

UNITED STATES DEPARTMENT OF AGRICULTURE - FOOD AND NUTRITION SERVICE		1. GRANT/AGREEMENT NO. CNTN-13-MO (Competitive)	2. PAGE 1 OF 1
<b>GRANT/COOPERATIVE AGREEMENT</b>		3. AUTHORITY/CFDA NUMBER P.L. 110-161 / 10.574	4. UNIVERSAL IDENTIFIER NUMBER (DUNS) 878092600
		6. GRANT/AGREEMENT FOR FY 2013 Team Nutrition Training Grants	
5. ISSUING OFFICE USDA, Food and Nutrition Service 3101 Park Center Drive Alexandria, VA 22302-1594  Attention: Leslie Byrd, Grants Officer		7. GRANTEE/COOPERATOR (Name and Address) Missouri Department of Health & Senior Services P.O. Box 570 Jefferson City, MO 65102-0570  Attention: Barbara Keen	
9. PLACE OF PERFORMANCE Missouri		10. GRANT AGREEMENT OR AMENDMENT TOTAL AMOUNT \$  347,611.00	
11. MAIL REQUESTS FOR REIMBURSEMENTS TO Payments will be made via Letter of Credit		12. SPONSOR Food and Nutrition Service - Child Nutrition Division  Contact: Anna Arrowsmith	
		13. EFFECTIVE DATE 09-30-2013	14. EXPIRATION DATE 09-30-2015

The Grantee/Cooperator hereby assures and certifies that he will comply with the regulations, policies, guidelines and requirements as they relate to the application, acceptance and use of Federal Funds for this federally assisted project, including: OMB Circulars No. A-21, A-87, A-110, A-122 and A-133; 41 CFR 1-15.2; and any USDA Regulations implementing OMB Circulars, such as 7 CFR 3015, 3016, 3017, 3018, and 3019, 3021, as amended.

REMARKS

The purpose of this grant is for State agencies to expand and enhance their training programs that incorporate and implement the 2010 Dietary Guidelines for Americans and USDA Foods in meals served under the National School Lunch Program (NSLP) or the Child and Adult Care Food Program (CACFP). States must apply Team Nutrition's three behavior-focused strategies in their proposals: 1) Provide training and technical assistance to child nutrition foodservice professionals to enable them to prepare and serve nutritious meals that appeal to children. 2) Provide fun and interactive nutrition education for children, teachers, parents and other caregivers. 3) Build school and community support for creating healthy school environments that are conducive to healthy eating and physical activity.

SIGNATURE OF GRANTEE/COOPERATOR		UNITED STATES OF AMERICA	
SIGNATURE (Authorized Individual) 	DATE SEP 10 2013	SIGNATURE (Contract/grant Official) 	DATE 9-17-13
NAME (Typed) Bret Fischer		NAME (Typed) Lael J. Lubing, Director	
TITLE Director, Administration		TITLE Grants & Fiscal Policy Division	



**United States  
Department of  
Agriculture**

Food and  
Nutrition  
Service

3101 Park Center Dr.  
Alexandria, VA  
22301-1500

Ms. Ann McCormack, Director  
Missouri Department of Health and Senior Services  
P.O. Box 570  
Jefferson City, Missouri 65102-0570

Dear Ms. Ann McCormack:

Congratulations! Your State has been selected to receive funding for a United States Department of Agriculture (USDA) Fiscal Year 2013 Competitive Team Nutrition (TN) Training Grant. If we requested clarification on your TN Training Grant proposal, your State's proposal is approved as amended by your response.

Enclosed are the FNS-529, the Food and Nutrition Service Grant/Cooperative Agreement Cover Page, and the Grant Agreement for the TN Training Grant between your State and the USDA. Attached to the Grant Agreement are: *(a) a sample of the suggested quarterly progress report form; (b) a sample of the SF-425; (c) a sample of the suggested final progress report form; and (d) Guidance for Interpreting Cost Principles of Sub-Grants.* Please have the appropriate official complete and sign all three copies of the FNS-529 (in blue ink) and return all three copies to us, with **original signatures, by September 19, 2013.** Photocopies of the FNS-529 **cannot** be accepted. Please keep the copy of the Grant Agreement for your files, since only a fully executed original of the FNS-529 will be returned to you.

**Item 5** of the Grant Agreement includes specific references to the prior approval requirements under 7 CFR 3016, *Uniform Administrative Requirements for Grants and Cooperative Agreement.* Prior approval is required for any revision involving:

- The scope of work or objectives of the project (regardless of whether there is an associated budget revision);
- Any changes in key personnel, such as the project director;
- The need to extend the period of availability of funds; or
- Any budget revision which involves a shift of funds among line-items in excess of 10% of the total approved grant budget.

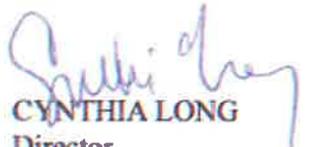
All requests for changes and time extensions must be made at least **45 days** before the end of the grant period.

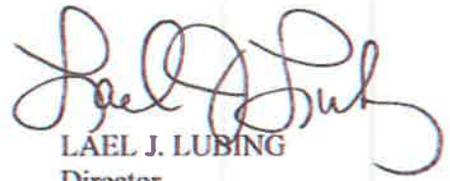
Please return all three copies of the FNS-529s with original signatures to Leslie Byrd, Grants Officer, Grants Management Division, Food and Nutrition Service, USDA, 3101 Park Center Drive, Room 738, Alexandria, Virginia, 22302. Mrs. Byrd will return a fully executed original FNS-529 to you. Funds will be made available through the Letter of Credit procedures shortly thereafter.

For the duration of this grant, please contact Leslie Byrd by telephone at 703-305-2867, or by e-mail at [leslie.byrd@fns.usda.gov](mailto:leslie.byrd@fns.usda.gov) for assistance with amendments and financial matters. Contact Anna Arrowsmith, Child Nutrition Division, by telephone at 703-305-2998, or by e-mail at [anna.arrowsmith@fns.usda.gov](mailto:anna.arrowsmith@fns.usda.gov) for assistance with the program aspects of the grant. You are required to submit a Quarterly Financial Status Report (SF-425) that shows the quarterly spending of funds under this Grant Agreement and a Quarterly Progress Report that describes major accomplishments for each proposed project and activity to both Leslie Byrd and Anna Arrowsmith.

If you have any questions concerning the enclosed material, please contact Leslie Byrd or Anna Arrowsmith. Again, congratulations and thank you for applying for a TN Training Grant.

Sincerely,

  
CYNTHIA LONG  
Director  
Child Nutrition Division

  
LAEL J. LUBING  
Director  
Grants & Fiscal Policy Division

Enclosures

**Attachment A – Sample of a Quarterly Progress Report Form**

*Note: this is only a prototype form. Use more space as needed to answer each question. Success stories, activities, States' TN web sites described in the report may be used for sharing via TN e-newsletter.*

2013 Team Nutrition (TN) Training Grant  
Quarterly Progress Report

Name of State: \_\_\_\_\_

For the reporting period of \_\_\_\_\_ to \_\_\_\_\_

Grant Type:  Competitive or  Non-Competitive

1. Briefly describe what the planned activities were for the report period.
2. Describe major accomplishments for each activity and dates of accomplishment. Provide updated State TN website address and copies of developed materials, if applicable.
3. Describe any deviations from proposed plan; discuss difficulties encountered and solutions developed.
4. Briefly discuss the budget impact and /or costs associated within this reporting period. Are your expenditures this quarter in line with what you had anticipated, per your grant timeline?
5. List key activities planned for next quarter.
6. Any other unique aspects that you would like to share.

This report should be emailed to [anna.arrowsmith@fns.usda.gov](mailto:anna.arrowsmith@fns.usda.gov) and [leslie.byrd@fns.usda.gov](mailto:leslie.byrd@fns.usda.gov). If you wish to send a hard copy of the report, only one original copy is needed and shall be submitted to Anna Arrowsmith, Child Nutrition Division, Food and Nutrition Service, 3101 Park Center Drive, Room 640, Alexandria VA 22302.

**Attachment C – Sample of a Final Project Summary Report Form (due 90 days after the grant period ends)**

*Note: this is only a prototype form. Use more space as needed to answer each question. Success stories, activities, States' TN web sites described in the report may be used for sharing via TN e-newsletter.*

2013 Team Nutrition (TN) Training Grant  
FINAL PROJECT REPORT

Name of State: \_\_\_\_\_

Grant Type:  Competitive or  Non-Competitive

1. Summarize goal of State's TN Training Grant and indicate whether goal was reached. If not, why not?
2. Summarize how the TN Training Grant funding helped the State in providing training and technical assistance to foodservice professionals; promote nutrition education in the classroom and build school and community support for creating a healthy school nutrition environment.
3. Describe how USDA's training and technical assistance materials were utilized to help fulfill the goals of TN Training Grant.
4. Describe how the TN Training Grant established or enhanced a sustainable infrastructure for delivery of training programs for foodservice personnel, teachers or others and how training will be sustained without federal grant funds. Discuss the successes and barriers of collaborating and partnering efforts under the current grant.
5. List and describe key activities completed under the TN Training Grant. If applicable, list planned key activities not completed and why not.
6. Describe lessons learned from activities planned under the TN Training Grant.
7. Describe any aspects of the training that could be transferable to other States.
8. List and describe all materials developed and/or used to conduct training. In addition, submit in electronic format and one hard copy of all materials developed under the TN Training Grant. Provide updated State's TN website address if applicable.
9. Provide information on the targeted audiences (such as number of students, foodservice staff, teachers, parents, administrators, etc) who were reached through the TN Training Grant.
10. Were all grant funds expended? If not, why not?

This report should be emailed to [anna.arrowsmith@fns.usda.gov](mailto:anna.arrowsmith@fns.usda.gov) and [leslie.byrd@fns.usda.gov](mailto:leslie.byrd@fns.usda.gov). If you wish to send a hard copy of the report, only one original copy is needed and shall be submitted to Anna Arrowsmith, Child Nutrition Division, Food and Nutrition Service, 3101 Park Center Drive, Room 640, Alexandria VA 22302.

## **Attachment D– Guidance for Interpreting Cost Principles of Mini-Grants**

### ***Use of Team Nutrition Training Grant Funds for Mini-Grants***

State agencies that award Team Nutrition (TN) Training Grants in the form of mini-grants to local school districts and/or schools are expected to:

- Provide oversight to these mini-grant recipients to ensure that expenditures authorized under the mini-grants are allowable, allocable, and reasonable.
- Ensure that all expenditures are consistent with all local, State, and Federal policies, regulations, and procedures.
- Ensure that the expenditure does not exceed that which would be incurred by a prudent person under similar circumstances and would qualify as a sound business practice.
- Ensure that *schools* that receive mini-grants are enrolled as TN Schools.
- Ensure that Team Nutrition mini-grant funds support one or more of the Team Nutrition strategies and deliver Team Nutrition messages of healthy eating and being physically active. Team Nutrition strategies and nutrition messages must be part of the objectives and work plan of the mini-grant recipient.

The TN three behavior-oriented strategies include:

- Provide ***training and technical assistance*** to child nutrition foodservice professionals to enable them to prepare and serve nutritious meals that appeal to students and meet the recommendations of the Dietary Guidelines for Americans.
  - Promote ***nutrition curriculum and education*** in schools through multiple communication channels to reinforce positive nutrition messages and encourage students to make healthy food and physical activity choices as part of a healthy lifestyle.
  - Build ***school and community support*** for creating healthy school environments that are conducive to healthy eating and physical activity.
- Ensure that all activities and expenses specified in the mini-grants support and promote children’s participation in the school meal programs.

### ***Some general guidance for allowability of selected items of cost under the Cost Principles:***

#### **Food Cost**

Team Nutrition funds may be used to pay for food if the food is part of a specific educational activity. For example, conducting a classroom taste test of specific fruits or

vegetables, or demonstrating the making of simple, healthy snacks, is a reasonable request. The use of the food must be related to nutrition education activities specified under objectives of the mini-grant proposal or work plan. Team Nutrition funds should **not** be used to purchase a meal for anyone.

### **Food and Nutrition Equipment**

Team Nutrition funds may **not** be used to purchase foodservice operation equipment, such as salad bar equipment, refrigerators, food processors, etc. However, small mobile kitchen equipment to be used for classroom food preparation demonstration or hands on food experiences may be permissible **if** such activities are part of the integrated nutrition education lessons specified under the objectives of the proposed mini-grants. Teachers' commitment to teach nutrition in the classroom and share the use of the purchased mobile kitchen equipment among other teachers within the same school building, if applicable, should be clearly indicated in the mini-grant proposal. A total expenditure of food and nutrition-related equipment purchases should not exceed 10% of the total mini-grant awarded.

### **Medical Equipment**

Team Nutrition funds may **not** be used to purchase medical equipment or health services related to health assessments such as obtaining clinical data on nutritional status, chronic disease or chronic disease risk assessment. Therefore, measurement of height, weight, skin fold thickness, blood pressure, cholesterol, and blood glucose and iron level are not allowable costs under the TN grant. Although the Body Mass Index (BMI) concept may still be part of the nutrition education component for the age-appropriate students, obtaining the height and weight status should come from the school nurses' office, students' health care provider or the individual student's knowledge.

### **Physical Activity**

Eating healthy and being physically active are desired behavior outcomes of TN. States are encouraged to coordinate with community, youth and recreational organizations, and others whose primary mission is to make regular opportunities for physical activity accessible to students. Educational and program materials developed with TN funds to promote and reinforce physical activity for all target audiences must include messages that link nutrition and physical activity, such as "balance your day with food and play" (Eat Smart. Play Hard.™). While it might be permissible to use mini-grant funds to purchase posters, pamphlets, audiovisuals, and small, consumable supplies such as a few classroom jump ropes or hoola hoops to help teachers promote life-long physical activity habits as part of a classroom nutrition education activity, Team Nutrition funds are **not** intended to purchase pedometers or award pins for everyone, or to subsidize the regular physical education program in the school. The costs associated with physical activities should not significantly detract from funds for promoting healthy eating.

Team Nutrition funds may **not** be used to purchase playground equipment, exercise or sports' equipment, sports lessons (swimming, skating, etc.) or to pay for the services of a for-profit physical fitness organization. Students should not be given the message that they must belong to a health club in order to be physically active. Schools are

encouraged to look to other funding sources for physical activity such as forming partnerships with local non-profit organizations such as the YMCA, YWCA, Sierra Club and others in providing the kind of resources that might continue to supplement this type of activity when the Team Nutrition grant dollars are no longer available at the school.

### **Promotional/Incentive Items**

The purpose of the Team Nutrition Grants is to promote Team Nutrition messages, not Team Nutrition, itself. Any promotional item or incentive should promote one or more of the Team Nutrition messages or refer the target audience to a website that provides the Team Nutrition messages. Any cost associated with such promotions or incentives must be reasonable in comparison to the mini-grant funding.

### **Staff Development and/or Substitute Pay**

If adequate funding is available and acceptable to the State agency, Team Nutrition funds may be used to hire a substitute for the teacher, school administrator, or school foodservice staff representative to attend training, participate in planning sessions or other avenues for staff development in nutrition education. For accounting purposes, a record of who attended the session, how long it lasted, and the purpose of the session is required.

### **Gardening**

It is recognized that some of the Team Nutrition materials promote activities related to gardening, and gardening is an excellent way to involve the entire school, parents, and the community in a Team Nutrition activity. If the plans submitted by the mini-grant recipient(s) specify a gardening activity, Team Nutrition funds may be used to purchase a reasonable amount of supplies (e.g., seeds, potting soil and starter pots) for classroom gardening projects or even a few shovels and hoes for a school gardening project. Funds may **not** be used to purchase bulk soils such as topsoil, irrigation supplies, fencing or any type of large equipment such as a tiller or greenhouse.

Schools are encouraged to partner with local gardening supply sources for creating sustainability of the gardening project after the TN Training Grant period. Schools may also contact their local Cooperative Extension office to see if there is a Master Gardeners' program that can assist with the gardening project.

### **Summary**

There is limited funding to accomplish Team TN's important goal of improving children's lifelong eating and physical activity habits. State agencies will want to ensure that the best use of the limited funding is achieved. In approving mini-grant requests, a positive answer should always be sought to the following questions:

1. Is the cost applicable to my grant and the mini-grant's objectives?
2. Is the cost allowable according to program cost principles?
3. Is the cost reasonable?