

RFA – ADDENDUM 2

CHILD NUTRITION PROGRAMS (CNP) START-UP AND EXPANSION GRANT

SECTION 1: PURPOSE

The purpose of this addendum is to modify the Child Nutrition Program (CNP) Start-up & Expansion Grant to allow for submission of Applications at any point during the open period and provide clarity. Addendum 2 modifies, clarifies or replaces the following:

- The name of the Grant;
- The closing date;
- Application quantity limits;
- Performance periods;
- The RFA schedule;
- Definition of terms;
- Scope of Activities;
- Application pieces to be scored;
- The Business Executive Summary;
- Evaluation Item 2 and 3;
- Weighted scoring;
- Ranking of Applications; and
- Attachment E

SECTION 2: MODIFICATIONS

The RFA is modified as follows (new language is indicated by **underlining and bold** and deleted language is indicated by ~~strikethrough~~).

2.1 MODIFICATION OF SECTION 1.1

An Applicant may only submit ~~one (1) Applications per Round of this RFA~~ **up to the total biennium award amount of \$20,000**. Additional details are included in the Scope of Activities section

2.2 MODIFICATION OF SECTION 1.2

Agency anticipates the award of multiple Grant Agreements (each a “Grant”) from this RFA. Each awarded Grant will not exceed \$20,000 per successful Applicant per biennium. The Performance Periods for the resulting Grants is specific to the ~~round~~

application **agreement and subject to the agreement and acceptance of Agency Grant Manager** awarded in, along with the start and ends dates of the Grant Agreement (approximately 90 days).

Round 3 Performance Period: January, 2022 through March, 2023 (approximately)

Round 4 Performance Period: **Application agreement execution date through June 30, 2023** ~~May, 2023 through August, 2023~~ (approximately).

2.3 REPLACEMENT OF SECTION 1.4

Section 1.4 SCHEDULE is hereby removed in its entirety and replaced with the following revised Section 1.4 SCHEDULE

The table below represents a tentative schedule of events. All times are listed in Pacific Standard Time. All dates listed are subject to change.

Event: Round 4	Date	Time
RFA Round 4 open (Applications will be accepted)	January 3, 2023	9:00 AM
Questions/ requests for clarification due	Continuously accepting submissions	
Answers to questions/ requests for clarification issued (approximate)	Last work day of each month	
Last day of the biennium that applications will be accepted	March 16, 2023	11:00 AM
Issuance of notice of award (approximate)	30 days from the date the application was submitted	

2.4 MODIFICATION OF SECTION 2.2

For the purposes of this RFA, capitalized words will refer to the following definitions:

- “Addendum” or “Addenda” means an addition to, deletion from, a material change in, or general interest explanation of this RFA.
- “Administrative Costs” means costs associated with planning, organizing, and managing the expansion or start up food service operation
- “At-risk afterschool care center” means a public or private nonprofit organization that is participating or is eligible to participate in the CACFP as an institution or as a sponsored facility and that provides nonresidential Child Care to children after school through an approved afterschool care program located in an eligible area
- “Applicant” means an entity who submits an Application in response to this RFA.

- “Application” means a written response to this RFA.
- “Closing” means the date and time specified in this RFA as the deadline for submitting Applications.
- “Eligible Entity” means an entity that meets the criteria as detailed in Section 1.3.
- “Evaluation Committee” means the group of people who will evaluate and score Applications submitted in response to this RFA.
- “Sponsor” means an organization that has an agreement with the Oregon Department of Education to operate the CACFP, SFSP, or NSLP SSO program.
- **“Good Standing” means an entity and individuals listed on the application are not currently on the USDA National Disqualified List or considered Seriously Deficient in the administration of any of their Child Nutrition Programs.**
- “State” means the state of Oregon.
- “Seriously Deficient” means the Sponsor is out of compliance in an area cited in the Federal regulations as a Serious Deficiency and/or the Sponsor is significantly out of compliance in a specific area or areas.
- “Performance Period” means the period of time between when the grant agreement is executed, and funds can begin to be spent, and the final date that funds can be spent. All grant activity that is reimbursed as a part of the grant must occur during this time period.

2.5 MODIFICATION OF 2.4

The successful Applicant must use the Grant Funds only to:

- (a) Purchase or upgrade necessary equipment and services required to provide food service and meet sanitation requirements; or
- (b) **Fund sponsor efforts to start-up or expand participation in applicable CNP program; or**
- (c) Make any payment necessary to comply with sanitation requirements that may be required prior to approval; ~~or~~
- (d) ~~Fund participant outreach activities and materials and necessary enrichment activities and materials.~~

2.6 MODIFICATION OF SECTION 4.2.1

4.2.1 Application – ~~scored~~

Applicant must complete, certify, and submit the [Startup and Expansion Grant 2021-2023 Application](#). Applicant should use definitive verbs to describe what Applicant “will” do rather than aspirational verbs such as “hopes”, “expects”, “intends”, “plans”,

or similar verbs that do not express a firm commitment to undertake a specific action.

All Applications are public record and are subject to public inspection after Agency issues the notice of award.

2.7 MODIFICATION OF SECTION 4.2.4

4.2.4 Business Executive Summary – **Recommended**, not scored ~~but~~ **or required**

Applicant must submit, as an uploaded document with the [Startup and Expansion Grant 2021-2023 Application](#), a Business Executive Summary (no more than 500 words) that describes the business, how long it has been in operation, and the type of activities that it offers as a Sponsor. Applicant may only submit the Business Executive Summary as a MS Word or PDF file. This summary, while not evaluated, provides context for the evaluation question responses.

2.8 REPLACEMENT OF SECTION 5.2

Section 5.2 EVALUATION CRITERIA is hereby removed in its entirety and replaced with the following revised Section 5.2 EVALUATION CRITERIA

5.2 EVALUATION CRITERIA

Responsive Applications meeting the requirements outlined in the Application Requirements section will be evaluated by an Evaluation Committee. Evaluators will determine if the sponsor’s application meets grant requirements for Use of Funds and purpose of increasing participation.

SPC may request further clarification to assist the Evaluation Committee in gaining additional understanding of Applications. A response to a clarification request must be to clarify or explain portions of the already submitted Application and may not contain new information not included in the original Application.

EXPLANATION	
Accept	Sponsors response to the evaluation questions meet the requirements and purpose of the grant
Decline	Sponsors response to the evaluation questions to not meet the requirements or purpose of the grant

2.9 REPLACEMENT OF SECTION 5.2.2

Section 5.2.2 Evaluation Item 2 – Increase Participation is hereby removed in its entirety and replaced with the following revised Section 5.2.2 Evaluation Item 2 – Increase Participation.

5.2.2 Evaluation Item 2 – Increase Participation

- Describe how the proposed Use of Funds will result in increased participation within the Summer and/or the Afterschool At-Risk Meals Program.
- Describe how the start up or expansion of the Applicant’s program will continue to be funded if the program is successful. Once the grant award period has ended, how will the Applicant continue to fund the program without Agency Grant Funds?

2.10 MODIFICATION OF SECTION 5.2.3

~~5.2.3 Evaluation Item 3 – Sustainability~~

- ~~• Describe how the start up or expansion of the Applicant’s program will continue to be funded if the program is successful. Once the grant award period has ended, how will the Applicant continue to fund the program without Agency Grant Funds?~~

2.11 REPLACEMENT OF SECTION 5.3

Section 5.3 POINT AND SCORE CALCULATIONS is hereby removed in its entirety and replaced with the following revised Section 5.3 EVALUATION DETERMINATION

5.3 EVALUATION DETERMINATION

Each evaluation section is either accepted or declined by each evaluator. Evaluation of awarded or not awarded is determined by the majority of the evaluators’ determination for each section. Each section that is evaluated must be scored as accepted by the majority of evaluators to be awarded.

2.12 MODIFICATION OF SECTION 5.3.1

5.3.1 Weighted Scoring

Each Evaluation Item is assigned a weighed percentage (as listed in Table 1) then multiplied by the score received to calculate the points received: (Evaluator Score x Weight Score x 100) = Points

Table 1: EVALUATION CRITERIA	POINTS POSSIBLE
Evaluation Item 1: Proposed use of funds (60% weighted)	
<ul style="list-style-type: none"> ● How well does the Applicant describe how Grant Funds will be used ● How well does the Applicant describe how the Grant Funds requested relate solely to the Start up or Expansion of the program requesting funds ● How well does the Applicant describe how they determined that the proposed use of funds is in adherence with: <ul style="list-style-type: none"> ● The policies and rules associated with the type of Program funds that are requested for ● Attachment D: Allowable grant expenses 	30
Evaluation Item 2: Increase participation (20% weighted)	
<ul style="list-style-type: none"> ● How well does Applicant describe how the proposed Use of Funds will result in increased participation within the Summer and/or the Afterschool At-Risk Meals Programs. 	10
Evaluation Item 3: Sustainability (20% weighted)	
<ul style="list-style-type: none"> ● How well does the Applicant describe how the start up or expansion of a program will continue to be funded if the program is successful? 	10
TOTAL EVALUATED POINTS POSSIBLE	50

2.1 REPLACEMENT OF SECTION 5.4

Section 5.4 RANKING OF APPLICANTS is hereby removed in its entirety and replaced with the following revised Section 5.4 RANKING OF APPLICANTS

The SPC will categorize the evaluation determination for each Application as either Accepted or Declined. SPC will determine the order in which each accepted Application was received, with accepted applications being awarded in the order in which they were received.

To qualify for a Grant, an Applicant must be evaluated as accepted in each evaluation

section.

2.2 ADDITION OF ATTACHMENT E

Attachment E is hereby added to the RFA to provide the Application Budget and incorporated by reference.