

STATE OF OREGON



COVER PAGE

OREGON DEPARTMENT OF EDUCATION

CNP STARTUP AND EXPANSION GRANTS

Request for Grant Applications (“RFA”)

Date of Issue: November 28, 2023

Final Closing Date and Time: March 14, 2025 at 3:00 PM PST

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SECTION 1: GENERAL INFORMATION

1.1 PURPOSE

The State of Oregon, acting by and through its Department of Education, (“Agency”), is issuing this Request for Grant Applications (“RFA”) for funding of eligible expenses that expand access and increase participation in the United States Department of Agriculture’s (“USDA”) program for At-Risk Afterschool Care Centers. The USDA program includes the Summer Food Service Program (“SFSP”), Child and Adult Care Food Program (“CACFP”) At-Risk Afterschool Meals Program, National School Lunch Program (“NSLP”), and Seamless Summer Option (“SSO”) Program.

Additional details are included in Section 2.4 Scope of Activities.

1.2 GRANT AMOUNT AND DURATION

Agency anticipates the award of multiple Grant Agreements (each a “Grant”) from this RFA. Each awarded Grant, as amended, will not exceed \$20,000.00 per successful Applicant per biennium. The Performance Periods for the resulting Grants are specific to each Applicant and subject to acceptance of Agency Grant Manager.

1.3 ELIGIBILITY

To be eligible for a Grant under this RFA, Applicants must meet the following criteria:

- Applicant must be an Oregon public school district; or
- Applicant must be a government agency; or
- Applicant must be a community based organization; or
- Applicant must be a non-profit organization; and
- Applicant must provide meals and snacks at At-Risk Afterschool Care Centers.

1.4 SCHEDULE

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

Event	Date	Time
RFA open (Applications will be accepted)	November 28, 2023	
Questions/ requests for clarification submission	November 28, 2023 – March 1, 2025	
Answers to questions/ requests for clarification issued (approximate)	The last workday of the month; unanswered request for clarification will roll over to the month following	
Closing (Applications due)	December 28, 2023 January 31, 2024 February 29, 2024 March 29, 2024	3:00 PM PST

	April 30, 2024 May 31, 2024 June 28, 2024 July 31, 2024 August 30, 2024 September 30, 2024 October 30, 2024 November 29, 2024 December 27, 2024 January 31, 2025 February 28, 2025 March 14, 2025	
Issuance of notice of award (approximate)	30 days from applicable closing date	

1.5 SINGLE POINT OF CONTACT (SPC)

The SPC for this RFA is identified on the Cover Page, along with the SPC’s contact information. Applicants must direct all communications related to any provision of the RFA, whether about the technical requirements of the RFA, Grant requirements, the RFA process, or any other provision only to the SPC.

SECTION 2: AUTHORITY AND SCOPE

2.1 AUTHORITY

Agency is issuing this RFA pursuant to its authority under ORS 327.540.

2.2 DEFINITION OF TERMS

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

2.2.1 Common RFA Definitions

- “Addendum” or “Addenda” means an addition to, deletion from, a material change in, or general interest explanation of this RFA.
- “Agency” means the Department of Education.
- “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.
- “Evaluation Committee” means the group of people who will evaluate and score Applications submitted in response to this RFA.
- “Executed Grant Agreement” means a Grant Agreement that is signed by both the State and the Grant Awardee.
- “Grant Agreement” means a Contract of work according to submitted Grant and application and approved budget.
- “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.
- “RFA” is Request for Grant Applications.
- “SFSP” is the Summer Food Service Program.
- “SSO” is the Seamless Summer Option.
- “State” means the state of Oregon.

2.2.2 Project-Specific Definitions

- “Administrative Costs” means costs associated with planning, organizing, and managing the startup or expansion of food service operations.
- “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 provides nonresidential childcare to children after school through an approved afterschool care program located in an eligible area.
- “CACFP” is the Child and Adult Care Food Program.
- “CNP” is the Office of Child Nutrition Programs.
- “Eligible Entity” means an entity that meets the criteria as detailed in Section 1.3.
- “Good Standing” means an entity or individual listed on the application not currently on the USDA National Disqualified List or determined to be Seriously Deficient; or have

debts or corrective actions outstanding due to a review of their administration of Child Nutrition Programs.

- “NSLP” is the National School Lunch Program.
- “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 with Federal regulations in a specific area or areas.
- “Sponsor” means an organization that has an Agreement with Agency to operate the CACFP, SFSP, or NSLP SSO program.
- “USDA” is the United States Department of Agriculture.

2.3 OVERVIEW

2.3.1 CHILD NUTRITION PROGRAMS (CNP)

CNP belongs to the Agency’s Office of Child Nutrition, Pupil, Transportation, and Fingerprinting. CNP manage several state and federal funded programs.

2.3.2 BACKGROUND

Agency provides assistance to school districts, government agencies and community groups to encourage participation in the USDA program that provides meals and snacks to At-Risk Afterschool Care Centers. Funds are available to Sponsors and partnering organizations during the 2023–2025 biennium. These funds are awarded through Agency’s CNP.

2.3.3 GOALS

CNP’s goal is to administer and provide leadership and assistance to sponsors of USDA food and nutrition programs to support the growth and development of Oregon’s children so they will reach their highest potential for life-long learning, health and well-being.

2.4 SCOPE OF ACTIVITIES

The successful Applicant must use the Grant Funds only to sponsor efforts to startup or expand participation in applicable CNP program.

2.5 USES OF FUNDS

Applicant may use Grant Funds for the following types of cost reimbursement expenses (**see Attachment D for complete details**):

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

Once awarded, only the Uses of Funds types included in the approved budget will be reimbursed unless prior approval is granted by the Agency.

SECTION 3: PROCESS AND REQUIREMENTS

3.1 GRANT PROCESS

3.1.1 Public Notice

The RFA, including all Addenda and attachments, is published on Agency's website at <https://www.oregon.gov/ode/students-and-family/childnutrition/cacfp/Pages/SpecialGrants.aspx>.

RFA documents will not be mailed to prospective Applicants.

Agency will advertise all Addenda on its website. Prospective Applicants are solely responsible for checking Agency's website to determine whether any Addenda have been issued. Addenda are incorporated into the RFA by this reference.

3.1.2 Questions/ Requests for Clarification

All inquiries, whether relating to the RFA process, administration, deadline, or method of award, or to the intent or technical aspects of the RFA must:

- Be emailed to the SPC;
- Reference the RFA name;
- Identify Applicant's name and contact information;
- Refer to the specific area of the RFA being questioned (e.g., page, section, paragraph number, etc.); and
- Be received by the due date and time for questions/ requests for clarification identified in the Schedule.

3.1.3 Pre-Application Conference

A pre-Application conference will not be held for this RFA.

3.1.4 Application Due Date

Applications and all required submittal items must be received by the SPC on or before Closing. Applications received after Closing will not be accepted. All Application modifications or withdrawals must be completed prior to Closing.

Applications received after Closing are considered LATE and will NOT be accepted for evaluation.

3.1.5 Application Submission

Applicant is solely responsible for ensuring its Application is received by the SPC in accordance with the RFA requirements before Closing. Agency is not responsible for any transmission errors or delays or mistaken delivery. Applications submitted by any means not authorized may be rejected. The following submission option(s) is permitted for this RFA:

Electronic Smartsheet Application: Application must be submitted via [Smartsheet Application Form](#). Only complete Applications submitted by Closing will be scored. Agency recommends immediately contacting the SPC by phone to confirm receipt.

3.1.6 Modification or Withdrawal of Applications

Any Applicant who wishes to modify or withdraw an Application already received by Agency must do so prior to Closing.

To withdraw an application, an email must be sent to the SPC providing notification of the Applicant's intent to withdraw.

To modify an application, an email must be sent to the SPC providing notification of the Applicant's request to modify their submitted application. The SPC will return the application to the applicant via Smartsheet for revisions and resubmission. Applications will be evaluated based on the latest revision submission date. Modifications must denote the specific change(s) to the Application submission.

All requests must reference the RFA name.

3.1.7 Application Rejection

Agency may reject an Application for any of the following reasons:

- Applicant fails to substantially comply with all prescribed RFA procedures and requirements;
- Applicant makes any contact regarding this RFA with State representatives such as State employees or officials other than the SPC or those the SPC authorizes, or initiates inappropriate contact with the SPC;
- Applicant attempts to inappropriately influence a member of the Evaluation Committee; or
- Application is conditioned on Agency's acceptance of any other terms and conditions or rights to negotiate any alternative terms and conditions that are not reasonably related to those expressly authorized for negotiation in the RFA or Addenda.

3.2 APPLICATION REQUIREMENTS

Application must address each of the items listed in this section and all other requirements set forth in this RFA. Applicant must describe how activities will be completed. An Application that merely offers to fulfill the project will be considered non-responsive to this RFA and will not be considered further.

3.2.1 MINIMUM APPLICANT REQUIREMENT

To be considered for this opportunity, Applicant must be:

- An existing Sponsor in good standing with the Program and/or is not Seriously Deficient; or
- An entity that has a Sponsor Application currently in process with Agency; or
- An entity that works with a current Sponsor that is in good standing with the Program and/or is not Seriously Deficient.

3.2.2 APPLICATION

Applicant must complete, certify, and submit the Startup and Expansion Grant 2023- 2025 Smartsheet Application. Applicant should use definitive verbs in their narrative 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.

3.2.3 Business Executive Summary – *recommended, not scored or required*

Applicant may submit as an uploaded document with the [Startup and Expansion Grant 2023-2025 Smartsheet 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.

3.2.4 Budget – *not scored but required*

Applicant must complete, sign, and submit the Budget provided (Attachment E).

Applicant may submit as an uploaded document with [Startup and Expansion Grant 2023-2025 Smartsheet Application](#).

3.2.5 Certification Sheet

Applicant must complete and submit the Certification Sheet (Attachment B).

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

SECTION 4: EVALUATION

4.1 RESPONSIVENESS DETERMINATION

Applications received prior to Closing will be reviewed for responsiveness to all RFA requirements. If the Application is unclear, the SPC may request clarification from Applicant. However, clarifications may not be used to rehabilitate a non-responsive Application. If the SPC

finds the Application non-responsive, the Application may be rejected, however, Agency may waive minor mistakes in its sole discretion.

4.2 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 Applicant’s responses meet the grant requirements for each Evaluation Item listed in Sections 4.2.1 – 4.2.3.

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.

SCORE	EXPLANATION
Accept	Applicants response to the evaluation question meet the requirements and purpose of the grant.
Decline	Applicants response to the evaluation question does not meet the requirements or purpose of the grant.

4.2.1 Evaluation Item 1: Uses of Grant Funds

- Describe how the Applicant will use Grant Funds in adherence to both the policies and rules associated with the type of Program funds that are requested for and Attachment D allowable expenses.
- Describe how the Applicant will use Grant Funds to address its Program need(s) and expenses.

4.2.2 Evaluation Item 2: Increase Participation

- Describe how the proposed Uses of Grant Funds will result in increased participation within the Seamless Summer Option, Summer Food Service Program and/or the At-Risk Afterschool Meals Program.

4.2.3 Evaluation Item 3: Sustainability

- Describe how the startup 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?

4.3 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.

4.4 RANKING OF APPLICANTS

The evaluation committee will categorize the evaluation determination for each Application as either Accepted or Declined. SPC will determine the order in which Applications were received, with Applications evaluated in the order in which they were received.

To qualify for a Grant Award, an Applicant must be evaluated as Accepted on each Evaluation Item.

4.5 NEXT STEP DETERMINATION

Agency may conduct additional rounds of competition if in the best interest of the State. Additional rounds of competition may consist of, but will not be limited to:

- Establishing a competitive range
- Presentations/ demonstrations/ additional submittal items
- Interviews

If Agency elects to conduct additional round(s), Agency will provide written notice to all Applicants describing the next step. At any time, Agency may dispense with the selected additional round and: (1) issue an award to another eligible Applicant; (2) elect to conduct an additional round of competition; or (3) cancel the RFA.

SECTION 5: AWARD AND NEGOTIATION

5.1 AWARD NOTIFICATION PROCESS

5.1.1 Award Consideration

Agency, if it awards a Grant, will award a Grant to each of the eligible Applicant(s) based upon the scoring methodology and process described in the Evaluation section.

AGENCY RESERVES THE RIGHT TO NOT SELECT ANY OR ALL APPLICANTS UNDER THIS RFA IF AGENCY DETERMINES IN ITS SOLE DISCRETION THAT A SELECTION SHOULD NOT BE MADE.

5.1.2 Notice of Award

Agency will notify all Applicants in writing that Agency is awarding a Grant to the selected Applicant(s) subject to successful negotiation of any negotiable provisions.

5.2 SUCCESSFUL APPLICANT SUBMISSION REQUIREMENTS

The following are required before a Grant Agreement can be executed.

5.2.1 Business Registry

If selected for award, Applicant must be duly authorized by the State of Oregon to transact business in the State of Oregon before executing the Grant. The selected Applicant must submit a current Oregon Secretary of State Business Registry number or an explanation if not applicable.

All corporations and other business entities (domestic and foreign) must have a Registered Agent in Oregon. For more information, see Oregon Business Guide, How to Start a Business in Oregon and Laws and Rules: <http://www.filinginoregon.com/index.htm>.

5.2.2 Insurance

Prior to execution of a Grant, the apparent successful Applicant must secure and demonstrate to Agency proof of insurance coverage meeting the requirements identified in the RFA.

Failure to demonstrate coverage may result in Agency terminating an Applicant's award. Applicant is encouraged to consult its insurance agent about the insurance requirements contained in Insurance Requirements (Exhibit B of Attachment C) prior to Application submission.

For informational purposes, Oregon Department of Administrative Services Risk Management maintains a [Commercial Insurance Agency Resource List](#). The list can be found at the following website: <https://www.oregon.gov/das/risk/pages/index.aspx> under Contracts and Risk Assessment.

5.2.3 Taxpayer Identification Number

The apparent successful Applicant must provide its Taxpayer Identification Number (TIN) and backup withholding status on a completed [W-9 form](#). Agency will not disburse any Grant funds until Agency has a properly completed W-9.

5.3 GRANT NEGOTIATION

By submitting an Application, Applicant agrees to comply with the requirements of the RFA, including the terms and conditions of the Sample Grant (Attachment C), with the exception of those terms reserved for negotiation. Applicant must review the attached Sample Grant and note exceptions. Unless Applicant notes exceptions in its Application, Agency intends to enter into a Grant with the successful Applicant substantially in the form set forth in the Sample Grant. It may be possible to negotiate some provisions of the final Grant; however, many provisions cannot be changed. Applicant is cautioned that Agency believes modifications to the standard provisions constitute increased risk and increased cost to the State. Therefore, Agency may consider the scope of requested exceptions in the evaluation of Applications.

Any Application that is conditioned upon Agency's acceptance of any other terms and conditions may be rejected. Any subsequent negotiated changes are subject to prior approval of the Oregon Department of Justice.

In the event the parties have not reached mutually agreeable terms within 30 calendar days, Agency may terminate negotiations and commence negotiations with the next highest-ranking Applicant.

SECTION 6: ADDITIONAL INFORMATION

6.1 GOVERNING LAWS AND REGULATIONS

This RFA is governed by the laws of the State of Oregon. Venue for any administrative or judicial action relating to this RFA, evaluation, or award is the Circuit Court of Marion County for the State of Oregon; provided, however, if a proceeding must be brought in a federal forum, then it must be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. In no event shall this section be construed as a waiver by the State of Oregon of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the eleventh amendment to the Constitution of the United States, or otherwise, to or from any claim or from the jurisdiction of any court.

6.2 OWNERSHIP/ PERMISSION TO USE MATERIALS

All Applications submitted in response to this RFA become the property of Agency. By submitting an Application in response to this RFA, Applicant grants the State a non-exclusive, perpetual, irrevocable, royalty-free license for the rights to copy, distribute, display, prepare derivative works of and transmit the Application solely for the purpose of evaluating the Application, negotiating a Grant, if awarded to Applicant, or as otherwise needed to administer the RFA process, and to fulfill obligations under Oregon Public Records Law (ORS 192.311 through 192.478).

6.3 CANCELLATION OF RFA; REJECTION OF APPLICATIONS; NO DAMAGES

Agency may reject any or all Applications in whole or in part, or may cancel this RFA at any time when the rejection or cancellation is in the best interest of the State or Agency, as determined by Agency. Neither the State nor Agency is liable to any Applicant for any loss or expense caused by or resulting from the delay, suspension, or cancellation of the RFA, award, or rejection of any Application.

6.4 COST OF SUBMITTING AN APPLICATION

Applicant must pay all the costs in submitting its Application, including, but not limited to, the costs to prepare and submit the Application, costs of samples and other supporting materials, or costs to participate in demonstrations.

SECTION 7: LIST OF ATTACHMENTS

ATTACHMENT A: EVALUATION QUESTIONS

ATTACHMENT B: CERTIFICATION SHEET

ATTACHMENT C: SAMPLE GRANT

ATTACHMENT D: USES OF FUNDS

ATTACHMENT E: APPLICATION BUDGET

ATTACHMENT F: INSURANCE REQUIREMENTS

ATTACHMENT G: SCORESHEET