



**INSTRUCTIONS:** To apply for a Quality Meal Improvement Subgrant, complete this application by **JANUARY 31, 2020**, and return to:

**WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION  
 ATTN: ALICIA DILL OR KELLY WILLIAMS  
 SCHOOL NUTRITION TEAM  
 PO BOX 7841  
 MADISON, WI 53707-7841  
[DPIFNSTeamNutrition@dpi.wi.gov](mailto:DPIFNSTeamNutrition@dpi.wi.gov)**

**Note:** The School Nutrition Director/Manager should complete the application.

GENERAL INFORMATION				
School Food Authority	Agency Code	CESA Number	DUNS Number	
School Food Authority Address <i>Street, City, State, Zip</i>		Grant Period Start <b>4/1/2020</b>	End <b>5/31/2021</b>	
School Nutrition Director/Manager <i>First &amp; Last Name</i>	Title		Telephone <i>Area/No.</i>	
Mailing Address <i>Street, City, State, Zip</i>		Email Address		
School Nutrition Training Participant <i>First &amp; Last Name</i>	School Employed		Telephone <i>Area/No.</i>	
Mailing Address <i>Street, City, State, Zip</i>		Email Address		
School Nutrition Training Participant <i>First &amp; Last Name</i>	School Employed		Telephone <i>Area/No.</i>	
Mailing Address <i>Street, City, State, Zip</i>		Email Address		
District Administrator <i>First &amp; Last Name</i>	Mailing Address <i>Street, City, State, Zip</i>			
Business/Grants Manager <i>First &amp; Last Name</i>	Mailing Address <i>Street, City, State, Zip</i>			

NARRATIVE				
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1. Indicate the approximate distance from your School Food Authority to the following potential training locations:

Appleton <i>No. of Miles</i>	Eau Claire <i>No. of Miles</i>	Madison <i>No. of Miles</i>	Milwaukee <i>No. of Miles</i>	Wausau <i>No. of Miles</i>

**NARRATIVE (cont'd)**

2. Describe why the school nutrition professionals identified in this application are interested in receiving professional development to improve the school meal program? *Limit response to space provided.*

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3. How will the funding be helpful in improving school meal quality? *Limit response to space provided.*

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	<b>SUBGRANT REQUIREMENTS</b>	
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1. Attend required courses provided by the School Nutrition Team as part of the Summer Nutrition Skills Development Courses (SNSDC). These include:
  - a. Culinary Training
  - b. Serving Appealing School Meals
  - c. Farm to School
  - d. Customer Service and Student Engagement
  - e. Marketing and Communications
2. Submit required documentation to evaluate the success of training received and strategies implemented. This could include, but is not limited to, quality meal improvement strategy self-assessment, action plans, taste test ballots, student satisfaction surveys.
3. Participate in interviews regarding training experience as requested.
4. Submit a detailed expense report.

	<b>AGREEMENT</b>	
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This Grant Program Participation Agreement is between the Wisconsin Department of Public Instruction (DPI) and the School Food Authority (SFA).

**SFA agrees:**

1. To continue participation in the National School Lunch Program (NSLP) and has the authority to enter this Agreement to participate in the grant program named above.
2. To abide by all of the requirements for administering the grant program as set forth by USDA, additional guidance, regulations, memoranda provided by the USDA Food and Nutrition Service, and any subsequent laws pertaining to the grant program.
3. To use the grant funds received only for the needs set forth in SFA's completed and DPI approved grant application in accordance with all applicable state and federal statutes, regulations, and grant rules.
4. To use grant funds received to supplement services and not supplant funds received from nonfederal sources, meaning: grant funds will be used to add to (supplement) and not replace (supplant) state and local funds. In other words, the grant funds are not meant to substitute for state and local funds, but rather provide an additional layer of support.
5. To ensure that all entities providing lower tier covered services as part of the services and programs that are paid for with grant program funds are not debarred, suspended, proposed for debarment, declared ineligible to receive federal funds, or voluntarily excluded from participation by a federal department or agency (2 CFR 3485).
6. To periodically evaluate the services and programs and its progress toward achieving the goals and objectives set forth in the SFA's approved grant application, use such evaluations to refine, improve, and strengthen the services and programs, and refine the goals and objectives set forth in the grant application as appropriate.
7. To submit to DPI information and reports requested by DPI at such intervals requested by DPI, so that DPI may complete the required state and/or federal grant reports.
8. To cooperate in carrying out all evaluations, monitoring, and audits of the services and programs as may be required for DPI, the State of Wisconsin, and the federal government to administer the grant, and correct any and all deficiencies identified through the evaluations, monitoring, and audits.
9. To maintain records detailing the grant funds received and disbursed, and afford access to such records as DPI may find necessary to carry out its duties.
10. To file financial reports and claims for reimbursement to DPI in accordance with the procedures proscribed by DPI.
11. To comply with all civil rights, nondiscrimination, and equal opportunity laws.
12. To administer the funds received through the grant program as not to discriminate on the basis of race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.
13. To use fiscal control and accounting procedures that will ensure proper disbursement of, and accounting for, the grant funds.
14. To ensure that no staff member of school district participates in, or makes recommendations with respect to, an administrative decision regarding the services and programs if such decision can be expected to result in any benefit or remuneration, such as a royalty, commission, contingent fee, brokerage fee, consultant fee, or other benefit to him or her or any member of his or her immediate family.

	<b>CERTIFICATION/SIGNATURES</b>	
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**I CERTIFY** that the information contained in this Grant Program Participation Agreement and in the Quality Meal Improvement Subgrant Application is complete and accurate.

**I CERTIFY** that the school district is authorized to receive and administer grant funds.

Name of District/Agency Administrator	Signature of District/Agency Administrator  ➤	Date Signed <i>Mo./Day/Yr.</i>
Name of School Nutrition Director/Manager	Signature of School Nutrition Director/Manager  ➤	Date Signed <i>Mo./Day/Yr.</i>

<b>BUDGET</b>
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SFAs can apply for up to \$1,000. Subgrant funds can be used to:

1. Pay for staff time and travel (mileage and lodging) to attend required SNSDC courses provided by the DPI School Nutrition Team. The maximum amount that can be spent on staff time and travel is \$750.
2. Purchase items to implement strategies designed to improve meal quality and student meal perception. This includes, but is not limited to supplies needed for taste tests, culinary demonstrations, recipe development, or small equipment to improve meal offerings and cafeteria environment. Other strategies must be approved by Wisconsin Team Nutrition. Strategies may not be implemented until the 2020-2021 school year.

**Funding Guidelines**

**Food Cost**—Subgrant funds may be used to pay for food if the food is part of a specific grant/training activity. For example, conducting a student taste test of a new menu item or demonstrating preparation techniques during a training, are reasonable requests. The use of the food must be related to training or directly related to an activity that will improve student perception of school meals and enhance school meal quality. Team Nutrition Training Grant funds may not be used to purchase a meal for anyone. For each subgrant, the food expenditures may not exceed 20 percent of the funds awarded.

**Food and Nutrition Equipment**—Subgrant funds may be used to purchase small foodservice operation equipment, such as salad bar components, slicers, food processors, electric skillets, and mixers. The equipment must be used for training school meal professionals and/or increasing their capacity to improve school meals. Equipment costs must be less than \$5,000 per unit.

**School Food Authority Training Participants**—Subgrants may be used to support the purchase of small equipment in school meals operations. These subgrants could be used to aid school nutrition professionals in the implementation of their strategies to improve school meal quality.

**Promotional Items**—The purchase of promotional items is allowed if they are directly related to improving student perception of school meals and enhancing school meal quality or they aid in increasing school nutrition professionals' knowledge, skills, and self-efficacy related to school meal quality. Any cost associated with such promotions must be reasonable in comparison to the grant funding. A total expenditure of promotional items should not exceed 5 percent of the total subgrant awarded.

**Staff Development and/or Substitute Pay**—If adequate funding is available, subgrant funds may be used to hire a substitute food service staff person for staff to attend workshops and training.

**Stipends**—Stipends may be used to reimburse for local travel and hotel costs for school nutrition managers to attend the trainings and activities. Reimbursement shall be made in accordance with existing State travel regulations and practices. Mileage will be reimbursed at \$0.51 per mile. Lodging will be reimbursed at a maximum of \$82 per night for all counties excluding Milwaukee, Waukesha, and Racine Counties where the maximum reimbursement rate is \$90 per night

<b>BUDGET SUMMARY</b>
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School Food Authority	Grant Period	Date Submitted Mo./Day/Yr.		
	Beg. 4/1/2020	Initial Request	First Revision	Second Revision
	End 5/31/2021			

Budget revisions will be considered if planned expenses change. Budget revision requests must be submitted 30 days prior to the expenditure of by email to Alicia Dill (alicia.dill@dpi.wi.gov) or Kelly Williams (kelly.williams@dpi.wi.gov).

Item	Initial Budget Request	First Budget Revision	Second Budget Revision
a. Personnel			
b. Purchased Services	\$0	\$0	\$0
c. Non-Capital Objects			
i. Travel			
ii. Supplies for Strategy Implementation			
<b>TOTAL Grant Award</b>			

<b>DPI USE ONLY</b>
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Initial Budget Request <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	DPI Representative Signature ➤	Date Signed Mo./Day/ Yr.
First Budget Request <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	DPI Representative Signature ➤	Date Signed Mo./Day/ Yr.
Second Budget Request <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	DPI Representative Signature ➤	Date Signed Mo./Day/ Yr.