



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 be used for administrative reviews and training of SFAs. Both of these requirements are focused on SFAs which have demonstrated a high level of, or a high risk for, administrative error.

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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 Review and Training Grants (ART). The grant funds will be available only to the 57 State agencies 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 II below**:

In connection with Funding Method II, FNS anticipates making Full Grant awards ranging from \$100,000 to \$500,000 each, depending on the quality and number of applications received. This request for application (**Attachment A**) is for States planning to submit a proposal for an ART grant which is not limited exclusively to conducting the additional administrative reviews required under Section 22 of the NSLA. State agencies interested in applying for funds in connection with Funding Method II must submit a 5-7 page concept paper addressing one or more of the focus areas identified below.

1. Training of SFA administrative personnel to include training in application, certification, verification, meal counting, and meal claiming procedures. Training may include internet based training sessions.

2. Technology improvements which demonstrate an ability to address administrative errors through the use of targeted monitoring and increased training in SFAs that have demonstrated a high level of, or a high risk for, administrative error. States choosing this option must clearly demonstrate how the proposed technology can be used to implement State level activities; specifically review and training activities associated with error prone SFA. For example, proposals may include data analysis tools to monitor error prone school districts, and training methods utilizing internet technology. Proposals for technology improvements addressing other aspects of State-level program management, or local-level functions will not be considered.

3. Oversight and training activities focused on the nutritional quality of the meals served as discussed in the School Meal Initiative.

The 5-7 page concept paper should clearly identify how the request targets error prone SFAs and describe the approach to solving these errors. It should also provide evidence that the problems are worth solving. In addition, the SA should provide an explanation of how problems will be identified, how problems will be addressed, and a cost estimate of carrying out the activity(ies) planned to address the problems. Project descriptions should detail each step necessary to improve program integrity and administrative accuracy. All related activities and project implementation tasks should be clearly described, including the reasons for the decisions made for the activities in the plan, and how each goal and objective will be achieved

Applicants may apply for this funding opportunity directly through the grants.gov website at 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 March 19, 2009. Specific details regarding the application process are found in the attached request for application (Attachment A). In addition, the Standard Form 424A and 424B must accompany the grant application submission. FNS reserves the right to reduce, increase, or revise proposed budgets in accordance with the availability of funds.

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

Sincerely,

Original Signed

LAEL J. LUBING
Director
Grants Management Division



CYNTHIA LONG
Director
Child Nutrition Division

Enclosures