

Request for Application – *Leaders for School Wellness Subgrant*
Arizona Department of Education

Application Submission Date: 11:59 PM MST, December 22, 2017

Anticipated Award Date: February 2018

Leaders for School Wellness Subgrant Purpose:

The purpose of the Leaders for School Wellness Subgrant is to assist schools/districts administering the National School Lunch Program (NSLP) and School Breakfast Program (SBP) in providing: 1) appealing and nutritious school meals, 2) nutrition education, and 3) school environments that promote healthy eating; ultimately encouraging students to follow healthy eating patterns which align with the recommendations set forth in the *2015-2020 Dietary Guidelines for Americans*.

General Information:

The Arizona Department of Education (ADE), Health and Nutrition Services Division (HNS) was recently awarded a USDA Team Nutrition Grant in the amount of \$494,887.00. The funds will be used for a two-year subgrant that requires participating LEAs to complete specific work that uses the Local Wellness Policy as a tool in providing 1) training and technical assistance to support appealing and nutritious school meals, 2) nutrition education, and 3) school environments that promote healthy eating. HNS will award up to five subgrants with a maximum of \$55,750 per year for 2 years to Local Education Agencies (LEAs) who can demonstrate their plan to complete the scope of work as described below. Funds may be used to compensate a designated Wellness Coordinator’s time and may cover costs associated with grant activities. A 1.0 full-time equivalent (FTE) is required for the designated Wellness Coordinator in this subgrant. All budget line items must be justified through the budget narrative. HNS will provide the required training and technical assistance to Wellness Coordinators working within confines of this subgrant. Services for overall research and evaluation as a directive of this work per the USDA Team Nutrition agreement will fall to HNS.

Project Details:

Applications, including a proposed budget, should be submitted for a 29-month period, with funding and project timeline beginning no earlier than February 1, 2018 and ending no later than June 30, 2020. All applications will need to identify a full-time Wellness Coordinator to complete the work described in this Request for Application (RFA). HNS encourages projects that specifically target community collaboration among federal programs. HNS reserves the right to fund proposals fully or partially, depending on the quality of submission and availability of funding. Each application should describe the subgrant category that they fall within, which includes the number of sites that will be captured in this two-year facilitated intervention.

Award Information:

HNS will aim to award at least one LEA in each of the following award categories:

Subgrant Category	Student Enrollment	Award Allotment
Small	<2,500 students	Up to \$111,500
Medium	2,500-9,999 students	Up to \$111,500
Large	10,000+ students	Up to \$111,500

Scope of Work for Wellness Coordinator(s):

The staffed positions will be responsible for implementing specific aspects of the district's Local Wellness Policy (LWP), in the areas of nutrition promotion, nutrition education, and other school-based events to promote student wellness. Specifically, this person will be responsible for:

Administration

- Evaluating district dynamics and resources to identify the number (and which) schools are appropriate for implementing all the grant activities;
- Assessing existing resources and partnerships that can be leveraged to complete this work;
- Contribute to the writing, implementation and assessment of the district's Local Wellness Policy utilizing HNS LWP tools such as ADE's Activity and Assessment Tool;
- Signing participating schools up as a Team Nutrition School;
- Completing quarterly reports to HNS describing activities in current and upcoming month and budget status;
- Participating in a 2-day Team Up for School Nutrition Success workshop;
- Attending a required 2-day Local Wellness Policy training at the Arizona Department of Education.

School Meals

- Coordinating staff to attend two culinary trainings hosted by HNS;
- Developing three new recipes specific to the vegetable subgroups that will be used in the National School Lunch Program menu;
- Helping staff coordinate and conduct at least 4 taste tests with students that take place during school hours.

Nutrition Promotion

- Training school nutrition staff in Smarter Lunchroom techniques and assisting site managers with implementing at least 10 techniques;
- Conducting a total of 4 in-person trainings with school staff during staff meetings on nutrition education topics, the nutrition/PA connection to learning, and school meal and Smart Snacks standards at school staff meetings;
- Preparing and distributing educational materials to families about the school meal programs to accompany the household application information.

Nutrition Education

- Developing a written plan for providing six nutrition education lessons for students in 4th and 5th grades using Serving Up MyPlate and other Team Nutrition materials;
- Updating nutrition education materials in the cafeteria at least four times;
- Helping schools plan and implement at least one wellness event/health fair per year per school that includes school nutrition taste tests and nutrition education for

- students, staff, and families;
- Communicating with the community about events and provide notifications about the LWP;
- Coordinating at least one culinary training led by school nutrition staff, to parents and students.

Evaluation and Outcomes

- Assisting in coordination of collecting various outcome measures in the classroom and cafeteria;
- Completing evaluation/data reports to HNS and/or Social Scientist detailing the number of activities offered and students, parents, staff members reached;
- Participating in best practices and lessons learned interview at the conclusion of the grant;
- Participating in best practices webinar at the end of the grant to share experiences, successes and lessons learned.

Progress Reporting:

The recipient will be responsible for managing and monitoring the progress of the grant project activities and performance. Grantees will be required to submit quarterly progress reports within the Grants Management System. A template with questions to be answered in the quarterly progress report can be found in *Attachment B. Quarterly Reports*. Grantees must also be willing to participate in six quarterly meetings at the Arizona Department of Education- Phoenix office located at 3300 N. Central Ave. Phoenix, AZ 85013 to discuss the quarterly progress reports with HNS.

Reporting Period	Quarterly Report Due	Meeting at 3300 N. Central Ave.
Oct. 1– Dec. 31, 2018	January 15, 2019	Wednesday, January 23, 2019
Jan. 1– Mar. 31, 2019	April 15, 2019	Wednesday, April 24, 2019
Apr. 1– June 30, 2019	July 15, 2019	Wednesday, July 24, 2019
July 1– Sept. 30, 2019	October 15, 2019	Wednesday, October 23, 2019
Oct. 1– Dec. 31, 2019	January 15, 2020	Wednesday, January 22, 2020
Jan. 1– Mar. 31, 2020	April 15, 2020	Wednesday, April 22, 2020

Who May Apply:

Applications submitted by Local Educational Agencies (LEAs) must demonstrate their participation in the National School Lunch Program for School Year 2017-2018 and the LEA must maintain this participation status through the grant project. LEAs must have 4th and 5th grade students enrolled. Residential Child Care Institutions (RCCIs) are not eligible to apply. LEAs eligible for SNAP-Ed programming are encouraged to apply. Failure to meet an eligibility criterion by the time of application deadline may result in the application being excluded from consideration or, even though an application may be reviewed, will preclude HNS from making an award.

Important Dates:

Timeline	Action
October 24, 2017	RFA Overview Webinar
December 2017	Grants Management Application is open
December 22, 2017	RFA Deadline
February 2018	Awards Announced
March 2018	Initial Subaward Training
June 2018	Hire/Designate Wellness Coordinator
July 2018	LWP Coordinator Training
January 2019-April 2020	6 Quarterly HNS Meetings

Use of Grant Funds:**Salary**

An experienced and motivated wellness coordinator is critical to the success and intended behavioral outcomes of the Leaders for School Wellness Subgrant activities. A minimum 1.0 full-time equivalent (FTE) is required for the designated Wellness Coordinator.

Travel Costs

Funds may be used for in-state travel to a Leaders for School Wellness Subgrant activity; not limited to sub-grantee meetings to Central Phoenix, on-site monitoring, and the required Grant trainings (1-day training for LEA Awardees, 2-day training for Wellness Coordinator Awardees, two HNS culinary trainings, and 2-day Team Up for School Nutrition workshop).

Printing Costs

Funds may be used for the printing of documents related to Leaders for School Wellness Subgrant activities which includes all evaluation forms and meeting agendas.

Promotional Items

Any promotional item purchased should promote one or more of the Team Nutrition messages of the 2015-2020 Dietary Guidelines for Americans and MyPlate or refer the target audience to the Team Nutrition Website (<https://www.fns.usda.gov/tn/team-nutrition>). Any cost associated with such promotions must be reasonable in comparison to the sub-grant funding. A total expenditure of promotional items should not exceed 5 percent of the total subgrant awarded.

Food Cost

Leaders for School Wellness Subgrant funds may be used to pay for food if the food is part of a specific educational activity. For example, conducting taste tests in the cafeteria, using food in nutrition education lessons, or demonstrating the making of vegetable recipes for the culinary trainings is reasonable. The use of the food must be related to nutrition education

activities specified under the objectives of the subgrant. The total expenditure of food purchases may not exceed 10 percent of the funds awarded.

Food and Nutrition Equipment

Leaders for School Wellness Subgrant funds may not be used to purchase foodservice equipment, such as salad bar equipment, refrigerators, food processors, etc. However, portable kitchen equipment used for classroom food preparation, cooking demonstrations, or hands-on food experiences may be permissible if such activities are part of the integrated nutrition education lessons specified under the subgrant. Examples of allowable equipment include: electric skillets, portable induction burners, food demonstration tables, salad spinners, colanders, baking sheets, mixing bowls, graters, rolling utility cart, measuring cups and spoons, blenders, and pot holders. The Wellness Coordinator is to utilize this equipment among all the sites where nutrition education occurs. The Wellness Coordinator is encouraged to use already existing equipment within food service.

Technology

No more than 10 percent of the funds awarded may be used for technology.

Staff Development and Stipends

Funds may be used to reimburse costs associated with local travel to a Leaders for School Wellness Subgrant activity and for additional school nutrition staff time and travel costs associated with attending an activity. This includes participation in the ADE hosted culinary trainings and the local level culinary trainings.

Content and Format of Application:

Applicants should complete the fillable online application housed within the ADE Grants Management Enterprise System (GME). Additionally, the applicant must upload in PDF format the LEA's organizational chart and letters of commitment. Please note, only the organizational chart and letters of commitment may be uploaded; all other requested information must be entered directly into the fields provided within the GME application.

The application will require applicants to:

1. Respond to four essay questions
2. Enter in a budget with line items for all major categories
3. Provide a budget narrative
4. Upload an organizational chart
5. Upload all letters of commitment

1. Essay Questions: Please answer all four essay questions in their entirety.

1. Describe LEA's plan to designate the role of Wellness Coordinator and ensure commitment by the Wellness Coordinator's supervisor that the Wellness Coordinator will be available and dedicated to grant activities. Note: Applications will still be accepted if a Wellness Coordinator has not been

identified prior to applying for the grant. Please refer to the organizational chart that is submitted by the LEA that indicates chain of command. (20 points)

- Response includes the following information if the position for Wellness Coordinator is currently vacant:
 - 1) position title;
 - 2) a description of specific roles and duties on the grant project;
 - 3) an anticipated date of hire; and
 - 4) what arrangements will be made if the position is not filled in a timely manner.
- Response includes the following information if the position for Wellness Coordinator is already filled by a current staff member:
 - 1) position title;
 - 2) a description of current roles and how these projects will not hinder the required grant activities;
 - 3) a description of specific roles and duties on the grant project;
- Time commitment for the grant clearly states Wellness Coordinator is 1.0 FTE.
- Response details how the Wellness Coordinator will be held accountable by the LEA to project timelines and budget.
- Response clearly discusses and demonstrates that effective communication will exist among all school staff associated with the grant activities.
- Response includes an organizational chart that clarifies chain of command.
- Peer panel is able to identify all required components of the following: key personnel, management plan and appropriate appendices (organizational chart).

2. Demonstrate why your LEA is ready do this work and your goals for sustaining this work in your schools and/or Wellness Coordinator position. (20 points)

- Response adequately describes LEA's goals specific to wellness policy and provides information about the LEA's progress with implementing their LWP.
- Response contains information about current and past wellness activities, not limited to health fairs, taste tests, staff education, parent education, and school nutrition training on appealing school meals.
- Response contains information about proposed wellness activities that will be implemented during grant period.
- Response describes LEA's work to create or positively impact the health of school environments and how the LEA dealt with any challenges doing such work.

- Response confirms that the planned grant activities and position of Wellness Coordinator will be sustained once the grant ends.
 - Peer panel is able to clearly identify all required components of the following: clear Local Wellness Policy goals and implementation, district support, sustainability and transferability.
- 3. Describe your plan to provide a minimum of six nutrition education lessons to 4th and 5th grade classrooms at participating sites over the course of two years. (10 points)**
- Response identifies the number of classrooms that will be reached and an estimated number of students in each classroom.
 - Response includes a description of how the Team Nutrition Serving Up MyPlate Levels 2 and 3 will be used. Response includes adequate justification if a portion of the grant funds will be used to develop or purchase needed materials.
 - Response demonstrates a comprehensive planning process.
 - Letters of commitment are provided by the principal and/or the teachers of each 4th and 5th grade classroom that instruction will occur.
 - If applicable, letters of commitment are provided by SNAP-Ed partner.
 - Peer panel is able to clearly identify all required components of the following: key personnel, specific nutrition education plan, USDA Team Nutrition resources used and appropriate appendices (letters of commitment).
- 4. Review the Smarter Lunchroom strategies and identify at least ten that could potentially be implemented at participating schools. Describe how these will be implemented, why they were selected and how they will address the specific needs of the community and the impact to health of the school environment. Please reference the [Smarter Lunchroom scorecard](#) in your response. (10 points)**
- Response identified 10 Smarter Lunchroom strategies.
 - Response describes the cafeteria and meal service operation and how and when the Smarter Lunchroom strategies will be implemented.
 - Response provides reasons for strategies selected and potential impact LEA believes the strategies will have on student behavior, food group selection and/or food group consumption.
 - If the LEA is in contract with a Food Service Management Company (FSMC) or caterer, essay response will need to address the expectations of this partnership and how both the contractor and the LEA will meet the Smarter Lunchroom requirements.

- Letter(s) of commitment are provided by the school nutrition staff (including caterer and/or FSMC staff) for adopting Smarter Lunchroom strategies.
 - Peer panel is able to clearly identify all required components of the following: Smarter Lunchroom strategies, clear understanding of serving area environment, implementation plan and appropriate appendices (letters of commitment).
2. **Budget:** Prepare a budget for the project. Provide amounts for all major budget categories. Please remember to include the budget-related components requested. HNS recommends to review *Attachment A. Quick Glance of Grant Activities and Potential Associated Costs* to ensure all costs associated with grant activities have been included.
 3. **Budget Narrative:** Applicants must provide a detailed explanation for all funds requested within their budget and describe how and by whom funds will be spent. The budget narrative should provide enough detail for reviewers to easily understand how costs were determined and how they relate to the grant activities. HNS recommends to review *Attachment A. Quick Glance of Grant Activities and Potential Associated Costs* to ensure all costs associated with grant activities have been discussed.
 4. **Organizational Chart:** Provide an organizational chart that indicates who has authority over the Wellness Coordinator. Note: This is uploaded as a PDF within GME.
 5. **Letters of Commitment:** Applicants are asked to provide letters of commitment to support their LEA's commitment to the grant activities. **Provide all letters of commitment that have been referenced from Essay Questions 1, 3 and 4.** Note: These are uploaded as a PDF within GME.

Application Due Date

The complete application package **must be submitted** through Grants Management on or before Monday, December 22, 2017, no later than 11:59 PM Mountain Standard Time. Applications received after the deadline date and/or time will be deemed ineligible and will not be reviewed or considered. HNS **WILL NOT** consider any additions or revisions to applications once they are received. **Applications must be submitted through Grants Management. Mailed, e-mailed or hand-delivered application packages will not be accepted.**

Attachment A – Quick Glance of Grant Activities and Potential Associated Costs

Wellness Coordinator Responsibilities/Associated Costs:

	Quantity (Two-year grant period)	External In- State LEA Travel (\$/mile)	Internal LEA Travel (\$/mile)	Additional Costs	Material at No-Cost
1–day Initial Subaward Training (before Wellness Coordinator is hired/delegated)	1	X			
2–day training for Wellness Coordinator Awardees	1	X			
Quarterly meetings at ADE 3300 N. Central	6	X			
2-day Team Up for School Nutrition workshop (act as mentor)	1	X			
Coordinate data collection in cafeteria with <i>at least</i> 50 students once per semester	4/each site	X	X	Printing Costs: KAN-Q (sheet*8 sheets) (# per site *2 semesters*2 years)	
Coordinate data collection in classrooms 3x year (at least one 5 th grade classroom per school will be chosen at random)	6/each site with 5 th grade		X	Printing Costs: (sheet*12 sheets) FFVP diaries (# children per 5 th grade classroom *sites * 3 times a year *2 years)	
Direct nutrition education to all 4 th and 5 th grade classrooms	6 lessons/ each site/each 4 th and 5 th grade class		X	Printing Costs: (\$/sheet) other nutrition education lesson materials to complement TN Materials	Serving Up MyPlate levels 2&3
Hang up Team Nutrition Posters once per semester	4/each site		X		4 sets of Team Nutrition posters
Nutrition education materials sent home to parents, back to school nights, open houses. Includes TN back to school resources, nutrition tips and recipes in school newsletters, links to recipes and activities posted on district webpage and nutrition information sent home with school meal apps	As often as possible		X (at open houses)	Printing Costs: (\$/sheet) (\$/pamphlet) materials (# of parents)	Team Nutrition Back to School Resources
Staff meetings on LWP, nutrition standards, competitive foods, connection between nutrition, PA and learning. Materials: Guide to Smart Snacks, LWP Outreach Toolkit	4/each site		X	Printing Costs: (\$/sheet) (\$/pamphlet) handouts/agendas (# of staff*4 meetings)	Guide to Smart Snacks in Schools, Local Wellness

Attachment A – Quick Glance of Grant Activities and Potential Associated Costs

					Policy Outreach Toolkit
Train school nutrition staff in conducting food demos and taste tests using recipes from Recipes for Healthy Kids. Training will prepare school nutrition staff to conduct taste tests with students and families.	1/each site		X	Food Costs (\$/attendee) Printing Costs: (\$/sheet) Handouts and taste testing rubrics Pay for staff time (\$/hour/staff)	Recipes for Healthy Kids: Cookbook for Schools
Train school nutrition staff about Smarter Lunchrooms at each participating site	1/each site		X	Printing Costs: Handouts (\$/sheet) Pay for staff time (\$/hour/staff)	
Monitor Smarter Lunchroom card has been completed by each participating site + review developed plans for how the site will implement the identified strategies.	1/each site		X	Printing Costs: (\$/sheet*1 sheet) Smarter Lunchroom Scorecard	
Implement smarter lunchroom activities (minimum 10)	1/each site		X	Smarter Lunchroom items: (\$ per strategy) Pay for items to fulfill selected strategies (i.e. Bowls)	
Attend culinary trainings hosted by ADE for wellness coordinator and staff	2	X		Pay for staff time (\$/hour/staff)	
Add 3 new vegetable subgroup recipes to menu	1/each site				
Conduct taste tests with students + evaluation of the Kids Food Critic activity	4/each site		X	Printing Costs: (\$/sheet*1 sheet) The Kids Food Critic	
Culinary training at each site where school nutrition staff share school recipes and train families in how to prepare food. Items prepared will mirror new vegetable subgroup recipes	1/each site		X	Food Costs (\$/attendee) Pay for staff time (\$/hour/staff) Printing Costs: (\$/sheet) Recipe handouts	
Put on health fairs at each participating site	2/each site		X	Materials for Health Fair (\$) To include community marketing, flyer,	

Attachment A – Quick Glance of Grant Activities and Potential Associated Costs

				nutrition education handouts	
Monitoring and implementation of LWP	Monitoring must be completed at each site		X	Printing Costs: (\$/sheet) Activity and Assessment Tool LWP Activity Costs: (\$) Depending on activities selected for each site	ADE's Activity and Assessment Tool

**Leaders for School Wellness Subgrant
Quarterly Progress Report**

Name of LEA: _____

For the reporting period of _____ to _____

NOTE: This report will be required to be submitted through an electronic platform.

Use additional space as needed to answer each question.

1. Briefly describe what the planned activities were for the report period.

2. Describe major accomplishments for each activity. Include the: activity; date; audience; participation numbers; measurement tools. Provide 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 with in this reporting period. Are the **actual expenditures** (dollars and /or percentage) this quarter in line with what you had **planned**, per your grant timeline? If not, explain why.

5. List key activities planned for next quarter.

6. Any other unique aspects that you would like to share.

7. Other Comments?