

## ATTACHMENT D

### USES OF FUNDS

A cost allocation based on time and use must be applied if the equipment (single item over \$200 or multiples of the same item totaling \$200) is used for multiple programs. Grant Funds may only be used to cover the portion of time the equipment is used for the Program that is starting up or expanding.

Grant Funds may be requested for one or more of the following types of cost reimbursement categories of expenses:

1. Food Service Equipment
2. Outreach and Enrichment
3. Transportation
4. Labor Costs

#### 1. **Food Service Equipment**

##### A. **Food Service Equipment and Supplies**

Purchase of supplies used for meal and/or snack preparation, equipment to keep food at safe temperatures, or permanent small wares.

Examples of eligible expenses include, but are not limited to:

- o Small ware supplies and small appliances (including single use or disposable) such as utensils, bowls, cups, pans, and insulated containers; and
- o Large equipment and large appliances such as ovens, refrigerators, portable handwashing sinks, tables, and chairs for participants to use during meal service.

Grant Funds *may not be used for the purchase of polystyrene* (e.g. Styrofoam®) items.

**NOTE:** The costs for food and beverage items are ***not allowable*** for this grant.

##### B. **Sanitation Inspection Fees, Repairs, and Equipment**

- i. The cost of repairs and parts, and the purchase of equipment required to successfully pass the sanitation inspection in order to serve Child and Adult Care Food Program (CACFP) At-Risk Afterschool Care Centers, Summer Food Service Program (SFSP) and/or National School Lunch Program (NSLP) Seamless Summer Option (SSO).
- ii. Only for Child and Adult Care Food Program (CACFP) At-Risk Afterschool Care Centers: The cost of sanitation inspection fees. The sanitation inspection report and invoice must be included for reimbursement of the inspection fee and necessary repairs and equipment to be approved.

Examples of eligible expenses include, but are not limited to:

- o Hand wash sink;
- o Materials to repair damage in the meal preparation area; and
- o Cost of contracted labor.

#### 2. **Outreach and Enrichment**

##### A. **Outreach Materials and Activities**

The costs associated with increasing knowledge of the Child and Adult Care Food Program (CACFP) At-Risk Afterschool Care Centers, Summer Food Service Program (SFSP) and/or National School Lunch Program (NSLP) Seamless Summer Option (SSO) to eligible children resulting in increased participation in the meals and/or snacks programs.

Examples of eligible expenses include, but are not limited to:

- o Outreach publications such as newsletters, flyers, and postcards;
- o Advertising costs such as radio and TV ad production and airtime costs;
- o Printing of outreach publications or items related to outreach events; and
- o Outreach events with the direct intent to increase program participation.

## **B. Enrichment and Educational Activities Equipment and Supplies**

The purchases of items used to add enrichment and educational activities to encourage children to participate in the meals and/or snacks programs.

Examples of eligible expenses include, but are not limited to:

- o Guest speaker;
- o Arts and crafts materials such as paint brushes, paint and glitter;
- o Robotics equipment such as tools, parts, and wiring;
- o Gardening supplies such as tools, soil, and seeds; and
- o Books.

Examples of unallowable expenses include high-risk equipment or activities requiring additional liability waivers, but are not limited to:

- o Open water activities like kayaking, rafting, and boating;
- o Archery; and
- o Ropes courses.

## **3. Transportation**

### **A. Transportation Related Purchases**

The purchase of ancillary items, or necessary items for needed repairs to an existing vehicle used to transport or distribute food to Child and Adult Care Food Program (CACFP) At-Risk Afterschool Care Centers, Summer Food Service Program (SFSP) and/or National School Lunch Program (NSLP) Seamless Summer Option (SSO). Purchases must contribute to the safe transportation of food in order to start or continue service with the goal of increasing participation.

Examples of eligible expenses include, but are not limited to:

- o Bungee cords and hooks to secure items such as coolers;
- o Storage racks on existing vehicles;
- o Necessary and reasonable repairs to existing transport vehicles used for program activities;
- o Retrofitting existing vehicles into mobile meals units for the SFSP; and
- o Vehicle wraps or paint that promote the meals and/or snacks programs.

Examples of unallowable expenses include, but are not limited to:

- o Purchase of motor vehicles such as cars, trucks, bus, scooter, and all-terrain vehicles;
- o Vehicle rentals; and
- o Equipment or repairs to vehicles that will be used to transport children.

## B. Vehicle Mileage

Mileage reimbursement up to the Oregon state mileage reimbursement rate in effect during the Performance Period of the grant award for transporting staff, activity materials, and/or food to new and/or existing Child and Adult Care Food Program (CACFP) At-Risk Afterschool Care Centers, Summer Food Service Program (SFSP) and/or National School Lunch Program (NSLP) Seamless Summer Option (SSO) sites with the goal of increasing participation. Mileage reimbursement rates are subject to increases or decreases per the State Mileage Reimbursement rate per calendar year.

Examples of eligible expenses include, but are not limited to:

- o Mileage from a central kitchen to meal service sites; and
- o Mileage during the operation of SFSP mobile meals routes
  - i. A map of the travel routes identified and an estimate of the number of miles that will be requested for reimbursement must be submitted with the application; and
  - ii. A mileage log that identifies individual stops must be submitted with the submission of a reimbursement claim.

## 4. Labor Costs

The staff costs for tasks and duties directly related to grant activities that will result in increased participation of the At-Risk Afterschool and/or Summer Meals and Snacks Programs. **Grant Funds cannot be used for supplanting existing staff costs or replace existing staff funding.** Grant Funds are to be used for new staff, new hours, or new duties for existing staff when current duties are transferred to a different staff member. Organizations that apply for Grant Funds for the staff cost categories A, B, or C listed below must provide the following:

- o Position descriptions required with the application, including the current and revised position descriptions if changes in duties are made to accommodate new grant related duties; and
- o Detailed timesheets and payroll documentation required with the submission of a reimbursement claim.

### A. Food Service Labor Costs

The labor costs associated with the preparation and service of meals and/or snacks to new sites or for new meal types at existing sites. Reimbursement is limited to the first three (3) calendar months of eligible staff costs incurred during the grant award Performance Period.

Examples of eligible expenses include, but are not limited to:

- o Staff time for preparing and cleaning up eligible meals and/or snacks;
- o Staff time for delivering eligible meals and/or snacks; and
- o Staff time for serving meals and/or snacks.

### B. Outreach Labor Costs

The labor costs associated with planning and participating in outreach activities to increase participation at new or existing sites. Grant Funds may be used for existing staff, however, the outreach duties must be new to the staff's position.

Examples of eligible expenses include, but are not limited to:

- o Staff time for developing outreach materials;
- o Staff time for delivering outreach materials; and
- o Staff time for recruiting volunteers and community partners.

**C. Enrichment and Educational Activities Labor Costs**

The labor costs associated with planning and leading new enrichment and/or educational activities at new sites or the expansion of these activities at existing sites.

Examples of eligible expenses include, but are not limited to:

- o Staff time for receiving training to lead enrichment or educational activities;
- o Staff time for planning enrichment or educational activities; and
- o Staff time for leading enrichment or educational activities.

**D. Administrative Labor**

Administrative costs, including indirect costs, are an allowable expense when properly documented and approved by Agency. Indirect costs can account for no more than 15% of the total labor costs reimbursed by the Grant.