



Oregon

Kate Brown, Governor



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Colt Gill

Deputy Superintendent of Public Instruction

GRANT GUIDE

At-Risk Afterschool and Summer Meals Start Up and
Expansion Grant 2019-2021

February 2020

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[Overview](#)

State of Oregon Funds

State grant funds are available for the start-up and expansion of At-Risk Afterschool and Summer Meals Programs. \$436,946 is available to Sponsors and partnering organizations during the 2019 – 2021 biennium. These funds are awarded through the Oregon Department of Education Child Nutrition Programs (ODE CNP).

Eligible Programs

The Child and Adult Care Food Program (CACFP) At-Risk Afterschool, Summer Food Service Program (SFSP), and Seamless Summer Option (SSO) Meals Programs are federal programs that reimburse Sponsors for serving nutritious meals and/or snacks to participants through age 18. Sponsoring organizations include school districts, government agencies, and non-profit organizations. All sites must pass sanitation and fire safety inspections and demonstrate capability to operate the program(s).

Organizations applying for the grant must be one of the following:

- Current, approved Oregon Department of Education Child Nutrition Programs (ODE CNP) Sponsor of the CACFP At-Risk Afterschool, SFSP, and/or SSO, in good standing.
- Potential ODE CNP Sponsor with an application submitted to ODE CNP. To receive funds, the organization must apply to, and be approved, as a Program Sponsor before funds will be awarded. If the organization fails to operate as an ODE CNP Sponsor, all grant funds must be returned to ODE CNP.
- An organization that partners with approved ODE CNP Sponsors of the CACFP At-Risk Afterschool, SFSP, and/or SSO to provide enrichment and/or promote participation in these programs. (A letter of support from a CACFP At-Risk Afterschool, SFSP, and/or SSO Sponsor must be included with the grant application.)

About the Grant

As a reimbursement grant, the Sponsor or partnering organization must have other program funds available to pay for start-up and expansion activities during the award period. The Sponsor or partnering organization must track expenditures, maintain documentation, and submit a claim with supporting documentation for review before grant funds are distributed to reimburse for previously approved, eligible expenses.

Grant funds are available up to a maximum of \$20,000 per organization for the 2019 – 2021 biennium. Organizations are eligible to apply multiple times during the biennium for any amount up to \$20,000. The total amount that will be reimbursed during the biennium will not exceed \$20,000.

Grantees are required to use grant funds to increase participation in and/or expand access to the CACFP At-Risk Afterschool, SFSP, and/or SSO for children in Oregon.

Examples of activities to increase participation and expand access include:

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- Opening new program sites where meals, snacks or meals are served
- Adding meal service days, such as winter and spring vacation and in-service days for afterschool programs, or additional serving days in the summer
- Offering additional meal types to existing program (i.e. upgrading a snack to a supper meal, or adding a breakfast or snack during the summer)
- Holding a kick-off or spike event to raise awareness of the meal program
- Beginning or expanding a mobile route to increase access to summer meal sites

Requested grant funds must fall into at least one of four categories, Food Service, Outreach and Enrichment, Transportation, and Labor Costs.

Grant Timeline

Applications are accepted on a continuous basis throughout the 2019 – 2021 biennium. Completed applications must be received by ODE CNP 60 days prior to the anticipated start of spending for start-up and expansion of an eligible program. Reimbursement will not be approved for expenses incurred prior to the grant award date and must be expended by the assigned “expend by date”, six months from the award date, unless otherwise noted.

A mid-point report is due to ODE CNP 90 days after the grant award date. A final report, claim expense spreadsheet, and supporting documentation must be submitted to ODE CNP 30 days after the assigned expended by date. A final claim must be submitted into the Electronic Grant Management System (EGMS) 30 days after the assigned “expend by date”.

Past Biennium Highlights

Past applicants have been successful in increasing participation in their At-Risk Afterschool and Summer Meals Programs by using grant funds to increase awareness and access to their meal sites. The following are examples from the 2017 – 2019 biennium:

- Produced and aired television advertisements in English and Spanish. The advertisements focused on increasing awareness of existing no-cost summer meal locations and recruiting volunteers to help serve meals throughout the summer.
- Retrofitted busses into mobile meals units. Mobile meal routes with multiple sites were added to increase access to summer meals in rural areas.
- Added food service equipment to provide hot meals for the At-Risk Afterschool Program.

Information Modules

For further guidance, refer to the Start-Up and Expansion Grant for At-Risk Afterschool and Summer Meal Programs information modules at ODE CNP Special Grants webpage:

<https://www.oregon.gov/ode/students-and-family/childnutrition/cacfp/Pages/SpecialGrants.aspx>.

If you have questions about the Start-Up and Expansion Grant for At-Risk Afterschool and Summer Meal Programs, please contact ode.communitynutrition@ode.state.or.us.

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Grant Categories and Eligible Expenses

Grant applications will be considered for costs that support the start-up and expansion of At-Risk Afterschool and Summer Meal Programs. Grant funds may be requested for one or more of the following types of cost reimbursement:

Food Service

Food Service Equipment

The purchase of items used for meal and/or snack preparation, equipment to keep potentially hazardous foods at safe temperatures, or permanent small wares.

- Examples include but are not limited to:
 - Small ware supplies such as utensils, bowls, cups, pans, and insulated containers
 - Large equipment such as ovens, refrigerators, portable handwashing sinks, tables, and chairs for participants to use during meal service
- **PLEASE NOTE:** A cost allocation based on time and use may be applied to equipment over \$250 if the equipment is used for multiple programs. Grant funds may only be used to cover the portion of time the equipment is used for the program targeted for start-up or expansion

Sanitation Inspection Fees, Repairs, and Equipment

The cost of repairs and equipment required to successfully pass the inspection in order to serve At-Risk Afterschool and/or Summer Meals . The cost of sanitation inspection fee is for At-Risk Afterschool Meal programs only. Summer Meal Programs may apply for reimbursement of the sanitation inspection fee through a separate grant. Contact ode.communitynutrition@ode.state.or.us for more information.

- Examples include but are not limited to:
 - Handwashing sink
 - Materials to repair damage in the meal preparation area
 - Cost of contracted repair services
- The sanitation inspection report and invoice must be included for reimbursement of the inspection fee.

Outreach and Enrichment

Outreach Materials and Activities

The costs associated with increasing knowledge of the At-Risk Afterschool and/or Summer Meal Programs resulting in increased participation in the meals and/or snacks programs.

- Examples include but are not limited to:
 - Outreach publications such as newsletters, flyers, and postcards
 - Advertising costs such as radio and TV ad production and air time costs
 - Printing of outreach publications or items related to outreach events
 - Outreach events with the direct intent to increase program participation

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Enrichment and Educational Activities Equipment and Supplies

The purchases of items used to add enrichment and educational activities to encourage children to participate in meal programs.

- Examples include but are not limited to:
 - Arts and crafts materials such as paint brushes, paint and glitter
 - Robotics equipment such as tools, parts, and wiring
 - Gardening supplies such as tools, soil, and seeds
 - Books
- Funds will NOT be awarded for equipment or supplies for high risk activities (those that would require liability insurance).
- A cost allocation based on time and use may be applied for equipment over \$250 if the equipment is used for multiple programs. Grant funds may only be used to cover the portion of time the equipment is used for the program targeted for start-up or expansion.
- A sustainability plan is required with the application to demonstrate how the organization will continue to fund these activities after the grant award period.

Transportation

Transportation Related Purchases

The purchase of items or repairs used to transport or distribute food to At-Risk Afterschool and Summer Meal Programs to ensure that food is transported safely with the goal of increasing participation.

- Examples include but are not limited to:
 - Bungee cords and hooks to secure coolers
 - Service racks added to existing vehicles
 - Necessary and reasonable repairs to existing transport vehicles used for program activities
 - Retrofitting an existing vehicle into a mobile meals unit for the SFSP
 - Vehicle wraps or paint that promote the meals and/or snacks programs
- Funds will not be awarded for the following:
 - Vehicle purchase or vehicle rentals
 - Equipment or repairs to vehicles that will be used to transport children
- A cost allocation based on time and use may be applied for equipment over \$250 if the equipment is used for multiple programs. Grant funds may only be used to cover the portion of time the equipment is used for the program targeted for start-up and expansion.

Vehicle Mileage

Mileage reimbursement up to \$0.575/mile for transporting staff, activity materials, and/or food to new and/or existing At-Risk Afterschool and Summer Meal Program sites with the goal of increasing participation.

- Examples include but are not limited to:
 - Mileage from a central kitchen to meal service sites

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- Mileage during the operation of SFSP mobile meals routes
- 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.
- A mileage log that identifies individual stops must be included with the submission of a reimbursement claim.

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 Meal Programs. Grant funds may not cover existing staff costs or replace existing staff funding. These funds are meant to be used for new staff, new hours, or new duties for existing staff when current duties are transferred to a different staff member. Grant funds may be used to cover all associated labor costs, including benefits. Reimbursement for benefits will be pro-rated based on the percent of time spent on allowable grant related duties. Organizations that apply for grant funds for the staff cost categories listed below must provide the following:

- Position descriptions are required with the grant application, including the current and revised position descriptions if changes in duties are made to accommodate new grant related duties.
- A sustainability plan is required with the application to demonstrate how the organization will continue to fund these duties after the grant award period has ended.
- Detailed timesheets and payroll documentation are required with the submission of a reimbursement claim.

Examples of labor costs that are eligible for reimbursement include:

- A new position is created and funds are used to pay for the hours dedicated to start-up and/or expansion activities for At-Risk Afterschool and/or Summer Meal Programs.
- An existing employee is currently at 0.25 FTE and an additional 0.25 FTE is added, resulting in the employee now working 0.5 FTE. Funds are used to pay for the additional 0.25 FTE dedicated to start-up and/or expansion activities for At-Risk Afterschool and/or Summer Meal Programs.
- An existing employee (employee A) is currently 1.0 FTE. Assigned duties, resulting in 0.10 FTE, are transferred to a different employee (employee B). Funds are used to pay for 0.10 FTE of new duties related to start-up and/or expansion activities for At-Risk Afterschool and/or Summer Meal Programs for employee A.

Food Service Labor Costs

The costs associated with preparation and service of meals and/or snacks to new sites or for new meal types at existing sites. Reimbursement is limited to three calendar months of eligible staff costs.

- Examples include but are not limited to:
 - Staff time for preparation of eligible meals and/or snacks
 - Staff time for delivering eligible meals and/or snacks
 - Staff time for serving eligible meals and/or snacks

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Outreach Labor Costs

The costs associated with planning and participating in outreach activities to increase participation at new or existing sites.

- Examples include but are not limited to:
 - Staff time for developing outreach materials
 - Staff time for delivering outreach materials
 - Staff time for recruiting volunteers and community partners

Enrichment and Educational Activities Labor Costs

The costs associated with planning and leading new enrichment and/or educational activities at new or existing sites.

- Examples include but are not limited to:
 - Staff time for receiving training to lead enrichment or educational activities
 - Staff time for planning enrichment or educational activities
 - Staff time for leading enrichment or educational activities

Ineligible Expenses

Food and Beverage

Grant funds will not be awarded to cover cost of food and/or beverage.

Existing Labor Costs

Grant funds will not be awarded to cover existing staff costs or replace existing staff funding. These funds are meant to be used for new staff, new hours, or new duties when existing duties are handed off to someone else.

- An employee is 1.0 FTE with current duties, no duties are being eliminated but additional start-up and expansion activities for At-Risk Afterschool and/or Summer Meal Programs are being added without any additional FTE assignment.

Transportation Related Purchases

Grant funds will not be awarded to purchase a vehicle or to retrofit or repair a vehicle that will transport children.

Enrichment and Educational Activities Equipment and Supplies

Grant funds will not be awarded for purchase or equipment or supplies that are considered high risk to children's safety (any equipment, activities, or supplies that would require the grantee to carry additional liability insurance).

Application

Application Instructions

All applications must include a completed application document and a signed statement of assurances form. Other required application documentation is dependent on the type of items and activities the organization includes on the application. Submit application and additional required documentation to ODE CNP at least 60 days prior to the date the organization plans to

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incur costs related to start-up and/or expansion of the At-Risk Afterschool and/or Summer Meal Programs

The application document and statement of assurances form are located on the ODE CNP Special Grants webpage: <https://www.oregon.gov/ode/students-and-family/childnutrition/cacfp/Pages/SpecialGrants.aspx>.

Submit the required application documentation to ode.communitynutrition@ode.state.or.us at least 60 days prior to the date the organization anticipates spending funds for start-up and/or expansion of the At-Risk Afterschool and/or Summer Meal Programs. All required items must be received before the application will be reviewed.

Required Application Documentation

Application Document

The application document is an excel document that includes organization information, the plan for start-up and/or expansion of an eligible program, and a budget. The application can be found on the ODE CNP Special Grants webpage: <https://www.oregon.gov/ode/students-and-family/childnutrition/cacfp/Pages/SpecialGrants.aspx>. It is important to review this document, the video information modules, and develop a plan for start-up and/or expansion of the eligible program prior to completing and submitting the grant application. The application must demonstrate how the funds requested will lead to an increase in participation for the At-Risk Afterschool and/or Summer Meal Program(s).

Statement of Assurances

All applications must be accompanied by a signed Statement of Assurances. A blank form is located on the ODE CNP Special Grants webpage: <https://www.oregon.gov/ode/students-and-family/childnutrition/cacfp/Pages/SpecialGrants.aspx>. The form must be signed by the authorized representative or executive contact for the agency, as listed in CNPweb. This individual must have the authority to sign contracts on behalf of the organization.

Sustainability Plan

A number of the grant subcategories require a sustainability plan. The plan must discuss how the organization will continue to fund activities and staff once the grant period has ended to ensure the start-up and/or expansion of the program(s) is sustained. The subcategories that require a sustainability plan are:

- Enrichment and Educational Equipment and Supplies
- Foodservice Labor Costs
- Outreach Labor Costs
- Enrichment and Educational Activities Labor Costs

Letter of Support

Those applying as partnering organizations are required to submit a letter of support from an eligible CNP Sponsoring Organization. This letter must certify that the partnering organization is working with the Sponsoring Organization to start-up and/or expand the Sponsoring Organizations At-Risk Afterschool and/or Summer Meals Programs. Expansion of the program

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will be evaluated on the increase in participation seen by the Sponsoring Organization due to the activities completed by the partnering organization.

Sanitation Inspection Report

Reimbursement claims for grant funds to cover repair costs related to a recent sanitation inspection are required to submit the sanitation inspection report that detail the required repairs.

Route Map and Mileage Estimate

Applications for reimbursement of eligible mileage must submit a route map identifying site locations, mileage between sites, and total mileage for the route with the grant application. Applicants must determine a mileage estimate based on the total mileage of the route and the number of times the route will be operated during the grant award period. Applicants must also complete the mileage reimbursement estimate located on the budget sheet of the application document by entering the total estimated mileage for the grant award period, which will be multiplied by the allowable \$0.575/mile rate.

Position Descriptions

Applications for reimbursement of labor costs must submit position descriptions detailing the duties required. If the position will be covering other non-grant related duties, include a breakdown of expected time spent on grant and non-grant related duties and the total expected hours each month. If duties are assigned to an existing staff member, submit their previous position description (without grant related duties) and new position description (with grant related duties). For more information about allowable and non-allowable labor costs see the Labor Costs subcategory under the Grant Categories and Eligible Expenses section of this guide.

Allocation Determination

Allocation of expenses is required for items that cost \$250 or more and will be used for programs other than the At-Risk Afterschool and/or Summer Meal Program(s) awarded by this grant. These grant funds may only be used to cover costs associated with the At-Risk Afterschool and/or Summer Meal Program(s) that targeted for start-up or expansion to increase participation. The following categories require an allocation determination on the budget portion of the application document if the item costs \$250 or more and will be used for other programs:

- Foodservice Equipment
- Enrichment and Educational Activities Equipment and Supplies
- Transportation Related Purchases

Appendix B of the application document contains an allocation calculator to help the applicant determine the percentage of a cost that may be charged to the grant. This calculation is based on the time the equipment is used for the awarded program compared to the total time the equipment is used for all programs. Include a description of the time breakdown and the other programs the equipment will be used for in the items/services section of the budget sheet.

The following is an example of allocation based on time for equipment:

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An applicant is applying for reimbursement of an oven that will be used for preparing meals in NSLP, CACFP, and SFSP. The applicant is requesting funds for SFSP expansion. The cost of the oven will be allocated based on the time it is used for SFSP meal production. NSLP operates 40 weeks a year, CACFP operates 40 weeks a year, and SFSP operates 12 weeks a year. The applicant will total weeks of operation – this number may be greater than the total number of weeks per year. (40 + 40 + 12 = 92) and then divide the 12 allowable weeks by the total weeks (12/92 = 0.13) to get a 13% allocation. If the Oven costs \$5000, this grant can pay up to 13% of the cost of the oven which would be \$650. The other 87% may be charged to CACFP or NSLP funds or may come from general sponsor funds. Remember to check with the specific program specialist (NSLP, CACFP, etc.) if applying the remaining cost of equipment to other program funds.

ODE CNP Application Review Process

Complete applications are evaluated on the first Monday of every month. A complete application includes the application form as well as any accompanying documents required. If a complete application is not submitted to ODE CNP by 7:00 AM on the first Monday of the month, it may not be reviewed until the following month. After reviewing the application, ODE CNP will contact the applicant with additional questions within five business days.

Approved Applications

Next Steps

If a grant application is approved, an award letter will be sent to the grantee detailing the awarded amount, next steps, spending requirements, and reporting requirements. All steps must be completed and documents submitted in the timeframe provided to allow ODE CNP to approve a reimbursement claim.

DUNS

If grantees do not currently have a Data Universal Numbering System (DUNS) number, grantees will be required to register for a DUNS® number by calling 1 (866) 990-5845 (toll-free number). There is no charge for a DUNS® number.

EGMS Access/Payment

Grantees must request grant payments through the ODE Electronic Grant Management System (EGMS). An accurate final claim must be submitted to the EGMS system by the assigned final claim report due date. The institution must have an ODE institution identification number to gain access to EGMS. The Institution ID search and request form can be found at <https://www.oregon.gov/ode/schools-and-districts/Pages/Institution-Identification-School-Names.aspx>. ODE EGMS Access request form and instructions are located at <https://district.ode.state.or.us/search/results/?id=462>. There must also be at least one person at the organization that has access to EGMS to submit a reimbursement claim. The organization will also be required to submit a completed W-9 form to ode.egms@state.or.us. Grant reimbursement payments will be made by direct deposit. To receive these payments an awarded organization must submit an ACH form to the Department of Administrative Services. The form and instructions for submitting the form will be included in the award letter.

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Add/Modify Site Form

If a grantee is adding a new site(s) to their program an Add/Modify Site Form must be submitted (for each new site). The grantee must work with their assigned Child Nutrition Specialist to get new sites added to the appropriate program in CNPweb. Once an Add/Modify Site Form has been submitted and processed, the grantee must populate the Site Information Sheet in CNPweb and submit to their Child Nutrition Specialist for approval.

If new sites are not approved in CNPweb, the meals served at those sites are not reimbursable through the CACFP At-Risk Afterschool, Summer Food Service Program or Seamless Summer Option and expansion of the program(s) will not be documented for this grant, which may result in a denial of reimbursement for grant related expenses.

Update CNPweb

If a grantee is adding new meal types, days of operation, or enrichment/educational activities at a current site(s) then the Site Information Sheet for that site(s) must be updated prior to meal service. The grantee must work with their assigned Child Nutrition Specialist to get the updates approved.

If new meal types and/or new days of operation are not approved in CNPweb those meals are not reimbursable through the CACFP At-Risk Afterschool, Summer Food Service Program, or Seamless Summer Option and expansion of the program(s) will not be documented for this grant, which may result in a denial of reimbursement for grant related expenses.

Application and Budget Revision

Grantees may shift funds between approved expense categories (Food Service, Outreach and Expansion, Transportation, or Labor) up to 10% of the awarded value of an individual category. Any shifts larger than 10% of an individual category must have prior approval from ODE CNP before the expense is incurred. Additionally, any expenses in a new category or sub category; one not approved through the initial application process, must receive prior approval from ODE CNP before the expense is incurred.

ODE CNP highly recommends the grantee use the Claim Expense Report throughout the grant award period to track spending in the approved categories. If the grantee anticipates a greater than 10% shift of funds in or out of an individual category or new expenses not previously awarded, the grantee must submit a revised application and budget document to ode.communitynutrition@ode.state.or.us as soon as possible. ODE CNP must approve the revised application and budget document before new expense are incurred.

Grant Reporting Requirements

Claim Expense Report

The Claim Expense Report is a required tool used to track expenses based on subcategories. ODE CNP recommends using this document throughout the grant lifecycle to track expenses and ensure that proper supporting documentation is maintained. The Claim Expense Report must be submitted with the Mid-Point Progress Report to demonstrate the progress made in expending approved funds.

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A Claim Expense Report must be submitted with the supporting documentation and final report prior to approval and payment of a reimbursement claim. Instructions for completing the Claim Expense Report are located on the coversheet of the document.

Supporting Documentation

Receipts/Invoices

Receipts and invoices must be submitted for all foodservice, outreach and enrichment, and transportation related purchases. Receipts and invoices must show that charges were paid in full prior to the assigned grant ““expend by date””. If the receipt/invoice does not have a \$0 balance, additional documentation showing that the bill has been paid is required. This can include an email from the vendor certifying that the bill was paid in full and the date the payment was received.

Sanitation Report

If reimbursement is requested to cover the cost of a CACFP sanitation inspection, then the report from the inspection, along with the invoice showing the bill was paid in full is required.

Timesheets/Payroll Documentation

If reimbursement is requested to cover approved staff costs, then a detailed timesheet identifying the hours worked on approved grant related projects and the specific tasks completed must be submitted. The paystub for the period must also be submitted. If the staff completed additional duties outside of approved staff costs for the grant, the benefits will be pro-rated based on the approved grant hours to total hours worked.

Mileage Log

If reimbursement is requested to cover the cost of mileage (\$0.575/mile), then a detailed mileage log is required.

Mid-Point Progress Report

The grantee must complete and submit a Mid-Point Progress Report 90 days from the grant award date. A Mid-Point Progress Report form is provided to the grantee with the award letter and will be resent two weeks prior to the due date. The grantee must also submit the Claim Expense Report detailing all expenses incurred up to that point in time. Supporting documentation is not required with the Mid-Point Progress Report unless a claim for reimbursement is made.

ODE CNP does encourage grantees to submit Photographs, posters and flyers, artwork by children in the program, newspaper articles, comments from parents, and any other materials that will help convey the impact the Start-Up and Expansion Grant funds are having on your At-Risk Afterschool and/or Summer Meal Program(s). Unless your organization specifies otherwise, the Oregon Department of Education Child Nutrition Programs may use quotes, photos, and other information from this report in our communications to our funders and partners. If photographs include the faces, or other identifying characteristics, of children or adults, please also submit signed photo releases when possible. An ODE photo release is available on the Special Grants webpage here: <https://www.oregon.gov/ode/students-and-family/childnutrition/cacfp/Pages/SpecialGrants.aspx>

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Final Report

The grantee must complete and submit a Final Report 30 days from the “expend by date”. A Final Report form is provided to the grantee with the award letter and will be resent 30 days prior to the due date. The final report must discuss the impact of the grant funds on increasing participation in the At-Risk Afterschool and/or Summer Meal Program(s). This is the grantees’ opportunity to share successes, challenges, and provide feedback to ODE CNP on the grant process.

ODE CNP does encourage grantees to submit Photographs, poster and flyers, artwork by children in the program, newspaper articles, comments from parents, and any other materials that will help convey the impact the Start-Up and Expansion Grant funds are having on your At-Risk Afterschool and/or Summer Meals Program(s). Unless your organization specifies otherwise, the Oregon Department of Education Child Nutrition Programs may use quotes, photos, and other information from this report in our communications to our funders and partners. If photographs include the faces, or other identifying characteristics, of children or adults, please also submit signed photo releases when possible. An ODE photo release is available on the Special Grants webpage here: <https://www.oregon.gov/ode/students-and-family/childnutrition/cacfp/Pages/SpecialGrants.aspx>

Reimbursement Claim

The grantee must submit a final claim into EGMS within 30 days after the “expend by date” to receive reimbursement for the allowable expenses incurred during the grant award period. The grantee must also submit a final Claim Expense Report with all allowable expenses incurred during the grant award period and the supporting documentation for those expenses to ode.communitynutrition@ode.state.or.us within 30 days of the “expend by date”. A claim will not be reimbursed if a Final Report, final Claim Expense Report, and supporting documentation are not received within 30 days of the “expend by date”.

ODE CNP will review the final claim, Final Report, final Claim Expense Report, and supporting documentation and will follow up with grantees to resolve any inconsistencies, unallowable expenses, or missing documentation. ODE CNP will work with grantees to ensure the final claim is accurate before approving the reimbursement payment.

Denied and Withdrawn Applications

Applications may be denied if they fail to show a plan for start-up and/or expansion of the At-Risk Afterschool and/or Summer Meal Program(s) that sustains an increase in participation. ODE CNP may deny certain items on an application if the requested funds do not directly relate to start-up and/or expansion but may approve other items on the application.

Applicants may choose to withdraw their application at any point prior to the award letter by notifying ode.communitynutrition@ode.state.or.us or jessica.visinsky@state.or.us or deanna.poynor@state.or.us.

Applicants that have been denied or withdrawn may reapply at any time during the biennium with a new application.

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In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;*
- (2) fax: (202) 690-7442; or*
- (3) email: program.intake@usda.gov.*

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