



January 16, 2009

United States  
Department of  
Agriculture

Dear State Directors:

Food and  
Nutrition  
Service

The Child Nutrition and WIC Reauthorization Act of 2004 (P.L. 108-265) amended Section 22 of the Richard B. Russell National School Lunch Act (NSLA), to establish a requirement that State agencies (SAs) conduct additional administrative reviews of selected school food authorities (SFAs). It also amended Section 7 of the Child Nutrition Act to provide funding for States to conduct administrative reviews and provide training for SFAs. These requirements are focused on SFAs which have demonstrated a high level of, or a high risk for, administrative error.

3101 Park  
Center Drive  
Alexandria, VA  
22302-1500

To assist SAs in achieving these requirements, the USDA Food and Nutrition Service (FNS) has approximately \$16 million available in fiscal year (FY) 2009 to fund Administrative Reviews and Training Grants (ART). The grant funds will be available only to the 57 SAs that administer the Child Nutrition Programs for the purpose of identifying, reviewing, and training local educational agencies that have demonstrated a high level of, or a high risk for, administrative error. FNS will make the funds available on a competitive but streamlined basis.

The FY 2009 ART grant award process involves two types of grant awards:

**Method I, Administrative Reviews:** funding specifically to conduct additional administrative reviews required under Section 22 of the NSLA; and

**Method II, Training and Oversight:** funding for special projects via a Concept Paper.

SAs may apply for one or both funding methods. If applying for both, separate applications must be submitted. This memorandum outlines the requirements to apply for an ART grant through **Method I below:**

The goal of Method I is to encourage and support SAs in their efforts to decrease administrative errors and to conduct additional administrative reviews of those SFAs that may have a high level of, or a high risk for, administrative error. This method seeks applications for funding to conduct additional administrative reviews of these high-risk SFAs and a plan for reviews that would be conducted to address these errors. The requirement for additional administrative reviews of such SFAs is described in the program memorandum coded SP 28-2008 which can be found on the Agency's Partnerweb. An additional administrative review in the National School Lunch Program (NSLP) includes a review of applications, certification, verification, meal counting and meal claiming procedures. FNS seeks applications for ART Grants under Funding Method I to conduct additional administrative reviews of SFAs that have had or are likely to experience administrative errors.

State Directors

SAs interested in obtaining funding under Method I should review the attached Request for Application (Attachment A), and complete the attached template (Attachment B), as well as the attached SF-424, Application for Federal Assistance, SF-424(A), Budget Summary, and SF-424(B), Assurances. Funding may be requested up to \$3500 per review. All allocated costs, including indirect costs, must be actual and documented.

Applicants may apply for this funding directly through the grants.gov website at [www.grants.gov](http://www.grants.gov) or via mail to Debby Shore, Grant Officer, Grants Management Division, Food and Nutrition Service, 3101 Park Center Drive, Room 738, Alexandria, Virginia 22302 no later than 5 p.m. on March 19, 2009.

Funds remaining after Method I grants have been awarded will be available to SAs for special ART project full grants under Method II. FNS anticipates making full grant awards ranging from \$100,000 to \$500,000 each, depending on the quality and number of applications. Additional details regarding the request for application for these awards are provided in a separate instruction letter.

If you have any questions, please contact Debby Shore, Grant Officer, at (703) 305-2184. We look forward to receiving your application for Administrative Review and Training funding.

Sincerely,

**Original Signed**

LAEL J. LUBING  
Director  
Grants Management Division



CYNTHIA LONG  
Director  
Child Nutrition Division