

FY 2024 Team Nutrition Training Grants for Meal Pattern Modernization and Retention and Mentorship Opportunities

Project Work Plan (Attachment A)

ALN: #10.574

State Agency: _____

Mailing Address: _____

Child Nutrition Director: _____

Email: _____

Phone: _____

Grant Project Director: _____

Job Title: _____

Email: _____

Phone: _____

Mailing Address: _____

Team Nutrition Coordinator (s) (if known): _____

Job Title: _____

Email: _____

Phone: _____

Mailing Address: _____

Please note: Additional information outside the scope of each independent section will not be considered.

The complete application package must be uploaded on Grants.gov **on or before July 16, 2024, no later than 11:59 PM Eastern Time.** Applications received after the deadline date and/or time will be deemed ineligible and will not be reviewed or considered. FNS will not consider any additions or revisions to applications once they are received. Only one application is allowed.

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

A. Content Summary

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

Grant Application Component	Application Section/Page Number or File Name (if placed on Grants.gov)	Applicant Comments
Executive Summary		
Justification, Need, and Project Narrative Track 1 or Track 2		
Local School Wellness Policy and Environmental Efforts		
Professional Standards		
Sustainability		
Sub-grant administration and management		
Project Outcomes, Effectiveness, and Evaluation Plan (including Activities and Indicator Tracker)		
Project Timeline		
Organizational Capacity, Project Management, Quality Assurance, and Key Personnel		
Project Director Resume		
Project Director Position Description		
Team Nutrition Coordinator(s) Resume		
Team Nutrition Coordinator Position Description		
Budget Narrative		
Bonus Points		
1) Racial Equity		
2) Collaboration with a State Agency		

B. Executive Summary

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

C. Project Proposal (maximum total 15 pages)

Justification, Need, and Project Narrative

The project narrative should clearly identify what the applicant is proposing and how it will achieve the objectives included in the RFA. Must include Activities and Performance Measure tracker (Attachment D). **Please check the box** that corresponds to the Track you have selected to apply for. The Project Work Plan includes the following sections:

☐ **Track 1: Meal Pattern Modernization:** Using needs assessment findings and data, justify how grant activities will advance the knowledge and culinary skills of School Nutrition Professionals and improve the nutritional quality of meals and snacks offered in school settings to be consistent with the Final Rule and align with the Dietary Guidelines for Americans, and the expected outcomes of this RFA. Demonstrate how the selected track and related grant activities will achieve the performance measures and outcomes.

☐ **Track 2: Retention and Mentorship Opportunities:** Using needs assessment findings and data justify how grant activities will improve the knowledge and culinary skills of School Nutrition Professionals. Describe how the coaching and mentoring activities will be used to help School Nutrition Professionals meet meal pattern requirements and capture institutional knowledge of school nutrition directors and others to maintain a skilled labor force. Demonstrate how the selected track and related grant activities will achieve the performance measures and outcomes.

Local School Wellness Policy and Environmental Efforts:

Describe how grant activities will contribute to the integrity of the NSLP or SBP. Describe how professional development activities and work-related tasks completed by School Nutrition Professionals contribute to the local wellness policy.

Professional Standards:

Describe how grant activities that will contribute toward the required professional standards for State and local School Nutrition Professionals. This includes addressing the four Key Areas of Professional Standards: Nutrition, Operations, Administration and Communications/Marketing.

Sustainability

Describe how the project will continue beyond the period of performance (without additional USDA Team Nutrition Training Grant funds). Discuss the role of staff and partners in continuing the work started under this grant project.

Sub-grant administration and management

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

Project Outcomes, Effectiveness, and Evaluation Plan

The Performance Measures grantees are expected to achieve by the end of the period of performance are based on Team Nutrition Training Grant Objectives. Applicants must use the stated objectives, performance measures, and planned activities to complete the Activities and Performance Measures Tracker. Grantees may also propose additional short or mid-term outcomes they deem appropriate.

At a minimum, applicants must address how they plan to collect and compile **five (5)** of the following performance measures:

- Number of schools implementing FY 2024 Team Nutrition Training Grant activities.
- Number of Directors, Managers, and front-line staff to be trained.
- Number of Directors, Managers, and front-line staff to be mentored.
- State-wide/locations reached (e.g. urban, rural, number of SFA's. number of schools).
- Number of staff mentored.
- Length and frequency of mentoring sessions.
- Topics discussed during mentoring and coaching.
- Length and frequency of training sessions.
- Literacy levels or languages accommodated.
- Best practices and success stories identified.
- Number of students affected by grant activities.
- Number of new, expanded, or refreshed training resources.
- Number of staff reached through grant activities.
- Number of SFAs that apply for at least one (1) Healthy Meals Incentives Recognition Award.

At a minimum, the evaluation plan must describe:

- How the applicant will collect data and use evaluation findings for continuous program quality improvement.
- How key program partners will participate in the performance measurement and evaluation processes.
- Available data sources, feasibility of collecting appropriate performance and evaluation data, and other relevant data (e.g., Performance Measures proposed by the applicant).
- The grantee will report on Performance Measures using the Activities and Performance Measures Tracker (see below). All objectives, Table #1: Objectives, Activities, and Performance Measures
- Additional Activities and Performance Measures can be added as needed.

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

Activities/Performance Measures Tracker

Proposed Activities and Performance Measures must be connected to the objective for the chosen Grant Track in the format below. All activities should have performance measures associated with it as part of the proposal that relate back to the objective. **Three (3) to five (5)** activities and performance must be added to support the application.

Performance Measures are defined as any metric anticipated to be tracked during the period of performance of the grant. The Activities and Performance Measures Tracker should be included as part of the Project Work Plan (**Project Work Plan Attachment A**).

Example

Activities and Performance Measures Tracker (Example)	
Objective	Provide training and technical assistance to School Nutrition Professionals to enable them to prepare and serve nutritious meals that appeal to children.
Activity	Provide a series of 2-day culinary workshops.
Indicator(s)	Number of staff trained.
Activity	
Indicator(s)	
Activity	
Indicator(s)	

Applicants should allocate appropriate resources to ensure they can carry out and track the activities outlined in their proposal. Proposed Activities and Performance Measures must be mapped to Team Nutrition Training Grant Objectives (as described in Section 1 – Program Description) in the above format (note that additional Activities/Performance Measures can be added as needed).

Please 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 Conferences Delivered, and Number of Materials Created.

Project Timeline– Use Attachment B

(Grant activities must start no earlier than September 15, 2024): Using **Attachment B**, provide a timeline showing the dates for the key activities within the period of performance of this grant, including:

- Hiring of Team Nutrition Coordinator and other staff.
- Project planning and information gathering.
- Implementation of key grant activities.
- Data collection and evaluation activities.
- Concurrent work related to other Team Nutrition Grants (if applicable).

Organizational Capacity, Project Management, Quality Assurance, and Key Personnel (include resumes/position descriptions)

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 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.
 - Project Director must have experience managing grants or projects of similar size and scope.
 - The Project Director is responsible for overseeing all grant activities, providing fiscal oversight, and exercising effective internal control of funds, including any awarded sub-grantee funds. See Section 2.3: Sub-Grant Funding.
 - The resume should describe the qualifications of the Project Director. The Project Director's resume must demonstrate the appropriate educational, technical, and experiential background for the proposed role.
- **Team Nutrition Coordinator(s)** [1.0 FTE staff position, may be split between no more than 2 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 to implement activities under the grant.
 - The Team Nutrition Coordinator(s) must have knowledge of the CNPs, its regulations and requirements, and experience planning, organization, and leading professional development and/or adult education activities.
 - Experience building coalitions and community engagement among underserved communities is highly desired.
 - The resume should describe the qualifications of the Team Nutrition Coordinator. The Team Nutrition Coordinator's resume must demonstrate the appropriate educational, technical, and experiential background for the proposed role.

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

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

Budget Narrative

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 Times New Roman and saved as a PDF prior to submission.

As part of the table 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.

Add this section as an attachment on Grants.gov.

Bonus Points

- **Racial Equity (10 points):** FNS will provide 10 bonus points to those applicants that describe the project's ability to affect a meaningful impact on racial equity and inclusion by engaging in at least one of the following: (1) contract with businesses that meet the definition of a "small disadvantaged business"; and/or (2) collaborate with community organizations that work with persons who are historically underserved, marginalized, and/or adversely affected by persistent poverty and inequality.
- **Collaboration with another USDA State Agency (10 points):** FNS will provide 10 bonus points to those applicants that collaborate with another USDA State Agency administering the NSLP to amplify the reach of this grant by providing technical assistance, coaching, and/or mentorship to School Nutrition Professionals outside of their local area (e.g., another, state, region, or territory).