

Funding Opportunity

Applications Due: **Friday, April 14, 2023, by 11:59 pm**

Application materials can be found on [CDE’s Nutrition Funding Opportunities webpage](http://www.cde.state.co.us./nutrition/reimbursement-and-funding).

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| Summer Food Service Program (SFSP)  Technology Mini-Grant for Mobile Meal Counter |



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**Note:** The following version of the application is intended as a reference document for instructions and grant application planning purposes.

**Applications for the Summer Food Service Program**

**Technology Mini-Grant must be submitted through the**

[**online application form**](https://app.smartsheet.com/b/form/bab818b95a7343c09a3be5bd71f62b1c)**.**

Submission of application materials either in hard copy or via

e-mail will not be accepted.

**Summer Food Service Program Technology Mini-Grant**

**Applications Due: Friday, April 14, 2023, by 11:59 pm**

# Introduction

The Colorado Department of Education School Nutrition Unit (School Nutrition) will award mini-grants to program sponsors who wish to improve access to and participation in Child Nutrition Programs. The purpose of this grant program is to provide funding to program sponsors to implement strategies to improve access to quality meals in the summer, increase accuracy of meal claiming, remove barriers to using the Mobile Meal Counter, and improve access to federal child nutrition programs.

This funding opportunity will offer eligible sponsors the technology necessary to utilize the Summer Food Service Program (SFSP) Mobile Meal Counter Application. The Mobile Meal Counter provides greater accuracy in counting and claiming of school meals and makes it possible to expand the Summer Food Service Program and reach more youth in need of meals during the summer months.

# Purpose

The Meal Counter streamlines your SFSP by providing high level program management for counting and claiming procedures. It digitally centralizes multiple SFSP sites’ counting and claiming processes, provides accurate meal counts, and reduces paperwork. Meal Counter integrates with the Colorado Nutrition Portal application and claim modules to allow all your SFSP sites to easily enter claims from the app. Additional benefits include simplified paperwork and claims, promotes the addition of new sites, simplifies training, provides advanced management tools, and increased fiscal integrity to match meals in vs. meals out. [Sponsors can view the Meal Counter resource for more information](https://www.cde.state.co.us/nutrition/mealcounterinstructions).***To be eligible for the funding, you must be utilizing the Mobile Meal Counter Application or apply to use the Meal Counter as part of the annual SFSP application.***

# Eligible Applicants

Current SFSP sponsors and new SFSP sponsors for summer 2023 are eligible to apply for this opportunity. For new SFSP sponsors, eligibility for this opportunity is contingent upon approval to participate in the SFSP by CDE School Nutrition. Eligible organizations include current or new SFSP sponsors in good standing. New SFSP sponsors must complete required training and receive approval to sponsor the SFSP by CDE School Nutrition prior to award. Applications will not be accepted from individual schools or sites and must be submitted by the Sponsoring Organization.

Available grant funding will be distributed to Sponsoring Organizations with sites(s) that are currently using or will use the Meal Counter app in the SFSP. Priority will be given to applicants that meet the [USDA definition of rural](https://www.ers.usda.gov/topics/rural-economy-population/rural-classifications/#:~:text=rural%20towns%20(places%20with%20fewer,market%20areas%20(metropolitan%20areas).), and those who are current sponsors. Applicants that meet all priority criteria will receive first consideration in funding decisions.

# Available Funds and Duration of Grant

Approximately $50,000 is available for summer 2023. Mini-grants will be awarded beginning in April 2023. There will be no additional grant funding. Funds must be expended by **June 30, 2023**. There will be no carryover of funds.

# Allowable Use of Funds

Awardees that receive the SFSP Technology Mini-Grant shall use the reimbursement to purchase tablets or other pieces of equipment or supplies needed to successfully operate the mobile Meal Counter application for the SFSP.

Allowable expenditures must be necessary and reasonable for proper and efficient administration of child nutrition programs and conform to any limitations or exclusions set forth in program regulations. Allowable expenses include:

* Tablet for use with the Mobile Meal Counter Application. The sponsor must ensure the equipment purchased meets the [technical requirements](https://docs.google.com/document/d/1hddEauvgZUvuc7r-RdXRp_o_l1C4JZ-x/edit?usp=share_link&ouid=101944740693914363751&rtpof=true&sd=true) to operate the Mobile Meal Counter Application;
* Equipment for using Tablets at SFSP sites (e.g., stylus pen, battery-powered charger); and
* Supplies for using Mobile Meal Counter Application (e.g., sun shield, sanitizing wipes).

Funding may only be used for allowable expenses within the SFSP. [See the Assessing Costs in the SFSP document](https://www.cde.state.co.us/nutrition/sfspallowablevsunallowablecosts).

**Note:** Funding may not be used for food, staff stipends, hiring for district positions, or for any other purpose besides technology for the Mobile Meal Counter Application.

# Evaluation and Reporting

Sponsors that receive a grant through the SFSP Technology Mini-Grant are required to report, at a minimum, the following information to CDE on or before June 30, 2023:

* Purchase of tablets and other equipment or supplies needed to utilize the Mobile Meal Counter Application for SFSP; and
* How the Mobile Meal Counter Application streamlined SFSP operations.

CDE is authorized to monitor program sponsors to ensure program integrity and to reallocate funds if program integrity issues are identified. Such monitoring could include budget documentation or requesting detailed lists of purchases and expenditures

Information reported to CDE in relation to grant activities is not confidential and is subject to public request. Grantees should ensure reported information does not contain PII or confidential information.

# Data Privacy

CDE takes seriously its obligation to protect the privacy of student and educator Personally Identifiable Information (PII) collected, used, shared, and stored. PII will not be collected through SFSP Mini-Grant. All program evaluation data will be collected in the aggregate and will be used, shared, and stored in compliance with CDE’s privacy and security policies and procedures.

**Note:** Documents submitted as part of the application must not contain any personally identifiable student or educator information including names, identification numbers, or anything that could identify an individual. All data should be referenced/included in the aggregate and the aggregate counts should be redacted to remove small numbers under n=16 for students or n=5 for educators.

# Application Assistance and Intent to Apply

Applications will be announced in The Dish Newsletter and resources will be posted on [CDE’s Nutrition Funding Opportunities webpage](http://www.cde.state.co.us./nutrition/reimbursement-and-funding).

# Review Process and Notification

Applications will be reviewed by CDE staff and peer reviewers to ensure they contain all required components. Applicants will be notified of final award status no later than **Friday, April 28, 2023**.

**Note:** This is a competitive process – applicants must meet all rubric criteria to be approved for funding. Applications that do not meet all criteria may be asked to submit revisions that would bring the application up to an approvable level. There is no guarantee that submitting an application will result in funding or funding at the requested level. All award decisions are final. Applicants that do not meet the qualifications may reapply for future grant opportunities.

# Submission Process and Deadline

Completed applications must be submitted through the [online application form](https://app.smartsheet.com/b/form/bab818b95a7343c09a3be5bd71f62b1c) by **Friday, April 14, 2023, by 11:59 pm**.

Within the online application, applicants will complete Part I with their applicant information and narrative responses, and upload attachments as described in the Required Elements section below.

Incomplete or late applications will not be considered. If you do not receive an email confirmation of receipt of your submission from the application system within 24 hours after the deadline, e-mail [CompetitiveGrants@cde.state.co.us](mailto:CompetitiveGrants@cde.state.co.us).

Application materials and budget are available for download on [CDE’s Nutrition Funding Opportunities webpage](http://www.cde.state.co.us./nutrition/reimbursement-and-funding).

# Application Format

* The total narrative of the application cannot exceed 1,000 words total (approximately two single-spaced pages). Please see below for the required elements of the application. **Note:** Applications that exceed the word count will not be reviewed.
* The Program Assurances Form must include signatures from the lead organization/fiscal agent.

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| **Complete responses in the** [**online application form**](https://app.smartsheet.com/b/form/bab818b95a7343c09a3be5bd71f62b1c)**:**  Part I: Applicant Information and Narrative Responses |
| **Upload these documents in the** [**online application form**](https://app.smartsheet.com/b/form/bab818b95a7343c09a3be5bd71f62b1c)**:**  Part II: Program Assurances Form  Budget Workbook: Submit in Excel format in [original CDE template](https://docs.google.com/spreadsheets/d/1JLi-bSraeNZ8iB-61ylKp-2Js95AE4at/edit#gid=1288308783). |
| **Please ensure the** **applicant name is in the title of all documents uploaded into the online form.**  For example: “DistrictName\_Narrative” |

**Summer Food Service Program Technology Mini-Grant**

**Applications Due: Friday, April 14, 2023, by 11:59 pm**

# Part I: Applicant Information and Narrative Responses

All elements of Part I will be completed in the online application form. The online system does not save works in progress so applicants may wish to complete their information in this document and copy responses into the online application.

**Submit all application materials through the** [**online application form**](https://app.smartsheet.com/b/form/bab818b95a7343c09a3be5bd71f62b1c)**.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sponsoring Organization Information** | | | | | | | |
| **Sponsor Name:** | |  | | | | | |
| **Mailing Address:** | |  | | | | | |
| **Type of Sponsor Organization**  [check box below that best describes your organization or authorizer] | | | | | | | |
| School District  Governmental Organization  Community Organization Sponsor | | | | | | | |
| **Region**  [indicate region of Colorado this program will directly impact] | | | | | | | |
| Metro  Pikes Peak  North Central  Northwest  West Central  Southwest  Southeast  Northeast | | | | | | | |
| **Program Contact Information** | | | | | | | |
| **Name:** |  | | | **Title:** | |  | |
| **Telephone:** |  | | | **E-mail:** | |  | |
| **Fiscal Manager Information** | | | | | | | |
| **Name:** |  | | | | | | |
| **Telephone:** |  | | | **E-mail:** | |  | |
| **Participating Sites**  [How many sites are using Mobile Meal Counter and how many can be added using this funding?] | | | | | | | |
| **Current Number of Sites:** | | |  | | **Number of Sites to be Added:** | |  |

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| **Narrative**  [Responses should not exceed 500 words each.] |
| 1. Please provide background regarding your Summer Food Service Program and the population it serves, including any gaps or barriers that may exist for youth to access the summer meal program. Explain how this funding will help increase youth access to SFSP meals. (e.g., adding new mobile or rural sites) |
| 1. Describe how the use of Mobile Meal Counter Application will lessen the administrative burden for your program. |

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| **Budget Workbook** |
| Within the online application form, upload your completed Budget Workbook using [the budget template located here](https://docs.google.com/spreadsheets/d/1JLi-bSraeNZ8iB-61ylKp-2Js95AE4at/edit?usp=sharing&ouid=101944740693914363751&rtpof=true&sd=true). |

# Part II: Program Assurances Form

The appropriate Authorized Representatives must sign below to indicate their approval of the contents of the application **Summer Food Service Program Technology Mini-Grant**, and the receipt of program funds.

|  |  |  |  |
| --- | --- | --- | --- |
| On | (date) | , 2023, the program sponsors of | (sponsor organization) |

hereby agrees to the following assurances:

1. The grantee will work with and provide requested data to CDE for the Summer Food Service Program Technology Mini-Grant within the time frames specified.
2. The grantee will not discriminate against anyone regarding race, gender, national origin, color, disability, or age.
3. Funds will be used to supplement and not supplant any funds currently being used to provide services and grant dollars will be administered by the appropriate fiscal agent.
4. Funded projects will maintain appropriate fiscal and program records and that fiscal audits of this program will be conducted by the grantees as a part of their regular audits.
5. If any findings of misuse of these funds are discovered, project funds will be returned to CDE.
6. The grantee will maintain sole responsibility for the project even though subcontractors may be used to perform certain services.

The Colorado Department of Education may terminate a grant award upon thirty days’ notice if it is deemed by CDE that the applicant is not fulfilling the requirements of the funded program as specified in the approved project application, or if the program is generating less than satisfactory results.

Project modifications and changes in the approved budget must be requested in writing and be approved in writing by CDE before modifications are made to the expenditures. Contact Krista Garand ([Garand\_K@cde.state.co.us](mailto:Garand_K@cde.state.co.us), 720-413-6310) and Lyza Shaw ([free&reducedpriceschoolmeals@cde.state.co.us](mailto:free&reducedpriceschoolmeals@cde.state.co.us)) for any modifications.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Name of Program Contact |  | Signature |  | Date |
|  |  |  |  |  |
| Name of Fiscal Manager |  | Signature |  | Date |

**Note:** If grant application is approved, funding will not be awarded until all signatures are in place. Please attempt to obtain all signatures before submitting the application.

# Application Scoring

Reviewers will use the following criteria to evaluate the application. For the application to be recommended for funding, all required elements must be addressed. An application that is not clear may be asked to submit revisions that would bring the application up to an approvable level.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Priority Points** | | | | **TOTAL** |
| 1. Does the sponsor serve sites in rural areas? [[View the USDA definition of rural.](https://www.ers.usda.gov/topics/rural-economy-population/rural-classifications/#:~:text=rural%20towns%20(places%20with%20fewer,market%20areas%20(metropolitan%20areas).)](https://www.cde.state.co.us/datapipeline/ruralstatusdesignation) | **Rural or Small Rural** | | |  |
| **Yes** | **No** | |
| 5 | 0 | |
| 1. Is the sponsor a new or returning sponsor? | **Sponsor Type** | | |  |
| **Returning** | **New** | |
| 5 | 0 | |
| **Total Points** | | | **/10** | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Narrative Responses** | | | | | | |
| **Part II: Equipment Information**  To receive full points, applicant must completely address all questions and subparts. | **Inadequate**  information not provided | **Minimal**  requires additional clarification | **Adequate**  clear and complete | **High Quality**  exemplar response | | **TOTAL** |
| 1. Please provide background regarding your Summer Food Service Program and the population it serves, including any gaps or barriers that may exist for youth to access the summer meal program. Explain how this funding will help increase youth access to SFSP meals. (e.g., adding new mobile or rural sites) | 0 | 8 | 16 | 25 | |  |
| 1. Describe how the use of Mobile Meal Counter Application will lessen the administrative burden for your program. | 0 | 8 | 16 | 25 | |  |
| 1. How many sites are using Mobile Meal Counter and how many you can add due to this funding? | **Numbers Not Provided** | | **Numbers Provided** | | |  |
| 0 | | 5 | | |
| 1. Sponsor attached a completed Budget Workbook. | **Budget Not Provided / Incomplete** | | **Budget Complete** | | |  |
| 0 | | 5 | | |
| **Total Points** | | | | | **/60** | |