

OVERVIEW

State of Oregon Funds

State grant funds are available for the start-up and expansion of At-Risk Afterschool and Summer Meal 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). ODE CNP has designated \$145,000 for Transportation Mini-Grants of up to \$5000 to be used for Program Year 2020 summer programs.

Eligible Programs

Summer Food Service Program (SFSP), and Seamless Summer Option (SSO) 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:

- A current, approved Oregon Department of Education Child Nutrition Programs (ODE CNP) Sponsor of the SFSP or SSO, in good standing.

About the Grant

As a reimbursement grant, the Sponsor must have other program funds available to pay for transportation activities during the award period. The Sponsor 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.

Funds for the Transportation Mini-Grants are available up to \$5000 per organization and only for use during Program Year 2020 summer. This grant does factor into the available Start Up and Expansion grant fund maximum of \$20,000 per organization per biennium. If a sponsor has already been awarded Start Up and Expansion Grant Funds during the 2019-2021 biennium, but has not reached the maximum allowance of \$20,000 per biennium, they may apply for the Transportation Mini-Grant up to a maximum of \$5000 or the remaining amount in the sponsor's \$20,000 allowance; whichever is less.

Grantees are required to use grant funds for transportation and distribution of meals to children in Oregon during Program Year 2020 SFSP or SSO via a previously approved bus route or home delivery plan. In addition, grantees must operate and provide meals for at least four weeks between June 15, 2020 and August 31, 2020.

Requested grant funds must fall into at least one of three categories, Transportation Contract Costs, Vehicle Mileage, or Labor Costs for Transportation.

Transportation Mini-Grant Guide

Transportation Contract Costs

The transport or distribution of meals to Summer Meal Program participants via an approved bus route or home meal delivery plan.

- Examples include:
- Contract costs for transportation services such as First Student
- Funds will not be awarded for the following:
 - Vehicle purchase or vehicle rentals

★ Invoices and/or receipts of payments made for allowable transportation services must be included with the submission of a reimbursement claim.

Vehicle Mileage

Mileage reimbursement up to \$0.575/mile for transport or distribution of meals to Summer Meal Program participants via an approved bus route or home meal delivery plan.

Examples include but are not limited to:

- Mileage from a central kitchen to meal service route.
- Mileage during the operation of SFSP home delivery meals route.

★ A mileage log that identifies individual stops must be included with the submission of a reimbursement claim.

Labor Costs for Transportation

The staff costs for tasks and duties directly related to transport or distribution of meals to Summer Meal Program participants via an approved bus route or home meal delivery plan. 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.

Examples of labor costs that are eligible for reimbursement include:

- Payment for bus driver services for transport or distribution of meals to Summer Meal Program participants via an approved bus route.
- Payment of staff time spent in the transport and distribution of meals to Summer Meal Program participants via an approved home meal delivery plan.

★ Detailed timesheets and payroll documentation are required with the submission of a reimbursement claim.

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.

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 transportation contract costs. Receipts and invoices must show that charges were paid in full prior to the assigned grant “expend by date” of September 30, 2020. 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.

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.

Final Report

The grantee must complete and submit a Final Report by September 30, 2020. 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 participation in 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 Transportation Mini-Grant funds are having on your 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

Transportation Mini-Grant Guide

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 by September 30, 2020, unless otherwise specified, 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 by September 30, 2020, unless otherwise specified. A claim will not be reimbursed if a Final Report, final Claim Expense Report, and supporting documentation are not received by the required due 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 meet the requirements of the Transportation Mini-Grant, as stated previously. ODE CNP may deny certain items on an application if the requested funds do not directly relate to the transportation and distribution of meals through an approved bus route or home delivery plan, 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

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

Transportation Mini-Grant Guide

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.*

This institution is an equal opportunity provider.