**FY23 nTIG Technology Improvement Grant - Round 1**

**Mini-Grant Application**

**Child Nutrition Programs**

Idaho State Department of Education

# **Overview**

The Idaho Department of Education - Child Nutrition Programs is accepting applications from Child and Adult Care Food Program (CACFP), Summer Food Service Program (SFSP), National School Lunch Program (NSLP), and Seamless Summer Food Program (SSO) sponsors to request grant funding to upgrade software and/or hardware systems. Applicants are eligible to apply for up to $24,000 in grant funds to be used for the sole purpose of purchasing technology tools that will implement new systems or will enhance or replace current systems. The State agency (SA) will award grant funds via a competitive grant process.

# **Funding Goals**

The goal of these Mini-Grants is to assist sponsors in need of upgraded technology components by providing funding for software and/or hardware systems and/or technology services, such as training. The State Agency has identified a need for these upgrades within many food service operations throughout the state. This funding opportunity will positively affect the participants of Idaho Child Nutrition programs by promoting strong data systems that provide a secure means for processing data in a timely and efficient manner. Funding is **only** available to support the purchase of technology solutions for use by food service operations to support child nutrition programs.

# **Eligibility**

**To be considered for grant funds:**

* Applicants must operate the CACFP, SFSP, or NSLP (hereafter called “sponsors”).
* All sponsors who have identified technological needs are encouraged to apply.
* Applicants must submit a completed TIG Round 1 Mini-Grant Application to the SA by January 3, 2025.
* Three comparable price quotes should be submitted with the grant application.
* Applicants must not have any outstanding findings in the most recent program review.
* Applicants must adhere to all rules and regulations as listed in Appendix A of this document.

**Additional Criteria:**

For NSLP applicants, additional consideration (priority) will be given to NSLP sponsors that have more than 50% of the students eligible for free/reduced price meals in 2023, based on the 2023 March eligibility report. Also, SFAs with greater than a three (3) month operating balance must provide an explanation/justification as to why grant funds are needed.

# **Child Nutrition Program Sponsor Responsibilities**

**Those sponsors selected as recipients of the grant’s funds must agree to the following assurances:**

* The sponsor will expend the full grant award within six (6) months of receiving the award, unless prior approval is granted by SA for a longer expenditure timeline.
* The sponsor will follow all TIG Grant Regulations and reporting requirements including Federal, State and Local procurement laws, including all regulations identified in the Assurance of Compliance document included in the application.
* Submit three (3) comparable quotes (similar technology hardware/software size, capacity & functionality) from three different providers for requested hardware/software with the TIG Mini-Grant Application.
* Participate in a site visit and serve as a test model for best practices upon request from the State Agency.
* Documentation (which may include invoices, installation invoices, proof of payment and other required documents) must be submitted to the State Agency prior to reimbursement of the grant expenditures.
* The sponsor must continue to operate the CACFP, SFSP, SSO or NSLP through SY 2026 - 2027 or the award must be returned to the State Agency.

# **Grant Judging and Selection Process**

The application process will be competitive. Grant applications receiving the highest score will be awarded. Grants will be judged and scored by a review panel and awarded based on need and highest impact on participant population. Sponsors must be in compliance with USDA regulations at the time of the award.

# **Grant Timeline**

* Applications distributed November 27, 2024
* Applications due (emailed by 5:00 p.m. MST) January 3, 2025
* Awards Announced (on or before) January 17, 2025
* All grant funds must be spent by June 30, 2025
* **Incomplete applications will not be considered.**

**Application Instructions**

1. The application must be submitted to the State agency no later than 5:00 PM Pacific time, January 3, 2025. The method of application submission is via email to:

scharters@sde.idaho.gov

Subject: Completed Application for [*enter Sponsor name*]

**Faxed applications will not be accepted.**

Allowable purchases may include new technology hardware and/or software. Examples of such hardware would be Point of Service (POS) terminals, laptops, mobile devices, networking devices, scanners to help process free and reduced applications or receiving USDA Foods inventories. Some examples of software would be POS (meal counting and tracking) software, pre-order meal software solutions, inventory management software, menu software (e.g., NutriKids, Titan, Minute Menu, Meal Time, My Food Program, Kid Kare or Health-e Pro). Funds may also be requested for technology-related training or services that will allow food service staff to improve program accountability, data accuracy, and program performance.

*The following are examples of what a sponsor may request grant funding for:*

*CACFP Independent childcare center or a sponsoring organization of centers may want to update their automated meal tracking system so the center(s) can directly enter meal counts at the time of service or attendance upon arrival or departure directly into their software system. To do this they need mobile electronic devices (tablets) for each classroom. This Independent Center or Sponsor Organization of Centers could request tablets and the software company’s training cost as part of this grant. While other Independent Centers or Sponsoring Organizations may choose to purchase a software system for the first time.*

*A SFSP sponsor may want to request meal-tracking software that allows sponsors to verify that meals served meet the SFSP meal pattern, track program participation and automate claims processing. Updated software features can be programmed to only allow meal counting to begin when the meal service time begins, and notifications that prompt site staff when children with special dietary needs are present at a meal or snack.*

*NSLP sponsors may want to apply for funds to purchase a POS software license, with corresponding POS terminals, to track student meals using eligibility status and participation in a more accurate and efficient manner. The purchase of POS software could allow the district to integrate eligibility determinations from various sources, such as direct certification and free and reduced applications (both paper and web-based), as well as companion software applications and/or scanning hardware used to streamline the process of determining and tracking free and reduced-price meal benefits.*

1. Upon award receipt and expenditure of grant funds by the sponsor, all purchasing documentation, including delivery receipts, invoices, installation invoices, proof of payment and any other required documentation, must be submitted to the SA prior to receiving reimbursement. The maximum amount of funds that may be reimbursed is the awarded grant amount. Additional funds will not be available if the hardware/software or installation is more expensive than on the grant application. If sponsors spend less than the awarded grant amount, then only the expended amount will be reimbursed. Any grant funds not expended may be re-allocated to the next highest ranked grant application by the SA. Sponsors should submit all expenditure documents to the SA within 30 days of installation and/or project completion.
2. Recipients of grant funds may not allocate any of the funds for administrative purposes which would include labor and supplies such as paper, ink and miscellaneous office supplies. Grant funds can only be used for technology solutions, such as software/hardware or technology training or services.
3. The sponsor must be able to fully expend the awarded grant funds within six (6) months of receiving the award. Extensions will be granted to the six-month timeline with prior SA permission only. If this timeline is not adhered to and/or SA permission is not requested for an extended timeline, the SA may not reimburse the sponsor the monies spent on the hardware/software purchase. If it is known that an extension to the six-month timeline will be required at the time of completing the application, the sponsor should note this in the application.
4. Documentation showing three (3) comparable price quotes for the requested hardware/software/service must be provided for this application to be considered complete. Comparable bids are those that are of similar size, capacity and function. Bids must be from three (3) different providers. Attach all relevant bid documentation when submitting the application to verify bid information. If you are looking at acquiring a sole source product, please provide an explanation as to why the product or service meets the definition.

# **Child Nutrition Program Sponsor Information**

Sponsor Name: Click or tap here to enter text.

Superintendent/Executive Director/Owner Name: Click or tap here to enter text.

Address: Click or tap here to enter text.

City: Click or tap here to enter text. State: Idaho Zip: Click or tap here to enter text.

**CONTACT INFORMATION FOR PERSON ADMINISTERING THE MINI-GRANT**

Contact Person: Click or tap here to enter text. Title: Click or tap here to enter text.

Phone: Click or tap here to enter text. Email: Click or tap here to enter text.

**CONTACT INFORMATION FOR PERSON RESPONSIBLE FOR TEHCNOLOGY NEEDS**

Technology Contact: Click or tap here to enter text. Title: Click or tap here to enter text.

Phone: Click or tap here to enter text. Email: Click or tap here to enter text.

**APPLICATION QUESTIONS:**

**Which programs do you operate?** (check all that apply)

[ ]  NSLP (National School Lunch Program)

[ ]  SFSP (Summer Food Service Program

[ ]  CACFP (Independent Child Care Center or Sponsoring Organization of Center)

**Project Summary: Include in your project summary a description of the technology solution being requested, how many programs will be utilizing the solution, your plan to maintain and sustain the solution beyond the life of the grant as well as the impact your solution will have on your operations.** Click or tap here to enter text.

**Please indicate the total amount of grant funds being requested:** Click or tap here to enter text.

**Describe your current technology needs:** Click or tap here to enter text.

**What piece of technology hardware will be replaced or upgraded, what types of software will be purchased or upgraded?** Click or tap here to enter text.

**Describe the implementation plan for new technology in your program:** Click or tap here to enter text.

**If current technology hardware/software is replaced, what is your plan for the replaced hardware?** Click or tap here to enter text.

**Explain how the new technology software and/or hardware will improve your food service program.** Click or tap here to enter text.

**Please provide your program’s total enrollment/participation figures:** Click or tap here to enter text.

**Explain how participants will benefit from technology enhancements in the food service program in your program.** Click or tap here to enter text.

**If technology upgrades exceed the amount available through this mini grant, what is your programs plan for prioritizing needs or contribution to upgrade.** Click or tap here to enter text.

*NSLP Sponsors only, please answer the following questions:*

**If you received a waiver for being over the 3-month operating balance, please explain.**

Click or tap here to enter text.

**What is the SFAs ending foodservice fund balance for SY 2023-2024?** Click or tap here to enter text.

**Percentage of Free/Reduced eligibility as of March 1, 2023:** Click or tap here to enter text.

**PICTURES MAY BE ATTACHED TO PROVIDE ADDITIONAL JUSTIFICATION/DETAILS.**

# **Child Nutrition Program Sponsor Information for Hardware Request (Please complete this section if hardware/software being requested is for a specific site)**

Site Name: Click or tap here to enter text.

Address: Click or tap here to enter text.

City: Click or tap here to enter text. State: Idaho Zip: Click or tap here to enter text.

Contact Person: Click or tap here to enter text. Title: Click or tap here to enter text.

Phone: Click or tap here to enter text. Email: Click or tap here to enter text.

Ages/Grade Levels: Click or tap here to enter text.

Current enrollment/participation at this site: Click or tap here to enter text.

# **Budget Information**

Please provide a line-item budget showing estimated expenses of not more than $24,000.00.

|  |  |  |
| --- | --- | --- |
| **Item** | **Description** | **Amount** |
| Hardware | Click or tap here to enter text. | $ |
| Software | Click or tap here to enter text. | $ |
| Other: Please Describe | Click or tap here to enter text. | $ |
| Other: Please Describe | Click or tap here to enter text. | $ |
| Total Requested  | Click or tap here to enter text. | $ |

*Matching Funds: If additional funding in excess of the grant request is being contributed towards the project, please list below amount and source of funds.*

|  |  |  |
| --- | --- | --- |
| **Item** | **Source** | **Amount** |
| Hardware | Click or tap here to enter text. | $ |
| Software | Click or tap here to enter text. | $ |
| Donated Labor | Click or tap here to enter text. | $ |
| Other: Please Describe | Click or tap here to enter text. | $ |
| Total Other Funds  | Click or tap here to enter text. | $ |

# **Bid Information**

Three (3) comparable bids must be obtained for each hardware/software and submitted for this application to be complete.

| Company Name | Equipment | Cost |
| --- | --- | --- |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

**\*All bids must be attached and included with the TIG Mini-Grant Application.**

**Bid #1**

Company Name: Click or tap here to enter text.

Bid price includes: (select all that apply) [ ]  Delivery [ ]  Installation [ ]  Testing [ ]  Other

Bid met specifications as explained in Request for Proposal issued by sponsor? [ ]  Yes [ ]  No

Explain why this bid would or would not be selected if grant funds are awarded:

Click or tap here to enter text.

**Bid #2**

Company Name: Click or tap here to enter text.

Bid price includes: (select all that apply) [ ]  Delivery [ ]  Installation [ ]  Testing [ ]  Other

Bid met specifications as explained in Request for Proposal issued by sponsor? [ ]  Yes [ ]  No

Explain why this bid would or would not be selected if grant funds are awarded:

Click or tap here to enter text.

**Bid #3**

Company Name: Click or tap here to enter text.

Bid price includes: (select all that apply) [ ]  Delivery [ ]  Installation [ ]  Testing [ ]  Other

Bid met specifications as explained in Request for Proposal issued by sponsor? [ ]  Yes [ ]  No

Explain why this bid would or would not be selected if grant funds are awarded:

Click or tap here to enter text.

# **Certification**

I confirm and attest that this grant submission is true and correct according to the information available to me at the time of completion. By applying for these grant funds, I am indicating I have sufficient authority and approval to proceed with the activities described in this application. In the case this grant is funded, appropriate procurement methods will be followed as described in the application information and according to Federal, State, and Local procurement policies. I am aware that I am expected to follow the regulations and requirements listed in Appendix A, Assurance of Compliance, of this application.

**Signature of Food Service Director** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Printed Name of Food Service Director** Click or tap here to enter text.

**Signature of Superintendent/Executive Director/Owner**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Printed Name of Superintendent/Executive Director/Owner** Click or tap here to enter text.

**Date** Click or tap to enter a date.

For questions or clarifications, please contact:

Shawn Charters at 208-332-6820 or scharters@sde.idaho.gov

Application Checklist: Please make sure you have included the following before submitting your application:

[ ]  Three comparable bids from three different providers.

[ ]  Delivery and installation costs have been included.

[ ]  The application is signed by all parties.

[ ]  **Please include a letter of Support from the Child Nutrition Program Sponsor’s Information Technology Director/Manager. (Not required for those CACFP sponsors that do not have a Technology Director)**

# **Appendix A**

**Assurance of Compliance**

If awarded the FY21 Technology Improvement Grant (TIG) Mini Grant, the grant recipient shall comply with the following regulations and requirements:

**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)”

7 CFR Part 3: "Debt Management"

41 USC Section 22 “Interest of Member of Congress”

Privacy Act. The Cooperator/Grantee shall follow the rules and procedures of disclosure set forth in the Privacy Act of 1974, 5 U.S.C. 552a, and implementing regulations and policies, with respect to systems of records determined to be subject to the Privacy Act.

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)

**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)

**NON-DISCRIMINATION STATEMENT**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

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

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