



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: James Reardon, Commissioner of Finance & Management
From: Nathan Lavery, Fiscal Analyst
Date: February 29, 2012
Subject: JFO #2551, 2552

No Joint Fiscal Committee member has requested that the following items be held for review:

JFO #2551 – \$262,756 grant from the U.S. Department of Agriculture to the Vermont Department of Education. This grant will be used to provide training for school food service and child care staff in the areas of nutrition education, and for implementation of wellness policies.

[JFO received 1/19/12]

JFO #2552 – \$600,000 grant from the U.S. Department of Justice to the Vermont Department of Corrections. This grant will be used to implement prevention, identification and response mechanisms aimed at reducing the incidence of sexual abuse in prison facilities. One (1) limited service position is included with this request.

[JFO received 1/19/12]

The Governor's approval may now be considered final. We ask that you inform the Secretary of Administration and your staff of this action.

cc: Armando Vilaseca, Commissioner
Andrew Pallito, Commissioner



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee Members
From: Nathan Lavery, Fiscal Analyst
Date: January 27, 2012
Subject: Grant Requests

Enclosed please find two (2) items that the Joint Fiscal Office has received from the administration. One (1) limited service position request is included among these items.

JFO #2551 – \$262,756 grant from the U.S. Department of Agriculture to the Vermont Department of Education. This grant will be used to provide training for school food service and child care staff in the areas of nutrition education, and for implementation of wellness policies.
[JFO received 1/19/12]

JFO #2552 – \$600,000 grant from the U.S. Department of Justice to the Vermont Department of Corrections. This grant will be used to implement prevention, identification and response mechanisms aimed at reducing the incidence of sexual abuse in prison facilities. One (1) limited service position is included with this request.
[JFO received 1/19/12]

Please review the enclosed materials and notify the Joint Fiscal Office (Nathan Lavery at (802) 828-1488; nlavery@leg.state.vt.us) if you have questions or would like an item held for legislative review. Unless we hear from you to the contrary by February 10 we will assume that you agree to consider as final the Governor's acceptance of these requests.

State of Vermont
 Department of Finance & Management
 109 State Street, Pavilion Building
 Montpelier, VT 05620-0401

[phone] 802-828-2376
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Agency of Administration

JFO 2551

**STATE OF VERMONT
 FINANCE & MANAGEMENT GRANT REVIEW FORM**

Grant Summary: Funding from this grant will provide training for school food service and Child Care program staff in nutrition, nutrition education and the implementation of wellness policies.

Date: 1/13/2012

Department: Department of Education

Legal Title of Grant: 2011 Team Nutrition Training Grant

Federal Catalog #: 10.574

Grant/Donor Name and Address: USDA Food & Nutrition Service - Child Nutrition Division, 3101 Park Center Drive, Alexandria, VA 22302-1594

Grant Period: From: 9/30/2011 To: 9/30/2013

Grant/Donation	SFY 1	SFY 2	SFY 3	Total	Comments
Grant Amount:	\$91,395	\$152,991	\$18,370	\$262,756	

Position Information:	# Positions	Explanation/Comments
	0	This grant will fund the implementation of new Federal Regulations established in the Healthy, Hunger-Free Kids Act of 2010. Any staffing required will be contracted for the duration of the implementation.

Additional Comments: No positions to be created. Does not commit the state to any future expenditures.

Department of Finance & Management

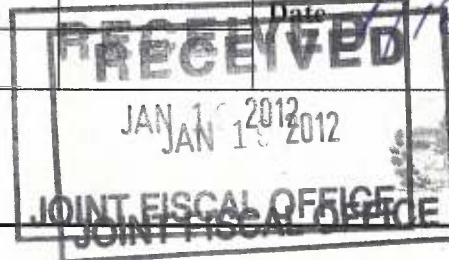
[Signature] (Initial)

Secretary of Administration

[Signature] (Initial)

Sent To Joint Fiscal Office

Date: 1/18/12



STATE OF VERMONT REQUEST FOR GRANT (*) ACCEPTANCE (Form AA-1)

BASIC GRANT INFORMATION				
1. Agency:				
2. Department:	Education			
3. Program:	Child Nutrition Programs			
4. Legal Title of Grant:	2011 Team Nutrition Training Grant			
5. Federal Catalog #:	10.574			
6. Grant/Donor Name and Address:				
USDA Food & Nutrition Service- Child Nutrition Division, 3101 Park Center Drive, Alexandria, VA 22302-1594				
7. Grant Period:	From:	9/30/2011	To:	9/30/2013
8. Purpose of Grant:				
Training for School food service and Child Care Food Program staff in nutrition, nutrition education and the implementation of wellness policies.				
9. Impact on existing program if grant is not Accepted:				
School and Child Care Center Staff will be at a disadvantage as they try to implement new Federal Regulation from the Healthy, Hunger-Free Kids Act of 2010.				
10. BUDGET INFORMATION				
	SFY 1	SFY 2	SFY 3	Comments
Expenditures:	FY 2012	FY 2013	FY 2014	
Personal Services	\$31,790	\$43,543	\$10,762	
Operating Expenses	\$59,605	\$76,948	\$7,608	
Grants	\$	\$32,500	\$	
Total	\$91,395	\$152,991	\$18,370	
Revenues:				
State Funds:	\$	\$	\$	
Cash	\$	\$	\$	
In-Kind	\$	\$	\$	
Federal Funds:	\$	\$	\$	
(Direct Costs)	\$77,200	\$132,908	\$13,473	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$14,195	\$20,083	\$4,897	
Other Funds:	\$	\$	\$	
Grant (source)	\$	\$	\$	
Total	\$91,395	\$152,991	\$18,370	
Appropriation No:	Amount:		\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	

RECEIVED

JAN 12 2012

STATE OF VERMONT REQUEST FOR GRANT (*) ACCEPTANCE (Form AA-1)

	Total \$ 91,395.00
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PERSONAL SERVICE INFORMATION

11. Will monies from this grant be used to fund one or more Personal Service Contracts? Yes No
 If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding process/policy.
 Appointing Authority Name: Bill Talbott Agreed by: BT (initial)

12. Limited Service Position Information:	# Positions	Title
Total Positions		

12a. Equipment and space for these positions: Is presently available. Can be obtained with available funds.

13. AUTHORIZATION AGENCY/DEPARTMENT

I/we certify that no funds beyond basic application preparation and filing costs have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant, unless previous notification was made on Form AA-1PN (if applicable):	Signature: <u>BT</u>	Date: <u>1-12-12</u>
	Title: <u>Deputy Commissioner</u>	
	Signature: <u> </u>	Date: <u> </u>
	Title: <u> </u>	

14. SECRETARY OF ADMINISTRATION

Approved: (Secretary or designee signature) Date: 1/13/12

15. ACTION BY GOVERNOR

Check One Box:
 Accepted (Governor's signature) Date: 1/18/12
 Rejected

16. DOCUMENTATION REQUIRED

Required GRANT Documentation	
<input type="checkbox"/> Request Memo <input type="checkbox"/> Dept. project approval (if applicable) <input checked="" type="checkbox"/> Notice of Award <input checked="" type="checkbox"/> Grant Agreement <input checked="" type="checkbox"/> Grant Budget	<input type="checkbox"/> Notice of Donation (if any) <input type="checkbox"/> Grant (Project) Timeline (if applicable) <input type="checkbox"/> Request for Extension (if applicable) <input type="checkbox"/> Form AA-1PN attached (if applicable)

End Form AA-1

(*) The term "grant" refers to any grant, gift, loan, or any sum of money or thing of value to be accepted by any agency, department, commission, board, or other part of state government (see 32 V.S.A. §5).

OMB Control No. 0584-0512

Attachment D – 2011 Team Nutrition Training Grant Application Cover Sheet

**2011 Team Nutrition Training Grant
CFDA 10.574**

State(s): Vermont

Applying for (check one):

- Competitive Grant
- X Non-Competitive Grant

State Child Nutrition Director(s): Laurie Colgan
 E-mail address: laurie.colgan@state.vt.us
 Phone: (802) 828-5153 Fax: (802) 828-0573

Grant Contact Person/Project Director: Lauric Colgan
 E-mail address: laurie.colgan@state.vt.us
 Phone: (802) 828-5153 Fax: (802) 828-0573

The complete application package **must be uploaded** on www.Grants.gov on or before Monday, April 25, 2011, no later than 11:59 PM Eastern Daylight Time. Applications received after the deadline date and/or time will be deemed ineligible and will not be reviewed or considered. FNS **WILL NOT** consider any additions or revisions to applications once they are received. *FNS will not accept mailed or hand-delivered applications.*

VT HUSSC Initiative

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VT HUSSC Initiative

Project Summary:

Child Nutrition Programs at the Vermont Department of Education will create a program of training for school staff, entitled the 'VT HUSSC Initiative' to enable schools to create menus, develop recipes, and implement changes to meet the 2010 Dietary Guidelines for Americans (DGAs) and the criteria of the HealthierUS School Challenge (HUSSC). The program will improve the nutritive value of school menus using strategies that incorporate more local foods and the use of whole grains, dark green/orange vegetables, and dried peas and beans. The program will also provide the opportunity for the development of new recipes for food items to be incorporated in school menus that support the DGAs. Through regional meetings, mentoring and technical assistance can be provided to schools for the application process for the HUSSC, along with the implementation of new program requirements and regulations through the Healthy, Hunger-Free Kids Act of 2010 (the Act). Through the training opportunities and mentoring at regional meetings, a group of schools will be targeted to complete the HUSSC and submit an application by the end of the project. The application process will be the vehicle that the schools use to implement the new Guidelines, Meal Patterns and requirements from the Act.

Intended Outcomes:

One goal of the HealthierUS School Challenge Initiative is to have 20 schools submit applications for the HealthierUS School Challenge by June of 2013. The goal will be achieved by providing training for school food service programs throughout the two year period to create nutritious school meals that meet the criteria of the HealthierUS School Challenge, comply with the principles of the New Dietary Guidelines for Americans and the proposed meal patterns. A second goal is the development and publication of 50 recipes by the schools that can be used in the implementation of the New Dietary Guidelines and completion of the HealthierUS School Challenge. The published Recipe Booklet will be published and shared with all Vermont school food service programs.

Objectives:

Child Nutrition Programs will support and mentor schools to complete the VT HealthierUS School Challenge Initiative which will enable them to create healthier school nutrition environments and meet new program requirements through the following activities:

1. Conduct training opportunities through SNA Conference sessions and Child Nutrition Programs Summer Institute to provide 100 school staff with criteria and information regarding the 2010 Dietary Guidelines for Americans and HUSSC criteria
2. Hold a series of four regional meetings between October 2011 and June 2013 to work on the HUSSC application and work
3. Twenty mini-grants will be awarded to schools to support preparation for taking the Challenge
4. Food Service staff will develop 50 new recipes
5. A Recipe Booklet of Recipes that align with the new Dietary Guidelines will be developed and published

Introduction –

School Nutrition Programs

Vermont is a very small and rural state with the majority of our school food authorities consisting of single unit schools serving one town, with some union high schools serving students from a several towns. With our schools experiencing decreasing enrollments and increasing costs, school food service is one area that is strongly impacted by shifts in funding and support. Due to the lack of strong management systems in our many small programs and single unit schools, training and education for food service staff is not conducted at the local level, the Vermont Child Nutrition Programs is the source for training of school food service staff in all areas, from complying with regulations to improving food and program quality.

As we provide training to school districts in the new Dietary Guidelines for Americans, the proposed meal pattern changes, and program changes required as result of the re-authorization, we would like to provide an incentive to schools to take the HealthierUS School Challenge. Creating an opportunity to provide support and technical assistance at the regional level to supplement intensive training programs offered will serve to engage more participants in the Challenge and increase the likelihood that more programs will comply with new program requirements and then complete the Challenge.

Program Design

The work plan for Child Nutrition Programs will include a 2 year training blueprint, entitled the HUSSC Initiative, devoted to providing training and technical assistance to schools while they modify their menus to meet the proposed meal pattern requirements and the 2010 Dietary Guidelines for Americans. While aligning their programs and food offerings in the schools to meet the new requirements, twenty schools will be targeted to take the HealthierUS School Challenge and submit a complete application by September of 2013. During the training provided, a special initiative will be undertaken to provide increased technical assistance and support through mentoring to schools at the local level as they work to complete their Challenge application process. In addition, a mini-grant opportunity will be made available to the schools that commit to completing an application. Mini-grant funds may be used to support the preparation for taking the HealthierUS School Challenge at the local level. This project will enable more schools to apply for the Challenge in the future.

Child Nutrition Programs Training

There will be three components of the HUSSC Initiative. The first component will be the introduction of the HealthierUS School Challenge and its use as a vehicle to make program changes and to meet the new requirements. This will include training and education on the 2010 Dietary Guidelines for Americans, the proposed meal patterns for school meal programs, and the importance of comprehensive and active school wellness policies. In addition the school training will also include information on the HUSSC requirements and opportunity, and the use of this tool to create a comprehensive, quality school nutrition environment which includes nutritious foods and menus, nutrition education, and regular physical education and activities within the school.

Training events covering the Guidelines, Meal Pattern Changes, and new program requirements will include presentations and workshop sessions at regularly scheduled events including the School Nutrition Association (SNA) Conference that is held annually in October, the annual Child Nutrition Programs Summer Institute held in August and regional meetings organized by staff and SNA representatives. Upon completion of the first round of regional meetings and training sessions conducted in the late fall and spring of 2011/2012, schools wishing to participate in the Challenge will be identified. The application requirements and process will be reviewed and action plans developed to meet the criteria and complete the application process for the HealthierUS School Challenge.

Once the schools are identified, they will be given the opportunity to apply for mini-grants in the maximum amount of \$500 per school. The mini grant funds may be used to support the preparation for taking the HUSSC. The cost must directly support approved application project activities, must be allowable, reasonable and consistent with any local, State or Federal Regulations and procedures, and occur during the grant period with funds expended not later than June 1, 2013.

Recipe Development Class

The second component of the initiative will include intensive work during a four-day training session held at the 2012 Child Nutrition Programs Summer Institute where the focus will be on recipe development and testing of new food and menu items that support the dietary guidelines and are then included in menu development which will focus on and incorporate green and bright orange vegetables, fresh fruits, whole grains, dried peas and beans, and low-fat or skim milk. The goal will be to produce and develop 50 standardized recipes that include some local foods which will be tested and published so that they may be used by other school programs.

The Child Nutrition Programs Summer Institute is a week-long training event which allows intensive, hands-on learning opportunities provided in a great variety of classes designed for school food service and child care food service staff. Facilities used for this event include a school with family and consumer science kitchens, a culinary arts kitchen, as well as food service kitchen and a multitude of classrooms which provide learning laboratories for participants. This allows sufficient space and tools for the training program. The Recipe Development class will be structured to include food preparation principles learned in the Healthy Cuisine for Kids training program and will be managed by a chef and trainers from that program. Food Service Managers will have this opportunity to create and standardize recipes to include bright orange, dark green vegetables, whole grain items, and other fruits and vegetables in their new school menus. The end products will be tested and standardized recipes that will be available for use by school food service programs as they incorporate fresh and local fruits and vegetables and whole grains in their school menus.

In addition to the cooking component of the class, menu planning activities will be conducted using these new food items to create menus for school food service that comply with the 2010 Dietary Guidelines for Americans and new school meal patterns. The planned menus will then

be used in the next school year as the programs work toward the HealthierUS School Challenge initiative for their school. This will give the food service staff an opportunity to determine the acceptance of the new foods and move toward completion of their application process.

HUSSC Applications

The third component of the initiative will include two parts. The first will be to hold two to three regularly scheduled regional meetings to work with the identified schools to provide assistance and support to complete their tasks for the HealthierUS School Challenge application. The goal for these work groups will be to complete their applications and submit them prior to September 30, 2013.

Recipe Booklet

The second part will be to have the created recipes analyzed by a dietitian or dietetics professional and then organized for publication in a Recipe Booklet. Once the recipes have been analyzed, an RFP will be distributed for design, compilation and printing of the Recipe Booklet which will include the 50 recipes developed by the participants in the class and completing the HUSSC challenge.

Upon completion of the HealthierUS School Challenge Initiative, twenty schools will have completed their HUSSC applications and developed 50 recipes that are published in a recipe booklet.

Project Time Line

Time Period	Activity
Fall 2011	School Nutrition Association Conference – promote HUSSC Initiative & Advertise Regional Meetings & Training sessions; Provide training on New Guidelines and Proposed Meal Patterns.
	Hold First Round of Regional Meetings(4 Meetings)
	Identify 20 Schools Distribute Mini-Grant Applications
Spring 2012	Hold Second Round Of Regional Meetings (4 Meetings)
	Award Mini-grants
	Plan Child Nutrition Programs Summer Institute and the Recipe Development & Menu Planning Class; recruit chef and assistants
	Develop the structure of the class with chef
August 2012	Hold Child Nutrition Programs Summer Institute (week of August 13); Conduct Recipe Development Class
September/October 2012	Recipes are incorporated in School Menus; Recipes are analyzed for nutrient content;
	Prepare and disseminate RFP for Design and Publication of Recipes
Fall 2012	Hold Third Round of Regional Meetings
	Participate in School Nutrition Association Conference
November 2012	Prepare Contract for Recipe Project
Spring 2013	Recipe Booklet is designed and Published
April 2013	Hold Fourth Round of Regional Meetings
June 2013	20 HUSSC Applications are complete and submitted
August 2013	Child Nutrition Programs Summer Institute – Recipe Booklets are distributed to attendees
September 2013	Media Notice of HUSSC School Applicants Distribution of Recipe Booklets to Schools

Budget Narrative

The total cost of the HUSSC Initiative as quoted below exceeds the \$20,000 grant award for 20 schools to participate. Costs incurred above \$20,000 will be covered by VT State Agency SAE funds if TN grant funds are not awarded to cover the full anticipated cost.

A. Personnel

Training & Technical Assistance: Personnel overseeing and participating in this project will include two State Agency staff members, Director of Child Nutrition Programs, Laurie Colgan, and a School Programs Consultant (to be determined). These two staff members will present at the VT School Nutrition Conferences, The Child Nutrition Programs Summer Institute, and conduct the regional meetings. 12 Days per Staff Member (Director @ \$2800 to be covered by SAE funds; Consultant @ 1,824, standard wages and applicable fringe benefits) {Activity 1}

Chef for Recipe Development Class: Contract for a chef to Conduct the Recipe Development Class at Summer Institute and participate in the planning and development of the class structure in the spring. 6 days are estimated at \$400 per day {Activity 4}

Staff Assistants for Recipe Development Class: Four Class assistants will be contracted and assigned to the Recipe Development Class to provide monitoring and documentation assistance. 4 Days x 4 people @ \$100/day {Activity 4}

B. Travel

State Agency Staff Travel: Travel expenses to conduct the Regional Meetings at an estimate of an average of 100 miles per session. 16 sessions x 100 miles x .505 rate of state reimbursement {Activities 1 & 2}

C. Supplies

Recipe Development Class: Ingredients and supplies for Recipe Development Class based on estimate with previous experience with Healthy Cuisine for Kids classes. Estimate @ \$350/day x 4 days of class {activity 4}

D. Recipe Booklet Design & Printing

Recipe Booklet: This estimate is based on proposed costs at \$800 for design and \$2800 for printing 500 copies. {Activity 5}

E. Postage

Postage is estimated at \$2.50 each for shipping the booklets to VT schools based on anticipated weight of 13 ounces and the 8½ x 11 inch size. 2.50 x 300 copies

F. Mini-Grants

Mini-grants will be available for the targeted and identified schools to use as they apply for the HealthierUS School Challenge. Grants may be used to cover allowable costs for preparation of the HUSSC application process. A maximum grant award will be \$500. $\$500 \times 20$ schools = \$10,000

Vermont Budget – Non-Competitive Grant

Item	Description	In Kind	TN	TN Total
Personnel	State Agency oversight in-kind	(2800.00)		
	HUSSC Coordinator/DOE Staff – salary		1824.00	1824.00
Fringe Benefits	Consultant/DOE Staff		547.00	547.00
	State Agency oversight fringe – in kind	(784.00)		
Travel	HUSSC Coord travel -1600 miles @ .505		808.00	808.00
	State Agency oversight travel – in kind 1200 miles@ .505	(606.00)		
Supplies	Ingredients for Recipe Development Class \$350/day x 4 class days		1400.00	1400.00
Contractual	Chef to Conduct Recipe Dev. Class 6 days @ \$400/day	(1200.00)	2400.00	
	Class Assistants to record recipes and steps in Recipe Dev Class. 4 days x 4 people x \$100/day		1600.00	
	Recipe Booklet Design and Printing - \$800 design, 2800 for printing 250 copies		\$2200.00	\$6200.00
Other	Postage for shipping Recipe booklet @ 2.50 each	(600.00)	750.00	
	Mini Grants to Schools. 20 schools @ \$500/school		10,000	\$9350.00
Total Direct Charges				\$21,529.00
VT DOE Indirects				\$2652.00
Total HUSSC Grant Request				\$24,181.00

* The reduction in number of copies may result in higher per-item printing costs due to the pricing schedule.

Vermont Budget -- Non-Competitive Grant

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Item	Description	In Kind	TN	Formatted Table
Personnel	State Agency oversight in-kind	(2800.00)		
	HUSSC Coordinator/DOE Staff - salary		\$1,824.00	\$1,824.00
Fringe Benefits	Consultant/DOE Staff		\$547.00	\$547.00
	State Agency oversight fringe - in kind	(\$784.00)		
Travel	HUSSC Coord travel -1600 miles @ .505		\$808.00	\$808.00
	State Agency oversight travel - in kind 1200 miles@ .505	(\$606.00)		
Supplies	Ingredients for Recipe Development Class \$350/day x 4 class days		\$1,400.00	\$1,400.00
Contractual	Chef to Conduct Recipe Dev. Class 6 days @ \$400/day	(\$1200.00)	\$2,400.00	
	Class Assistants to record recipes and steps in Recipe Dev Class. 4 days x 4 people x \$100/day		\$1,600.00	
	Recipe Booklet Design and Printing - \$800 design, 2800 for printing 500 * \$250 copies		3600.00 \$2200.00	7600.00 \$6200.00
Other	Postage for shipping Recipe booklet @ 2.50 each	(\$600.00)	\$750.00	
	Mini Grants to Schools. 20 schools @ \$500/school		\$10,000.00	10,750.00 \$9350.00
Total Direct Charges				22,929.00 \$21,529.00
VT DOE Indirects				2,974.00 \$2652.00
Total HUSSC Grant Request				\$25,903.00 \$24,181.00

* The reduction in number of copies may result in higher per item printing costs due to the pricing schedule.

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Budget Narrative - *Green Mountain Healthy Kids Challenge*

1. Project Coordinator

The Coordinator at 50% FTE is responsible for overseeing the implementation of project activities and coordination with other agencies, partners and consultants; conducting meetings; designing and directing the training processes for both childcare and school team trainings; overall program evaluation; staff and consultant performance; ensuring that reports/documentation is consolidated to provide quarterly reports for USDA Team Nutrition and guides are developed as outlined.

2. Project Manager

At 10% FTE the DOE Director of Child Nutrition Programs shall supervise the Project Coordinator and be responsible for overall project management, fiscal management, support the project coordinator and submission of quarterly reports to Team Nutrition.

3. Child Care Advisory Team Leader

At 20% FTE, the DOE CACFP coordinator will provide key leadership and training to the team of advisors and resource specialists supporting the coordinator with planning, implementation and assessment of regional training within the early education strand of this project.

4. Rental of facilities for trainings

- The 3 trainings for the childcare centers will take place in available public spaces around the state. These facilities are needed accommodate the numbers of attendees and required space.
- The Food and Nutrition 3 day training at Shelburne Farms will take place in multiple spaces and buildings to take advantage of the PD staff and resources.

5. VT Food Education Every Day Professional Development – 3 components

- Project Advisory Team Leadership Training: (2 staff X 6 days) to guide project planning, design & implementation of trainings, and assessment;
- Training Planning & Development Session: (3 staff X 6 days) for VT FEED staff and consultant to plan, conduct and assess at the Food and Nutrition Education Institute
- Follow-up mentor supervision, reflection and evaluation Development: FEED staff and consultant to plan, implement and assess (3 staff X 2 days)

6. Professional Development for Childcare Centers

3 statewide workshops for 75 childcare participants will be held to address the 3 components of the Early Education Challenge training:

- Physical Activity on the *SPARK EC* curriculum (delivered by *SPARK EC* \$5,000)
- Nutrition Education on the *More Than Mud Pies* Curriculum (\$500)
- 2011 Dietary Guidelines instruction (delivered by John Stalker Institute \$1,500)

7. Professional Development for school teams

Shelburne Farms Professional Development Team has conducted numerous PD courses and trainings for school personnel for many years. PD research shows that engaging teams to address changes in curriculum or school environments is more effective than having one person learn new material and bring it back to the rest of the school. The Shelburne Farms PD Team, with the

grant advisory team, will plan and facilitate nutrition curriculum development training for the Institute (5 days X \$500/day during Year I) and consult with the grant advisory team and assessment team on follow-up activities and assessment during Year II (2 days X \$500/day)

8. Supplies

- Early Education Challenge:
 - Training materials (\$200 per training X 3 trainings= \$600)
 - NFSMI Curriculum (\$12 x 75 = \$900)Purchase or production of 'More than Mud Pies' Nutrition Education Curriculum
- Food and Nutrition Education Challenge
 - Cooking supplies for 3-day Food and Nutrition Education Institute for Schools (\$350/day x3 days)
 - Professional Development materials for 3-day Nutrition Education Institute (\$25 pp X 60 people = \$1,500); using a variety of materials including Team Nutrition, NFSMI, and VT resources

9. Assessment

UVM Nutrition and Food Sciences Professor, Dr. Linda Berlin will use her expertise to lead an assessment team and be part of the Training Institute team for school teams. She will also oversee the development of assessment tools, collection and data entry during Year I (\$6,000), analyze the data and report on the effectiveness of the training, mentoring content, and the activities format for reaching the proposed goals and objectives year 2 (\$9,000).

10. Mini Grants

Implementation mini-grants of \$1,000 each will be awarded to the 10 school teams and 25 childcare centers will receive \$500 each for materials and supplies needed for the successful implantation of Nutrition Education plans and Wellness Policy Implementation Plans (10 school sites X \$1,000; 25 childcare sites X \$500)

11. Contracted Mentoring for Childcare Centers

In order to enable the childcare centers to implement their wellness policies and resulting nutrition and physical activity action plans and work towards the 2010 DGA, five resource specialists will provide 1 half day of mentoring and coaching for the 25 centers during the 2012-2013 school year at \$100 per site.

12. Contracted Mentoring for school teams

In order to enable the teams to implement their nutrition education plans and work towards the 2010 DGA, five resource specialists will provide 4 half days of mentoring and coaching at pilot school sites during the 2012-2013 school year at \$250 per half-day. (10 sites for 5 mentors X \$250 X 4 days = \$10,000)

13. Stipends for childcare participants

Childcare centers have difficulty sending staff for training in general. The Early Education Challenge will require centers to send two people to 3 different trainings. Therefore each center will receive \$50/pp for two staff to attend the four regional trainings (25 sites X 2 staff X \$50= \$2,500).

Attachment D – 2011 Team Nutrition Training Grant Application Cover Sheet

**2011 Team Nutrition Training Grant
CFDA 10.574**

State(s): Vermont

Applying for (check one):

- X Competitive Grant
 Non-Competitive Grant

State Child Nutrition Director(s): Laurie Colgan
E-mail address: laurie.colgan@state.vt.us
Phone: (802) 828-5153 Fax: (802) 828-0573

Grant Contact Person/Project Director: Laurie Colgan
E-mail address: laurie.colgan@state.vt.us
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Green Mountain Healthy Kids Challenge
Promoting Healthy Environments in Childcare Centers and K-6 Schools

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	b. Budget Narrative	
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	A. Shelburne Farms	
	B. Vermont Food Education Every Day (VT FEED)	
	C. University of Vermont, Department of Nutrition and Food Sciences	

OVERVIEW

Project: *Green Mountain Healthy Kids School Challenge* will improve nutrition environments and increase children's knowledge of healthy food and nutrition in schools and childcare centers by providing intensive training and support to teachers, food service personnel and others to implement school food changes and engage learners in fun, evidence-based nutrition education that is integrated throughout the learning environment.

Overall Project Goals: School-based teams and childcare center staff will be trained and supported in creating and maintaining healthier environments by providing comprehensive nutrition education and nutritious meals that incorporate 2010 Dietary Guidelines for Americans (DGA) and embrace components of the Healthier US School Challenge (HUSCC) including nutrition education and physical activity.

Intended Outcomes

1. Childcare and K-6 school participants will incorporate 2010 DGA in their menus, specifically providing more fruits, vegetables and whole grains.
2. Twenty-five childcare centers will develop new or improved wellness policies aligned with 2010 DGA, addressing nutrition education, physical activity and action plans to implement the policies and share with parents.
3. Ten K-6 school teams will establish and/or improve nutrition education across the broader school environment including classrooms, cafeterias, and in the community.
4. Best practices to implement improved nutrition education curriculum in schools and wellness policies in childcare centers will be documented for dissemination.
5. School teams participating in this project will be supported in applying for a HUSCC award.

Proposed Activities

- Develop and execute two strands of the *Green Mountain Healthy Kids Challenge* to include pre-assessment, intensive training, mentoring, implementation and post-assessment.
- Train childcare and school teams in the 2010 DGA.
- Train and mentor childcare participants to develop wellness policies and to enhance implementation of these policies with fun activities that promote healthy eating and physical activity.
- Provide an intensive training and mentoring program to support school teams comprised of teachers, administrators and food service staff and to develop and implement food and nutrition education curricula that is behavior-focused, hands-on and interactive, involving all aspects of a school environment—the classroom, cafeteria, school garden, and home.
- Produce a guide on how to assess and improve wellness policies for the childcare setting and implement healthy eating and physical activities.
- Produce a guide on how to assess and improve nutrition education curriculum across school environments.

INTRODUCTION

The Vermont Department of Education (DOE) recognizes that healthy eating patterns established at an early age are essential for students to achieve their full academic potential. In collaboration with the Vermont Agency of Agricultural, Food and Markets, and the Vermont Department of Health, we have developed and continually update our *Vermont Nutrition and Fitness Policy* guidelines to provide schools and childcare facilities with the most recent information on best practices for school nutrition and physical fitness. These guidelines reflect current science and recommendations of the 2005 DGA and provide the framework to support schools and childcare facilities to offer healthy food choices to all children.

We recognize, however, that state guidelines are just a starting point. Many schools participating in the National School Lunch Program (NSLP) and childcare centers within the Child and Adult Care Food Program (CACFP) need on-going training, technical assistance, mentoring and financial support to effectively implement wellness policies and convert nutrition and physical activity resources and activities into best practices that improve student food choices and physical activity levels. It is an exciting time with new DGA on the horizon and more opportunities to instigate lasting school food change. These factors require additional training and time to develop and implement policy and curricula in sustainable ways.

The Vermont DOE Child Nutrition Program respectfully submits this 2011 Team Nutrition Training Grant requesting \$252,781 to implement the *Green Mountain Healthy Kids Challenge*. This two-strand training program will target childcare centers and schools committed to advancing current DGA by improving school nutrition programs, nutrition education, and wellness activities throughout the learning environment. Through collaborative efforts with strategic stakeholders, 10 schools and 25 childcare centers in Vermont will be identified as pilot sites to design, develop and implement age-appropriate nutrition education curricula using Team Nutrition materials and other resources which extend through the cafeteria, classroom and community. The selected childcare centers and school teams will receive support for an entire school year through intensive training and on-going mentoring from resource specialists and will then be eligible for mini-grants to further ensure effective implementation of new hands-on approaches to health and wellness. In addition, the participating schools will receive support to apply for the HUSSC.

PROJECT DESCRIPTION

Project: Create and implement a training and mini-grant program for schools and childcare centers to further develop and implement their wellness policies in compliance with the 2010 DGA, and to further prepare schools to apply for the HUSSC.

Overall Project Goal: Selected K-6 school teams and childcare centers will participate in intensive training, collaboration, and resource development aimed at creating and maintaining healthier school and childcare environments through integrated food and nutrition education, physical activity, and nutritious meals that incorporate 2010 DGA and components of the HUSSC.

Overall Project Objectives: Two training and implementation strands—childcare and K-6 schools—are being developed because both types of sites have limitations related to healthy food environments. Childcare centers currently are not required to develop concrete wellness policies to

inform and implement staff nutrition and physical activities and to support parents. Childcare staff share several mealtimes with the children and are not required to teach from measured curricula.

On the other hand, schools have been required to have wellness policies since 2006. Guided these policies and the Vermont DOE Education Grade Expectations, schools have developed targeted health and wellness curricula tailored to specific grades and subjects. However, nutrition education is not often systematically addressed across the broader school environments. Many schools in Vermont have begun Farm to School Programs to improve their school food program, but need training and practice integrating healthier food choices and nutrition education in cafeterias, classrooms and their communities.

Thus, the strands in this project have different starting points with an over-arching and shared goal. The *Green Mountain Healthy Kids Challenge* will support and encourage selected childcare centers and school teams to plan and implement effective enhancements to wellness policies, meal programs and nutrition education for children served, as follows:

- a) Early Education Challenge: establish sound wellness policies based on 2010 DGA for nutrition and physical activity and support implementation of these policies in 25 childcare settings across Vermont in order to build a solid foundation of health among preschool-aged children that fosters life-long healthy eating and physical activity.
- b) School Food and Nutrition Education Challenge: provide 10 school teams selected from communities throughout the state with support to develop integrated nutrition education curricula, implement the 2010 DGA, and prepare to apply for the HUSSC by September 2013. In addition, assist with the development and dissemination of recipes that align with the 2010 DGA and reflect nutrition education priorities and goals. Finally, support school teams with their applications for mini-grants to develop and deliver effective hands-on nutrition education curriculum integrated throughout the classroom, cafeteria and community and reflected in all aspects of foods service.

Lessons learned from both strands will be documented and best practices disseminated to expanding circles of childcare centers and schools beyond those participating in the *Green Mountain Healthy Kids Challenge*. Both strands of the project will utilize Team Nutrition resources, as well as proven educational models, professional development strategies, and resource specialists. Participating schools and centers will be required to integrate age appropriate best practices that meet the Health Education Grade Expectations for Nutrition and Physical Activity (NPA).

1. The Landscape

School Programs: Vermont is a small rural state and most school districts include just one town. Despite the fact that our school-aged population is approximately 90,000 we have more than 280 individual school districts. Seventy-five percent of Vermont's School Food Authorities are single schools with an average enrollment of about 250 students. Vermont school districts do not have the management structure (or the food service staff structure) to offer training in the new 2010 DGA or to support their schools in applying for the Healthier US School Challenge at the local level.

The Vermont DOE Child Nutrition Program is the primary state agency providing training for food service staff in all areas of managing operations from complying with regulations to improving food quality. The work plan for the School Nutrition Association of Vermont includes support through workshops and mentoring to schools applying for the HUSSC. These School Nutrition Association efforts are just beginning and cannot yet adequately meet current training needs. To date, no Vermont schools have applied for HUSSC.

Child and Adult Care Food Program (CACFP): There is a growing body of evidence documenting the necessity of optimal nutrition to children at an early age, if we are to impact life-long habits. Today many children are consuming diets high in calories and low in nutrients while getting insufficient physical activity. Approximately 32 percent of children and adolescents aged 2-19 are overweight or obese, with 17 percent of children being obese. This new epidemic of child-age obesity, which may lead to numerous long-term health impacts, is just beginning to be understood. For example, risk factors for adult chronic diseases such as Type II Diabetes have been increasingly documented in young children. Additionally, eating patterns established in childhood have been shown to extend into adulthood, making early intervention to support healthy nutrition and physical activity behaviors a priority.

The CACFP in Vermont has seen a steady increase in the number of childcare centers that join each year. Not all of the programs have a cohesive, documented wellness policy that staff and parents can follow. Childcare staff need a great deal of training and technical assistance from CACFP personnel to create an up-to-date, healthy childcare environment that serves meals that comply with the 2010 DGA and offers healthy nutrition environments.

2. Green Mountain Healthy Kids Challenge

A. Early Education Challenge

Nutrition education activities in the preschool and childcare settings can help shape the eating habits of young children. The child who has learned about making wise food choices can apply that knowledge in elementary school where children may choose their own foods at breakfast and lunch. Since children spend an extended part of their day in childcare, food preparation and nutrition education activities support learning healthful eating behaviors taught at home. Wellness policies adopted by childcare providers are a tool for establishing a set of values and committing to best practices that create a health-promoting environment for children. When implemented, such policies set direction, guide programming, and establish expectations for administrators, staff and parents.

Child Nutrition Program staff at the Vermont DOE, in conjunction with the Child Development Division (CDD), the Vermont Department of Health (DOH) and other early education and nutrition resource specialists, will design, develop and deliver a standardized training protocol that supports childcare food programs to develop wellness policies to improve quality in nutrition and physical activity. At the end of the two-year project, the Vermont DOE will publish and distribute model health and wellness policies and best practices developed by early education participants in the *Green Mountain Healthy Kid Challenge*.

1) Goals & Objectives

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The goals of the *Green Mountain Healthy Kids Early Education Challenge* are to establish sound wellness policies based on 2010 DGA for nutrition and physical activity and to support implementation of these policies in 25 childcare settings across Vermont in order to build a solid foundation of health among preschool-aged children that will foster life-long healthy eating and physical activity.

Early Education Challenge objectives are:

1. Participants will evaluate the strengths and challenges within their current wellness policies and use this information to map plans for improvement.
2. Participants will develop wellness policies that specifically meet the 2010 DGA.
3. 25 childcare centers will participate in one of three statewide training sessions to learn to incorporate the DGA in their daily practices and use existing Team Nutrition and Vermont resources for nutrition education and physical activity programming in their centers.
4. Following training, participants will develop specific action plans to implement their wellness policies.
5. Mentors who have expertise in nutrition and physical activity in childcare settings will be recruited to provide on-going coaching and support to enhance and sustain implementation of wellness policies for one year.
6. Successes in wellness policy implementation will be recorded by participants and mentors and will be compiled into a document on best practices that will be shared with other childcare centers in Vermont.

2) Audience

Childcare staff and CACFP sponsor organizations throughout Vermont may apply for the Early Education Challenge. 25 centers will be selected through a competitive statewide application process. They will make a commitment for two years to create or improve their wellness policies and will receive a mini-grant for implementing resulting action plans.

3) Program Design

The selected childcare programs will complete a comprehensive pre-assessment of current nutrition and physical activity practices. A scoring rubric will be developed to assess and monitor the progress of nutrition and physical activity wellness policy development, its implementation and the engagement of parents. Centers will identify best practices for both physical activity and nutrition, and areas in need of improvement. Participating programs will also outline goals and desired outcomes. The initial pre-assessment tool will be modeled after the *Action Guide for Child Care Nutrition and Physical Activity Policies* developed by the Connecticut Department of Education.

Trainings: Each of the 25 childcare centers selected will attend three full-day statewide trainings conducted in partnership with a variety of education, nutrition and physical activity resource specialists. In addition, these trainings will be open to any CACFP childcare provider. The 25 participants may apply for a stipend for 2 staff to attend each training. Each session will include current and new training materials and a working session to draft a wellness policy and implementation plans focusing on three components: DGA, nutrition education, and physical activity.

The following three components provide the framework for these statewide trainings which are designed to support the development and implement of specific nutrition and physical activity policies for childcare centers.

a) The 2010 DGA component is designed to familiarize participants with the revised nutrition standards for meals, snacks and beverages served in CACFP. Childcare providers will plan menus using whole-grain products, fruits and vegetables, reduced sodium, reduced saturated fat, fat free and low fat milk and milk products. The menu planning activities will be tailored to reflect Vermont's diverse childcare settings that are sensitive to cost considerations and must be appealing to young children.

b) The nutrition education component will support practitioners in customizing Team Nutrition materials and other resources such as the National Food Service Management Institute's *More than Mud Pies* curriculum to create customized, fun, interactive nutrition education activities. *More than Mud Pies* contains many activities (enjoyable to both staff and children) that encourage positive ideas about nutrition and foods. These can be used 'as is' or easily adapted for specific action plans. This training will suggest development of sequential activities and simple recipes designed to build confidence and skills for young children, allowing them to help prepare and taste new foods. Childcare staff will be trained to recognize and respect specific food behaviors and guide youngsters to explore new foods in an environment that promotes social development.

Childcare providers will develop plans to work in partnership with children's families to achieve the nutrition objectives. Family involvement gives children the chance to practice at home what they learn at preschool. Reinforcing good eating habits at home is essential to sustaining healthy choices long-term.

c) The physical activity component will focus on creating structured daily physical activity opportunities for children in childcare programs. In this segment of training, the *SPARK EC* curriculum will be used as well as a presentation and materials from "*I am Moving, I am Learning.*" Participants will learn the importance of physical activity to reduce the childhood obesity epidemic, improve children's fundamental movement skills and physical fitness, and will use strategies to encourage parents to participate in physical activities with their children. *SPARK EC* is designed to provide preschool children with high activity, academically integrated, enjoyable movement opportunities that foster social and motor development and enhance school readiness skills. Young children love *SPARK EC* activities because they are age-appropriate, engaging, rhythmical, and fun. Head Start, WIC, and public and private childcare teachers love *SPARK EC* because it provides them with the curriculum, training, equipment, and support they need to successfully implement effective preschool physical activities.

Wellness policies addressing each of these three components will be developed in working sessions to draft individual action plans. Participants will give and receive feedback on their drafts from peers, resource specialists and mentors. Childcare providers will leave the regional training armed with action plans and wellness policies that are brand new or improvements on existing policies.

4) Mini-Grants & Guide

Mini-Grants: Leaders in CDD, CACFP and the DOH will review and evaluate the policies and action plans. Each of the 25 *Challenge* participants who submit an approved action plan will be

eligible for mini-grants up to \$500 per center for the purchase of materials and supplies in support of establishing environments conducive to healthy eating, physical activity and easy replication by parents and caregivers.

Guide: The model policies will be collected, synthesized and the data will be compiled to create a Policy Implementation Guide that will be printed and distributed to all childcare organizations in Vermont to assist in the implementation of their own policies. The guide will be presented and disseminated to CACFP participants at the 2013 CACFP Conference.

B. School Food and Nutrition Education Challenge

Over the years, the Vermont DOE Child Nutrition Program has provided schools with trainings on the 2005 DGA, incorporating cooking from scratch, farm to school, and integrating the school food program into the school environment. The School Nutrition Association of Vermont just recently began to offer workshops on how to apply for HUSSC Awards. Almost exclusively, school food directors are the ones working on these applications. However, it is very apparent that the director cannot do this alone, particularly when it comes to the nutrition education and physical education criteria—they need a school team comprised of teachers, administrators and the community. Most of the school personnel outside of the school food program have little understanding of the HUSSC and nearly no understanding of the 2010 DGA or the Healthy Hunger Free Kids Act of 2010, which will affect school food environments beyond the food program in the near future.

One of the more challenging aspects of the HUSSC, especially in small, isolated, rural elementary schools, is compliance with integrated nutrition education criteria, which support the current DGA. Serving food that meets nutritional requirements is just one part of the picture. Providing nutrition education coupled with opportunities to practice eating healthy food in the cafeteria can lead to behavior change over time. To realize this aspect of HUSSC, school teams must ensure systemic change across the school environment. This requires purposeful effort and strategic planning to build nutrition education into classroom curricula, align the content with the food served in the cafeteria, and engage the community in the effort to improve the standards of food throughout the school environment. The School Food and Nutrition Education Challenge is a comprehensive program to support school teams to design and implement school-specific strategies for systemic school food system change and nutrition improvement. The School Food and Nutrition Education Challenge includes an intensive summer institute, mini-grants for implementation and on-going mentoring throughout the school year. This model of working intensively with schools and offering workshops to interdisciplinary school teams, rather than individuals, is designed to foster a coordinated approach to rapid school-wide change in food culture.

Organizations and specialists skilled in training teams and curriculum development will help get these teams poised to apply for the HUSSC. In addition, on-going mentoring by nutrition educators who are well-versed in the 2010 DGA and skilled in helping schools apply for HUSSC will further ensure that the schools can follow through with their plans and activities.

The DOE Child Nutrition Program will collaborate with a number of partners in Vermont including VT FEED (Food Education Every Day) and the University of Vermont's Department of Nutrition and Food Sciences to design, deliver and evaluate the School Food and Nutrition Education Challenge.

1) Goals & Objectives

Goal: The goal is to convene ten school teams committed to the development of a comprehensive behavior-based approach to nutrition education throughout the school environment which aims to improve student health through the implementation of food and nutrition education and is based on the 2010 DGA.

Objectives:

1. Train ten school teams to develop and implement food and nutrition education action plans that are integrated into the classroom, cafeteria and community
2. Provide technical assistance to school food service to support them to meet the 2010 DGA and increase fresh, local food served in school food programs.
3. Support teachers to develop and implement hands-on evidence-based nutrition curriculum.
4. Support schools to succeed at meeting the criteria of the Healthier US School Challenge.

2) Audience

All public K-6 Vermont schools interested in implementing the 2010 DGA and developing integrated food and nutrition education across the classrooms, cafeteria, and community may apply. Schools must assemble a diverse six-person team comprised of food service personnel, teachers, parents, a school administrator, and a nurse and/or physical education teacher. Schools applying must also be willing to apply for the HUSSC at the end of Year 2. Ten school teams will be selected and commit to this 2-year project.

3) Program Design

Before training, schools will complete a rubric on nutrition education across the school environment to use for pre- and post-assessment, as well as a tool to assess on-going progress.

Food and Nutrition Training Institute: An intensive three-day training program at Shelburne Farms in June 2012 will be designed based upon the professional development model Shelburne Farms and VT FEED developed in 2010 with CDC funding. The Vermont DOE will work with Shelburne Farms' professional development staff and other food and nutrition resource specialists to develop the Institute, which will support teams in developing grade level food and nutrition curricula and a comprehensive action plan for cross curriculum integration. Materials and resources that will be used will include the Team Nutrition curricula such as: *Power of Choice*, *Empowering Youth*, *Eat Smart*, *Eat Right*, *Know Your Body* and *Nutrition Essentials*.

4) Mini-Grants

As in the Early Education Challenge, school teams participating in the School Food and Nutrition Education Challenge must submit a comprehensive action plan which will be reviewed to determine the team's eligibility to receive a mini-grant to implement their plan. Selection will be based on how well the action plan addresses teaching students about food and nutrition through a variety of innovative, interactive, and evidence-based activities that take place in all school environments including school kitchens, cafeterias, classrooms, physical education, and in outdoor learning spaces and gardens, as well as at home through parent and family education initiatives.

5) Mentoring

The schools that complete the 3-day Institute and are awarded the mini-grant will receive on-going mentoring during the 2012-2013 school year. Mentors will be selected leaders in food and nutrition and demonstrate an understanding of best practices in food and nutrition education through

experience and exposure to models in Vermont and nationally, and posses a thorough understanding of the HUSSC. Mentors will follow a school throughout the year, supporting food and nutrition teams in their plan implementation and evaluation. Mentors will also coach teachers and food service to develop significant and meaningful ways to engage students and their families in food and nutrition across curricula, and ways to integrate this learning throughout the school environment.

Student Achievement through Staff Development research by Bruce Joyce and Beverly Showers indicates that when on-the-job coaching was added, they saw large gains in knowledge, ability to demonstrate the skills, and usage of the new skills in the classroom with students.

6) Reflection & Guide

At end of Year two, the school teams will reconvene with professional development staff for a day-long reflection to review their work, do a post assessment of the design of the School Food Nutrition Education Challenge and begin developing a guide of Vermont Food and Nutrition Education Best Practices for other schools to use. This guide, when fully developed, will document best practices and lessons learned by the ten schools participating in the *Green Mountain Healthy Kids Challenge*.

C. Dissemination & Outreach

The work of the school teams will be presented in 2013 at both the Vermont Child Nutrition Summer Institute and School Nutrition Association of Vermont's annual conference in 2013. Because the Food and Nutrition Education Challenge will be closely aligned with the basic principles of the Healthier US School Challenge, those school teams completing the work to develop food and nutrition education in their schools will be well-positioned to apply for the Healthier US School Challenge and will have the knowledge and team relationships necessary to put forth a competitive application.

TIMELINE

GREEN MOUNTAIN HEALTHY KIDS CHALLENGE – YEAR 1		
	SCHOOL TEAMS	CHILDCARE CENTERS
<i>October-December Start-Up and Priority Setting</i>	<p>Guided by DGA <i>Food and Nutrition Education</i></p> <ul style="list-style-type: none"> • DOE, Child Nutrition Team, and partners create the project advisory team and hire GMHKC Project Coordinator • Assessment Team plans assessments 	<p>Guided by DGA <i>Nutrition and Physical Activity</i></p> <ul style="list-style-type: none"> • DOE, CACFP Team, and partners create the project advisory team and hire GMHKC Project Coordinator • Assessment Team plans assessments
<i>October-December Start-Up and Priority Setting</i>	<ul style="list-style-type: none"> • Develop GMHKC application materials for food service, wellness committees, school administration and partners 	<ul style="list-style-type: none"> • Develop GMHKC application materials for childcare centers

<p><i>January – March Professional Development & Assessment Planning</i></p>	<p><u>10 K-6 Teams Selected</u></p> <ul style="list-style-type: none"> • Pre-assessment of school meals and nutrition education • Further develop Assessment instruments • Develop 3-Day Institute to include: <ul style="list-style-type: none"> ○ Dietary Guidelines ○ Nutrition Education ○ Healthier US School Challenge • Marketing and outreach to schools to apply 	<p><u>25 Centers Selected</u></p> <ul style="list-style-type: none"> • Pre-assessment of current wellness policies and implementation • Further develop assessment instruments • Develop regional trainings for childcare centers to include: <ul style="list-style-type: none"> ○ Dietary Guidelines ○ Nutrition Education ○ Physical Activity • Marketing and outreach to childcare centers to apply
<p><i>April – June Outreach & Implementation</i></p>	<p><u>3-Day Institute</u> <i>Food and Nutrition Education</i></p> <ul style="list-style-type: none"> • Conduct pre-assessment • Deliver Food and Nutrition Education Institute training • Develop Nutrition Education Implementation Plan • Contract mentors 	<p><u>4 Regional Trainings</u> <i>Food and Nutrition Education & Physical Activity in Wellness Policy</i></p> <ul style="list-style-type: none"> • Conduct pre-assessment • Deliver 3 statewide childcare trainings • Develop or enhance wellness policy and write implementation plan • Contract mentors
<p><i>July – October Implementation, Mentoring & Mini-grants</i></p>	<p><u>Implementation, Mentoring & Mini-Grants</u> awarded based on action plans & mentors assigned to schools</p> <ul style="list-style-type: none"> • Review implementation plans • Award implementation mini-grants • Establish mentoring relationships • Planning and prioritizing for year two 	<p><u>Implementation, Mentoring & Mini-grants</u> awarded based on action plans</p> <ul style="list-style-type: none"> • Review implementation plans • Award implementation mini-grants • Establish mentoring relationships • Planning and prioritizing for year two
	<p><u>SCHOOL TEAMS</u></p>	<p><u>CHILDCARE CENTERS</u></p>
<p><i>November-December Implementation and Mentoring</i></p>	<p>Mentoring and technical assistance for implementation of action plans across school environments</p> <ul style="list-style-type: none"> • School Food Service 	<p>Implementation of wellness policies with nutrition and physical activities</p> <ul style="list-style-type: none"> • Food program implementing 2010 DGA

	implementing 2010 DGA <ul style="list-style-type: none"> • School Food Service developing recipes complying with new DGA and incorporating local and commodity foods • Conduct on-going assessment • Support Healthier US School Challenge applications 	<ul style="list-style-type: none"> • Food program developing recipes complying with new DGA and incorporating local foods • Mentoring and technical assistance for implementation of action plans • Conduct on-going assessment
<i>January – March Post-Assessment</i>	<u>Post-Assessment</u> <ul style="list-style-type: none"> • Develop post-assessment • Continue school and child care mentoring • Record assessment outcomes 	<u>Post-Assessment</u> <ul style="list-style-type: none"> • Develop post-assessment • Continue school and child care mentoring • Record assessment outcomes
<i>April – June Reflection and Assessment Documentation</i>	<u>Post-Assessment Reflections</u> <ul style="list-style-type: none"> • Plan and conduct reflection and post assessment • Share assessment findings • Outline guide for best practices in developing nutrition education 	<u>Post-Assessment Reflection</u> <ul style="list-style-type: none"> • Conduct post assessment • Share assessment findings • Outline guide for developing wellness policies for childcare centers
<i>July – October Documentation & Reporting</i>	<u>Create Team Nutrition Guide to Food and Nutrition Education</u> Develop recipe book for school food service to promote DGA and use of local food in schools <ul style="list-style-type: none"> • Review and analyze assessment data • Complete resource guides • Share learning at SNA VT conference in Fall 2013 • Compile and test school recipes 	<u>Policy Documentation</u> Create VT Childcare Wellness Policy <ul style="list-style-type: none"> • Review and analyze assessment data • Complete resource guides • Share learning at SNA VT conference in Fall 2013

ASSESSMENT OF IMPACT

DOE will collaborate with the University of Vermont's Nutrition and Food Science Department to assess the effectiveness and usefulness of the *Green Mountain Healthy Kids Challenge*.

The following table summarizes the assessment strategy.

Assessment domain	Outputs and Outcomes	Measurement Strategy	Timing
needs assessment	existence and use of wellness policies in childcare centers and schools	wellness policy rubric	Spring 2012
	strength of wellness policies in relation to food and nutrition goals	wellness policy rubric	Spring 2012
implementation tracking	number of participants in workshops and trainings	program records	Spring 2012
	number of individuals, contact hours, and specific activities for mentoring and technical assistance	program records	Spring 2012
process and formative evaluation	participant responsiveness to the content, process and context of the one-day and three-day workshops	post workshop surveys and daily reflections	Spring 2012
	participant responsiveness to content, process, and context of mentoring	online check-in surveys	On-going
	participant progress toward outcomes	wellness policy rubric action plan checklist	On-going
	effectiveness of mini-grants in helping childcare centers and schools achieve goals	mini-grant reporting	On-going
outcome and summative evaluation	2010 DGA integration into school menus and childcare center snack and meal offerings. Emphasis on inclusion of a variety of fruits, vegetables, and whole grains	comparison of school menus pre- and post- food logs from childcare centers	Spring 2012 Winter 2013
	childcare workers knowledge of effective and age-appropriate nutrition education methods	pre/post surveys	Spring 2012 Winter 2013
	quality of the nutrition education materials and curriculum developed by school teams	document review	Spring 2013
	implementation of nutrition education	surveys or tracking logs	Spring 2013
	impact of nutrition education (if conducted by school teams)	document review	Spring 2013

Assessment data will inform the development of the best practice guides described in the above narrative. The data will also shape recommendations about best practice models for training and technical assistance.

PERSONNEL & PARTNERS

Project Coordinator (TBD) The Vermont DOE will hire a part-time (50% FTE) Project Coordinator to oversee the successful implementation of the *Green Mountain Healthy Kids Challenge*. The Project Coordinator shall have a degree in nutrition or dietetics and will serve as a member of the DOE Child Nutrition team, working with and benefitting from the expertise and knowledge of the individuals on this advisory team to assist in making decisions, setting direction and monitoring the progress of the project.

The Project Coordinator is responsible for overseeing the overall implementation of the *Green Mountain Healthy Kids Challenge* including, but not limited to: development of project marketing materials to promote the *Challenge* to schools and childcare centers across Vermont; responding to inquiries as needed; working with the Child Nutrition staff to develop selection criteria; and choosing the pilot sites to participate in the project. He/she is responsible for outlining, promoting, organizing and implementing the training programs in both strands – school and childcare – with support and direction from the project management team, consultants and department staff. The Project Coordinator will recruit and train the mentors to work with schools and childcare centers and will be responsible for all follow-up activities related to ensuring that the goals set forth by each school are addressed. At the end of the project, the Project Coordinator will organize all activities related to supporting schools to complete their challenge on time and develop educational materials for dissemination.

Dr. Linda Berlin, Extension Assistant Professor of Nutrition and Food Sciences at the University of Vermont and Director of the UVM Center for Sustainable Agriculture will coordinate and oversee the assessment of project impact. Dr. Berlin develops and implements outreach programs for Vermonters related to making healthful food choices, hunger and food security, and food choices for sustainability. Her research has focused on food access for the underserved, consumer views of organic foods, the farm-to-school initiative, and toddlers' consumption of fruits and vegetables. Dr. Berlin has great interest in food and nutrition policy, is a current member of the Interagency Task Force on Hunger and co-chairs the Vermont Sustainable Agriculture Council. Other interests include food and nutrition-related education methods, qualitative research approaches, and program evaluation.

Jennifer Cirillo, Shelburne Farms Director of Professional Development and Sustainable Schools Project Coordinator will coordinate the Food and Nutrition Training Institute. Ms. Cirillo provides place-based instructional support and curriculum consulting to classroom teachers and community partners. She is trained in CFG Protocols and the Understanding by Design approach to curriculum development and has conducted numerous institutes and workshops on sustainability/place-based education both nationally and internationally. Ms. Cirillo has extensive connections to community resources in Burlington and experience working with teachers and schools throughout Vermont. She is the Co-Chair of the K-12 and Teacher Education sector team for the U.S. Partnership for Education for Sustainable Development and Co-Chair of the Vermont State Wide Environmental Education Programs (VT-SWEEP).

Abbie Nelson, Director VT FEED (Food Education Every Day) is a key collaborating partner with DOE on the *Green Mountain Healthy Kids Challenge*. Vermont is a rural agricultural state with thriving Farm to School programming. An early leader in Vermont's Farm to School movement, VT FEED (*Food Education Every Day - a collaborative Farm to School project of three Vermont nonprofit organizations: Shelburne Farms, NOFA-Vermont and Food Works*)

In 2009, the CDC awarded its first-ever Farm to School grant to Shelburne Farms, fiscal agent of VT FEED. These funds were used to conduct Farm-Food-Nutrition outreach and to offer technical assistance. This included an intensive three-day workshop for school teams to coordinate statewide evaluation on the impact of Farm to School programming on student food choices (specifically increased fruit and vegetable consumption) and to conduct Farm-Food-Nutrition training and action planning for school teams. Ms. Nelson will be part of the Advisor Project Team and has been working with schools and the USDA to bring in and use local, fresh, whole foods into school food programs and work with the schools to develop cafeteria, classroom, and community connections to improve the school food environment. Ms. Nelson helped develop and implement the above mentioned intensive 3-day workshop for school teams and is a master's level teacher. Ms. Nelson will be trained in the HUSSC application process and the 2010 DGA

Karen Abbott, CACFP Specialist, VT Child Nutrition Programs will coordinate and assist with the Early Child Care component of the grant. Karen has been working with the Child and Adult Care Food Program for the past year and a half. She is committed to engaging programs to improve the quality of their environments and support the health and well-being of children in care. Working in collaboration with the Vermont Child Development Center, she will develop the selection criteria for project participation. Karen will also be one of the instructors that will provide training and technical assistance throughout the grant period. She is trained in dialogue education and has conducted numerous institutes and workshops statewide for adult learners on nutrition, physical activity and tobacco prevention. She will work on conjunction with the Project Coordinator to promote and organize the three statewide training sessions and provide on-going mentoring and technical assistance to project participants with the implementation of their wellness policies.

Laurie Colgan, Director of Child Nutrition Programs will act as the Project Director to oversee and manage the project and will work closely with the Project Coordinator and other collaborators to ensure that work is being completed as required and that project goals are being met. Ms. Colgan has worked with Vermont's Child Nutrition Programs for the past 26 years. During this time she has served as the Director of Child Nutrition Programs as well as the Child and Adult Care Food Program Coordinator. She has a strong commitment to improving the health of children by providing nutritious meals in Vermont's schools and childcares. She will be responsible for ensuring that the project team completes the project. Ms. Colgan will manage the team's performance of project tasks. She will oversee communication with the federal government and assure the project is delivered in budget, on schedule, and within scope.

Vermont Team Nutrition Budget by Line Item: Competitive Grant (revised) - FINAL

Item	Description	In-Kind	TN	Total
Personnel	Salary – Project manager	(Additional time as needed)	12,135.00	
	Salary – CC Advisory Team leader	(Additional time as needed) Estimated @ \$1250.00	19,178.00	\$31,313.00
Fringe Benefits	Fringe Benefits		15,604.00	15,604.00
Travel	Travel for Institutes, planning meetings, mentors @ .505/mile	\$300.00 (Additional travel by CN staff as needed)	6450.00	6450.00
Supplies	Physical activity Curriculum @ \$5,000; 180 copies @ 26.95, plus S & H		5000.00	
	More than Mud Pies curriculum @ \$500;		500.00	
	Cooking Supplies for Food Preparation Sessions 750;		750.00	
	Other training materials; Best Practice Guides 300 Copies; and Wellness Policy Guide 250 copies @ ~\$6 each. \$2400		\$2400.00	
	In-kind provisions by Child Nutrition Programs*not included in original proposal	\$4175.00		\$8,650.00
Contractual	Project Coordinator		45760.00	
	VT FEED Professional Dev. (36 presentation days @ \$500/day for 3-4 trainers)		\$18,000.	
	John Stalker Institute training estimated @ \$1500 for Dietary Guidelines training		\$1,500	
	Spark Physical Activity Presentations		\$5,000	
	Shelburne Farms – Professional Dev team – plan and facilitate Nutrition Curriculum development training for Institute, consultation on final curriculum product (7 days			

\$3,500

	@\$500/day)			
	Assessment contract with UVM – Salary, fringe and Indirects for UVM Professor		\$15,000	
	4 School Mentors @ \$250/day @ 10 days		10,000	
	CACFP mentors 25 site visits @ 200/site	600.00	4400.00	
	Facility meeting Fees for Food prep training @\$2750/day x 4 days – schools 75 participants @ \$1400/day x 4 days		\$5600.00	
	Child Care training sites @ 5,025		5,025	\$113,785.00
Other	Implementation Mini Grants- 10 school teams @ \$1,000; 25 child care grants @ \$500		\$22,500	
	Stipends for Child Care participants @ \$50/pp for 2 staff for 25 sites x 3 training sessions * revised to 1 staff		\$3750	\$26,250
Total Direct Charges.		6325.00 (in kind)		217,352.00
Indirect Charges – VT DOE			39,179.00- \$2656.00 = \$36,523.00	\$36,523
Total TN Request				\$238,575

* The total removal of the stipends @ \$50 per person to cover part of the cost of substitute staff in order for participants to attend will negatively impact participation by child care center staff in the training program. I strongly urge you to consider including \$50 pp for one person on the two person team to attend. This will create an incentive for participation and thus result in program improvement. Revised to leave half of request.

REPORT 374

FNS Integrated Pgm Accounting Sys (PROD)

PERFORMANCE SERIES 2.0F

LETTER OF CREDIT

NOTICE OF REVISED PROGRAM LIMITATIONS FOR LOC NO: 85031

EFFECTIVE DATE: 20110926

FOR PROGRAM YEAR: 2011

LOC AMENDMENT NO: 0

VERMONT DEPT OF EDUCATION
DEPT OF EDUCATION
CHILD NUTRITION PROGRAM
120 STATE ST

MONTPELIER VT 056022702

TO WHOM IT MAY CONCERN:

THE ABOVE LETTER OF CREDIT, HELD IN YOUR FAVOR BY THE TREASURY REGIONAL DISBURSING OFFICE NAMED HAS BEEN REVISED TO REFLECT THE CHANGE(S) SHOWN BELOW FOR THE PROGRAM(S) INDICATED.

ACCOUNT ID	CFDA NO	PREVIOUS AUTHORIZED	INCREASE/DECREASE	CURRENT AUTHORIZED
2011IN350330		\$.00	\$238,575.00	\$238,575.00
2011IN350730	10.574	\$.00	\$.00	\$.00
	TOTAL	\$.00	\$238,575.00	\$238,575.00

REMARKS:

Please note that the Financial Official (FO) assigned by the above grantee organization is responsible for maintaining valid banking information for this grant. This includes certifying that correct routing and transit numbers (ABA/RTN) and bank account numbers have been entered into the ASAP.gov payment system. The Food and Nutrition Service and the United States Treasury are not responsible for a misdirected payment in the event that the FO entered incorrect ABA/RTN or bank account number information.

UNDER NO CIRCUMSTANCE SHALL FUNDS BE REQUESTED WHICH WOULD RESULT IN OVERDRAWING THE CURRENT AUTHORIZATION FOR ANY PROGRAM. IF A REQUEST FOR PAYMENT IS ISSUED IN AN AMOUNT IN EXCESS OF THE LIMITATION FOR THE SPECIFIC PROGRAM, YOU WILL BE FULLY RESPONSIBLE FOR SUCH EXCESS AMOUNT.

DATE: 10/5/2011

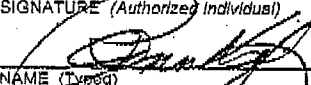

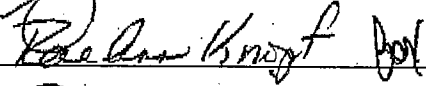
SIGNATURE OF AUTHORIZING OFFICIAL: Electronically signed by - Roy Perry

UNITED STATES DEPARTMENT OF AGRICULTURE - FOOD AND NUTRITION SERVICE		1. GRANT/AGREEMENT NO. CNTN-11-VT (Competitive)	2. PAGE 1 OF 1
GRANT/COOPERATIVE AGREEMENT		3. AUTHORITY/CFOA NUMBER P.L. 110-161 / 10.574	4. UNIVERSAL IDENTIFIER NUMBER (DUNS) 884902701
		6. GRANT/AGREEMENT FOR FY 2011 Team Nutrition Training Grants	
5. ISSUING OFFICE USDA, Food and Nutrition Service 3101 Park Center Drive Alexandria, VA 22302-1594 Attention: Leslie Byrd, Grants Officer			
7. GRANTEE/COOPERATOR (Name and Address) Vermont Department of Education 120 State Street Montpelier, VT 05620-2501 Attention: Lauric Colgan		6. ACCOUNTING AND APPROPRIATION DATA FY11 N3503 FY 2011	
9. PLACE OF PERFORMANCE Vermont		10. GRANT AGREEMENT OR AMENDMENT TOTAL AMOUNT \$ 238,575.00	
11. MAIL REQUESTS FOR REIMBURSEMENTS TO Payments will be made via Letter of Credit		12. SPONSOR Food and Nutrition Service - Child Nutrition Division Contact: Anna Arrowsmith	
		13. EFFECTIVE DATE 09-30-2011	14. EXPIRATION DATE 09-30-2013

The Grantee/Cooperator hereby assures and certifies that he will comply with the regulations, policies, guidelines and requirements as they relate to the application, acceptance and use of Federal Funds for this federally assisted project, including: OMB Circulars No. A-21, A-87, A-110, A-122 and A-133; 41 CFR 1-15.2; and any USDA Regulations implementing OMB Circulars, such as 7 CFR 3015, 3016, 3017, 3018, and 3019, 3021, as amended.

REMARKS

The purpose of this grant is for State agencies to expand and enhance their training programs that incorporate and implement the 2010 Dietary Guidelines for Americans and USDA Foods in meals served under the National School Lunch Program (NSLP) or the Child and Adult Care Food Program (CACFP). States must apply Team Nutrition's three behavior-focused strategies in their proposals: 1) Provide training and technical assistance to child nutrition foodservice professionals to enable them to prepare and serve nutritious meals that appeal to children. 2) Provide fun and interactive nutrition education for children, teachers, parents and other caregivers. 3) Build school and community support for creating healthy school environments that are conducive to healthy eating and physical activity.

SIGNATURE OF GRANTEE/COOPERATOR		UNITED STATES OF AMERICA	
SIGNATURE (Authorized Individual)	DATE	SIGNATURE (Contract/grant Official)	DATE
	9-13-11		19 Sep 11
NAME (Typed) William Talbott		NAME (Typed) Lael J. Lubing, Director	
TITLE Chief Financial Officer	Deputy Commissioner	TITLE Grants & Fiscal Policy Division	



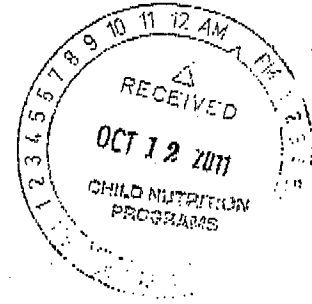
United States
Department of
Agriculture

Food and
Nutrition
Service

3101 Park Center Dr.
Alexandria, VA
22301-1500

October 6, 2011

Vermont Department of Education
120 State Street
Montpelier, VT 05620-2501
Attn: Laurie Colgan, Project Director



Dear Laurie Colgan:

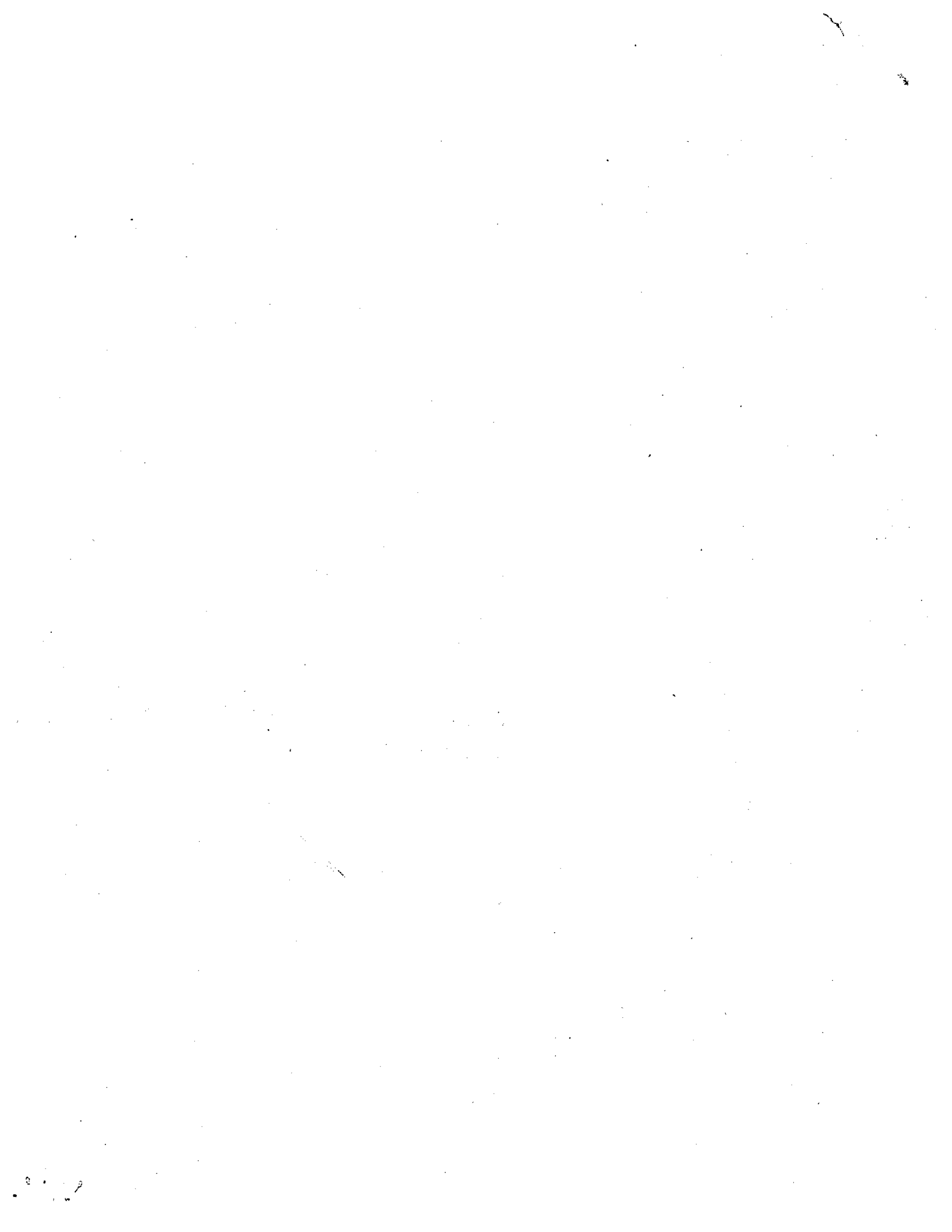
Enclosed you will find a fully executed copies of the Grant/Cooperative Agreement for the Fiscal Year 2011 Team Nutrition Competitive & Non-Competitive Grant Programs. This agreement provides the grants in the amount of \$238,575.00 and \$24,181.00. The period of agreement is from September 30, 2011 through September 30, 2013.

If you have any questions, please do not hesitate to contact me at (703) 305-2867.

Sincerely,

Leslie Byrd
Grants Officer
Grants & Fiscal Policy Division

Enclosures:



REPORT 374

FNS Integrated Pgm Accounting Sys (PROD)

PERFORMANCE SERIES 2.0F

LETTER OF CREDIT

NOTICE OF REVISED PROGRAM LIMITATIONS FOR LOC NO: 85031

EFFECTIVE DATE: 20110929

FOR PROGRAM YEAR: 2011

LOC AMENDMENT NO: 1

VERMONT DEPT OF EDUCATION
 DEPT OF EDUCATION
 CHILD NUTRITION PROGRAM
 120 STATE ST

MONTPELIER VT 056022702

Team Nutrition Grant

TO WHOM IT MAY CONCERN:

THE ABOVE LETTER OF CREDIT, HELD IN YOUR FAVOR BY THE TREASURY REGIONAL DISBURSING OFFICE NAMED HAS BEEN REVISED TO REFLECT THE CHANGE(S) SHOWN BELOW FOR THE PROGRAM(S) INDICATED.

ACCOUNT ID	CFDA NO	PREVIOUS AUTHORIZED	INCREASE/DECREASE	CURRENT AUTHORIZED
2011IN350330		\$238,575.00	\$.00	\$238,575.00
2011IN350730	10.574	\$.00	\$.00	\$.00
2011IN351030		\$.00	\$24,181.00	\$24,181.00
	TOTAL	\$238,575.00	\$24,181.00	\$262,756.00

REMARKS:

Please note that the Financial Official (FO) assigned by the above grantee organization is responsible for maintaining valid banking information for this grant. This includes certifying that correct routing and transit numbers (ABA/RTN) and bank account numbers have been entered into the ASAP.gov payment system. The Food and Nutrition Service and the United States Treasury are not responsible for a misdirected payment in the event that the FO entered incorrect ABA/RTN or bank account number information.

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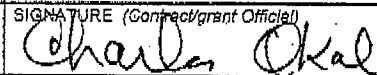
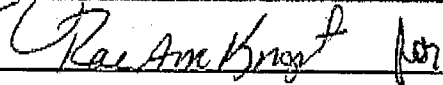

SIGNATURE OF AUTHORIZING OFFICIAL: Electronically signed by - Roy Perry

UNITED STATES DEPARTMENT OF AGRICULTURE - FOOD AND NUTRITION SERVICE		1. GRANT/AGREEMENT NO. CNTN-11-VT (Non-Competitive)	2. PAGE 1 OF 1
GRANT/COOPERATIVE AGREEMENT		3. AUTHORITY/CFDA NUMBER P.L. 110-161 / 10.574	4. UNIVERSAL IDENTIFIER NUMBER (DUNS) 884902701
5. ISSUING OFFICE USDA, Food and Nutrition Service 3101 Park Center Drive Alexandria, VA 22302-1594 Attention: Leslie Byrd, Grants Officer		6. GRANT/AGREEMENT FOR FY 2011 Team Nutrition Training Grants	
7. GRANTEE/COOPERATOR (Name and Address) Vermont Department of Education 120 State Street Montpelier, VT 05620-2501 Attention: Laurie Colgan		8. ACCOUNTING AND APPROPRIATION DATA FY11 N3507 FY 2011 N3510	
9. PLACE OF PERFORMANCE Vermont		10. GRANT AGREEMENT OR AMENDMENT TOTAL AMOUNT \$ 24,181.00	
11. MAIL REQUESTS FOR REIMBURSEMENTS TO Payments will be made via Letter of Credit		12. SPONSOR Food and Nutrition Service - Child Nutrition Division Contact: Anna Arrowsmith	
		13. EFFECTIVE DATE 09-30-2011	14. EXPIRATION DATE 09-30-2013

The Grantee/Cooperator hereby assures and certifies that he will comply with the regulations, policies, guidelines and requirements as they relate to the application, acceptance and use of Federal Funds for this federally assisted project, including: OMB Circulars No. A-21, A-87, A-110, A-122 and A-133; 41 CFR 1-15.2; and any USDA Regulations implementing OMB Circulars, such as 7 CFR 3015, 3016, 3017, 3018, and 3019, 3021, as amended.

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SIGNATURE OF GRANTEE/COOPERATOR		UNITED STATES OF AMERICA	
SIGNATURE (Authorized Individual) 	DATE 9-13-11	SIGNATURE (Contract/grant Official) 	DATE 19 Sep 11
NAME (Typed) William Talbot		NAME (Typed) Lael J. Lubing, Director	
TITLE Chief Financial Officer		TITLE Grants & Fiscal Policy Division	



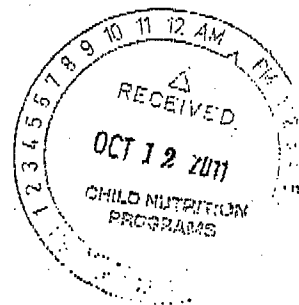
United States
Department of
Agriculture

Food and
Nutrition
Service

3101 Park Center Dr.
Alexandria, VA
22301-1500

October 6, 2011

Vermont Department of Education
120 State Street
Montpelier, VT 05620-2501
Attn: Laurie Colgan, Project Director



Dear Laurie Colgan:

Enclosed you will find a fully executed copies of the Grant/Cooperative Agreement for the Fiscal Year 2011 Team Nutrition Competitive & Non-Competitive Grant Programs. This agreement provides the grants in the amount of \$238,575.00 and \$24,181.00. The period of agreement is from September 30, 2011 through September 30, 2013.

If you have any questions, please do not hesitate to contact me at (703) 305-2867.

Sincerely,

Leslie Byrd
Grants Officer
Grants & Fiscal Policy Division

Enclosures:

Flanagan, Kathy

From: Flanagan, Kathy
Sent: Thursday, January 12, 2012 8:03 AM
To: Kukenberger, Bradley
Cc: Quackenbush, Deb; Colgan, Laurie; Talbott, Bill
Subject: AA-1 Team Nutrition

Hi Brad,

I am dropping off, this morning, an AA-1 and supporting documentation for two new Team Nutrition grant awards from USDA. We have had Team Nutrition funding from the USDA in the past (same CFDA number), so were unclear whether we needed to submit this again – we aren't required to submit for on-going funding. JFO approval was given in the Fall of 1995 (FY96), and the most-recent funding received was in FY2008. We had a break in funding during FY09-11. If there is a decision that this request is unnecessary given prior JFO approval, please let me know, and feel free to recycle these materials.

If the AA-1 needs to move through the process, we would like to request: 1) expeditious processing as the funds are available for a limited time, with only a short window to complete the federally-required work; and 2) permission to spend/obligate funds pending approval, especially given that these funds were previously approved by JFO.

Thanks for your consideration. Please let me know if you require additional information.

Kathy Flanagan
Financial Director
Department of Education
120 State Street
Montpelier, VT 05620-2510
(802) 828-0482
(802) 279-5947 cell
kathy.flanagan@state.vt.us

1/12/2012