

## Nevada Department of Agriculture

### Nevada School Breakfast Program Expansion Grant Request for Application (RFA)

**Return the RFA postmarked, completed and signed by 5:00 p.m., February 21st, 2014 to:**  
(Original plus one copy must be mailed with original signature to the name and address below and an electronic copy must also be emailed to both [cpeters@agri.nv.gov](mailto:cpeters@agri.nv.gov) and [crainsdon@agri.nv.gov](mailto:crainsdon@agri.nv.gov))

**Cindy Rainsdon, Program Officer  
Nevada Department of Agriculture (NDA)  
Food and Nutrition Division  
405 South 21<sup>st</sup> Street  
Sparks, Nevada 89431-5557**

Eight School Food Authorities (SFA) in Nevada are eligible for the Nevada School Breakfast Program Expansion Grant. The eight districts are as follows:

Carson City School District  
Clark County School District  
Elko County School District  
Humboldt County School District  
Lyon County School District  
Mineral County School District  
Nye County School District  
Washoe County School District

The grant is designed to increase School Breakfast Program participation. In awarding subgrants, the qualifying school must have at least 40 percent or more of lunches served to students eligible to receive free or reduced price meals. Further, a State agency must give priority to LEAs with qualifying schools in which at least 75 percent of the students are eligible for free or reduced price school lunches under the NSLP established under the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq.).

**Funding for this program is provided through the Food and Nutrition Service (FNS) as authorized in The Child Nutrition Act of 1966 (the Act), Section 23 (42 USC 1793), as amended by Section 105 of the Healthy Hunger Free Kids Act of 2010 (Public Law 111-296). A total of \$19,000 will be awarded to each eligible district. The first half of the funds (\$9,500) will be awarded for activities to be completed by June 30<sup>th</sup>, 2014 and the second half of the funds will be awarded for activities completed between July 1<sup>st</sup>, 2014 and June 30<sup>th</sup>, 2015. 100% of awarded funds must be expended by September 30, 2015. Funding will be distributed on a non-competitive basis.**

**Funds may be used to carry out activities such as:**

- Establish, promote or expand a SBP, which must include a nutrition education component; (e.g. training, technical assistance related to expanding breakfast participation and improving nutritional meal quality)
- Extend the period during which school breakfast is available during the day (e.g. staff costs, outreach activity to increase participation, small equipment costs)
- Provide school breakfast to students during the school day
- Other appropriate purposes applicable to the SBP

All federal, state and local procurement rules must be adhered to in the purchase of any equipment funded by this grant. (7CFR Parts 3016, 3019; NJSA 18A:8A-1 et seq.) Non-compliance will result in removal from the program.

Each LEA will be required to complete an Evaluation-Reporting document to conduct an evaluation of whether electing to provide universal free breakfasts under the School Breakfast Program is cost effective for qualified schools based on administrative savings and economies of scale in their final report. A template will be provided at a later date.

Please read the entire grant application packet before starting. This will enable you to go through a series of steps to identify what challenges you currently face in increasing school breakfast participation and then how you will put the grant funds to use to address those limitations. Please also reference the Increasing Breakfast Participation Action Plan that was submitted to the Nevada Department of Education, Office of Child Nutrition and School Health by your district in June of 2012 as a result of the Increasing Breakfast Participation Stakeholder meeting that was convened on June 5<sup>th</sup>, 2012. The plans submitted generally contained items districts identified as being able to complete with or without additional funding and this grant is an excellent opportunity to accomplish items identified as requiring financial resources to accomplish.

Many resources are available on the web to provide guidance on how to increase school breakfast participation such as the following:

**USDA School Breakfast Toolkit**

<http://www.fns.usda.gov/sbp/discover-school-breakfast-toolkit>

**SNA School Breakfast in the Classroom Resources**

<http://docs.schoolnutrition.org/SNF/BIC/>

**FRAC School Breakfast Resources**

<http://frac.org/federal-foodnutrition-programs/school-breakfast-program/breakfast-in-the-classroom/>

If at any time you have questions or need additional assistance, please contact Catrina Peters at (775) 353-3751 or via email at [cpeters@agri.nv.gov](mailto:cpeters@agri.nv.gov)

To submit an application, please submit one (1) original and one (1) copy of completed forms and descriptions in Sections A-H as needed. A complete RFA will be composed of the following:

- Sub-Grant Application form, page 3
- Section A: Statement of Need
- Section B: Measurable Objectives
- Section C: Activities
- Section D: Personnel
- Section E: Sustainability
- Section F: Resources
- Section G: Volunteers (optional)
- Section H: Budget
  - Budget narrative
  - Form SFP-01/825-3
  - Form SFP-04/825-4
- Signed Assurances form, pages 6-8

# Nevada School Breakfast Programs Expansion Grant Application

## SCHOOL FOOD AUTHORITY INFORMATION

SFA Name: \_\_\_\_\_

SFA Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

### SFA DATA

Current District Enrollment: \_\_\_\_\_

Number of Eligible Schools: \_\_\_\_\_

Meals offered (check all that apply): Breakfast \_\_\_\_\_ Lunch \_\_\_\_\_ Afterschool snacks \_\_\_\_\_

Describe the eligible schools location(s) (check all that apply) Urban \_\_\_\_\_ Rural \_\_\_\_\_ Suburban \_\_\_\_\_

Is there more than one school housed at this building address? Yes \_\_\_\_\_ No \_\_\_\_\_

### Please list which school(s) will participate in grant activities:

\_\_\_\_\_

Please note: Applications will be judged on the following criteria: Priority given to schools that have at least 75% free or reduced price eligibility (35%). Sub-grant application is complete (25%). The application proposal identifies the expected increase in breakfast participation (10%). The sub-grant proposal is feasible (20%). Activities, project tasks and requested funding are clearly described (10%).

### STAFFING INFORMATION

Sponsor Designated Official Contact Information. This person is responsible for submitting the sub-grant.

Name/Title	Email Address	Telephone Number

Sponsor Grant Coordinator Contact Information. This person is responsible for overseeing the sub-grant and sub-grant activities.

Name/Title	Email Address	Telephone Number

- A. **STATEMENT OF NEED** Describe why you chose the school(s) and what particular challenges the school site(s) face in increasing breakfast participation. For example;
- Lack of funds to purchase equipment for alternative forms of service
  - Lack of funds to develop and print school breakfast promotional materials like posters or brochures
  - Lack of funds or time for additional staff training
- B. **GRANT ACTIVITY NARRATIVE** For each school briefly describe what activities you plan to implement for each year of the grant and how the activities address the above mentioned challenges in

narrative form. For example, this could be implementing a breakfast in the classroom program the first year at a qualified elementary school, then implementing an alternate point of service such as a grab and go breakfast concept at a high school in the second year with the goal of each year serving as a pilot program for that type of service to then be expanded to other schools after the granting period. This section should consist of a brief narrative of the planned activities while the “Measurable Grant Objectives” section below should contain the finer level details and timeline.

- C. **MEASURABLE GRANT OBJECTIVES** Describe the activities that you plan to implement in further detail. This should include the person, by name or title, responsible for the activity and the timeline for accomplishing the activity. The objectives should be written in SMART format (Specific, Measurable, Assignable, Realistic and Time Related).
- a. **Example: (Year 1) By Feb 1, 2014 The Food Service Director will purchase 12 carts that will be used to transport items for breakfast in the classroom at Example Elementary School.**
  - b. **Example: (Year 2) By August 15, 2014, in cooperation with the IT Department, the Food Service Director will purchase the following equipment to set up an alternative point of service for a grab and go breakfast at Example High School:**
    - One (1) additional licensing fee for adding a point of service to existing POS system**
    - One (1) Laptop computer**
    - One (1) Pin pad device**
    - One (1) Serving cart to hold breakfast items at appropriate temperatures**

**\*\*As the overall goal of the grant is to increase School Breakfast Program participation please state what percent increase you anticipate and when you expect to see that increase.**

- D. **MEASURING OUTCOMES** Provide a description on how you will track increases in breakfast participation. This will need to include looking at breakfast participation before the grant activities were implemented and after the grant activities were implemented to determine if the grant activities were successful. Please describe at what intervals you will assess participation such as weekly or monthly. Please also describe what increases in participation you anticipate as a result of the grant activities in terms of number of breakfasts served and the percent increase in breakfast participation at the school(s) where grant activities are implemented. A brief midterm and final progress report are required to be submitted to NDA throughout the grant period. Reporting timetable to be distributed at a later date.
- E. **PERSONNEL** Describe roles, responsibilities, and anticipated time commitments (hours per week) of staff used to implement the sub-grant project.
- F. **SUSTAINABILITY** How will you sustain the activities of this grant after the grant period ends (June 30<sup>th</sup>, 2015). This could include determining the additional reimbursement received from the increase in participation and conducting a cost benefit analysis to determine the feasibility of expanding the grant activities to other schools.
- G. **RESOURCES** List materials and programs you plan to use. Specify if they are free or will require grant funding.

- H. **VOLUNTEERS** (optional) Describe how volunteers will be used with the sub-grant, if applicable.
- I. **BUDGET:** Develop a Budget and describe in a Budget Narrative the activities that will be conducted for the grant. Please note that items purchase before the grant application has been approved will not be approved and items that have not been approved by the NDA School Breakfast Expansion grant manger are not an eligible use of School Breakfast Expansion Grant funds. This grant is a reimbursement grant and receipts from expenses must be submitted for payment.

### **Complete the attached Budget Spreadsheet and Budget Narrative**

Start by completing the Budget Spreadsheet, which should contain a summary of line items such as supply or personnel costs. Next, complete the Budget Narrative which should include further details on budget items that are included in the Budget Spreadsheet, such as the hourly rate for specific personnel and the number of hours that will be dedicated to grant activities. This is a general budget form, so all categories may not apply. The supplies category could encompass purchase of small equipment (Note the equipment line is only for purchased equipment costing \$5,000 or more per item.) For example, if you wanted to purchase five \$1,000 mobile carts for breakfast after the bell you would list that in supplies, not equipment. If you wanted to purchase one \$5,500 mobile cart you would list that under equipment. Please note that this is a reimbursement grant and grant expenses will be reimbursed after they are incurred by the district.

### **The LEA agrees to comply with the requirements of the following regulations (as applicable):**

#### **Government-wide Regulations**

2 CFR Part 25: “Universal Identifier and Central Locator Contractor Registration”

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 417: “Office of the Chief Financial Officer: Department of Agriculture Implementation of OMB Guidance on Non-procurement Debarment & Suspension”

2 CFR Part 215: “Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations

OMG Circular A-102, Grants, and Cooperative Agreements with State and Local Governments

41 USC Section 22 “Interest of Member of Congress”

Duncan Hunter National Defense Authorization Act of Fiscal Year 2009, Public Law 110-417

Sections 738 and 739 of the Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act, 2012 (P.L. 112-55)

#### **Cost Principals**

2 CFR, Subtitle A, Chapter II, Part 225: States, Local & Indian Tribal Governments

2 CFR, Subtitle A, Chapter II, Part 220: Institutions of Higher Education, Hospitals

2 CFR, Subtitle A, Chapter II, Part 230: Non-Profit Organizations

#### **USDA Regulations**

7 CFR Part 15: “Nondiscrimination”

7 CFR Part 3015: “Uniform Federal Assistance Regulations”

7 CFR Part 3016: “Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments”

7 CFR Part 3018: “New Restrictions on Lobbying”

7 CFR Part 3019: “Uniform Administrative Requirements for Grants and Cooperative Agreements with Institutions of Higher Education, Hospitals, and other Non-Profit Organizations”

7 CFR Part 3021: “Government-wide Requirements for Drug-Free Workplace (Financial Assistance)”

7 CFR Part 3052: “Audits of State, Local Governments, and Non-Profit Organizations”

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)

## **ASSURANCE OF CIVIL RIGHTS COMPLIANCE**

The LEA agrees that it will comply with the following nondiscrimination statutes and regulations and other related regulations and any USDA nondiscrimination directives:

1. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d- et seq.), USDA regulations at 7 CFR Part 15, Nondiscrimination, and Department of Justice regulations at 28 CFR Part 42, Nondiscrimination; Equal Employment Opportunity: Policies And Procedures;
2. Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.) and USDA regulations at 7 CFR Part 15a, Education Programs or Activities Receiving or Benefiting from Federal Financial Assistance;
3. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 1681 et seq.) and USDA regulations at 7 CFR Part 15a, Education Programs or Activities Receiving or Benefiting from Federal Financial Assistance, and Department of Justice regulations at 28 CFR Part 41, Implementation of Executive Order 12250, Nondiscrimination on the Basis of Handicap In Federally Assisted Programs; and
4. Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.). The Grantee assures that it will immediately take any measures necessary to effectuate the requirements in these laws, regulations, and directives. The Grantee gives this assurance in consideration of and for the purpose of obtaining the funds provided under this agreement.
5. The Americans with Disabilities Act of 1990 (ADA) prohibits discrimination on the basis of disability in employment (Title I), state & local government services (Title II), places of public accommodation and commercial facilities (Title III). (42 U.S.C. 12101-12213)

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

BY ACCEPTING THIS ASSURANCE, the Institution agrees to compile data, maintain records and submit reports as required to permit effective enforcement of Civil Rights Requirements and permit authorized United States Department of Agriculture (USDA) personnel during normal working hours to review such records, books and accounts as needed to ascertain compliance with Civil Rights Requirements. If there are any violations of this assurance, the Department of Agriculture Food and Nutrition Service shall have the right to seek judicial enforcement of this assurance.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal financial assistance, grants and loans of Federal funds, reimbursable expenditures, grant or donation of Federal property and interest in property, the detail of Federal personnel, the sale and lease of, and the permission to use, Federal property or interest in such property or the furnishing of services without consideration, or at a consideration which is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the recipient, or any improvements made with Federal Financial Assistance extended to the program applicant by the Nevada Department of Agriculture (NDA). This includes any Federal rental of food service equipment or any other financial assistance agreement, arrangement or other contract which has as one of its purposes the provision of cash assistance for the purchase of food, and cash assistance for purchase or extended in reliance on the representations and agreements made in this assurance. The application also agrees to abide by all federal grant rules and regulations as stated in 7 CFR 210.25 and 7 CFR 3019.

## LOBBYING

THIS ASSURANCE is for persons entering into a grant agreement with NDA to ensure they will not engage in lobbying activities as described below. The applicant certifies that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant agreement;
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

## DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

A. The applicant certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal debarment or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

This assurance is binding on the Institution, its successors, transferees and assignees as long as it receives assistance or retains possession of any assistance from the Nevada Department of Agriculture. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Institution.

**SIGNATURES (All are required.)**

\_\_\_\_\_  
Name of School District

\_\_\_\_\_  
Signature, Designated Official

\_\_\_\_\_  
Name Title (Please type or print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature, School Food Service Director

\_\_\_\_\_  
Name Title (Please type or print)

\_\_\_\_\_  
Date

**Enclosures:**  
Budget Spreadsheet  
Budget Narrative