

Office of the State Superintendent of  
Education (OSSE) Division of Health  
and Wellness



# Cafeteria Staff Training Grant Information Webinar

Oct. 24, 2019



# Agenda

- I. Cafeteria Staff Training Grant Overview
- II. Eligible Applicants
- III. Funding
- IV. Award Details
- V. Review Process
- VI. Important Dates
- VII. Q&A



# Overview

- In 2019, the Healthy Schools Act (HSA) provided \$100,000 for the Cafeteria Staff Training Grant.
- The intended population to be reached by the grant are school foodservice/nutrition employees who work at District of Columbia Public Schools (DCPS), District of Columbia (DC) public charter schools, or DC Nonprofit private schools participating in the National School Lunch Program (NSLP) and Healthy Schools Act.



# Purpose

- The purpose of this grant is to provide school foodservice/nutrition employees with knowledge, training, and tools they need to plan, prepare, and purchase healthy products to create nutritious, safe, and enjoyable school meals.
- The focus of the grant is to fund training sessions for school foodservice/nutrition employees at schools participating in the NSLP and HSA.
- School foodservice employees are defined as individuals in a school who are responsible for the preparation and serving of all menu items.
  - Additional responsibilities include cleaning and dishwashing, as well as the care of some equipment.
  - Employees in cafeterias and kitchens include cooks, bakers, dishwashers and cashiers.



# Eligible Applicants

- DCPS, DC public charter schools, and DC non-profit private schools who participate in the NSLP, other organizations that support the National School Lunch Program including: food service vendors, food service management companies, and training organizations with experience training schools.
- Applications from other organizations and certified training organizations must encompass training a minimum of three school campuses.
  - Applying organizations must have experience supporting school food programs.
  - A letter of interest regarding the training is required from each school for which the organization plans to provide training



# Funding

- The total funding available for this grant is \$100,000.
- Funds will be awarded for applications ranging from \$2,500 to \$100,000.
- It is possible that a grant request may not be fully funded. However, grants may be approved for partial funding.
- Funding for this grant will be available for one fiscal year, and there is no carryover allowed with grant funds.



# Use of Funds

- Funds must be used to train school foodservice/nutrition employees who work in DCPS, DC public charter schools, or DC nonprofit private schools participating in the NSLP.
- Grant funds are to be used solely to provide training to these staff on the knowledge and tools they need to plan, prepare, and purchase healthy products to create nutritious, safe, and enjoyable school meals.
- Allowable training topics defined by USDA school meals professional standards are detailed in the Request for Applications, and on the following slide.
- Funds received for this grant may not be combined with other school nutrition program funds and must be tracked and reported separately.



# Allowable Training Topics

<b>1100 MENU PLANNING</b>
1110 USDA Nutrition Requirements
1140 Standardized Recipes
1150 Menu Analysis
1160 Special Diets, Including Food Allergies
<b>1200 NUTRITION EDUCATION</b>
1210 Nutrition Activities
1220 Classroom and Cafeteria Integration
1230 School Gardens
<b>2100 FOOD PRODUCTION</b>
2110 Standardized Recipes
2120 Food Production Records
2130 Culinary Skills
2140 Use and Care of Equipment
<b>2200 SERVING FOOD</b>
2210 Portion Sizes/Special Diets
2220 Offer Versus Serve
2230 Maintaining Food Quality and Appearance
2240 Serving Lines
<b>2300 CASHIER AND POINT OF SERVICE (POS)</b>
2310 Reimbursable Meals
<b>2500 RECEIVING AND STORAGE</b>
2510 Inventory Management
2520 Receiving and Storage
2530 Hold and Recall
<b>2600 FOOD SAFETY AND HACCP</b>
2610 HACCP
2620 Food Safety-General
2630 Federal, State, and Local Food Safety Regulations
2640 Food Safety Culture
<b>4100 COMMUNICATIONS AND MARKETING</b>
4130 Customer Service
4140 Communication Skills
4160 Smarter Lunchrooms Techniques





# Allowable Training Topics

- Applicants are required to provide training on a minimum of five of the USDA school meals professional standards training topics listed in the RFA.
- Funds for this grant must be used for trainings that provide knowledge, skills and tools school foodservice/nutrition employees need to plan, prepare, and purchase healthy products to create nutritious, safe, and enjoyable school meals.



# Allowable Costs

- Funds may be used for:
  - Salaries for staff providing training to school foodservice/nutrition employees
  - Contracting external experts in school meals professional standards to conduct trainings
  - Registration fees for webinars or in-person training sessions
  - Training supplies and materials
    - Food purchased specifically for culinary training is allowable only with prior State Agency approval
    - This may include supplies and materials for school and staff engagement as a follow up to training
  - School foodservice/nutrition employee salaries or stipends for time spent in training



# Unallowable Costs

- Funds may not be used for:
  - Food and beverages (outside of the previously mentioned culinary training)
  - Travel expenses (ex: hotel, airline tickets, per diem, travel reimbursement)
  - Transportation costs
  - Overhead costs associated with the training venue



# Award Details

- The grant period begins on the award date and ends on September 30, 2020.
  - All funds must be obligated by September 30, 2020.
- The procurement in relation to this award must comply with District procurement guidelines. Ensure that all procurement for trainings is conducted in a manner that provides, to the maximum extent possible, open and free competition. If you have questions about procurement procedures, please contact your procurement office.
- Unexpended funds of the approved grant will be refunded to OSSE for further award to eligible applicants.



# Award Details

- Trainings provided under this grant will not be given to, granted to, transferred to, leased to, or sold to any person or entity that is not eligible to participate in the grant program as a recipient.
- Schools shall retain grant files and supporting documentation for a term of three years plus the current fiscal year after final payment.



# Grant Requirements- Reporting

- Grantees will be required to complete quarterly reports for this grant.
- Quarterly reports must include the type of trainings provided, accomplishments and challenges in expenditure activities, impact of the trainings on the school meal program, and reason(s) for any un-liquidated funds.
- A template for providing quarterly reports will be provided.



# Quarterly Report

- The quarterly reports will include:
  - Description of training provided including:
    - Training name
    - USDA school meals professional standards training topics covered
    - Training provider
    - Number of school foodservice/nutrition employees in attendance
    - Name of school sites each school foodservice/nutrition employees represent
    - Hours of training provided for each training topic
    - Staff sign-in sheets
  - Accomplishments and challenges in expenditure activities – Impact on the school meal program
  - Reason(s) for any un-liquidated funds
  - USDA Child Nutrition Program’s Professional Standards Training Tracker Tool for each employee who attended training



# Submission Requirements

- All applications are submitted using the Enterprise Grants Management System (EGMS) [www.grants.osse.dc.gov](http://www.grants.osse.dc.gov)
- Applications are due December 6, 2019 at 3:00 pm
  - Contact Information
  - Project Overview
  - Project Vision and Implementation
  - Project Justification
  - Budget Justification
  - Supporting Documents
  - Detailed Planning Expenditures
- Agree to, **and** save assurances in Central Data
- OSSE EGMS Help Desk (202) 719-6500 Monday to Friday, 8 a.m. – 5 p.m.
- No paper applications will be accepted





# Review Process

- Grants are reviewed and scored by an external peer review panel.
- The review panel will review and rank each applicant's application, and when the review panel has completed its review, the panel shall make recommendations for awards based on the scoring process.
- OSSE shall make the final funding determinations.



# Review Process - Competitive Preference

- The Division of Health and Wellness will provide a competitive preference in reviewing FY2020 Cafeteria Staff Training Grant applications.
- Competitive preference is intended to narrow the achievement and opportunity gap by prioritizing schools that earned 1 or 2 STARS on the STAR framework.
- OSSE's competitive preference is intended to increase the reach of the grant by prioritizing applicants that provide training to cafeteria staff at more schools.
- After application review based on the responses on EGMS, applicants will be awarded additional points based on the following factors:
  - 1 point for each school served through the grant; and
  - 1 additional point for each 1 or 2 STAR school served through the grant.



# Grant Award Payments

- This grant operates on a reimbursement only basis. Grantees may submit for reimbursement after obligations are incurred through the EGMS.
- All reimbursements must be submitted through EGMS and include supporting documentation.



# Important Dates

- **Oct. 15, 2019** Application Opens
- **Oct. 24, 2019** Information Webinar
- **Nov. 1, 2019 - 3 p.m.** Pre-Application Question Period Ends
- **Nov. 13, 2019** FAQ Page Published, [Here](#)
- **Dec. 6, 2019 - 3 p.m.** Application Submission Deadline
- **January, 2020** Award Notices Sent
- **Sept. 30, 2020** Grant Period Ends



Questions?

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