



Request for Applications ND FY22 Team Nutrition Training Grant Personnel Expense Reimbursement

TO: Authorized Representative, ND School District

From: Amy Nelson, Grant Project Director, Child Nutrition and Food Distribution Programs

RE: FY22 Team Nutrition Training Grant Personnel Expense Reimbursement Invitation to Apply

North Dakota Department of Public Instruction has been awarded a Team Nutrition Training Grant, which presents an opportunity for school nutrition professionals to participate in training made available in-person and virtually.

As a result, Districts that participate in the Master the Menu Training Tracks have an opportunity to apply for personnel expense reimbursement funding:

- Up to 150 Districts with an enrollment of 500 students or less may apply for reimbursement of up to \$1,000.
- Up to 50 Districts with an enrollment of 501 or more students may apply for reimbursement of up to \$2,000.

Enrollment is based on the last operating day of October 2022.

The grant application is in a fillable format (pages 3-5). Districts must email the application to ekarel@nd.gov **at any time after the expenses are incurred or, the maximum reimbursement amount is met. Applications will not be accepted after Friday, March 29, 2024.**

Eligibility requirements:

- Grants will be awarded competitively based on the required criteria.
- Applicants must be in good standing with NDDPI regarding payments, corrective action standing, and more, if applicable.
- Schools must have at least one representative attending the 8-Hour Meal Pattern Breakdown **or** the 40-Hour A Manager's View Training Track.
- Grants are available to public school districts, private schools, and residential childcare institutions participating in the National School Lunch Program (NSLP).
- Only one application per District will be accepted.
- Applicants must have expended the personnel costs and identify funds spent on salaries for school nutrition professionals and/or their substitute while attending training, travel/mileage, per diem, lodging, or registration costs.
- Reimbursement for training costs must fall under the 'Allowable Use of Funds,' as defined in the next section.

Allowable Use of Funds:



Personnel costs incurred while nutrition professionals attend Master the Menu: ND Team Nutrition Training Grant FY22 may include:

- Salary for staff attending any “Master the Menu” related training in-person or virtual.
- Salary for a substitute staff member when the regular staff member is attending training.
- Conference registration and related costs for NDSNA 2023 (Wednesday, May 31 -Friday, June 2 in Bismarck).
- Travel-related costs for the New Kitchen Manager Training (July 19, 2023)
- Registration and related costs for the 2023 NDDPI Back to School Workshop (August 1 in Fargo, August 2 in Grand Forks, August 3 in Minot, and August 9 and 10 in Mandan).
- Travel/mileage, per diem, and lodging, based on North Dakota State Travel Reimbursement Rates.

If award dollars are not disbursed by March 29, 2024, funds will be reallocated to Districts that have unfunded training-related expenses.

Timeline:

- Costs incurred prior to May 31, 2023, are not eligible for reimbursement.
- Reimbursement requests must be e-mailed no later than **Friday, March 29, 2024, to ekarel@nd.gov**
- Remaining funds will be reallocated before June 30, 2024, to Districts that have applied and have unfunded training-related expenses.
- **Funds are to be dispersed to reimburse expended personnel costs by June 30, 2024.**

The North Dakota Department of Public Instruction reserves the right to select specific items for approval within the proposal.

Contact Information:

Please contact Emily Karel, Grant Coordinator at ekarel@nd.gov if you have questions. Additional technical assistance will be available to grant recipients, as needed.



Application for FY2022 Team Nutrition Training Personnel Expense Reimbursement Sub-Grant

Part A: School District (School Food Authority) Data *Please type or print legibly.*

School District: _____

Site(s) included in this application: _____

Name of contact person: _____

Phone Number of contact person: _____

Email address of contact person: _____

Enrollment size of district:

500 or Less

501 or More

Training Track that School Nutrition Staff *Attended (may select both) (1 point)*

8- Hour Meal Pattern Breakdown

40- Hour A Manager's View

Part B: Please indicate the costs incurred below: *Please type or print legibly.*

Total Request Amount (Max of \$2,000*)

- Districts with an enrollment of 500 or less may be reimbursed up to \$1,000.
- Districts with an enrollment of 501 or more may be reimbursed up to \$2,000.

**Please include all expended costs related to training, the maximum may be exceeded.*

Salary Costs: for staff member(s) to attend training, and/or for substitute(s) while staff member(s) attend training.

The number of hours total: _____

Costs Expended: \$ _____

Hotel: As related to in-person training(s), as appropriate. Reimbursed at the state rate.

\$ _____

Mileage: As related to in-person training(s). Reimbursed at the state rate.

\$ _____

Per diem (meals): As related to in-person training(s). Reimbursed at the state rate.

\$ _____



Conference Registration Costs:

2023 NDSNA Conference*

* Must attend NDSNA Pre-Conference event or Master the Menu breakout session.

The number of registrants: _____

Total Registration Costs: \$ _____

2023 NDDPI Back to School Workshop

The number of registrants: _____

Total Registration Costs: \$ _____

Total Costs Expended:

\$ _____

ASSURANCES

Grant recipients chosen for an award from this RFA must comply with the following regulations, principles, and assurances.

GOVERNMENT-WIDE REGULATIONS

- 2 CFR Part 25: "Universal Identifier and System for Award Management"
- 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 200: "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards"
- 2 CFR Part 400: USDA Implementing regulations" Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards."
- 2 CFR Part 415: USDA "General Program Administrative Regulations"
- 2 CFR Part 416: USDA "General Program Administrative Regulations for Grants and Cooperative Agreements to State and Local Governments"
- 2 CFR Part 417: USDA "Non-procurement Debarment and Suspension"
- 2 CFR Part 418 USDA "New Restrictions on Lobbying"
- 2 CFR Part 421: USDA "Requirements for Drug-Free Workplace (Financial Assistance)"
- 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 (Public Law 112-55)
- "The Federal Funding Accountability and Transparency Act (FFATA), dated September 26, 2006."

COST PRINCIPALS

2 CFR, Part 200: Subpart E, Cost Principles



USDA REGULATIONS

7 CFR Part 15: "Nondiscrimination"

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

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

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 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

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.

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)

CERTIFICATION

I certify that the information in this application is true and correct to the best of my knowledge; that the document has been duly authorized by the governing body of the above-named applicant; that these funds will be used to reimburse costs incurred while attending training as part of the ND Team Nutrition Grant "Master the Menu"; and that the applicant will reimburse expended funds by June 30, 2024, after the grant award notification.

Authorized Representative: _____ Date _____
Print Name Signature

REMINDER

Applications for the ND FY22 Team Nutrition Training Grant for Personnel Expense Reimbursement must be e-mailed to ekarel@nd.gov by **March 29, 2024**. Applications emailed after this date will not be accepted. One Application per District. **Applications can be submitted at any time after the expenses are incurred or the maximum reimbursement amount is met. Applications will not be accepted after Friday, March 29, 2024.**



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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:

U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

2. fax:

(833) 256-1665 or (202) 690-7442; or

3. email:

program.intake@usda.gov

This institution is an equal opportunity provider.