



Food and
Nutrition
Service

Park Office
Center

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DATE: April 20, 2018

MEMO CODE:

SUBJECT: Fiscal Year 2018 Child and Adult Care Food Program Meal
Service Training Grants for State Agencies

TO: Regional Directors
Special Nutrition Programs
All Regions

State Directors
Child Nutrition Programs
All States

The purpose of this memorandum is to distribute funding allocations out of funds provided by the Consolidated Appropriations Act, 2017, (Public Law 115-31) for the provision of noncompetitive grants for State agencies to provide Child and Adult Care Food Program (CACFP) meal service training. Out of a total \$5.4 million, each State will receive a funding allocation of \$100,000. This memorandum provides guidance on the award, specific terms and conditions, scope of training, period of performance, grant application, and post-award reporting requirements for these noncompetitive grants.

These funds will assist State agencies in providing training for CACFP operators on ways to plan and prepare nutritious foods that contribute to the wellness, growth, and development of children, and the health and wellness of older adults and chronically impaired disabled persons.

Scope of Allowable Training under the Grant

Training activities performed under this grant must meet the following objective:

- To provide training and technical assistance for CACFP sponsoring organizations, sponsored or independent child care centers, family day care or group homes, at-risk afterschool programs, adult day care centers, and emergency shelters to strengthen operator competencies related to the provision of nutritious meals in accordance with the CACFP meal patterns.

All training delivered under the grant must be designed to strengthen competencies related to the provision of nutritious meals in the CACFP. Knowledge outcomes related to allowable training should address:

- How to create nutritionally-balanced and appealing menus.

- How to assess whether menus follow the CACFP meal patterns.
- How to prepare and offer meals and snacks that follow the planned menu.
- How to tell which foods are creditable and non-creditable towards a reimbursable meal.
- How to determine the type and amount of food to purchase.
- How to procure food that can credit towards a reimbursable meal.

Skill-based outcomes related to grant trainings should address the CACFP operator's ability to:

- Plan menus that follow the CACFP meal patterns.
- Plan menus to incorporate cultural and regional preferences and introduce program participants to a variety of foods.
- Serve all required food components in the appropriate serving sizes at each meal and snack.
- Demonstrate the ability to modify recipes to provide the appropriate amounts of food under the CACFP meal pattern.
- Collaborate with families to meet the needs of all participants with food challenges, food allergies, and/or special nutrition needs through CACFP meal/snack service.
- Procure and maintain adequate amounts of supplies to properly prepare, serve, and store food.

Appropriate topics of training under this grant include meal planning, special dietary accommodations, use of the Food Buying Guide for Child Nutrition Programs and the Recipe Analysis Workbook, Offer Verses Serve (OVS) meal service, family-style meal service, culinary training (e.g., preparing whole grain-rich foods and healthy food preparation methods), and the selection and purchase of creditable foods.

Training topics that are not included under the scope of this grant include nutrition education for program participants and gardening activities.

Training Methods

States may use these funds to provide training themselves, contract with others for training, facilitate Institute of Child Nutrition trainings, or to provide sub-grants to sponsoring organizations and independent centers to provide training. State agencies are encouraged to use evidence-based training strategies that are of adequate strength and

duration to bring about changes in CACFP operators' knowledge and skills related to the grant objective. These training strategies may include:

- Designating a CACFP Training Coordinator to:
 - facilitate communication and logistics concerning upcoming trainings; maintain records of trainings provided;
 - share training tools with CACFP operators and partners;
 - advise on effective training strategies;
 - monitor training needs and trends throughout the State; and
 - provide technical assistance and follow-up support.
- Conducting a needs assessment to identify areas where additional training is needed.
- Providing at least eight hours of training to each training participant during the grant period using a variety of training methods.
- Including interactive, in-person training with hands-on learning activities as part of the training approach.
- Having CACFP operators develop personalized goals, objectives, and action plans as part of trainings.
- Following up with training participants after training workshops or meetings at regular intervals to provide technical assistance and assess implementation of the training at the CACFP operator's site.
- Developing strategies to provide training to CACFP operators in rural locations or "hard-to-reach" areas.

Training Materials

The intent of the grant is to support the delivery of training to CACFP operators, rather than the development of training materials. States are encouraged to use existing training materials in the delivery of their training. The FNS' Team Nutrition initiative makes available free CACFP meal pattern training resources at: <https://www.fns.usda.gov/cacfp-training-tools>. These resources are available in both English and Spanish. Additional training materials on feeding infants and whole grains will be released before the end of FY 2018. The Food Buying Guide and Recipe Analysis Workbook are other valuable training tools and are available at: <https://www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs>.

The Institute of Child Nutrition provides meal pattern training resources at: <http://theicn.org/cacfpmp>. These resources also include in-person training opportunities and online learning modules accessible through an eLearning Portal. State agencies may contact the Institute to provide training at a location the State agency chooses and/or may send CACFP operators to the Institute for training.

A portion of grant funds (no more than ten percent of the budget) may be used for the justified adaptation of materials to meet the need of a specific audience, such as translating materials into additional languages. These materials must be provided to FNS for public sharing via the Team Nutrition and Institute of Child Nutrition's websites. Such materials must meet all Section 508 accessibility requirements.

Examples of Allowable Costs

- Salaries and benefits of a training coordinator and additional instructors
- Travel and per diem associated with attending training within the State or outside of the State
- Cost for hiring substitutes so that staff may attend training
- Needs assessment to identify meal pattern training needs
- Sub-grants to CACFP sponsoring organizations and independent centers for purposes of providing training
- Translation of training materials
- Use of space for training
- Training supplies
- Food, if it is part of a specific training activity
 - The total expenditure of food purchases may not exceed five percent of the total grant awarded. For each sub-grant, the food expenditures may not exceed ten percent of the funds awarded.
- Training evaluation (may not exceed ten percent of the budget)
- Procurement of electronic devices and software, such as tablets, laptops, display boards, etc., to implement training activities (may not exceed ten percent of the requested grant funds)

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

- 2 CFR Part 200: "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards"
- 2 CFR Part 400 "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards"

Award Process

Through a noncompetitive grants process, the FNS National Office (NO) will issue FY 2018 CACFP Meal Service Training Grants in the amount of \$100,000 to State agencies that administer the CACFP. In order to receive funds, State agencies shall submit a brief grant application to FNS via Grants.gov no later than May 30, 2018. By accepting these funds, the State agencies are agreeing to use these funds in accordance with the requirements stated in this memo. The FNS NO will issue the Grant Cooperative Agreement (FNS-529), award letter, and Terms and Conditions for each award. Funds will be issued through a Letter of Credit process no later than September 30, 2018.

Period of Performance

The performance period for these grants will end September 30, 2020.

Application Format and Requirements

State agencies must submit a brief project narrative and required grant application forms by May 30, 2018, to receive grant funds. The forms must be submitted via the Grants.gov portal. This is a noncompetitive grant. Only those States/territories eligible to participate in CACFP are eligible to apply for funding.

State agencies must submit applications that are formatted for letter-size (8½" X 11") paper with 1" margins. All pages shall be typed single-spaced, in 12-point font. Applications shall be submitted as Microsoft Word or Portable Document File (PDF) formats.

1. Project Narrative

The project narrative shall be no more than 1 page and shall be limited to the anticipated type and source of training, recipients of such training, and a brief summary of planned expenditures consistent with the budget submitted via SF-424A.

If the budget includes indirect costs, the applicant must provide a copy of its most recently approved Federal indirect cost rate agreement.

2. Required Grant Application Forms

The following forms are found in the application package on Grants.gov.

- Application and Instruction for Federal Assistance (SF-424)
- Budget Information and Instruction (SF-424A)
- Assurance-Non-Construction Programs (SF-424B)
- Disclosure of Lobbying Activities (SF-LLL): Indicate on the form whether your organization intends to conduct lobbying activities. If your organization does not intend to lobby, write "Not Applicable."

Application Due Date

The complete application must be uploaded on Grants.gov by **11:59 PM, Eastern Time, May 30, 2018**. FNS will not accept mailed, faxed, or hand-delivered applications.

State agencies experiencing difficulty submitting applications to Grants.gov should contact the Grants.gov Support Center at Local Toll Free: 1-800-518-4726 or via e-mail at Support@Grants.gov.

The grant application package number is: USDA-FNS-CN-CACFPTraining-18.

Post-Award Reporting Requirements

1. Financial Reporting

The Grantee will be required to submit and maintain annual Progress and Financial Status Reports (SF-425). A final report is due 90 days after the expiration date of the cooperative agreement. FNS will provide additional details at the time of award. The grantees must operate a financial management system that provides accurate, current, and complete disclosure of the financial status of the project.

2. Progress Reporting

The Grantee will be required to submit annual project performance/progress reports to FNS. These progress reports must provide:

- A description of training methods and materials used;
- The number of trainings conducted;
- Progress on the award of any sub-grants (if applicable);
- Total number of training participants (unduplicated count) and average hours of training delivered by category: CACFP Sponsoring Organization, Child Care Centers, Family Child Care, Adult Day Care, At-Risk After School, and Emergency Shelters;
- Challenges, successes, and budget impacts; and
- Major planned activities for the next year.

Within 90 days after the end of the grant period (i.e., 12/31/2020), grantees are required to submit a final report to FNS. This final report must include:

- The description of training methods and materials used;
- The number of trainings conducted;
- Numbers and amounts of any sub-grants (if applicable);
- Total number of training participants (unduplicated count) and average hours of training delivered by category: CACFP Sponsoring Organization, Child

Care Centers, Family Child Care, Adult Day Care, At-Risk After School, and Emergency Shelters; and

- Sustainability of training efforts.

In order to promote transparency of grant-funded work, FNS reserves the right to publish grantees' final reports on the FNS website.

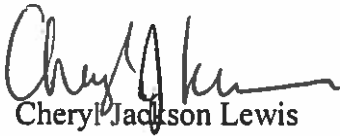
Copies of any deliverables, media, or publicity releases/articles shall be included in the report. Papers resulting from the grant shall be attached to the final report. All products developed with grant funds shall include an acknowledgement of the source of funding. The Federal awarding agency reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for Federal Government purposes, the copyright in any work developed under a grant, sub-grant, or contract under a grant or sub-grant or any rights of copyright to which a grantee, sub-grantee, or a contractor purchases ownership with grant support.

Grantees will also be required to ensure that all sub-contractors and sub-grantees are neither excluded nor disqualified under the suspension and debarment rules found at 7 CFR sec. 3017.300 by doing any one of the following:

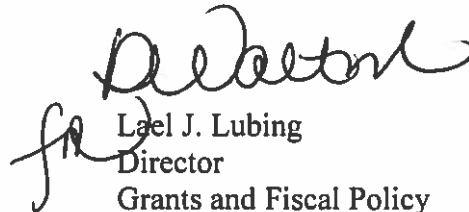
- Checking the System for Award Management (SAM) found at <https://www.sam.gov>;
- Collecting a certification that the entity is neither excluded nor disqualified. Since a Federal certification form is no longer available, the grantee or sub-grantee electing this method must devise its own;
- Including a clause to this effect in the sub-grant agreement and in any procurement contract expected to equal or exceed \$25,000, awarded by the grantee or a sub-grantee under its grant or sub-grant;
- Sub-grantee and contractors must obtain a DUNS Number. All Federal Government awards are required to have a DUNS number. To obtain a DUNS number, contact Dun and Bradstreet at 1-866-705-5711 or visit their website at <https://eupdate.dnb.com/requestoptions.asp>. There is no charge for a DUNS number. The DUNS number serves as a means of tracking and identifying applications for Federal assistance and is required on all applications for Federal assistance.

FNS may request additional information from the grantee or require the grantee to complete additional forms at any time during the grant solicitation process.

Questions regarding this memorandum should be directed to the Grants Officer, Anna Arrowsmith, at Anna.Arrowsmith@fns.usda.gov and the Program Officer, Sasha Bard Chamberlain, at Sasha.Bard@fns.usda.gov.



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