **\$30,000 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 UEI prior to being eligible to receive a grant or sub-grant award. Additional information will be provided to grant recipients award.

7.2.3.6 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. FNA 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.

7.2.3.7 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, FNA will comply with all applicable laws and regulations, including departmental regulations.

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

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

7.2.3.8 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, 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, Mail Stop 9410, Washington, D.C. 20250-9410;
2. **Fax:** (202) 690-7442; or
3. **Email:** program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

7.2.3.9 Privacy Policy

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

7.2.4 Code of Federal Regulations and Other Government Requirements

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

7.2.4.1 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)"
- 7 CRR Part 16: "Equal Opportunity for Religious Organizations"
- 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 FNA grant awards may be obtained electronically in advance of an award. For a copy of T&Cs, please contact the Grant Officer noted in the [Section 8](#) of this RFA.

7.3 Reporting Requirements

The frequency of reporting is quarterly.

7.3.1 Financial Reports

The award recipient will be required to enter the SF-425 (Federal Financial Report) into the USDA FNA Food Program Reporting System (FPRS) on a quarterly basis. In order to access FPRS, the grant recipient must obtain login.gov and USDA e-Authentication, verify their identity, and submit an FNS-674 form, which will be provided by the Grant Officer to access FPRS. A final financial status report is due 120 days after the termination date of the grant award. For additional information on FPRS, visit fprs.fns.usda.gov.

7.3.3 Performance Progress Reports (PPR)

Grantees will be required to submit quarterly progress reports to USDA FNA thirty (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 one hundred twenty (120) days after the end date of the award.

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

7.3.3 Final Reports

Within one hundred and twenty (120) days after the end of the grant period, Grantees will be required to submit a final report to USDA FNA. 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, FNA reserves the right to publish Grantees' Final Reports on the USDA FNA website and/or the [Child Nutrition Sharing Site](#) (CNSS). Each Grantee must submit all final deliverables formatted to be 508-compliant to the CNSS prior to submitting the final report to USDA FNA. All deliverables also should be placed in Microsoft Teams. Deliverables include all grant-developed materials, photos with accompanying releases, and success stories.

NOTE: The FNS-908 PPR form specific to this opportunity will be sent to grantees at the time of award or the initial orientation. Use of the FNS-908 PPR form for progress reports is required. Previous grantees that have not submitted reports timely will be evaluated as high risk. All activities reported on the FNS-908 must align with the required objective(s) from the "Key Objectives" section above.

7.3.4 Final Deliverables

The grantee must electronically submit or transfer a set of final grant materials formatted to be 508-compliant (e.g., training curricula, images) 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 (5) 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.

8. Federal Awarding Agency Contacts

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

Anna Arrowsmith, Grant Officer
Grants and Fiscal Policy Division
U.S. Department of Agriculture, FNA
Email: anna.arrowsmith@usda.gov

9. Other Information

9.1 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. FNA reserves the right to provide this debriefing orally or in written format.

10. Appendices

Appendix A: Project Work Plan

The following template is available for download as a Microsoft Word document in the Related Documents tab within the Grants.gov posting.

TEAM NUTRITION TRAINING GRANT: Project Work Plan

Although not required, applicants are encouraged to use this template in its entirety for the selected objective. The period of performance for this year's grant will be from September 2026 -September 2029. A complete application includes all the following and the attachments as found in [Section 4](#):

Applicant Organization

Must match box 8 of the SF-424

Name:

Email:

Phone:

Mailing Address:

Check if same as above

Project Director:

Person responsible for signing any documentation. Must match box 21 of the SF-424

Name:

Email:

Phone:

Mailing Address: Check if same as above

Project Coordinator (if available)

This cannot be the same person listed above.

Name:

Email:

Phone:

Mailing Address: Check if same as above

Organizational Classification

Applicant Entity Type

Select the applicant type as defined in [Section 3](#) of the RFA

State Agency

USDA Child Nutrition Programs

Select each program currently administered.

- NSLP
- SBP
- CACFP
- SFSP

Grant Application Project Selection

Select one (1) objective below. Applicants may only apply to one objective.

- Objective #1
- Objective #2

Project Title

Provide a descriptive title. Must match box 15 of the SF-42

Executive Summary

Briefly and clearly describe the proposed grant activities and anticipated outcomes. This section should include a summary of your project that includes project purpose, description of the planned project that specifies key activities under the three (3) Team Nutrition sub-elements, targeted audience; evaluation plan, including its basic research questions, research design, planned data collection and deliverables.

Include response here

Evaluation Plan

Describes a plan for evaluating all objectives and activities:

The performance measures grantees are expected to achieve by the end of the period of performance are based upon Team Nutrition Training Grant Objectives in [Section 1](#).

Applicants must address six (6) performance measures: four (4) mandatory and two (2) additional measures provided. Applicants have the discretion to swap the non-mandatory measures, with others relevant to the specified objectives. Please reference [Section 4.2.3](#).

For further instructions on completing the below, please visit [FNS-908: Grant Performance Progress Report](#) page.

NOTE: Columns – Type, Indicator Description, and Indicator Type provide options for you select via a drop-down menu. Please select most applicable option.

Include response here

Project Timeline

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, data collection and evaluation activities, and concurrent work related to other Team Nutrition Grants (if applicable).

Include response here

Project Management, Key Personnel, and Quality Assurance

Describe your organizational capacity including your organization's knowledge, skills, experience, and access to specific settings (SFAs, schools, and populations) 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 (in FTEs) that will be devoted to the grant. Outline plan and strategies for hiring/assigning a Team Nutrition Coordinator within the first six (6) 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.

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).
- 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.

Include response here.

Appendix B: Budget Narrative Template and Instructions

It is strongly recommended to use the provided budget narrative template. The Budget Narrative template is provided in a Microsoft Word version and Microsoft Excel version, both available in the Related Documents tab on the Grants.gov posting.

Suggested Budget/Budget Narrative Template			
	CALCULATION (see Instructions tab)	TOTAL	NARRATIVE EXPLANATION (explain need for cost and how cost aligns with the project narrative)
1. PERSONNEL			
Ex. John Smith, Graphic Designer	$\$80,000/\text{year} \times 25\% \text{FTE} \times 2 \text{ years}$	\$40,000	John will provide graphic design for an informational website, social media, training slides, and printed resources and nutrition education materials. John will devote 25% FTE to this project for the entire period of performance.
1a. Name, Title			
1b. Name, Title			
Personnel Total			
2. FRINGE BENEFITS	CALCULATION (see Instructions tab)	TOTAL	NARRATIVE EXPLANATION (explain need for cost and how cost aligns with the project narrative)
Ex. Personnel 1a	$\$40,000 \times 25\% \text{ fringe}$	\$10,000	Fringe benefits for all full-time employees include health insurance, annual and sick leave, etc.....

2a. Personnel 1a			
2b. Personnel 1b			
Fringe Total			
3. TRAVEL	CALCULATION (see Instructions tab)	TOTAL	NARRATIVE EXPLANATION (explain need for cost and how cost aligns with the project narrative)
3a. Air-Bus-Rail (incl. from XX to XX, company)			
3b. Checked Bag Fees			
3c. Travel Agent (incl. company name, service provided)			
3d. Mileage (incl. from XX to XX)			
3e. Airport Parking (incl. name of airport and type of parking - daily, long-term, etc.)			
3f. Ground Transportation and Tolls (incl. from XX to XX, method of transportation)			
3g. Lodging (incl. name, location of hotel)			
3h. Per Diem (M&IE) - Full Days			
3i. Per Diem (M&IE) - First and Last Days			
Travel Total			
4. SUPPLIES	CALCULATION (see Instructions tab)	TOTAL	NARRATIVE EXPLANATION (explain need for cost and how cost aligns with the project narrative)
4a. Computers			
4b. Wi/Fi Hot Spot			
4c. Cookware (add additional rows for different types of cookware)			
4d. Food Storage Containers (add additional rows for different types of containers)			
4e. Measuring and Serving Utensils (add additional rows for different types of utensils)			

4f. Office and Meeting Supplies (add additional rows for different types of supplies)			
4g. Training Supplies (add additional rows for different types of supplies)			
4h. Taste Testing/Student Engagement Supplies (add additional rows for different types of supplies)			
4i. Software or Fees for Web-based Applications (add additional rows for different types of software)			
4j. Nutrition Education Reinforcement Materials (add additional rows for different types of materials)			
Supplies Total			
5. CONTRACTUAL	CALCULATION (see Instructions tab)	TOTAL	NARRATIVE EXPLANATION (explain need for cost and how cost aligns with the project narrative)
5a. Contractor (incl. name of contractor/company, area of expertise)			
5b. Contractor (incl. name of contractor/company, area of expertise)			
Contractual Total			
6. OTHER	CALCULATION (see Instructions tab)	TOTAL	NARRATIVE EXPLANATION (explain need for cost and how cost aligns with the project narrative)
6a. Sub-Grants			
6b. Stipends			
6c. Publication and Printing (incl. item(s) to be printed)			
6d. Postage, Shipping/Handling (incl. item(s) to be shipped)			
6e. Meeting/Training Space Rental (incl. name, location of rental space, dates)			

6f. Conference Registration Fees (incl. name, location, date of conference)			
6g. Membership Dues (incl. name of organization, dates of membership)			
6h. Booth/Exhibit Fees (incl. name, location, date of conference)			
6i. Advertising and Public Relations (add additional rows for different types of marketing and promotional costs)			
Other Total			
7. TOTAL CHARGES	CALCULATION (see Instructions tab)	TOTAL	
7a. Total Direct Charges			
7b. Total Indirect Charges (10% de minimis or amount indicated on NICRA)			
7c. TOTAL CHARGES (7a. + 7b.)			

Budget Narrative

Include your response here

Appendix C: State Partnership Letter Template

Partnership Letter Template: FY 2026 Team Nutrition Training Grant: Growing Healthier Futures

{Remove this text: Applicants looking to partner with another State agency as part of their application is required. State Partnership Letter must include:

- Clear plan demonstrating mutual benefits for child nutrition professionals in both States;
- Roles and responsibilities of each State agency;
- Justification or rationale for partnership and information related to at least one (1) of the following:
 - Partnership with a State that has implemented other initiatives to improve food systems to leverage hands-on experience (e.g., SNAP waivers);
 - Collaboration with a State that has established focused activities to build existing infrastructure and programming in support of Eat Real Food initiatives;
 - Engagement with a State piloting innovative Eat Real Food strategies generating lessons learned to advance future policy.}

{Date}

{Partner Name}

{Street Address}

{City, State, ZIP}

To Erica Antonson, Branch Chief, Grants Management Operations Branch:

The {Partnering State agency} provides this letter to indicate our commitment to serve as a partner for {applicant's name} in their Team Nutrition Training Grant. {Provide information about the partner, including the role and responsibility in achieving the project, relevant connections and justification for partnership, and explanation of mutual benefits for child nutrition professionals. {Partnering State agency} is committed to the project through the entire period of performance {explain how}.

Sincerely,

{Signature}

{Name of Director, Department head, etc.}

{Contact information}

Appendix D: Definitions

Behavior Economics: A field blending economics and psychology, studying how real people, with their cognitive biases and emotional quirks, make financial and everyday decisions.

Child and Adult Care Food Program (CACFP): A federal program that provides reimbursements for nutritious meals and snacks to eligible children and adults who are enrolled for care at participating child care centers, day care homes, and adult day care centers.

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.

Entity, Coordinating: Entity designated to lead the project and to serve as the applicant and grantee (if selected).

Entity, Partnering: Entity designated to receive direct support from coordinating entity (if selected).

Dietary Guidelines for Americans (DGAs): The Dietary Guidelines for Americans is the cornerstone of Federal nutrition policy and nutrition education activities, providing food-based recommendations to promote health, help prevent diet-related disease, and meet nutrient needs. The United States Department of Health and Human Services and Department of Agriculture jointly publish the Dietary Guidelines every 5 years.

Source: <https://realfood.gov/#resources>

Food and Drug Administration’s (FDA’s) “Healthy” Food Claim: The “healthy” nutrient content claim for use in food labeling was originally developed in the early 1990s. Nutrition science and dietary recommendations have changed over the years, so FDA has updated the “healthy” claim for foods. Healthy diets are made up of a variety of food groups and nutrients, and the “healthy” claim can help consumers identify those foods that are the foundation of healthy dietary patterns. To meet the updated criteria for the claim, a food product needs to:

1. contain a certain amount of food from at least one of the food groups or subgroups (such as fruit, vegetables, grains, fat-free and low-fat dairy and protein foods) recommended by the Dietary Guidelines for Americans, and
2. meet specific limits for added sugars, saturated fat and sodium.

For more information visit: <https://www.fda.gov/media/184535/download?attachment>

Instructional Labor Hour: Refers to a unit of time (usually 60 minutes) dedicated to teaching students, encompassing direct teaching, and supervised study.

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.

Negotiated Indirect Cost Rate Agreement (NICRA): A document published to reflect an estimate of indirect cost rate negotiated between the Federal Government and a Grantee/Contractor's organization which reflects the indirect costs (facilities and administrative costs) and fringe benefit expenses incurred by the organization.

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.

Portable Document Format (PDF): A versatile file format created by Adobe that provides a reliable way to present and exchange documents regardless of the software, hardware, or operating systems being used by anyone who views the document.

System for Award Management (SAM): SAM is the official U.S. Government system that consolidated the capabilities of Central Contractor Registry (CCR), Federal Agency Registration (FedReg), Online Representations and Certifications Application (ORCA), and Excluded Parties List System (EPLS).

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 USDA Food and Nutrition Administration 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 which is responsible for the administration of one or more schools and has the legal authority to operate Federal school meal programs therein or is otherwise approved by USDA Food and Nutrition Administration to operate Federal school meal programs.

School Meal: A meal that qualifies for reimbursement with Federal funds because it has met USDA menu requirements and nutrition standards for school meal programs (e.g., National School Lunch Program and School Breakfast Program, collectively referred to as the Program).

School Nutrition Professionals: State directors of school nutrition programs, state director of distributing agencies, school nutrition program directors, managers, and staff.

State Agency: For the purpose of this grant, State agencies are responsible for the administration of the CNP. State agencies are a link between the USDA Food and Nutrition Administration and local Program operators, ensuring the Programs are managed according to Federal requirements. State agencies facilitate communication between the Program operators and USDA FNA, guaranteeing the success of the Programs. To see a list of State agencies, go to [FNA Contacts | Food and Nutrition Administration usda.gov](#)).

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

Summer Food Service Program (SFSP): SFSP is a federally funded, state-administered program. USDA reimburses program operators who serve no-cost, healthy meals and snacks to children and teens. Meals are served at summer sites in low-income communities, where sponsors often also offer enrichment activities, or — in approved rural communities facing access issues — may be provided via grab-no-go or delivery.

Unique Entity Identifier (UEI): A 12-character alphanumeric ID assigned to an entity by SAM.gov.

Appendix E: RFA Budget Narrative Checklist

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

This checklist will assist you in completing the Budget Narrative portion of the application. Please review the checklist to ensure the items below are addressed in the budget narrative.

NOTE: The budget and budget narrative, as well as forms SF-424 and SF-424A must be in line with the proposal project description (statement of work) bona fide need. FNA reserves the right to request information not clearly addressed. All funding requests must be in whole dollars.

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

ITEM	YES	NO
Personnel		
Did you include all key employees paid for by this grant under this heading?		
Are employees of the applicant's organization identified by name and position title?		
Did you reflect percentage of time the Project Director will devote to the project in full-time equivalents (FTE)?		
Fringe Benefits		
Did you include your organization's fringe benefit amount along with the basis for the computation?		
Did you list the type of fringe benefits to be covered with Federal funds?		
Travel		
Are travel expenses itemized? For example, origination/destination points, number and purpose of trips, number of staff traveling, mode of transportation and cost of each trip.		
Are the Attendee Objectives and travel justifications included in the narrative?		
Is the basis for the lodging estimates identified in the budget? For example, include excerpt from travel regulations.		
Equipment		
Is the need for the equipment justified in the narrative?		
Are the types of equipment, unit costs, and the number of items to be purchased listed in the budget?		
Is the basis for the cost per item or other basis of computation stated in the budget?		
Supplies		

ITEM	YES	NO
Are the types of supplies, unit costs, and the number of items to be purchased reflected in the budget?		
Is the basis for the costs per item or other basis of computation stated?		
Contractual: (FNA reserves the right to request information on all contractual awards and associated costs after the contract is awarded.)		
Has the bona fide need been clearly identified in the project description to justify the cost for a contract or sub-grant expense(s) shown on the budget?		
A justification for all Sole-source contracts must be provided in the budget narrative prior to approving this identified cost.		
Other		
<p>Consultant Services –</p> <p>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 –</p> <p>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>		
Indirect Costs		
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 negotiated rate agreement must be provided along with the application.		
2 CFR 200.14 (f) De minimis rate; Recipients and subrecipients that do not have a current Federal negotiated indirect cost rate (including provisional rate) may elect to charge a de minimis rate of up to 15 percent of modified total direct costs (MTDC).		

Appendix F: FNS-908 Performance Progress Report (PPR)

FOR REFERENCE ONLY.

<input type="button" value="Validate Form"/>	<input type="button" value="Submit by Email"/>	UNITED STATES DEPARTMENT OF AGRICULTURE Food and Nutrition Service	OMB Number: 0584-0512 Expiration Date: 7/31/2025																																																																
PERFORMANCE PROGRESS REPORT			<input type="button" value="Management Settings"/>																																																																
Recommended File Name: FNS908_{Organization Name}_{Type of Report}_{Reporting Fiscal Year}_{Period}_{Original Revision}.pdf <i>Copy value then paste in Save As dialog when saving</i>																																																																			
<p>The public burden statement: According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0512. The time required to complete this information collection is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. 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 Service, 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.</p>																																																																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">1. Recipient Organization</td> <td colspan="2">2. Program Information:</td> </tr> <tr> <td colspan="2">a. Organization Name:</td> <td colspan="2">Program Area: <input type="text"/></td> </tr> <tr> <td colspan="2">b. Street Address:</td> <td colspan="2">Federal Fiscal Year of Award: <input type="text"/></td> </tr> <tr> <td colspan="2">City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/></td> <td colspan="2">Program: <input type="text"/></td> </tr> <tr> <td colspan="2">3. Primary POC:</td> <td colspan="2">Tag: <input type="text"/></td> </tr> <tr> <td>a. First Name:</td> <td>Last Name:</td> <td colspan="2">4. Federal Award Identification Number (FAIN): <input type="text"/></td> </tr> <tr> <td>b. Title:</td> <td colspan="3">5. Type of Report (Select One):</td> </tr> <tr> <td>c. Telephone (Area Code & Number):</td> <td>d. Email Address:</td> <td colspan="2"> <input type="radio"/> Quarterly <input type="radio"/> Semi-Annual <input type="radio"/> Final </td> </tr> <tr> <td colspan="2">6. Federal Grant Agreement Number: <input type="text"/></td> <td colspan="2">Reporting Fiscal Year: <input type="text"/> Period: <input type="text"/></td> </tr> <tr> <td colspan="2">7. Additional POC (Optional)</td> <td colspan="2">Original/Revision: <input type="text"/></td> </tr> <tr> <td>a. First Name:</td> <td>Last Name:</td> <td colspan="2">8. Report Submitted By:</td> </tr> <tr> <td>b. Title:</td> <td colspan="3">9. Certification</td> </tr> <tr> <td>c. Telephone (Area Code & Number):</td> <td>d. Email Address:</td> <td colspan="2"> <input type="checkbox"/> I certify by checking this box that, to the best of my knowledge and belief, this report is correct and complete for performance of activities set forth in the award documents. </td> </tr> <tr> <td colspan="2">8. Report Submitted By:</td> <td colspan="2">10. Date Report Submitted: <input type="text"/></td> </tr> <tr> <td>a. First Name:</td> <td>Last Name:</td> <td colspan="2"></td> </tr> <tr> <td>b. Title:</td> <td colspan="3"></td> </tr> </table>				1. Recipient Organization		2. Program Information:		a. Organization Name:		Program Area: <input type="text"/>		b. Street Address:		Federal Fiscal Year of Award: <input type="text"/>		City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/>		Program: <input type="text"/>		3. Primary POC:		Tag: <input type="text"/>		a. First Name:	Last Name:	4. Federal Award Identification Number (FAIN): <input type="text"/>		b. Title:	5. Type of Report (Select One):			c. Telephone (Area Code & Number):	d. Email Address:	<input type="radio"/> Quarterly <input type="radio"/> Semi-Annual <input type="radio"/> Final		6. Federal Grant Agreement Number: <input type="text"/>		Reporting Fiscal Year: <input type="text"/> Period: <input type="text"/>		7. Additional POC (Optional)		Original/Revision: <input type="text"/>		a. First Name:	Last Name:	8. Report Submitted By:		b. Title:	9. Certification			c. Telephone (Area Code & Number):	d. Email Address:	<input type="checkbox"/> I certify by checking this box that, to the best of my knowledge and belief, this report is correct and complete for performance of activities set forth in the award documents.		8. Report Submitted By:		10. Date Report Submitted: <input type="text"/>		a. First Name:	Last Name:			b. Title:			
1. Recipient Organization		2. Program Information:																																																																	
a. Organization Name:		Program Area: <input type="text"/>																																																																	
b. Street Address:		Federal Fiscal Year of Award: <input type="text"/>																																																																	
City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/>		Program: <input type="text"/>																																																																	
3. Primary POC:		Tag: <input type="text"/>																																																																	
a. First Name:	Last Name:	4. Federal Award Identification Number (FAIN): <input type="text"/>																																																																	
b. Title:	5. Type of Report (Select One):																																																																		
c. Telephone (Area Code & Number):	d. Email Address:	<input type="radio"/> Quarterly <input type="radio"/> Semi-Annual <input type="radio"/> Final																																																																	
6. Federal Grant Agreement Number: <input type="text"/>		Reporting Fiscal Year: <input type="text"/> Period: <input type="text"/>																																																																	
7. Additional POC (Optional)		Original/Revision: <input type="text"/>																																																																	
a. First Name:	Last Name:	8. Report Submitted By:																																																																	
b. Title:	9. Certification																																																																		
c. Telephone (Area Code & Number):	d. Email Address:	<input type="checkbox"/> I certify by checking this box that, to the best of my knowledge and belief, this report is correct and complete for performance of activities set forth in the award documents.																																																																	
8. Report Submitted By:		10. Date Report Submitted: <input type="text"/>																																																																	
a. First Name:	Last Name:																																																																		
b. Title:																																																																			
Form FNS-908 Version Number: 1.4 09-22		SBU Page 1	Electronic Form Version Designed in Adobe AEM 6.4 Version																																																																

Program Management Information

1. Progress Summary
Provide summary of progress this reporting period, highlighting your greatest achievements and challenges to date in this reporting period. For challenges, how did you resolve or overcome them? (Max 2000 characters):

2. Personnel Information
a. Number of FTEs: b. Were there any changes in key personnel? Yes No
c. If yes, please describe the changes in key personnel, including the individual leaving/joining the project as well as the name and contact information (email address, phone number, and name of organization) of the individual. Note: This information does not serve as a formal request to approve the change in key personnel. This request must be forwarded to the Grants Officer in a separate request (Max 2000 Characters):

3. Projected Amendments (Cost and No-Cost)
a. Number of amendments projected this upcoming quarter?
b. Do the projected amendment(s) require FNS approval? Yes No
c. Please describe the type of amendment(s) projected and justification for each. Note: This information does not serve as a formal request to approve amendments. This request must be forwarded to the Grants Officer in a separate request (Max 2000 characters):

4. Expenditures/Purchases:
a. Were there any significant expenditures or purchases, including any contracts entered during this reporting period? Yes No
b. If so, please describe (Max 2000 Characters):

5. Deviations (Changes this quarter outside of the agreed upon budget, timeline, or scope):
a. Have there been any deviations? Yes No b. Type: Budget Timeline Scope Other
c. Describe any deviation(s), including a justification and impacts to budget/timeline (Max 2000 characters):
d. Please describe proposed activities to mitigate the impact of the deviation(s) (Max 2000 characters):

Page 2

Program Management Information (Continued)

6. Upcoming Activities and Anticipated Changes
a. Please describe activities planned for next quarter (Max 2000 Characters):
b. Do you anticipate any changes in your project timeline, activities or cost? Yes No
c. If yes, please explain the anticipated changes (Max 2000 Characters):

7. Final Reporting Summary (Final Reporting Period Only)
a. Are all goals and objectives completed at this time? Yes No
b. If no to answer 7a, briefly describe the goals and objectives that were not completed and why they were not completed (Max 2000 Characters):
c. Was the project budget sufficient for meeting the project goals? Yes No
d. If no to answer 7c, briefly describe why the budget was insufficient for meeting the project goals (Max 2000 Characters):

8. Additional Comments (Max 2000 Characters)

Page 3

Instructions: Complete this section by adding all Activities and Indicators as listed on your submitted proposal for each listed objective. For each reporting period, update these Activities/ Indicators with the most up to date information. **Note:** Objectives will be added by FNS and should not be altered. Additionally, note that indicator values vary by Indicator Type selected.

Program Activities							
Objective 1							
-	1	Activity	Type	Anticipated Completion Date	Actual Completion Date	Optional	
						Location	Beneficiaries/ Audience
+							
		Indicator Description	Indicator Type	Target	Actual (Cumulative)	Comments	

Add Objective Remove Objective

Appendix G: Required Performance Measures

Objective #1

For each sub-element under Objective #1 (e.g. 1.1, 1.2, and 1.3), applicants must address six (6) performance measures: four (4) mandatory and two (2) additional measures selected at their discretion.

Performance Measures		
1.1	1.2	1.3
Provide training and technical assistance to child nutrition professionals (e.g., foodservice staff) to strengthen their skills in planning, preparing and serving meals that align with the <i>Dietary Guidelines</i> for Americans.	Provide nutrition education opportunities using Team Nutrition, <i>Dietary Guidelines</i> , and Realfood.gov materials or other evidence-based nutrition education.	Build support for healthy school environments that encourage nutritious, whole food choices and physically active lifestyles, year-round.
<p>Mandatory</p> <ul style="list-style-type: none"> • Number of trainings and activities offered to child nutrition professionals. • Number of child nutrition professionals trained. • Locations and scope of reach across the state (e.g., rural, urban, number of SFAs, number of sites). • Training cost per participant. 	<p>Mandatory</p> <ul style="list-style-type: none"> • Number of students reached with more favorable messaging toward fruits and vegetables. • Number of sites reached through activities. • Number of nutrition education activities completed. • Instructional labor hours per student¹. 	<p>Mandatory</p> <ul style="list-style-type: none"> • Number of sites with revision, additions, or amendments to current LSWP. • Increase in number of staff participating or engaged in LSWP. • Number of healthy school environment messages disseminated. • Number of LSWP initiative exposures per student.

¹ Defined as, the total number of direct education hours a student receives.

Performance Measures		
1.1	1.2	1.3
<p>Optional</p> <ul style="list-style-type: none"> • Hours of training and activities offered to child nutrition professionals • Number of sites implementing FY 2026 Team Nutrition Training Grant activities. • Training topics offered to child nutrition professionals. • Percentage trained child nutrition professional reporting improved competency. 	<p>Optional</p> <ul style="list-style-type: none"> • Number of students participating in the Child Nutrition Programs, at start of grant to expiration. • Number of schools that show an increase in participation in two (2) Child Nutrition Programs (e.g., NSLP, SBP, SFSP). • Number of nutrition education activities offered. • Number of students reached related to recognition/ identification of meal components education. • Number of new, expanded, or existing partnerships for nutrition education with other USDA Programs (e.g., farm to school). 	<p>Optional</p> <ul style="list-style-type: none"> • Attendance at LSWP committee meetings. • Number of sites that have increased the score on CDC's School Health Index Module 2 Health Education: question N.1 (Essential topics on healthy eating). This tool may not be altered by grantees, without prior approval from FNA (such as for translation or accessibility). • Number of new, expanded, or existing partnerships for nutrition education and other wellness activities with other USDA Programs (e.g., Farm to School). • Dollar value of local foods (fruits and vegetables) purchased. • Collect staff or student testimonials describing how nutrition messages influenced their choices.

NOTE: Grant applicants must clearly describe their evaluation design and tools in their proposal. Applicants must describe how evaluation tools have or will be pre-tested for relevance and accuracy.

Objective #2

For each sub-element under Objective #2 (e.g. 2.1, 2.2, and 2.3), applicants must address six (6) performance measures: four (4) mandatory and two (2) additional measures selected at their discretion:

Performance Measures		
2.1	2.2	2.3
Provide training, mentorship, and technical assistance to CACFP providers at child care centers, family child care homes, and adult day care centers who plan and prepare meals for children and adults. This may include Head Start and Early Head Start centers.	Provide nutrition education utilizing any number of communication channels.	Build and sustain a healthy food environment for children and adults at CACFP sites.
<p>Mandatory</p> <ul style="list-style-type: none"> • Number of trainings and activities offered to child care providers. • Number of child care providers trained. • Locations and scope of reach across the state (e.g., rural, urban, number of CACFP sites). • Training cost per participant. 	<p>Mandatory</p> <ul style="list-style-type: none"> • Number of new or expanded/updated enrichment nutrition education activities. • Number of CACFP providers reached through nutrition education on the meal pattern requirements. • Number of CACFP providers reached through nutrition education on meal pattern compliance and review citation guidelines. 	<p>Mandatory</p> <ul style="list-style-type: none"> • Number of initiatives implemented focused on healthy food environments for children and adults at CACFP sites. • Number of CACFP sites reached. • Number of CACFP operators implementing healthy food environment initiatives. • Number of children and adults with exposure to healthy food environment initiatives.

Performance Measures		
2.1	2.2	2.3
<p>Optional</p> <ul style="list-style-type: none"> • Length and frequency of training and activities offered to child care providers, adults, parents, and/or children. • Number of new mentor/mentee partnerships. • Number of mentoring sessions. • Number of child and adult care sites, as well as the breakdown of the number of CACFP providers, parents, and/or children who completed the grant-funded activities. • Number of new, expanded, or refreshed training resources. • Percentage of trained child care providers reporting improved competency. 	<ul style="list-style-type: none"> • Instructional labor hours per student². <p>Optional</p> <ul style="list-style-type: none"> • Number of children and adults reached through nutrition education on the meal pattern requirements. • Number of communication channels used. • Total hours of nutrition education offered. • Total hours of nutrition education completed. 	<p>Optional</p> <ul style="list-style-type: none"> • Format of communication channels used in outreach (e.g., food service initiatives, child care activities, home activities, community programs and events, traditional and social media). • Number of new, expanded, or existing partnerships for nutrition education with other USDA Programs (e.g., farm to school). • Attendance of participants in any communication channel (e.g., food service initiatives, child care activities, home activities, community programs and traditional events, traditional). • Number of likes, comments, and/or views related to communication channel.

² Defined as, the total number of direct education hours a student receives.

Performance Measures		
2.1	2.2	2.3
		<ul style="list-style-type: none"> • Number of communication events held. • Collect staff and/or student testimonials describing how nutrition messages influenced their food choices.

NOTE: Grant applicants must clearly describe their evaluation design and tools in their proposal. Applicants must describe how evaluation tools have or will be pre-tested for relevance and accuracy.

Appendix H: Progress Reporting

Example for Objective #1

Program Activities							
Sub-element	Provide training and technical assistance to child nutrition professionals (e.g., foodservice staff) to strengthen their skills in planning, preparing and serving meals that align with the <i>Dietary Guidelines</i> for Americans.						
1.1	Activity	Type	Anticipated Completion Date	Actual Completion Date	Optional		
					Location	Beneficiaries/Audience	Topic (if Training)
	Host regional, in-person culinary workshops.	Trainings	9/30/2028	9/15/2028	ME: Maine	Child Nutrition professionals	Knife skills, food preparation, safety
	Indicator Description	1	Indicator Type				
Quantitative	No. of Trainings		Target	Actual (cum.)	Comments		
				4		Length and frequency of training sessions. Planning 4 training sessions for 5 hours each = 20 total training hours.	
	Quantitative	15	\$ value of trainings	\$75		Training cost per participant = cost of training/number trained.	

Example for Objective #2

Program Activities							
Sub-element	Provide training, mentorship, and technical assistance to CACFP providers at child care centers, family child care homes, and adult day care centers who plan and prepare meals for children and adults. This may include Head Start and Early Head Start centers.						
2.1	Activity	Type	Anticipated Completion Date	Actual Completion Date	Optional		
					Location	Beneficiaries/Audience	Topic (if Training)
	Establish a Community of Practice (CoP) for CACFP operators.	Program Enrollment	9/30/2028	9/30/2028	ME: Maine	Child Nutrition professionals	
	Indicator Description	10	Indicator Type				
	Quantitative		Other <Type in Value>	Target	Actual (cum.)	Comments	
				500		Planning 10 trainings for 50 attendees each	
	Quantitative	10	\$ value of trainings	\$50		Training cost per participant = cost of training/number trained.	

NOTE: Performance Measures are defined as any metric you anticipate will be able to be tracked during the period of performance of the grant. Common examples include Number of People Trained, Number of Trainings Offered, Number of Conference Presentations Delivered, and Number of Materials Created.