

## Summer Food Grant Program

### Overview

The Governor signed H. 965 into law on July 2, 2020. This legislation allows for distribution of up to \$12 million of the Coronavirus Relief Funds (CRF) appropriated to the Agency of Education (AOE) to Summer Food Service Program (SFSP) Sponsors for the purposes of unbudgeted costs associated with continuing meal delivery services to children during the months of June, July, and August 2020. The AOE will be making these funds available to SFSP sponsors, including School Food Authorities, who operated the SFSP in June, July, or August 2020. Summer Meal Sponsors, including School Food Authorities who operated the SFSP during an unanticipated school closure in June, and those who continued to operate the SFSP in July and August, should submit this grant application detailing incurred and anticipated costs for June – August meal delivery. AOE will use these applications to create grant agreements to reimburse for these costs.

Once the grant agreement has been executed, sponsors will be asked to submit documentation of the costs to initiate reimbursement payments. Please see the list below of allowable costs for reimbursement from these funds. Equipment and other durable items purchased with these funds must remain the property of the child nutrition program but may continue to be used for meal service beyond August 2020. If more requests are submitted than available funds, the AOE will fund all June 2020 costs first, then will pro-rate the remaining requests based on funds available for all requests made. The legislature has asked AOE for a report of funds used by mid-August. If more than \$12 million is anticipated to be used, the legislature may decide to appropriate additional funds. At that point, grant agreements would be updated to cover all costs incurred. Per H. 965, these funds shall not be subtracted from a district's first and second fiscal year 2021 education fund payments.

### Allowable Costs

Allowable costs for purposes of continuing meal delivery services to children during the months of June, July, and August:

1. Packaging equipment, including tray sealers, shrink wrap machines, and other packaging machines
2. Equipment and small-wares for storing and moving unitized meals (carts, rolling racks, dollies, crates, bins, hotel pans, trays for carrying multiple meals)
3. Hot holders for keeping meals warm
4. Coolers for transporting meals
5. Refrigeration and freezer units for storing meals
6. Milk coolers
7. Blast chiller/freezers for quickly cooling meals to refrigerator/freezer temperature
8. Ice packs

9. Meal packaging supplies, including disposable trays, bags, boxes, clam shells, cartons, cups, bowls and lids, tape, cling film, paper wrapping
10. Sanitizing supplies
11. Nonmedical personal protective equipment, including gloves, masks, aprons
12. Health and safety modifications for meal preparation and distribution facilities, including plexiglass barriers/sneeze guards for kitchen works stations or distribution areas, and worktables to expand work areas for social distancing
13. Meal counting equipment/software for counting meals distributed, including: point of sale equipment, tablets or laptops used for POS software, point of sale software, clicker counters, clipboards
14. Printing of notices and signage regarding meal distribution, including signage for distribution vehicles or distribution locations, and notices that go in meals about the meal service
15. Advertising costs to make households aware of distributions
16. Salaries, overtime, and contracted costs associated with packaging and distributing meals, and for planning and administration of meal delivery
17. Operating or leasing costs for delivery vehicles used to deliver meals, including costs for busing meals to households or distribution points
18. Mileage for meal delivery
19. Postage costs for mailing meals or mailing information about meal availability
20. Trash/compost costs associated with meal delivery

## **Unallowable Cost**

1. Food costs
2. Staff hours spent prepping or cooking meals (however, packaging time is allowable)

Food costs and staff hours for prepping and cooking meals should be covered by USDA per-meal reimbursement.

## **Program Requirements**

These funds must be used for delivery of meals by a summer food service sponsor between June and August 2020.

## **Timeline**

April 1, 2020—Period of Performance Begins. Subrecipients may begin to incur expenses April 1, 2020, but please note expenses incurred prior to June 1 must **only** benefit services provided between June 1 and August 31, 2020.

July 30, 2020—Application Opens

August 12, 2020—Applications Due (applications received after August 12 will only be funded if additional funds remain)

August 31, 2020—Close of the Period of Performance

October 30, 2020—Final AOE 3.0 due to AOE

## Documentation and Procurement

As always, sponsors are required to follow their own internal procurement and contracting procedures for any purchases made. Sponsors may have used micro-purchases or emergency purchase procedures for some purchases as a result of the COVID-19 public health emergency. That is acceptable, as long as these purchases followed the sponsor's internal procurement procedures. The AOE may include procurements using these funds under future Child Nutrition Procurement Reviews or Federal Fiscal Monitoring Reviews.

## Payment Provisions

Reimbursement requests must be submitted using an AOE 3.0, detailed accounting records and a narrative describing allowable costs. AOE will be providing this template. Allowable incurred costs for June will be reimbursed at 100% and must be reported separately from July and August. Allowable costs for July and August amounts will be prorated pending the available funds and number of requests. All requests for reimbursement must be received by October 30, 2020.

## Application Process

Applications shall be delivered via e-mail by the close of business (4:30 p.m.) on August 12, 2020 to [AOE.ChildNutritionAdminReview@vermont.gov](mailto:AOE.ChildNutritionAdminReview@vermont.gov). The subject line should indicate the name of the SU/SD or Summer Food Service Program Sponsor as well as Summer Food Service Program application.

### Components of the application:

- Narrative Response Question
- Assurances
- Budget worksheet

AOE staff will review applications to ensure allowable use of the funds in the narrative and budget sections. This is a reimbursement grant application.

## Application

Applicant Entity (School Food Authority or Sponsor) Legal Name:

Applicant DBA Name if different than legal:

Applicant Tax Classification:  Public  Private  Non-Profit

Applicant ID (DUNS #):

Applicant Address Line 1:

Applicant Address Line 2:

Applicant Address City:

Applicant Address State:

Applicant Address Zip:

Business Official First Name:

Business Official Last Name:

Business Official Contact Email:

Food Service Director First Name:

Food Service Director Last Name:

Receiving Other CRF Funding:  Yes  No

Other CRF Funding Detail:  CRF LEA Reimbursement  CRF Independent Schools

Other

## Narrative

Describe how these funds will be used to continue meal delivery services to children during the months of June, July and August. Your response should address how the funding need is COVID-related, and how COVID-19 crisis has affected your child nutrition program. Please include the date range that you operated and/or will operate meal delivery. Please keep your response brief – the narrative does not need to include every single supply or item that will be covered by the funds, but should include the general activities that are being funded. A sample response is provided for your consideration. You may copy any parts of this sample response that are true for your SFA, and modify it as needed.

*“The Onion Supervisory Union Food Service Program has been impacted by COVID-19 because school buildings were closed from mid-March through the end of the school year, with children learning remotely. As a result, children were unable to receive school meals at school. In addition, all summer programming located at our schools was suspended this summer, so children were unable to receive meals at our usual summer meal sites. Finally, children and households in our SU are facing higher levels of food insecurity as a result of COVID-related job losses and furloughs, so there is increased need for meals for children. Until June 19th, we offered household delivery using our existing bus routes. From June 22<sup>nd</sup> through August 21<sup>st</sup>, we are offering meals both for grab-and-go pickup at 10 locations throughout our attendance area and offering household meal delivery for households that request it.*

*To continue to provide meals to children during COVID-19, we have incurred additional costs to package unitized meals for distribution, deliver meals to households and pick-up points, and institute health and safety protocols in our production kitchen and delivery points. We have used 3 school buses and 2 school vans to deliver meals to homes and pick-up locations and employed 7 paraeducators and 3 bus drivers to assist with meal delivery. Each of our kitchen managers spends an additional 3 hours per week packaging meals, and 5 hours per week managing distribution. One administrative assistant spends 5 hours per week managing requests for household delivery. We have purchased non-medical PPE for all of our food service and distribution staff and installed plexiglass dividers in our kitchens. Because of the increased volume of meals, we are renting a refrigerated trailer to store the prepared meals at one kitchen and have purchased new refrigerators for two locations. We purchased 3 tray sealers to assist with packaging, and the disposable packaging supplies to go with them. We have also purchased a variety of carts, trays and crates to move meals from the kitchens to the busses and purchased icepacks and coolers to keep foods cold at delivery points. We have printed signage and flyers to make households aware of all the options to receive meals.”*

Submit your response here:

**For Sponsors who Contract with a Food Service Management Company:**

Did you incorporate additional expenses incurred by the Food Service Management Company in your request?    Yes    No    Not Applicable

If so, please attach any documentation provided by the management company to justify these costs. AOE may compare this justification to the FSMC contract to ensure that the expenses are allowable under the contract. Note: If you wish to amend your contract with the FSMC to incorporate COVID-related expenses, please contact [Michael Carr](#) with AOE Child Nutrition Programs.

**Assurances**

1. I have authority to submit this application for the entity named above.    Yes
2. I agree to have my information shared within state government and the state's contracted entities to process this grant and manage grant programs.  Yes
3. Expenses covered by the funds received under this grant application/award have not been and will not be recovered using any other source of Federal funds.  Yes
4. I understand that the State of Vermont will rely on this certification as a material representation in making this grant award.  Yes
5. I agree to the assurances listed on [this document](#) for funds that are co-mingled with Federal funds in the non-profit food service account?  Yes
6. I have on file the documentation for these expenses and can produce them if asked.  Yes
7. I agree to follow the requirements of Agency of Administration [Bulletin 5 Attachment C](#).  Yes
8. As required by federal law, the proposed uses of the funds provided will be used only to cover those costs that:
  - a. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19).  Yes
  - b. were not accounted for in the state budget most recently approved as of March 27, 2020.  Yes
  - c. were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020.  Yes
9. To the best of my knowledge, all information provided is true and correct.  Yes

## Budget Calculation

Please complete the chart below detailing the totals for each category for which you are requesting funding. Note: for costs incurred April 1 through May 31, 2020, for the purposes of June-August food delivery, please include these in June budget column.

Obj. Code	Fund. Code	Description	June Total	July Total	Aug. Project	Total
100	3100	Salaries, overtime costs associated with packaging and distributing meals, planning and administration of meal delivery, and for health and safety modifications for meal preparation and distribution facilities				
200	3100	Benefit costs associated with packaging and distributing meals, and for planning and administration of meal delivery, and for health and safety modifications for meal preparation and distribution facilities				
300	3100	Contracts for busing or transportation services used to deliver meals				
300	3100	Contracting costs associated with packaging and distributing meals, and for planning and administration of meal delivery				
300	3100	Contracting for health and safety modifications for meal preparation and distribution facilities				
400	3100	Contracted costs trash/compost costs associated with meal delivery				
400	3100	Leasing of all types of equipment on this list				
400	3100	Leasing a vehicle used to deliver meals to households or distribution points				
400	3100	Maintenance of vehicle used to deliver meals to households or distribution points				
500	3100	Printing of notices and signage regarding meal distribution, including signage or distribution vehicles or distribution locations, and notices that go in meals about the meal service.				
500	3100	Advertising costs to make households aware of distributions				
500	3100	Insurance for vehicle used to deliver meals to households or distribution points				
500	3100	Mileage for meal delivery				
500	3100	Postage costs for mailing meals or mailing information about meal availability				
600	3100	Purchase of equipment and small-wares for storing and moving unitized meals (carts, rolling racks, dollies, crates, bins, hotel pans, trays for carrying multiple meals)				
600	3100	Ice packs				

Obj. Code	Fund. Code	Description	June Total	July Total	Aug. Project	Total
600	3100	Meal packaging supplies, including disposable trays, bags, boxes, clam shells, cartons, cups, bowls and lids, tape, cling film, paper wrapping				
600	3100	Sanitizing supplies				
600	3100	Nonmedical personal protective equipment, including gloves, masks, aprons				
600	3100	Fuel for vehicle used to deliver meals to households or distribution points				
600	3100	Purchase of packaging equipment, including tray sealers, shrink wrap machines, and other packaging machines (under \$5000 per item)				
700	3100	Purchase of packaging equipment, including tray sealers, shrink wrap machines, and other packaging machines (over \$5000 per item) (purchases in this category may require additional information)				
600	3100	Purchase of milk coolers, refrigeration and freezer units for storing meals, refrigeration trailers, coolers and hot holders for storing and transporting meals (under \$5000 per item)				
700	3100	Purchase of milk coolers, refrigeration and freezer units for storing meals, refrigeration trailers, coolers and hot holders for storing and transporting meals (over \$5000 per item) (purchases in this category may require additional information)				
600	3100	Purchase of blast chiller/freezers for quickly cooling meals to refrigerator/freezer temperature (under \$5000)				
700	3100	Purchase of blast chiller/freezers for quickly cooling meals to refrigerator/freezer temperature (over \$5000) (purchases in this category may require additional information)				
600	3100	Supplies purchased for health and safety modifications for meal preparation and distribution facilities, including plexiglass barriers/sneeze guards for kitchen works stations or distribution areas, and worktables to expand work areas for social distancing (under \$5000 per item)				
700	3100	Equipment purchased for health and safety modifications for meal preparation and distribution facilities, including plexiglass barriers/sneeze guards for kitchen works stations or distribution areas, and worktables to expand work areas for social distancing (over \$5000 per item) (purchases in this category may require additional information)				



Obj. Code	Fund. Code	Description	June Total	July Total	Aug. Project	Total
600	3100	Purchase of meal counting equipment/software for counting meals distributed, including: point of sale equipment, tablets or laptops used for POS software, point of sale software, clicker counters, clipboards (under \$5000 per item or the organization's capitalization threshold, whichever is lower)				
700	3100	Purchase of meal counting equipment/software for counting meals distributed, including: point of sale equipment, tablets or laptops used for POS software, point of sale software, clicker counters, clipboards (over \$5000 per item or the organization's capitalization threshold, whichever is lower) (purchases in this category may require additional information)				
700	3100	Purchase of vehicle used to deliver meals to households or distribution points (purchases in this category may require additional information)				
		<b>Total</b>				